

2024



# Information Handbook

**RESPECT ASPIRE RESILIENCE**

**INDEPENDENT PUBLIC SCHOOL | Approved Specialist Program STEM**

**CHAMPION BAY**  
SENIOR HIGH SCHOOL



**ENLIGHTEN**

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Important key terms used in the handbook are:

- ATAR      Australian Tertiary Admissions Rank
- CBSHS    Champion Bay Senior High School
- ICT        Information and Communications Technologies
- P&C       Parents and Citizens
- STEM      Science, Technology, Engineering and Mathematics
- WACE     Western Australian Certificate of Education



## Our School Profile

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In February 2019, Champion Bay Senior High School was officially opened by the Minister for Education and Training, The Honourable Sue Ellery MLC. Located in the City of Greater Geraldton, this official ceremony represented the culmination of many years of planning to enable the school to become a Years 7-12 campus, drawing students from across the Midwest region. The school site celebrated its 40<sup>th</sup> anniversary in 2015.

The school has kept the motto “**Enlighten**” from John Willcock College, recognising the work done by many staff and students over the previous 44 years at the site. Enlighten is almost the perfect motto for a community that prides itself on teaching and learning. The word itself has three key meanings in the English language:

- to instruct and inform – that is to give someone greater knowledge and understanding about a subject or situation, and;
- to be free from prejudice and bias, and;
- to shed light on.

This word illustrates the beliefs and ideals of this Champion Bay community and is a roadmap for our daily conduct.

We add this guiding principle to the articulation of our vision that ***we believe in empowering our students to become independent learners, critical thinkers and problem solvers, in order for them to achieve their academic, social and emotional potential.*** We aim to develop students who are confident, optimistic and enlightened members of our community setting forth on pathways that will see them construct, optimise and utilise all of the best assets available to them.

Our uniform and crest have been influenced by the colours of the Midwest. From a satellite map of this region, we took the dark blue of the Indian Ocean beyond the Continental Shelf, the teal of shallower waters, the pristine white of the sands along the beaches and the pindan red from the Murchison.

### CHAMPION BAY SENIOR HIGH SCHOOL



**ENLIGHTEN**

The elements of our crest include the Aboriginal symbol for star – those same lights that have lit the way for travellers since time began. One of our Visual Arts teachers, Nat Cooper gave us the first representations of the sails. These sails depicted represent the historical perspective of visitors to this land – whether thousands of years past or since non Aboriginal travellers have arrived. The sails also recognise the contemporary Geraldton that is known across the world as the home of some of the finest kite and wind surfing conditions.

The narrative here extends to the notion that a journey by sail – lit by the stars is undertaken by a sailor who is in control of their journey. Optimism and confidence are two characteristics of this person. These are two strengths that we are building in our students on their learning journey.

Champion Bay Senior High School is a multicultural environment with a diverse range of students from the Geraldton and Midwest region. Students from areas outside Geraldton wishing to attend Champion Bay Senior High School are able to board at the Geraldton Residential College. Our school is also served by a comprehensive bus network that enables students to travel from Geraldton’s suburbs and agricultural hinterland.

Our school caters for around eight hundred and fifty students. It has developed an innovative learning team focus on academic and social programs that uses a collaborative approach designed to create closer relationships between teachers, students and families. It enables all stakeholders (school and home) to work together to respond to student needs by providing support, encouragement and assisting in problem solving as the need arises.

The student and learning teams on the campus provide a comprehensive learning environment focusing on English, Mathematics, Science, Humanities and Social Sciences. Our school provides a range of innovative programs and specialist instruction in all curriculum areas including Health and Physical Education, Languages, Technologies and The Arts.

The selective **STEM Approved Specialist Program**, the **Champion's Innovation Academy**, offers Year 7, 8, 9 and 10 students the ability to develop areas of interest in Science, Technologies, Engineering and Mathematics.

Students in the Academy and other extension activities have many opportunities to participate in external competitions, school-based workshops and our STEAM and Indonesian: Second Language programs. Continued participation in these classes is contingent on high achievement, regular attendance (90% or better), a superior work ethic that is in line with the school ethos and expectations of exemplary behaviour.

Our school is the shared home site of the Combined Schools Band, which performs regularly in public. In addition, programs are provided that support students with literacy, numeracy, social and health needs. A cutting-edge initiative whereby every student is provided with an ICT device – either an iPad or laptop, to enhance learning experiences sets Champion Bay Senior High School apart as one of the only Government schools in Western Australia with this level of provided technology.

A dedicated and experienced staff promotes academic excellence and social responsibility in a caring environment. Students are encouraged to participate in various national competitions. Sport is also an important part of the Champion Bay Senior High School program, with our students participating in the Senior School Country Week program. Champion Bay Senior High School is home to the Follow the Dream, Midwest Clontarf, Deadly Sista Girlz and SHINE Programs. An innovative school based engagement program, Future Pathways Program, provides a structured support for identified Years 11 and 12 students at risk.

Champion Bay Senior High School has a policy of encouraging parent and community participation. Parent-teacher meetings are seen as an essential ingredient in maintaining a positive learning environment. We welcome your involvement as either a P & C member or as a member of the Champion Bay Senior High School Board.

We look forward to working with you and your child during their time at Champion Bay Senior High School.



## Our Learning Environment

In recent years, our school has undergone a \$20 million extensive building and major refurbishment program, providing our students with new state-of-the-art facilities. This includes: a purpose-built Technologies Centre – the John Willcock Technologies Centre; a Performing Arts and Music facility which incorporates a Dance studio; Administration, Student Cafeteria and Student Services areas and extensive landscaping works.



## Important Dates for 2024

### Term Dates

|               | Start Date                 | Finish Date                |
|---------------|----------------------------|----------------------------|
| <b>Term 1</b> | Wednesday, 31 January 2024 | Thursday, 28 March 2024    |
| <b>Term 2</b> | Monday, 15 April 2024      | Friday, 28 June 2024       |
| <b>Term 3</b> | Monday, 15 July 2024       | Friday, 20 September 2024  |
| <b>Term 4</b> | Monday, 7 October 2024     | Thursday, 12 December 2024 |

### Public Holidays

|                       |   |
|-----------------------|---|
| Labour Day            | 4 March 2024                                    |
| Good Friday           | 29 March 2024 (Start of Term 1 Holiday break)   |
| Easter Monday         | 1 April 2024                                    |
| Anzac Day Holiday     | Thursday, 25 April 2024                         |
| Western Australia Day | 3 June 2024                                     |
| King’s Birthday       | 23 September 2024 (During Term 3 Holiday break) |

Information about school development dates and Parent – Teacher Evenings is communicated to parents at the start of 2024.

## Our School Day

|               |                   |            |
|---------------|-------------------|------------|
| Reminder Bell | 8.40am            |            |
| Form          | 8.45am – 9.05am   | 20 minutes |
| Block 1       | 9.05am – 10.05am  | 60 minutes |
| Block 2       | 10.05am – 11.05am | 60 minutes |
| Recess        | 11.05am – 11.30am | 25 minutes |
| Block 3       | 11.30am – 12.30pm | 60 minutes |
| Block 4       | 12.30pm – 1.30pm  | 60 minutes |
| Lunch         | 1.30pm – 2.00pm   | 30 minutes |
| Block 5       | 2.00pm – 3.00pm   | 60 minutes |

Our school begins at 8.45am. The reminder bell goes at 8.40am which is a signal to students that they need to be on their way to class and ready to begin Form at 8.45am.

All students attend Form until 9.05am daily. This is an opportunity to check in with their Form teacher, have their attendance and diary checked and generally be ready to begin learning. Teachers also use this time to ensure all ICT equipment is checked.

Late students who arrive before 9.05am go directly to Form class. Students arriving after 9.05am must sign in at the Administration office. Parents are requested to provide an explanation if their child is absent or late. This can be done in the student diary. Alternatively, parents may accompany late students to the Administration Office and explain the reason for being late to school. A phone call to the school can also be used to explain an absence as can a text message to Student Services (See page 15), or a message sent through Connect.

Students in Years 7-9 are organised into Student Teams which have a Team Leader. Each form class belongs to a Student Team. Students in Years 10-12 are organised into Learning Teams based across the eight curriculum learning areas. Each year level has a Year Coordinator.

## Curriculum

Students at Champion Bay Senior High School have instruction in the eight curriculum Learning Areas. The Student and Learning Teams provide instruction in English, Maths, Science and Humanities and Social Sciences. In addition, all students can access a range of courses offered and provided by specialist teachers in Health and Physical Education, Languages, the Arts and Technologies.

Our school is an Indonesian Language school, committed to assisting in the provision of a seamless tuition in Indonesian from Year 3 to Year 10 at selected partner schools, including Mount Tarcoola, Wandina and Waggrakine Primary Schools.

Our school **Assessment and Reporting Policy** is given to students each year and is available on Connect. This outlines student responsibilities, important information about the Course and Assessment Outline, submitting assessments, cheating, collusion and plagiarism, the review of marks and grades. Form teachers and the class teacher go through this policy with students at the start of each year.

Each child is provided with a copy of the **Champion Bay Senior High School Course Assessment Timeline**. This is a guide to the course assessments for the semester for your child's year group and is also available on Connect. The **Course and Assessment Outline** gives further information about the content, skills,

assessment weightings and types for each individual course. If you have any questions about this document, please speak to the course teacher.

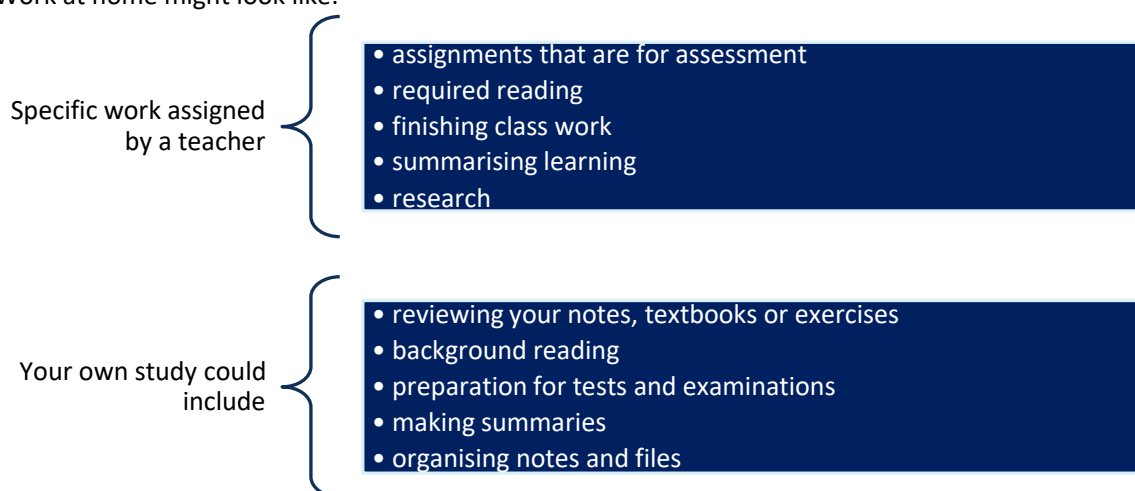
## Homework Policy

Students who wish to achieve their best possible academic outcomes should plan their home study programs carefully.

### Why should we do homework?

- To consolidate work done in class. (Research clearly indicates that revision and reflection of work done during the school day increases the ability to recall learning by converting it from the short term to the long term memory).
- To give students the opportunity to extend their knowledge with self-directed learning activities, such as investigations and assignments.
- To give students the opportunity to identify what they do not understand.
- To develop organisational skills.
- To establish work habits for success in senior school and further study.
- To reinforce the concept that learning is lifelong and does not only take place at school.

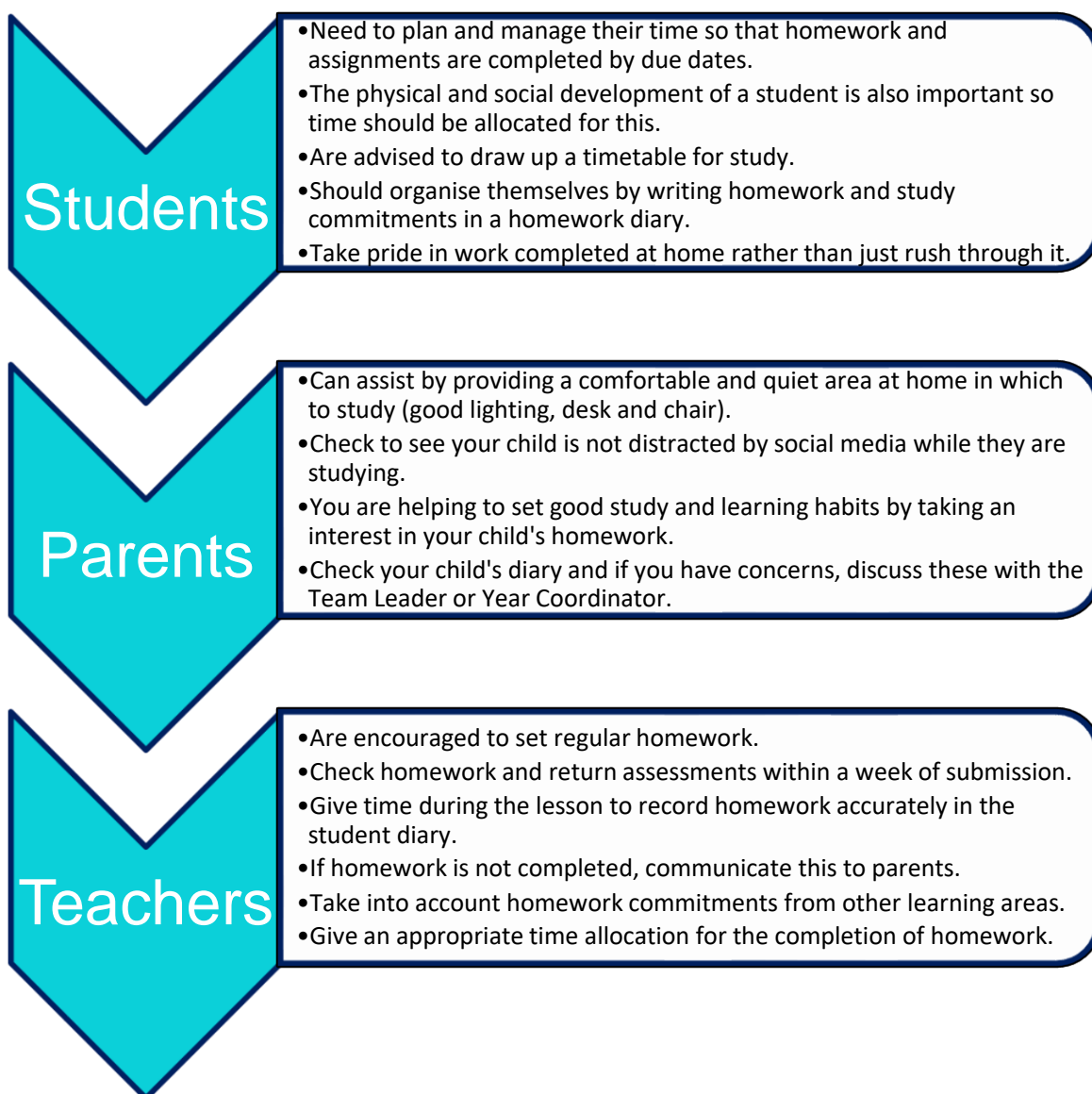
Work at home might look like:



All students are required to complete homework as they progress through secondary school and the amount of homework depends on the nature of their course. Australian Tertiary Admissions Rank (ATAR) courses in Years 11 and 12 and ATAR preparation courses in Years 9 and 10 require a more organised and rigorous and organised study program.

The following times are a guide to enable a student to achieve their potential.

| Year Group     | Daily Allocation | Weekly Allocation |
|----------------|------------------|-------------------|
| 7              | 45 minutes       | 3.75 hours        |
| 8              | 1 hour           | 5 hours           |
| 9              | 1.5 hours        | 7.5 hours         |
| 10             | 2 hours          | 10 hours          |
| 11 and 12 VET  | 3 hours          | 9 hours           |
| 11 and 12 ATAR | 3 hours          | 15 hours          |



**We encourage all students to read for thirty minutes each night for interest and pleasure.**





## Contributions and Charges

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Government funding is provided to schools for the operating costs associated with the education of students. This includes the salaries of teaching and support staff, student support services, school buildings, furniture and equipment, school maintenance, school security and operational costs.

**Parents may be responsible** for the cost of certain materials, services and facilities directly used or consumed by their student, such as textbooks, specialist materials used in practical subjects, excursion costs, hire of specialist equipment and venues etc.

**Parents are responsible for the provision of student's personal items**, such as pens, pencils, paper or calculators, etc. These are required to be "topped" up during the year as the need arises.

**CONTRIBUTIONS** Eligible parents are advised to apply for Secondary Assistance Scheme or Abstudy before the end of Term One each year. (See page 10). Contributions are a voluntary payment requested from parents towards the cost of materials, services and facilities used by students in the educational program. Each secondary school in WA can request a contribution of \$235 per student per year in Years 7 to 10.

Parents are asked to pay the contribution towards the cost of providing an education program that meets the requirements of the WA Curriculum. It may include the hire of textbooks and provision of text materials, course materials etc.

**This contribution is voluntary; however, the government has stated that parents who can afford to do so are expected and encouraged to pay the contribution costs.**

### **EXTRA COST ELECTIVE CHARGES (Years 7 to 10)**

Charges are applied to students who have elected to participate in electives which incur an extra cost. In Years 9 and 10, **high cost (HC) electives require a 50% deposit upon selection.**

If **full payment is not received**, students may be removed from the high cost elective.

### **COMPULSORY CHARGES (Year 11 and Year 12)**

Year 11 and Year 12 courses and programs have compulsory charges and **must be paid**. In accordance with the Department of Education Contribution and Charges Policy we request a 50% payment for all Years 11 and 12 charges by 31 January 2024.

### **Charges for Extra Cost Optional Items (All Years)**

**Optional extra cost items** are provided via a range of activities and services, such as Country week, excursions, HASS Tour, etc. **Participation is subject to payment in full prior to the event.** Where students wish to participate, payment will be requested during the school year when events are confirmed and costs are finalised.

**There is a requirement to discuss any outstanding contributions and charges prior to making a deposit for any camps, tours and country week.** Parents/carers need to contact the school to negotiate a payment plan.

The Contributions and Charges invoice for 2024 will be mailed to parents.

More detailed information regarding the payment of contributions and charges will be provided to all parents during Term 4.

## Government Assistance

Eligible parents can apply for the Secondary Assistance Scheme or Abstudy but **not** both.

### Secondary Assistance Scheme

The WA Department of Education provides an allowance to assist eligible families with secondary schooling costs. The application is made by the parent/guardian for the student enrolled. The allowance has two components:

- \$115 Clothing allowance paid directly to the parent/guardian (CA).
- \$235 Educational Program Allowance paid directly to the school (EPA).

#### *Eligibility Criteria*

To be eligible for the allowance the parent\guardian must hold a Department of Human Services (Centrelink) or Veteran's Affairs card that represents a statement of income for the family. The card must be valid during first term. The allowance is paid up to and including the year the student turns 18 years of age.

Application forms are completed at the school in Term 1. Applications close on **28 March 2024**.

We will receive the EPA \$235 allowance for Secondary Assistance recipients paid directly to Champion Bay Senior High School.

### ABSTUDY

Abstudy has three components:

1. The **School Fee Allowance** is paid directly to the school for payment of school charges and contributions.
2. Once the school receives the School Fee Allowance the parent/guardian is then eligible to apply for the **Abstudy Supplement Allowance** which is paid directly to the school (\$79). Applications close on **28 March 2024**.
3. The **School Term Allowance** is payable to eligible indigenous secondary school student under 16 years of age who live at home. The allowance is provided to assist families with basic educational supplies such as stationery, uniforms and books and is provided in four instalments at the beginning of each term.

Students are required to attend **at least 85% of the term** to receive the **School Term Allowance** for the following term. Where students have been absent for legitimate reasons such as illness, family cultural obligations and these absences have been approved by the school, payment will not be affected. The first payment for the school year will be automatically paid to eligible families who have applied for the allowance.

It is very important that all parents and guardians contact the school when students are absent and explain the situation. If no explanations are given or the reason for being absent is not appropriate, students in receipt of the **ABSTUDY School Term Allowance** risk not receiving payment the following term.

For further information on ABSTUDY please contact Services Australia (Centrelink).

# Student Computer Network and Online Services Agreement

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The student computer network and online services at school is available for student use to enhance learning. Access to Department of Education online services and the Internet is provided and encouraged. This includes individual email and calendar accounts, the internet, Connect, web-conferencing, digital resources, file storage and sharing services.

All students have the **opportunity** to use the school ICT devices and facilities. However, students have a **responsibility** to use the ICT devices in an appropriate manner. It is provided for work purposes, **not** personal use.

All students and parents must read the *Student Computer Network and Online Services Agreement* outlined below and acknowledge their agreement to abide by the conditions and acceptable use requirements in the *Enrolment Application and Form*. **Students will not be allowed to access the student computer network or online services without signed parent/guardian permission.**

**This contract establishes rules for the student and secures a commitment for best use practices.**

I acknowledge that I will abide by the following requirements. I understand that should I misuse the student computer network, online services or the acceptable use requirements, consequences (eg, access restrictions) will be applied.

**1. Students using the student computer network and Department-provided online services at Champion Bay Senior High School must:**

- use the student computer network for school projects and approved pursuits.
- log on under their own name and password, keep these passwords private and not share these with other students and not let other people logon and/or their online account.
- tell the teacher if they think someone is using their online account.
- understand the school and the Department of Education can monitor their use of online services.
- use the ICT device for appropriate purposes as determined by the supervising teacher.
- ensure that the ICT equipment is appropriately cared for and not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.
- report malfunctions or difficulties with the ICT device to their supervising teacher.
- learn how to use the system efficiently to minimise disruption to other users.
- monitor and limit the number of files saved to their allocated space on the network server.
- understand that their saved files will be deleted at the end of the year.

**2. Students using the student computer network and Department-provided online services at Champion Bay Senior High School must not:**

- load, create or save any program (unless specifically directed to by teachers).
- play any form of game other than that specified by a teacher.
- access, alter or use information in other student's files or devices.
- alter any settings on the computer, iPad or other school ICT device.
- have food or drink in the areas that contain ICT equipment.
- use any material in their school work before gaining permission from the copyright owner, including reusing it in a portfolio for employment, in a competition or any other uses other than for their private research and study.

**3. Students should use the internet and Department-provided online services only with the approval and guidance of a teacher. This means students:**

- should only use online services for purposes which support their learning, educational research and approved pursuits.
- will tell a teacher if they find any information that is inappropriate or makes them feel uncomfortable about it. Examples of inappropriate content include violent, racist, sexist, or pornographic material, or content that is offensive, intimidating or encourages dangerous or illegal activity. They must not use the internet to access violent or pornographic publishing or other sites deemed inappropriate by the school, especially any sites which are blocked by the system or Department of Education.
- will check with the teacher before sharing images or giving information about themselves or anyone else when using online services.
- must not download any programs or applications from the internet (including screen savers or wallpaper).
- are responsible for all activity in their online services account. They must not access chat lines, conversation sites or other sites that link students to unauthorised individuals outside of the school community.
- should make any search as quick and efficient as possible and will acknowledge the creator or author of any material used in their research for school work by using appropriate referencing.
- will use appropriate language in all internet communications.
- will not use the Department's online services for personal gain or illegal activity (eg music file sharing), to bully, offend or intimidate others or access or send inappropriate materials including software that may damage computers, data or networks.
- must not use the school's internet facilities for any unlawful purposes, such as hacking.

**4. Section 85ZE of the Commonwealth Crimes Act, states that a person shall not knowingly or recklessly:**

- use a telecommunication service supplied by a carrier to menace or harass another person.
- use a telecommunication service supplied by a carrier in such a way as would be regarded by reasonable persons as being, in all circumstances, offensive.

## Cyber Safety

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Parents will be aware of many incidents reported in the media regarding safety online. Personal information is easily tracked and used by those who know how, so it is important that our students keep as safe as possible while online. This includes smart phones as well as computers and the growing range of electronic devices that have internet connectivity.

Students work through sessions on cyber safety as part of their initial training each year. These cover the use of mobile phones, social networking sites, cyberbullying, email etiquette and general safety online. We revisit this several times during the year to refresh the messages in Form times and at learning team meetings.

Parents are encouraged to check the following sites online for further useful information:

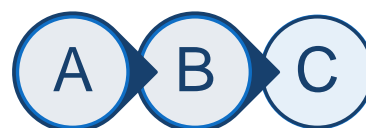
- The main government cyber safety information website found at <http://www.esafety.gov.au/>.
- A Google search (or similar) will also provide many useful links about cyber safety.



## Good Standing Policy

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Good standing is held by all students and our policy requires all students to maintain their attendance, behaviour, and complete all assessments in a timely manner, meeting all deadlines. When good standing is withdrawn, students will be excluded from extra-curricular activities for a designated period until good standing is reinstated.



# Code of Behaviour

All staff and students at Champion Bay Senior High School have the right to work in a safe, supportive, and pleasant learning environment. It is the **responsibility of all** who are in our school to provide such an environment for the protection and safety of every individual.

Champion Bay Senior High School is a Positive Behaviour Support school.

*Our purpose is to implement Positive Behaviour Support to develop a whole school process that is shared by all staff, students and community. It is our intention to develop a school culture which is positive and consistent, using common language, in order to improve behaviour, teach social skills and to achieve higher education outcomes.*

Our school expectations are **Respect, Aspire** and **Resilience** and are outlined in the table below.

| RESPECT  | ASPIRE   | RESILIENCE  |
|--|--|---|
| <p>Follow Learning Area procedures or protocols.</p> <p>Speak at the appropriate time in class.</p> <p>Maintain a safe environment for all students to be successful learners.</p> <p>Calmly wait for your turn to speak respectfully to staff.</p> <p>Use all equipment properly in the correct manner including ICT.</p> <p>Use appropriate body language when interacting with others.</p> <p>Follow all staff instructions in a timely manner.</p> <p>Respect others personal space and needs, and keep hands, feet and objects to self.</p> <p>Listen to and speak politely to everyone.</p> <p>Respect the environment by placing rubbish in bins.</p> <p>Respect school buildings and property.</p> | <p>Set goals and work towards them.</p> <p>Ask for feedback to improve.</p> <p>Actively participate.</p> <p>Be prepared to start your class on time.</p> <p>Attempt all work to the best of your ability.</p> <p>Use your break time effectively and appropriately.</p> <p>Wear your correct uniform.</p> <p>Be prepared with all equipment needed.</p> <p>Encourage others to be their best.</p> <p>Remain in seat as instructed to attempt class tasks.</p> <p>Move promptly to class when first siren sounds.</p> | <p>Persevere and stay in class, even with challenging work.</p> <p>Accept consequences for your actions.</p> <p>Reflect on your action and make a positive change.</p> <p>Accept other people's differences.</p> <p>Positively solve issues and seek support from a responsible other or teacher if required.</p> <p>Focus on positive interactions and ignore negative situations.</p>  |

**At Champion Bay Senior High School, we do not tolerate physical violence.**

*Please ask for a copy of our Behaviour Management Guidelines. We welcome and value your suggestions. This Policy is updated annually.*

## Attendance, SMS Messaging and Connect

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At Champion Bay Senior High School, student attendance is one of our highest priorities. We know that students who attend regularly are more likely to be successful in later life and safe when they are at school.

*REGULAR ATTENDANCE means 90% attendance or better*

*If your child's attendance is less than 90% then they are considered to be "At Risk".*

**Helpful hint: use your child's diary to inform our school of any absences.**

To improve our attendance procedures, we will be informing parents/caregivers about any unexplained absences for their child. Our school expects a response to this information in order to explain the absence.

Parents will be informed by mobile phone message (SMS) each time their child is away from our school. Please respond to these messages in a positive and timely manner. Remember – these messages are to ensure the safety of your child.

Our school expects parents/caregivers to contact the school by 9.00am if they know their child is going to be absent. This can be done by phone, SMS, or direct contact through the Administration office.

An SMS text message will automatically be sent to the mobile phones of relevant parents explaining that our records show that their child is absent from school, if absences have occurred.

The message will read as follows:

CBSHS (Form Class) records show Johnny Smith is absent today 12/05/24. Please provide reason by reply SMS or phone 9965 8339.

A similar message will be sent for unexplained lateness. The message will arrive on the phone displaying the number "0407 381 061".

Please store this number in your mobile phone under "Champion Bay Senior High School" so that when the message arrives, you are aware the message has come from the school.

This is a service provided by our school. Parents/caregivers are asked to respond appropriately to these messages.

Parents should then reply by:

- using the SMS 0407 381 061: When replying via SMS, parents should always include the student name in the message and Form Class (if known) e.g. 8.3.
- phoning the Student Services Reception **9965 8339**.
- sending a note or acknowledgement in the student diary, on their child's return to school. If a child is absent and a reason has already been provided to the school, then parents will **not** receive an SMS as the absence will be "Explained".
- sending a message via Connect to notify of absences.

## Mobile Phone and Electronic Devices Policy

**Helpful hint: Please do not contact your child on their phone during the school day. Messages can be passed on by contacting the Administration Office on 9965 8300.**

Mobile phones and electronic devices are a part of modern society and the school accepts that many students possess these items. They are a useful tool, especially where the issue of safety is concerned. However, teachers and students have a right to teach and to learn in a classroom and environment free from interruption by mobile phones and other telecommunication devices.

Mobile phones at Champion Bay Senior High School present a number of challenges, including:

- interrupting lessons and assessment tasks
- disrupting the learning of others
- theft
- bullying
- invasion of privacy, and
- violating the rights of the school community to enjoy participating in a safe, secure environment.

### Policy

While we prefer students not to have mobile phones and electronic devices at our school, we realise that students may have mobile phones; therefore, our school has adopted the following policy:

1. Students are discouraged from bringing mobile phones and electronic devices to school. We accept no responsibility for mobile phones and electronic devices that are brought to our school and undertake no responsibility to investigate their misplacement, loss or theft.
2. Mobile phones and electronic devices that are brought to school must be switched off and not visible when students enter the school grounds. These devices should be locked away in the student's iPad locker before Form class and should not be removed until the final bell at 3.00pm.
3. Using mobile cameras (still and video) to film people and their activities without their knowledge and/or permission is an invasion of privacy and will not be tolerated. Any student found to be involved in recording, distributing or uploading inappropriate images or videos of students, parents or staff on school premises will be suspended.
4. Parents are requested not to encourage mobile phone use during school hours, by texting their children during school hours. Where parents need to contact their child during the school day, the school's administration office phone number is the appropriate point of contact (phone: 9965 8300).
5. Should a mobile phone ring or interrupt a class, the teacher has been instructed to confiscate and secure it. Phones and electronic devices will also be confiscated from students caught using them before school, at recess and lunchtime. The student must collect the mobile phone and electronic devices from Student Services after the final bell rings at 3.00pm.
6. If a student has a mobile phone, headphones, ear buds or electronic devices confiscated three or more times, the parent/guardian will need to come to our school to collect the phone – it will not be returned to the student.
7. Headphones, ear buds or electronic devices are only to be used under teacher direction on school devices for educational purposes.
8. Staff at Champion Bay Senior High School are responsible for managing the resolution of disputes and complaints lodged, according to the principles of procedural fairness.



## Dress Code Policy

**Helpful hint: please ensure that your child has access to the appropriate school uniform from the start of their time with us.**

Acceptance of enrolment at Champion Bay Senior High School includes an agreement that the enrolling student will dress within the guidelines of the dress code, including any negotiated exemptions.

All students are expected to wear the Champion Bay Senior High School uniform.

- School polo shirt with Champion Bay Senior High School crest
- Plain navy-blue slacks/pant/shorts/culottes, plain navy or school board shorts/skirt/skort. **Denim is NOT a part of the Dress Code** and is not to be worn.
- Leggings are not trousers and are not an appropriate part of the uniform.
- School windcheater\jacket with Champion Bay Senior High School crest
- Hat recommended when outdoors
- Religious dress (in school colour)
- Year 12 students are invited to purchase and wear the relevant Year 12 Leaver's jacket.

Formal Uniform (Year 12)

- White button up collared shirt (CBSHS Logo preferred)
- CBSHS tie
- Grey trousers (not jeans, trackpants/leggings)
- Black lace up shoes

Footwear

- Enclosed shoes as appropriate for Learning Areas
- Sport shoes, joggers, sneakers
- Sandals with back strap
- **Thongs ARE NOT acceptable footwear for school**

Sportswear (Sport/PE Only)

- T shirt in Faction colour
- Navy Taslon shorts
- Plain navy shorts
- Appropriate sporting shorts, T shirts and shoes
- Respectable casual clothes – where advised

Uniform items are available from Total Uniforms (on Northwest Coastal Highway Geraldton), phone contact, 9965 3101.

Other inappropriate items include:

- Any clothing displaying motifs or text
- Articles of clothing tied around the person
- Articles of clothing which are too short or too tight (i.e. immodest) (e.g. tights)
- Articles of clothing which identify students with particular groups (e.g. Gangs/sports)
- Non-school board shorts or beach wear
- Beanies/bandanas

- Thongs/backless sneakers/ugg boots
- Visible coloured undergarments (e.g. T-shirts, bathers, boxer-shorts and bras)



### *Monitoring Our Dress Code*

- Form Teachers check student dress code on a daily basis: Form teacher records students out of uniform.
- Student is required to explain “inappropriate dress”.
- Students out of dress code (where no adequate explanation is offered) are to remain in the allocated area during recess and lunch for occupational health and safety reasons, unless a modification pass has been issued.
- Very inappropriate clothing will result in student withdrawal from class and playground until appropriate clothing is supplied.
- Form Teacher/Team Leader makes telephone contact with parent/guardian to supply appropriate uniform.
- Where there are extenuating circumstances, a dress code “modification pass” will be issued for a negotiated period of time.

### *Consequences for Non-Compliance*

- Call to parents/carers to have offending article of clothing replaced.
- Detention within Team Leader during recess/lunch.

Final decisions on the appropriateness of dress will be  
made at the discretion of the Team Leader/Year  
Coordinator/Associate Principal

If you are called, please DO NOT be offended when you  
are asked to rectify the problem as wearing the uniform is  
a universal expectation.

## Countering Bullying

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Champion Bay Senior High School is committed to providing a safe, supportive and inclusive learning environment for all students.

**Helpful hint: Get involved in our school and develop a relationship with at least one staff member. This will also help you at the times when you need support from our school.**

### Valuing Others

At Champion Bay Senior High School, we are committed to the values of respect for others and self. Respect, Aspire and Resilience - form the basis for all our dealings with one another. This means that relationships are valued between students, staff and parents. Also the development of social skills and enhancement of self-esteem are considered important roles for us. Student's health and well-being are key Champion Bay Senior High School priorities.

### What is Bullying?

Bullying is a form of ongoing abuse, often hidden and always involves a misuse of power against an individual or group. Bullying can be direct and observable or indirect and difficult to identify. It is for these reasons that it is important that you speak with us when you have concerns.

### Talking to Us

Champion Bay Senior High School wants to hear from parents or others who believe there is a problem. The focus is always on ways to work together to solve the problem expediently.

Ask your child's Form Teacher, Team Leader, the Student Services Manager or the Associate Principals about the programs our school runs to counter bullying and develop the values needed to maintain the Champion Bay Senior High School Code of Behaviour.

All schools have access to a School Psychologist and Champion Bay Senior High School has a Student Services Team, which includes a part time Psychologist, a Community Health Nurse. Our two Chaplains share a fulltime role. They can help students deal with their concerns and develop sound social skills.

### What Champion Bay Senior High School has done

Essential elements include:

- Restorative Practice approaches to deal with bullying incidents.
- surveys and collaboration with students, staff and parents to identify issues and concerns.
- development of a whole school culture and practices to counter bullying.
- development of an effective team environment where students are encouraged to use adult help and build positive relationships.
- a range of contextually relevant programs to assist in interpersonal skill development; ask our Student Services team about these.
- regular review through the Positive Behaviour Support Committee.
- support from our School Chaplain; School Chaplains work with students, families and staff in the school community to encourage an understanding of the full range of human experience.

## Chaplain

Chaplains **aspire** to serve all in the school community with equal dedication and care. They assist in creating a place where we are **resilient**, can learn, show **respect**, celebrate together and know that we truly belong.

**Social:** Chaplains offer strategic support and training to develop leadership and citizenship skills for specific groups of students.

**Emotional:** Chaplains provide pastoral care through pastoral conversations with individuals and groups experiencing personal or social difficulties thereby enabling them to work through their difficulties and adjust to change.

**Spiritual:** Chaplains stimulate and challenge students to examine the big questions of life, helping them to formulate their own beliefs and value systems. They work with staff to incorporate aspects of the shared values into the school educational program.

**Mental:** Chaplains provide self-esteem and social skill enhancing programs for specific groups of students that will enable students to participate more confidently and effectively in the educational programs of the school.

**Physical:** Chaplains create networks between the school and welfare and other community-based services. They inform students of the services that are available to them and enable them to independently access those services.

### Chaplains work as part of a professional student services team by:

- building meaningful relationships with students, families and staff.
- offering contextual pastoral care.
- being a mentor.
- providing additional practical help for teaching and administrative staff.
- offering input into spiritual, ethical and meaning of life questions.
- being a positive role model.
- providing a link between schools and local communities.

School Chaplain: Jared Marsh, Clare

## Health Service

**Helpful hint: If your child is sick overnight or in the morning please DO NOT send them to school as we do not have staff available to specially care for them.**

Midwest Population Health is pleased to advise you of the health service available to students attending Champion Bay Senior High School.

A Community Health Nurse is based at our school and can be located within the Student Services building. The nurse works part time during the hours of 8.30am and 3.30pm. The attendance times are posted on the Student Services door. Students are not encouraged to leave classes to see the nurse unless it is absolutely necessary, but appointments can be made for recess and lunchtimes.

The main focus of the Community Nurse's role is to foster student self-responsibility to manage health issues not deliver first aid. Health promotion activities undertaken by the Community Nurse place emphasis on students learning to make appropriate decisions about their own health needs in order to develop healthy lifestyles.

Parents/guardians are welcome to contact the Community Nurse to discuss health issues relevant to their child. **Please ensure you have completed the Immunisation\Medical details on the enrolment form.**

## Taking Prescription Medication at School

Parents of students requiring regular medication are responsible for providing a “Doctors Medication Request” form signed by the family doctor and a “Medic Alert” form at the beginning of each year and whenever medication is changed. These forms are available from the Administration Office. The school also needs written authorisation to administer medication at school.

## Sickness/Accident/Injury

The Health Centre is not designed to provide care for sick students who should otherwise be at home. In case your child becomes sick or sustains an injury whilst at school you are asked to provide information on the enrolment form regarding a readily available contact person/s should your child need to be taken home or to hospital.

## Health Care Planning

When you enrol your child at school:

- provide a copy of *Australian Immunisation Register (AIR) Immunisation History Statement or Form or Immunisation Certificate*. (The AIR Immunisation History Statement is available by telephoning 1800 653 809).
- complete a Student *Health Care Summary* form (included in the enrolment application form) which gives an overview of your child’s health care needs and information for use in a medical emergency.
- complete, sign and return one or more specific health care plans if the health care summary indicates your child requires support at school. Forms are available for common conditions. For other conditions the generic health care form or a plan provided by a medical practitioner can be used. See the administration office for further information.
- ensure any medication and equipment you provide is up-to-date and in good working order.

You may wish to meet with school staff to discuss your child’s health care plan, particularly if staff need to be trained to support your child. Some health care plans for serious conditions require a medical practitioner’s signature. It is important to arrange this as soon as possible.

When the health care plan is returned, the school will:

- review the plan(s) to ensure the school is able to provide the necessary support.
- arrange staff training if required to support your child.
- ensure plans are implemented, monitored and reviewed annually.
- manage the confidentiality of your child’s health care information.
- provide appropriate storage for medication and health equipment.

Advise the school **immediately** if an existing plan needs to be changed or a new plan is required.



## Parent Participation

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Please keep your contact details up to date at all times.

Productive parent-teacher partnerships are recognised and valued. These partnerships strongly influence the quality of student learning, student attitudes to school and parent support and advocacy for our school.

Parent-Teacher evenings, Team Leader/Year Coordinator assemblies and Awards Ceremonies are conducted to facilitate opportunities for parents and teachers to meet. Parents/guardians are also invited to attend full school assemblies and the dates of these assemblies are advertised in our school Newsletter. In addition, parents are invited to make appointments to meet with staff to discuss policies and individual student educational needs and progress.

### Updating Parent Mobile Phone Number Data

Our school is seeking parental assistance in updating mobile phone numbers and **advising us of any changes to these numbers** that may occur throughout the year. Please also advise us of **any changes of custody/guardianship, changes to residential and mailing addresses, or health status of your child.**

We are a Connect school which means parents can access an integrated online environment developed by the Department for staff, students and parents in public schools. All you require is an email address, internet access and a computer, tablet or smartphone device. There is no additional software required and your access is free.

### Log-in details

Parents who opt in for Connect on the *Student Enrolment Application Form* are given their own secure login to Connect through the school. This will be a P-number as a user name and a starting password that you can change. If you have multiple children, you only need one login – even if your children attend different public schools.

When you log on you will be able to see information specific to your own child/ren such as:

- the classes in which your children are engaged.
- class calendars.
- week by week attendance information.
- Assessment Outlines information drawn from Reporting to Parents.
- assessments and evidence for your own child.
- notices from classes that automatically generate an email notification to you.
- send absentee notes to the school advising your child is absent.

## School Newsletter and our Social Media platform

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The school has a strong social media presence. Our community receives updates regularly about what is happening at school. Parents also receive important updates by text message. Newsletters are posted on our school website, Facebook page and School Connect. Our school produces one newsletter each term in Week 8.

Champion Bay Senior High School takes pride in the fact that many of our students are high achievers in fields of interest outside school hours. Please inform our school if your child has been recognised for such an achievement as it gives us great pleasure to acknowledge this success to our school community via the

newsletter, electronic noticeboard and assemblies. Information should be provided to the Administration office staff.



## Complaints Handling Policy

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Staff at Champion Bay Senior High School are responsible for managing the resolution of disputes and complaints lodged with us. We will make every effort to promptly resolve disputes and complaints lodged, according to the principles of procedural fairness.

Where we cannot resolve a complaint, the complainant, Principal or Executive Director can forward written complaints to the Director General of the Department of Education.

### **Making a Complaint**

Complaints can be lodged verbally in person or by phone, in writing, by email, letter or through the online complaints form for parents and members of the public. This form is available at: [www.education.wa.edu.au/web/form/submit/-/form/pws/complaint](http://www.education.wa.edu.au/web/form/submit/-/form/pws/complaint). Help is available at the school to support complainants to formulate, write and lodge a complaint. A brochure “Complaints Handling Policy” is available to assist you in this regard. Please ask at the Administration.

## Useful Contact Information

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| Champion Bay Senior High School Administration   | 9965 8300  |
| Principal – Julie Campbell                       | Julie.Campbell2@education.wa.edu.au  |
| Manager Corporate Services – Kylie Parkinson     | Kylie.Parkinson@education.wa.edu.au  |
| Associate Principal – Helen Lydon                | Helen.Lydon@education.wa.edu.au  |
| Associate Principal – Neil Wyatt                 | Neil.Wyatt@education.wa.edu.au   |
| Associate Principal – Waneen Bennett             | Waneen.Bennett@education.wa.edu.au   |
| Champion Bay Senior High School Student Services | 9965 8339  |
| SMS MGM Outreach                                 | 0407 381 061   |
| Midwest Regional Education Office                | 9956 1600  |
| Total Uniforms                                   | 9965 3101  |
| Path Transit Geraldton                           | 9968 2200  |
| School Bus Services                              | 9326 2625  |
| Helping Minds                                    | 1800 811 747   |
| Kids Helpline                                    | 1800 551 800   |
| Poisons Hotline                                  | 13 11 26   |
| Website  | <a href="http://www.championbayshs.wa.edu.au">www.championbayshs.wa.edu.au</a> |
| CBSHS P&C 2024 President – Justin Mallard        | Justin.Mallard@education.wa.edu.au   |
| CBSHS P&C 2024 Secretary – Leonie Barron         | 9965 8300  |

