



*An Independent Public School*

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# Parent Guide 2024



## School Vision

North Albany Senior High School provides opportunities for students to achieve personal excellence so they can participate actively in a changing world.

*Students  
First and Foremost*





## PRINCIPAL'S WELCOME

**Welcome to North Albany Senior High School  
An Independent Public School**

Welcome to the NASHS Family!

From our nurturing Year 7 transition program to the successful academic and vocational achievements of our Year 12 students, we are proudly putting our students first and foremost. With a sincere focus on the development of the 'whole child', our caring and diligent learning environment empowers each unique student to reach their potential and graduate with the confidence to approach the challenges of our modern society.

Through our rich and varied range of programs, tailored to meet the needs and aspirations of every learner, our students find the inspiration to be their best. With the addition of a new commercial kitchen, restaurant and a focus towards the continued development of STEM facilities, we have generated an environment where students obtain real-world knowledge and develop the social and emotional intelligence to contribute positively to the community. The rigour and diversity of our Senior School courses builds on the engaging learning culture established in the lower years to prepare NASHS students for opportunities in University, TAFE, further vocational study and employment.

I trust you will find this Parent Guide helpful and informative. If you have any queries regarding any aspect of our educational programs, please do not hesitate to contact the school. We welcome the opportunity to discuss how we can support your child to be successful.

Kind Regards,

A handwritten signature in black ink, appearing to read 'Peter Hurle'.

Peter Hurle  
PRINCIPAL  
2023

# THE SCHOOL YEAR 2024

## Term Dates for Students

Term 1 – Wednesday, 31 January – Thursday, 28 March

Term 2 – Monday, 15 April – Friday, 28 June

Term 3 – Monday, 15 July – Friday, 20 September

Term 4 – Monday, 7 October – Thursday, 12 December

## Public Holidays

Monday, 4 March (Labour Day)

Friday, 29 March (Good Friday)

Monday, 1 April (Easter Monday)

Thursday, 25 April (ANZAC Day Holiday)

Monday, 3 June (Western Australia Day)

Monday, 23 September (Monarch's Official Birthday)

## Student Free Days (School Development Days)

To be advised

## DAILY SCHEDULE 2024

Period 1	8.55am – 9:59am
Period 2	9:59am – 11.03am
Break 1	11.03am – 11.33am
Period 3	11.33am – 12.37pm
Period 4	12.37pm – 1.41pm
Break 2	1.41pm – 2.01pm
Period 5	2.01pm – 3.05pm

## SCHOOL COMMUNICATIONS

NASHS is committed to keeping our community informed of school events and activities. Newsletters are emailed to parents twice a term. The newsletters contain information about important dates and forthcoming events, celebrate student achievements and provides information about school performance. Our website contains up to date information.

In addition, you can access information about NASHS via:

- Website – [www.nashs.wa.edu.au](http://www.nashs.wa.edu.au)
- Facebook – [www.facebook.com/Northalbanyschool](https://www.facebook.com/Northalbanyschool)
- Department of Education - Schools Online website - [www.det.wa.edu.au/schoolsonline/home.do](http://www.det.wa.edu.au/schoolsonline/home.do)

Updated March 2023

## CONTENTS

PRINCIPAL'S WELCOME	1
THE SCHOOL YEAR	2
SCHOOL CULTURE, VALUES AND ETHOS	4
BELIEFS ABOUT TEACHING AND LEARNING AT NASHS	4
STUDENT DETAILS	5
STUDENT SERVICES	5
STUDENT SERVICES TEAM	6
SCHOOL BOARD	7
STUDENT COUNCIL	7
YOUR P&C ASSOCIATION	7
PARENT INFORMATION SESSIONS	8
REPORTS	8
MEDICAL INFORMATION	8
MEDICATION AT SCHOOL	9
NO SPRAY ZONE	9
SCHOOL UNIFORM	10
ILLEGAL SUBSTANCES AND ITEMS ON THE SCHOOL SITE	11
ATTENDANCE AND PUNCTUALITY	11
STUDENT MOBILE PHONE & ELECTRONIC DEVICES POLICY	12
USE OF THE COMPUTERS AND THE INTERNET	14
TRANSPORT TO AND FROM SCHOOL	14
CONTRIBUTIONS AND CHARGES	16
SECONDARY ASSISTANCE SCHEME	17
CONNECT	17
COMPASS	17
SCHOOL MAP	18
APPENDIX	19
- CONNECT	19
- ACCEPTABLE USER AGREEMENT	20

*Please note that procedures and policies on the following pages are correct at the time of publication (May 2023). School policies and procedures are regularly reviewed and updated.*

## SCHOOL CULTURE, VALUES AND ETHOS

At North Albany Senior High School (NASHS) we aim to provide a wraparound service to support every child academically, socially and emotionally and culturally through their adolescent years. We believe that everyone, staff and students, have the responsibility to contribute to a supportive and engaging learning environment by being positive, courteous and respectful to all. NASHS prides itself on providing a quality inclusive education for all students. NASHS five school values are:



- Be Respectful
- Be Responsible
- Be Your Best
- Be Kind
- Be Safe

These values, along with our school motto "Care and Diligence" and school ethos "Students are First and Foremost" guide our decisions and implementation of educational programs.

## BELIEFS ABOUT TEACHING AND LEARNING AT NASHS

As a school community, we believe that:

### ***Learning happens best when teachers lead learning. They ...***

Provide an enriched, safe and positive learning environment with clearly understood expectations about the behaviours required for successful learning.

- Employ a variety of pedagogies to motivate, engage and support students in the learning process.
- Provide regular feedback to students.
- Have high expectations of their own performance, continually reflect and engage in professional learning that improves their teaching practice.
- Have high expectations of their students.
- Develop positive relationships with students.

### ***Learning happens best when students .....***

- Actively participate in their learning.
- Can see meaning, relevance and purpose in what they are learning.
- Take responsibility and come to school prepared to learn.
- Feel positive and safe in the school environment.
- Follow the school values and required behaviours for learning.

### ***Learning happens best when the school community .....***

- Values education.
- Supports the school values and school expectations.
- Helps to create and promote a positive environment to support the education of all students.
- Has a shared vision and respect for the goals, values and directions of NASHS.
- Works in genuine partnership with the school.
- Positively supports and promotes NASHS in the community.

## STUDENT DETAILS

It is essential that parents keep the school up to date with relevant information about your child. These details can now also be updated via 'Compass' refer page 19. In particular, please advise us of changes to:

- Address.
- Telephone numbers.
- Either parent's work arrangements.
- Family circumstances including court orders.
- Emergency contact numbers if parents / caregivers are unavailable.
- Health or medical conditions.

## STUDENT SERVICES

Comprehensive and coordinated student support services are critically important for the social, emotional and character development of students and the development of learning environments that are conducive to high standards of student achievement. Student support services foster positive relationships among staff and students, thereby increasing students' attachment to school. They serve as an essential link between students and, their families and school resources and community-based health and social services.

### **Student Care:**

Student care encompasses all that a school community does to meet the personal, social and learning needs of students. Our effective student care program creates a safe, caring environment and provides opportunities for students to enjoy academic success and recognition and make useful contributions to the life of the school.

Students are provided with a wide variety of support structures to cater for their differing wellbeing needs. An integral part of the North Albany SHS student care program is our professional and compassionate Student Services team, which includes:

- Three Student Services Program Coordinators – (Yr7-8, Yr9-10, Yr11-12).
- School Psychologist
- School Chaplain
- School Nurse
- Two Deputy Principals – Lower School and Senior School.

The Student Services Program Coordinators are responsible for coordinating the student care programs. They ensure that there is a good liaison between staff, students and parents. The Student Services Program Coordinators and School Psychologist can liaise with external agencies to provide additional support for students. They work closely with Advocacy and Class Teachers to implement the advocacy program, to monitor attendance, to identify students at educational risk and to organise social activities.

## STUDENT SERVICES TEAM

The Student Services Team provides students and parents with support and assistance. The team seeks to support students academically, socially and emotionally throughout their high school years in a caring environment. The following members of the Student Services Team provide assistance in many areas, as illustrated below:

### **STUDENT SERVICES COORDINATORS**

***Mrs Belinda Powell (Yrs 7-8)***

***Ms Katy Steed (Yrs 9-10)***

***Mrs Julie Duthie (Yrs 11-12)***

- Coordination of Student Services team
- Monitoring of student health and wellbeing school policies
- Support for students with identified needs
- Monitoring student academic progress and attendance
- Initiating progress reports and student counselling / parent liaison
- Positive Behaviour Support (PBS) implementation
- Monitoring Student behaviour
- Orientation for students new to school
- Social activities
- Conflict resolution
- Career Information and Counselling

### **DEPUTY PRINCIPALS**

***Mrs Katy Mitchell, Middle School (Yrs 7-9)***

***Mr Mark Cullen, Senior School (Yrs 10-12)***

- Student subject selections (Yrs 7-12)
- Monitoring attendance
- Coordination of student behaviour management program
- Parent liaison
- Educational Programs/Curriculum Issues
- Transition Programs (Yrs 6 to 7, Yrs 10 to 11)
- Career Counselling
- Managing school career and vocational education programs
- Coordinating off-campus learning programs

### **SCHOOL PSYCHOLOGIST**

***Ms Amy Harman***

- Support positive behaviour and development of mental health and well-being
- Social and emotional counselling
- Support transitions
- Supporting parents, parent liaison
- Support curriculum adjustments

### **CHAPLAIN**

***Mr Kalebh Fisher***

- Pastoral care/programs for staff, students and families
- Support and encouragement to students
- Active involvement assisting and supporting school events
- Linking the school with local community, support agencies and organisations

### **SCHOOL HEALTH PROMOTION**

***Ms Cathy Watson***

- Health promotion and education
- Physical and emotional health support, health referrals
- Counselling/crisis intervention
- Emergency First Aid/Health screening
- Providing support in Health Education classes
- Liaison with other agencies
- Parent liaison

### **ABORIGINAL AND ISLANDER EDUCATION OFFICERS**

***Ms Rachel Brown (AIEO)***

***Mr Harley Bolton (AIEO)***

- Providing in-class support to students
- Monitoring student progress and attendance
- Maintaining parent involvement
- Providing academic, social and emotional support and counselling
- Liaising with teachers and school administration

### **LEARNING SUPPORT COORDINATOR**

***Mr Dave McComb***

- Development of Individualised Programs in collaboration with teachers, parents and students for students with a disability and inclusive of external agencies
- Support and encouragement to students and teachers
- 1:1 and/or group support i.e. academic, organisational, life skills
- Linking the student and family with local community, support agencies and organisations
- Education Assistant allocation to support students with a disability
- Provision of current and relevant staff professional learning to support students with a disability
- Development of transition plans

### **LITERACY SUPPORT**

***Mr Marc Ruffell***

- Development of Individualised Programs in collaboration with teachers, parents and students for students with a learning difficulty with regard to Literacy
- Collaborates with teachers to assist to differentiate the curriculum to target literacy development
- Provision of current and relevant professional learning to staff on learning difficulty needs
- Development of transition plans for movement to high school



## **SCHOOL BOARD**

The involvement and participation of parents in their child's education is of vital importance. NASHS School Board comprises parent, staff and community members.

While School Boards do not get involved in the day-to-day management of the school, they do:

- Take part in school planning including financial planning and evaluation of school performance.
- Promote the school in the community.
- Take part in formulating codes of conduct and uniform for students.
- Take part in evaluating the school's performance.

The NASHS School Board meets at least once each term. At various times parent vacancies may arise on the Board and parents will be advised when this happens. School Board meetings are advertised on our school website. A summary of School Board meetings is also available on our website.

## **STUDENT COUNCIL (Leaders)**

NASHS Student Council is a proactive group of motivated students from Year 7 to 12 who represent fellow students and the school in the wider community. This group of students promotes the "student voice".

Students apply for a position on the Council. They represent their year group and voice year group concerns and ideas through the relevant Program Coordinators, Student Council and School Board forums.

Each year, two students from the senior Student Council are selected to be the School Captains. The Student Council facilitates school assemblies and coordinates buddies for Year 7 students.

## **YOUR P&C ASSOCIATION**

Your Parents & Citizen Association is an independent group that represents parents from both North Albany Senior High School and Albany Secondary Education Support Centre (ASESC). ASESC is a separate school co-located with North Albany SHS.

The P&C operates the canteen and raises funds for students' facilities such as seating, shade and shelter, equipment and resources.

All parents are welcome to come along to P&C meetings as an observer or a financial member. The membership fee is \$1.00 per year (per person) and this gives you a voice and voting rights at the P&C meetings. Your involvement in the P&C gives you an opportunity to learn about and contribute to policy and planning at NASHS and ASESC.

P&C meetings are held in the staff room twice per term and are advertised on our school website and through the P & C Facebook page. Meetings usually commence at 5.30pm and close by 7.30pm

## PARENT INFORMATION SESSIONS

Throughout the year, we hold a number of parent information sessions. Opportunities are provided for parents to find out about the school and student programs.

These are advertised well in advance and include:

- Year 11/12 Parent Information evenings.
- Parent / Teacher meetings for Years 7-12 following publishing of student reports.
- Information Night for parents of Year 10 students making choices about Senior School courses.
- Years 6 – 7 and 10 - 11 Transition Information Sessions and specific newsletters.

## REPORTS

Parents can expect to receive formal reports three times a year.

Term 2	End of Semester 1 Report (Years 7 – 12).
Term 4	End of Semester 2 Report (Years 7 – 12).

## MEDICAL INFORMATION

Please keep the school informed about any changing medical conditions with your child.

### Illness

NASHS requests that parents do not send their children to school if they are obviously ill. Please keep them at home until they are fit enough to attend classes. By keeping your ill child at home:

- You are enabling them to recover more quickly with rest.
- Protecting other students and staff at the school from also becoming ill.

We do not have a full-time nurse at school. If students present unwell during the day, parents will be contacted to collect their child.

A few helpful tips:

- If your child is unfortunate enough to develop a vomiting and/or diarrhoeal illness, please do not allow them to return to school until 24 hours after the last episode of vomiting/diarrhoea.
- Students with chicken pox must be excluded from school for at least 5 days after the rash has appeared and until the vesicles have formed crusts. (Crusts alone do not warrant exclusion).
- Conjunctivitis (eye infection): After commencement of antibiotic eye drops from the GP, exclude from school/work until discharge from the eyes has ceased.
- Head lice: exclude until day after shampoo treatment to kill eggs and lice.

If you are not sure about when your child should return to school, please contact the school nurse. Front office and teaching staff are not able to dispense analgesia (Panadol etc.) to students. Parents/caregivers are permitted to allow their child to carry one dose of analgesia in their school bag if they think it may be required.

### Accident/Injury

**The school does not cover the cost of ambulance transport.** Parents are responsible for paying the cost of ambulance transport. In the event of an emergency, the school may need to call an ambulance. It is strongly advised that parents purchase ambulance cover. Please ensure all guardian and emergency contacts are accurate and kept 'up to date'.

## MEDICATION AT SCHOOL

If your child has recently started high school, they may not be used to carrying medication in their bags. Starting high school is the beginning of a new level of independence and responsibility. School staff will support students with all their health care needs and encourage them to take responsibility for their own medication administration. Being 'medication prepared' will teach your child responsibility for their wellbeing and prepares them for becoming self-reliant individuals.

### Emergency and 'Once Only' medication

For students who are requiring medication at high school it is expected that the student will supply, carry and administer their own medication. This includes but is not limited to:

- Analgesia or paracetamol for headache, menstrual pain or other.
- Asthma relievers and preventatives, including Ventolin with spacer.
- Antihistamines required for allergy.
- EpiPens required for Anaphylaxis.

In an **emergency** NASHS will respond to any health crisis with appropriate first aid and supply medication. In a non-emergency situation, there is an expectation that the student will supply, carry and administer their own medication. A child's own medication is for their requirements only and should be minimal i.e.: carrying one dose of Panadol at a time (not the whole box). Please help your child to understand their health care needs by educating them about their medication, making sure they have the medication they require and making sure the medication is in date.

### Short-term medication (up to two weeks)

If your child requires assistance with administration of short-term medication (such as course of antibiotics), NASHS requires written authority from the parent/carer. This authority can be provided by completing an **Administration of Medication form**, which can be obtained from the Front Office staff.

### Long-term medication

If you require the school to administer medication to your child for a period of more than two weeks, and if you have not already done so, you will need to complete a **Student Health Care Summary** and a **Management/Emergency Response Plan** for your child's particular health needs. These forms are also available from the Front Office staff.

## NASHS IS A NO SPRAY ZONE

We request that your child does not bring perfumed products, aerosols or pump packs of any kind to school, as they may be triggers for some students and staff who have asthma.

By banning these products, the incidence of asthma from these triggers can be prevented in our school environment, protecting the health and wellbeing of all our students and staff. Please advise your child to use roll on deodorant at school.

## SCHOOL UNIFORM

All students at North Albany Senior High School are required to wear the school uniform. Our school uniform enhances our public image and has a positive impact on school tone.

### Other advantages of school uniform

- Builds positive school identity and spirit.
- Highlights our school in the community.
- Allows for easy identification of campus visitors.
- Cheaper than brand-name clothing.
- Promotes equality.
- Encourages a more focused approach to learning.
- Looks fantastic!

*- Be Positive Be Proud -  
Be in Uniform!*

Students are expected to dress in neat and clean uniform. One of the many outcomes of education is the preparation of students for the workplace. Most workplaces have dress requirements or uniforms. The school is each student's workplace and attention to neat, clean and appropriate dress is expected at all times. This means that modesty must be part of the decision-making related to items of clothing that are worn to school.

### Agreed uniform (approved by the School Board)

#### SHIRTS

Plain Red or White Polo Shirt with NASHS logo.  
Plain Red or White Polo Shirt (no logo).

#### JACKETS

NASHS Jacket with NASHS logo.  
NASHS Country Week Jacket.  
NASHS Year 12 Leaver Jacket.  
Plain Red or Grey Jacket/Jumper.

#### TROUSERS, SKIRTS, SHORTS (Blue denim is not permitted)

NASHS black track pants.  
NASHS black shorts.  
Plain black trousers/pants.  
Plain black skirt.  
Plain black dress shorts.

#### SPORT UNIFORM

NASHS Phys Ed (PE) Grey Sports Polo Shirt or any other shirt (not red or white) to change into for PE  
Black shorts or track pants, Track shoes.

#### FORMAL UNIFORM (Student Council)

Black trousers/pants.  
Black straight skirt and black stockings.  
Student Councillor NASHS shirt.  
White shirt with collar (for a tie).  
Red tie (provided by school).  
Red NASHS blazer (provided by School).  
Black leather shoes.



### **What happens when a student is out of uniform?**

Students may be sent to Student Services to change if they are out of School Uniform or if what they are wearing is unacceptable. They may be required to change into something more appropriate. Parents will be notified if a student is consistently out of uniform. Students who are frequently out of School Uniform may lose their good standing and be denied the right to attend non-compulsory excursions and school activities – e.g. reward activities. It may also be managed within the NASHS Behaviour Management Plan.

**School Uniforms are sold through the Perma Pleat Schoolwear Outlet** at 85 Cockburn Road Centennial Park. Phone: 9800 1246.

**Excursions:** Students going on excursions are **required** to wear NASHS uniform.

## **ILLEGAL SUBSTANCES AND ITEMS ON THE SCHOOL SITE**

NASHS is a smoke free zone. Therefore, cigarettes and drugs, smoking implements etc. are banned. If any student is found in possession of illegal substances or weapons on the school site, the school reserves the right to contact Police and impose suspension.

## **ATTENDANCE AND PUNCTUALITY**

All absences for part or all of a day, or for several days, must be covered by a written/verbal/SMS explanation from the parent or caregiver. Notes or SMS messages must be dated and the reasons for the absence(s) specified. There must be a legitimate reason for the absence. A parent is not entitled to keep a child from school without a valid reason. Valid reasons for an absence are sickness, or urgent business which cannot be conducted at any other time.

### **SMS Communication (no reply)**

Parents of students are informed by mobile phone SMS if their child is absent Period 1. If your child is absent and a reason has been provided through compass before the time the SMS is due to be sent (10.30am), you will not receive a text message.

This SMS communication system builds on existing attendance procedures and ensures that parents are notified as soon as possible if their child is absent from school without an explanation. This system has been shown to assist in making schools (and parents) more aware of where students are and to improve student attendance.

### **Prolonged Absence**

We are required to inform the Department of Education of any extended or repeated absences. Please follow these procedures:

- In the case of prolonged illness, parents should contact the school.
- For students who are absent regularly or for a long period of illness a Medical Certificate is required.
- If a family holiday has to be taken during the school Term, advance notification (in writing) should be given to the relevant Deputy Principal. Family holidays during the Term maybe regarded as unauthorised absences if work has not been provided to the student.

### **Leaving the School Grounds**

During the day, students who need to leave the school grounds must supply a note of explanation to Student Services, signed by a parent/caregiver. At the designated time, the student should sign out at the student services window. This is essential for accuracy of records.

No student is permitted to leave the school grounds during the day without parent approval, when approval has been given the student will be given a departure slip authorising them to leave the school grounds. Students have access to the School Canteen and will not be permitted to attend local shops or TAFE Canteen at lunch time.

### **Truancy**

Truancy is illegal. Police patrols may return truanting students to school. The Education Act requires that students must attend daily until the end of the year in which they turn 17. Consequences for truancy may include detention at lunch time or after school.

### **Lateness to School**

If a student arrives late to school, he/she must sign in at the Student Services window and obtain a late note. Students will not be permitted to class if they are late and do not have a late note. Continuous lateness with unacceptable reasons will lead to detention.

## **STUDENT MOBILE PHONE & ELECTRONIC DEVICES POLICY**

Parents will be aware of the general concern with inappropriate use of mobile phones. Mobile phones allow children and teens to enter the unregulated public domain. If this is without supervision then it makes young people vulnerable to exposure to inappropriate material, being preyed upon by unknown people and cyber bullying by peers.

Some further points to consider regarding mobile phones are that they:

- **Interfere with learning / home study:**  
Students are unable to focus on instructions or study if they are wondering if they have received messages on their phone or if someone is trying to contact them.
- **Can expose students to pornographic material (this is illegal):**  
Bluetooth devices allow videos and pictures to be sent even if they are not wanted.  
Students can access non filtered websites via their mobile phones.
- **Are an ideal tool for cyber bullying:**  
Students may receive disturbing messages from fellow students.  
Students may 'borrow' another's phone to send hurtful messages, getting the owner of the phone into trouble.  
Photographing/recording bad behaviour.
- **Interfere with sleep:**  
Students may be using their phones to text and call when they should be sleeping – they come to school tired and sleep deprived making it hard to concentrate.

Students are discouraged from bringing their mobile phone to school.

### **How can parents help with Mobile Phones?**

Parents can do a lot to support appropriate use of mobile phones. Please consider carefully why your child needs to have a mobile phone at school. Unless it is vital, have them leave their phone at home.

Other support would include:

- Reinforcing our school policy on mobile phones, electronic devices and earphones with your child.
- Being willing to attend interviews at school if your child is involved in a phone related incident.
- At home - have your child hand their phone to you at night at a reasonable time – return it in the morning.
- Talk to your child about the risks of inappropriate use of mobile phones.
- Talk to your child about what to do if they receive inappropriate material on their phone – do not delete it, keep it as evidence.
- Monitor your child's phone use and content.
- Ensure your child does not have access to a 2<sup>nd</sup> or 3<sup>rd</sup> phone or SIM card.

**Student Mobile Phones MUST be switched off and out of sight during the school day (ie Bell to Bell)**

The only exception to this is if students are allowed by the classroom teacher to use their mobile phone as part of the teaching and learning program. North Albany Senior High School takes no responsibility for the theft and/or damage of student mobile phones or electronic devices inclusive or confiscated.

However, if a student chooses to bring a mobile phone to school and breaches this Policy, it may result in their mobile phone being taken from them by a teacher. If it is removed, the phone will need to be collected by the student from either the teacher at the end of the lesson or the Deputy Principal (front office) at the end of the day. In some circumstances the mobile phone may only be released to a parent.

If a student consistently breaks the rules for mobile phone usage at North Albany Senior High School, it will be regarded as a serious breach of the school Behaviour Management Plan.

**What will happen if a student uses a mobile phone and other electronic devices including earphones/headphones without teacher permission during the school day?**

1. The mobile phone may be confiscated by the staff member and returned to the student at the end of the lesson or at the end of the day.
2. If the student refuses to give their mobile phone to the staff member, then the school Behaviour Management Plan will be followed and parents may be contacted.
3. If the staff member suspects that there is inappropriate material on the phone, then the parent/caregiver will be contacted and asked to collect the phone.

We thank parents for your cooperation and support.



## USE OF COMPUTERS AND THE INTERNET

North Albany Senior High School has excellent computer and technology resources.

Technology provides students with a range of learning tools and resources which, when utilised effectively in the classroom, can improve learning outcomes.

In summary these include:

- Access to the Internet.
- Access to a Department of Education approved email account.
- Personal network work space.
- Access to a range of software.

When students are provided with access to the NASHS computer network they are expected to use it responsibly and for appropriate education purposes. In summary students must:

- Log on to the network under their own name and password.
- Use the network for school projects and school approved activities.
- Never swap mice or keyboards between computers or access the back of a computer.
- Monitor and limit the number of files saved to their allocated network space.
- Report malfunctions or difficulties with the computer to their teacher.

When enrolling, students and parents/caregivers are required to read the current Acceptable Usage Agreement before students can use online services and be issued with their username and password. This will be through an online form that you will be emailed from the school. Please ensure you provide an accurate email address on your enrolment card.

### **ACCEPTABLE USAGE AGREEMENT: REFER APPENDIX**

Students are only permitted to Bring Your Own Device (BYOD) to connect to the school networks if they have permission from the School Network Administrator.

## TRANSPORT TO AND FROM SCHOOL

Students are required to co-operate with the following procedures. They are designed with students' safety in mind.

### **Bus**

NASHS has an organised and well understood system for students catching buses. The rules are based on common sense, good manners, safety and the need to move many students away from the school in the safest and most efficient way. Cooperation is essential.

The NASHS Bus Warden has the same authority as a teacher. Students are required to follow their instructions.

To catch a bus students are required to:

- Form a SINGLE line, starting at the edge of the front lawn – students may designate their place in the line with their bag.
- Leave the footpath (concrete area) clear at ALL times – as it is a safety zone.
- Not save places for friends.
- Not push into the line.
- Not stand in any other bus line.
- Not to interfere with any other person's schoolbag.

Students are to wait on the front lawn. They are not able to wait on the oval or tennis courts. The whole area in front of the school is for bus students only.



The bus drivers will report any case of unacceptable behaviour to the school. A high standard of behaviour is expected from all students on the journey home. Suspension from the bus service may result if behaviour is not acceptable.

If bus rules are consistently broken, consequences can include:

- lunchtime detentions
- removal from the bus for a period of time (all buses)
- permanent removal from all buses

### **Bicycle / Scooters / Skateboards**

Students are required to observe the following road and bike safety guideline:

- It is essential for helmets to be worn.
- Normal road rules need to be observed when cycling to and from school.
- Take care when approaching and leaving the bicycle racks.
- Lock bicycle with a lock and chain to bike rack.
- On school grounds, always wheel bike along pathways and carry scooters and skateboards.
- Not access or use bicycles, scooters and skateboards during the school day.
- Not interfere with or use other students' bikes, scooters and skateboards.

The bicycle compound is locked during school hours. A key is available from Student Services.

When leaving grounds at home time:

- Students riding towards Albany Highway leave via the footpath beside the tennis courts. They must not ride through the car park.
- Students riding towards Chester Pass Road are to walk their bike slowly through the teachers' car park (not where the buses wait) and use the eastern exit.

### **Pedestrians**

Students are to take care and observe road safety rules:

- Normal road rules need to be observed when walking to and from the school.
- When crossing Albany Highway students are required to use the marked cross walk and follow the instructions of the wardens.
- Students should avoid walking through car parks and use pathways where provided.
- Use any exit, but not walk through the bus zone or car park.

Care is needed at all times. The front area of the school becomes very busy at home time.

### **Travelling by Car**

Congestion in the car park at the beginning and end of the day does occur. If you wish to park and wait for your child, please do so in any available parking bays.

To reduce congestion parents and community members are advised that the following arrangements apply for set down and pick up of our students:

- Parents are to enter the NASHS staff car park at the western end (TAFE end) and leave via the eastern exit.
- **Parents are asked to drive through the car park and not stop near the entrance.**
- All drivers must adhere to the entry and exit signs and one-way directional flow of traffic.
- The car park in front of the Albany Secondary Education Support Centre (western end of the school) is reserved for staff and parents of ADESC. NASHS parents are requested NOT to drive into or park in this car park.
- **Parents are requested not to park on Anson Road verge**, as parking here can block the view of cars exiting the school car park.
- An alternative drop-off and pickup area is located on John Street (behind the school).

Please help us to make the car park safe for all by abiding by these requests.

## CONTRIBUTIONS AND CHARGES

Government funding is provided to schools for the operating costs associated with the education of students. These costs include salaries of teaching and support staff, student support services, school buildings, furniture etc.

Parents need to provide personal items that students use – for example, pens, pencils, files, notebooks, calculators, paper, computer printing, etc. Parents are also responsible for payment of Contributions and Charges.

### **Text Books:**

At NASHS, students in Years 7–10 are not required to purchase their own text books. Our aim is to keep costs to parents as low as possible. Instead we hope that all parents will pay the Contributions and Charges which, in turn, helps us to purchase text books and other resources for student use.

In Year 11 and 12 students are required to purchase their own textbooks. Textbook requirements are provided to parents, with the list of charges and contributions.

### **Contributions:**

Each high school in WA can request a contribution of up to \$235 per student per year in Years 7, 8, 9 and 10.

The amount is requested from parents as a contribution towards the cost of providing an education program that meets the requirements of the WA Curriculum. It includes use of text books and provision of some course materials.

### **Charges:**

Some high cost courses in Years 8, 9 and 10 and all courses in Years 11 and 12 have a charge instead of a contribution. Charges are compulsory and must be paid for the student to continue in that particular course.

### **Computer Printing:**

Students are required to pay for computer printing. Each student new to NASHS, including all Year 7 students, are provided with \$1.00 worth of free printing. After this has been used up, students can pay for additional print credits from the Library.

### **Other Optional Costs:**

NASHS provides a range of optional activities which may include camps, social activities, etc. When students elect to take part in these, payment of the associated charge is compulsory.

Over many years, NASHS has built up an excellent range of resources and students have been able to participate in a wide range of educational experiences. We hope that we will be able to continue to rely on the support of parents through your payment of Contributions and Charges.

## SECONDARY ASSISTANCE SCHEME

The WA Department of Education and Training provides an allowance to assist eligible families with secondary schooling costs.

Parents / Guardians holding one of the following cards:

- Centrelink Family Health Care Card.
- Centrelink Pensioner Concession Card.
- Veterans' Affairs Pensioner Concession Card.

and who have a student/s in Years 7-12 may be able to claim financial assistance up to and including the year the student/s turn 18 years of age.

Successful Applicants will receive:

- \$235.00 Educational Program Allowance paid directly to the school.
- and
- \$115.00 Clothing Allowance paid directly to the parent/guardian or the school.

Parent/guardian must be the holder of a card that is valid in first term. Claims cannot be made using a student's Centrelink card as this is not a statement of income for the family.

Applications for Secondary Assistance must be made in person with the Manager Corporate Services and must be completed **during Term 1 of current year. Late applications cannot be considered.**

If you require further information, please contact the Manager Corporate Services on 9892 0611.

## CONNECT

North Albany SHS is a "Connect School". Connect is an integrated online computer program developed by the Department of Education for parents, staff and students in public schools.

Connect allows parents to view information specific to their child i.e. class marks, reports, attendance, assessment outlines, class calendars, homework and much more. If you have more than one child at school, you only need one logon. Your secure login details to Connect includes a P-Number (User ID) and a Password.

These details will be emailed to you from the Department of Education once your child has commenced at NASHS. You will also receive a Parent User Guide to help you navigate through the Connect system. This Parent Guide and other tutorials are accessible through the Connect website.

**CONNECT CONDITIONS OF USE FOR PARENTS: REFER APPENDIX**

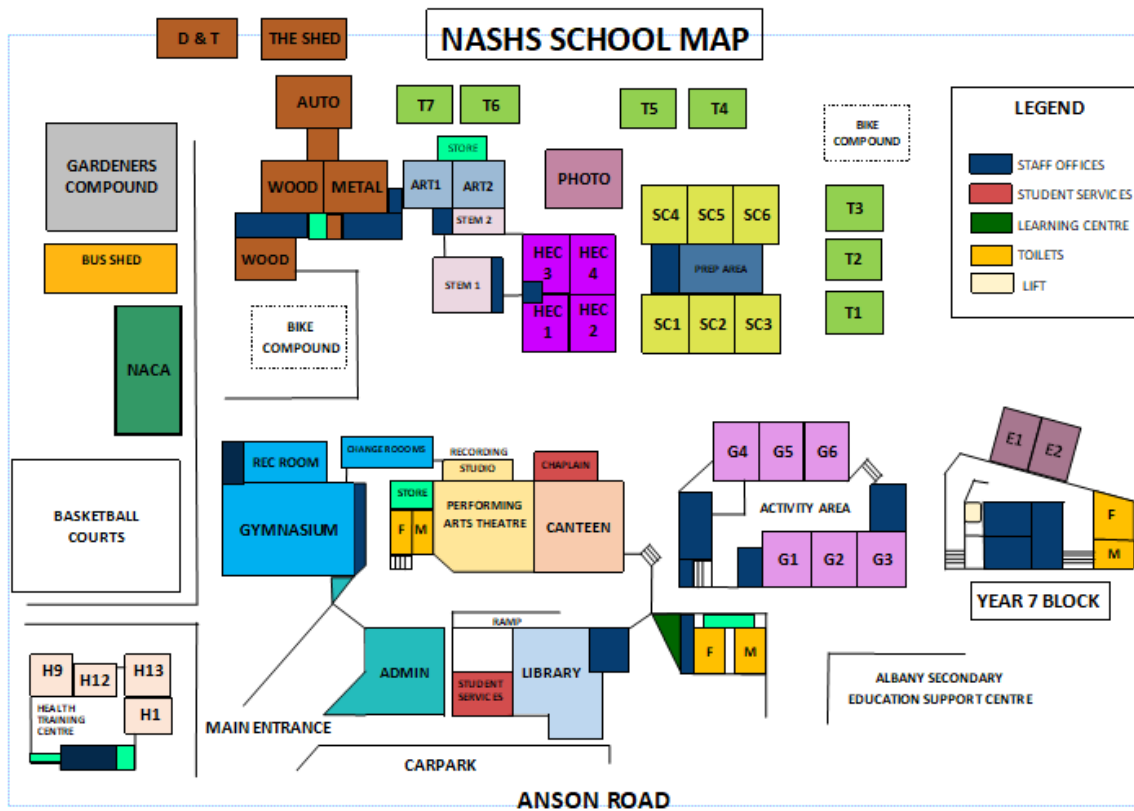
## COMPASS

'Compass' is North Albany SHS's school management system. As a parent/carer, Compass will allow you to:

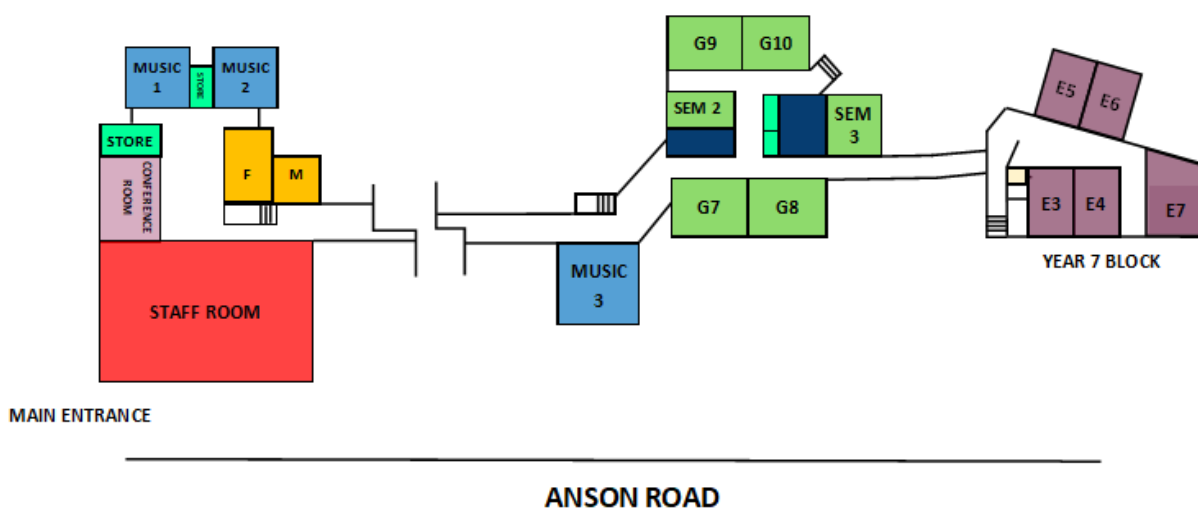
- Access your child's assessment results
- Book your Parent/Student/Teacher conferences
- View up-to-date attendance information
- Approve or enter upcoming or past absences for your child
- Pay and consent for upcoming excursions
- Update your registered email and mobile number (used for SMS alerts)
- Access information regarding upcoming events and news

Compass is a web-based system that is accessible on any modern web browser or by using the 'Compass School Manager' app, available to download for iOS from the App Store or Android from the Play Store. To access Compass on your computer, navigate to [www.nashs.compass.education](http://www.nashs.compass.education).

Compass has an online guide for parents available from the site. Once your child has commenced at school, parent will be emailed login details.



## NASHS UPSTAIRS



## **APPENDIX**

### **CONNECT**

I am pleased to advise that NASHS is a Connect School. Connect is an integrated online environment developed by the Department of Education for staff, students and parents in public schools that allows parents to view information specific to their child(ren).

#### ***Connect Conditions of Use for Parents***

1. Only parents or responsible persons as defined in the School Education Act 1999 and verified by the school will be given access to Connect.
2. Any person/s signing up for the service understands his/her responsibility for keeping the service access details (username and password) confidential.
3. The Department of Education does not accept responsibility for any event arising from unauthorised access or use of Connect.
4. Parents agree to use Connect in accordance with Department of Education's policies regarding Appropriate Use of Online Services. These policies can be accessed from the Connect Sign In screen. Parents are required to accept that they have read and understood these policies before access to Connect is provided.

#### ***Limits of the Service***

The Department of Education provides Connect as an online service for teachers, students, parents and Department staff. Connect is a communication channel that schools may use to communicate with parents/guardians on matters impacting student education. The Department of Education does not undertake to provide all student-related information via Connect.

#### ***When using Connect, I agree that:***

1. The information contained in Connect is personal and private information.
2. The parent username and password is only shared between the child's legal parents or guardians.
3. I will not interfere with network security, the data of another user, or attempt to log into the network with a user name and/or password of another user.
4. If I become aware of unauthorised access to my parent account, I will immediately inform the school.
5. I consent to the logging, monitoring, auditing and disclosure of my use of Connect.
6. Any breach of these conditions for which I am responsible will result in my access to Connect being suspended or revoked.
7. I agree to use Connect in accordance with Department of Education's policies regarding *Appropriate Use of Online Services*. These policies are accessed from the Connect Login screen.

## ACCEPTABLE USER AGREEMENT

North Albany Senior High School has an Acceptable Usage Agreement (AUA) for all technology. The purpose of this agreement is to help us provide a safe environment for all NASHS students.

This agreement includes but is not limited to devices such as, mobile phones, USB sticks, thumb drives, i-pods, mp3 players, game consoles, Bluetooth, PDA's, desktop computers, laptops and tablets. The School takes no responsibility for the security of personal electronic devices.

BYOD, Bring Your Own Device. Students who wish to bring their own device for educational purposes may do so. Prior to this they will need to complete an additional 'Memorandum of Agreement' relating to its use. All devices will need to be approved for connection to the school wireless by the ICT Network Administrator. Due to the range and variety of devices on the market there are no guarantees any individual device will work on the NASHS wireless network.

Please also be advised that general internet browsing your child undertakes from home, or from locations other than school, or other devices is not monitored or filtered by the Department of Education.

### ACCEPTABLE USAGE AGREEMENT FOR SCHOOL AND PRIVATE ELECTRONIC DEVICES AT NORTH ALBANY SHS

If you use the online services of the Department of Education, or use/bring private electronic devices at North Albany Senior High School, you must agree to the following:

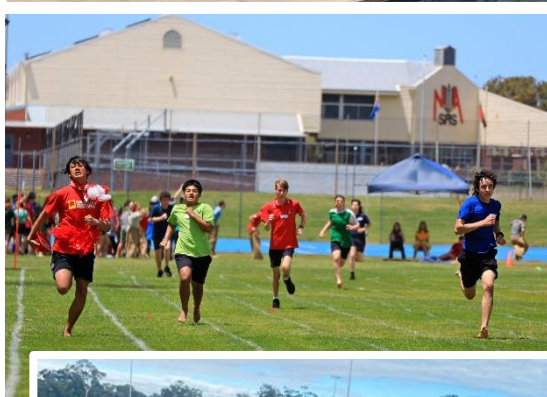
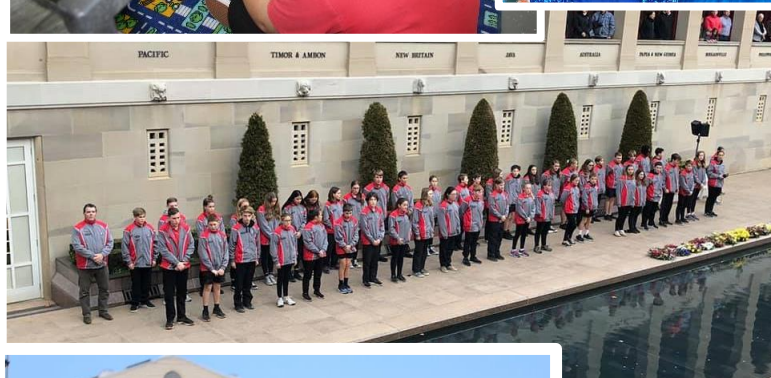
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of others or myself.
- I will not give anyone my password.
- I will not let others use my online services account unless it is part of collaborative group work in my presence and with the teacher's permission.
- I will not access other people's online services accounts or private electronic devices.
- I understand that, pending investigation, I am responsible for all activity in my online services account and private electronic devices.
- I will tell my teacher if I think someone has interfered with, or is using my online services account or private electronic device.
- I understand that the school and the Department of Education may monitor any information sent or received and can trace activity to the online services accounts of specific users.
- If I find any information that is inappropriate or makes me feel uncomfortable, I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic materials; other examples are content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
- I will not attempt to access inappropriate material online or on private electronic devices or try to access websites that have been blocked by the school or the Department of Education.
- I will not use or distribute material from another source unless authorised to do so by the copyright owner.
- I will make sure that any email, phone text or electronic communication that I send, or any work that I wish to have published is appropriately written.
- I will follow the instructions of teachers and, in class, only use school and private electronic devices for purposes which support my learning and educational research.
- I will use context appropriate language in all communications. I will not use obscene language.
- I will not use the Department's online services or private electronic devices for personal gain or illegal activity, to bully, harass, offend or intimidate others or to send inappropriate materials, including software that may damage computers, data or networks.
- I will not damage or disable the computers, computer systems or computer networks of the school, the WA Department of Education or any other organisation.
- I understand that if any private device that I have is used inappropriately or deemed to contain inappropriate material it may be confiscated. In such circumstances, the parent will be contacted and the device will need to be collected by them.
- I understand that if I use my phone in class without teacher permission it may be confiscated: the issue will then be subject to the school's Behaviour Management policy. It may be returned at the end of the period or day, or collected from the Deputy Principal.
- I will not film/photograph or distribute such material of individuals or groups without the express permission of all parties involved.

Breaches to the above-mentioned conditions may result in, but not limited to, student account disablement, fines for damage, or suspension from school. Extreme breaches maybe referred to the police.

If you have any questions about the policy or the use of Information and Communication Technologies at NASHS please contact Mark Cullen, Deputy Principal, on 9892 0611.



# CELEBRATIONS







# NORTH ALBANY SENIOR HIGH SCHOOL

47 Anson Road, Orana WA 6330

Ph: 9892 0611

Web: [www.nashs.wa.edu.au](http://www.nashs.wa.edu.au)

email: [northalbany.shs@education.wa.edu.au](mailto:northalbany.shs@education.wa.edu.au)

[www.facebook.com/Northalbanyshs](https://www.facebook.com/Northalbanyshs)

