

Narrogin Senior High School

Information Handbook



“Respect, Responsibility & Tolerance”



Welcome to Narrogin Senior High School



At Narrogin Senior High School, we motivate lifelong learning that provides relevant opportunities for students to strive for excellence as positive community members.

The school fosters in its students and staff a desire to

achieve their personal best and to work with pride in self, school and community. Narrogin SHS is a vibrant school reflecting the spirit of the local community.

We are conscious of our obligation to provide for the academic needs of our students through the provision of stimulating and relevant programs as well as orderly teaching and classroom practice. Our business plan demonstrates our planning around this.

We understand the important link between student wellbeing and their ability to engage in the learning process. To support students to achieve their potential we have a strong and dedicated Student Services team led by our Student Services Program Coordinator. The team supports students through the provision of counseling services and extra-curricular programs and has developed programs to enhance students' levels of emotional competence. We are proud of the high level of pastoral care available to students through the Student Services team, who also assist students in transitioning to high school.

The school also enjoys the benefits of a dedicated School Board and Parents and Citizens Association (P&C), which welcomes new parents and invites parent input.

At Narrogin SHS, we provide all students with the opportunity to excel, and support them as they grow, mature and find their place in the contemporary world. To enrich the students' experience at Narrogin SHS, the school offers an extensive range of extra-curricular programs that have traditionally incorporated Country Week, interstate and overseas tours, camps, academic challenges and transition activities.

Kind regards,
Sandii Stankovic
NSHS Principal

Narrogin SHS Vision and Values

Narrogin SHS provides our school community with a safe, supportive, inclusive and positive environment where all students strive to achieve personal excellence. Our collective commitment is reflected in a culture and curriculum which meets individual needs, focuses on developing skills and values, and empowers students to become responsible, active citizens.

Our vision is underpinned by our values of:

Respect Be respectful to all members of our school community
Maintain open and appropriate communication with others
Listen to each other's opinions with a positive attitude

Responsibility Be punctual to class, duty and meetings
Ensure our working environment is safe for all
Model the behaviour that you wish to see in others including staff, students and parents
Ensure decisions are followed up with actions
Be accountable to self, school and the community
Hold each other accountable for the norms
Plan and strive for success

Tolerance Acknowledge differences and actively participate in, and strive for, consensus decision making
Be prepared to change

These are outlines as attributes in our semester reports for our students.

Administration Contact Information

Street address - 45 Gray Street, Narrogin, Western Australia, 6312

Mailing address - PMB 2, Narrogin, Western Australia, 6312

TELEPHONE: (08) 9881 9300

Website: nshs.wa.edu.au

Email address: Narrogin.SHS@education.wa.edu.au

Absentees email: Narrogin.SHS.absentees@education.wa.edu.au

Enrolments email: Narrogin.SHS.enrolments@education.wa.edu.au

Narrogin Senior High School



**24 Hour
Attendance Hotline**

SMS: 0409 085 994
Ph: (08) 9881 9378

Email: narrogin.shs.absentees@education.wa.edu.au

Narrogin SHS Staff Contact Details

Executive	
Principal	Sandii Stankovic
Associate Principal	Lisa Nelson
Manager Corporate Services	Peter Trefort
Year Leaders	
Year 7	Leanne Inglis
Year 8	Heather Meldrum
Year 9	Ellie Heaton
Year 10	Jean D'cruz
Year 11	Ross Daley
Year 12	Ellie Sheridan
Head of Learning Areas	
The Arts	Marga Felipe
English	Mary Milbourn
Health and Physical Education	Jordan Heil
Mathematics	David Fung
Science	John Johnson
Humanities and Social Science and Languages	Brooke Rintoul
Design and Technology	Marga Felipe
Specialised Program Coordinators	
Program Co-Ordinator Student Services	Maxine Clark / Aaron Morton
Intensive Learning Co-Ordinator	Evelyn Wilkie
Vocational Education & Training/ Alternative Pathways	Kris McDonald
Shooting Stars	Taya Olman
Clontarf	Craig Davies
Workplace Learning / Events	Susan Castle / Nanette Steer



Narrogin SHS Bell Times

8:40am FIRST BELL	
MONDAY, WEDNESDAY, THURSDAY, FRIDAY	TUESDAY
Advocacy Meeting 8.45am – 9.00am 15 minutes	Period 1 8.45am – 9.45am 60 minutes
Period 1 9.00am – 10.00am 60 minutes	Period 2 9.45am – 10.45am 60 minutes
Period 2 10.00am – 11.00am 60 minutes	Year Meeting 15 10.45 -11.00am 15 minutes
RECESS 11:00 to 11:30am Reminder Bell 11:25am	RECESS 11.00am to 11.30am Reminder Bell 11:25am
Period 3 11.30am– 12.30pm 60 minutes	Tutorials OR Assemblies 11.30am– 12.30pm 60 minutes
Period 4 12.30pm – 1.30pm 60 minutes	Period 4 12.30pm – 1.30pm 60 minutes
LUNCH 1.30pm – 2.00pm Reminder Bell 1:55pm	
Period 5 2.00pm – 3.00pm 60 minutes	Period 5 2.00pm – 3.00pm 60 minutes
3:00pm FINAL BELL	

First Bell: Students and Staff to move to their classes.

Second Bell: Class Commences

Narrogin SHS School Programs

Eight Learning Areas

Narrogin SHS delivers curriculum in line with the Western Australian Curriculum and Assessment Outline and the Western Australian Curriculum Framework. The eight learning areas are: The Arts, English, Health and Physical Education, Mathematics, Science, Humanities and Social Sciences, Languages and Technologies.

Lower School Courses Years 7 - 9

Year 7 and 8

In Year 7 and 8 Narrogin SHS students have the opportunity to participate in a broad and balanced curriculum. Students undertake learning experiences in a nurturing environment that teach students how to identify, develop and appreciate their own gifts and unique qualities of others, encouraging participation and student retention. NAPLAN (National Assessment Program Literacy and Numeracy) is conducted in Year 7.

Year 9

This year group extends student's progress and allows them more choice in optional subjects, which are suited to their interests and educational aspirations. NAPLAN is conducted.

Sports Academy Years 7 - 10

Sports Academy is open to students in Years 7 to 10 in Hockey and Netball. Students need to select this option as part of their subject sections. Students not enrolling in any Sports Academy, will complete general physical education studies.

Upper School Courses Years 10 – 12

It is important that you consider your career goals before selecting your Senior School Pathway.

Year 10

In Term 3 students begin the process of choosing the options for the following year. Whatever options are chosen, students continue to study English, Mathematics, Science as well as Humanities and Social Sciences and Languages along with subjects from other learning areas. The Heads of Learning Area will give details for students to discuss their subject choices with parent/caregivers. OLN (Online Literacy and Numeracy Assessment).

Year 11 and 12

At Narrogin Senior High School, we pride ourselves on offering flexible pathways and a demonstrated commitment to working with students one on one to create a course load that best suits their skills and post-school aspirations. The following pathways are available: OLN (Online Literacy and Numeracy Assessment) established for Year 12's.

ATAR Pathway Students who wish to gain direct university entrance will study an ATAR pathway. This consists of 4 or more ATAR level courses with 1-2 General courses, certificates or Endorsed programs. ATAR Exams.

General Pathway Students are enrolled in a combination of general courses and/or endorsed programs. This is a suitable pathway for students who want to graduate obtaining their WACE (Western Australian Certificate of Education). Foundation Pathway Foundation courses are designed for students who have not been able to demonstrate the minimum standard of literacy and/or numeracy (OLN) before Year 11 and are unlikely to do so before the end of Year 12 without significant levels of support. These courses provide a focus on functional literacy and numeracy skills, practical work-related experience and the opportunity to build personal skills that are important for life and work. Students studying this pathway will complete a combination of a Certificate II course, Foundation courses, General courses and/or endorsed programs.

Narrogin SHS School Programs

Vocational Education & Training (VET)

Students have the option to complete Vocational Education & Training (VET) certificate as part of their WACE program requires partnerships between various Registered Training Organisations and the School to present the courses that are established by industry and recognised Australia-wide. The School presents a wide and varied range of Certificate I-IV level courses within different school programs.

Science Technology Engineering and Mathematics (STEM)

Science Technology Engineering and Mathematics (STEM) highly benefit students who are choosing to pursue future studies in the ATAR sciences such as biology, chemistry, human biology, physics and psychology. STEM is ideal for all students particularly those who show a high degree of scientific interest and/or academic ability. All four fields blend into a series of inquiry-based activities that rely on the students to be autonomous and inquisitive. Such contextual activities include structural engineering, motors and machines, ecological studies, kitchen chemistry and rocketry engineering.

Shooting Stars

Shooting Stars is an education engagement program for Aboriginal girls and young women located in remote and regional towns in Western Australia. Based in host schools, Shooting Stars combines advocacy and support, engagement activities, rewards, and health and wellbeing sessions to strengthen participants' confidence, cultural identity, and positive attitudes, while promoting their health and wellbeing.

Clontarf

Staffed by full-time mentors, Clontarf academy rooms are welcoming, inclusive and designed to foster positive learning and personal growth for the young men in our program. The academy room acts as a home-base for Clontarf students before and after school, at recess and lunch, and during designated academy time.



Stephen Michael Foundation

The Rising Leaders Program is a school-based leadership and well-being program targeting disengaged students aged 13-17. The program utilises sport as a vehicle to engage and immerse students in activities that can improve school attendance, classroom behaviour and leadership skills whilst also strengthening social and emotional wellbeing. The program features weekly two-hour sessions delivered during school hours across a 20-week period. Key focus areas and sessions include:

- Development of leadership, social and emotional learning skills
- Communication and team building activities
- Delivery of sport and other practical activities
- Emotional regulation, problem-solving, and decision making
- Leadership in Sport; Coaching & Umpiring
- Inclusion and cultural responsiveness
- Healthy eating and nutrition
- Social media awareness and online safety
- Event planning

Narrogin SHS Attendance

1 or 2 days may not seem like a lot but...

It is important for children to attend school all day, every day.

If your child misses...	That equals...	Which is...	And over 13 years of schooling that's...	Which means the best your child might perform is...
1 day per fortnight	20 Days per year	4 Weeks per year	Nearly 1.5 years!	Equivalent to Finishing in Year 10
1 day per week	40 Days per year	8 Weeks per year	Over 2.5 years!	Equivalent to Finishing in year 9
2 days per week	80 Days per year	16 Weeks per year	Over 5 years!	Equivalent to Finishing in Year 7
3 days per week	120 Days per year	24 Weeks per year	Nearly 8 years!	Equivalent to Finishing in Year 6

Attendance at school is compulsory until a student completes Year 12 or turns 18, whichever occurs first. Regular attendance is crucial for students to achieve optimal learning at school. Exemptions may be granted if the student has approved employment or training. Applications must be made through the Principal.

Under the Education Regulations, the only acceptable reasons for absences from school include: when your child is sick or unwell, attending cultural or religious observances such as sorry time and funerals, an unavoidable natural event such as flood waters or a cyclone, or an unavoidable medical appointment which could not be arranged outside of school hours.

You need to let the Attendance Officer know when and reason your child is going to be, or has been, absent from school as soon as possible. Please do this by: sending an email to Narrogin.shs.absentees@education.wa.edu.au, phoning the Administration Office, replying to the text message, or providing a written note.

An automated text message will be sent to a parent/carers mobile if a student's absence remains unexplained after 10am. A follow-up automated text message will also be sent if it is still unexplained after eight days. Please contact the school if your child will be absent for a period of time.

Responsibilities for Attendance:

School responsibilities:

- Provision of a safe and supportive learning environment
- Clear communication of expected dates of attendance
- Notify parent/carers of student absence
- Develop support structures to enable students to re-engage with their schooling

Parent responsibilities:

- Ensure the child attends school and that it is seen as a priority
- Ensure a safe and reliable mode of transport to and from school
- Notify school promptly of student absence

Student responsibilities:

- Punctual, regular school attendance
- Commitment to learning

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Narrogin SHS Student Wellbeing

Narrogin Senior High School's Vision

To create a safe and caring environment to positively develop students' health and wellbeing, enabling them to actively engage in the school learning environment and achieve improved academic and social outcomes.

Positive Environment

Narrogin SHS uses a wide range of strategies to develop a positive school environment. As a whole school, we:

Foster Respectful Relationships

Staff develop students' potential, acknowledge that students will make mistakes, and are compassionate, respectful and understanding of students' individual circumstances.

Teach Positive Behavioral Expectations

Staff regularly reinforce behavior expectations through learning opportunities and whole school acknowledgement of responsibility, respect and tolerance. The Positive Behaviour Support Team constantly provide opportunities for students to learn and demonstrate positive behaviour.

Promote Expected Behaviour

To learn, we all require regular and frequent feedback on our actions. We gain feedback from others, ourselves and our environment. Feedback may be planned or unplanned; desirable or undesirable. Without formal feedback to encourage desired behavior, other forms of feedback shape our behavior. Staff at Narrogin SHS promote expected behavior through reinforcement, positive feedback, encouragement and acknowledgement. Feedback motivates students to continue to behave appropriately or to change their behavior and assists them and others to develop a sense of individual efficacy.

Engage in Restorative Practice

When dealing with students in our care, staff adopt a restorative justice approach. This builds the capacity of our students to form quality social relationships. It fosters good decision-making and a greater sense of belonging to our School community.

Need help and unsure who to contact?

For class and academic questions/issues

1. Class Teacher
2. Head of Learning Area
3. Associate Principal

For wellbeing and behaviour questions/issues

1. Advocacy Teacher
2. Student Services Team
3. Year Coordinator
4. Associate Principal



Narrogin SHS Positive Behaviour Plan

RATIONALE

The Principal is responsible for the creation and maintenance of a **safe and positive learning environment** along with the development of processes for the effective planning for positive student behaviour. Department of Education – WA Student Behaviour in Public Schools Policy (2023) has outlined requirements of what is to be included in this plan.

The **establishment of genuine and professional relationships** between staff and students is of paramount importance in creating and maintaining a **positive learning environment**. Relationships based on mutual respect, being responsible and inclusive, with a demonstrated caring approach by school staff, makes a real difference to the attitudes and behaviours of our students.

The school is committed to creating an atmosphere where **students are actively engaged in the curriculum, feel valued and have a sense of belonging**. A further aim is for students to enjoy social interactions without disruption or fear of harm, as well as being encouraged to be responsible for their actions.

The Whole School Positive Behaviour Support Plan **is the responsibility of all staff at the school with parents/carers/guardians supporting the plan**.

The Whole School Positive Behaviour Plan is built on the school's **three core values**. These are:

- **Respect**
- **Responsibility**
- **Tolerance**

The **effective management of student behaviour** is essential in maintaining order within the school and for the achievement of improved student outcomes. This is **managed with respect, dignity, consistency and procedural fairness** to enhance student's understanding of responsible social behaviour. Approaches may alter depending on the *needs of the students*.

All types of behaviour provide a teaching and learning opportunity. *Successful behaviour management is focused on the promotion of positive behaviour*. We have embraced the Compass reward system to encourage and reinforce appropriate respectful behaviours.

POSITIVE BEHAVIOUR SUPPORT (PBS)

Narrogin Senior High School is a Positive Behaviour Support (PBS) school. PBS is a framework for enhancing, adopting and implementing a continuum of evidence-based interventions to achieve academically, emotionally and socially important outcomes for all students.

BEHAVIOUR EXPECTATIONS MATRIX

The school has developed a Behaviour Expectations Matrix for teachers to use with their classes. This matrix explicitly identifies desirable behaviours and agreed school wide expectations in a range of contexts.

BEHAVIOUR PATHWAYS

Narrogin Senior High School Behaviour Pathways outlines responsibilities, phases of behaviour and consequences for the positive, effective and consistent management of behaviour.

GOOD STANDING

Students who are suspended will lose Good Standing and will have privileges removed – such as being banned from school social activities, non curriculum activities / excursions / camps. Students can earn back 'good standing' by making amends and restoring relationships disrespected, that led to the loss of Good Standing. This is outlined in Appendix D

Narrogin SHS Positive Behaviour Plan

PRINCIPLES OF POSITIVE BEHAVIOUR STRATEGIES (PBS)

Principles:

The following principles are used to guide decisions and actions when implementing PBS:

- **establish school-wide positive behaviour** as an instrument for academic, emotional and behavioural success
- consider and **implement school-wide practices** and systems for all students, all staff, in all settings ensuring approach is appropriate and respectful
- emphasise an **instructional approach** to behaviour management, including restorative practices
- develop **appropriate curriculum and learning strategies** to encourage engagement by students
- utilise **research-validated practices**, interventions, and strategies
- **integrate initiatives**, programs, and interventions that have common outcomes
- **build and sustain** a continuum of behaviour support
- **use data** to guide decision making
- **make decisions that are linked to important and measurable outcomes**
- **ensure management of student behaviour accords with the principles of procedural fairness**
- **ensure reasonable care for the safety of staff and students** is considered in their behaviour management processes
- **improves support for all students**, including students at risk and students with emotional behavioural disabilities
- **emphasise prevention**

PBS places a major focus on prevention.

The following key elements help to create a safe, positive and productive learning environment:

- clearly defined and taught behavioural expectations
- consistent and frequent acknowledgment of appropriate behaviour
- constructively and specifically addressing problem behaviour
- effective use of behaviour data to assess and inform decision making.

Promote Expected Behaviour

To learn, we all require regular and frequent feedback on our actions. We gain feedback from others, ourselves, and our environment. Without formal feedback to encourage desired behaviour, other forms of feedback shape our behaviour. Staff at NSHS promote expected behaviour through reinforcement, positive feedback, encouragement, and acknowledgement. Feedback motivates students to continue to behave appropriately or to change their behaviour and assists them and others to develop a sense of individual efficacy.

To **promote expected behaviour**, NSHS implements the following procedures:

- **Compass** - staff reward students who exhibit behaviour that reflects the school's expectations, both inside and outside the classroom with Compass rewards, a web-based reward system proven to improve engagement and achieve school values
- **Positive Chronicle entries** from staff are passed onto parents/carers/guardians through automatically activated SMS alerts
- **Awards** - Top Student, Merit and Attendance Certificates are distributed at assemblies and year meetings
- **Letters of Commendation** - are sent home to notify parents/carers/guardians of high academic and behaviour standards achieved by students
- **Reward Activities** - Year Coordinators and PBS team organise extra-curricular rewards and excursions
- **Student Achievements** - are highlighted in the Narrogin Observer, School Newsletter, Outlook (School Magazine) and Daily Notices.
- **PBS lessons** - explicit teaching of expected behaviours, conflict resolution, antibullying strategies

Good Standing - students who lose good standing for being suspended will lose privileges; students may retrieve good standing by restorative practices and behaving respectfully according to the Behaviour Matrix

NARROGIN SENIOR HIGH SCHOOL

POSITIVE BEHAVIOUR MATRIX



ALWAYS

LEARNING TIME

BREAK TIME

MOVEMENT TIME

RESPECT

- Ensure physical contact is appropriate and wanted
- Use polite language
- Follow staff instructions
- Personal devices off and away all day
- Think before you speak and act



- Remain quiet and actively listen
- Let others learn
- Accept the consequences of your actions

- Use your manners
- Speak in a friendly manner
- Care for the school and your belongings

- Use an inside voice in corridors
- Keep to the left
- Allow space in front and behind when queuing

RESPONSIBILITY

- Be an upstander
- Wear school uniform
- Be resilient and ask for help when needed
- Keep areas tidy
- Attend school regularly
- Be prepared and on time



- Set goals for learning
- Strive for excellence
- Focus on learning and put distractions aside
- Work as a team and be accountable

- Be safe at school
- Refuel and hydrate for learning
- Take toilet breaks now
- Stay within school boundaries
- Use sport equipment in the correct location

- Walk quietly
- Keep moving together
- Take the shortest route to class

TOLERANCE

- Be kind and patient
- Look out for each other
- Accept everyone's differences



- Re-establish working relationships after conflict
- Encourage others
- Be understanding of others' ideas

- Make others feel welcome
- Treat others in a polite and positive way

- Acknowledge and connect with others
- Be aware of others' needs
- Be patient when walking behind others

BEHAVIOUR PATHWAYS

STUDENTS' RESPONSIBILITIES:

1. Follow all staff instructions
2. Treat all according to our core expectations
3. Focus on yourself
4. Be proud of your achievements

PHASE 1 TEACHER RESPONSIBILITIES:

- Know students and build positive relationships
- Use Low Key Responses
- Reward achievements using Compass Awards
- Communicate achievement to parents
- Deliver relevant and engaging curriculum
- Encourage students through positive reinforcement

PHASE 2 BEHAVIOUR EXAMPLES:

- Minor incidents
- Lateness
- Refusal to follow instructions
- Inappropriate use of ICT
- Disrespectful
- Poor work ethic/attitude
- Mistreatment of school/others' property

PHASE 3 BEHAVIOUR EXAMPLES:

- Defiance of teacher
- Bullying
- Inappropriate use of language
- Truancy/Unexplained absence
- Inappropriate behavior

PHASE 4 BEHAVIOUR EXAMPLES:

- Physical violence
- Intimidation of staff (verbal or otherwise)
- Vandalism
- Sexual harassment or misconduct
- Repetitive bullying

PHASE 5 BEHAVIOUR EXAMPLES:

- Noncompliance with Associate Principal



CONSEQUENCES:

- Verbal negotiation
- Detention
- In class isolation
- Parent contact
- Learning Area withdrawal
- Yard Duty
- Informal contract

CONSEQUENCES:

- Daily monitoring card
- Detention
- Parent contact
- Referral to AP/SSPC
- Restorative meeting
- Formal contract

CONSEQUENCES:

- Case management
- Re-entry negotiation
- Referral to Principal
- Resolution Meeting
- Detention
- Parent contact

CONSEQUENCES:

- Alternative educational options

BEHAVIOUR SUPPORT

PRESERVATION STAGE

- Encourage and reward positive behaviour.
- Reinforce school behaviour matrix using Compass Awards.
- Know your students and build relationships (E.g. Student profiles, SEN reports, RMP, BMP etc.)

STUDENT ENGAGES IN INAPPROPRIATE BEHAVIOUR.

PHASE 1 - LOW KEY TECHNIQUES

- Proximity
- Winning Over
- The Look/ Pause
- Non-verbal cues
- Define expected behaviour

STUDENT CONTINUES TO ENGAGE IN

INAPPROPRIATE BEHAVIOUR.

PHASE 2 ACTION – WITHIN CLASSROOM

- Provide warnings to student (the amount of warnings is at the teacher's discretion)
- Dialogue with student – redefine expected behaviours and agreed actions to restore relationships
 - Informal contract
- Informal withdrawal may be used
- Detention – Teacher Directed
- Inform and consult with HoLA following incidents

PHASE 3 ACTION – OUTSIDE CLASSROOM

- HoLA attends classroom and acts as a circuit breaker
- Student returned to class OR student withdrawn using Learning roster
- Consult with the HoLA
- Contact parent/caregiver
- Arrange a formal conference with students/ Teacher/Parent/HoLA
- Develop a Formal contract/BMP
- Restorative meeting

PHASE 4 - STUDENT SERVICES PROGRAM

COORDINATOR/ASSOCIATE PRINCIPAL

- Student case managed by SSPM/SSAP
- Re-entry negotiation with student and Parents
- BMP developed

RESTORATIVE PRACTICES

- Using the following questions to facilitate discussions.

WHEN THINGS GO WRONG

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way?
- What do you think you might do to make this right?

WHEN SOMEONE HAS BEEN HURT (PHYSICALLY OR EMOTIONALLY)

- What did you think when you realised what had happened?
- What impact has this incident had on you?
- What impact has this incident had on others?
- What has been the hardest thing for you?
- What do you think needs to happen to make this right?

Teachers will support students to restore relationships

FOLLOW UP DUTIES PHASE 2:

- Staff to input data into Chronicle Compass.
- Compass generates text to parent/caregiver asking them to contact staff member.

FOLLOW UP DUTIES PHASE 3:

- Staff to input data into Chronicle Compass
- Compass generates text to parent/caregiver asking them to contact staff member.



Narrogin SHS Uniform and Dress Code

The Narrogin SHS community, through the School Board, believes the wearing of a School Uniform and adhering to a Student Dress Code sets the tone of the school by developing a sense of unity and pride as well as providing equity, ensuring our students are identifiable. Our school vision signifies our commitment to have a reputation of high academic achievement and social success. Students should be proud of their school and identify with it by wearing the school uniform. The Student Dress Code must be worn every day and to all school events except specified free dress days or events. It is expected that students who are representing the school on camp or for formal occasions with adhere to the Student Dress Code as appropriate for the occasion.

Parents and carers are requested to send their child/children to school in the approved school clothing. We appreciate parental support and encouragement of our dress code, and we ask that parents and carers closely supervise their child/ children's standard of appearance.

To distinguish between year groups, Lower School students wear green shirts and Senior School students wear white shirts.

School Uniforms can be purchased from Sports Power Narrogin on Egerton Street in Narrogin. Sports Academy uniform items can be purchased from Steelo's Narrogin on Federal Street in Narrogin.

Please note - not permitted:

1. Any logo, slogan or advertising is not acceptable as part of the Student Dress Code. This includes all items of clothing (e.g., pants, sweaters, hats, bags, etc.) with brand names and/or brand signature stripes.
2. Any item of clothing that promotes or advertises alcohol, drugs or inappropriate material is strictly prohibited. Leggings, jeggings, tights are not permitted.
3. Denim or denim style fabrics are not permitted.
4. For Occupational Safety and Health reasons, Students must wear covered footwear at school. Thongs, sandals and ugg boots are prohibited.
5. Hoodies (Tops with hoods) Hoodies are not allowed to be worn at school. Students who wear a hoodie will be recorded as out of uniform. Should a student wear the hood up, they will be asked to remove the hoodie and hand it in to the Student Services. They can pick up their hoodie after school as they leave.



Narrogin SHS Uniform & Dress Code

Student Dress Code

School Uniform – Desired All items can be Purchased at Sports Power Narrogin	School Uniform - Acceptable
<p>Lower School - Year 7 to 9 ‘Green’ School polo shirt with school logo (NB: there is no alternative to this shirt) Black shorts with school logo Black microfibre pants with school logo Rugby jumper with school logo Microfibre jacket with school logo Bucket hat or cap with school logo</p>	<p>Lower School - Year 7 to 9 Plain black shorts (minimum mid-thigh length) Plain black track pants Plain black pants Predominantly black covered shoes</p>
<p>Senior School - Year 10 to 12 ‘White’ School polo shirt with school logo (NB: there is no alternative to this shirt) Black shorts with school logo Black microfibre pants with school logo Rugby jumper with school logo Microfibre jacket with school logo Bucket hat or cap with school logo</p>	<p>Senior School - Year 10 to 12 Plain black shorts (minimum mid-thigh length) Plain black track pants Plain black pants Predominantly black covered shoes</p>

Official School attire:

School Councillors and prefects are required to wear the Narrogin SHS Official School Attire for formal occasions. Senior School students may be required to wear Official School Attire on a number of occasions.

Official School Blazer (supplied by the school) School tie (supplied by the school)

White business shirt Black business pants

Black business skirt with school logo Black socks or stockings (high denier)

Black formal shoes (closed-in) with black socks



Travel to Narrogin SHS

Travel from outer Narrogin

The Government of Western Australia has been providing transport Assistance to Western Australian Families for nearly 100 years. Over this time the orange school bus fleet has grown to more than 950 buses, transporting 30,000 students, more than 170,000 km each school day. Students located outside of the Narrogin town site may be eligible for assistance from School Bus Services. Applications are made online only.



To apply for Student Transport Assistance follow the steps below:

Go to schoolbuses.wa.gov.au

1. Click on the 'Parents' section
2. Select the 'How to Apply' section

Student Parking Permit

Students are granted and park alongside school premises by the school to gain a Student Parking Permit to drive a personal vehicle to and from school. Until a permit has been approved by the Principal, students are not able to drive to school. Once approved a Student Parking Permit will be issued for display on the vehicle dash. A Student Parking Permit must be applied for and approved each calendar year.

Student's wanting to apply for a Parking Permit must comply with the guidelines for Student Drivers. This information and necessary forms can be obtained from Administration.

Travel from within Narrogin

TransRegional (an umbrella brand of TransPerth) is managed by the PTA's Regional Town Bus Services team, who coordinate school and town public bus services in regional WA. Under arrangement, the various town bus services are provided by a range of contractors from within the regional locations. Timetables and Routes for services in the Narrogin town site can be found at www.pta.wa.gov.au/our-services/transregional



Connect - Conditions of Use for Parents

Please see Attachment 1—CONNECT Conditions of Use for Parents in Enrolment folder.

Connect is an online means of communication between teachers and parents and carers. Parents will have access to outlines, reports, student progress, assignments, marks, attendance and general communications. Please ensure that your current email address is on file at the school.



Only parents or responsible persons as defined in the *School Education Act 1999* and verified by the school will be given access to Connect. Any person/s signing up for the service understands his/her responsibility for keeping the service access details (username and password) confidential.

The Department of Education does not accept responsibility for any event arising from unauthorised access or use of Connect. 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. I will not interfere with network security, the data of another user, or attempt to log into the network with a username and/or password of another user.
3. If I become aware of unauthorised access to my parent account I will immediately inform the school.
4. I consent to the logging, monitoring, auditing and disclosure of my use of Connect.
5. Any breach of these conditions for which I am responsible will result in my access to Connect being suspended or revoked.

As part of our teaching and learning program, Narrogin SHS will provide you with an account for Connect. Please let the school know if you are already using Connect and would like your child/ren to be added to your existing login. Please ensure you provide the same email and address details to us as you have to the other school/s.

Student - Unique Student Identifier

Complete Unique Student Identifier form in the *APPLICATION FOR ENROLMENT BOOKLET (Part B)*
PLEASE NOTE THAT THE NUMBER IS CASE SENSITIVE AND NEEDS TO BE ENTERED
EXACTLY AS IT IS ISSUED BY THE AUSTRALIAN GOVERNMENT.



The Australian Government introduced a legislative framework to establish the *Student Identifiers Act 2014* and the *Student Identifiers Regulation 2014*, leading to the **Unique Student Identifier (USI)**.

All students undertaking any nationally recognised training, will need to have a Unique Student Identifier (USI) which will provide access to an online USI account. Nationally recognised training refers to any part or full Vocational Education & Training (VET) Certificate Course/s studied whilst at Narrogin SHS, in partnership with any of the Registered Training Organisations with which we partner. Students will be required to have a valid USI **before** a VET Qualification or Statement of Attainment can be issued by applying via the Student Identifiers Registrar website at; <https://www.usi.gov.au/>
This website has been established to assign USIs and manage USI records.

Health and Physical Education

STUDENTS AND PARENTS ACKNOWLEDGE THEY HAVE READ, UNDERSTAND AND AGREE TO ABDIDE BY THE BELOW CONDITIONS. Please complete and sign form in the Enrolment folder.

Excursion Permission Form

Your child will at times, be required to leave the school grounds in order to participate in various curriculum activities relevant to their course of study. We therefore seek your approval for transportation arrangements that need to be met by the school.

In all cases, the activities will be based in or in the near vicinity of town. In all circumstances your child will travel by school bus or will walk/run/cycle under supervision of school staff. Activities may include, but are not limited to: activities at the recreation centre (including swimming), trips to local primary schools for coaching purposes, visiting aged care facilities, the hospital, etc.

If you have any concerns, please contact Mr Jordan Heil, Health and Physical Education HOLA on 9881 9331. If permission is not granted, your child may need to re-select subjects if they are in the Sports Academy and will need to remain at school when offsite activities are conducted.

Viewing of Non- print Texts

Permission Slip for the Viewing of Non-print Texts

As part of our curriculum in Health & Physical Education, your child will possibly be viewing a number of video clips that support teaching the curriculum. Your child's class could be viewing non-print texts from the following classifications.

Classification:

(G) General, suitable for all ages

(PG) Parental Guidance Required for Students Under 15 Years of Age

(M 15+) Recommended for Mature Audiences 15 Years and Over

(MA 15+) Mature Accompanied (Restrictions apply to persons under 15)

(E) Educational, the program has not been classified according to the above as it has been produced solely for educational purposes

Department of Education policy requires parents/caregivers to be informed when non-print texts are shown and permission to be obtained for your child to view texts with this classification.

You have the right to withdraw your child from the viewing, in which case alternative work will be provided. The reason for showing these texts is that they convey information in an alternative way to that of the teacher. Computer graphics and real-life examples are examples of how non-print texts can form a valuable part of your child's learning.

Computer User Account and Electronic Devices

BY SIGNING THE FORM IN THE *APPLICATION FOR ENROLMENT (Part B)* STUDENTS AND PARENTS ACKNOWLEDGE THEY HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE BELOW CONDITIONS.

Use of ICT and Electronic Devices at Narrogin SHS is subject to the following conditions:

- No food or drink is allowed near any computing resources.
- Your password is **NOT** to be disclosed to anyone, nor should you attempt to gain another student's password or attempt to gain access to another student's account.
- Any security issues must be immediately reported to a teacher.
- All student computer activity is recorded by the Department of Education and can be monitored in real time.
- Applications, particularly those used to access Email and the Internet are to be used appropriately and legally (downloading or transmission of data depicting illegal drug cultivation or use, violence, profanity, intolerance, cults, militant extremism, gross depictions, nudity or pornography is inappropriate in most contexts).
- You may print only with your teacher's permission - charges may be levied for use of printers.
- Intentional and/or malicious damage to the computer equipment, network or furniture will attract severe consequences, such as suspension or possible replacement of equipment damaged, and any costs incurred by Narrogin SHS as a result may be charged to the offender's parent/carer/guardian.
- The school takes no responsibility for the loss, theft or damage of electronic devices or accessories that are brought to school, or school-sponsored functions and activities off-site, either during or after school hours. We highly recommend that parents and students ensure that such items are adequately insured as personal property.
- All mobile devices must be switched off during class time. Receiving or sending any type of communication during class time will result in consequences. This will be applied regardless of who the phone call has been received by or from. Please remind parents and friends who might call, that it is inappropriate to make a call during class time and disrupt the learning of others in the room and you will be sanctioned under these circumstances, regardless. These parties need to contact Student Services
- If you feel unwell and need to go home you must arrange this through Student Services. Under no circumstances may you use your mobile phone to contact home and make your own arrangements to leave school grounds
- You will not be permitted to take any unapproved electronic device into a test or exam.

It is a criminal offence to use a mobile phone or any ICT device to menace, harass or offend another person. Students who use mobile phones to engage in personal attacks, harass another person, or post private information about another person using text messages or social media, or who take/send private photos or objectionable material will be suspended and may find the matter referred to the Police.

Student Mobile Phone Policy - Off and Away All Day!

BY SIGNING THE FORM IN THE APPLICATION FOR ENROLMENT (Part B) STUDENTS AND PARENTS ACKNOWLEDGE THEY HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE BELOW CONDITIONS.

The Department of Education does not permit student use of mobile phones in public schools. Extenuating circumstances require arrangements and plans for phones. In all public schools student mobile phones are banned from the time students arrive at school to the conclusion of the school day. It is important to note that it is not a requirement at Narrogin SHS for students to have a mobile phone at school.

We recognise that an increasing number of parents/carers who for safety, security and/or emergency purposes wish to provide their children with mobile phones. The school takes no responsibility for the loss, theft or damage of any mobile phone or electronic device. This policy details the conditions under which mobile phones are permitted at Narrogin SHS.



Conditions

- The use of mobile phones for all students is banned from the time they arrive at school to the conclusion of the school day. This includes before school and at break times (off and away all day).
- Students are permitted to have mobile phones in their possession during the school day, however they **must be turned off** and **neither seen nor heard**.
- Smart watches must be in 'airplane mode' so phone calls and messages cannot be sent or received during the school day.
- Listening devices, such as wireless/cable headphones and ear buds, are to be turned off and neither seen nor heard.

Exemptions and Communication

- Exemptions to this ban include where a student requires a mobile phone: - to monitor a health condition as part of a school approved documented health care plan. Prior communication is required with the Deputy Principal and School Health Nurse to complete a Medical Plan. The Principal must sign the plan. A permission card will be issued to students where required.
- While at Narrogin SHS, students are the responsibility of the school. All communication between parents and students, during school hours, should occur via the school's administration or Student Services and staff.
- Narrogin SHS has duty of care for all students when they are attending the school. In emergencies, where students need to get in contact with parents/carers, students are to notify the appropriate school staff in the school administration or Student Services. If parents/carers need to contact their children, they are asked to contact the school directly on 9881 9300.

Description of Start and Conclusion of the School Day

The school day starts when a student: Gets off the school bus at the school bus stop; Gets out of their parent/carers car when being dropped off; Steps onto the school grounds, including the walkway surrounding the school premises.

The school day concludes when the final school bell sounds at 3pm and a student: Gets on the school bus; Gets into their parent/carers car when picked up; Exits the school grounds and is safely across the road or in the NRC buildings.

Student Mobile Phone Policy - Continued

Breaches of this Policy

Breaches of this policy will be managed in accordance with the School Behaviour Management Policy and Procedures.

Consequences

Non-compliance will result in the mobile phone being confiscated. Whilst every care is taken, the school takes no responsibility for the loss, theft or damage of any confiscated electronic device. Confiscated devices will be taken to Student Services and locked in a safe location.

First Offence

The teacher requests the device from the student and places it in an ICT Device Envelope at Student Services. The student collects the device at the end of the school day. The student's name is recorded centrally in the Behavioural Module on SIS, and a letter is emailed or given to the student to take home informing parents/carers (Letter #1). The confirmation slip must be returned to school.

Second Offence

The teacher requests the device from the student and places it in an ICT Device Envelope at Student Services. The student's parent/carer must collect the device from Front Office. The student's name is recorded centrally in the Behavioural Module on SIS and a letter is given to the parent with the mobile phone (Letter #2).

Third Offence

The teacher requests the device from the student and places it in an ICT Device Envelope at Student Services. The student's name is recorded in the Behavioural Module on SIS. The Student Services Manager will send a Notice of Intention to Suspend. The student's parent/carer must collect the device from the front office. A case management meeting will take place and an agreed behaviour plan developed. The student will lose the privilege to bring the mobile phone onto school grounds and lose their Good Standing for a minimum of two weeks.

Refusal to Hand a Device to a Teacher

If at any time, the student refuses to hand over the mobile phone, the student's name is recorded centrally in the Behavioural Module on SIS. The Student Services Manager will send a Notice of Intention to Suspend. A case management meeting will take place and an agreed behaviour plan developed. The student will lose the privilege to bring the mobile phone onto school grounds and lose their Good Standing for a minimum of two weeks.

Inappropriate Conduct

Images cannot be taken of others on personal devices without consent. It is a criminal offence to use mobile phones and electronic devices to menace, harass or offend another person. Students who use mobile phones to engage in personal attacks, harass another person, or post private information about another person using text messages or social networks, or who take/send private photos or objectionable material may find the matter referred to the Police. Students who photograph or film a physical or verbal fight or conflict will be suspended.

Narrogin SHS Cyber Behaviour

Cyber Behaviour

Cyber behaviour applies to all technology-based communication, including internet websites, personal blogs, instant messaging, chat rooms, online forums, text messaging, phone, mobile phone use and email. It is a criminal offence to use a phone, mobile phone or the internet to threaten, harass or offend another person. **If this occurs you can report to local police, Crime Stoppers on 1800 333 000 or www.esafety.gov.au.**

- Your personal safety is important, and you need to be aware that people on the internet may not be who they say they are.
- Do not give out personal information eg address, passwords, user names, phone number, photographs, how you get to schools etc.
- Tell a parent or adult if someone sends or posts something that makes you uncomfortable.
- Take an adult with you if meeting an online friend for the first time and only meet in public places eg a café.
- Cyber bullying involves the use of communication technologies to support this repeated, harmful and negative behaviour.

IT CAN INCLUDE:

- Sending defamatory, threatening or harassing messages.
- Deliberately spreading inaccurate information eg rumours.
- Distributing someone else's personal information eg phone numbers, web addresses.
- Sending spam, viruses or offensive web links.
- Posting information, images or photos without the permission of the subject.

IF YOU ARE CYBER BULLIED:

- Do not reply to threatening, harassing or obscene messages.
- Block the sender's messages or change your email, phone etc if necessary.
- Save any threatening or harassing messages and report them to your parents, the school, Internet Service Provider or the Police if appropriate.

USING SOCIAL NETWORK SITES:

- Protect your accounts with 'strong' passwords and change them regularly eg mix cases and characters; **sTRong3**.
- Have a different password for each account so if one password is stolen not all of your accounts will be at risk.
- Never share your password.
- Set your online profile to private and be careful who you accept as a friend.
- Always log out of the site and don't use it as a screen saver.
- Never click on suspicious links even if they are from friends.

REMEMBER TO THINK BEFORE YOU POST ANYTHING!

Anything posted online can be read, printed and used by others now and in the future. Employers might check your online presence before deciding to hire you. Friendships change and private inbox messages can be copied or shared without your consent.

Once photographs are posted they become owned by the site so make sure they are not inappropriate and that you have permission from everyone in the photographs.

Posting or sharing inappropriate/revealing pictures of yourself or friends can be extremely serious, not just embarrassing or hurtful to others but **ILLEGAL**. In the worst case scenario it can be regarded as the publication and or distribution of child pornography.

Allowances to assist with the costs of schooling

Secondary Assistance Scheme (SAS)

The Western Australian Department of Education provides an allowance to assist eligible families with secondary schooling costs. The allowance consists of two components:

Clothing Allowance **\$115.00** paid directly to the parent or the school

Educational Program Allowance **\$235.00** paid directly to the school

Application is made by the parent or guardian for student/s enrolled in Years 7 – 12. The allowance is paid up to and including the year the student turns 18 years of age.

Eligibility Criteria

Parent or Guardian must hold one of the following cards:

- Centrelink Family Health Care Card
- Centrelink Pensioner Concession Card
- Veterans' Affairs Pensioner Concession Card (blue card issued annually)

Parent/guardian must be the holder of a card that is valid some time during first term.

Students must be listed on claimant's card. The only exception to this is when a student holds their own health care card and has been declared independent by Centrelink (e.g. living away from home). In this instance, a letter of confirmation from Centrelink needs to accompany the application.

Late Applications

Late Applications will only be accepted in extenuating circumstances and must be accompanied with a written explanation. Eligible Interstate or overseas students who are enrolled after first term may apply for the allowance.

Abstudy Supplement Allowance

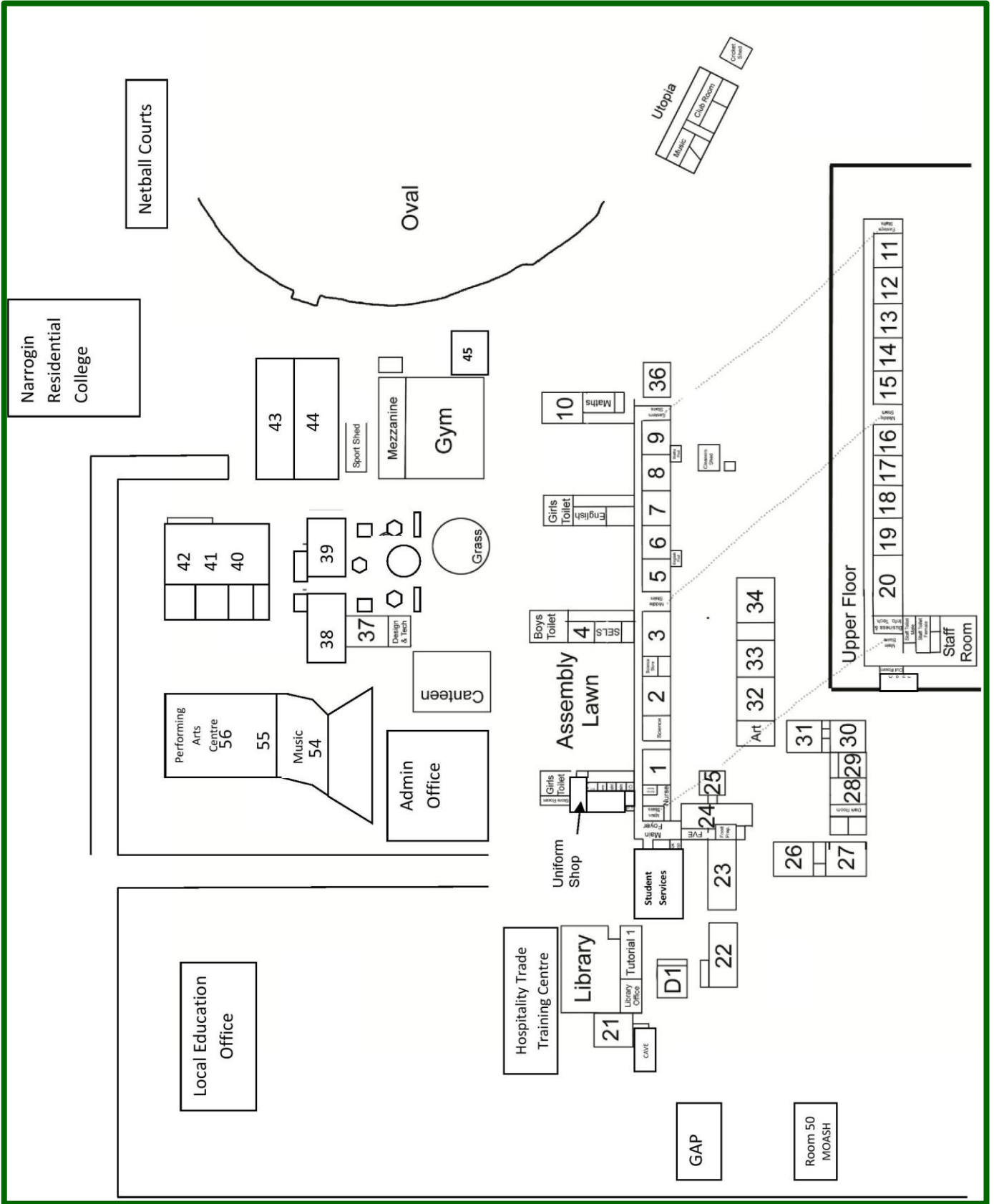
This funding supplements the Centrelink/Abstudy Fees Allowance. Payment of \$79.00 is available to parents holding a Centrelink Pensioner concession or Family Health Care card. Furthermore, the school must have received the School fee allowance of \$156 from Centrelink. Payments are made directly to the school and are applied to the student's contributions in Years 7-10 and charges for Years 11-12.

How to Apply

Secondary Assistance Scheme and the Abstudy Supplement are to be completed by the end of Term 1 each year. Applications close at end of Term 1. Please note that Secondary Assistance Scheme and Abstudy cannot be claimed together, it must be one or the other.



Narrogin SHS Map



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CREED

This is our School.

Let Pride and enthusiasm abound.

*Let students and teachers work together so that the seeds
of knowledge and friendships are nurtured to full bloom.*

And let us Advance with Integrity.

Street address | 45 Gray Street, Narrogin, Western Australia, 6312

Mailing address | PMB 2, Narrogin, Western Australia, 6312

Telephone: (08) 9881 9300

Website: nshs.wa.edu.au

Email address: nshsmail@nshs.wa.edu.au

Absentees email: narrogin.shs.absentees@education.wa.edu.au

Enrolments email: narrogin.shs.enrolments@education.wa.edu.au



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“Respect, Responsibility & Tolerance”

