

Toodyay District High School Handbook 2025



Be Respectful

Be a Learner

Be Safe



OUR ETHOS AND VALUES



*We Welcome
Your Children*



Toodyay District High School **STRIVES** to provide an inclusive and caring environment to all of its students. All staff are committed to developing strong partnerships between students, parents, teachers, community agencies and the wider Toodyay community. All care is taken to ensure students are provided with the best possible learning opportunities and that each student's best efforts are acknowledged.

Our vision is to ensure that ALL Toodyay District High School students will be developed into resilient, lifelong-learners who respect individual difference and STRIVE to reach their potential.

In stating our vision, we acknowledge that words alone are not sufficient. It is the actions, based on our vision which are important.

Regards

Principal



Table of Contents

VISION

TOODYAY DISTRICT HIGH SCHOOL STRATEGIC PLAN 2024-2026

PRIORITIES

CONTACTS WITHIN THE SCHOOL

OTHER AGENCIES FOR CONTACT AND ADVICE

SCHOOL TIMES AND PUNCTUALITY

TERM DATES FOR 2025

SCHOOL CONTRIBUTIONS AND CHARGES

SCHOOL DRESS CODE

ABSENCES

SCHOOL NEWSLETTER

SCHOOL COUNCIL

JEWELLERY

SCHOOL BUS SERVICES

PARENTS AND CITIZENS ASSOCIATION

LOST PROPERTY

ASSEMBLIES

HEAD LICE

SCHOOL PSYCHOLOGIST

SCHOOL NURSE

HEALTH SCREENING

IMMUNISATION

HEALTH PROBLEMS

SCHOOL CHAPLAIN

DRUG INFORMATION

ASTHMA FRIENDLY SCHOOL

AEROSOL CANS

ELECTRONIC DEVICES & MOBILE PHONES

SCHOLARSHIPS

MEDICAL ACTION PLANS

MEDICATION FORMS

STUDENT MEDICATION REQUEST

SCHOOL HEALTH FORMS

KINDERGARTEN PRE PRIMARY PROGRAM

PROGRAMS

EMERGENCY SERVICES CADETS PROGRAM

KEEPING IN TOUCH

DIRECTION FOR TOODYAY DISTRICT HIGH SCHOOL

VISION

Toodyay District High School will develop resilient, life-long learners who respect individual difference and STRIVE to reach their full potential.

Toodyay District High School's priorities shape our core business. To deliver these priorities the school will implement targeted strategies, the effect of which will be measured by specific performance indicators.

TOODYAY DISTRICT HIGH SCHOOL STRATEGIC PLAN

This strategic plan prioritises our work over the next three years. In this plan we are committed to a 'high performance - high care' culture focused on our students.

We have high expectations for every student to succeed - to accomplish their very best. A culture of high care acknowledges that our staff are very influential at different stages in the lives of students, from early childhood right through to the end of school and beyond.

By focusing on the priorities and aspirations in this plan, we will make a real difference to our students and to the Toodyay community.

PRIORITIES

Focus Area One: Care

All learners at Toodyay District High School have opportunities to develop their strengths in a caring, supportive and safe environment. With a growth mindset, learners are engaged, and confident to use critical thinking to solve problems and persevere through challenges with care and compassion.

Provide a safe, inclusive and supportive learning environment:

- where students can learn and teachers can teach.
- that fosters a sense of belonging linked to the Circle of Courage – belonging, mastery, independence and generosity.
- that promotes respectful relationships.

Focus Area Two: Communication

At Toodyay District High School, we communicate with our students, parents and staff, as well as our broader school community to ensure they feel connected, creating a greater sense of belonging and school pride.

- Teachers provide timely feedback of, and for learning, to parents and students.
- Teachers keep parents informed of teaching and learning.
- Connect with the community to facilitate positive relationships.
- Facilitate positive connections with and between students.

Focus Area Three: Classroom

At Toodyay District High School, we have high expectations of all our students. We use high impact teaching strategies to enable each learner to achieve their personal best. Students develop confidence and skills in Literacy and Numeracy across the curriculum through a whole school co-ordinated approach.

- Teach using the Science of Learning as a guiding principle.

Numeracy

- Improve numeracy by delivering a co-ordinated sequence of programmes across the phases of learning.

Literacy

- Improve student literacy by implementing a whole school co-ordinated and coherent approach. Have high expectations of all students, and the expectation that all students engage, can learn and progress.
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WHOLE SCHOOL INFORMATION

CONTACTS WITHIN THE SCHOOL

Acting Principal:	Mrs Sharon Anderson	} 9578 2000
Deputy Principal:	Mrs Josephine Bartlett	
Deputy Principal:	Miss Shelly Maes	
Deputy Principal:	Mrs Kylie Sinclair	
Registrar:	Mrs Kate Wakka	
School Chaplain	Mr Doug McGhee	
School Nurse:	Mrs Bree Byfield	
School Psychologist:	Ms Vanessa Armitage	

OTHER AGENCIES FOR CONTACT AND ADVICE

Northam Primary Health	9690 1320
Avon Youth Services	9622 2612
Local Community Health Nurse	9574 4577
Wheatbelt Community Drug Service Team	9621 1055
Alcohol and Drug Information Service	9621 1055 or 1800 198 024
Toodyay Police	9574 9555
Parenting Information Line	1800 654 432

SCHOOL TIMES AND PUNCTUALITY

- Monday to Friday school starts at 8.45 a.m. and finishes at 3.00 p.m.
- Thursday school commences at 8.45 a.m. and concludes at 2.35 p.m.
- School office hours are 8.00am to 4.00pm

Punctuality is important and students should be at school and organised before classes commence. Students should not be in the school grounds before 8.30 a.m. as teachers are not available to supervise them. This is a very important safety consideration. Parents are asked to support the school in this matter. **Any student who is late is required to report directly to the Front Office for a late note.** In unforeseen circumstances where parents are late picking up their child at the end of the school day, they are asked to inform the school by telephone. Under no circumstances are students to leave the school grounds during school hours without the written permission of their parents. Should students need to leave school during the day (i.e. only with parent permission) they must sign out at the Front Office and in again, on their return.

TERM DATES FOR 2025

Semester 1	
Term 1	Wednesday 5 th February – Friday 11 th April
Term 2	(Pupil free day Monday) Tuesday 29 th April – Friday 4 th July
Semester 2	
Term 3	(Pupil free day Monday) Tuesday 22 nd July – Friday 26 th September
Term 4	(Pupil free day Monday) Tuesday 14 th October - Thursday 18 th December

Labour Day	Good Friday	Easter Monday	ANZAC Day	Western Australia Day	Pupil Free Day	King's Birthday
Monday 3 rd March	Friday 18 th April	Monday 21 st April	Friday 25 th April	Monday 2 nd June	Term 1 - 3 rd & 4 th Feb Term 2 – 28 th April Term 3 - 21 st July Term 4 - 13 th Oct	Monday 29 th September

SCHOOL CONTRIBUTIONS AND CHARGES

In accordance with the Department of Education's Contributions and Charges Policy, schools can request a voluntary contribution up to a maximum of \$60.00 for years K-6 and \$235.00 for secondary students. Toodyay DHS actively encourages all parents to pay their child's contributions. Toodyay DHS has set a figure for 2025 of \$45.00 for Kindergarten and \$55.00 for Pre Primary to Year 6. For secondary students, the parent contributions for 2025 are set at \$235.00. The funds are used for materials, services and resources used by students. The higher the number of parents who meet their payments, the better the additional extras we can provide for all students. Current primary contributions work out at as little as \$13.00 per term. To assist parents to meet these contributions, Toodyay DHS offers parents the ability to pay direct to our Bendigo Bank account either via Internet Banking or by making payments direct at the Toodyay Branch of the Bendigo Bank. **Direct Credit details: BSB 633-000 Account No. 1110 24139.** Alternatively, parents may wish to take up a payment plan and pay in instalments.

Charges apply for optional activities which contributions don't cover. These are paid as required and cover such things as excursions, camps and special activities at school. Payment plans are available for charges if required. A written payment plan is drawn up and must be signed by the parent/ guardian before it can be recognized by the school.

Parents holding a current Health Care Card (not in student's name), Pensioner Concession card or a Veterans Affairs Pensioner Concession Card, are eligible for the Secondary Assistance Scheme. In this case, \$235.00 will be paid direct to school, however extras of Library, P & C and Chaplaincy is the responsibility of the parent to pay.

Additionally, a clothing allowance of \$115.00 will be forwarded directly to the parents. Application forms for the Secondary Assistance Scheme are available from the Registrar in December and need to be submitted as soon as possible into the new school year.

Parents who have difficulty making early payment of Contributions are asked to contact the MCS to make arrangements for payment by instalments.

Prior to the conclusion of the school year, students are provided with a list of basic equipment they will need to bring for the start of the new school year. It is imperative they have these so that they can engage fully in learning.

SCHOOL DRESS CODE

- Shirts are to be royal blue polo shirts with a white collar and school emblem. A commemorative
- A commemorative Year 6/Year 10 or another curriculum designed shirt may be worn.
- Windcheaters and school jackets are royal blue with school emblem.
- Shorts/Pants and Skirts/Skorts must be black with **no noticeable stripes, logos or motifs.**
- School shorts must be at an appropriate length.
- If leggings or tights are worn, then appropriate black school shorts are to be worn over the top.
- Hats must be worn outdoors at all times. School faction brimmed hats are strongly recommended.
- Sports Uniform to be worn at interschool sports will be black skirts/skorts for girls and black shorts for boys with a blue school uniform with white collar and school logo.
- School uniforms are available from Cadd's Fashions Surf and Sport in Northam, open on Monday to Friday 9.00 am to 5.00pm and Saturday, 8.30am to 12 noon.
- School excursions require full school uniform being black shorts/pants, skirts /shorts and blue school school uniform shirts/jumpers or jackets with school logo.
- Footwear must be appropriate and comfortable. For safety reasons, thongs, slides, crocs and the like, are not permitted.
- Closed in footwear must be worn for PE, Science, Art and Design & Technology lessons.

Any clothes made of denim are not acceptable.

JEWELLERY

Wearing excessive jewellery is not permitted. The safety of the wearer and other students is always the priority. Jewellery items which dangle or protrude or have points, sharp edges or potential to harm during school activities e.g. sport, will not be permitted to be worn at school. Fashion type jewellery is not permitted. Children may have a single stud or sleeper earring in each ear only. No facial or visible body piercings are allowed.

MAKEUP AND HAIR

Make up and brightly coloured nail polish are not considered appropriate for children at school. Students with hair longer than shoulder length will have it tied back for safety reasons.

ABSENCES

Notification must be supplied immediately following an absence from school, stating the date/s and reason the student was unable to attend school. Department of Education regulations require students to be at school at all times except due to illness or health related matters, or for urgent family business. Parents are reminded that children who are ill are not to be sent to school.

If your child is absent from pre-primary to year 10 for whatever reason, then we ask that you notify us by phone on the day, compass notification, write a note or send an SMS. If you know that your child will be away for an extended period due to holidays or illness, we ask that you inform us of this prior to the absence. It is vital that we have the current telephone number and address of the parent and of a relative or neighbour for emergency contact. When a student is absent from school, an SMS indicating this will be sent to the first contact's mobile, unless notification of the absence has been received.

SCHOOL NEWSLETTER

The school newsletter is an important means of communication with parents. Information about school assemblies, school programs, educational issues and activities concerning individuals and groups of students, is included in the newsletter. The newsletter is emailed out, facebook or can be accessed on our website.

SCHOOL COUNCIL

The purpose of the School Council is to enable parents and members of the community to engage in activities that are in the best interests of the students and enhance the education provided by the school. The School Council is responsible for endorsing and monitoring development across a number of areas which include:

- Strategic directions and school policy
- Code of conduct for students
- School Strategic Plan
- School budget
- School dress code
- School performance
- Promoting the school

Terms of office are for two years for parent & community representatives. Details of nominations and elections are conveyed annually through the various school media. When nominations are called, we welcome your involvement.

SCHOOL BUS SERVICES

Eligibility Mainstream students

To be eligible for Transport Assistance, a rural student attending a mainstream school must, under normal circumstances:

- Be enrolled at their nearest appropriate school.
- Be at least three years and six months and less than 19 years of age.
- Regularly attend their school.
- Reside more than 4.5km from their school.
- Reside outside designated Public Transport Areas.

Distance to school

The distance between a student's residence and their school is measured by the shortest practical road route. Where relevant, the measurement of distance from a student's residence is taken from the gate or point of entrance/exit on the property, on which the residence stands, that is nearest to the school.

How to apply

To be considered for Transport Assistance, a parent/carer of the student must complete an application for Transport Assistance. This can be done online at <http://www.schoolbuses.wa.gov.au>

WHOLE SCHOOL INFORMATION

The application process may take up to 10 working days to complete.

Parents should be aware that delays in processing will occur:

- During peak periods such as the commencement of the school year.
- If your child uses a wheelchair or requires special equipment to travel on a bus service, as an
- Occupational Therapist is required to prescribe an appropriate restraining device.

In rural areas, if a shire is required to approve a road for use or create a bus stop/turnaround point

Students travelling on buses are expected to behave appropriately on the service and in accordance with the general principles set out in the 'Code of Conduct' and the particular conditions of travel which parents/carers acknowledge when they apply for Transport Assistance. Students have an obligation to conduct themselves in a manner that ensures both their own comfort and safety and that of other students. To assist students in understanding their obligations in relation to their behaviour on school bus services, the PTA has developed the 'code of conduct'.

PARENTS AND CITIZENS ASSOCIATION

Your P & C serves to promote the interests of the school, and as a parent body we are solely focused on improving the educational outcomes for our children. We do this via:

- Promoting the school within the community
- Assisting in provision of resources for the school i.e. through fundraising
- Providing a forum for the interaction between parents, teachers & students.

We also run the school canteen, (open 2 days a week being Monday & Friday). Meetings will be scheduled at the beginning of the school year and once a year after that. Come along and be involved!

LOST PROPERTY

Please make sure that all items of your child's clothing, have the child's name marked clearly. Parents are also urged to take immediate action over any items that do not come home the same day. A lost property box is located in the Chaplain's room and parents are welcome to go through this at any time (please sign in front office first). Students may do so at lunch times.

ASSEMBLIES

Whole School assemblies are held on Tuesday in week 3,6 and 9 each term commencing at 9.00am. They provide opportunities for classes to present items in front of other year groups, for important information to be conveyed to students, for presenting awards and acknowledging students' efforts and achievements, and for fostering school spirit. Parents are encouraged to attend. Times and dates are advertised in the school newsletter.

HEAD LICE

Under the Department of Education Regulations, a teacher has authority to inspect a child's head if he or she has reasonable grounds for believing that it is infested with lice. Routine checks for head lice are not carried out at school. If head lice are present, the child is required to be excluded from school.

A child may return to school once one of the recommended treatments has been completed and all of the living lice and most of the eggs have been removed. Here are some things you can do to check for Head Lice;

1. Check children's hair, particularly primary school children, at least weekly.
2. If you find head lice:
 - Check other members of the family.
 - Choose an appropriate insecticidal preparation and read and follow instructions carefully (talk to your pharmacist, doctor, school nurse, or call the Health Department for advice).
 - Treat all infested people in your family as directed.
 - Comb hair with fine-toothed comb after treatment.
 - Inform all contacts (playmates, school mates, relatives).
 - Check hair regularly to make sure treatment has worked.

SCHOOL PSYCHOLOGIST

A school psychologist is rostered to attend our school each week. The role of the psychologist is to support the school in the areas of student behaviour, learning difficulties and special needs. The school psychologist may work with individuals, groups of students or whole classes. Early identification and intervention with students experiencing learning difficulties or with difficulties adjusting to school are important parts of the school psychologist's role. The school psychologist works closely with the class teacher to identify causes for a student's difficulties and to develop appropriate programs to address these. Parent and carer involvement and support are vital to the success of these programs.

Further information about the school psychology service is available from the school or the Wheatbelt Regional Education Office, Northam, telephone 9622 0200.

SCHOOL NURSE

The Child and Community Health Nurse from Avon Health Service visits the school on a weekly basis. Screening for vision and hearing and support for school health programs are part of the School Nurse's role. The nurse is closely involved with teaching staff to promote health in the classrooms. The nurse can be contacted at the school (usually Wednesdays) or at the Toodyay Child Health Centre on 9574 4577.

HEALTH SCREENING

According to the National Health Screening Schedule, all children in Kindergarten are offered developmental age health assessments. Parent consent forms are issued early in the year and prompt return of signed forms will greatly assist this service. All health information is kept strictly confidential under Health Department protocol. Over the course of the year these health checks will be completed and any concerns will be discussed with parents.

IMMUNISATION

Immunisation is extremely important - all children should be fully immunised at their fourth birthday. Parents are requested to submit an updated copy of the immunisation record at both Kindergarten and Pre-Primary enrolments. In the event of an outbreak of some infectious illnesses, the school is authorised under Health Department of W A guidelines to exclude children whose immunisation program is incomplete. Free school-based programs such as Year 8 vaccination are offered according to Health Department of W A guidelines. These are conducted by the immunising team from Avon Community Health nursing staff.

HEALTH PROBLEMS

The School Nurse is available to attend to parental or school concerns regarding any child's health or well being, where problems may impact on a child's development or learning. For example, this may include support regarding a child's development, guidance on managing a particular health problem, health assessment such as vision or hearing. Note: all assessments by the Nurse must be accompanied by parental consent. The Nurse can also make formal written referrals on parental request.



SCHOOL CHAPLAIN

The School Chaplain helps students find a better way to deal with issues ranging from family breakdown and loneliness to drug abuse, stress and anxiety. They provide a listening ear and a caring presence for students in crisis and those who just need a friendly listening ear. Chaplaincy supports young people in one of the most complex environments in our society — the school. Today, there are over 1,650 state schools with NSCA chaplains across the country. These chaplains provide a safe and supportive influence. The services provided by a chaplain should be appropriate to the school and student context in which he or she will operate. Within this context, chaplains will be expected to respect the range of religious views and affiliations, and cultural traditions in the school and the community, and be approachable by students of all faiths. It is not the purpose of chaplaincy services to bring about or encourage commitment to any set of beliefs.

It is important to note that school chaplains cannot provide services for which they are not qualified, for example, counselling services or psychological assessment, or medical assessment. The key tasks of a chaplain may include facilitating access to the helping agencies in the community, both religious-based and secular, with the approval of the School Principal.

DRUG INFORMATION

In the event of a drug use incident or where a student requires intervention for a drug use issue, the steps outlined in our flow charts for Incident Management and Intervention Support will be followed. In summary:

- the parent/s will be notified by appropriate personnel
- the Principal will consider notifying police if illicit drug use is suspected
- both students and parents will be offered support through appropriate interventions
- the incident or issue will be documented and other relevant agencies involved
- respect will be given to privacy and confidentiality by and for all parties
- the health and well-being of all parties involved will be given priority.

Please note students in the company of those in the possession of or using drugs.

Possible consequences include:

- Loss of good standing
 - Suspension
 - Referral to counselling internal and external
- Please refer to *Behaviour Management in Schools* policy

Toodyay District high School does not permit students while on school premises, at any school function, excursion or camp to:

- smoke and/or possess tobacco products including e-cigarettes (VAPES) etc.
- consume, possess or be affected by alcohol
- possess and/or use pharmaceutical drugs for non-medicinal purposes
- possess and/or use volatile substances such as aerosols
- possess and/or use illicit drugs
- possess and/or use drug-related equipment, with the exception of use for intended legitimate medicinal use.

ASTHMA FRIENDLY SCHOOL

Under the guidelines of Asthma WA, the School strives to be 'Asthma Friendly'. Our school is registered as an Asthma Friendly School. One of the requirements for this is that ALL students with asthma must have a current Asthma Record kept at the school. This ensures protection of the students, as school staff will be able to follow an individualized plan.

AEROSOL CANS

Because we are an Asthma friendly school parents and students are reminded that aerosol cans, particularly deodorant cans, are not to be brought to school.

ELECTRONIC DEVICES & MOBILE PHONES

Policy

The Department of Education does not permit student use of mobile phones in public schools unless for medical or teacher directed educational purpose.

It is important to note that it is not a requirement at Toodyay District High School for students to have a mobile phone at school.

Toodyay District High School recognises that an increasing number of parents/carers who for safety, security and/or emergency purposes wish to provide their children with mobile phones. This policy details the conditions under which mobile phones are permitted at Toodyay District High School.

Conditions of Use

Primary students (kindergarten to year 6)

Mobile phones must be switched off and taken to the administration office before the school day begins and collected at the end of the school day. Toodyay District High School will securely store student mobile phones during the school day.

Secondary students (year 7 to year 12)

Secondary students who bring mobile phones to school are required to switch their phone off, and either:

- Hand into administration for safe keeping OR
- Store it in their bags or locker for the duration of the day

Phones handed into administration will be stored securely until collected by the student at the conclusion of the day.

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; or
- under the direct instruction of a teacher for educational purposes (camps, excursions)
- Smart watches must be in 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day.
- While at Toodyay District High School students are the responsibility of the school. All communication between parents and students, during school hours, should occur via the school's administration.

Breaches of this Policy

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

SCHOLARSHIPS

A \$100 Scholarship is awarded to a Year 8 Home Economics student by the Toodyay Country Women's Association.

A \$300 Citizenship Scholarship is awarded to a Year 6 student by the Toodyay Agricultural Society Inc.

A \$300 Academic Achievement Scholarship is awarded to a Year 6 student by the Shire of Toodyay.

Each scholarship is presented to a student continuing at Toodyay District High School. These scholarships promote the continuation of schooling at Toodyay District High School by subsidising the recipient's school fees for Year 7/10 studies.

Scholarship winners are announced at the annual Awards Presentation.

MEDICAL ACTION PLANS

If your child requires a Medical Action Plan e.g. *severe bee sting* allergy-parents need to make an appointment with the front office to formulate an emergency medical plan. It is important that all Medical Action Plans are completed each year. Parents need to bring the Health Care Authorisation Form

WHOLE SCHOOL INFORMATION

(Parent Form) and the **completed and signed Medical Practitioner or Health Professional Instruction Form (Doctor Form) with them to the meeting.** Please note all Medical Action Plans need to be updated at the beginning of each school year and on Consent2Go.

MEDICATION FORMS

Parents must complete the relevant forms if their child requires medication to be administered at school. Forms can be collected from the Front Office. All medication is to be handed into the office for safe keeping. Students cannot keep medication to school in their school bag, nor self administered.

STUDENT MEDICATION REQUEST

Where possible student medication should be or be administered by parents at home, at times other than during school hours. If the Principal of the school is to approve school staff administering or supervising the administering of medication to a student, then the following requirements must be met:

- The parent/carer fills in the *Health Care Authorisation Form Administration of Medication*
- The doctor prescribing the drug must be aware that the school will supervise or carry out administration of medication on the instructions provided.
- Drugs for administration should be delivered to the school into the care of a staff member in original packaging.

It is most important that the parent/doctor inform the school in writing of any change to the instructions for prescribing medications.

SCHOOL HEALTH FORMS

Current health details are required for all students attending school. Consent2go which is our excursion/medical platform will need to be filled out online along with the Student Medical form. The Consent2Go student update is emailed out at the beginning of each year. Parents need to update any necessary medical changes and contact details. All health information is kept strictly confidential under Health Department Policy.



PROGRAMS AND KEEPING IN CONTACT WITH PARENTS

KINDERGARTEN / PRE PRIMARY PROGRAM

The Education Department WA, The Early Years Framework and the School Curriculum Standards Authority, Kindergarten Curriculum Guidelines underpin our programs.

The early years provide a critical foundation for lifelong learning and the acquisition of life skills and abilities. Early learning needs to be rich, contextualised, developmentally appropriate and connected to young children's worlds and their community experiences.

This phase is characterized by children's rapid rate of growth, learning and development, their different learning pathways and their multiple forms of expression. Children's learning is socially and culturally constructed. Their social, emotional, cognitive, physical, aesthetic, spiritual and moral learning and development are highly interdependent and influenced by:

- Home
- School
- Different carers
- The wider community in which they live
- The way in which the different parts of their world interact.

Social competence and emotional well-being are central to children's educational achievements. They develop social competence through stable, caring and responsive relationships with adults. These relationships form the foundation for early childhood learning. Relationships are also integral to children's development of dispositions crucial for lifelong learning.

PROGRAMS

Toodyay District High School offers a comprehensive education for students from Kindergarten to Year 10. All students participate in learning activities designed to develop outcomes in each of the eight Learning Areas. Some of the programs offered at Toodyay District High School include:

Academic

GATE (Gifted & Talented Education)
PEAC Primary Extension and Challenge
NAIDOC Celebrations
SAER Programs (Students at Education Risk)
Multi Lit Suite
Pathways
ASDAN
Science Week
Specialist Programs in Physical Education,
Arts, Science and Digitech
Crunch & Sip (Primary)
Literacy and Numeracy Week Celebrations
DFES Cadet Unit
Music



Sporting

Swimming Carnivals
Athletics Carnivals
District High School Country Week Cross
Country



Pastoral Care

Chaplaincy
Breakfast Club
Protective Behaviours

PROGRAMS AND KEEPING IN CONTACT WITH PARENTS

Emergency Services Cadets Program

As part of the Emergency Service Cadets program, secondary school students have the opportunity to follow the training and service ideals of the emergency services. Cadets participate in interesting and challenging training that provides practical life skills, develops leadership, teamwork and initiative talents and fosters qualities of community responsibility and service. Cadets also have the opportunity to participate in camps where they get to demonstrate the skills that have learnt at school and challenge themselves outside their comfort zone.

KEEPING IN TOUCH

We promote open lines of communication between the school and parents. We encourage parents to keep in touch with their child's teachers. Effective two-way communication between the parent and teacher is a most important aspect of a student's continued progress at school.

Due to the teacher's classroom commitments, parents are asked to make appointments to meet with their child's teacher/s by contacting the school. Other ways that parents can keep in touch with their child's progress include:

- **ensuring children attend regularly**
- Compass
- asking the child what is happening at school and discussing school regularly
- checking the child's school bag, workbooks, files and homework details on a regular basis
- attending parent / teacher interviews
- following up on report comments with the teacher/s;
- attending school assemblies, sports days and other special occasions
- reading the school newsletter
- attending P & C meetings.

The Department of Education has a 'Reporting to Parents Policy', which states that parents must be informed, at least twice a year in writing, of their child's performance.

The following outlines ways teachers report to the parents:

- summative reports (end of Term 2 and Term 4)
- telephone conversations
- end of semester / year reports
- formal interviews
- informal chats
- communication books
- presentation functions
- parent/teacher/student interviews
- Compass letters of commendation/concern.



Good Standing policy

The Good Standing Policy is a clear process which shows a hierarchical set of responses for consistently positive or negative behaviours. The status of students is based on data from Compass which can be shown to the students for verification.

All Students from Yr 6 to 10 commence the year with Good Standing. There are four conditions which constitute them to Good Standing:

- Satisfactory attendance and punctuality
- Acceptable behaviour
- Satisfactory academic performance
- Wearing the School Dress Code
- Adhering to the schools' mobile phone policy

Students who continue to fail to meet expectations are case managed by Deputy Principals, Year Coordinators, Classroom Teachers and School Support Staff. This layering of support for students and the documentation of intervention is important for the school to secure assistance from the department and external agencies in supporting those students who continue to be at risk and need alternatives to mainstream schooling.

Good Standing Processes and Procedures

Good Standing and Attendance at Non-curriculum Related Events

Students are offered the following events (including, but not limited to these alone) **by invitation only**: Graduation Dinner, Country Week, inter-school events, incentive excursions (arranged by Year Co-ordinator), Wilderness Hike, school camps. This is because they are not considered essential to the learning experience but are in addition to what the school curriculum provides.

As such, only those students with Good Standing will be invited to attend these events.

To be eligible to attend such events, students must:

- Attend school regularly (90%)
- Have 100% of absence explained as 'reasonable cause' by their parent.
- Demonstrate that their school achievement is on track
- Follow all school rules and expectations (no suspensions)
- Receive letters of commendation or certificates
- Not have lost good standing during the year leading to the event.

Students may negotiate their inclusion in such events. In such cases, inclusion is at the Principal's discretion.

The Principal will consider such things as:

- Recency of breaches
- Level of seriousness – e.g. reason for loss of good standing
- Number of breaches

NOTE – Students with two or more suspensions during the year of the event may experience difficulty negotiating a positive outcome.

Good Standing and Attendance at Curriculum-based Excursions

Safety is the number one concern when making decisions about student participation in curriculum-based excursions or camps.

- Students need to have their good standing intact at least two weeks prior to the event
- Decisions about Cadets' inclusion in camps and excursions will be based on their behaviour as evidenced in weekly tick sheets.
- Cadets need to have attended at least 90% of instruction to be eligible to participate in a camp. This is to ensure the students have completed enough learning to ensure their safety.
- Students will require approval from all of their teachers based on Attitude, Behaviour and Effort.

Talking with my school

Do you want to speak with someone at your school about a particular enquiry or concern?

As a parent or carer you play a vital role in your child's learning. Building a positive relationship between home and school plays an important part in the education of your child. Effective communication is the key to the success of this relationship.

Schools are committed to responding promptly and helpfully to your enquiries, concerns, suggestions and compliments.

Your school also provides information about support services for children with disability, intensive language classes, special programs, and its policies and procedures.

Where do you start?

Before contacting your school with an enquiry or concern you may want to:

- talk with family and friends to clarify your enquiry/concern
- write down your enquiry/concern
- make a list of all relevant information specific to your enquiry/concern
- take a support person with you if you feel nervous about talking about your enquiry/concern.

The next step is to make an appointment with the most appropriate person at your school.

Alternatively, you can write to the school. Enquiries/concerns received in writing are responded to in writing.

1. Discuss your enquiry or concern with the class teacher if it is about your child's:

- academic progress
- general behaviour
- homework
- assessment
- attendance
- social or emotional wellbeing.

In your discussion with the teacher:

- give all relevant information
- discuss all possible outcomes for addressing your enquiry/concern
- settle on an option that can be achieved with input from you, the teacher and your child.

2. Discuss your enquiry or concern with the principal if:

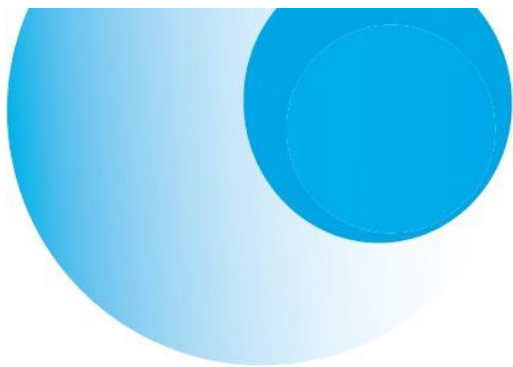
- you were not able to achieve a satisfactory arrangement regarding your enquiry/concern with the class teacher
- your enquiry/concern is about the conduct of a teacher or another member of the school staff
- your enquiry/concern is about another aspect of school life that is impacting on your child's education.

The principal will need time to discuss your enquiry/concern with all relevant parties but you can contact the school for progress updates.

Your enquiry/concern will be managed according to established school policy and procedures.

Anonymous enquiries/concerns are only acted on if enough information is provided for the principal to follow-up.





3. You may contact the regional education office or local education office if:

- your enquiry/concern has not been resolved by your school's principal
- there is a reason for not raising your enquiry/concern with the school directly.

Your school can help you with contact details for the coordinator of regional operations at the regional education office.

4. Consideration by the Director General

The next level for consideration of an unresolved enquiry/concern is to write to the Director General of the Department of Education.

You may lodge a written description of your enquiry/concern and the steps you have taken to achieve an outcome. The Director General may appoint someone to review your enquiry/concern.

Postal address:
Director General
Department of Education
151 Royal Street
EAST PERTH WA 6004

5. Independent review

Your final recourse for your unresolved enquiry/concern is an independent review by the State Ombudsman. The Ombudsman's approach is independent and impartial while observing procedural fairness and strict confidentiality at all times.

The Ombudsman can be contacted:
T: 9220 7555
T: 1800 117 000 (free for country callers)

Postal address:
Ombudsman Western Australia
PO Box Z5386
St Georges Terrace
PERTH WA 6831

Office location:
Level 12
44 St Georges Terrace
PERTH

Other useful contacts

The Standards and Integrity Directorate at the Department of Education offers general advice on matters related to staff conduct.

T: 1800 655 985 (free for country callers)

The Equal Opportunity Commission offers advice about discrimination.

General enquiries:
T: 9216 3900
T: 1800 198 149 (free for country callers)

Office location:
Level 2, Westralia Square
141 St Georges Terrace
PERTH

Postal address:
PO Box 7370
Cloisters Square
PERTH WA 6850







Toodyay DHS is part of the Positive Behaviour in Schools (PBS) program. Staff implement *Restorative Practices* to restore relationships. Positive behaviour rewards are given to students. The school wide positive behaviour expectations are: **Be Safe; Be a Learner; Be Respectful.**

Any behaviour modification will be: calm, consistent, brief, immediate and respectful.

We have also implemented **The Zones of Regulation** across the school (K-10) as a part of a whole school approach towards self-regulation.

This approach is designed to help students learn to identify their feelings and emotional reactions and learn strategies to encourage better self-regulation across different situations. A simple color-coded, four-zone format encourages learning. With optimum learning happening when students are in the Green Zone. Students also learn how to use strategies or tools to stay in a zone or move from one zone to another.

ZONES OF REGULATION!

Blue	Green	Yellow	Red
			
Sick Sad Tired Bored Moving Slowly	Happy Calm Good to Go Focused Ready to Learn	Frustrated Worried Silly/Wiggly Anxious Excited	Mad/Angry Nausea Yelling/Hitting Out of Control I Need Time and Space

Drummond Street East, PO Box 75, Toodyay, WA 6566
 Front Office; (08) 9578 2000 Fax: (08) 9578 2028
 Email: toodyay.dhs@education.wa.edu.au

“Education is one thing no one can take away from you.”



Connect and Respect

Every student, staff member, parent or carer has the right to feel safe and be safe in our schools.

We all share a responsibility for providing a safe, supportive and productive environment, free from bullying, harassment, discrimination and violence.

What we can all expect:



mutual
respect



good
behaviour



open
communication



respect for each
other's time

We will not tolerate:



offensive, insulting
or aggressive
language



malicious or
judgemental
gossip



using
social media
disrespectfully



any form
of violence

Shared and respectful expectations and values will enable us to work together in the best interests of our children.