

ADMINISTRATION TEAM FOR 2008

Principal: Mr L Pearse
Deputy Principal: Ms M Duddy
Deputy Principal: Mr B Chapman
Registrar: Mrs S Burton

SUPPORT TEAM

Student Services Coordinator: Mr M Keene
Year (11 & 12) Coordinator Mr J Ackermann
Year (9 girls & 10) Coordinator Miss R Bruce
Year (8 & 9 boys) Coordinator Ms T Stockley
School Psychologist In school 4 days a week
School Based Community Nurse In school 4 ½ days a week
School Chaplain Mr Steve McKinnon
Mr Joshua Hobby
Aboriginal & Islander Education Officer Mrs Kellie Tucker
School Attendance Officer Mrs A Heffer
DVET Coordinator Ms C Woodacre
Community Service Coordinator Ms L Daebritz

TIME SCHEDULE:

Note Contact starts at 8:30am everyday.

(Mon, Tue, Thur, Fri)

Contact 8.30 - 8.40
Period 1 8.40 - 9.40
Period 2 9.40 - 10.45
Recess 10.45 - 11.05
Period 3 11.05 - 12.05
Period 4 12.05 - 1.05
Lunch 1.05 - 1.45
Period 5 1.45 - 2.45

Wednesday

Contact 8.30 - 8.40
Period 1 8.40 - 9.35
Period 2 9.35 - 10.30
Recess 10.30 - 10.50
Period 3 10.50 - 11.45
Period 4 11.45 - 12.40
Lunch 12.40 - 1.10
Period 5 1.10 - 2.05
Period 6 2.05 - 3.00

SCHOOL TERMS:

Term 1	Monday 4 February	Friday 11 April
Term 2	Tuesday 29 April	Friday 4 July
Term 3	Tuesday 22 July	Friday 26 September
Term 4	Tuesday 14 October	Thursday 18 December

CODE OF CONDUCT

It is expected that Hampton SHS students will at all times act with:

- Courtesy
- Consideration and
- Cooperation

towards all members of the school and wider community.

Behaviour Management Policy:

General School Rules

1. Students must follow the instructions of teachers at all times.
2. No forms of verbal and/or physical abuse will be tolerated. This includes fighting, swearing, bullying or teasing.
3. Theft, damage or 'interference' to property is unacceptable. Liquid paper and permanent markers are banned.
4. Students are not to leave school grounds without permission, or encourage outsiders to come onto school grounds. Students are not permitted to go to local shopping centres at all.
5. During class time **mobile phones and mobile electronic devices must be turned off**. If either is on during class time it will be confiscated and must be picked up by a parent.
6. Smoking is completely banned on Department of Education and Training property.
7. The possession and/or use of alcohol and illicit drugs by students is illegal and will be dealt with accordingly.
8. Food and drinks must be consumed in the Main or Canteen Quads for lower school students and front of school for upper school students. Litter is to be placed in the bins provided.
9. All movement during class time should be in a sensible and undistruptive manner.
10. Students are to wear the designated school uniform.
11. Students are not to be driven on to school grounds via either driveway for drop off or pick up unless parents have obtained written permission from Principal.

Classroom Rules

1. Be punctual.
2. Wait outside the classroom until the teacher arrives.
3. Have all the appropriate equipment for class.
4. Follow all instructions given by school staff.
5. Do not disrupt the learning of others.

Hampton Senior High School uses the following consequences and sanctions for disruptive student misbehaviour of lower school students.

A) In the case of a persistently disruptive student in a classroom

1. The teacher warns the student that his/her behaviour is unacceptable.

If the behaviour persists,

2. The teacher isolates the student within the classroom.

If the behaviour persists,

3. The student may be moved outside the classroom for a few minutes.

If the behaviour persists,

4. Through prior arrangement, parent will be contacted by classroom teacher and student is sent to an upper school class for isolation during that subject.

If the behaviour persists,

5. Student is referred to time out by the Head of Learning Area.

If the behaviour persists,

6. Second referral to time out (for misbehaviour in same subject) is made by the Head of Learning Area in conjunction with the Deputy Principal

If the behaviour persists,
7. Suspension.

B) In the case of a student who is disruptive in classes across three or more learning areas in a short space of time:

- The Year Coordinators monitor the behaviour reports provided by the teachers and will raise the issue at a Student Services case management meeting. Consequences may include an interview with the student, contact with the parents of the student, close monitoring during the day, or in extreme cases time out.
- The Student Services Coordinator will monitor referrals of students to time out. Consequences may include case conferences involving parents and/or affected teachers, referral to outside agencies for assistance, or in extreme cases suspension.

C) In the case of a serious breach of school discipline that adversely affects or threatens the safety of a member of the school community:

The Principal or delegate can suspend a student immediately for serious breaches of school discipline, such as:

1. Physical violence,
2. Having or using illegal drugs or alcohol at school.
3. Abusive or threatening language towards staff.
4. Carrying or threatening to use a weapon.

Your acceptance of this Code of Conduct is registered by your signature on the enrolment form.

Dress Code

The School Council of Hampton Senior High School has established a Dress Code for all students attending the school. The aim of the dress code is to:

- Promote safety by making students easily recognised
- Enhance school identity and spirit and reduce competitive pressure on students in the choice of school clothing.
- Improve safety by promoting safe footwear and jewellery.

All Students:

- Plain navy blue pants, shorts or skirt
- Navy and red tracksuit with Hampton logo
- Plain navy blue rugby style jumper with Hampton logo

Lower School

- Navy blue polo with sleeves, identical in style to one sold in uniform shop (logo and special collar not necessary).

Upper School

- Grey polo with sleeves, identical in style to one sold in uniform shop (logo and special collar not necessary).
- Hampton SHS Upper School Leaver's top.

Footwear

- Suitable low heeled shoes or sandals with covered toe, ankle and backstrap are permitted.
- No high heels, thongs, 'slip ons' or ugg boots are permitted due to safety issues
- Covered footwear is essential in all practical areas such as Science, Design & Technology and Home Economics eg. sneakers.

Additional points for all students

- Singlets, midriff or low cut tops are not permitted at school.
- No visible logos except for the Enterprise Access and Hampton logo.
- Skirts and shorts to be of a suitable length for the workplace and school.
- Fabric belts, stockings and undershirts MUST be navy blue.
- Approved specialist jumpers (dance, school play) are considered as school uniform.

Jewellery and Body Adornments

- These items must be unobtrusive and not present a health or safety hazard. A minimum amount of jewellery is permitted eg. watch and ring. If in the opinion of a teacher a piece of jewellery is considered a safety hazard the student will be required to remove it. All jewellery MUST be removed for Physical Education lessons.
- Makeup is not encouraged.

Note: Physical Education and Dance uniforms are to be worn in those classes only and not under normal school polo shirts. They are not accepted as normal school uniform.

Your acceptance and support of this Dress Code is registered by your signature on the enrolment form.

Physical Education Uniform Requirements

Students are to change **completely** out of their school clothes for all Physical Education activities. They are to change into an appropriate sports uniform which consists of:

- a plain red polo shirt,
- a pair of navy (dark) blue or black shorts (for both sexes), or
- tracksuit pants

These shorts should **not** be “three-quarter” pants below knee length because they interfere with the student’s ability to move freely and are also a risk to personal safety in some activities. Girls may choose to wear a sports skirt (dark blue or royal blue) in preference to shorts.

It is essential to wear footwear that is suitable for the activity, going barefoot is discouraged.

Students need to bring their own ‘personal hygiene’ materials (eg socks, change of underwear, towel, soap, deodorant). These items should be used at the end of **every** Physical Education lesson.

Summer Sport

- Swimming - only bathers and board shorts are to be worn. ‘Rash vests’ are a good idea. We would discourage weaker swimmers from wearing T-shirts
- Outdoor games - hats and sunscreen are ‘sun smart’ but we do not provide them. Sunglasses are an excellent idea as long as they are not a safety risk.

Winter Sport

Windbreakers, parkas or similar may be worn over the usual sports uniform. Tracksuits are a great idea in winter but they will **not** keep you dry. The school does have hot water showers (see ‘personal hygiene’ materials, above).

Dance Uniform Requirements:

Students are to change **completely** out of their school clothes for all dance lessons.

Dance uniform consists of:

- black dance pants or 3/4 tights
- approved dance t-shirt
- black leotard
- appropriate dance shoes
- hair tied back, short hair and fringes pinned off face
- NO jewellery

Dance uniform, except dance jackets and jumpers, is **NOT** normal school uniform and therefore **MUST** only be worn during dance classes and dance excursions.

Attendance and Absenteeism

Section 38 of the Education Act (1999) states that “The parent of a child of compulsory school age must ensure that the student attends the school at which he or she is enrolled on days when the school is open for instruction.”

A record of daily attendance must be kept in the school. This record is a legal document.

Under section 38 of the Education Act 1999, if a child is absent from school then a note explaining absence is required within 3 days. This note needs to be dated and state a legitimate reason for the absence. Persistent absenteeism without acceptable reason may result in referral to the appropriate authorities.

Truancy is illegal. Students who truant may be referred to the District Welfare Office or the School Based Truancy Officer.

Students will only be permitted to leave the school grounds with the approval of the Deputy Principal or if parental permission is submitted to Student Services before school. If a student arrives late or needs to leave early they need to submit a note which state a legitimate reason to Student Services and a late note or permission to leave slip will be issued. This is a legal requirement.

If a student is going to be away for more than two weeks due to illness, it is the responsibility of the parent to organise work through the Year Coordinator early in the absence.

A holiday clearance form will only be issued in exceptional circumstances when a letter from parents is received. A letter will also be required if a student leaves school before the official end of the school year. It is not advisable for lower school students to take extended holidays during the school term as this may affect academic achievement.

Student Image Information

From time to time photographs or videos are taken of school events or activities. We use these images in newsletters and in promotional materials. Permission to use images was included on the enrolment form. If you wish to withdraw your permission for the use of your child's image, please do so in writing to the Principal. It is not necessary for you to detail the reason for your withdrawal of permission.

COMPUTER POLICY

Hampton Senior High School promotes educational excellence by providing students with opportunities for resource sharing, innovation and communication. These technologies are available across all Learning Areas and include many different applications.

Responsible use of all technologies is essential to ensure that all students have equal opportunities to extend their learning. To this end, all students must take full responsibility for ethical use of computer-based technology within the school.

Students must not seek information on, obtain copies of, or modify files, other data or passwords belonging to others. School computers must not be used to illegally copy software or to spread computer viruses.

Students may not bring any disks, pen drives etc from outside for use in the school. Exceptions are only possible with permission of the teacher who has personally virus checked the student's disk.

Students must take care of computer resources and furniture. No graphics that could cause offence to others should be displayed. Any faults, failures or breaches of security must be reported immediately.

Any abuse of the school's computer-based resources or failure to comply with ethical use practices will result in immediate suspension of the privilege of use, and sanctions according to the Managing Student Behaviour Policy.

INTERNET USER'S AGREEMENT

1. Background

The Internet allows users to search world-wide databases, access bulletin boards and email throughout the world. It has significant educational benefits for students at this school.

2. Student Agreement

As an Internet user I agree to **ALL** the conditions below:

- a) The Internet service must be used for school-related educational purposes unless the classroom teacher gives permission for some other purpose. I will not use the Internet to engage in any illegal act including spreading computer viruses.
- b) I will not search or download information that is violent, pornographic or is in any other way unacceptable.
- c) I will not use the communication service to harass or be offensive to anyone else, nor use obscene, threatening or disrespectful language.
- d) Printing (relevant to the task being undertaken) from the Internet and CD ROM is allowed with permission and monitoring by the classroom teacher.
- e) The source of any information obtained from the network (Internet Website and CD ROM) must be included in the bibliography at the end of the assignment.
- f) I will not make any alteration to nor interfere with any of the computer settings.
- g) I acknowledge that any breach of the above agreement may result in my withdrawal from Internet usage and sanctions as per the Managing Student Behaviour Policy.
- h) Proof of signing of Internet Agreement must be produced before each use.

Your acceptance of this agreement and the school's Computer Policy is registered by your signature on the enrolment form.

Homework Information and Guidelines

Hampton SHS takes the view that homework is a vital part of the learning program for all students, although the commitment and complexity can vary with the needs of the students and their phase of development. This means that the expectations of a Year 12 student will be very different from a Year 9 or a Year 8 student. It is recommended that a Year 8 student should be spending 1 hour per night, five nights a week on homework. This time should increase by half an hour for each year. This means that a Year 12 student should be spending 3 hours per night, five nights a week on homework.

Homework is a generic term which is used to describe any of the following:

1. Casual Homework – completing work not finished in class, preparation for the next school day by making sure all equipment is in good order and ready, preparing questions for a specific teacher to ensure clarification of any misunderstandings or reading a novel.
2. Set Homework – allocation of specific homework that has a due date and must be submitted. This homework may include research and answering questions, doing specific exercises from textbooks or worksheets.
3. Assignments – assignments are completed in preparation for a test or as an assessment item. Assignments are completed over an extended period of time, often extending a student's knowledge and may require research work in the library or on the internet.
4. Study – to gain better results, students need to study in preparation for formal assessments (tests and/or exams). Study involves developing a good understanding of concepts taught. To maximise performance students should regularly read through and rewrite notes in their own words.

Each student is issued with a school diary at the beginning of the year, or upon enrolment. This is a simple tool that allows students to become more ORGANISED. Students should write all set homework and assignments, including due dates into this diary. Teachers will provide time within the lesson for the recording of this information.

It is very difficult to specify precisely the amount of time any student should spend on homework since the abilities and rate of work vary greatly from student to student even in the same year level. As a guide, the amount of time spent on homework should increase as a student progresses through the years. Also, certain times of the term may require more time spent doing homework than others. As literacy underpins all learning, it is suggested that students have a novel or personal reading available so that they can occupy themselves with worthwhile reading when they do not have set homework.

A suitable homework place free from the distractions of TV, Internet chat rooms, computer games, telephones, siblings or household noise should be provided by parents.

Students will need to ensure that they do casual homework every night as this is the first step to being a more self motivated and responsible student.

SERVICES

Library Resource Centre

Hours of Opening

Morning	Lunchtime	After School
8:00am – 8:25am	10 minutes after first siren Closed for recess	Closed

Borrowing

Students can only borrow if they have their card and no overdue items. Borrowing using someone else's card is not permitted.

Loan Period Times:

Fiction/Non Fiction	14 days
Videos	Overnight

How many items can I borrow?

Year 8 to 10	5 items
Years 11 & 12	10 items

Library Cards

These are issued free to all Year 8 and 11 students each year. Year 11 students are responsible for coming to the library and applying for a new card and photograph early in term 1. These cards are required for identification purposes for all exams.

Replacement cards are issued at a cost of \$5 each. Library staff will take photographs for replacement cards on Tuesdays only at lunchtime. Students should report lost cards immediately.

SmartRider cards will be combined with the library card and a consent release of student details must be signed by a parent or legal guardian.

Access to Information

The library computers can be used in several different ways:

OPACs (e-library) – used to search the Library's resources and show where they are located.
NETWORK – the network allows you to search via CD-ROM resources or Internet.

Responsible use of all technologies is essential to ensure that all students have equal opportunities to extend their learning. To this end, all students must take full responsibility for ethical use of computer-based technology within the school.

Canteen – The Parents and Citizens (P&C) Association provide a canteen service to supply a range of foods at low prices while also raising money for the school. Lunch orders should be placed before school or at recess. Parent helpers are always welcome. Please contact the Canteen Manager on 9279 7843.

Bus Services - For information regarding the school bus service please contact Transperth on 136213 or www.transperth.wa.gov.au. Appropriate behaviour on buses is expected at all times.

General Information

Telephone Calls – students may make **emergency phone calls only** from the Student Services Centre of Administration Services office before school or during recess and lunch. Students are not permitted to leave the school grounds to use the public telephone at the front of the school for safety reasons.

Change of Details – Please make sure that the school is advised if you change your address and/or phone number during the year.

Bikes & Skateboards – Bikes can be parked in the racks behind the C rooms. Students should equip bikes with a sturdy locking device. The bike racks are out of bounds other than at arrival and departure times. It is advisable that all bikes be engraved with the owner's name and/or code number. It is recommended that students do not bring skateboards to school. If they do they must be secured in the bike compound.

Communication to Parents – Various forms of letters are sent to parents throughout the year. These include:

- newsletters.
- interim reports.
- letters of progress about a student's performance in a particular subject.
- daily SMS messages seeking clarification of unexplained absences.
- fortnightly letters seeking clarification of unexplained absences.

Note: The school encourages parents to keep in touch with teachers and to inform us of any concerns they may have regarding their children's education.

Student Parking – There is no provision for students to park their cars on the school grounds. Students are encouraged to park their car legally on the side streets. Students should not park their car in the pick up bay on Morley Drive.

Starting a resume - Students are encouraged to start keeping documents for their resume in a display file. These could include: school reports, Jubilee Shield certificates, competition placements, work experience reports, letters of commendation etc. Future employers frequently require such evidence and it is in the student's best interest to have it readily available, in a display file.

Reference – Students receive only one official school reference, usually at the end of year 12. Those who leave school during the year may apply for a reference when the proper clearance procedure has been observed and finalised. Those who require a reference to apply for a job while they are still attending school may apply for one. A student does not receive a reference when transferring to another school. Applications are made in writing to your Year Coordinator.

Year 8 Mentoring

Year 8 students are matched with Year 11 students who act as their mentors. Student mentors assist the Year 8 students in their transition into high school. The new students meet their mentors during orientation the year before they start high school. They meet again on the first day of the new school year. The Year 11 students continue to support the students during their first year at high school, mainly during Term 1.

Year 10 Community Service Program

The Community Service Program requires all students to do a minimum of 20 hours of community service, usually in Years 10 and 11. From 2009, students finishing Year 12 need to have completed 20 hours of services to be eligible for Western Australian Certificate of Education (WACE).

What qualifies as community service?

A whole range of activities qualify as community services and the criteria below will help you identify these activities. For activities to qualify as community service they should:

- Be of benefit to others
- Give service in an area of need
- Provide opportunities for learning and reflection
- Not involve payment

Community Services may be:

- school – orientated: providing a service in an area of need within the school environment (peer tutoring or taking part in a recycling program)
- community – orientated: providing a service in an area of need with the community (service in a non-profit organisation)

All Year 10 students will be issued with a community service logbook. The logbooks are stored in the library and can be removed using your student library card. It is the responsibility of the student to return the book for safe keeping. Lost logbooks can be replaced but service hours can not be credited.

The school will be providing students with several in-school opportunities to complete their community service. Students are encouraged to listen to the daily notices and parents are requested to complete all excursion paperwork promptly.

At the end of Year 10 parents will be informed in writing of the hours that their child has completed. It then becomes the responsibility of the parent and student to ensure that the 20 hours are completed before Year 12.

All enquires about community service should be directed to Ms Daebritz.

RESUME

PERSONAL DETAILS

Name: Sam Smythe
Address: 8 Lord Road
MORLEY WA 6054
Tel: (08) 1234 5678

Date of Birth: 13 August 1986

EDUCATION

2007 Hampton Senior High School in Year 11 studying _____

Year 10 subjects and levels: _____

EMPLOYMENT

Oct 2006-pres XYZ Company
135 First Road
BALCATTWA WA 6909
ph: 9299 8767
Position: _____
Duties: _____

WORK EXPERIENCE

2006 (Dec) Store DEF
(2 weeks) MORLEY WA 6062
ph: 9929 8080
Duties: customer service, sales, stock control

2006 (July) Fred's Fruit and Veg
(1 week) 25 Walter Road
MORLEY WA 6062
ph: 9786 4446
Duties: _____

OTHER SKILLS AND ABILITIES

Member of the Morley Junior Soccer Club for 3 years.
Senior First Aid Certificate.
Able to write and speak Italian.

INTERESTS

Football, Reading _____

REFEREES

Mr J Ikadjf
Manager, XZY Company
90 Morley Drive
MORLEY WA 6062
9433 5552

Phael Bohson
Football Coach
7 Second Street
MORLEY WA 6062
9222 2221

LETTER OF APPLICATION EXAMPLE

169 Broun Avenue
BEDFORD WA 6053

*(your address 4 lines from the top – press
the enter key 4 times)*

Phone (08) 9275 4706

(3 lines space)

Mr Kim Ronson
Public Department
25 Blackboy Way
BEECHBORO WA 6063

(employers address)

(always write the suburb in capitals)

(3 lines space)

Dear Mr Ronson

(change to the person you are writing to)

(2 spaces here)

I wish to apply for the Building and Construction Traineeship, which was advertised in the West Australian on Monday 28 February 2004.

(1 space between each paragraph)

I am currently in Year 10 at Hampton Senior High School. My subjects include Mathematics, English, Science and Social Studies. My elective subjects include Mechanical Workshop, Woodwork and Electronics.

I am confident that I possess the necessary skills and abilities to make a valuable contribution to this position. I am a hard working student who is quick to learn and who has a keen interest in this area as demonstrated by my work experience reports.

I have enclosed a copy of my resume for your consideration. I would appreciate the opportunity to discuss my application further and will be available for an interview at a time convenient to you. I may be contacted on (08) 9275 4706

Yours faithfully,

(4 lines space)

Sam Smythe
March 1 2004

When Completed

- **JUSTIFY**
- **SPELL CHECK**
- **PROOF READ**

Procedure Writing

Purpose:	To explain how to do something using sequential steps
TOPIC:	_____
AIM:	
	What is to be done
REQUIREMENTS:	
	What is needed? List of ingredients/materials (optional)
METHOD:	
	How is it to be done? Series of steps sequenced in logical order to achieve the goal
	1. 2. 3. 4.
	Was the goal achieved? Evaluation

Recount: Personal, Factual, Imaginative

Purpose:	To retell past events/experiences in order to inform and/or entertain.
Focus:	Specific event(s), place(s), person(s)
	Introduction Sets time and place
	Series of events arranged in order of time and/or according to cause and effect.
	Conclusion May refer to: <ul style="list-style-type: none">• Results• Outcomes• Personal response

Analytical Essay

Purpose:	To analyse a set topic and to persuade the reader that the writer's thesis is correct by developing an argument to support it.
	Introduction Opening comments to attract the reader's attention. Background – classify/define topic stance taken Focus statement
	Argument Number 1 <ul style="list-style-type: none">• Topic Sentence• Supporting evidence• Quotes where appropriate
	Argument Number 2
	Conclusion Restate Thesis <ul style="list-style-type: none">• Outcomes of argument• Summary of points made

Informational Essay

Purpose:	To classify and describe
Focus:	Animate or inanimate things (rather than sequence)
	Introduction
	Background Classify/define the topic Focus statement
	Subheading (paragraph topic)
	Description Features/factors described in order of importance One per paragraph
	Subheading (paragraph topic)
	Conclusion Sum up, link back to focus statement

**Insert the Letter and paragraph format
here in landscape**

RECOMMENDED BIBLIOGRAPHY AT HAMPTON SHS

A bibliography is an alphabetical list of all resources used for researching a topic. Items are arranged in alphabetical order by the author's surname. If there is no author, use the first letter in the title. Spelling and punctuation are important.

BOOKS

AUTHOR, A.N. – Title.
Place, Publisher, Year.

BOOTH, B. Earthquakes and volcanoes.
London, Cloverleaf, 1992

ENCYCLOPEDIAS

"Title of article" – Name of Encyclopedia.
Place, Publisher, Year, Volume, Page number(s).

"Cell" The World Book Encyclopedia.
Chicago, World Book Inc, 1995, Vol 3, p 250-251

CD-ROMS

"Title of article", Name of CD [CD-ROM]
Place, Publisher, Date.

"Pyramids", Ancient Lands [CD-ROM]
Richmond, Microsoft, 1995.

MAGAZINES

AUTHOR, A.N. - "Title of article", Magazine Title
Date, Page number(s)

GROVE, N. "Volcanoes: a creation", National Geographic
June 1993, p 40-42

NEWSPAPERS

AUTHOR, A.N. - "Title of article", Title of paper
Day, Date, Page number(s).

MACDONALD, J. "Buried Boy Clings on for Life", West Australian. Tuesday, October 24, 1995, p.1.

VIDEO RECORDINGS

Title of video [video recording]
Place, Publisher, Year

The Man from Snowy River. [video recording]
Sydney, Roadshow, 1992

INTERNET

AUTHOR, A.N. – Title [Online].
Address.

WHITE, C. Safetyline [Online]
<http://www.yarrow.wt.com.au/dohswa/index.html>