

## 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:	Mrs 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 4½ 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)**

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

**Wednesday**

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

# Dates to Remember

## Parents

19 February Year 11 EA Parent Night  
5 March Year 11/12 Parent Night

## Exams

6 June Semester 1 Exams Year 12 begin  
13 June Semester 1 Exams Year 11 begin  
26 September Semester 2 Exams Year 12 begin  
17 November Semester 2 Exams Year 11 begin  
3 November TEE Exams begin

## Work Dates

11 February – 1 July EA Work Dates Year 12 Semester 1  
21 February – 4 July EA Work Dates Year 11 Semester 1  
21 July – 23 September EA Work Dates Year 12 Semester 2  
24 July – 7 November EA Work Dates Year 11 Semester 2

## Changing Subjects and Appeals

22 February Last Date for Subject Changes Year 12  
29 February Last Date for Subject Changes Year 11  
4 November Last date Year 12 students to lodge appeal with school  
14 November Last date to lodge appeal with Curriculum Council

## Student Information and Social Events

27 February Year 10, 11 and 12 Swimming Carnival  
23 March Payment for Leavers jumpers/shirts due  
5 June Last day for payment for school ball  
27 June School Ball  
17 September Last day student payments for graduation  
26 September Last day to submit university application  
26 September Last date to submit TAFE application (portfolio courses)  
17 October Last day Year 12 students (Non TEE)  
24 October Last day Year 12 students (TEE & COS)  
28 October Final Year 12 Assembly & Breakfast  
31 October Year 12 Statement of Results  
31 October English Language Competence Test (Year 12s)  
31 October Last date to submit TAFE applications  
14 November Last day for all Year 11 students  
19 November School Graduation Ceremony  
5 December Year 11 Statement of Results

# 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 upper 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 a lower school class for isolation during that subject.

If the behaviour persists,

5. Student is referred to Head of Learning Area and a parent interview arranged and a behaviour agreement written.

If the behaviour persists,

6. Student is referred to Student Services Coordinator or Deputy Principal and a second parent interview is arranged and notification of suspension is given.

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, or
3. Abusive or threatening language towards school 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.

**Upper school students need to comply with the school's Good Standing Policy.**

# 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 or 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 or 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.

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 stating 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 upper school students to take extended holiday 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.

# Good Standing Policy

Good Standing is a status which is held by upper school students. It is related to their **attendance, uniform and behaviour**.

The aim of good standing is to encourage students to take greater responsibility for their attendance, wearing of uniform and behaviour at school and therefore their education.

All students are considered to be in **Good Standing** with **100 points** at the commencement of their Year 11 studies. They carry their existing status from Year 11 into Year 12.

Students who maintain good standing throughout the term will be eligible for the end of term activity. Also a student who maintains good standing throughout the year will have this status indicated on his/her report and Year 12 reference.

Students who do not have good standing will be ineligible to represent the school in sporting or academic teams and not permitted to attend social activities (eg Upper School Ball).

## ***Stages of the Good Standing Policy***

### **1. GOOD STANDING**

### **2. WARNING**

### **3. FORMAL CAUTION**

### **4. ON PROBATION**

### **5. CONSIDERING MY OPTIONS**

#### **Infringements and Demerit Points:**

All students at the beginning of Year 11 are awarded 100 demerit points. Students carry their status and demerit points into Year 12.

<b>Infringement</b>	<b>Demerit Point/s</b>
<b>Issued by contact teacher:</b>	
1. Late for contact	1 point
<b>Issued by classroom teacher:</b>	
2. Late for class	1 point
<b>Issued by Year Coordinator:</b>	
3. Failure to adhere to dress code	1 point per item of clothing
4. Behaviour (upon receipt of behaviour report) –	
• Disruptive behaviour	1 point
• Refusal to follow instructions	2 points
• Inappropriate language or harassment towards staff	5 points
• Suspension	20 points
5. Attendance	
• Unexplained absence	1 point per day
• Unexplained absence during the day	1 point per period



## Stage 4

## CONSIDERING MY OPTIONS STAGE

0 Demerit Points

- At this stage, a student will have lost 100 demerit points.
- The Deputy Principal will suspend the student for a minimum of 2 days, for prolonged inappropriate behaviour or continually not following school rules and failure to abide by the agreement written at probation stage.
- On return from suspension, the student will need to complete 2 weeks of Good Standing daily monitoring sheet with parent signatures recorded daily.
- After 2 weeks with successful completion of monitoring sheets and receiving no infringements 25 points returned and the student's status returned to **On Probation** status.
- After a further 2 weeks with successful completion of monitoring sheet and receiving no infringements 25 demerit points returned and the student's status returned to **Formal Caution** status.
- After a further 2 weeks with successful completion of monitoring sheet and receiving no infringements another 25 points will be returned and the student's status returned to **Warning** status.
- After a further 2 weeks with successful completion of monitoring sheet and receiving no infringements another 25 points will be returned and the student's status returned to **Good Standing** status.
- If the student makes no effort to redeem demerit points from Stage 3 within 3 weeks the student and parent must meet with the Deputy Principal.



## Structured Workplace Learning Policy

Structured Workplace Learning is a Curriculum Council subject delivered in a workplace context where skills are assessed in the workplace.

### ASSESSMENT AND GRADING

Level 1 - desirable achievement is competency in all 27 Generic Skills with performance levels rated in the eight work qualities on the Student Performance Profile by the end of Year 11.

Level 2 - desirable achievement is competency in all-15 required Generic and 5 Industry Specific Skills with performance levels rated in the 8 work qualities on the Student Performance Profile by the end of Year 12.

Assessment and grading is completed in accordance with Curriculum Council guidelines. Employers or workplace trainers complete assessment in consultation with school staff, with teachers determining grades. Where student assessment varies from multiple employers, grading is completed using the highest performance signed by an employer.

Every endeavour is made to cater to a student's personal preference regarding SWL, but the school must provide opportunities where skills can take place regardless of personal choice.

### WORK HOURS

It is recommended that students have two placements each year. Skill development is best achieved over a long period of time. A normal workday is different to a school day and is usually eight hours, though this may vary in some places.

Students must complete a minimum number of hours in the workplace – 120 hours in Year 11 and 110 hours in Year 12 in accordance with Curriculum Council guidelines.

### ABSENTEEISM

Students are expected to attend work placement unless very sick. This would mean that the illness requires a visit to the doctor and a medical certificate.

Unacceptable reasons for absence include appointments that can be made after work hours, eg, driving lessons, Centrelink appointments, routine dental and medical appointments, etc.

### PROCEDURE to follow if you are absent:

Contact the employer early that morning. Give reason for absence.

Contact the school or SWL Coordinator.

The message should include-

Your name

Date and time

Reason for absence

Contact telephone number

Any lost hours or changes of working hours should be made up as negotiated with the employer and/or SWL Coordinator.

Absenteeism in the workplace should reflect the absenteeism policy of the school.

### TRANSPORT

It is the student's responsibility to establish transport arrangements prior to the commencement of placement.

Transport costs to and from work placement will be parent /guardian/student responsibility. It is recommended that students visit the workplace prior to starting the placement so that they are sure of transport requirements and the time needed to get to the placement.

## **WORKPLACE STANDARDS**

### **Punctuality**

Arriving at work on time is expected.

### **Dress code**

Each workplace will have a different standard of dress. Students are expected to abide by this. Some places will require safety clothes.

### **Language**

Use language appropriate to the workplace and your position.

### **Mobile phones**

These are not to be used by students in the workplace.

### **Confidentiality**

Students are expected to treat the employers' business as confidential. This includes information regarding all staff and clients with whom the students may have dealings.

### **Personal computer access**

Students are not to send personal emails or to access non work-related web sites.

**Behaviour** Professional behaviour is expected at all times. Students who display misconduct will be suspended from the placement.

### **Work safety**

All students are expected at all times to follow work safe procedures set out by the workplace and /or by law. It is your responsibility to ensure that employers provide you with the required information.

Students are covered by Western Australian Department of Education insurance, providing the placement has been organised through the school. Students will not be covered by insurance if they are receiving payment from the employer. Traineeship students are covered by Worker's Compensation.

## **DUTY OF CARE**

The SWL Coordinator, or an allocated staff member must be available and contactable at all times. It is the Coordinator's duty to make sure that the workplace is a safe place for the student. It is the student's responsibility to report any unsafe working practices to either the employer or the coordinator.

If students are on placements during the school holidays the SWL Coordinator, or a designated person, must be available for contact.

## **EQUAL OPPORTUNITY**

Students are covered under the Education Department Act of Equal Opportunity. Any incidents that may occur in their work place must be immediately reported to the SWL coordinator. Confidentiality will be adhered to in all incidents. This refers to sexual, verbal or physical harassment, discrimination against age, race or religion and gender issues.

## **SUSPENSION**

If a student is suspended from school, he/she will automatically be suspended from the workplace. The Principal or their representative should inform the student's parents and SWL employer. School duty of care responsibilities does not apply to students under suspension. School Based Trainees are **NOT TO BE SUSPENDED** on a scheduled traineeship employment day.

## **SWL RECORDS MANAGEMENT**

SWL records management and confidentiality is the responsibility of allocated School Staff and must meet the guidelines as set by DET.

## **PLACEMENT REVIEWS**

Once a SWL placement is confirmed it is expected that students will commit to the placement for the nominated duration. A placement can only be reviewed in exceptional circumstances.

**RISK MANAGEMENT** – in accordance with Department of Education guidelines.

# Services

## Library Resource Centre

### Hours of Opening

Morning 8:00am – 8:25am	Lunchtime 10 minutes after first siren Closed for recess	After School  Closed
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### 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 for release of student details form 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](http://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 or 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, including mobile numbers 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 legally park their car on the side streets and not 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, merit 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.

# Assessment Information

## Subject Completion

Students must complete the subject by completing all of the school's structured educational and assessment program for the subject. Exceptions to these completion requirements are approved in exceptional and justifiable circumstances. Students failing to complete a Year 11 subject will not be permitted to enrol in the equivalent Year 12 subject.

## Failure of Students to Complete Assessment Tasks

Students are provided with an opportunity to present evidence supporting their reason for failing to submit an assessment task. The school will decide whether or not the reason is acceptable and apply an appropriate strategy according to its school assessment policy. If a student is deemed to be at risk of receiving U (for unfinished), the student and parent/guardian will be advised and strategies to address the problem may be implemented at the school's discretion.

## Assessment Outlines

All students in all subjects must receive an outline of the assessment requirements that indicates the timing of assessment items and the weighting of each item. For Whole School Assessed (WSA) subjects students must also receive a copy of the rating and grading procedure.

## Review of School Assessments

If a student believes the grade or the numerical school assessment awarded is incorrect, he/she may ask the school to review the assessment. Students are required to make written application, requesting a review, within five (5) days of the release of assessment to students by the school. Students will receive notification of results early in November. Please check important dates section for exact date.

An assessment review does not require that the school remark a student's work. It is intended to determine whether:

- The school's assessment program for the subject does not conform with Curriculum Council requirements;
- Implementation of the assessment program does not conform with the school's stated assessment policy (based on Curriculum Council guidelines);
- There are any computational or clerical errors in the school's determination of the final assessment.

A teacher's judgement about a student's level of achievement in individual assessment tasks will **not** be subject to review.

If, after an assessment review has been completed at the school, a student still believes that the Curriculum Council assessment guidelines were not followed then the student may lodge an appeal with the Curriculum Council. An appeal should be made on the prescribed form, available from the school or the Curriculum Council, and forwarded to the Curriculum Council. The last date for lodging an appeal with the Curriculum Council is mid November. Please check important dates section for exact date.

# ASSESSMENT POLICY: UPPER SCHOOL

## 1. OVERVIEW

Assessment assists teachers and schools in:

- monitoring the progress of students and diagnosing learning difficulties;
- adjusting programs to ensure all students have the opportunity to achieve the intended outcomes;
- develop subsequent learning programs;
- reporting student achievement to parents
- whole-school and system planning, reporting and accountability procedures.

Assessment procedures must therefore be fair, valid and reliable.

## 2. ASSESSMENT GUIDELINES

Student assessment has guidelines set by the Curriculum Council. Adherence to these guideline parameters is mandatory.

A course outline (including task deadlines and weightings) and clear assessment guidelines must be provided to students at the commencement of the learning program.

## 3. STUDENT RESPONSIBILITIES

Students must complete the subject by completing all of the school's structured program and assessments. Exemptions to these completion requirements are approved in exceptional and justifiable circumstances.

To achieve this it is the student's responsibility to:

- maintain a good record of attendance, conduct and progress. A student who is absent for five periods/days or more per term is deemed to be at risk;
- initiate contact with teachers concerning absences from class, missed assessments, extension requests and other issues pertaining to assessment.
- present a copy of a medical certificate or parent letter to the subject teacher if absent for assessments.

## 4. STAFF RESPONSIBILITIES

It is the responsibility of the staff to:

- develop a teaching/learning program that adheres to current Curriculum Council guidelines and ensure that all assessments are fair, valid and reliable.
- provide students with a copy of course outline, detailing teaching/learning program and assessment deadlines and weightings.
- maintain accurate records of student achievement and assessment.
- meet school and external timeframes for assessment and reporting.
- inform students and parents of academic progress as appropriate.

## 5. ABSENCE FROM CLASS/FAILURE TO COMPLETE ASSESSMENTS

### (a) General:

If a student is absent from class, his/her ability to achieve to his/her potential is diminished. Extended periods of absence will result in lower levels of achievement. Absences may result in a student not fulfilling the requirements of a subject and thus will be deemed as unable to be assessed. Potential achievement will not be considered.

### (b) Specially scheduled assessments (including test and examinations):

Absence on the date for submission of specially scheduled assessments (due date of projects, assignments EA Log Book and/or test or examination) for illness or other circumstances (eg personal trauma, home circumstance etc) must be explained by:

- phone call on the day of absence to the school's attendance officer. Parent/guardian must demonstrate awareness of scheduled assessment to allow classroom teacher to be advised; and then

- followed up by a letter from parent/guardian or medical certificate to be submitted to Student Services immediately upon return to school.

In cases where there is no satisfactory explanation of an absence from a specially scheduled assessment task, or alternative arrangements cannot be made, the student will not have fulfilled the completion requirements and may be awarded U for Unfinished. The student and parent/guardian will be informed and the school will use its discretion in determining the appropriate strategy to address the issue.

Students and parents are reminded of the Curriculum Council statement: "Only in exceptional and justifiable circumstances will work submitted late, be assessed."

### **(c) Prolonged Absence**

Where a student is unable to attend school for a lengthy period due to injury or illness, the school will endeavour to provide support to the student's learning program.

## **6. CHANGING SUBJECT**

- (a) Generally, students cannot be given credit for work not completed in the new subject. However, where possible:
- students will be given the opportunity to complete assessments missed and gain credit.
  - Recognition of comparable achievement will be given and gain credit.
- (b) All subject changes depend upon the ability of the school to provide for the change, and must have parental support. Subject changes must be organised through the Deputy Principal.
- (c) Subject changes should be completed by the date set by the Principal.
- (d) Where a student changes schools during a school year, credit for the completion of work in the same subject will be given upon the student and/or previous school supplying appropriate evidence.

## **7. LATE WORK**

### **(a) General**

A course overview and assessment schedule will be provided to each student at the commencement of the course. Due dates will be clearly outlined and adhered to. Where an adjustment is made to the assessment schedule, it will be made in close consultation with all students and clearly publicised.

It is the teacher's responsibility to manage the assessment schedule.

It is the student's responsibility to submit assessed work on time.

Parents/guardians will be notified in cases where concern for a student's progress emerges.

### **(b) Extensions**

A student may apply to the class teacher for an extension prior to the due date. Extensions may be given at the discretion of a teacher in cases of illness or significant personal problems. If a student does not apply for or receive an extension then the same consequences will apply as those that apply for missed work when there is no satisfactory explanation of an absence.

## **8. CHEATING, COLLUSION AND PLAGIARISM**

Students shown to have cheated, colluded or plagiarised in assessed work or in an examination/test will not receive an assessment for that task.

Collusion is when a student submits work (or assists another to do so) that is not his/her own for assessment.

Plagiarism is when a student uses someone else's words or ideas without acknowledging that he/she has done so. That is, the work is essentially copied. Work that is typed, must be accompanied by handwritten notes or a draft.

## **9. ASSESSMENT OF GROUP WORK**

Assessment of student achievement demonstrated in a group work situation is acceptable. All students within a group should have the same opportunities to demonstrate achievement of outcomes or objectives. However, the assessment result will take into account the different achievement of individuals within the group and apportion results accordingly.

## **10. EXAMINATIONS**

### **(a) Regulations**

When attending examinations, students must adhere to the regulations that pertain to that examination. Regulations will be issued with the examination timetable. Infringements will result in an appropriate penalty.

### **(b) Attendance**

Students must attend scheduled examinations. In exceptional circumstances, special alternative arrangements may be negotiated through the Principal prior to the examination date. Participating in holidays will not be accepted as an exceptional circumstance.

### **(c) Breach of Examination Rules**

#### **a. Collusion between candidates**

Cancellation of that subject paper of each person involved, together with an inspection of prior papers in any common examination for evidence of collusion.

#### **b. Possession of unauthorised materials in examination room**

Cancellation of all or part of a candidate's paper where unauthorised materials are relevant to the subject being studied.

#### **c. Markings on authorised materials in examination room**

Cancellation of whole or part of a candidate's paper where markings in authorised materials are relevant to the subject being examined.

## **11. STUDENTS WITH SPECIAL NEEDS**

The school will ensure that students with special needs are catered for in an appropriate way and in accordance with Curriculum Council guidelines. The school must be aware of any special needs well in advance.

## **12. ADDITIONAL OPPORTUNITY TO COMPLETE A TASK**

In accordance with Curriculum Council guidelines students may be provided with an additional opportunity to complete a task if:

- the teacher agrees that it is feasible.
- the student has attempted other assessment tasks but requires an additional opportunity to demonstrate achievement of an outcome; and
- the school agrees that it is feasible and desirable to provide an additional opportunity, so that a student may convert a U (Unfinished) to a grade.

## **13. REPORTING**

Students will be kept informed of their progress throughout their study of a subject. Teachers will assess completed tasks and relay assessment information to the student promptly. Parents will be informed about a student's progress regularly.

Students and parents/guardians will be informed when it is identified that there is a risk of the student:

- not achieving their potential;
- not completing the subject (and receiving a U for Unfinished).

Final grades for all subjects are submitted to the Curriculum Council.

## **14. GENERAL INFORMATION**

For all TEE subjects no assessments, requiring out of school hours preparation or completion, are to be scheduled for the five school days prior to the start of examinations.

# 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

<b>Purpose:</b>	To explain how to do something using sequential steps
<b>TOPIC:</b>	_____
<b>AIM:</b>	
	What is to be done
<b>REQUIREMENTS:</b>	
	What is needed? List of ingredients/materials (optional)
<b>METHOD:</b>	
	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

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

## Analytical Essay

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

## Informational Essay

<b>Purpose:</b>	To classify and describe
<b>Focus:</b>	Animate or inanimate things (rather than sequence)
	<b>Introduction</b>
	<b>Background</b> Classify/define the topic Focus statement
	<b>Subheading</b> (paragraph topic)
	<b>Description</b> Features/factors described in order of importance One per paragraph
	<b>Subheading</b> (paragraph topic)
	<b>Conclusion</b> 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. – Underline the 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. – Underline the title [Online].  
Address.

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