



# HALLS HEAD COLLEGE



*Learning for Life*

## INFORMATION HANDBOOK

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## Principal's Welcome to our Families

Welcome Parents and Families to Halls Head College.

We are a proud Independent Public School in the Bindjareb region and work hard and in partnership with you to ensure each student has a range of tailored opportunities to build skills, knowledge, resilience and confidence to achieve success in the world beyond school.

### Our Mission

Halls Head College nurtures lifelong learners who contribute positively to the community. We build authenticity and connections to the world beyond school.

Our College is a happy, thriving community and one that offers students an incredible opportunity to grow and be the best version of themselves they can. We set the bar high around expectations, uniform, attendance and behaviour and promote a mindset of personal best to develop within our students the skills and understandings to succeed beyond College. As a parent, I am proud to say this school has been the school of choice for my own family. I have found our facilities and learning environment modern and up to date and our teachers and support staff at Halls Head College show care, compassion and are committed to each and every student who attends.

We acknowledge that a key strategy in a healthy partnership with you is through communication between our College, students and parents. Successful communication is instrumental in enabling our students to strive to be the best they can be in their lifelong learning. This booklet provides you with basic information on our College. I would encourage you to explore our Website in any areas you seek additional knowledge, for more details or for additional opportunities from our tailored Academies. If your questions still aren't answered please send us an email at [hallshead.col@education.wa.edu.au](mailto:hallshead.col@education.wa.edu.au) or contact us on 95810600.

Relationships, Relevance and Rigour. These three pillars drive us every day. Let's work together to make the learning journey of your child here at Halls Head College a positive and productive one.

Warmest welcome



Bronwyn White  
Principal



## Communication

We are very keen to keep our community informed about everything that is happening at our College.

We hope to achieve this by encouraging parents/guardians to:

- View our website at <https://www.hallsheadcollege.wa.edu.au> for up-to-date information across all areas of our College.
- Speak with or email your child's Teachers via Connect. Request a meeting with relevant personnel - eg Head of Learning Areas, Year Coordinators, Deputy Principals or the Principal. Our College phone number is 9581 0600.
- Email the College at [hallshead.col@education.wa.edu.au](mailto:hallshead.col@education.wa.edu.au).
- Ensure you are using CONNECT regularly to check on your child's progress or to view updates.
- Visit our Facebook site: <https://www.facebook.com/hallsheadcollege>.
- Read our College Magazine, released via the Website and Facebook every term.
- Attend the P&C Meetings. Ask questions and make suggestions that may make Halls Head College a better place for all of us. Your input is highly valued.

We regularly email or SMS information so it is important to have accurate and up to date information. Keeping the College informed of your latest address, email address and phone number will assist us in keeping in contact with you.

The front office will be open for enrolments, payments and the Education Program Allowance claims on Monday 30 January 2023 and Tuesday 31 January 2023, between the hours of 9.00am and 3.00pm and thereafter during school hours.

Year 7 Enrolments for 2023 are due before 29th July 2022.

Information in this booklet is valid at the time of printing 2022. Key contacts whom may have changed will be reflected on our Website at the commencement of 2023.

## Bell Times and Term Dates

The table below shows the start and finish times of the school day and each of the periods during the day. Students should not be on the school site before 8:00 am.

Monday to Friday			
2 minute Bell		8.28	
Period 1		8:30	9:34
Period 2		9:34	10:38
Recess 1	20 mins	10:38	10:58
Period 3		10:58	12:02
Period 4		12.02	1:06
Lunch	20 mins	1:06	1:26
Period 5		1:26	2:30

### Term Dates for 2023

Term 1 Wednesday 1 February to Thursday 6 April

Term 2 Monday 24 April to Friday 30 June

Term 3 Monday 17 July to Friday 22 September

Term 4 Monday 09 October to Thursday 14 December

There are 4 school development (pupil free) days 6 June, 4 August, 24 November, 15 December 2023

### Calendar of Events

Key events are flagged in advance. This can be accessed through the Halls Head College website.

## Using Connect

Connect is an integrated online learning environment now implemented at Halls Head College. Connect is a learning, support and communications platform developed by the Department of Education WA for staff, students and parents in public schools.

Each parent will be given their own secure login to Connect. Connect is free and, because it is provided by the Department of Education, very safe. As well as being able to log into Connect on any internet-connected device, you may also receive notices from Connect that will be sent to you as either an email or a notification on your phone. A free app called *Connect Now* can be downloaded from Google Play or the Apple App Store and will let you receive Connect notices as push notifications.

If you have multiple children, you only need one login – even if your children attend different public schools.

When you log into Connect you will be able to see information specific to your own child/ren.

Examples of what information you can access in Connect:

- Whole school or class notifications
- Class events
- Classroom learning activities
- Notifications from individual teachers
- Attendance records
- Work your children have completed
- Assessments and marks


To access Connect you will receive an email with your login details within the first term of your child enrolling in the College. For more information on Connect please see the 'Online Learning' tab on our College website: <https://hallsheadcollege.wa.edu.au/online-learning/>

We hope that you enjoy the Connect experience and see it as an exciting new way for you to stay in touch with your child's school journey.



## Code of Conduct and Positive Behaviour Support (PBS)

All members of our College community need to demonstrate the College values of Care, Courage and Commitment.

 <b>HALLS HEAD</b> COLLEGE	PBS BEHAVIOUR MATRIX		
	<b>We CARE</b> At Halls Head College because we care we...	<b>We have COURAGE</b> At Halls Head College our courage allows us to...	<b>We show COMMITMENT</b> At Halls Head College we show our commitment by...
	<b>ALWAYS</b> Follow fair and reasonable instructions Manage conflict responsibly Demonstrate respect of rights and beliefs of others Use appropriate language and behaviour		Be kind, considerate and respectful to others Wear the school uniform with pride Use technology appropriately, including phones
	<b>IN LEARNING ENVIRONMENTS</b> <ul style="list-style-type: none"> <li>• Are always on time</li> <li>• Use equipment safely</li> <li>• Leave our learning environment tidy</li> <li>• Respect the rights of others to learn</li> </ul>	<ul style="list-style-type: none"> <li>• Acknowledge our success and that of others</li> <li>• Ask for assistance</li> <li>• Do our best</li> </ul>	<ul style="list-style-type: none"> <li>• Fully participating in the learning opportunities</li> <li>• Bringing all necessary equipment</li> <li>• Staying in class</li> <li>• Respecting other peoples' belongings</li> <li>• Completing all set tasks</li> </ul>
	<b>IN &amp; AROUND THE SCHOOL GROUNDS</b> <ul style="list-style-type: none"> <li>• Interact safely with others</li> <li>• Look after the school grounds</li> <li>• Put all litter in the bins</li> </ul>	<ul style="list-style-type: none"> <li>• Report bullying and inappropriate behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Staying within the College boundaries</li> <li>• Participating positively in activities</li> </ul>
	<b>IN THE COMMUNITY</b> <ul style="list-style-type: none"> <li>• Work cooperatively with others</li> <li>• Are courteous to members of the community</li> </ul>	<ul style="list-style-type: none"> <li>• Follow the rules and expectations of the community</li> </ul>	<ul style="list-style-type: none"> <li>• Representing the College positively</li> <li>• Making choices that are best for both ourselves and others</li> </ul>
	<b>AS A DIGITAL CITIZEN</b> <ul style="list-style-type: none"> <li>• Show respect to others online</li> <li>• Are kind on school media</li> </ul>	<ul style="list-style-type: none"> <li>• Report inappropriate behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Maintaining a positive digital footprint</li> </ul>

Our College encourages consideration for others, cooperation and common sense.

At Halls Head College, we aim to positively reward and acknowledge appropriate student behaviour rather than impose sanctions. However we have no tolerance or acceptance of bullying or violence and consequences are put in play for unacceptable behaviours that are in breach of our expectations.

Our Good Standing Policy, Behaviour Policy and Dress Policy reinforce expectations of students and are in place to ensure our College is a safe and supportive place of learning for all.





## Uniform Policy and Dress Requirements

### Rationale

The Halls Head College uniform promotes our school's public image and positively impacts student self-esteem. It also promotes a sense of belonging and pride in the College community. Wearing the College uniform demonstrates to the community that students are engaged and motivated for educational success. It also supports our College Learning for Life principles and preparing students for future learning and employment pathways.

Full implementation of the College uniform is essential to support staff and student safety. It enables staff to quickly identify Halls Head College students. We expect this would be strongly supported by families and the school community more broadly.

Parents, staff and students have considered comfort, price and durability during the consultation phase of the uniform development.

### Aims

At Halls Head College we aim to develop a strong sense of belonging and College pride. Our dress requirements help us to:

- Foster and enhance the public image of the College.
- Assist in building the College culture and team spirit.
- Ensure students are safely dressed for specific College activities.
- Enable teachers to quickly identify our own students from others.
- Encourage equity among students.
- Prepare students for work as many workplaces have dress and safety codes.

### Policy

Halls Head College dress requirements for students has been developed and approved by the College Board. Wearing the College uniform is one of the core components of the College's Positive Behaviour Support (PBS Matrix).

Our policy states:

- Acceptance of enrolment at Halls Head College assumes agreement between the parent/guardian and the enrolling student that the student will dress in accordance with the Colleges uniform policy.
- The dress requirement applies at all times when attending the College or College excursions.
- Students wearing the uniform outside of the College are expected to behave in a manner that promotes a positive College image.
- Students leading/attending special events and/or functions, formal dress may apply.
- All uniform items must be purchased from Lowes (with the exception of specific Phys Ed items).
- For safety purposes enclosed footwear must be always worn by students.
- The College Board requires the implementation of the uniform policy and expectations in a manner that is consistent with the Student Behaviour Expectations and Good Standing Policy.

It is important that students take pride in themselves, the College and community by:

- Ensuring uniform items are neat and clean.
- Wearing uniform items are worn to size and design.
- Ensuring undergarments are not visible.
- Not wearing excessive makeup or large dangling/pointed jewellery.
- Beret and beanies are not permitted.
- Being sun smart.

## Management

All students, parents/guardians and teachers have a role to play in uniform management.

STUDENTS – must be fully aware of and abide by the College dress requirements.

PARENTS/GUARDIANS – are asked to support the College uniform policy and dress requirements by checking students at home and responding to College communications regarding uniform issues.

Under regulation 35 (2) of the School Education Regulations 2000 an application for Exemption can be made to the Principal. Regulation 35 (4) of the School Education regulations 2000 outlines details to be included in the Exemption – these can be provided by the College.

STAFF – all College staff share co-responsibility to encourage compliance with the College dress requirements.

Halls Head College will enforce the College Uniform by:

- Monitoring on SEQTA.
- Students who do not meet the College uniform requirements will be required to change into appropriate clothing supplied by the College.
- Student non-College clothing can be claimed through Student Services at the end of the day.
- Parents/carers will be notified that their student has not met the College uniform requirements and encouragement given to purchase from Lowes to ensure this isn't repeated.
- Student damage or non-return of loaned College uniform will result in parents/guardians being invoiced.
- Continued breaches of the College dress requirement or uniform policy will result in students being denied the opportunity to participate in College social events and or extra curricula activities – through loss of good standing.
- Non-compliance by a student when given the opportunity to change into the correct uniform will be managed through the school's behaviour management process.
- Parents/Guardians will be informed of breaches to the dress requirements or uniform policy and asked to assist in improving this.





## Attendance

There is clear evidence that links high performance at school to high attendance. Students who miss 5 days a term miss out on 10% of their learning opportunities, making it difficult for them to perform as well as students of similar ability.

### Attendance Chart

Period of Absence (Years 1-10)	Rate of Attendance	Equivalent School Missed	Level of Educational Risk
Average of 5 days per term	90%	1 Year	Classified as regular attendance ( <i>but not ideal</i> )
1 Day per week	80%	2 years	Indicated At-Risk
1.5 Days per week	70%	3 years	Moderate Risk
2 Days per week	60%	4 years	Moderate Risk
3 Days per week	40%	6 years	Severe Risk
5 Weeks per term	50%	5 years	Severe Risk

To support parents/guardians to manage their student's attendance, we have in place procedures to monitor attendance and address issues when they arise. This includes:

- Reason for absence: If your child is absent, you are required by law to supply a reasonable explanation for that absence (e.g. Absences due to a student's birthday is not considered a reasonable explanation).
  - Parents are advised of absences twice a day through our SMS system. A Medical Certificate is required after 3 consecutive days absent. Absentee notes can be given to the School Administration Office or Student Services. Students with less than 90% attendance in a term will be highlighted.
- Leaving school during the day: Students are required to have parent/guardian permission to leave during school hours. A parent/guardian must supply an acceptable reason by note, phone or in person. Students will be issued with a "*Leave Pass for Partial Absence from School*" when they sign out.
  - If you are coming to collect your child prior to the end of the school day, you should come into the School Administration Office and sign the student out. Only the legal parent/guardian or their nominated emergency contact can collect a student from the school premises. Any change in these arrangements must be in writing from the parent. In cases of an emergency, telephonic arrangements can be made. Students will be issued with an Education Department Leave note if unaccompanied by a parent.
  - For the safety and security of our students, parents/guardians are not permitted to go to classrooms but are required to come to the School Administration Office if they are collecting a student from school during school hours.
  - If a student returns to school after signing out the student is required to sign back in at the School Administration Office before returning to class.
  - Students are not permitted to leave school grounds during recess or lunch (or at any time during the school day). Students may not leave the school grounds once they have entered school grounds.

- Messages and deliveries to your child and/or children during school time (lunch, lunch money, assignments, etc).
  - We will only pass on urgent messages to students. Students should arrange after school activities/pickups etc. prior to leaving home. We encourage parents to support our mobile phone policy and not contact students on mobile phones during the school day.
  - Parents/guardians may drop off belongings to the School Administration Office however the school may not have a person available to run messages.
- Student Illness or Injury: Students who feel ill or are injured during the day should ask their teacher to go to Student Services for First Aid, or to have a parent contacted. A phone call will be made to the parent/guardian to come and collect your sick child. The child must be signed out by the parent/guardian prior to leaving school. Arrangements can be made for a third party to collect your child with your permission. Students should not use their mobile phone to call parents.
  - It is most important that we have the latest emergency contact details for all students. Please complete the appropriate medical action plan on enrolment and ensure this is updated as necessary. Please do not send sick students to school.
  - An ambulance will be called in emergencies. The costs of the ambulance service are covered by the parent personally or through their health insurance fund.
- Students arriving late to school: Late arrivals must first go through the School Administration Office and sign in via iPad or School Officer, then go to class where their attendance will be updated by their teacher. Parents/Guardians must supply an acceptable reason for the lateness, either by note, phone, in person or SMS. All students should endeavour to arrive at school at least 5 mins before the first bell at 8.30am. The gates will automatically close from 8:30am.

The Attendance Officer can be contacted by:

**PH:** 9581 0686

**SMS:** 0407 089 467



## Getting to and from College

Two gates will provide access to our College in the mornings. This allows us to welcome students and do a check on Dress Code. These two gates are adjacent to the bike racks and next to the School Administration block.

## Bicycles

An enclosed bicycle rack is provided for student bicycles on the western side of the gymnasium. Students with bicycles are to enter through the gate off Honeysuckle Ramble. These gates are open at 8 am and locked by 8:30am each day, then re-opened for students at the end of the day. Students will need to gain permission from the School Administration Office staff to access their bicycle during the day. Students coming to College by bike need to be wearing appropriate protective headwear.

Students must ensure their bicycle is secured to the metal frames provided and no loose items are left on the bike. The school cannot accept responsibility for lost or damaged bikes. Skateboards and scooters are not considered safe and are not to be brought into school.

## Buses

Transperth provides a bus service for students who live within our catchment area, as far south as Tims Thicket Road. Mandurah Bus Charters provide an 'orange' contract bus service for students who live south of Tims Thicket Road.

Further information can be found on the website [www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au).

General queries regarding bus services should be directed to the Department of Transport.

Infoline: 13 62 13

For lost property: 9326 2660

Comments, suggestions and complaints: 13 16 08

SmartRider/ID/Library Cards are applied for during enrolment (there is a \$5 Transperth processing cost). You will be notified by SMS when the card is ready for collection from Student Services. Should you lose the card or break it, replacement forms are available from Student Services and the School Administration Office and payment of \$5 for the replacement card must be made.

## Cars - Student Set-down and Pick-up

There will be considerable traffic around our College site, before and after school.

We ask that all vehicles use the City of Mandurah Car Park (access from Fuchsia Court, next to the hockey stadium) for the drop off and pick up of students.

There is a limited drop off and pick up area in front of the College, however this gets quite congested and is not our recommended option for before and after school pick up. There is a limited number of visitor parking available in the College carpark.

## Canteen

The P&C run our Cafeteria and the Canteen Manager has responsibility for its day-to-day operations.

All orders should be placed before the start of the school day but will be accepted up until recess. No orders are accepted after morning recess. The Cafeteria is at the southern end of the school, near the School Administration Office.

Lunch orders should be placed at the canteen before school and can be collected at lunchtime from the canteen. A range of healthy and delicious food is available at recess and lunch.

The canteen adheres to the State Government guidelines for school canteens. It provides good quality hot and cold meals at a reasonable cost. Whilst drinks can be purchased at the canteen, we have water fountains and students can refill their water bottles during break times.



## Curriculum

All students at the College have an opportunity to demonstrate outcomes in all eight Learning Areas reflecting the Australian Curriculum and Curriculum and Assessment Outline for WA. These Learning Areas are:

- Arts (includes Music, Dance, Drama, Photography, Visual Arts, Media Studies)
- English
- Health & Physical Education
- Language other than English - LoTE (Japanese, Noongar)
- Mathematics
- Science
- Humanities and Social Sciences (HaSS)
- Technology & Enterprise (includes Food Technology, Design & Technology, Information Technology)

This enables all students to make informed decisions about:

- what areas they enjoy,
- what areas they are good at; and
- what they would like to do more of in later years.

Years 9 and 10 students will have the opportunity for more specialisation, particularly in the areas of Arts, Technology & Enterprise, LOTE and Physical Education. They can build on the varying experiences they had in Years 7 and 8.

### Academy Programs

Halls Head College is involved in a number of programs offering specialised training, namely:

- Academic Extension
- Visual Art
- Big Picture
- Japanese
- Music
- Senior School Transition Program (SSTP)
- Sports (Basketball, Football, Netball and Soccer)

For more information about any of these Academies and enrolment details please visit our website under Academy Programs and Enrolments or contact the School Administration Office on 95810600.

If your child has gained enrolment from outside the local-intake area into a specialist program, any siblings cannot be guaranteed enrolment to the same school.

## Homework

All students are encouraged to have a diary at the beginning of the year. The homework diary can be an important avenue of communication between teachers and parents/guardians.

Students should expect to have school work to complete at home. This homework will take many forms, including:

- Researching a topic on the Internet or from reference books.
- Preparing work for a portfolio.
- Practising skills in subjects such as Mathematics.
- Completing their journal writing or any unfinished work.
- Reading.

Homework is considered to be important for the following reasons:

1. Homework develops habits of self-organisation;
2. Students need revision and practise to enhance literacy and numeracy skills; and
3. Homework assists development of independent study techniques required in senior school.

## Reporting

Reporting to parents/guardians is ongoing and will occur in a variety of ways including: -

- Information sessions
- Connect interface provides ongoing updates
- Parent – teacher discussions
- Telephone conversations
- Letters of Commendation and Concern
- Progress Reports
- Portfolios
- Email
- Text messages
- Exhibitions
- Semester Reports

The aim of reporting to parents/guardians is to answer questions, such as:

- How is your child doing – academically, physically, socially and emotionally?
- How is your child going around the General Capabilities which are the key skills and understandings needed for twenty first Century learners?
- What can your child do and what can your child not do yet?
- How is your child performing in relation to other students?
- What can we do so that your child can continue to develop and improve?



Email and phone conversations are encouraged between parents and staff at any time over the course of a year, as is the use of Connect.

If you have specific curriculum concerns or want an update and feel a phone conversation or face to face meeting is warranted, we encourage all parents to phone the school to arrange a time to speak with their child's teacher. At times meeting with the Head of Learning Area (HOLA) may be appropriate.

If it is generic information, then a meeting or conversation with a Year Coordinator may be the place to start. Staff are always happy to speak with parents.

Semester Reports are emailed at the end of Term 2 and at the end of Term 4. Please ensure your email address is kept up to date. Reports should be saved to your own documents as the link is only active for three weeks.

We organise 'face to face' interviews between parents/guardians and teachers on two occasions during the year, to address the questions listed above, however meetings can be scheduled at point of need.

## Library Resource Centre

The Halls Head College Library Resource Centre is a state-of-the-art facility, which incorporates an automated library system, multimedia computers and Internet access.

The Centre is an integral part of the College and an invaluable resource for staff and students.

The Library Resource Centre offers both the resources and expertise to enable students to become independent learners.

The Library Support Staff assist with the implementation of programs in order to:

- Provide up-to-date and relevant information resources and technology to support the Learning Team programs.
- Provide stimulating recreational literature for students and staff.

## Student Services

All staff at Halls Head College are concerned about the welfare of our students.

Our aim is to provide an environment where students feel safe and secure. Pastoral care of students takes place in every classroom, every day. To assist teachers in their role of caring for students, there is a number of trained staff in various specialist fields who support the Student Services Team. Some of these include: Student Services Manager, Year Coordinators, Aboriginal & Islander Education Officer (AIEO); Chaplain; Learning Support Coordinator; College Nurse; College Psychologist; Student Support Coordinator; Triage Officer; Attendance Officer and Youth Worker.

For further information about Student Services please check out our College Website.

## House System

Our House system includes four houses: Miami (yellow), Melros (green), Blue Bay (blue) and Avalon (red).



House sporting competitions run on Carnival days and during Advocacy time in Lower School. This is evolving and may also incorporate academic and creative challenges.

## Student Leadership Group

Student Leaders will be elected from Years 7 to 12 with two College Captains elected from the Year 12 cohort.

The elected Student Leaders have a responsibility to liaise with students, staff and the community and to be leaders and good role models for other students.

The Student Leadership Group will work closely with the Student Services Team and College Executive to regularly review their aims and objectives.

Two of these objectives are:

- To act as a group through which the students can present their ideas and recommendations to school management.
- To assist in the development of recreational, cultural and academic activities within the College.
- To actively seek ways to improve the College or to value add to the broader community.

## Parents & Citizens Association (P&C)

The P&C Association is an important group at our College.

They provide additional funds to the school through the management of the College canteen.

The P&C meet at 5.30pm on the second and sixth Tuesday of each term in the Staff Room located within the School Administration building, at Halls Head College.

We encourage all parents/guardians to attend the P&C meetings so they have the opportunity to have a say on a whole range of issues.



## Privacy and Security

Parent/Guardian permission is sought for the school to publish video or photographic images of your child and/or samples of your child's school work to be used by the school and the Department of Education. The purpose of using the images or work will be activities such as promoting the school, school events and student achievements.

This information is further clarified in the enrolment form.

## Third Party User's Agreement

Third Party Service Providers of online applications are any organisations, consultants, or independent contractors who render an online service or product to the Department/Schools. They are categorised into minimal, low or medium risk providers.

Our staff make decisions about the best technology to meet the needs of our students.

For known applications that are used by all students, your consent may need to be sought in the Student Enrolment form. As part of the sign-up process, these providers may require personal information to be disclosed to them.

Personal information that may be disclosed about your child(ren) includes:

- Student name
- Gender
- Age or Date of Birth
- Year group
- School/Class teacher
- Student email

Note: for all College recommended databases students are required to use their College email address only.

As additional medium providers are utilised, consent forms will be sent home with details about the information we provide to each respective entity, what will be done with it, who else may have access to it and where the data is stored as well as links to each provider's terms and conditions and/or privacy policy.

If you have any queries around the storage of student's information, please feel free to contact the College.

Note: As a parent/guardian you have the option of advising the College that you do not provide consent for your child to access any. Third Party Providers.

## ICT User's Agreement Policy

This policy outlines the Information and Communication Technology (ICT) services offered to students by Halls Head College and the conditions of their use.

The availability of such resources encourages students to develop their skills and potential in a safe and supportive environment. The use of the Halls Head College network and resources is of significant educational value, but students must use the technology respectfully and ethically. The use and access to ICT at Halls Head College is a privilege and as such an ICT Users' Agreement must be signed by the student. Failure to adhere to the Halls Head College ICT Users' Agreement and Personal Electronic Device Policy, will result in the restriction of access to network facilities within the College.



### **User Account**

On enrolment students are allocated a unique username and password which grants them access to our network. Students can log in to any desktop or laptop computer in the school and access our school shared drive and their personal My Documents drive. Although the My Documents drive is protected from other students it can be accessed by staff members and should only be used to store data relevant to school work. User Accounts are granted to students under the following conditions:

- Users must never share their account or password with other students.
- School based storage (My Documents) is only to be used for educational material.
- Users must log off at the end of their session.
- Users must not leave a computer logged in and unattended.

If students suspect that someone is using their account or knows their password, they must report it immediately.

### **Connect**

Connect is a secure online environment developed by the Department of Education for staff, students and parents in public schools. Connect gives our teachers a tool to reinforce content to the students online. Connect provides easy access to information relevant to your child's education such as whole school or class notifications, classroom learning activities and assessments and marks.

### **Email**

Each student is provided with an email address which can be accessed at school or home. These email accounts are monitored by the Department of Education and should be primarily used for school based communication.

Email Address: username@student.education.wa.edu.au

Email Web Service: <http://portal.det.wa.edu.au>

### **World Wide Web**

Students are granted limited access to the World Wide Web while logged on to our school network. Internet access is filtered by our school based proxy server and the Department of Education. Access to certain sites is blocked and our systems are designed to protect users from inappropriate or offensive material. All internet usage is monitored and recorded by the Department of Education.

### **Tampering with Hardware or Software**

Students are not permitted to tamper with school computers or ICT equipment in any way.

This includes:

- Connecting hardware (other than storage devices such as thumb drives, external HDD etc.) unless authorised by a teacher.
- Removing or moving hardware
- Installing software without authorisation - including downloading games
- Removing or altering software.
- Unauthorised access or alteration of data to any part of the network beyond authorised access.
- Interfering in any way with user's accounts and or equipment.

Users are required to report any technical or equipment faults immediately to the class teacher. Faults should be noted and passed onto the technician.

### **Downloads**

Students are permitted to download files from the internet for educational purposes only. Students must not use College facilities to download non-educational files or pirated content.

### **Cyber Safety**

The provision of Information and Communication Technology (ICT) at Halls Head College provides students with access to email, the internet and other digital equipment.

Students can access a range of websites and ICT services that allow for sending, posting and publishing information. Students are prohibited from using these services to:

- Harass, bully, intimidate or menace another person.
- Communicate using obscene or offensive language.
- Reveal any personal information including names, addresses, and phone numbers of themselves or others.
- Distribute any unsolicited or offensive material.
- Defame a person or an organisation.
- Undermine or sabotage school protocols, principles or practices using technology.

### **Internet Access**

Halls Head College blocks students from accessing some websites and services. Students are prohibited from circumventing these protections in order to access blocked material.

### **Inappropriate Material**

Internet access provided by Halls Head College is for educational purposes only. Users must not use their account to access material that is unrelated to the curriculum. Users must not access any material and/or sites (Images, Videos or Text) that contain the following:

- Pornography.
- Content intentionally offensive to race, religion or culture.
- Offensive or inappropriate language.
- Information regarding the acquisition or use of illicit substances.
- Sexually explicit content.

Appropriate consequences will be applied according to the breach.





## Portable Electronic Devices (PED) Policy

For security, safety and/or emergency purposes some parents and guardians have supplied their child with a Personal Electronic Device. This policy details the conditions under which Personal Electronic Devices are permitted to be brought to school by a student.

- Students are permitted to bring a Personal Electronic Device to the College for safety, security or emergency purposes when in transit to or from the College only.
- The Personal Electronic Device must be turned off on entering the College grounds and remain switched off until the end of the school day. Linked devices, such as smart watches must be placed in flight mode.
- Personal headphones, earbuds and listening devices are not to be used on the College site.
- The College takes no responsibility for Personal Electronic Devices or other electronic devices both while on College premises and during excursions.
- Students requiring an exemption so they can use an App on their phone to monitor a medical condition are to apply in writing to the Principal. If approved the student will be provided with a pass to show if required.
- Personal Electronic Devices may only be used at College under the direction and with the approval of a staff member for a particular identified educational purpose.

### Conditions of Use: Any Device

- Must not be used for sound recording and image capture of any member of the College community on or in the vicinity of the College grounds as this is strictly prohibited.
- Must be switched off during recess and lunch breaks as well as in class, unless the device is being used with the direct permission of the teacher for an educational purpose.
- Must remain in the possession of the owner and not be used by other students.
- Is the responsibility of the student. The College takes no responsibility for loss, theft or damage to any device in any circumstance.

Whilst at the College students are the responsibility of the College and emergency contact with parents must be made through the appropriate staff member, not the student's Personal Electronic Device. Parents must communicate through the College's Administration Office or Student Services if they need to make emergency contact with their children.

### Breaches of these conditions may result in:

- Removal of the device by the classroom teacher, to be returned at the end of the period or the end of the day.
- Removal of the device, to be collected after school by the student from Student Services.
- Removal of the device, to be collected after school by a parent from the front office.
- Repeated breaches of this Policy will result in the Principal withdrawing permission for the student to bring a Personal Electronic Device or other devices to school.
- Students who refuse to follow a College Staff Member's instructions are dealt with in accordance with the College's Behaviour Management Policy.



## Unique Student Identifier (USI)

The Unique Student Identifier (USI) is an Australia-wide student number which introduced the capacity for students to track their training records across all Australian states and territories.

USI requirements came into effect from the start of 2015. The USI is essential for all Vocational Education and Training (VET) results, as required by the School Curriculum and Standards Authority.

Halls Head College will keep a record of this USI on our student information system in case a student enrolls in Certificate courses.

To create a USI you will need to login to the following website

[www.usi.gov.au](http://www.usi.gov.au)

Before going to this site you will need the following information;

- Student Name as written on the identifying documents to be used
- Student Date of Birth
- Student Country of Birth
- Student City of Birth

You will also need one of the following identifying documents to create the USI;

- Medicare Card
- Australian Passport
- Overseas Passport
- (Only to be used if you don't have a Medicare card)
- Australian Birth Certificate

Once you have created the USI please record it very clearly on the Student Enrolment form

Please note, you must write the USI exactly as it is written on the web site including capital and lowercase letters.



## INFORMATION FOR ENROLMENT

### Who can enrol a child?

Enrolment applications can be lodged by:

1. Parents, defined in the *School Education Act 1999* as persons who at law have responsibility for the long term care, welfare and development of the child; or the day-to-day care, welfare and development of the child;
2. Independent minors; and
3. Persons aged 18 years or older who may apply on their own behalf.

The school may require documentary evidence in support of the application. A person with authority to make the application must provide the required information. The school is not required to determine whether another parent or person with authority concurs with the lodging of the application or the information included in it.

If there is a dispute between parents or authorised persons about the enrolment or one party requests or has enrolled the child at a different school, then the schools involved should endeavour to maintain the original enrolment and continuity of the child's schooling unless it is clearly not in the child's educational interests to do so, is not possible, or has been determined otherwise by a court. For further information, see Frequently Asked Questions (FAQs) in the Enrolment Policy, <http://www.det.wa.edu.au/policies> under Related Information).

### Who can be enrolled?

Permanent Australian residents and those children holding an approved visa subclass are entitled to be enrolled, although not necessarily at a particular school unless the school has a 'local-intake area' (refer section Applications to local-intake schools (compulsory years of schooling) below). Those overseas students who do not have an entitlement to enrol in a public school may be enrolled on a full fee-paying basis under conditions which the school will outline.

In establishing a usual place of residence, the *Residential Parks (Long-stay Tenants) Act 2006* recognises any agreement conferring the right to occupy premises for a fixed term of three months or longer. Short term residential arrangements can be accepted in cases such as recent arrival in the State, residence in boarding houses and caravan parks, or homelessness.

Schools may not enrol children who are:

1. receiving home education; or
2. applying to enrol at another school; or
3. not in local-intake area.

The Principal may consider whether a child may attend for a short period (s 75(2) *School Education Act 1999*) and may consult with the school in which the student is already enrolled before a decision about attending is made. Attendance for more than four weeks requires that the student relinquish enrolment at the school in which the student is already enrolled.

### Where can students be enrolled?

The enrolment requirements differ from school to school. Halls Head College is a local-intake school and therefore has a designated geographical area from which enrolments are taken. Local-intake schools must accept all applicants from within their defined area, subject to residential qualifications. Non local-intake schools may receive applications but not necessarily enrol all applicants (see below for further advice on applications to non-local-intake schools).

If you are unsure whether the school you applied for has local-intake status, you may check the *Declaration of Local-Intake Areas for Schools* on the Department's policies website at <http://www.det.wa.edu.au/policies>, (Browse via A-Z document list). Further information is available from the Enrolment policy/Enrolment Procedures/Local-intake area schools, or contact either the Principal of the school or the Coordinator Regional Operations at the local Education Regional Office.



## Applications to local-intake schools (compulsory years of schooling)

Where the school has a local-intake area, an eligible child whose place of residence is within that area is guaranteed enrolment in the compulsory years of schooling (Pre-primary to Year 12).

Children whose usual place of residence is not in the local-intake area are accommodated where possible. A letter for Out of Area Enrolment will need to clearly outline the rationale behind it. This and cohort numbers will inform the Principal's decision around whether the enrolment is approved. The following selection criteria are to be applied in considering applications for enrolment:

First Priority	Second Priority	Third Priority
Eligible child whose usual place of residence is in the local intake area.	Students who live nearest the college who have a sibling enrolled at the college.	Students who live nearest the college.

## Lodging Applications and Enrolment Forms from local-intake area students

Families residing in the local-intake area may lodge the Application for Enrolment Form and the Enrolment Form concurrently, with the agreement of the school.

## Applications for starting school and for the first year of secondary school

Parents are encouraged to apply by the closing date in the year prior to attending, even if the child is of compulsory school age (Pre-primary to Year 12) and is guaranteed a place in the local school. This assists schools with planning.

For children of compulsory school age wishing to enrol at a school that is not the local school the closing date for applications for the first round of offers is the first Friday in Term 3 of the previous year.

Applications may still be made after this date and will be considered on a case by case basis, in accordance with the Department of Education's *Enrolment Policy* which can be found at <http://www.det.wa.edu.au/policies>.

## Requested documentation

You will be asked to show your child's Birth Certificate (original or certified copy) or birth extract or equivalent identity documents; your child's 'Immunisation Certificate'; usual place of residence: for example utilities account, lease agreement of at least three months, proof of ownership of property, statutory declaration, copies of any Family Court or other court orders, and visa details (if applicable) - Principals may accept a maximum of 3 documents as evidence of residential address.

Once the application has been accepted, you will be required to complete an Enrolment Form and submit it to the school. If your Application for Enrolment is not accepted, you will be advised in writing.

## Eligibility to enrol in a particular school

The only guaranteed place in a public school is if you live in the local-intake area of that school. Enrolment in a particular primary school does not guarantee a place at a specific secondary school.

## Applications to transfer from another school

Decisions about the enrolment of your child into a specific year of schooling and/or the educational program will be based on age eligibility, as well as the child's level of previous schooling, achievement levels and identified needs.

If you are applying for the following year, you will be advised in writing about your application. Once the application has been accepted, in addition to the Enrolment Form you will also need to supply evidence of your child's progress from the previous school. This can be in the form of reports or records.

## Disclosure of information

### ***For parents of students with disability***

In order to provide an appropriate education program, the school may require specific information relating to your child's disability and personal needs to enable the school to make any necessary teaching and learning adjustments. The school may also use the information you provide when applying for specialist resources or services and/or supplementary funding to support your child's education.

### ***Suspensions and exclusions***

Information on any suspensions and exclusions need to be provided to the school at the time of applying to enrol. This information will help the school to provide your child with any support that may be required.

Children currently under suspension from a public school cannot be enrolled at another public school until the suspension period expires.

Children who have previously been suspended or excluded from a public school may be required to enter into a behaviour agreement with the school if enrolment is accepted.

## Confidentiality

All information provided on this form will be treated confidentially. Section 242 of the *School Education Act 1999* precludes this information from being used for any purpose other than: to determine whether your application for enrolment can be accepted; to assist the school with addressing any needs for your child if enrolment is accepted; and to comply with legal requirements or ministerial directions.

## Disputes

Should you disagree with a school's advice regarding your application for enrolment please contact the Principal in the first instance. The Coordinator Regional Operations at your Education Regional Office can provide advice if a concern has not been resolved. Information about formal disputes can be obtained from the school, the Education Regional Office or the Department's *Enrolment Policy* which can be found at <http://www.det.wa.edu.au/policies>.



## Key Contacts for 2023

### ADMINISTRATION:

Principal  
Associate Principal  
Deputy Principal  
Deputy Principal  
Deputy Principal  
Manager Corporate Services

Bronwyn White  
Sean Wrigley  
Lisa Coates - Curriculum  
TBA - Student Services  
Sharyn Wren - Operations  
Amanda Roughton

### HEAD OF LEARNING AREAS (HOLA's)

Design & Technology  
English  
Health & Physical Education (HPE)  
Humanities and Social Sciences (HASS)  
Language Other Than English (LOTE)  
Mathematics  
Science  
The Arts

TBA  
Helen Yarnall  
TBA  
Tommy Lee  
Yosuke Ueda  
Jillian Burgess  
Peter Rye  
Marion Palmer

### PROGRAM COORDINATORS

Big Picture  
Teaching and Learning Professional Development  
Training Pathways

TBA  
Simone McCann  
Kathy Roser

### STUDENT SERVICES MANAGER

Years 7-12

Luke Green

### YEAR COORDINATORS

Year 7  
Year 8  
Year 9  
Year 10  
Years 11 and 12

Kellee Baker  
Emma Coulthard  
Rhys Lawrie  
Matthew Wake  
Michelle Italiano

### SUPPORT STAFF

Aboriginal & Islander Education Officer (AIEO)  
Chaplain  
Learning Support Coordinator –  
School Nurse  
School Psychologist  
Student Support Coordinator  
Student Support Officer

Joanne Bell  
TBA  
Deb Smith  
TBA  
Devin Earle  
TBA  
Felicity Evans

### SCHOOL DETAILS

Address: Halls Head College  
1 Casuarina Drive  
HALLS HEAD WA 6210

Phone: 9581 0600

Email: [hallshead.col@education.wa.edu.au](mailto:hallshead.col@education.wa.edu.au)

Website: <https://www.hallsheadcollege.wa.edu.au/>

Attendance SMS: 0407 089 467

Attendance Phone: 9581 0686

Attendance Email:

[Hallshead.col.attendance@education.wa.edu.au](mailto:Hallshead.col.attendance@education.wa.edu.au)

[Please note that some of these may change. Our Website is regularly updated to reflect key staff changes as they may arise.]





# HALLS HEAD COLLEGE



- + EPIPEN KITS
- + VENTOLIN KITS

Admin - Nurses Office  
Admin - Reception Desk  
Staff Studies A - Kitchen Cupboard  
Staff Studies B - Kitchen Cupboard  
Library - Kitchen Drawer  
Gym - PhysEd Office  
Block 5 - Maths Office Kitchen Cupboard  
Block 6 - Student Services Office  
Block 7 - 7.6 Planning Room

First aid kits for excursions are available to loan from the library.  
General first aid supplies are available in Student Services.