



Ashdale
Secondary College



"Achieving a Positive Future"

ASHDALE SECONDARY COLLEGE INFORMATION HANDBOOK



Welcome to Ashdale Secondary College

Thank you for choosing to enrol your child at Ashdale Secondary College. This handbook will provide you with important information about our College processes and policies, which will assist in the transition of your child into our school.

Ashdale Secondary College is part of the Ashdale Cluster which also includes Landsdale Primary School, Ashdale Primary School, Madeley Primary School and Carnaby Rise Primary School. Our partnership with these Cluster schools sees the creation of a seamless transition from primary school to high school and also the development of a K-12 curriculum that is relevant, engaging and stimulating.

The College aims to equip all students with a wide range of skills and attributes; academic, social, physical

and emotional, thus providing them with the tools to realise their individual potential and work towards achieving a positive future.

We believe that the partnership between home and school is crucial in the successful education of your child. The College communicates with the community on a variety of platforms and encourages parent communication and feedback.

Your child's education and wellbeing is our priority. We look forward to working with you as we nurture your child and celebrate their successes in the years to come.

Kylie Bottcher
Principal

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College Contacts

Address:	75 Westport Parade, Darch WA 6065	
Phone:	9302 7100	
Email:	ashdale.sc@education.wa.edu.au	
Absentee Email:	ashdale.sc.absentee@education.wa.edu.au	
Website:	ashdalesc.wa.edu.au	
SMS Messaging:	0409 686 299	
Office Hours:	Mon, Tue, Thu & Fri	8.15am - 4.00pm
	Wednesday	8.15am - 3.00pm

A Distinctive School

Ashdale Secondary College is a distinctive, world class, educational community of excellence where all students are motivated to strive to achieve their best and to realise their potential in a values-rich environment.

Students at Ashdale SC are equipped with, and confident in the use of, new blends of skills and knowledge necessary to achieve their individual potential throughout their lives. They develop the capabilities necessary for healthy living and lifelong learning. They build social and emotional resilience, supported by clear, ethical and effective pastoral care.



Ashdale Secondary College is technology-smart and technology-rich. Embedded technology in all teaching and learning programs using a strong pedagogical base encourages transparent and effective learning outcomes. Students, staff and the community are skilled in the effective use of all learning technologies. In support of this vision, Ashdale Secondary College is a Specialist Technology School.

THE COLLEGE IS YOUR
PARTNER IN YOUR
CHILD'S EDUCATION

Our Teachers

Ashdale Secondary College is committed to selecting and supporting the best teachers who are able to inspire in their students a love of learning. Our teachers are able to personalise the curriculum for their students and challenge each to take the next step in their learning. Staff are provided with high quality professional learning experiences to ensure they remain aware of the most up to date research into the successful delivery of rich and engaging teaching and learning programs.

Staff renew and build on their skills continually and are encouraged to develop their personal expertise in a collaborative environment, enriching the teaching and learning program of Ashdale Secondary College.

College Policies

The College has established policies in a number of areas. These policies are created and reviewed when the need arises. Policies are presented to the College Board for notation and endorsement.

Current College policies include:

- Preventing and Managing Bullying
- Assessment Policy
- Student Dress Code
- Student Engagement
- Good Standing

- Privacy and Security Photo Permission
- ICT Appropriate Use
- ICT Usage Acceptance Form
- Prohibited Substances Education and Response
- Video & Film
- Student Diary

These policies can be viewed in full on the Ashdale Secondary College website under the About Us tab: <https://ashdalesc.wa.edu.au/about/policies/>

Classroom Timetable

Note different times on Wednesday

Monday, Tuesday, Thursday & Friday:

Period 1:	8.45am	-	9.45am
Period 2:	9.45am	-	10.45am
Mentor Group:	10.50am	-	11.05am
Recess:	11.05am	-	11.30am
Period 3:	11.30am	-	12.30pm
Period 4:	12.35pm	-	1.35pm
Lunch:	1.35pm	-	2.10pm
Period 5:	2.10pm	-	3.10pm

Wednesday:

No Mentor Group

Period 1:	8.45am	-	9.45am
Period 2:	9.45am	-	10.45am
Recess:	10.45am	-	11.05am
Period 3:	11.05am	-	12.05pm
Period 4:	12.05pm	-	1.05pm
Lunch:	1.05pm	-	1.30pm
Period 5:	1.30pm	-	2.30pm

Gate Access Times - School Days

Westport Parade

- Carpark, stairway and pathway gates will remain open
- Stairway and pathway gates will be locked at 4.30pm
- Carpark gates on Westport Parade will be locked at 5.45pm

Parents needing to drop off or collect students during the day or for after school extra-curricular activities (tutoring, rehearsals, clubs, etc) can access the College via the Westport Parade entrance.

All Other Access Gates

Gates will be open between 7.00am and 9.00am, and between 2.15pm and 4.00pm.

Staff parking areas are not to be used for student pick up or drop off before and after school.

All gates will be locked during school holidays.

Absences

If your child is going to be absent from school you must contact the College. Please advise us by one of the following methods:

Text message: 0409 686 299

Phone: 9302 7100

Email: ashdale.sc.absentee@education.wa.edu.au

Online: ashdalesc.wa.edu.au
(*Absentee tab, top right of the Home Page*)

Please include your child's name and year group in the message.

Punctuality

Children who arrive to school on time are more relaxed and feel more organised, so we encourage you to assist your child in learning skills that will enable them to be punctual.

Students who arrive at school after 9.00am must enter through Student Services with a written explanation for their lateness. Students will be issued with a late slip for entry into class. Students who do not have a written explanation for their lateness will be marked on the attendance register as unsatisfactory and parents will be contacted for an explanation.

Senior school students who attend a study period must sign in and out of the College through Student Services.

Leaving before the end of the day

We are committed to ensuring your child is safe, so you should always let us know when your child is leaving the site early.

If your child is leaving early accompanied by you, it is a legal requirement that you sign them out at the Administration Office.

If your child needs to leave the College early unaccompanied by you, then they will require a written

note from a parent or guardian. Students need to present this note to Student Services to receive a pink slip.

At the specified time, students will show the pink slip to their teacher before signing out at Student Services. An authorised Early Departure slip will be issued, which is recorded against the student's attendance register.

Voluntary Contributions and Charges

Voluntary contributions, compulsory charges and approved funding paid by parents and guardians are used to purchase text books, materials and other resources used by students in their everyday classes.

All contributions and charges assist in providing an educational program that meets the requirements of the Western Australian Curriculum and complies with the guidelines issued by the Department of Education and the School Education Act.

The College community is appreciative of the financial support given by parents and guardians which enables

staff to continue to offer quality educational programs.

Payments can be made at the Administration Office by cash, EFTPOS, credit card, cheque or by direct deposit into the College's bank account:

Acc Name: Ashdale Secondary College

BSB: 066-040

Acc No: 19901762

Reference: Student Name

Payment plans are welcomed. Please contact the College to make arrangements.

Secondary Assistance Scheme

The State Government, through the Department of Education provides financial support to eligible parents through the Secondary Assistance Scheme (SAS). The aim of this scheme is to assist low income families with secondary schooling costs.

The allowance consists of two components: \$115 Clothing Allowance paid directly to the parent/guardian or the school; \$235 Educational Program. Allowance paid directly to the school and is taken as payment for the Voluntary Contribution.

Application is made by parents or guardians of students enrolled in Years 7 to 12 up to and including the year the student turns 18 years of age.

Parents/guardians must hold one of the following cards:

- Department of Human Services (Centrelink) Health Care Card

Card holder must be parent/guardian. Claims cannot be made by a parent using a student's card (i.e. the student may hold a card for disability purposes)

- Department of Human Services (Centrelink) Pensioner Concession Card
Student name should be listed on the card.

- Department of Veterans' Affairs Pensioner Concession Card
Health Pensioner Card, TPI / TPI Gold Cards or State Cards cannot be accepted as they are issued for medical benefit purposes only.

The card must be current during first term.

Application must be in person, forms are available from Administration Office at the College.

Applications close at the end of Term One. Any application received after this date will not be accepted.

College Uniform

The College community has endorsed the implementation of a Dress Code as it enhances a sense of belonging, focuses students when at school and assists with the identification of unwelcome visitors.

The Dress Code also promotes a positive image of the College by ensuring a standard of presentation.

Everyday wear for girls:

- white short sleeve button up blouse with school logo embroidered on left hand pocket
- navy blue mid length drop waist pleated skirt
- navy blue mid length cuffed bengaline shorts
- navy blue mid length skort
- navy blue straight leg bengaline pants
- navy zip front fleece jacket or school jumper with school logo
- navy blue uniform dress
- headscarves should be either plain white or plain navy in colour

Everyday wear for boys:

- short sleeve button up shirt with school logo embroidered on left hand pocket
- navy long leg shorts
- navy pants
- navy zip front fleece jacket with school logo

Unisex sport uniform:

- navy & white polo with school collar
- navy microfibre sport short with white piping

Footwear:

- shoes – black enclosed school shoes or black sport shoes with minimal colour and branding; open back footwear is not acceptable

- stockings/socks – school socks, navy stockings (girls)

In addition, students can now wear:

- White undergarments beneath their white shirts
- ASC sports shorts
- Navy Blue parachute style trousers
- Black shoes with minimal colour and branding
- Navy wet weather jacket with the ASC logo

However students are not permitted to wear:

- Hoodies of any description
- Fleece track suit pants
- Any t-shirt except white under their ASC white school shirt
- Any windcheater, jacket or jumper that does not carry the ASC logo
- Striped branded trousers
- Black parachute style trousers

Closed footwear is required for health and safety reason, therefore thongs and sandals are not permitted.

Students may wear a watch and simple sleepers or studs in pierced ears. Excessive jewellery is inappropriate and may be dangerous.

For ordering information, please see the Uniform Ordering section on the website: ashdalesc.wa.edu.au/enrolment/uniform-ordering/

Uniforms are available from the Tudor Uniform shop, 1/75 Excellence Drive, Wangara, Ph. 9408 2666.

What subjects will my child study?

In Years 7, 8, 9 and 10 your child will study various aspects from the following Learning Areas:

- English
- Mathematics
- Science
- Humanities and Social Sciences
- The Arts
- Technology and Enterprise
- Health and Physical Education
- Information and Communication Technology

Literacy and numeracy skills are a focus for each of the Learning Areas and all teachers provide curriculum experiences that take account of and highlight the literacy and numeracy skills required for success within individual subjects.

For more information on specific Learning Areas, please refer to the website under the Curriculum tab.

Bring Your Own Device Program

Ashdale Secondary College is committed to maximising the use of current and emerging technologies within our classrooms, providing positive learning educational experiences and preparing students for the future.

To enhance access to technology across the school we have implemented a 'Bring Your Own Device' (BYOD) program for all year levels (Year 7–12). A BYOD program provides students with the option of bringing their school approved device (e.g. laptop, tablet, iPad etc.)

to school each day to assist with their learning. Access to a BYOD at Ashdale SC replicates the technology rich environment already common in higher education and business and allows students to continue learning anytime, anywhere.

More information about the BYOD Program and minimum specifications required, is available on the College website under the Enrolment tab.



College Nurse

Community Health Nurses are skilled in assessing adolescent health needs. They engage in health counselling with young people to identify issues, risks and protective factors, provide advice and brief intervention, assist with access and referral to other services, and provide follow up care. Young people can drop in to the Junior Student Services building or make appointments to discuss health and wellbeing issues.

The services provided are free and confidential. If you have a concern about your child's health or wellbeing, please contact the College Nurse on 9302 7166.

Immunisations

Children receive all of their early immunisations prior to school entry (4-5) Years. To ensure the immunisation record presented at school entry is up to date, parents should obtain a current copy of the Immunisation History Statement prior to enrolment. Parents can request an immunisation History Statement at any time by:

- telephoning ACIR on 1800 653 809 (free call)
- emailing acir@humanservices.gov.au
- visiting their local Department of Human Services Centre

In secondary school, students are immunised by the City of Wanneroo School Immunisation Services. They attend school three times per year to provide vaccinations to Year 7 & 8 students.

College Psychologist

A school-based psychologist is available. Parents may seek consultation through the Principal, or children may be referred for assessment after consultation with parents.

This valuable service can assist with counselling, anger management, academic assessment and a range of other areas. For less pressing issues we also have a school youth worker available to work through problems with your child.

Medications at School

When your child is required to have prescribed medications during the school day, parents must complete an Administration of Medication form (form 3).

Medication must be clearly labelled with your child's name and details of administration.



Medical Action Plans

Students with specific health care needs are required to have a Student Health Care Plan. Parents are requested to complete one or more of the Department's standardised Student Health Care Plans which will state the care and medication that may be needed in order to support the student while at school or on an offsite excursion.

It is important that medical information is kept up to date for our school records. In order to do this the health care plans will be sent out at the start of each year and are to be returned to the administration office as soon as possible. Such plans are for students with Anaphylaxis, Diabetes, Epilepsy and Asthma.

Head Lice

Head lice are a common occurrence in schools. They are not dangerous or a sign of bad hygiene but they are an easily transmitted parasite, and are difficult to eradicate once infection occurs.

To help control the outbreak of lice at school, your child's hair should be tied back if longer than collar length. If head lice are noticed at school, a letter will be

sent home to all students in the cohort asking parents to check their child's hair.

In accordance with the School Act 1999, if lice are found in your child's hair you will be asked to keep your child at home until treatment has commenced. Your child should return to school when live lice and eggs are removed.

Students who are unwell at school

Please do not send your child to school if they are unwell. Students feeling unwell at school must report to Student Services. Parents will be contacted and arrangements will be made for collection of the student from the Administration Office. At no time should your child contact you via a mobile phone to come and collect them. All contact should be via the College telephone number (9302 7100).

In an emergency, you should endeavour to take immediate responsibility for your child. If you or your nominated contact is unavailable, all reasonable measures will be taken to ensure medical attention is given as soon as possible. For this reason it is very important that your contact details are kept up to date.

Ambulance: If there is a medical emergency, parents/guardians are expected to meet the cost of an ambulance.

Camps, Excursions and Incursions

Notices detailing excursion information are issued prior to the outing. Please complete permissions and acknowledge medical conditions promptly via Qkr! Where payment is required for an extracurricular excursion or incursion, this payment must be finalised before the event. Students who have not completed

permissions will not be allowed to participate and will be supervised at school.

As part of the College's Student Engagement Policy and Good Standing Policy, some children may not be permitted to participate in extracurricular camps or excursions/incursions.

Personal Items Lists (Stationery/Booklist)

Information about personal item requirements for the following year is issued late in Term Four. Ordering details will be placed on the College website at that time. You are able to order online, by mail order or shopping direct at the store.

Students riding or driving to the College

If your child rides a bike or scooter to the College, it is your responsibility to ensure that these are in a roadworthy condition, and children wear a helmet. They should have a chain to lock their bikes to the bike racks and they are not permitted to access them during College hours.

Students who drive their own vehicle to school are not permitted to park in designated staff parking areas. They are encouraged to park in the parking bays along Macdonagh Ave and Carlingford Dve.

School Bus Services

A large number of our students use TransPerth services to travel to school. Safety is of paramount importance for students using public transport and parents/guardians are asked to reinforce these rules with their child.

Smart Rider cards are free for Year 7 students. There will be a charge of \$5 for any replacement Smart Rider cards in all years. Students who turn 18 during the year will be required to order an adult Smart Rider card and this will incur a \$10 charge.

Curie Café

The College cafeteria, the Curie Café, is privately operated by Inspired Cravings Pty Ltd. The Café menu has been designed to follow the Department of Education's Healthy Food and Drink Policy, which supports and promotes healthy eating in students.

The Café is open every day for recess and lunch and provides a variety of food and drinks.

To view a sample menu, please visit:
ashdalesc.wa.edu.au/about/facilities/

Lost Property

All articles of clothing and equipment brought into the College must be clearly marked with your child's name. Lost property is held at Student Services. The College cannot accept responsibility for the loss of any possessions.

Valuables

Valuables of any kind should not be brought to the College. Money or other valuables should never be left in school bags. Valuables are not covered by Department of Education insurance.

Website Resources

The Department of Education's parent website is a great resource containing everything you need to know about public schools in Western Australia:
www.education.wa.edu.au.

For College specific information visit:
www.ashdalesc.wa.edu.au

WE HAVE CREATED
STRONG PASTORAL
CARE STRUCTURES TO
MEET THE NEEDS OF
ALL STUDENTS



College Board

The Ashdale Cluster Board and Ashdale Secondary College Board work together with the College to achieve the best outcomes for students. Their functions are covered by legislation and the elected members include parents, staff, and students in secondary settings. Members of the community may be invited to join to add depth of knowledge to the Board. The Principal of the College, along with the Principals of the Cluster primary schools, are members of the Board.

The functions of Boards are prescribed by the School Education Act 1999 and the School Education Regulations 2000 as follows:

Take part in:

- establishing and reviewing the College's objectives, priorities and general policy directions
- planning financial arrangements necessary to fund those objectives, priorities and directions

- evaluating the College's performance in achieving those objectives, priorities and directions
- formulating codes of conduct for students at the College
- the selection of, but not the appointment of, the College Principal or any other member of the teaching staff if prior approval is given by the Regional Executive Director

Approve of:

- a charge or contribution determined by the Principal for the provision of materials, services and facilities
- the costs determined by the Principal to be paid for participation in an extra cost optional component of the College's educational program
- the items determined by the Principal to be supplied by a student for the student's personal use in the College's educational program

P&C Association

The P&C is open to all parents of pupils attending the College and all citizens within the College community. The Association promotes the interests of the College by bringing parents, citizens, students and teaching staff into close cooperation and by raising funds to provide facilities and equipment for the College. During the meetings the members discuss College programs and are fully informed of what is happening at the College.

Meetings are usually held once a term and are advertised on the College website and Facebook page. All parents are encouraged to attend the P&C meetings to support the College and help provide the best possible education for its students. The Annual General Meeting of the P&C is held each March when office bearers for the following year are elected. P&C membership only costs \$1 per year and entitles members to vote on P&C initiatives.

Communication with Parents/Guardians

Communication between the College and home is vital to ensuring your child gets the most out of their time at school. Parents/guardians can talk to our staff at any time and we welcome your comments. A full list of teachers' email contacts is provided to parents on the contact tab of our College website.

There are a number of ways we will keep in contact with you:

1. Parent Teacher Interviews

Parent Teacher Interviews are held in Term One, following the distribution of interim reports, and again in Term Three after the completion of Semester One work has been reported on. These meetings provide an opportunity to discuss your child's progress and collaboratively develop goals for your child. We encourage you to make appointments with teachers throughout the year if you wish to discuss any issues or concerns.

2. Connect

Connect is an excellent way to communicate with your child's teacher, allowing a direct link to email. Connect allows parents/students to download learning support materials and tasks to be completed. It also provides a means to track student progress with tests and assignments. If you would like to register for Connect, contact the Administration Office for details.

3. Student Reports

Formal reporting takes place twice per year at the end of Terms Two and Four.

4. College Newsletters

The Ashdale Download newsletter is issued by email twice per term and is also available on the website. The Download contains information about educational activities and events, student and staff achievements, excursions, visitors to the College, P&C updates and other relevant College information.

5. Website

Information and important dates are regularly updated on our website. You are also able to access a variety of links, eg. uniform ordering, absence reporting, forms, program brochures and newsletters.

6. SMS

At times, the College may send SMS messages to parents to convey vital information or reminders. The SMS system is also utilised to advise parents of unexplained Lates and Absences from the College.

7. Facebook

Search Ashdale Secondary College on Facebook and 'Like' us to keep up to date with current events and information.

YOUR CHILD WILL HAVE THE
OPPORTUNITY TO ACHIEVE
MORE THAN YOU IMAGINED



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"Achieving a Positive Future"

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