

Ashdale
Secondary College

The background of the cover is a photograph of the Ashdale Secondary College building and courtyard. The building is a modern, multi-story structure with a prominent covered walkway supported by numerous columns. The courtyard in the foreground is paved and has some greenery. The sky is a clear, bright blue. Large, abstract, flowing shapes in shades of blue and yellow are overlaid on the image, creating a dynamic and modern aesthetic.

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 your child's transition into our College.

Ashdale Secondary College is part of the Ashdale Cluster, including Landsdale Primary School, Ashdale Primary School, Madeley Primary School, Carnaby Rise Primary School and Landsdale Gardens Primary School. Our partnership with these Cluster schools sees the creation of a seamless transition from primary school to high school and 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 potential and work towards achieving a positive future.

We believe that the partnership between home and the College is crucial in the successful education of your child. The College communicates with the community on various platforms and encourages parent communication and feedback. Your child's education and well-being are our priority. We look forward to working with you as we nurture your child and celebrate their successes in the years to come.

Jacquie Bogunovich
Principal

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College Contacts

Address:	75 Westport Parade, Darch WA 6065
Phone:	6207 1300
Email:	ashdale.sc@education.wa.edu.au
Website:	ashdalesc.wa.edu.au
Absentee Email:	ashdale.sc.absentee@education.wa.edu.au
Absentee SMS:	0409 686 299
Office Hours:	Monday - Friday, 8.15 am - 3.30 pm

A Distinctive Education

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

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

At Ashdale Secondary College, we are committed to being technology-smart and technology-rich. We embed technology in all our teaching and learning programs, using a robust pedagogical base to encourage transparent and effective learning outcomes. Our students, staff, and the community are skilled in effectively using all learning technologies and working to build STEM skills across all Learning areas. Ashdale Secondary College is a Specialist Technology School fully supporting this vision.



Our Teachers

Ashdale Secondary College is committed to selecting and supporting the best teachers who can inspire a love of learning within students.

Our teachers 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.

At Ashdale Secondary College, we believe in the power of collaboration. Our staff continually renew and build on their skills in a supportive and collaborative environment, enriching the teaching and learning program of our college. All staff work on a common framework for teaching and learning: LEARN & GROW, ensuring student outcomes are enhanced in all Learning Areas.

College Policies

The College has established policies in several 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
- ICT Usage Policy
- Prohibited Substances Education and Response

These policies can be viewed in full on the Ashdale Secondary College website under the About tab.

Classroom Timetable

Note different times on Wednesday

Monday, Tuesday, Thursday & Friday:

Period 1	8.45 am - 9.45 am
Period 2	9.50 am - 10.50 am
Mentor Group	10.55 am - 11.10 am
Recess	11.10 am - 11.35 am
Period 3	11.35 am - 12.35 pm
Period 4	12.40 pm - 1.40 pm
Lunch	1.40 pm - 2.10 pm
Period 5	2.10 pm - 3.10 pm

Wednesday:

No Mentor Group

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

Gate Access Times

Westport Parade

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

Parents needing to drop off or collect students during the day or for after-hours 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 am and 9.15 am, and between 2.15 pm and 4 pm.

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

All gates are locked during the school holidays.

Absences

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

Text message: 0409 686 299

Phone: 6207 1300

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

Online: ashdalesc.wa.edu.au
(Absentee Form, left side of the Home Page)

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

Punctuality

Children who arrive at the College 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 the College after 9 am are required to enter through Student Services with a written explanation for their lateness. They will be issued a late slip for entry into class. Those who fail to provide a written reason will be marked as unsatisfactory in the attendance register, and the College will contact parents 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 if your child is leaving the school grounds early.

If your child is leaving the College early **accompanied** by you, signing them out at the Administration Office is a legal requirement.

If your child needs to leave the College early **unaccompanied** by you, they will require a written note from a parent or guardian. Students must present this note to Student Services to receive a pink slip.

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



Secondary Assistance Scheme

Through the Department of Education, the State Government provides financial support to eligible parents through the Secondary Assistance Scheme (SAS). This scheme assists low-income families with secondary schooling costs.

The allowance under the Secondary Assistance Scheme (SAS) is divided into two (2) components, each serving a specific purpose. The \$235 Educational Program Allowance is paid to either the parent/guardian or the College, while the \$115 Clothing Allowance is paid directly to the parent/guardian or the school.

Parents or guardians complete the application of students enrolled in Years 7 to 12, including the year the student turns 18.

Parents/guardians must hold one of the following cards:

- Department of Human Services (Centrelink) Health Care Card
Cardholder 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 only issued for medical benefits.

The card must be current during the first Term. The application must be in person, and forms are available from Administration Office. Applications close at the end of Term One. Any application received after this date will not be accepted.

Voluntary Contributions and Charges

Voluntary contributions, compulsory charges, and approved funding paid by parents and guardians are used to purchase textbooks, materials, and other resources students use 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 appreciates the financial support given by parents and guardians, which enables staff to continue to offer quality educational programs.

The preferred payment method is by Qkr! or direct deposit into the College's bank account:

Acc Name: Ashdale Secondary College

BSB: 066 - 040

Acc No: 19901762

Reference: Student Name

Alternatively, payments can be made at the Administration Office by cash, EFTPOS or credit card.

Payment plans are welcomed. Please get in touch with the College to make arrangements.

College Uniform

At Ashdale Secondary College, our Dress Code helps create a strong sense of community and belonging. We believe that when we all follow the same dress standards, it not only fosters College pride but also enhances our overall image.

Everyday uniform items include:

- white short sleeve button up shirt with ASC logo embroidered on left hand pocket
- navy blue uniform dress
- headscarves should be either plain white or navy in colour
- white undergarments beneath their white shirts as required
- navy blue pleated skirt with ASC logo
- navy blue pleated skirt with ASC logo
- navy blue cuff, flexi or sports shorts with ASC logo
- navy blue yolk pants or microfibre trackpants with ASC logo
- navy blue weatherproof jacket with ASC logo
- navy blue soft shell jacket with ASC logo
- navy blue fleece zip jacket with ASC logo

Unisex sports uniform:

- navy sports polo with ASC logo
- navy active sport short with ASC logo
- from 2023, Year 7 students are encouraged to purchase a sport polo shirt with ASC logo in their House colour

Footwear:

- shoes – enclosed school shoes/ sport shoes. Shoes must have minimal colour and branding and preferred colour is black. Open back footwear is not acceptable.
- socks/stockings – navy blue/black socks or stockings

GENERAL REQUIREMENTS:

- Make-up and jewellery are not appropriate or necessary.
- When directed, long hair must be tied back for safety reasons.
- Thongs, scholls, backless sandals and other forms of open footwear must not be worn.
- Safety specific requirements for uniform may be identified by subject areas.
- Students are to use the ASC school bag or a like product that will have the capacity to store a student's learning materials, laptop, physical education uniform, meals and personal belongings.
- Handbags and variations like bumbags, do not have the capacity to store a student's daily schooling requirements and are therefore inappropriate for a school environment.
- No clothing which is black, denim or has advertising is acceptable.

Students are NOT permitted to wear:

- hoodies of any description
- fleeced tracksuit pants
- any t-shirt except white under their white school shirt
- any windcheater, jacket or jumper that does not carry the ASC logo
- striped branded trousers
- skorts/skirts/shorts made with Lycra or Lycra blended fabrics

For ordering information, please see the Uniforms section of the website under the Enrol tab.

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 of the following Learning Areas:

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

Literacy and numeracy skills are a focus for each of the Learning Areas. 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 Learn tab on our website.

Bring Your Own Device Program

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

To achieve this, we have implemented a 'Bring Your Own Device' (BYOD) program for all year levels (Years 7 – 12). This program allows students to bring their approved device (e.g. laptop, tablet, iPad, etc.) each day to assist with their learning, thereby enhancing technology access throughout the College.

More information about the BYOD Program and the minimum specifications required is available on the College website under the Enrol 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. Students can drop into the Student Services building or make appointments to discuss health and well-being issues.

The services provided are free and confidential. If you are concerned about your child's health or well-being, don't hesitate to contact the College Nurse at 6207 1300.

Immunisations

Children receive all their early immunisations before 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 before 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; or
- visiting their local Department of Human Services Centre.

In secondary school, students are immunised by the Department of Health. They attend the College three (3) times per year to provide vaccinations to Years 7 and 10 students.

College Psychologist

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

This valuable service can assist with counselling, anger management, academic assessment and other areas. We also have a dedicated Student Support Coordinator available to work through problems with your child, ensuring that even less pressing issues are addressed.

Medications

Parents must complete an Administration of Medication form when their child must have prescribed medications during the day (form 3).

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



Medical Action Plans

Students with specific healthcare 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, stating the care and medication that the College may need to support the student while at the College or on an off-site excursion.

Parents and caregivers should ensure the medical information is updated for our school records. Health care plans will be sent out at the start of each year and returned to the administration office as soon as possible. Such plans are for students with Anaphylaxis, Diabetes, Epilepsy and Asthma.

Students who are unwell

Please only send your child to school if they are well. Students feeling unwell must report to Student Services. The College will contact parents to make arrangements to collect 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 (6207 1300).

In an emergency, you should take immediate responsibility for your child. If you or your nominated contact is unavailable, the College will take all reasonable measures to ensure medical attention is given as soon as possible. For this reason, parents and caregivers must keep their contact details updated.

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



Mobile Phones

In line with the Department of Education's Student Mobile Phones in Public Schools policy and the College's ICT Usage Policy, students who bring mobile phones to the College must turn them off and place them in their bag from the first siren of the day. It must remain off and in their bag until the end of the day, including break times. This also applies to earpiece/ear pods. Smartwatches are to be placed in aeroplane mode from the first siren of the day. Emergency calls by parents are to be directed to the Administration Office.

Camps, Excursions and Incursions

Notices detailing excursion information are issued before 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 the College.

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.

Book Lists (Stationery/Personal Items)

Information about personal item requirements for the following year is issued late in Term 4. Ordering details will be placed on the College website under the Enrol tab at that time. You can order online or shop directly at the store.

Students riding or driving to the College

If your child rides a bike or scooter to school, you must ensure that they are in roadworthy condition and wear helmets. They should have a chain to lock their bikes to the bike racks, and they are not permitted access during College hours.

Students who drive their vehicles to school cannot park in designated staff parking areas. They are encouraged to park in the parking bays along Macdonagh Ave and Carlingford Drive

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. We ask parents/guardians to reinforce these rules with their children.

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 must order an adult Smart Rider card, which will incur a \$10 charge.

Learning Hub

The Learning Hub is an engaging, student-focused learning space that encourages engagement in various multifaceted activities. Within our Learning Hub is the College Library. Students and staff have access to the library system on and off College grounds, using the web-based catalogue to browse, select and reserve a wide range of recreational and curriculum resources in printed and digital formats.

Curie Café

The College cafeteria, the Curie Café, is privately operated by Illusions Catering Pty Ltd. The menu follows the Department of Education's Healthy Food and Drink Policy, supporting and promoting students' healthy eating. The Café is open daily for recess and lunch and provides various food and drinks with cash and EFTPOS facilities. The Café also offers online ordering via Qkr!. Please search for "Ashdale ASC Canteen" on Qkr!. A dedicated café entrance and counter for online orders will be assigned to limit wait times.

Lost Property

All articles of clothing and equipment brought into the College must be 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

Students should not bring valuables of any kind to the College. Money or other valuables should never be left in school bags. Department of Education insurance does not cover valuables.



College Board

The Ashdale Cluster Board and Ashdale Secondary College Board work with the College to achieve the best student outcomes. Their functions are covered by legislation, and the elected members include parents, community members, staff, and students in secondary settings. Community members may be invited to join to add depth of knowledge to the Board. The Principal of the College and the Principals of the Cluster primary schools are members of the Cluster 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 the Regional Executive Director gives prior approval

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 students attending the College and all citizens within the 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.

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 annually 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 here. Parents/guardians can talk to our staff anytime, and we welcome your comments. A complete list of teachers' email contacts can be found under the About Us tab of our College website.

There are several ways we will keep in contact with you:



Parent-Teacher Interviews

Parent-Teacher Interviews are held in Term One, following the distribution of interim reports, and again in Term Three, following Semester One reports. These meetings allow you to discuss your child's progress and collaboratively develop goals for your child. We encourage you to make appointments with teachers throughout the year to discuss any issues or concerns.



Connect

Connect is an excellent way to communicate with your child's teacher, allowing a direct email link. Connect will enable 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. Contact the Administration Office for details if you want to register for Connect.



Student Reports

Formal reporting occurs twice yearly at the end of Terms 2 and 4.



Facebook

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



Newsletter

The Ashdale Download newsletter is issued by email once 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.



SMS

The College may sometimes send SMS messages to parents to convey vital information or reminders. The SMS system also advises parents of unexplained Lates and Absences from the College.



Website





Information and important dates are regularly updated on our website. You can also access various links, e.g. uniform ordering, absence reporting, forms, program brochures and newsletters.



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