

integrity
achievement

Welcome 2018

achievement SECONDARY
INFORMATION HANDBOOK

excellence

respect integrity

achievement

excellence

respect



learning close to home

MERREDIN COLLEGE

A Wheatbelt Independent Public School



Our School Motto

Advance Together

Our Vision

Merredin College is the benchmark in rural educational excellence. We aspire to develop a community of engaged, creative and independent lifelong learners who aim high, value diversity and contribute positively to the global community.

Our Mission

In partnership with our parents, we seek to instil in our students high standards for academic scholarship, integrity, leadership, and responsible citizenship so that they may enjoy freedom through knowledge, and lead healthy productive and meaningful lives.

Our Values

Achievement

For students; expecting and accomplishing academic, sporting, cultural, citizenship and social growth through practice and perseverance. For staff; personal best in our job to ensure this happens.

Excellence

Striving for mastery in all aspects of our job which contributes to student learning.

Respect

Demonstrating that we value self, others and property.

Integrity

Acting according to high moral principles including being honest and trustworthy.



Woolgar Avenue
MERREDIN WA 6415

Telephone: (08) 9041 0900
Facsimile: (08) 9041 2008

Email: Merredin.College@education.edu.au
Website: www.merredincollege.wa.edu.au

Contents

Principal's Welcome.....	3
Key College Staff.....	4
School Charges	5
School Bell Times	6
2018 Term Dates	6
Our Academic Program	7-8
Reporting	9-10
Recognising the Demonstration of Values	11
Pastoral Care and Student Services	12
Attendance at Merredin College	13
School Rules: Rights and Responsibilities	14
Code of Conduct.....	15
Behaviour Management at Merredin College	16
Good Standing.....	16
Behavioural Flow Chart	17
Student Homework	18-19
Electronic Device Policy	19
Countering Bullying Policy	20
General Information.....	21-23
Map of Merredin College.....	24
The Areas that are Out of Bound	25
Merredin College Uniform	26-27
Supporting Merredin College as a Parent/Carer	28
School Bus Services	28
Merredin Residential College	29



Welcome

I am pleased to extend a welcome to all 2018 new students who will be joining Merredin College next year. I am delighted that you have chosen our College to begin your secondary educational journey.

A new school is always an exciting time. It presents opportunities for various beginnings – new classes, new faces and friends, sometimes new courses, new expectations, a busier schedule, more choices and often new materials. Students who are new to secondary education will have the opportunity of being able to access specialist teachers and to study in purpose-built rooms. For some of you, this will also be a time of great anxiety and for this reason we encourage you to join our transition program which is outlined in this booklet. We also encourage parents/carers to contact the College if you require further support for your child.

When you are commencing as a Year 7 or a Year 11 student in 2018, the next four years are a time for growth, challenge and adventure. Your child's time at Merredin College will be exciting and filled with many new openings. I am proud of our staff and students and invite you to get to know our College. I encourage students to work hard and make the most of all of the opportunities on offer. Parents and carers are essential as partners in the education process, working alongside our staff to achieve the best possible outcomes for students. I urge you to become involved by joining the P&C, volunteering or visiting the College when you can.

This booklet is designed to provide students and their parents/carers with preliminary information to assist with the transition process. Whilst the information is current at the time of writing, minor changes may occur between now and the start of 2018.



Beverly Stares

Principal

***"The message we want to give to all students;
You are important, you can succeed, and we
will not give up on you."***

Key College Staff 2017

PRINCIPAL

DEPUTY PRINCIPAL (Yr 7-12, Curriculum)

DEPUTY PRINCIPAL (Student Services)

DEPUTY PRINCIPAL (K—6)

DEPUTY PRINCIPAL (K—6)

MANAGER CORPORATE SERVICES

Mrs Beverley Stanes

Mr Gerard Rennie

Mr Jarrad Ritchie

Miss Lynne Herbert

Mrs Leah Boehme

Mrs Thelma Motzel

Mrs Janelle Millar

PASTORAL CARE TEAM/STUDENT SERVICES:

School Psychologist

School Nurse

School Chaplain

Ms Teagan Pascoe

Ms Rebecca Waye

TBA

HEAD OF LEARNING AREAS/TEACHERS IN CHARGE:

ENGLISH

HEALTH AND PHYSICAL EDUCATION

THE ARTS

MATHEMATICS

TECHNOLOGY AND ENTERPRISE

SCIENCE

SOCIETY AND ENVIRONMENT

CAREER & INDUSTRY/VET

Mrs Julie Tiller

Mr Darren Gardiner

Miss Natalie Beale

Mr Darren Gardiner

Miss Natalie Beale

Miss Alyce Rogerson

Mrs Julie Tiller

Mr Wayne Wallace

CLAN LEADERS:

Year 7:

Year 8:

Year 9:

Year 10:

Year 11 and 12:

Ms Sarah Johns

Ms Kelly Robins

Mr Tom James

Ms Natalie Beale

Mr Nathan Tibbits

MERREDIN RESIDENTIAL COLLEGE:

MANAGER

BUSINESS MANAGER

Mrs Lizz Moody (0427 411801)

Mrs Robyn Kellie (90411 727)

School Charges

Voluntary Contributions and Charges

In 2017 the maximum Year 7,8,9 and 10 Voluntary Contributions was \$235.00. Parents/carers will be informed in Term 4, 2017 regarding the 2018 Voluntary Contributions and Charges and the information will also be provided in Term 4 regarding maximum outlay of extra cost options (camps, excursions, etc)

Contributions and Charges

Senior school course charges are not voluntary and must be paid. For most courses in the Senior School text books are required to be purchased. Books can be ordered online. Details on how to order will be with the documentation outlining the booklists and course charges which are sent to families at the end of each year. Estimated course costs are listed in the Upper School Curriculum Handbook so that parents understand the financial commitment for each course.

As already mentioned, in Years 11 and 12 all course charges are compulsory.

In addition to these compulsory charges there are also additional charges for:

- (a) optional activities in any course for which there is a cost associated with their provisions (eg. excursions, camps, etc.)
- (b) other optional school-based activities which address broad learning outcomes and for which there is a cost (eg. School and social events, such as graduation dinners or school balls, etc).

Participation in optional activities (b) is voluntary, but a compulsory charge is payable if the student chooses to participate.

If you require assistance or advice on these charges please contact the Manager Corporate Services.

Financial Assistance

The Secondary Assistance Scheme is available to secondary students whose parents hold Centrelink Family Health Care or Pensioner Concession Cards or Veterans' Affairs Pensioner Concession Cards. The scheme includes the Clothing Allowance (\$115 paid to school or parent) and Educational Program Allowance (\$235 paid directly to the school).

If you think you are eligible for the Secondary Assistance Scheme, please apply through the school before the end of March.

Students in receipt of ABSTUDY are eligible for the ABSTUDY Supplement Allowance.

The Secondary Assistance Scheme is available to students up to and including the year in which they turn 18, and only if they have a parent who is a holder of one of the prescribed cards listed below:

- Centrelink Pensioner Concession Card; or
- Centrelink Health Care Card (Family card only – not for a specific child for medical purposes, viz: “CDA” type [Child Disability Allowance]); or
- Department of Veterans' Affairs Pensioner Concession Card.
- Cards that are not eligible are TPI and Gold Cards.

A Youth Allowance is available for eligible students through Centrelink when they turn 16 – generally this is in Year 11.

Secondary Bell Times

Period	Monday	Tuesday	Wednesday (Early Close)	Thursday	Friday
1	8.50—9.50	8.50—10.00	8.50—9.50	8.50—10.00	8.50—10.00
Form	9.50—10.00	-	-	-	-
2	10.00—11.02	10.00—11.02	9.50—10.52	10.00—11.02	10.00—11.02
Recess	11.02—11.30	11.02—11.30	10.52—11.10	11.02—11.30	11.02—11.30
3	11.30—12.30	11.30—12.30	11.10—12.10	11.30—12.30	11.30—12.30
4	12.30—1.30	12.30—1.30	12.10—1.10	12.30—1.30	12.30—1.30
Lunch	1.30—2.00	1.30—2.00	1.10—1.30	1.30—2.00	1.30—2.00
5	2.00—3.00	2.00—3.00	1.30—2.30	2.00—3.00	2.00—3.00

Primary and secondary students have separate lunch breaks to maximise the use of the oval . The Secondary lunch break is 1.30pm-2.00pm (Mon, Tues, Thurs & Fri) and 1.10pm-1.30pm (Wednesdays).

The College closes early on a Wednesday for school development purposes.

2018 Term Dates

Semester 1	
Term 1	Wednesday 31 January — Friday 13 April
Break	Saturday 14 April — Sunday 29 April
Term 2	Monday 30 April — Friday 29 June
Break	Saturday 30 June — Sunday 15 July
Semester 2	
Term 3	Monday 16 July — Friday 21 September
Break	Saturday 22 September — Sunday 7 October
Term 4	Monday 8 October — Thursday 13 December

Our Academic Program

The Western Australian Curriculum

Merredin College has implemented the first two phases of the Western Australian Curriculum based on the Australian Curriculum. It sets out the knowledge, understandings, skills, values and attitudes that students are expected to acquire. Phase 1 covers English, Mathematics, Science, Humanities and Health & Physical Education.

The School Curriculum and Standards Authority (SCSA) is responsible for the final curriculum content and implementation timelines for W.A. The full implementation of Phase 3, The Arts and Technologies is expected to be in place by the end of Semester 1 2018. Until full implementation, courses will remain based on the existing Curriculum Framework.

Curriculum and Assessment

Merredin College will, as part of the planning the school undertakes, ensure that:

- **Assessments are an integral part of Teaching and Learning**
Assessments are carefully constructed to enable judgements to be made about students' progress in ways that contribute to ongoing learning.
- **Assessments are educative**
Assessments can contribute to learning in a number of ways. They
 - a. encourage in-depth and long-term learning.
 - b. provide feedback that assists students in learning and informs teachers' planning.
 - c. enable students to focus their attention on what they have to achieve (when assessment criteria are provided) and give them feedback about their progress.
- **Assessments are fair**
Assessments take account of the diverse needs of students, are equitable with regard to gender, disability, background language and socio-economic status and do not discriminate on grounds that are irrelevant to learning.
- **Assessments are designed to meet their specific purposes**
Information is collected to establish where students are in their learning and can be used for summative purposes (assessment *of* learning) and for formative purposes (assessment *for* learning) because it is used to inform subsequent teaching. Summative assessment involves assessment procedures that determine students' learning at a particular time. Formative assessment is used by teachers during the learning process to improve student attainment and to guide teaching and learning activities. It may involve qualitative feedback (rather than scores).
- **Assessments lead to informative reporting**
Reporting happens at the end of a teaching cycle and should provide an accurate summary of the information collected for each student so that useful feedback is available for students, parents and teachers.
- **Assessments lead to school-wide evaluation processes**
Schools use teacher's qualitative and quantitative data and standardised test data to identify priorities, set targets, plan for and implement school improvement processes and evaluate the success of strategies.

Course and Assessment Outlines

At Merredin College in every subject teachers are required to distribute course and assessment outlines within the first three weeks of every semester or the first three weeks of the start of a new subject/course. Course and assessment outlines include a course description, a list of planned learning outcomes, work practices needed, materials required, homework expectations, assessment items, allocated marks and due dates. Parents may request a copy of this outline from their child's teacher.

Learning Area Overview - Years 7, 8, 9 and 10

In Years 7, 8, 9 and 10, all students study a common and balanced curriculum that is designed to allow them to demonstrate learning in all eight learning areas as outlined in the Western Australian Curriculum.

Students who have a question regarding their timetable or course selection are asked to contact the Deputy Principal (Mr Gerard Rennie)

Year 7

- The Arts (Drama, Art and Dance)
- English
- Health and Physical Education
- Mathematics
- Science
- Humanities and Social Science (HASS)
- Technologies (in Agriculture, Woodwork, Home Economics and Information Technology) – one context in each term

Year 8

- The Arts (Drama, Art and Dance)
- English
- Health and Physical Education
- Mathematics
- Science
- Humanities and Social Science (HASS)
- Technologies (in Agriculture, Woodwork, Home Economics and Information Technology) – one context in each term

Year 9

- The Arts (Drama, Art and Dance)
- English
- Health and Physical Education
- Mathematics
- Science
- Humanities and Social Science (HASS)
- Technologies (in Woodwork, Metalwork, Home Economics and Information Technology)

Year 10

- The Arts (Drama, Art and Dance) - student's choice
- English
- Health and Physical Education (Volleyball is also offered as an option by invitation)
- Mathematics
- Science
- Humanities and Social Science (HASS)
- Technologies (in Woodwork, Metalwork, Home Economics and Information Technology) – student's choice

Year 11 and 12 - Please see the Merredin College Senior Secondary Curriculum Handbook 2018.

Reporting

Teachers will make judgements of student achievement in relation to expected standards and will regularly monitor, evaluate and report on each student's achievement. They may use a variety of methods for recording assessment information including anecdotal records; audio and visual recordings; checklists; marking keys; portfolios; records of test results; observation notes and Documented Plans (Individual Education Plans and Group Plans).

The monitoring of student progress will result in a grade (see below) for each subject/course studied which will be used for reporting, consistent with the school's assessment policy (*The Year 7-12 Assessment and Reporting Policy*). Students will be provided with a formal report at the end of each semester. Progress reports will also be issued in Term 1. These indicate Achievement (without grades) and Attitude to that point in the term. Parent/teacher interviews occur soon after the Progress reports and again following the Semester 1 reports in Term 3.

Grades

Student achievement in the learning areas taught is reported on a five-point scale.

Letter grade	Achievement descriptor
A Excellent	The student demonstrates excellent achievement of what is expected for this year level.
B High	The student demonstrates high achievement of what is expected for this year level.
C Satisfactory	The student demonstrates satisfactory achievement of what is expected for this year level.
D Limited	The student demonstrates limited achievement of what is expected for this year level.
E Very low	The student demonstrates very low achievement of what is expected for this year level.

For students with disabilities or other identified learning needs it may be more appropriate to monitor their progress and achievements using Individual Education Plans and other planning/monitoring tools.

Teachers provide individual students with feedback on their performance and will engage in ongoing communication with parents/care givers about student achievement and progress. Ongoing communication throughout the year is critical to ensure parents/caregivers are kept informed of their child's progress. It also provides an opportunity for parents to inform the school of any developments at home. Parents/caregivers should not be surprised when they receive information on their child's progress and achievement.

Teachers will also administer prescribed system assessments:

- To Year 7 and 9 NAPLAN (National Assessment Program – Literacy and Numeracy)
- To Year 10 who have not met the NAPLAN standard in Year 9, the OLNA (Online Literacy and Numeracy)
- To Year 11 and 12 who have not met the OLNA standard

Teachers will use the Department of Education's Reporting Templates to issue a report to parents/caregivers for each student in Years 7-10 at the end of each semester. Formal report to parents includes teacher comments and an assessment against a core set of attitude, behaviour and effort attributes. In considering the best interests of a child's development and self esteem, schools and teachers, in consultation with parents may replace the A-E grades with an alternative reporting format.

Communicating Student Progress

Ongoing communication throughout the year is critical to ensure that parents/caregivers are kept informed of their child's progress by receiving timely advice at important stages in their child's development. Parents/caregivers are entitled to know what achievement outcomes are at particular year levels. We provide accurate and detailed information about how students are performing in relation to these expectations. In addition to the formal reports and so that parents/caregivers are not surprised when they receive that information, Merredin College will in consultation with teachers, parents and caregivers, report informally in a variety of other ways, including:

- Information sessions about the teaching and learning program, timed to suit the needs of each student or year group.
- Interim Reporting Night (following the Progress Report)
- Parent/caregiver-teacher discussions that may include three-way conferences in which the students participate.
- Telephone discussions as well as informal encounters and discussions between parents/caregivers and teachers
- Annotations in homework diaries and journals.
- Letters, email and other forms of correspondence from teachers to advise parents/caregivers about successes or concerns.
- Student-directed reporting, in which students show how their knowledge, skills and understandings have developed through discussions or presentations of key achievements.
- Selecting samples of annotated and referenced work examples as part of portfolio evidence.
- Responses to requests from parents for additional information.

Timelines - Reporting to Parents

- Term 1** Approximately in Week 6 of Term 1, you will be invited to an Interim Report Night to discuss your child's progress and achievement. This will give you an idea about how well they have transitioned
- Term 2** *You will receive a mid year report in the last week of term*
- Term 3** A Parent Night will be held at the beginning of Semester 2 where you will have the chance to discuss your child's Semester 1 Report with teachers from each Learning Areas.
- Term 4** You will receive an end of year report in the last week of term.

Recognising the Demonstration of Values

The Merredin College values are *Achievement, Excellence, Respect and Integrity*.

Students are encouraged to strive to achieve at their potential in every endeavour whether academic, sporting, cultural, or citizenship. Students are acknowledged for their *achievement* at every opportunity. Achievements are published.

College Assemblies

Merredin College conducts assemblies twice each term, to recognise student achievement or progress.

Certificates of Excellence are given in each year in each subject for achievements such as:

- achieving the top marks in their class.
- showing the most commitment.
- most improved.
- preparing a particularly impressive piece of work.

The student who earns the most certificates is the *Student of the Month* winner for that year group. At each assembly, Citizenship Certificates are awarded for students who demonstrate *respect* and *integrity*.

At the end of Semester 1, *Academic Achievers* are recognised at the first Term 3 assembly. These are the top academic students in each subject. Academic Achievers receive a certificate, a pen and a badge.

Year 11 and 12 Award Assemblies

The Year 11 awards from the previous year are handed out at the first assembly for the year. This is held on the first day back for students. The Year 12 Awards Night is held in early Term 4 and acknowledges a number of special awards as well as course awards.

Year 7-10 Presentation Assembly

At the end of the school year, a Presentation Assembly is held to celebrate the achievements of outstanding students in each year level. Students in Year 7-10 are awarded the following:

- Academic Excellence – academically the top student for each year
- Citizenship
- Subject winners

Pastoral Care and Student Services

Our goal is to make sure that our students are healthy and happy young people who are equipped both academically and socially to contribute to society.

Who works in Student Services?

There are several staff members who make up the Student Services team at Merredin College and who work collaboratively to support students at risk and in need. The team consists of:

- **Student Services Deputy Principal** (Jarrad Ritchie) – responsible for attendance and behaviour of secondary students and coordination of the Student Services team.
- **Vocational Education and Career and Industry Manager** (Wayne Wallace/Tracey Sutherland) – provide career advice, course counselling for students, manage the VET program and organise all work placements.
- **School Chaplain** (currently Sal Marias) - currently 1 day per week — provides pastoral care of referred students including mentoring; organisation of Bibbulmun Track excursion.
- **Five Year Coordinators** (Yr 7, 8, 9, 10, 11/12) – provide general pastoral care of students in their year group. Conduct year group meetings two or three times per term.
- **School Psychologist** (Teagan Pascoe) - works with students based on referrals from the teaching staff and the Deputy Principal of Student Services after discussion with parents/guardians.
- **Aboriginal Liaison Officer/AIEOs** (Tanya Garlett, Christina Smith and Jeno Hayden) – liaison with families of Aboriginal students to attend to the needs of our Aboriginal students.
- **Education Support Coordinator** (Fleur Forsyth) – the coordinator looks after the interests of special needs students.
- **School Nurse** (Rebecca Waye) – This is a part-time position. The school nurse assists with Health Care Plans and general issues related to health in the school

Who to Contact?

• Students with personal issues are asked to contact the Deputy Principal of Student Services (Jarrad Ritchie) or the Form teacher (who will contact the relevant Clan leader).

- Year 7 TBA
- Year 8 Kelly Robins
- Year 9 Tom James
- Year 10 Natalie Beale
- Year 11 & 12 Nathan Tibbits

Attendance at Merredin College

Absences

If for any reason a student is absent from school, a phone call to the school is required to Student Services on 90410924, preferably before 9am, to register this absence and also provide a reason. On the day the student returns, they must bring a note from home to explain why they were away. They should give the note to Student Services within two days of returning to school. The College should also be notified of more lengthy absences. Notes can be left at the Student Services Office

Lunch Passes

A lunch pass is issued only to students who live in town and on the understanding that they only go to their own home for lunch, not another student's home and that no other students go home with them.

Students who want to be able to go home for their lunch, must first collect an application for a lunch pass request application from Student Services. After it is completed by parents or guardians, it is returned to the Student Services.

Late to School

Student who arrive late to school MUST report to Student Services and collect a late slip before going to class.

Leaving School Grounds

Students who need to leave the school throughout the day for an appointment or other valid reason, must bring written permission from home at the beginning of the day and take this note to Student Services to be signed by the Deputy. This signed note is taken by the student to class and shown to the teacher which gives the student permission to leave the class. Before leaving the school grounds, the student must go to the Student Services office, show their note to the office staff and record their details in the SIGN IN / SIGN OUT BOOK. They will be issued with a Student Leave Pass to take with them. On returning to school they are required to sign back in the SIGN IN / SIGN OUT book and obtain a late note for class if required.

Below is a copy of the form kept in the SIGN IN / SIGN OUT book.

DATE	NAME	FORM	TIME LEFT	SIGN OUT	TIME RETURN	SIGN IN	REASON FOR LEAVING

School Rules: Rights and Responsibilities

These apply to all members of our school community: students, staff and parents/carers.

Our Rights:	Our responsibilities:	Examples of acceptable behaviour:
To be treated with courtesy and respect	To show respect and courtesy to others	<ul style="list-style-type: none"> • Being polite and courteous. • Demonstrating respect for the culture/beliefs of all members of the school community. • Not bullying or inciting conflict. • Behaving appropriately. • Open, honest and respectful communication. • Effective complaints management.
To work in and enjoy a safe and clean environment	To behave responsibly and care for our school	<ul style="list-style-type: none"> • Taking care of school property • Using the rubbish bins. • Not bullying or inciting conflict.
To teach and learn without disruption	To ensure that there is no disruption to the learning and working environments of others	<ul style="list-style-type: none"> • Following classroom rules and instructions. • Being punctual. • Respective interactions with staff.
To allow students to achieve their educational potential	To engage actively in learning opportunities	<ul style="list-style-type: none"> • Meeting deadlines. • Trying your hardest and encouraging others to do the same • Providing honest feedback to parents.
To have our property respected	To leave the belongings of others alone	<ul style="list-style-type: none"> • Not interfering with or vandalising student and school property.
To feel proud of our school and our achievements	To ensure that our actions do not discredit the school or the achievements of members of the school community	<ul style="list-style-type: none"> • Showing appropriate behaviour when achievements are recognised.

Teachers or members of the Leadership team will contact parents and caregivers for major infringements of the school's rules.

Code of Conduct

Attendance

- Students must attend school regularly, and provide an explanation for any absences.

Punctuality

- Students are expected to arrive punctually to all lessons. It is the student's responsibility to report to Student Services and collect a late note if arriving at school late for any reason.

School Dress Code

- All students are expected to comply with the Merredin College dress code.

Behaviour

- All students should respect the rights of others in the school by behaving appropriately and using respectful language towards staff and peers.
- At Merredin College, students and staff will not tolerate or engage in violence, inciting conflict or bullying. Any incidents of these must be reported.

Classroom rules

Respect the rights of students to learn and teachers to teach in a disruption-free environment.

- Students should behave appropriately and respect the rights of others.
- Students should act respectfully to staff and other students.
- Students should comply with classroom rules and teachers' instructions.
- Students are expected to come prepared with the appropriate equipment.
- Students should not chew gum or eat in class.
- Students should use appropriate and respectful language at all times.

Movement around the school

The school grounds are out of bounds after school hours unless directed by a staff member.

- To enter any classroom or office, students require teacher permission.
- Students must line up in an orderly fashion when waiting for a teacher to arrive unless the teacher has outlined other arrangements.
- Students must obtain teacher permission and carry a Movement Card when outside the classroom during class time.
- To leave the school grounds, students must obtain official permission, sign out and carry a pass.

School Grounds, Furniture, Buildings and Equipment

- Defacing or tampering with furniture, buildings or equipment will be treated as vandalism.
- Students must sign and comply with the Computer and Internet Users' Agreements.
- Sports equipment should only be used on the ovals, gym, courts, West Quad or under teacher direction.
- Students are expected to show respect for all areas of the school, including garden areas.
- Respect your school. Keep it clean and tidy. Place rubbish in the bins provided.

Student Transport

- Bicycles and skateboards are not to be ridden in the school grounds. They should be parked in the racks at the rear of the staffroom and left there until the end of the day.
- Students require a permit to park cars and motorised scooters at the school.

Smoking and using illegal substances

- Alcohol or illegal drugs must not be brought to school.
- Smoking or use of illegal substances is not permitted at school or at school functions.

Stealing

- Students should not interfere with or take another person's property.

Music and phones

- Mobile phones, MP3 Players, I-Pods and other digital devices are banned at school.

Behaviour Management at Merredin College

All staff at Merredin College follow the same Behaviour Management policy to ensure students are in line with the school Code of Conduct at all times. Students are expected to demonstrate respect for themselves, their peers and staff at all times.

A brief outline of the Behaviour Management process is:

If a student misbehaves they will be given a verbal warning. If the behaviour continues the student's name will be written on the board with a cross. Once the student receives a third cross, they will be moved to isolation. If the student continues to misbehave in isolation, they will be sent to Buddy Class to complete a behaviour reflection and any work they are given. Should the student continue to misbehave they will be sent to an available HOC (Head of Curriculum) or the Deputy Principal of Student Services who will decide an appropriate consequence. This information is recorded in the School's database.

Please also refer to the **Merredin College Behavioural Flow Chart Years 7 - 12** on page 17.

Good Standing

All students begin the year in *Good Standing*. This means they are eligible to participate in excursions and incursions (although for some student activities there are also school attendance criteria).

The purpose of *Good Standing* is to:

- Provide extrinsic motivation to all students.
- Reward students who have done the right thing.
- Provide staff with a tool they can use to promote a positive learning environment.

Students can lose their *Good Standing* for the following reasons:

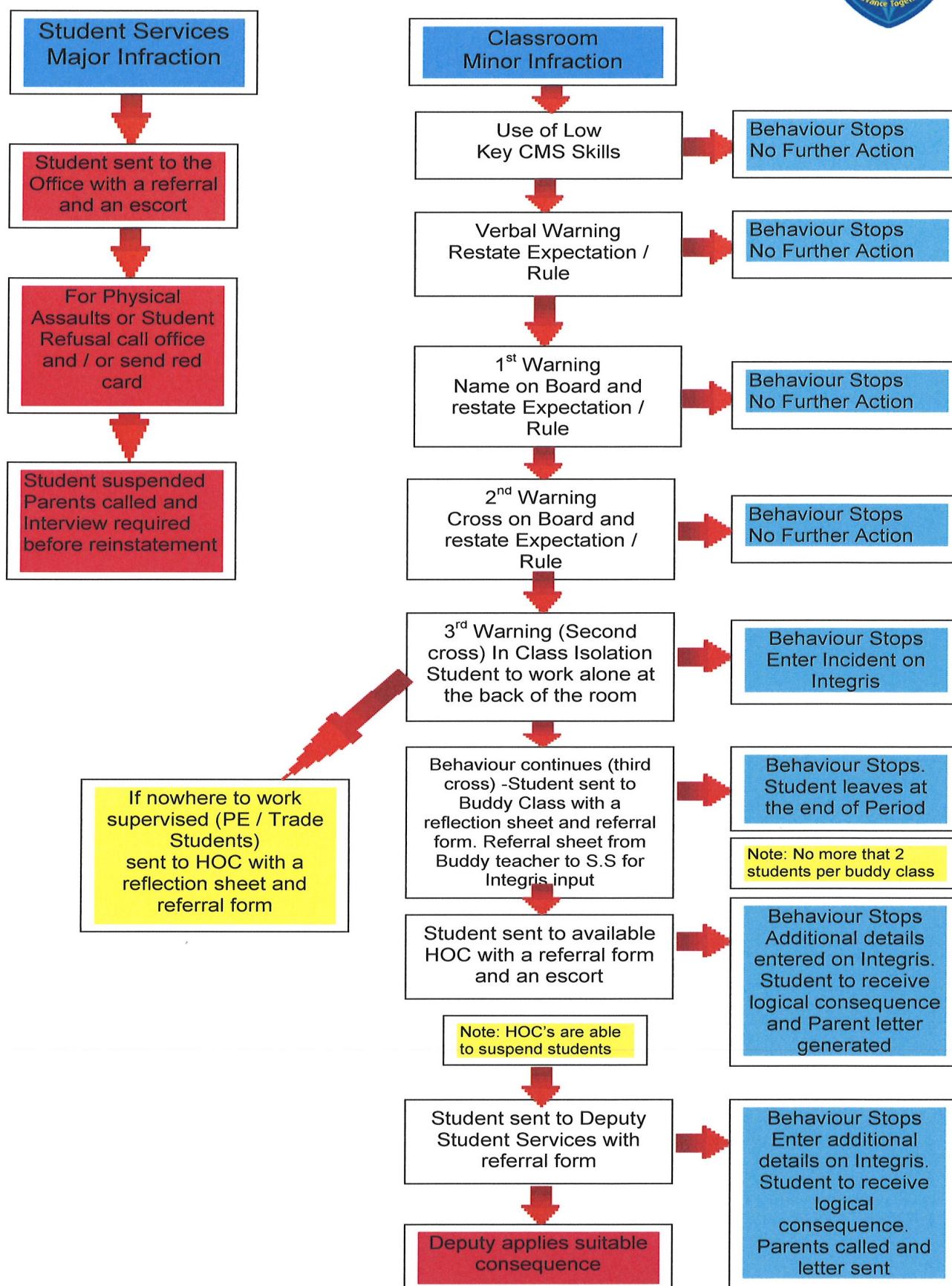
- Suspension
- Behaviour referrals in 4 weeks of schooling
- Non-compliance with the Merredin College Dress Code
- Non-compliance with the Merredin College iPod/mobile phone policy
- Non-compliance with the Merredin College computer usage policy

If a student loses their Good Standing they will automatically be unable to attend the School Ball, Country Week and the Year 9 Canberra Trip.

In relation to any other excursions/camps, students will be able to apply to earn back their Good Standing before these camps and/or excursions. This process is at the discretion of the Principal and Deputy Principal of Student Services. For further information please contact Jarrad Ritchie on 9041 0924.



Merredin College Behavioural Flow Chart Yr 7-12



Advance Together

Student Homework

Homework Policy

1. Merredin College has identified its expectations of the amount of time they believe should be spent on homework per week. These are outlined as guidelines only for teachers to use or for parents who require assistance in relation to determining what is a suitable amount of time for homework.

Recommended Amount of Time Per Week

Year 7 - Up to 4 Hours

Year 8 - Minimum of 6 hours

Year 9 - Minimum of 8 hours

Year 10 - Minimum of 10 hours

Year 11 - Minimum of 12 hours

Year 12 - Minimum of 15 hours

2. Parents may choose for their child(ren) to do less homework than suggested, however this should be done in consultation with the class teacher. In order to complete some class assessment tasks, students may be required to prepare at home. Failure to do this will jeopardise their grade.
3. Each teacher will have particular systems in place that will ensure clear communication is maintained between school and home (eg. diaries, home readers). Parents are encouraged to contact their child's classroom teacher if they have any queries/concerns or feedback.
4. Completed homework will be recorded and marked by the classroom teacher as appropriate. Below is an outline of some of the types of homework provided for students at Merredin College. Parents will be contacted by the teacher where there is a pattern of homework not being completed.
5. Students who do not complete homework could face one/some of the following consequences:
 - Recess/lunch time homework class. Student may be required to complete outstanding homework
 - Letter of Concern
 - Poor homework completion will be noted on the student report
6. For Year 7-12 refer to the *College Reporting and Assessment Policy* in relation to late submission of assignments.

What is Homework?

Years 7 - 12:

- Work set by the teacher to do at home
- Work set by the teacher that was not finished in class
- Assignments and projects
- Revision of the day's work
- Revision for test and exams
- Organising of study area, bag and filing
- Reading fiction or non fiction
- Practice of skills (eg. mental maths)

Homework Advice for Parents:

- Children need the opportunity to play and relax after school
- Homework is best done at a quiet time set aside for homework completion
- Completing homework in front of the television or with direct access to social media (Facebook & mobile phones) is not recommended
- Take a keen interest in your child's work and ask them to explain what they are completing for homework
- Students who take holidays during the school term may not be provided with extra homework to complete while they are away. Provision of such work will be at the discretion of the teacher concerned.

Government research into homework found that students perform better if their parents are involved in their homework, and that students who complete homework generally outperform students who do not, on some measures of academic achievement. - Education Review, February 2005

Electronic Device Policy

The Policy is in place to ensure that school is a happy, safe environment where we limit cyber-bullying. Nowadays people can capture images and upload them to the world-wide web via Facebook or YouTube immediately and this has potential to cause distress. Gaming devices and music playing can interfere with learning.

The College Board want Merredin College to be a mobile telephone, iPod/MP3 and gaming console free zone. Such technology and their attachments may not be used on school grounds unless a teacher has specifically obtained the approval of the Principal to use the devices for a curriculum related purpose. Parents who wish to contact their children for emergencies can do so via the Administration Office. Students may use the telephone in the Administration Office or Student Services if parents need to be contacted.

Mobile telephones, iPods or MP3 players which are seen in the possession of a student (even if not their own) will result in the student being requested to put the device away. If the student refuses or is seen with the device again, a number of steps are taken which may result in the device being confiscated, the student's name being recorded and parent being required to collect the device from Student Services.

Students who have gained staff approval to have an electronic devices for a particular purpose may leave them in the safe keeping of the Student Services staff when it is not required for class. The device will be secured, labelled with the relevant student's name and can be collected after the final bell of the day.

Other electronic devices such as iPads or personal laptops are to be used only with the permission of school staff and in accordance with the curriculum. Merredin College has a *Bring Your Own Device (BYOD)* program in place. Before bringing your own device for curriculum purposes, students should collect and read the Guidelines and User Agreement from Student Services. The User Agreement must be signed by students and parents or other responsible person before handing in to Student Services. Accessing these devices during break times and listening to music or watching movies on them is not appropriate.

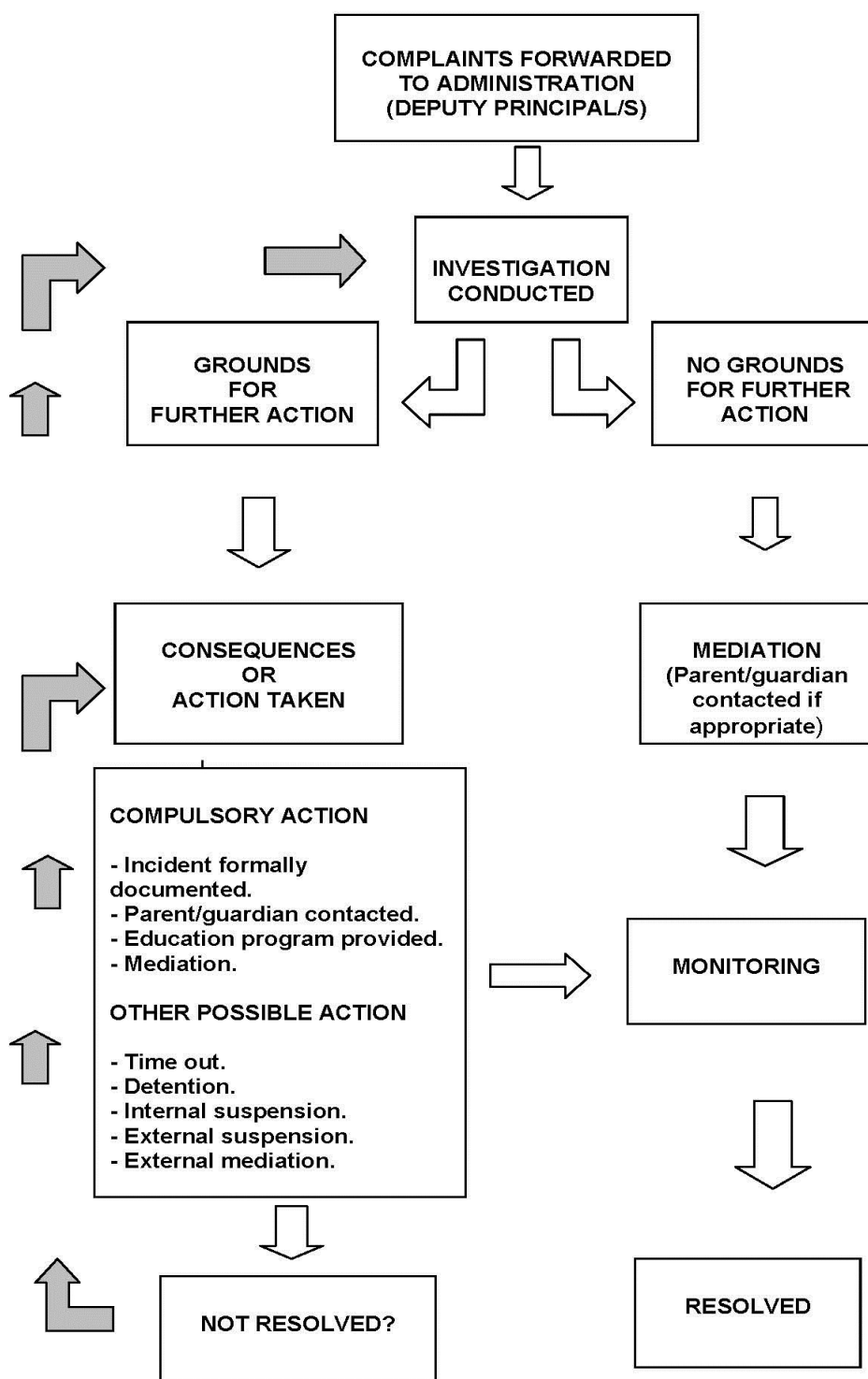
Parents who wish to contact their children for emergencies can do so via reception on 90 410 900

Student may use the telephone in the front office or Student Services if parents need to be contacted.

Countering Bullying Policy

Merredin College is proud of its stance against any form of bullying or harassment. If you feel bullied or harassed you must see a Deputy Principal to discuss your concerns so that action can be taken.

COUNTERING BULLYING POLICY COMPLAINTS PROCEDURE



General Information

Form Rooms

Students are placed in a Form based on their House/Faction. They will be in mixed year groups in their Houses for each form: Growden Yr 7-9, Kelly Yr 7-9, Mitchell Yr 7-9 and Law Yr 7-9. The same form groupings will occur for Year 10-12 (eg: Growden 10-12 etc). Form meets once per week.

Year Group Meetings

Year Group meetings are year group meetings run two or three times per term by the Year Coordinator. Information provided is specific to year groups.

Information Nights

Information Nights are held for special events such as the Canberra Camp or the Bibbulmun Track excursion. Parents/carers are also provided with an opportunity to discuss student progress at Parent/Teacher Interview Nights.

Houses/Factions

Students are placed in one of four Houses on enrolment at the College. Students can earn points for their house for academic and sporting performance, cultural activities and citizenship contribution to the College. The Houses are:

- Growden (Red)
- Kelly (Green)
- Mitchell (Yellow)
- Law (Blue)

Our Library

The Library is open for use by students during the second half of lunch every day except Wednesdays. The Library is open at 8.30am until 3.30pm every day except Wednesday when it closes at 2.30pm.

The Big Day Out

An orientation day held for students in Year 7 in early Term 1

Carnivals/Other Sporting Events

Although Merredin College is a K-12 school, primary and secondary carnivals are separate. Secondary students take part in the Merredin College Swimming Carnival and an Interschool Swimming Carnival. In addition they participate in the Merredin College Athletics Carnival. There were several other sporting opportunities including the Merredin College Cross Country, Meckering Cross Country, Football tour to Perth, Football Cup (Year 8 and 9 students) and Balga Boys Football match. In Year 9, students have the opportunity of participating in the Bibbulmun Track excursion or attending the week-long Canberra camp. As students progress towards upper school, they have an opportunity to take part in the Country Week Camp.

General Information Cont'd

Enrolment

Parents of students wishing to enrol need to complete all forms within the relevant enrolment package. This can be obtained by telephoning our school officers on 9041 0900. They will also provide you with assistance in completing the package if necessary. The completed package can be left at the College office or written applications and copies of other required supporting documentation can be sent to:

**The Principal
Merredin College
Woolgar Avenue
MERREDIN WA 6415**

On receipt of the completed documentation, appointments can be made with Mr Gerard Rennie, Deputy Principal (Year 7-12). This is especially important if enrolling part-way through a school year or if your child has special educational needs.

Students who are in Year 7-12 who do not live in Merredin and cannot commute by bus are advised to contact the Merredin Residential College on 9041 1727 for information regarding a boarding position.

Court Orders

It is essential that if there is any sort of Court Order issued regarding a student at this school, it should be produced at the School Office as soon as possible. Court Orders to do with Custody & Guardianship, Access Visits by non-custodial parents, Restraining Orders, etc., in fact any legal document issued by any Family Court in Australia are necessary to assist the school to maintain the highest degree of duty of care of students. Any information contained in these orders is strictly confidential, and ensures that staff members do not place children's welfare at risk, or place themselves in situations where they themselves may breach the law.

Birth Certificates

When enrolling your child at Merredin College you will be asked to show your child's Birth Certificate (original or certified copy) or birth extract or equivalent identity documents.

When supporting evidence cannot be provided, the principal considers the particular circumstances. Parent are reminded that providing false information is grounds for cancellation.

All school documentation should refer to the child's name as it appears on the official identification certificate (where that has been provided). However, if families want to use a different name on a daily basis it is reasonable for the principal to agree. In this way the child can be known to all at the school by the preferred name and the legal name appears only on any documentation.

In cases where the parent indicates the child's name and presence at the school need to be kept confidential the school will seek the advice of Coordinator Regional Operations who may need to confer with other authorities on which name is to be recorded and who should have access to the child's information.

General Information cont'd

Immunisation

On enrolment you will be asked to provide your child's Immunisation Certificate. Please be aware that if your child has not been immunised (or the immunisation records have not been sighted) and there is outbreak of a vaccine preventable disease such as measles or mumps at the College, your child will be exempted from school while the disease runs its course.

For measles for example, non-immunised contacts will be excluded from school for 14 days after the appearance of the rash in the last case identified in the school, unless the contact was immunised within 72 hours of first exposure.

To obtain your child's immunisation records go to the Department of Health website at the following address:
http://healthywa.wa.gov.au/Articles/S_T/Starting-or-moving-schools-immunisation-records

Health Management

All students require an up to date Student Health Care Summary which is available from the school.

The Student Health Care Summary

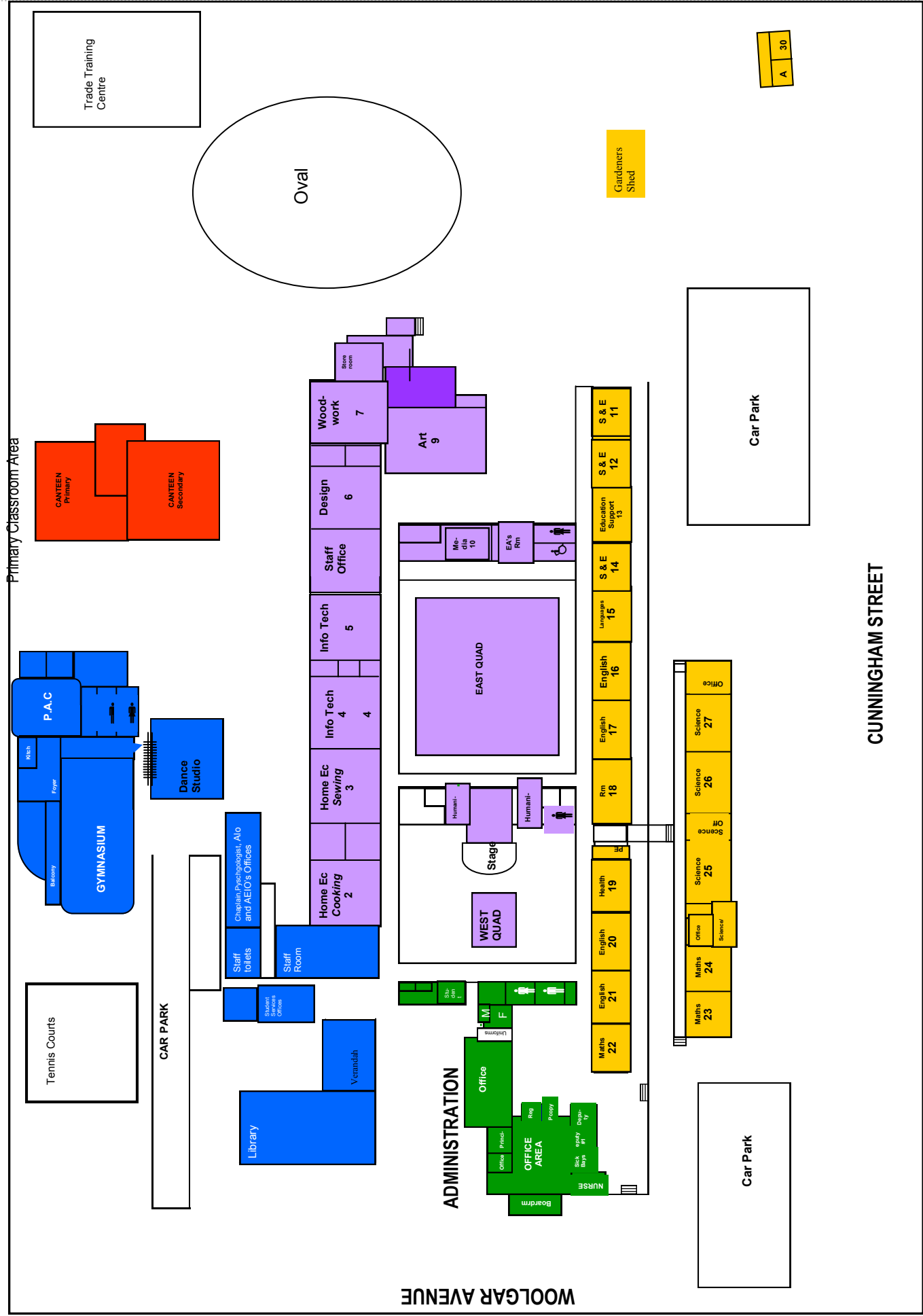
- Provides contact details for use in a medical emergency
- Seeks informed consent from parents for any necessary sharing of student's health information
- Informs parents that in a medical emergency they will be expected to meet the cost of an ambulance
- Ask parents to identify essential health information that could affect their child in an emergency e.g. allergy to penicillin
- Ask parents to list any health conditions their child has and to advise the school if support is required from school staff
- If support is required (e.g for severe allergies, diabetes, epilepsy, asthma etc) parents must complete one or more health care plans using a school-provided template

It is essential that the school be informed either at enrolment or on diagnosis of your child's allergies and whether your child has been diagnosed as being at risk of anaphylaxis. In this case you will be required to provide an Australian Society of Clinical Immunology and Allergy (ASCI) Action Plan completed by their child's medical practitioner. It is important that the ASCIA Action Plan provides details on how to manage mild to moderate allergic reactions and anaphylactic reactions including appropriate medications, as well as listing known allergens.

Medication which is to be taken during school hours is to be registered at Student Services (Year 7-12) or with the Primary Deputy Principal (K-6). Under no circumstances should medication be carried by students whilst at school.

Medication which is to be taken during school hours is to be registered at Student Services. Under no circumstances should be carried by students whilst at school.

Map of Merredin College — Note the room numbers for each subject



Areas that are Out of Bounds

1. All Car Parks

2. Staff Room and Area Outside

3. Front Door Access

Students should not enter the school through the front door.

4. Lunch Quads

The east central quad is for Years 7, 8 & 9 and the west quad is for Years 10, 11 & 12.

5. Lunch Rooms (Wet weather)

Announced on the day. NO room to be entered before school, during recess, or at lunchtimes UNLESS supervised by a teacher.

6. The School Gym and Performing Arts Centre

Are out of bounds unless P.E. staff or Pastoral Care Coordinators are in attendance.

7. Paddock Area at the rear of the school.

8. Front of School

Students are not permitted to congregate before school or to eat on the lawns at the front of the school.

9. Garden

All garden beds are out of bounds. Please respect our beautiful surroundings.

10. Science/Maths Wing

This area is out of bounds at recess and lunch time.

11. Student Services

Students may not enter from rear access @ bike rack.

12. Primary Site

Merredin College Uniform

Acceptance of enrolment at Merredin College assumes an agreement between the school, parents/guardians and the enrolling student that the dress code will be followed.

The Department of Education policy on School Dress Code allows schools to make the wearing of school uniform a requirement. It has been found that the wearing of a school uniform brings with it many benefits, such as the promotion of the school's public image; an enhanced school spirit; a reduction in rivalry between students; an increase in convenience and cost saving for parents; and preparation for work environments which have dress and safety codes.

At Merredin College a Dress Code Policy has been established after much consultation with all stakeholders. The policy has been formulated to meet the needs of the students, their families and the school. The P&C fully supports the policy and it has been endorsed by the School Council.

Students at Merredin College are expected to wear school uniform every day. If students are unable to purchase school jumpers or pants, navy blue alternatives are expected. Students who wear outrageous jumpers, shoes or very short shorts will be sent to Student Services for a Uniform Pass. If a student receives 5 Uniform Passes a letter will be sent home to parents/guardians and detention will be given.

Footwear

Footwear worn to Merredin College will be enclosed, lace up or Velcro, sport or a dress shoe style in black, appropriate for curriculum participation. No skates, flats, sandals or canvas slip-on type shoes are to be worn to comply with occupational health and safety standards. Sneakers must be worn for physical education classes or school sport representation.

Physical Education Uniform

The Physical Educational uniform is compulsory for all Year 7-12 students. The wearing of any physical education uniforms to regular classes (e.g. Science), or to and from school is not permitted (unless by prior approval for special events such as carnivals).

Jewellery

For reasons pertaining to safety, dog chains, collars and wristbands with spikes and studs are discouraged. For safety reasons, long dangling earrings are not suitable for school wear. Earrings should be confined to small hoops or studs. At the discretion of staff, students may be asked to tape up earrings during sport, recess and lunch activities.

Grooming

Hairstyles and colours should be conservative. Make-up is discouraged.

Body Piercing

The school is bound by *104A of the Children and Community Services Act 2004* which relates to body piercing. Piercings of the nose, eyebrow, lip, chin, cheek or neck are not allowed. This includes implants and any piercings deemed inappropriate. A piercing that is not visible or is not considered a safety or health hazard will generally not concern the school unless the student draws attention to it. If it becomes a problem, the student will be required to remove the piercing. Failure to do this will result in disciplinary action. Having a body piercing is NOT a legitimate excuse for not participating in physical education activities at Merredin College.

Merredin College Uniform



Girls Blouse



Girls Skirt



Girls Pullon Bootleg



Girls Dress Shorts



Girls Tights

Girls Bootleg Pants



Boys Shirt



Boys Shorts



Boys Trousers



Wet Weather Jacket



Rugby Jumper



Dress Jumper



Sports Shorts



Black Sports Shoes



Faction Shirts



Scarf



Sport Tracksuit
(Not compulsory)



Sport Cap

**Black shoes
are
compulsory**

* **Uniform Shop Open:** **Wednesdays 9.30am — 1.30 pm** *
* **(Located at Merredin College)** **Thursdays 3.00pm — 4.00pm** *

Supporting Merredin College as a Parent/Carer

Merredin College Board

The Merredin College Board meets twice per term (generally on a Thursday at 5.30 pm in Weeks 3 and 6) in the southern (secondary) staffroom. The 2017 Board members include:

Name	Term Concludes	Category of Membership
John McKane	2020	Parent
Dianne Dixon	2018	Parent
Jenny Doncon	2018	Parent (Secretary)
Jamie-Lee Walker	2020	Parent
Christie White	2020	Parent
Lisa Fischer	2020	Community
Julie Flockart	2018	Community (Chair)
Mick Hayden	2018	Community
Beverley Stanes		Staff

P&C Meeting

P&C meetings are held twice per term generally on a Monday in Weeks 4 and 8 (6 pm – 7.30 pm) in the southern (secondary) staffroom. Everyone is welcome to attend. The main office bearers are Kim Lane (President), Rochelle Willis (secretary/minute secretary) and Janelle Millar (Treasurer).

School Bus Services 'Orange' School Bus Services

The Public Transport Authority is requesting parents that have children starting or changing schools in 2018 and requiring bus travel to complete an online application for Transport Assistance at www.schoolbuses.wa.gov.au by no later than 31 August 2017 for travel in 2018.

If your child is currently travelling on an 'Orange' school bus and is not changing schools next year, there is no need to reapply as your transport arrangements as a rule will remain the same.

If you have any further questions please phone 9326 2625 or email schoolbus@pta.wa.gov.au

Merredin Residential College

Merredin Residential College is set in landscaped gardens, close to Merredin College and the town's excellent recreational facilities. The Residential College is a popular choice for many families throughout the vast Wheatbelt and mining region, seeking a quality residential care for their children. Students are drawn from varied backgrounds, including farming families in the Wheatbelt, mining or pastoral areas in the North-West.

Students are accommodated in their own rooms. A swimming pool and patio make for pleasant outdoor relaxation while a sizeable recreation hall allows students to engage in a variety of activities all year round. Basketball, table tennis, pool and volleyball are all available for anyone wanting to play. Students are encouraged to join the local sporting competitions such as football, netball, cricket, hockey and basketball.

Through the year the Residential College students take part in a senior and junior camp. Day-trips to Perth are also arranged to help students develop their cultural, social and sporting interests.

The Residential College provides a cheerful, communal environment, where cooperation and respect for others are encouraged. For most students, moving into a Residential College is their first experience of living away from home. An orientation program helps ease the initial transition for both students and parents, while a carefully structured pastoral care system ensures that students gain maximum benefit from the valuable boarding experience. Lifelong friendships are forged and personal qualities and skills are gained which endure through life.

Merredin College and the Residential College have forged an excellent relationship. Both Colleges remain in close contact with one another to ensure that children work to their full potential, and are happy and safe in caring and inclusive environments.

For further information, or to arrange a tour of the College you are invited to contact:

The Manager
Merredin Residential College
Caw Street (PO Box 138), MERREDIN 6415
Telephone: (08) 9041 1727
Fax: (08) 90 411801
Email: merredincollege@wn.com.au

