

Whyalla Secondary College Student Parent Handbook



Whyalla
Secondary
College

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Principal's Welcome



Dear Parents/caregivers and students,

It gives me great pleasure in welcoming you to Whyalla Secondary College. Whyalla Secondary College respects Aboriginal People as having the oldest continuing cultures in human history. Our students develop an understanding of diverse cultural backgrounds, appreciating our differences, and inspiring in many a life-long respect for the uniqueness and perspective of every individual.

Whyalla Secondary College (WSC) is committed to providing a safe and secure learning environment in which students can reach their potential in a positive school culture that engages and supports them in their learning. Student well-being and student learning outcomes are inextricably linked and aim to promote an understanding of this link in both the school environment and in the community. It is recognised that all staff are vital sources of support and are determinant in the success of their students.

Our students will become the social, political and cultural leaders of the next generation and the school has a clear responsibility to ensure that every student has been prepared to respond in a well informed, imaginative, courageous, caring and socially responsible manner. Ensuring our students maximise their personal achievements and are able to pursue the pathway of their choice. As a school community we remain passionate and committed to the continual improvement of our school in order to maximise the opportunities for all of our students and families. If you would like further information about our school, I welcome you to make contact with myself or one of our senior leaders.

Tricia Richman
Principal



Our Vision

Inspiring Possibilities

Whyalla Secondary College has a clear vision of the person we hope our students will become. Whyalla Secondary College prides itself on its Inclusion, Innovation and Integrity.

We aspire to provide a stimulating and challenging education that builds upon the vast and varied talents and interests of our diverse community, preparing our students for all pathways. We aim to foster not just academically successful students, but socially informed, culturally competent, responsible, multi-talented young citizens. Our tagline, 'Inspiring Possibilities', reflects our passion to encourage different ideas, cultures paths and experiences. We strive to empower our students to seize the day and turn their potential into the possible.

The college values support this vision with a focus on inclusion, innovation and integrity. Whyalla Secondary College is an ATRiUM focus school which will be evident in everything we do in year 7 to 12. Instead of differentiating the places for education, we are focusing on providing a personalised differentiated curriculum that enhances student voice, choice and engagement, to make the most of every student's learning journey.

A balance between tertiary and vocational opportunities are explored through Career Development in order for each student to take full advantage of the opportunities that our school offers in support of student post-school pathways.



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What is ATRIUM?

One of the unique aspects of Whyalla Secondary College is the emphasis the school places on ATRiUM. Instead of differentiating the places for education – general classroom and special classroom – we are focusing on the processes and perspectives of educators with differing expertise, as well as other professionals who collaborate to make the most of every student’s learning journey.

- ATRiUM capabilities provide a way to think about learning needs for all students.
- Focus on learning, not labels.
- Collaboration with families support responsive teaching.
- Early intervention allows provision of timely and appropriate support for learning that can reduce the impact of a disability.
- Evidence-based instructional approaches include direct instruction and strategy instruction.



The colour orange symbolises enthusiasm, encouragement and elevated alertness. This colour is associated with improved social behaviour within the classroom. Orange is also related to the ATRiUM capability of Active Learning, which provides students with access, participation, engagement and communication to the curriculum.	Research links green to optimism and concentration. Green is known to broaden a person’s thoughts and enhance creative thinking. The ATRiUM capability of Thinking is linked to the colour green through students’ ability to develop their cognitive thinking and problem-solving skills.	Purple relates to high levels of wisdom; the ability to promote positive thoughts with others. It also helps to encourage introspection, which is the examination or observation of other emotions. Purple links to an ATRiUM capability of Relating to Others, through verbal and non-verbal communication methods used in learning, and the ability to understand and respect each other’s emotions.	Blue is frequently associated with technology, security and intelligence. Another ATRiUM capability is the Use of Language, Symbols and ICT. The colour blue is closely connected to this capability through the use of technology and development of ICT skills, to support with reading, writing, speaking and viewing in learning.	Grey or Black is often referred to authority, power, self-control, independence and strength. Managing Self is the ATRiUM capability that focuses on the strength to ignore distraction and persevere when challenged by a problem. It also represents the ability for a person to self-regulate and manage impulses.
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How do I enrol at Whyalla Secondary College?

If you wish to enrol your child at Whyalla Secondary College contact reception on 8668 9600 or by email DL.1035.info@schools.sa.edu.au

A member of the college will contact you to set up an enrolment meeting, where you can ask questions and staff can assist you in completing the enrolment form.

On the enrolment form you must provide your child's:

- name and date of birth
- place of residence

You must provide:

- any family law or court orders
- relevant visa information
- documents about health, disability or other support needs.

More information

The information you give about your child must be true and factual. The college will ask for documentary evidence, or proof, before finalising the enrolment.

Proof of name and date of birth

You must use one of these documents to prove your child's full legal name and date of birth:

- an official birth certificate or extract
- a passport or other travel document such as a visa, citizenship certificate or ImmiCard
- centrelink or other official government documents with the child's name and birth date.

If you cannot provide one of these documents, contact the college.

Proof of residence

If you own your home, you need to show both of these:

- contract of sale for the property or a recent council rates notice
- recent gas or electricity bill for the property

If you rent a home, you need to show both of these:

- rental agreement and a bond receipt showing the current place of residence
- recent gas or electricity bill for that property

You must give your child's primary permanent home address, not a commercial, postal or mailing one. All schools will ask for residential documentation when you express interest to enrol, or when the family is changing an address at the school.

If you cannot provide the requested documents, the school will decide about the legitimacy of the application. This might include asking you for other documents, to come to an interview, or to sign a statutory declaration.

Reception and Student Services

Reception at Whyalla Secondary College is located on the ground floor of Hummock Building. All general college inquiries are directed to the reception desk.

Whyalla Secondary College has the opportunity to house multiple students services to support students in any enquiries, or issues that they may have. The main Student Services is located on level 1 of Hummock Building. Students and parents will use this location if they require a new uniform, need to pay school fees, pay camp fees or require the administration of first aid.

On each floor there is a Learning Community Student Services (LCSS) this space is a local hub for students to go to.

This space is for;

- if a student feels ill and needs to go home
- if a student arrives late to school, or need to leave early
- if a camp, medical or curriculum form need to be returned



How much are school fees?

Whyalla Secondary College governing council have determined the legally recoverable amount for the 2023 Materials and Services Charges (school fees) and have approved the following amount.

\$334 will be charged for students year 7-12.

Additional charges may apply if your child participates in an excursion/activity or camp that is not included in the fees.

School Fees cover:

- access to textbook and curriculum equipment
- access to information technology, machinery, and equipment
- materials for curriculum use
- access to library resources

The invoicing of fees will be done in the weeks prior to school starting and posted out to families. The due date will be two weeks from the invoice date although families are welcome to enter into a payment plan if they are unable to make payment in full.

How do I pay school fees?

The college has a number of different payment options available to suit all families;

- cash, credit card, EFTPOS, cheque
- over the phone by credit card payment
- bank transfer
- direct debit
- Qkr! app
- centrepay
- Bpay

School Card

Applicants need to complete an application form at the beginning of each year. Application forms are available from the student services office or on the college website.

You may be eligible for school card if you earn under a certain amount, school cards need to be re-applied for at the beginning of each year.



Whyalla Secondary Uniform

Whyalla Secondary College governing council has approved the Uniform Policy for the college.

The policy outlines the requirements of the clothing that students are expected to wear while attending school, excursions and school camps. In partnership with Devon Clothing WSC has designed a formal but practical college uniform.



Zip Collar Windcheater
\$60.00



Rugby Top
\$85.00



Polo
\$33.00



Soft Shell Jacket
\$60.00



Pongee Shorts
\$22.50



Pleated Skirt with Yoke
\$40.00



Summer Dress
\$80.00



Kids Cuffed Trackpants
\$30.00



Trackpants 1600/3600
\$30.00



Cap
\$15.00



Slouch Hat
\$15.00



Socks Ribbed Crew
\$13.00

The college uniform can be purchased through the online store using the QR code.

Year 12 Senior hoodies will be at a cost of \$80.00.



Uniform Expectations

The school uniform includes a polo top, wind cheater, soft shell jacket rugby top, cap/slouch hat, dress, shorts, pleated skirt, cuffed and microfibre track pants and socks.

- All shorts, skirts, skorts and dresses must be black and must be at least mid-thigh in length.
- All pants and trousers must be 100% black, with no brand markings, stripes, or alternate colours.
- Chinos are acceptable but must be 100% solid black.
- Jeans and leggings are not accepted as black pants.
- Black faded pants and ripped clothes are not acceptable.

- Students are encouraged to be sun smart by wearing hats, sunglasses and sunscreen during periods of sustained sun exposure.
- Beanies, bandanas and hoodies will not be worn at school. Year 12 senior jumpers will have a hood, but students are not permitted to wear their hoods inside.
- WSC hats and caps must be worn outside while at school during terms 1 and 4, including during class time for appropriate educational activities, such as outdoor sports as directed by a teacher.

- Hair must be natural colours, containing no artificial colours (i.e., pink, green, blue) and should be worn in a way that is safe and appropriate to participate in learning activities (i.e. in a ponytail or bun for practical activities).
- Students are only able to wear earrings and a nose stud. No other facial piercing is acceptable.
- If students choose to wear jewellery, they may be asked to remove it for safety reasons. (i.e. Body and Mind). The school is not responsible for a student's lost or stolen jewellery.

- All students are expected to wear enclosed footwear in line with Work, Health and Safety (WH&S) requirements.
- Students are required to wear plain black socks.

College Devices

Devices for 7-9 Community:

Surface Pro Go laptops will be available for year 7-9 students to be used at the college only. A laptop will be assigned to each individual student. A slot in the secured charge station trolley will be provided to store and charge overnight at the college. The student is required to abide by the Laptop User Agreement signed by the student and their parent/caregiver at the start of the college year. The student will be liable for any damage to the assigned laptop beyond reasonable wear and tear.

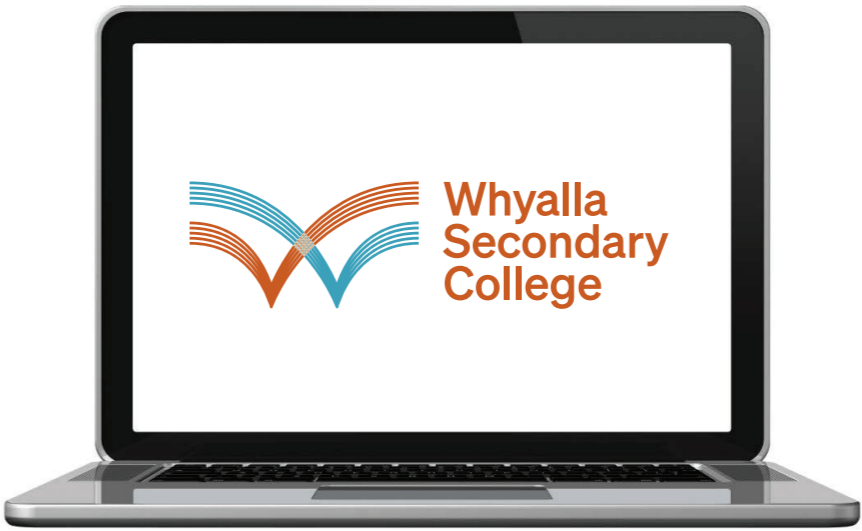
Devices for 10-12 Community:

Surface Pro 7 laptops will be available to take home for year 10 students on a three-year payment plan. Parents/caregivers will be invoiced annually for one-third of the cost of the device each year.

Surface Pro 7 laptops will be available to take home for year 11 students on a two-year payment plan. Parents/caregivers of students will be invoiced annually for one-half of the cost of the device each year.

A device will be assigned to each individual student and the student will be liable for any damage of the laptop beyond reasonable wear and tear. The student is required to abide by the 'Laptop User Agreement' signed by the student and their parent/caregiver with their enrolment pack. Students will bring the laptop fully charged and ready to use each morning as there are no charging facilities available at the college. The student will be liable for any damage to the assigned laptop beyond reasonable wear and tear.

A 'Commitment to Pay Form' must be signed prior to receiving the device. Any default on payments will be legally recovered.



College Times and Timetable

Monday to Friday Whyalla Secondary College learning starts at 9.00am and finishes at 3.30pm, except for Tuesday, learning finishes at 2.40pm.

Monday	Tuesday	Wednesday	Thursday	Friday
9.00am-9.30am Caregroup/Academic Recovery	9.00am -10.20am Extended caregroup Years 7-10 11 and 12 students start 9:30-10:20am	Homework Session 8.00am-8.45am 9.00am-9.30am Caregroup/Academic Recovery	9.00am-9.30am Caregroup/Academic Recovery	9.00am-9.30am Caregroup/Academic Recovery
9.30am - 10.20am Line 1	10.20am - 11.10am Line 3	9.30am -10.20am Line 4	9.30am -10.20am Line 7	9.30am -10.20am Line 1
10.20am - 11.10am Line 2		10.20am -11.10am Line 4	10.20am -11.10am Line 7	10.20am -11.10am Line 2
11.10am-11.40am Recess	11.10am-11.40am Recess	11.10am-11.40am Recess	11.10am-11.40am Recess	11.10am-11.40am Recess
11.40am-12.30pm Line 3	11.40am-12.30pm Line 5	11.40am-12.30pm Line 6	11.40am-12.30pm Line 3	11.40am-12.30pm Line 5
12.30pm-1.20pm Line 4	12.30pm-1.20pm Line 5	12.30pm-1.20pm Line 6	12.30pm-1.20pm Line 3	12.30pm-1.20pm Line 6
1.20pm-1.50pm Lunch	1.20pm-1.50pm Lunch	1.20pm-1.50pm Lunch	1.20pm-1.50pm Lunch	1.20pm-1.50pm Lunch
1.50pm-2.40pm Line 5	1.50pm-2.40pm Line 7	1.50pm-2.40pm Line 1	1.50pm-2.40pm Line 2	1.50pm-2.40pm Line 4
2.40pm-3.30pm Line 6	2.40pm-3.30pm After School Meetings	2.40pm-3.30pm Line 1 Homework Session 3.45pm-4.30pm	2.40pm-3.30pm Line 2	2.40pm-3.30pm Line 7

Transportation

Pick up and Drop-off

Whyalla Secondary College is excited to offer a bus service to assist student pick up and drop off, and to support student attendance. This service is offered daily and is free of charge.

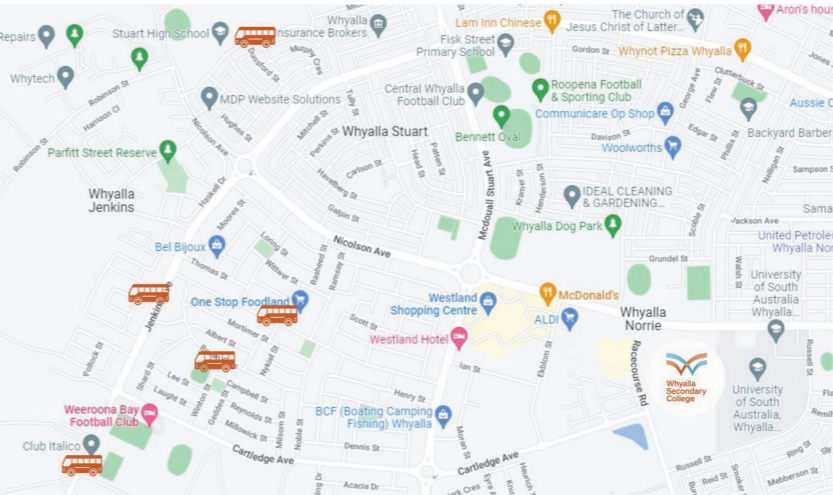
The five pick-up points are:

- Jenkins Avenue (near the playground)
- Onestop Shopping Centre
- Cartledge Avenue (near Weeroona Bay Football Club)
- Galpin Street
- Bastyan Crescent

Both bus runs will have a Whyalla Secondary College staff member travelling on the bus to provide supervision.

An allocated kiss and drop zone at the front of the college allows for parents and caregivers to safely drop and pick their children up before and after school.

Bus Stops



Kiss and Drop



Whyalla Secondary College Cafe

Mint Cafe

Whyalla Secondary College are proud to be in partnership with Mint café to run the college café.

All food sold in the WSC café is aligned with the Right Bite Policy. Offering hot and cold drinks, healthy food options and delicious snacks, Mint Café provides students, staff and visitors to Whyalla Secondary College a great place to meet, eat and drink. The perfect spot for your morning coffee, lunchtime sandwich and afternoon treat.

Throughout the year, red days will be assigned to provide students with the opportunity to purchase additional food and drink options.

The school cafeteria is open daily from **8:30am-3:30pm!** Students and staff are welcome to come in before class to grab breakfast or a drink. Everything in the cafeteria is ready to grab and go for a fast efficient service. Download the Qkr! app for online lunch orders.



SOMETHING HEALTHY

Caesar Salad \$8
Chicken Salad \$8
Garden Salad \$8
Fruit Salad \$4
Fruit & Yoghurt \$4
Nourish Bowl \$5

SOMETHING HOT

Sweet Chilli Chicken Sub \$8
Chicken Burger \$9
Chicken Nuggets (6) \$5
Hot Dog \$5
Hot Dog & Cheese \$5
Hot Ham & Cheese \$6
Meat Pie \$6
Sausage Roll \$5

SOMETHING SWEET

Banana Bread \$4
Finger Bun \$4
Chocolate Muffin \$4
Blueberry Muffin \$4

MINT CAFETERIA MENU





Student ID Cards

All students will receive a student ID card that can be used to hire equipment, borrow books from the library and more.

There will be a charge of \$5.50 to the students for ID cards and \$8.00 if they need to order a replacement card.

Centacare

The School Counselling Program is a highly confidential and professional service which supports and assists students with any personal, family or school issues that may be affecting them. This is a contract service offered by Centacare Catholic Country SA within Whyalla Secondary College to support student’s wellbeing throughout their time at school. The school counsellors have a Bachelor in Social Work and are trained in therapeutic interventions. The aim of the School Counselling Program is to support a student to explore options and ways to cope with any situation.

The School Counselling Program can assist with:

- Family
 - Mental health
 - Stress management
 - Time management
 - School
 - Conflict
 - Anger
 - Bullying
- Friendships
 - Self esteem
 - Body image
 - Grief and loss
 - Alcohol/drugs
 - Relationships
 - Communication

Confidentiality

The School Counselling Program is a confidential service and the counsellor is not permitted to repeat content of sessions unless the student gives permission for this. The only exception to this is if the counsellor feels that the student or another person may be at risk of harm or danger. It is their duty of care to help keep students and others safe.

Accessing Counselling is available on site from:

9.00am – 3.30pm from Monday – Friday.

9:00am – 2:40pm on Tuesdays.

The service can be flexible in delivery based on the students’ needs and with consultation.

An appointment can be made by filling out the Student Counselling Referral form or by emailing it directly to whyallasecondarycollege@cccsa.org.au

Guardians and staff can also refer using this process. The form can be found in the interoception room, on the school website or by asking a staff member. The form can be found in the Interoception room, on the school website, by asking a staff member and at every year level student services office. The Centacare staff work with outside agencies in the community to ensure students are supported.



Excursions

Camps and Activities

An excursion or camp is an activity that is approved or organised by the college.

Each time an excursion or camp is arranged all relevant information will be provided to families and parental consent is required. This form may list a series of excursions for multiple activities.

Homework Guidelines

At WSC we encourage independent learning through homework that promotes individual interests, problem solving skills, literacy and numeracy skills.

Parents may access homework and student progress through the Daymap parent portal. Homework is often ongoing assignment work that gives students valuable practice in working independently, consolidating and applying their learning. It is an integral part of the curriculum that is essential to encourage and support progress in each subject.

- At Whyalla Secondary College the purpose of homework is to have students practice material already presented in class and to reinforce learning and facilitate mastery of specific skills.
- Homework can be defined in year level communities, such as:
- Year 7-10 – tasks or assessment tasks that are not completed in class are required to be completed at home. Please note that enough time will be provided for students to complete tasks in class time.
- Year 11-12 – self managed homework and study are based on workload and individual basis. Students have a timetabled class, (independent study) each morning and are allocated study lines in which they can complete their necessary assessments at school.

Homework Club

Homework club is a safe, supportive, and productive student club out of school hours to gain specialised assistance, help understand subject content and assist students across all year levels in completing their schoolwork.

- A before school homework session will be held in the hub one morning a week from 8.00am until 8.45am. Students can attend this session voluntarily.
- An after-school homework session will also be held throughout each community, Wednesday's from 3.45pm until 4.30pm.

House Culture and House Teams

House Culture creates a positive school culture, encourages school connectedness and celebrates student success.

House points are awarded for a range of student achievements to promote friendly competition between houses. Students are elected as School Leaders, House Leaders and House Representatives as the Student Voice to drive the school culture throughout each year.

The four house teams are named after Whyalla and surrounding areas significant landmarks; Point Lowly, Port Bonython, Fitzgerald Bay and Whyalla Wetlands. Each team name has an associated symbol significant to the area; lighthouse, cuttlefish, mangroves and reeds.

House points are allocated for a range of school initiatives. Points are progressively updated throughout the year. House points are earned on behalf of individual students or team activities and are credited to their respective houses. Points are earned through five categories: academic, service/conduct, sport, extra curricular and house competitions. The award of Champion House is presented to the House which accrues the greatest number of points during the year.



Lowly



Bonython



Fitzgerald



Wetlands

Music

Instrumental Music (IM) is a free government service for students, which further develops student's understandings and techniques on an instrument from the brass, wood wind, rhythm or percussion family. Instrumental music tuition complements the classroom music program by providing knowledge and skills in practical music making with an instrument. Whyalla Secondary College currently offer weekly face to face lessons in flute, clarinet, saxophone, trumpet, trombone, drum-kit, guitar and bass.

Lessons are delivered on site during school hours for 30 minutes with an IM teacher. Students are encouraged to participate in extra curricular ensembles that perform across the community and are often provided these opportunities through their IM journey.

Interoception

Interoception is our 8th sense

Interoception helps us feel what is going on inside our body. Good interoception helps us clearly feel many feelings and emotions such as pain, thirst, hunger, fullness, illness, need for the bathroom, sleepiness, calmness, distraction, anxiety and anger. Difficulty with interoception can affect many aspects of life including healthy eating, sleeping, dealing with stress, managing emotions and staying focused. At Whyalla Secondary College we have a room on level 1 of the Hummock Building, for students to access if they feel they are becoming upset, angry or overwhelmed. The room is staffed by an SSO each day. It is a calm and relaxing space where students can engage in breathing, stretching and meditation activities. These help develop strategies to support students to recognise and understand their body cues and self regulate. It is important to manage these emotions and behaviours so students can engage in learning. There are also a number of sensory activities and objects to help calm students so they can re enter their class. Each teacher is issued ‘exit’ cards in which students can use to leave the classroom and access interoception



Inclusive Learning

Spencer Gulf

The Spencer Gulf space at WSC is a modern, engaging, inspiring and safe learning space where students seek assistance and support in the areas of literacy, numeracy and ATRiUM capabilities. The learning space is divided into four classes; fulltime, year 7, year 8/9 and year 10 and an outdoor learning space. Each class area has an enclosed huddle for use as a withdrawal space or for small group work. Each class has a designated teacher and SSO to provide support in a smaller class size of no more than 12 students at a time. These classes can work together or in isolation dependent on the learning that is occurring.

To access learning in Spencer Gulf, students are required to meet a set of eligibility criteria as listed below.

The student either:

Has a diagnosis of an **intellectual disability**, or unspecified intellectual disability (intellectual developmental disorder).

or

The student has complex, documented needs that prevent access to a full time mainstream curriculum, which show that the student:

- Requires at least a **substantial level of adjustment** to the curriculum in order to learn and participate, as evidenced in the student’s One Plan (or equivalent).
- Demonstrates the **potential to learn** basic classroom routines and behaviours, as captured through clinical observation or other qualitative information.
- Has evidence to support **significantly low functioning** in the school setting (e.g., communication, self help, social and practical).
- Requires a curriculum that develops targeted, functional academic skills as well as consolidating independence in self help and social skills as determined either:
 - by a Psychologist recommending special class on an SEO1.
 - the panel will then have a parent/carer and a Student Support Services delegate sign an SEO1-W form, which specifies WSC special class. This is a panel recommendation valid for WSC only.

If a student meets the criteria, the school then works on compiling a package of information to be submitted. Each package is moderated in week 7 of each term by a multidisciplinary panel team to determine whether a place is available and how much support may be required.

Intervention Programs

As a student of Whyalla Secondary College, you will have access to multiple intervention programs throughout your schooling. All year 7-9 students will be involved in specially designed numeracy and literacy intervention in their Universal Reasoning and Global Perspectives classes once per week. All teachers will use the inclusive education strategies to support you to achieve success in every class. Some extensive intervention will also be used to identify gaps in your learning and identify strategies to help you learn (MacqLit and Quicksmart).



Lockers

All students are assigned a locker at the beginning of each year during week one. Students create a combination code for their locker. This code should not be shared with anyone. Lockers remain the property of the college and are subject to searches if executive leadership deem necessary, as per the student expectations. The locker is assigned to a student for use during the school year.



Policies

Whyalla Secondary College governing council have approved the 11 policies that govern the college.

All policies can be found on the Whyalla Secondary College website.

Attendance Policy

Overview

The Department for Education is accountable to the community, through the Chief Executive, for ensuring appropriate attendance in government educational programs. This is in line with our school values of inclusion, innovation and integrity.

This policy is based on the following principles:

- Society has a responsibility to prepare young people for successful participation in learning and the broader community.
- Families, society, peers and educators all have an influence on the life choices of young people.
- Attendance has benefits and consequences that increase or decrease life choices.
- Individuals are able to accept responsibility for their participation in educational programs according to their level of development.
- Continuity of relationships and learning in an educational program is dependent upon attendance.
- Attendance is a shared responsibility between the staff of preschools and schools, parents/carers, children and students, and members of the wider community.
- Attendance is critically linked to the quality of the curriculum, teaching and learning and the development of relationships, which then foster improved learning outcomes and increased wellbeing for individuals and groups.
- Participation in educational programs fosters the development of personal and social skills.

Early identification of, and intervention in, poor attendance is known to improve child and student learning outcomes. Children and students who have patterns of poor attendance are at risk, as they may not achieve their potential in educational and social development.

Research has shown that once students have begun to withdraw themselves from school, and the initial cause of this remains undetected or unexplained, it is likely that the pattern of absence will continue and escalate through the student's subsequent school career.

Scope

This policy applies to all staff, students and parents/carers at Whyalla Secondary College.

Education Directors and principals are responsible to the Chief Executive of the Department for implementing the Attendance Policy.

Other government agencies that also have some responsibility to contribute to the attendance of children and young people include: South Australia Police (SAPOL) and the Department have a Memorandum of Understanding and a Tripartite Schedule that describes the role of police officers in returning school age children and students to school. A range of support services for children, students, families and sites are also provided by other interagency staff in regards to attendance also.

Detail

The details of the WSC Attendance Policy are in line with the WSC School Improvement.

- Attendance data is improved and supports intervention and engagement strategies.
- Use of a Learning Management System to track student attendance.
- Students are given the opportunity to engage in a variety of authentic, and relevant teaching and learning programs.

Definitions

WSC – Whyalla Secondary College
SAPOL – South Australia Police

Supporting Information

[Attendance Key Progress Statement](#)

117 Nicholson Avenue, Whyalla, South Australia 5468
E: 08 8555 4444
W: www.wsc.sa.edu.au

Bullying Prevention Policy

Overview

All schools since 2005 have been required to have a Bullying Prevention Policy. Bullying is recognised in State and Federal Legislation and is against the law. This is in line with our college values of inclusion, innovation and integrity.

This document outlines our core beliefs that harassment and bullying is not acceptable and will not be tolerated.

Scope

This policy applies to all staff, students, parents and community members of Whyalla Secondary College (WSC).

Detail

Bullying

Bullying is repeated verbal, physical or social behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Conflict or fights between equals and single incidents are not regarded as bullying. Bullying in any form or for any reason can have long term effects on those involved, including bystanders.

All forms of bullying, harassment and cyber bullying will not be tolerated at Whyalla Secondary College. Students found to be committing such acts will be dealt with under the terms of the WSC Learning Expectations to support student success document.

Examples of bullying:

- Physical: hitting, pushing, touching, grabbing, locks, stuns, facial expressions, gestures, spitting, taking or damaging property.
- Verbal or written: spoken or written insults, threats, suggestive comments, name-calling, unfair criticism, spreading rumours.
- Cyber: using e-mail, voice and text messaging, social networking sites, photographic and video images.
- Graffiti: using pictures, tags or words.
- Social: forming groups to leave out, ignore and disrespect, negative influencing, encouraging or organising someone else to be involved in any type of bullying or harassment.

Harassment

Harassment is behaviour that targets an individual or group due to their identity, race, culture or ethnic origin, religion, physical characteristics, gender, sexual orientation, marital, parenting or economic status, age, and/or ability or disability, and that offends, humiliates, intimidates or creates a hostile environment. Harassment may be an ongoing pattern of behaviour, or it may be a single act.

Cyber-bullying

Cyber-bullying is bullying which uses digital technology/information and communication as a means of victimising others. It includes the use of service – such as e-mail, chat room discussion groups, instant messaging, web pages or SMS (text messaging) – with the intention of harming another person. Examples include communications that seek to intimidate, control, manipulate, put down or humiliate the recipient.

Reporting Bullying or Harassment

Whot to do about bullying:

Inform:

- Your Subject Teacher
- SSO Wellbeing
- SSO Student Services
- Caregroup Teacher

117 Nicholson Avenue, Whyalla, South Australia 5468
E: 08 8555 4444
W: www.wsc.sa.edu.au

Decision Making Policy

Overview

Quality decision making underpins the long term effectiveness of a school. It facilitates the achievement of strategic goals, the maximising of family involvement, the morale, wellbeing and productivity of staff, and ultimately the enhancement of student learning.

We recognise that structures and processes must be in place to ensure all stakeholders are authentically involved in decisions that impact on them. This ensures that all we do is purposeful, efficient, effective and democratic. We acknowledge that there are different levels of decision making and we need to provide accountability and transparency about the procedures used and decisions made at all levels.

Scope

This policy applies to all staff at Whyalla Secondary College.

Detail

Those affected by a decision are given an opportunity to participate in the process so that their views are considered. The introduction of new policies and procedures or major changes to existing policies must be ratified by the Governing Council. Established committees are expected to consult more widely (i.e. outside the immediate group) on occasions when insufficient information is available.

Decision making processes

Any person within the school community has the right to raise an issue for further discussion, decision and action. Decision implementation, or changes to previously made decisions, which relate to school policy, school rules, school procedures should be introduced by notice on the agenda prior to the meeting.

Unless extreme urgency, there should be specified period of time for reflection and consideration between the initiation and actual making of the decision.

In seeking and discussing this information several things should be considered:

- People are clear about the issue under consideration
- Concerns and issues should be clearly identified
- Options should be identified, and these options should be considered
- Opposition to a point of view should be supported by alternatives, not just criticisms.

Type of decisions

Individual decisions

Informed decisions are made when action is mandated by the Department for Education or an individual exercises their judgement to facilitate smooth day to day operations.

If the decision, or proposal, only impacts on the individual staff member making the decision (or their core business) then the decision can be implemented. Such decisions, however, must be made within the school's broad policies and Department for Education regulations.

An example of an individual decision: the decision to have an outdoor lesson.

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Mobile Phone and Personal Devices Policy

Overview

This document outlines the philosophy, rationale and systems in place for supporting positive student behaviour at Whyalla Secondary College (WSC). This is in line with our school values of inclusion, innovation and integrity.

Scope

This policy applies to all students, parents/carers, teachers and school leaders at WSC.

Note: Throughout this document the term 'mobile phone and personal devices' applies to all electronic communication devices, including but not limited to: mobile phones, MP3 players, iPods, gaming devices, headphones, airpods, tablets and smart watches.

Detail

At WSC, in line with our values of inclusion, innovation and integrity, we believe that students have the right to access their mobile phone and personal devices at appropriate times during the school day. This includes before school, during scheduled recess and lunch breaks and after school. We also know that mobile phones have the potential to reduce the attention students pay in classes and can therefore be detrimental to learning. Hence, mobile phones and personal devices may be brought to school at the responsibility and liability of the student. They are to be switched to silent mode and kept in their lockers during all lessons, and during all school care events.

Responsibilities of Students:

- Mobile phones must be on silent and in lockers except during designated recess and lunch breaks. This also means that students are not allowed to make or receive any phone calls or text messages during lesson time. Phone communication from/with parents/carers should be done through each Learning Community Student Services (LCS) (e.g. 7/8 Student Services).
- Students choosing to use mobile phones or personal devices during recess and lunch breaks must comply with the WSC Learning Expectations, Respectful Behaviour and Bullying Prevention Policies/Procedures.
- Inappropriate access to social networking and internet sites will be followed up, as outlined by the WSC Respectful Behaviour and Bullying Prevention Key Progress Statements. Cyberbullying and harassment of any kind is not tolerated. This includes but not limited to: electronic harassment, such as sending harassing text messages and posting comments on social networking sites or the WSC learner digital platforms.
- In compliance with Work Health and Safety (WHS) requirements, students are prohibited from using school power points to plug in their own personal devices. This includes mobile phone chargers.
- Students who are unwell must report to the relevant LCS. They are not to use their mobile phone to contact parents/carers. The LCS/SSO will then communicate to the Medical SSO to administer first aid, medication and/or contact parents/carers. To fulfil our Duty of Care and to ensure that students get appropriate treatment until a parent arrives, it is essential that all contact of this nature be adult to adult.
- Phones and/or videos are not to be taken to other students or staff members without their permission. These may not be stored on mobile phones or distributed in any way to other people/platforms.
- Students who choose to bring mobile phones to school must accept sole responsibility. As with any other personal items, the school does not take any responsibility for mobile phones or personal devices that are lost, damaged or stolen.
- In line with the importance of utilising instruction time appropriately, students are not to use headphones during lesson time. Where headphones are required for curriculum and/or wellbeing purposes, a request to the teacher by a parent/carer can be made to allow an individual student to borrow a set of WSC headphones. Students in study can also borrow a pair of school headphones for curriculum and/or wellbeing purposes.

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Respectful Behaviour Policy

Overview

This document outlines the philosophy, rationale and systems in place for supporting positive student behaviour at Whyalla Secondary College (WSC). This is in line with our school values of inclusion, innovation and integrity.

Scope

This policy applies to all students and staff at WSC.

Detail

In line with The Department for Education's School Behaviour Policy, The Department is accountable to the community, through the Minister for Education and Child Development for managing student behaviour and for creating learning communities that are:

- Safe
- Orderly
- Productive
- Successful
- Inclusive
- Free from harassment and bullying
- Conducive to learning

This policy is based on the ethos outlined in The Department policy, including:

- The Department operates within the context of wider society and has a responsibility to prepare young people for successful participation in society.
- All individuals and groups within society should be always treated with respect.
- Individuals choose their own behavior to meet their needs, although some circumstances may limit the ability to make the best choice.
- Families, society, peers, staff and other significant adults influence the behavioral development of young people.
- Behavior has consequences which increase or reduce immediate and future choices.
- Individuals must accept responsibility for their own behaviour according to their developmental ability.

For further information about ISM Procedures, see the [WSC Learning Expectations for Learning Key Progress Statement](#) document. For further information on the [WHS of workplace](#) section in this document.

The Department Policy Statements

In line with The Department Policy Statements outlined in The Department for Education's Respectful Behaviour Policy, we are committed to:

- Focusing on providing opportunities and support for students to experience success.
- Developing in students an acceptance of responsibility for their own behaviour.
- Staff, parents or carers and students will be working together to create safe, caring, orderly and productive learning communities which support the rights of all students to learn and all teachers to teach.
- Developing a behaviour code in partnership with our community and managing student behaviour in a partnership between students, their families and school staff.

Student Development Plans

Behaviour codes and student development plans are essential elements of effective partnerships. A behaviour code is a statement of a school community's values and expectations relating to student behaviour and the school's management of student behaviour.

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Uniform Policy

Overview

According to the Education and Children's Services Regulations 2020 and Governing Council Constitution, the college uniform is determined by the Governing Council of a college, in consultation with the students and parents of students enrolled at the school, and approved by the principal. This is in line with our school values of inclusion, innovation and integrity.

The rationale for the Uniform Policy (requirements, specifications, and details) is as follows:

- having a school uniform can help address issues of justice and equity
- wearing of the school uniform is a significant aspect of belonging to the Whyalla Secondary College community and in developing a sense of pride within the school.
- wearing of a uniform is a requirement of most workplaces and is a useful preparation for the workforce.
- many areas of the school require enclosed shoes and other protective clothing to be worn for Work Health and Safety reasons.
- a school uniform helps staff to clearly identify our students while at school and on excursion/camps

Scope

This policy applies to all students at Whyalla Secondary College. All staff are to implement and support this policy.

Whyalla Secondary College will:

- Provide clear instructions on uniform expectations to the school community.
- Ensure these instructions are accessible by students, parents/carers and staff through the WSC Information Guide and the [college website](#).
- Ensure supplies of compulsory uniform items are available online for purchase via Devoen clothing. Student services will be open during school hours times so that uniforms can be tried on.
- Assist families experiencing financial hardship by discussing payment options, noting that no student will be disadvantaged.
- Encourage students to wear appropriate sun smart items where relevant, e.g., sunglasses, hats, and sunscreen.

Detail

School Uniform Expectations

All students are expected to wear the school uniform as described in this policy at all times.

- The school uniform includes a WSC polo top, WSC jumper, WSC rugby top, shorts, track pants and a school dress.
- All shorts, skirts and dresses must be black and must be at least mid-thigh in length.
- If choosing to wear a school dress, it must be at least mid-thigh length.
- All pants and trousers must be 100% black, with no brand markings, stripes, or alternate colours.
- Shirts may be purchased from any outlet or Devoen clothing and must be compliant with the policy.
- Shirts are acceptable but must be 100% solid black.
- Jeans and leggings are not accepted as black pants.
- Black knitted pants and leggings are not acceptable.
- Any student unable to wear the school uniform for any reason must supply a note of explanation from a parent/carer to the Student Services (SSS) 2.2.20 where they will receive a loan uniform.
- The school may provide a WSC polo top, jumper/jumper and shorts/pants to students who do not have these available to them.
- Students are required to wear plain black socks, which can be purchased from any outlet or Devoen Clothing.
- All students are expected to wear enclosed footwear, in line with Work, Health and Safety (WHS) requirements.

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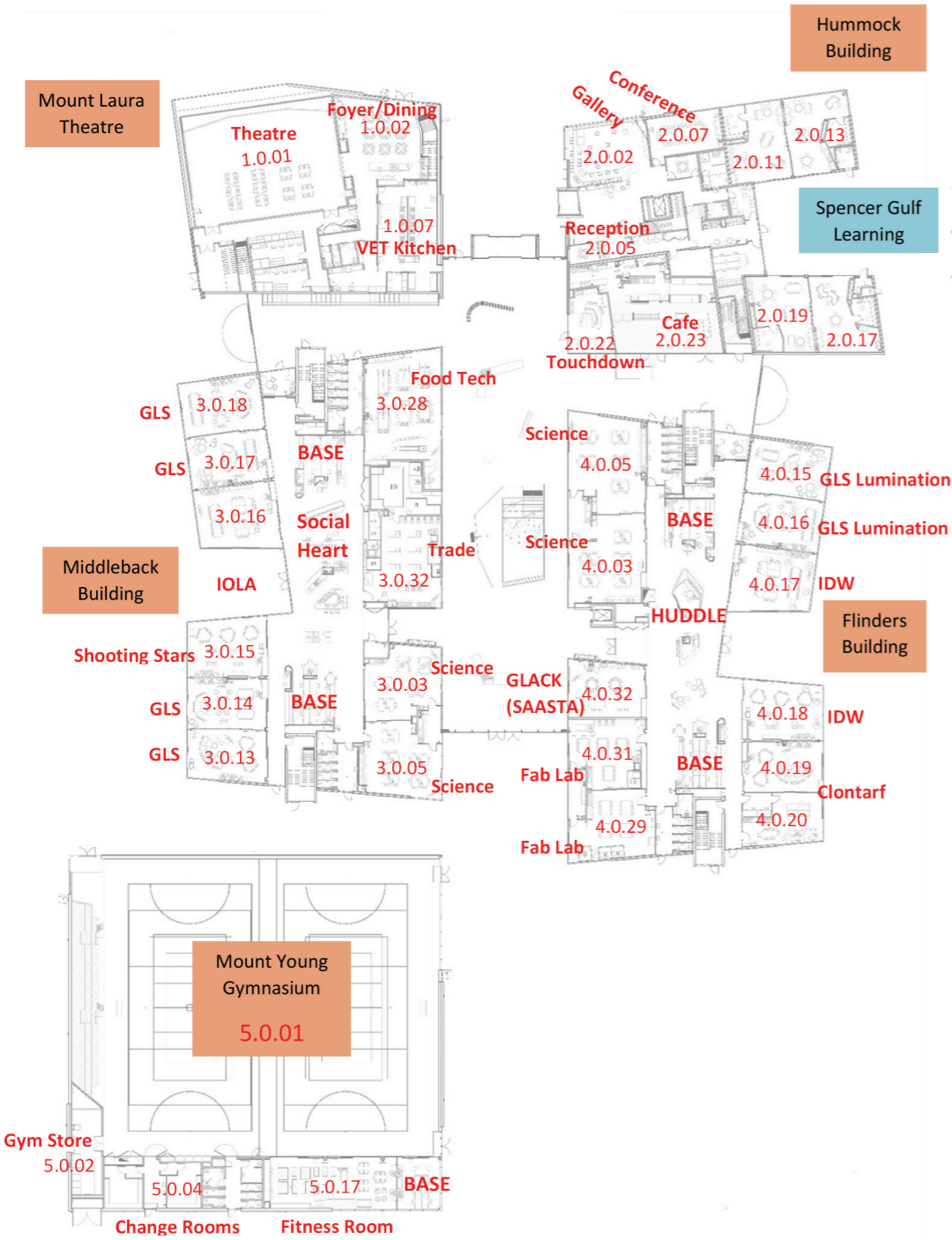
Student Parent Handbook

Inspiring Possibilities.

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Ground Floor

Year 11 and 12 Community



Level 1

Year 9 & 10 Community



Level 2

Year 7 and 8 Community



School Office Hours

Monday	8:30am-4:30pm
Tuesday	8:30am-4:30pm
Wednesday	8:30am-4:30pm
Thursday	8:30am-4:30pm
Friday	8:30am-4:30pm

Administration staff are available to contact between the above to answer any questions or concerns you may have.

Phone number: 8668 9600
 Email: DL.1035.info@schools.sa.edu.au
 Address: 117 Nicolson Avenue, Whyalla Norrie, 5608

Communication Channels

Whyalla Secondary College ensure a streamline process for communication between you and staff at the college.

The college offers multiple lines of communication and encourages you to stay informed as much as possible.

Communication platforms include:

- DayMap
- Social media - @whyallasecondarycollege
- Website - wsc.sa.edu.au
- Newsletter
- Learning conversations
- Academic reports (written)
- Written letters



Meet the Team



Tricia Richman
Principal



Christina Nicholas
Deputy Principal



Katie Edwards
Leader
Numeracy



Rebecca Walton
Leader
Literacy



Ricky Paveltish
Leader
Specialised Pathways



Pete Usher
Assistant Principal
Year 7 and 8 Community



Dianna Pickert
Assistant Principal
Year 9 and 10 Community



Dr. Alexandra Holeva
Assistant Principal
Year 11 and 12 Community



Chantelle Lucas
Leader
Wellbeing



Mandy Quinn
Business Leader



Kylie Morris
Executive Assistant
to the Principal



Belinda McEvoy
Senior Leader
Student Pathways



Maddie McArthur
Senior Leader
Aboriginal Education



Munsha Tatla
Senior Leader
Daily Organisation



Rhiannon Nichol
Executive Assistant to
the Deputy Principal



Molly McGovern
Marketing and
Communications Officer



Belinda Harvey
Executive Assistant to
the Assistant Principals

