



PARENT STUDENT HANDBOOK 2018



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Contents

Item	Page
School/Community Profile	3
Staffing—Administration and Student Services	3
Staffing—Teaching Staff	4
Priorities	4
Middle School	4
Senior School	5
Attendance	6
Contributions and Charges	6
Smartriders	6
Companion Cards	7
Enrolment Policy	7
Absences	7
Punctuality	7
Leaving School Grounds	8
Individual Education and Transition Plans	8
Term Dates	8
Daily Timetable	9
Excursions and Community Access	9
First Day Procedures	9
Transition days for new students	10
School Rules	10
Stationery	11
School Uniform	11
School Uniform Shop	11
Computers and Technology	11
Newsletter and Yearbook	12
Physical Education and Health	12
Community Pathways	12
Reporting	12
School Library	13
Bicycles	13
BSESC Student Council	13
Mobile Phones	13
Personal Property	13
Secondary Assistance Scheme	14
Café/Canteen	14

BELRIDGE SECONDARY EDUCATION SUPPORT CENTRE

Handbook 2018

Welcome to Belridge Secondary Education Support Centre.

Over the next few years we look forward to supporting your child's education and their transition into adult life.

School/ Community Profile

Belridge Secondary Education Support Centre (BSESC) is a partner school on the Belridge Secondary College (BSC) campus. We draw students mainly from Beldon ESC, Joondalup ESC, Creaney ESC and neighbouring primary schools who have students with disabilities in their mainstream classes.

The Centre operates as an Independent Public School with its own Administration and teaching staff. It has operated as an Independent Public School since 2011.

Our School Mission

Our mission is to provide all students with the opportunity to maximise educational experiences in order to function and participate as fully and as independently as possible at school, in the workplace and in the community.

STAFFING 2018

Administration

Jenine Wall	Principal
Shayne Hutchings	Deputy Principal (Middle School)
Wendy Hughes	Deputy Principal (Senior School)
Olivia Brill	Deputy Principal (Term One)
Jenny Winston	Program Coordinator VET/WPL
Stephanie Camkin	Manager—Corporate Services
Tracey Taylor	School Officer
Amanda Brown	School Officer

Student Services

Nora Gillespie	School Psychologist (Mon, Wed & Friday)
Ali Dee	School Chaplain (Monday & Thursday)

2018 Teaching Staff

Emma Reed	Year 7-1
Crystal Thompson	Year 7-2
Pauline Egan	Year 7-3
Daisy Llanwarne	MAG Middle School
Kim Butler & Tonya Vander Loop	MAG Senior School
Aileen Finn	Year 8-1
Helen Carlyon	Year 8-2
Nichola Manship	Year 9-1
Stephen McMahon	Year 9-2
Susan Osborne	Year 10-1
Andrew Mackay	Year 10-2
Tom Cann	Year 11-1
Kelsey Collins	Year 11-2
Cathy Kennedy	Year 12-1
Lauren Spedding	Year 12-2

In addition we have Sandy Riley who will provide teaching assistance across all year groups.

Priorities

- Literacy
- Numeracy
- Health and Wellbeing
- Vocational Education and Training (VET)
- ASDAN program

Middle School

Education Support teachers provide specialist programs of study for students in Years 7-9. Yr 7-9 classes include English, Maths, Society and Environment, Science and Information & Communication Technology.

Students also have the opportunity to study within the mainstream areas of Home Economics and Design and Technology in purpose built classrooms. Technology is an integral part of learning with each student having access at school to their own dedicated iPad. Electronic Smartboards are installed in all of the classrooms and each room has a bank of computers for student use.

The students are included in many of the activities that take place in the Secondary College such as the Belsurf carnival, athletics carnivals and in later years Year 11 River Cruise and Year 12 Ball.

Senior School

Year 10 is an important phase providing students with the continued opportunity for academic achievement and the transition to Senior School. Students continue to participate in core learning area subjects with a large emphasis on the use of technology in the classroom.

They also begin programs related to work skills, ethics and safety and in 2016 commenced Certificate Courses. Once a week they visit work places, industries and places of interest, and practice travel skills as part of the Community Access program. The opportunity to gain work experience is also provided with students attending a placement 1 day a week for up to 10 weeks. Support is provided for students to ease them into their work place.

Belridge Secondary ESC offers an innovative and practical Vocational Education and Training (VET) in schools program to Year 10, 11 & 12 students.

This program helps students to prepare for future pathways by developing independent skills and offering courses geared to industry needs and work choices.

VET courses include:

- **Workplace Learning** which enables students to acquire skills and knowledge in the workplace. It helps students to develop a higher degree of work readiness and awareness of workplace options. Students maintain a record of achievement through a logbook. Students are given any necessary support from staff.
- Students participate in nationally recognised units of competency which assists students to acquire skills and knowledge relevant to the workplace. Students participate in units from Certificate I in Business, Certificate I in Horticulture and Certificate I in Transport and Logistics.
- Involvement in Enterprise projects encourages students to use creative ideas and opportunities, make decisions, take the initiative and develop the confidence to complete projects to the best of their ability.
- Developing independent living skills related to the needs and abilities of the students forms an integral part of the program. Students participate in life skills, home skills, personal development, driver education and communication and social skills.
- Once a week Year 11 students participate in Community Access where they practice travel on public transport, map and timetable reading, time skills, money and social skills and awareness of community facilities. Year 12 students generally complete 2 days a week of Workplace Training.
- ASDAN accredited programs are offered to many of our students and further enhance the Centre's Life Skills training.

Attendance

The Education Act requires that all students must attend school daily until the end of the year the student turns 17 and a half years or be involved in a specific training program or full time employment. A record of attendance is kept by all teaching staff. This is a legal document and may be required to be produced in court.

Contributions & Charges

Contributions are *voluntary requests* for payment made each year to parents of students attending Years 7 – 10. School Charges are requests for *compulsory payments* and are issued to parents of students attending Years 11 – 12.

Belridge Secondary ESC endeavours to keep these costs to a minimum and they are reviewed annually and endorsed by the School Board. Accounts are issued to parents where possible two months before the commencement of the school year. Whilst requests for payment from families with students in Years 7 -10 is a voluntary request, we encourage payment of these costs as all students benefit from the valuable resources they help to provide.

These can be paid by EFTPOS, cash or cheque through the office or if you prefer by electronic transfer direct to our Bank Account which is;

Name: Belridge ESC

BSB: 016-494

Account Number: 1027-44318

Please remember to insert your child's name in the description to ensure funds are allocated correctly.

Student SmartRiders

SmartRider is Transperth's electronic ticketing system. It uses a plastic card, similar to an ATM card that can have value added to it and then used to pay your fare on any Transperth bus, train or ferry.

Smartriders are ordered for all new students at Belridge Secondary ESC. When using the card students receive the student fare for any journey Monday to Friday during the school year and concession fares on the weekend and during the Christmas school holidays. Students definitely need one by Year 10 when they will be required for Transport Training in particular.

If a replacement card is required a fee of \$5 applies. Please contact the school office for the card to be ordered.

For more information refer to the Transperth website —
www.transperth.wa.gov.au

Companion Cards

Students may be eligible to apply for a Companion Card. The Companion Card is for people with a significant and permanent disability, who require attendant care support in order to participate at community venues and activities and will always need a high level of care to get to community based activities. Cardholders present their card when booking or purchasing a ticket from a participating business. Participating businesses will recognise the Companion Card and issue the cardholder with a second ticket for their companion at no charge.

These cards are particularly useful when staff accompany students on their transport training and to their Workplace Learning placements.

For more information telephone the Companion Card Information Line on Freecall 1800 617 337 or visit www.wacompanioncard.org.au

Enrolment Policy

Students need to meet certain criteria to be eligible to enrol at Belridge Secondary ESC and all enquiries should be directed through the Principal, Mrs Jenine Wall who will arrange a time to meet to discuss your child's placement as well as giving you a tour of the school's facilities. Any preliminary enrolment paperwork will be completed at this meeting and parents/guardians are encouraged to contact the school should you have any queries regarding enrolment.

Absences

Absences for part of a day, all day or several days, must be covered by a **written explanation, phone call or via the school app from the parent or guardian**. These notes must be dated and specify the reasons for the absence/s. They should be brought to school when the student returns to school and be handed to the office or class teacher. Parents are urged to contact the school before the commencement of lessons if their child will be absent.

If a student is participating in the Workplace Learning Program in Senior School it is important that the **employer and the school** be notified of their absence.

Punctuality

Students need to be at school by 8.40am each day. They must also ensure that they are prompt to classes. Classes are disrupted if students are persistently late to school or class. Students who arrive late need to **report directly to the office** to receive a late note. Reason for lateness should be explained in a note or telephone call from a parent. Students should be collected punctually at the end of the school day.

Leaving school grounds

Students who need to leave the school grounds during the day must report to the office with a note of authorisation, or provide the Class Teacher with a written note in the student diary. It is advisable that you also **contact the school directly to inform the office** should you need your child to leave early for an appointment. Students should report to the office to signed out prior to leaving the grounds. Students are not permitted to leave the campus to go to the shops for any reason during school hours.

Individual Education & Transition Plans

Every year each student is provided with an Individual Education Plan (Year 7-10) or an Individual Transition Plan (Year 11-12). The IEP or ITP is put together by the Class Teacher in collaboration, and through discussion, with the parents during the first term. Joint meetings to discuss progress or difficulties may be ongoing during the year, and regular telephone communication between parents and staff is regularly maintained and encouraged.

Term Dates 2018

Term 1	Wednesday 31st January —Friday 13th April
Term 2	Monday 30th April—Friday 29th June
Term 3	Monday 16th July—Friday 21st September
Term 4	Monday 8th October—Thursday 13th December

Public Holidays & Pupil Free days during term time 2018

Term 1

Friday 2nd March—Pupil Free

Monday 5th March—Labour Day

Friday 30th March—Good Friday

Monday 2nd April—Easter Monday

Tuesday 3rd April— Easter Tuesday

Term 2

Friday 1st June—Pupil Free

Monday 4th June—WA Day

Term 3

Monday 20th August—Pupil Free

Term 4

Friday 14th December—Pupil Free

Daily Timetable

MON, TUES, THURS, FRI		
Period 1	8.45 - 9.47	62 mins
Period 2	9.47-10.49	62 mins
Break 1	10.49 - 11.19	30 mins
Form	11.19 - 11.29	10 mins
Period 3	11.29 - 12.31	62 mins
Period 4	12.31 - 1.33	62 mins
Break 2	1.33 - 2.03	30 mins
Period 5	2.03 – 3.05	62 mins

WED		
Period 1	8.40 - 9.42	62 mins
Period 2	9.42 - 10.44	62 mins
Break 1	10.44 - 11.14	30 mins
Period 3	11.14 - 12.16	62 mins
Period 4	12.16 - 1.18	62 mins
Break 2	1.18 - 1.48	30 mins
Period 5	1.48 - 2.50	62 mins
STAFF MEETINGS		

WARNING SIRENS: 8.40/ 11.14/ 1.58 (8.35/ 11.09/ 1.43 Wednesdays)

Excursions & Community Access

All students are provided with the opportunity to participate in organised excursions and/or Community Access during the year. Parents are requested to sign and return specific permission slips for each individual outing, Community Access program and Workplace Learning program.

All outings are carefully planned and monitored by staff, and all outings are based on the needs and abilities of the students involved. The aim of excursions is to provide students with educational learning and to give them the opportunity to participate in structured activities and learning within the community.

First Day Procedures

All new students should be at school by 8.30am on the first day of Term 1.

Students will be met at the ESC Administration area and accompanied by staff to their classrooms.

Transition days for New Students

The Centre runs an extensive transition program for the incoming Year 7 cohort. Included in the program are scheduled visits to the Centre commencing in Term 3 with ongoing consultation with staff from schools to prepare transition plans for their respective students

During these visits, the students participate in a variety of activities, become familiar with different facilities on the campus and meet many of the Centre's staff. The program has proven to be effective in enabling new students to settle into the high school routine successfully.

School Rules

1. Students must obey all instructions given by staff members.
2. Students must respect the rights of others and their property.
3. Possession of a weapon, violence, vandalism, theft and harassment of any kind are not tolerated and may lead to suspension or exclusion from the school.
4. Smoking, being under the influence of alcohol or other drugs will not be tolerated. Bringing these items or associated implements to school or to organised activities may lead to suspension or exclusion.
5. Students may not leave the school grounds during the day without being signed out through the Administration office.
6. Students may not enter a classroom without the permission of the teacher.
7. Movement around the school is restricted to walking in a manner that is safe and shows consideration to others.
8. All students are expected to conform to uniform requirements.
9. Chewing gum of any description is not permitted.
10. Grounds and rooms must be kept tidy and free from litter.
11. Students are expected to attend regularly and be punctual and properly equipped at all times.

Stationery requirements

Parents will receive a stationery list at the end of each year, with stationery that the student needs to provide the following year. The list may vary for Senior School and Middle School students. Please ensure that students provide the necessary stationery.

School Uniform

The Department of Education's Dress Code Policy has been endorsed by parents, students and teachers. Students of government schools are required to conform to the dress code of their school. The school dress at Belridge has been designed to incorporate the school colours, red, white and navy blue.

Uniform Shop

Uniform Concepts have been chosen as the supplier of the Belridge Secondary College uniform. Their superstore is located at Unit 5, 7 Delage Street, Joondalup and is open Monday – Friday, 9am to 5pm and Saturday mornings, 9am to 1pm.

Everyday Wear:

- Navy blue shorts, skirt, trousers or tracksuit pants.
- School Polo Shirt (Middle School Years 7-9 Navy/Red & Senior School—Years 10-12 Navy/White)
- School jacket or Plain navy blue v-neck windcheater or tracksuit jacket.
- Hats or caps for outside activities are recommended.
- Enclosed footwear that conforms to safety standards. (No UGG boots)
- NO commercial logos.
- NO Leggings/jeggings/jeans/denim allowed.

***** Please note: There is no need to purchase the faction shirt or sport shirt for BSESC students****

Computers and Technology (ICT)

The Centre has excellent IT facilities. The availability of technology for all students to access is second to none with all students being provided with an individualised iPad to use at school as well as an extensive amount of computers and smart boards in each classroom. ICT across the curriculum has greatly enhanced teaching and learning for every student.

Students are also able to access computers in the library. Passwords are issued to students to enable access on all computers within the Centre and library.

Newsletter & Yearbook

The ESC newsletters are produced twice a term. They provide parents with information on current events in the school, and with future plans and dates. One copy of the newsletter is sent home to all families. The ESC Yearbook is compiled in Semester 2 and is available to students at the end of Term 4. It contains photographs, articles and reports relating to the school year.

Cost of the Yearbook was included in the Contributions/Charges statement sent out to families prior to the commencement of the school year.

Physical Education & Health

Most students who are not involved in Workplace Learning or TAFE courses participate in weekly swimming classes.

Year 7, 8, 9 and 10 students also participate in the Belsurf Beach Carnival and whole school Athletics carnival. There are also opportunities for students to participate in various invitational sports carnivals at other venues.

Community Pathways

Belridge Secondary ESC students and staff work closely with a number of groups within the community. Visiting teachers from the Centre for Inclusive Schooling, and therapists from Therapy Focus and Ability Centre visit a number of students on a regular basis.

Students participate in various Certificate I and II courses run through West Coast Institute of Technology (WCIT) and other Centres for further learning. The school has a partnership with WCIT which enables a Horticulture Certificate I course for Year 10 students to be run on the school campus.

We also work closely with specialist employment agencies that assist students in obtaining work placements.

Reporting

At the centre we provide our Middle School students with an Individual Education Plan which is planned with parents and teachers in an IEP meeting. The purpose of this is to plan for each student's particular educational and support needs. The Senior School students have an Individual Transition Plan which is similar to this but has emphasis on students' progress into post school options.

At the end of Semester 1 both the Middle and Senior School students receive an interim school report providing parents with an overview of participation and progress in academic and vocational programs. Similar to this is the final report at the end of Semester 2 which has a greater emphasis on students' achievements and setting targets for the following year.

School Library

The library is open to students before school at 8.30am, Break 2 and after school until 3.20pm. Students are able to borrow up to 4 books at a time for 2 weeks. With the exception of the Christmas holidays, students may borrow over the holidays.

Bicycles

A compound is provided for students' bicycles on the western side of the school. It is recommended that students secure their bicycles with a padlock and chain.

BSESC Student Council

Councillors are elected from Year 7 - 12 classes to represent the BSESC students on the Student Council. Major responsibilities include the running of school assemblies, arranging fund raising activities, liaising between staff and students, and generally improving student profile within the school and wider community.

Mobile Phones

Students may bring mobile phones to school at their own risk. The Director General of Education and Training has directed that mobile phones must be turned off and out of sight during lessons. Locked boxes are provided in all class rooms for mobile phones to be stored during class time. They may be used during Break 1 and 2.

Students attending Workplace Learning, Community Access and TAFE courses are encouraged to carry a mobile phone with available credit so that they can be easily contacted. Social calls during excursions are not permitted.

For the complete Mobile Phone policy please refer to your child's Student Planner.

Personal Property

Students are responsible for their personal property and all belongings including clothing, should be labeled with their name. Lost property enquiries should be made to the class teacher or BSESC office.

Secondary Assistance Scheme – Are you eligible?

The WA Department of Education and Training provides an allowance to assist eligible families with secondary schooling costs. To be eligible for the allowance the parent/ guardian must hold one of the cards below.

- Centrelink Family Health Care Card
- Centrelink Pensioner Concession Card
- Veteran’s Affairs Pensioner Concession Card

In 2018 the allowance consists of two components:

- \$115 Clothing Allowance paid directly to the parent/guardian or to the school.
- \$235 Educational Program Allowance paid directly to the school

Card Details:

Cards must be current in Term 1. For overseas or interstate applicants applying throughout the year, the card held must be current at time of application.

Application Forms:

Application forms are to be completed at the school in Term 1 of each year, the card must be sighted and copied and a staff member must witness the form being signed. Failure to complete within this time frame will mean that no funding will be provided – we have found that this deadline is strictly adhered to.

Café/Canteen

The Café is open during both breaks, recess and lunch . Students are able to order sandwiches, rolls and cooked meals for both breaks by placing their order at the cafeteria before school or at Break 1 (for Break 2).

Alternatively, parents/carers can place orders through the online booking system www.ouronlinecanteen.com.au. Menus and specials menus are available to view on the school website and school app together with a link to the online ordering system or from the school office.

Should students need assistance with ordering from the cafeteria, we suggest *that parents write the order in the student diary so that a staff member is able to accompany the student to the cafeteria to place their order.*



For further information on items outlined in this handbook please call
Jenine Wall—Principal
Stephanie Camkin—Manager Corporate Services
Or
Administration Team on 9408 8050 during office hours 8.00am to 4.00pm
Monday to Friday

