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Welcome students and families to Duncraig Senior High School. This information booklet will guide you through key dates, staff profiles, specialist programs and a raft of important policies.

Our vision is to provide a caring, engaging and supportive learning community, which fosters a culture of excellence to produce resilient, life-long learners in a rapidly changing world. Our core values embody the beliefs of the school community and form the RACER acronym: Respect, Achievement, Collaboration, Engagement and Relevance. Every student can gain RACER points that will honour their commitment to school activities. I look forward to future assemblies where I can congratulate them for their contribution to these values.

As the students move through the school, there will be many opportunities to develop their interests in a huge range of sporting, cultural and community activities. Our Alive Week Festival reflects the strength of student pride in the school and is an exciting time where our senior students lead the younger ones in fun activities that they will remember for many years to come. It is my great pleasure to talk with younger students on these special days about their ideas for leadership when their turn comes.

Over many years, we have continued to improve the facilities at Duncraig SHS. There has also been a substantial investment in providing a safe and enjoyable environment to support student well-being. We are very aware of the continuing demand for a place in the school as our reputation continues to grow in the community as the school of choice in the area. I am looking forward to building further upon this reputation with a commitment to outstanding, high quality teaching and learning occurring in every class. I can confidently and proudly say that our teachers are committed to their own development and work above and beyond to give your child an education of the highest calibre.

A community such as ours depends on positive communication and support. There are many ways to get involved with the community and many ways to build your own communication network among parents. I encourage you all to take every opportunity to meet other parents, get their phone numbers and stay in touch as much as possible. Duncraig prides itself on communication but we can always do better if we have your constructive feedback. So please get involved and tell us what we do well and where we can improve.

I look forward to working with you throughout next year.

Kind regards

Peter Lillywhite
SCHOOL CONTACT DETAILS

ADDRESS: 22 Sullivan Road, DUNCRAIG WA  6023

PHONE: 08 6241 5000

EMAIL: duncraig.shs@education.wa.edu.au

WEBSITE: www.duncraigshs.wa.edu.au

PLEASE NOTE: Communication between the school and parents is primarily done by email and SEQTA. Please be aware that it is important to check your emails (including your junk and spam folder) regularly and inform the school of any changes to your email address.

SCHOOL TIMES

<table>
<thead>
<tr>
<th>Monday, Tuesday, Thursday &amp; Friday</th>
<th>Wednesday – No Form/Early Finish</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.40am Period One</td>
<td>8.40am Period One</td>
</tr>
<tr>
<td>9.40am Period Two</td>
<td>9.40am Period Two</td>
</tr>
<tr>
<td>10.40am Form Room</td>
<td>NO FORM ROOM</td>
</tr>
<tr>
<td>11.00am RECESS</td>
<td>10.40am RECESS</td>
</tr>
<tr>
<td>11.30am Period Three</td>
<td>11.10am Period Three</td>
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<tr>
<td>12.30pm Period Four</td>
<td>12.10pm Period Four</td>
</tr>
<tr>
<td>1.30pm LUNCH</td>
<td>1.10pm LUNCH</td>
</tr>
<tr>
<td>2.00pm Period Five</td>
<td>1.40pm Period Five</td>
</tr>
<tr>
<td>3.00pm End of Day</td>
<td>2.40pm End of day – Early Finish</td>
</tr>
</tbody>
</table>
IMPORTANT DATES 2020

TERM DATES

TERM 1  Commences Monday 3 February  Concludes Thursday 9 April
TERM 2  Commences Tuesday 28 April  Concludes Thursday 2 July
TERM 3  Commences Monday 20 July  Concludes Friday 25 September
TERM 4  Commences Monday 12 October  Concludes Wednesday 16 December

PUBLIC HOLIDAYS

Australia Day  Monday 27 January
Labour Day  Monday 2 March
Good Friday  Friday 10 April
Easter Monday  Monday 13 April
Easter Tuesday  Tuesday 23 April
Anzac Day  Monday 27 April
Western Australia Day  Monday 1 June
Queen’s Birthday  Monday 28 September
Christmas Day  Friday 25 December
Boxing Day  Monday 28 December

STUDENT FREE DAYS

TERM 1  Thursday 2 April – Open Reporting Day
         Thursday 9 April
TERM 2  Friday 29 May
TERM 3  Thursday 30 July – Open Reporting Day
         Friday 13 November
TERM 4  Friday 18 December
Duncraig Senior High School employs approximately 115 teachers who are supported by a further 51 school support staff.

**EXECUTIVE MANAGEMENT**

Principal
Associate Principal - Year 11 & 12
Associate Principal - Year 9 & 10
Associate Principal - Year 7 & 8
Manager Corporate Services

Peter Lillywhite
Nicole Baker
Owen Goyder
Stephen Galvin
Justine Avenell

**HEADS OF DEPARTMENT**

English
Health & Physical Education
Humanities and Social Science
Mathematics
Science
Technologies
The Arts

Mellisa Wayne
David Clark
Caroline Crosbie
Wendy Field
Bruce Banyard
Wade Norman
Aaron Gibson

**TEACHERS IN CHARGE**

Design & Technology
Home Economics
Languages
Library

David Sherlock
Robyn Griffiths
Jennifer Hill
Jasleen Singh

**STUDENT SERVICES**

Student Services Manager - Year 11 & 12
Student Services Manager - Year 9 & 10
Student Services Manager - Year 7 & 8
Year 7 Co-Ordinator
Year 8 Co-Ordinator
Year 9 Co-Ordinator
Year 10 Co-Ordinator
Year 11 Co-Ordinator
Year 12 Co-Ordinator
School Nurse
School Psychologist
Chaplain
SAER Co-Ordinator

Louis Cheeseman
Adam Taylor
Liz Parker
Nicole Pearce
Elena Rossi
Anthony Salpietro
Laetitia Riches
James Buchanan
Sahar Sleiman
Dianne Laird
Erin Pratt
Matt Denholm
Helen Womersley

**PROGRAMS**

Triathlon Co-Ordinator
Gifted & Talented/SBAE Co-Ordinator
STEAM Co-Ordinator
Music
VET Co-Ordinator
WPL Co-Ordinator
Bushranger Cadets Co-Ordinator

Stuart Denton
Leonie Hunter
Sasha Brennan
Peter Smith
Maree Marcon
Peter Gasson
Darryl Deacon
SCHOOL VISION

Duncraig Senior High School provides a caring, engaging and supportive learning community, which fosters a culture of excellence to produce resilient, life-long learners in a rapidly changing world. The SCHOOL MOTTO CARE – ENGAGE – EXCEL is recognised by the community and used as a common language in school signage and publications.

We believe:

**POSITIVE RELATIONSHIPS** are the key to success in
**INDIVIDUAL OWNERSHIP** of learning in striving for
**PERSONAL BEST** in the **CELEBRATION OF EXCELLENCE**
SCHOOL VALUES

RESPECT We value and care for all members of the community. Mutual and self-respect provide a secure environment that enhances learning.

ACHIEVEMENT Successful people maximise their potential to achieve personal goals and enjoy the learning process. We strive for our personal best and celebrate success.

COLLABORATION Working together provides the opportunity to share ideas and experiences and to benefit from the input of others. We learn together and from one another.

ENGAGEMENT Engaged people are motivated to extend their horizons, take individual ownership of learning and seek excellence. They are likely to be more creative, enthusiastic, persistent and inclined to take risks.

RELEVANCE Learning is enhanced when we connect what we are doing with life experiences. The learning process must also cater for the different ways in which people learn and acknowledge their current stage of development.
STUDENT SERVICES & SCHOOL SUPPORT

At Duncraig Senior High School an extensive pastoral care system exists to support and guide our students. The following are some of the people who will be able to guide and assist students at various times.

FORM TEACHER

Form teachers play a vital role in pastoral care, attendance, monitoring of absences, disseminating information, checking on the school diaries and other administrative duties. Each Form will have at least one student Form Representative. These students have responsibilities such as meetings with Year Coordinators, and supporting their Form Teacher. Form meets for twenty minutes commencing at 10.40am, four days each week (excludes Wednesdays). Attendance at Form is compulsory.

YEAR COORDINATOR

Year Coordinators are appointed to:

- Support students personal and social development
- Provide a link between the parents and the school staff
- Assist in the monitoring of student performance
- Assist in the monitoring of behaviour of students – Students and parents are encouraged to discuss with their Year Coordinator or other members of the Student Services Team any concerns they have which may affect learning and wellbeing. Parents need to immediately contact the relevant Year Coordinator if the following occurs:
  - Changes in your child’s medical condition that the nurse and teachers should be made aware of to ensure a suitable learning environment.
  - Long absences due to illness or other reasons
  - Changing Circumstances in the home that significantly affect your child
  - Concerns about your child’s performance at school
  - Changes in behaviour that differ noticeably from previous behaviour.

STUDENT SERVICES MANAGERS

The role of the Student Services Managers is to closely monitor the achievement of all students across the school. They liaise closely with Year Coordinators, Heads of Department and classroom teachers to build an individual profile of each of our students. These non-teaching positions have been created to maximise the achievement of students. Do not hesitate to contact the Student Services Managers for an interview if you have any concerns about your child’s achievement throughout the school year.
**NURSE**

The Nurse is available to counsel and attend health concerns. The nurse is available every day. If students are feeling unwell or are injured they should report to the School Nurse or Student Services if the Nurse is not available. Treatment will be undertaken at the Nurse’s discretion and in the case of a medical emergency, parents will be advised. If we are unable to contact the parents in an emergency, students will be taken by ambulance to a hospital at the parent’s expense.

**Note:** It is important that the school is notified of any change of address or other contact details so that it is possible to contact someone in an emergency. No student will be permitted to leave the school without permission.

**SCHOOL PSYCHOLOGIST**

The School Psychologists main role is to help youth succeed academically, socially, and emotionally in school. To do this our School Psychologist works with the Student Services Team. Some of the issues with which the School Psychologist can help are:

- Personal matters relating to schooling
- Emotional/Motivational/or Organisational matters
- Skills training affecting attitudes/behaviours
- Psycho-educational assessment and educational planning
- Crisis Management support when significant incidences occur

The Psychologist accepts direct referrals from students, teachers and parents. Concerned students/parents are encouraged to first discuss their issues with teachers, Year Coordinators and School Administration prior to referring to the Psychologist. Complex issues requiring more in-depth support and intervention will be handled confidentially by the School Psychologist and will often be referred to other community based agencies.

**CHAPLAIN**

The Chaplain at Duncraig Senior High School is a vital part of the Student Services team and the school community. The Chaplain builds positive relationships with students, staff and the local community and is available to help in times of need or crisis.

Broadly, the areas of work include:

1. **Care and Support**

The Chaplain relates well to students and offers a listening ear, understanding and encouragement through pastoral counselling and mentoring.

2. **Community Resources**

Provide the school community with information on programs and services offered by local youth groups, churches, youth services and other community organisations.

3. **Groups and Programs.**

Running and participating in programs, activities and camps that help students improve confidence, social skills and maximising potential.
SAER COORDINATOR

The role of the SAER Coordinator is to work with teachers, parents, students and appropriate outside agencies to provide a range of effective and appropriate adjustments to an individual student’s learning programme. This is to ensure access, participation and achievement in all areas of their schooling. Adjustments are provided on a needs basis for each individual. Parents are encouraged to contact the SAER Coordinator Mrs Helen Womersley to discuss their child’s individual learning needs on 6241 5000.

VOCATIONAL EDUCATION AND TRAINING COORDINATOR

This Co-ordinator has a number of roles within the school community relating to:

- Vocational Education and Training Programs
- VETis – External training courses provided by a range of training institutions (including TAFE)
- Workplace Learning (WPL)
- Work Experience
- Career Guidance
- School Based Traineeships (SBT’s)
SEQTA - STUDENT AND PARENT HELP

At Duncraig Senior High School, students, parents, and staff use SEQTA as a Learning Management System, to share resources, submit assessment tasks, communicate assessment results, and provide feedback. There are three parts to SEQTA. These parts are SEQTA Learn for students, SEQTA Engage for Parents, and SEQTA Teach for teachers.

SEQTA LEARN

On this site, students have access to daily notices, subject resources, assessments, results, teacher feedback, and can submit work. Individual usernames and passwords are provided at the start of the year. If a student forgets their password, they can ask a teacher to reset it.

SEQTA ENGAGE

On this site, parents have access to daily notices, subject resources, assessments, results, teacher feedback. Instructions on how to set up a new account are emailed to all families. If parents have issues accessing SEQTA Engage and/or have forgotten their password, please contact the school.

USING SEQTA TO CONNECT WITH TEACHERS

Once logged into SEQTA, you can email teachers from your child’s timetable. Simply click on the timetabled class, and then click on the envelope. This will then redirect you to your email account.
NEWS AND EVENTS

WEBSITE
The Duncraig Senior High School [website](#) and online [calendar](#) is updated regularly with news and events.

SOCIAL MEDIA
To help you stay up to date on what’s happening around the school please like and follow us on both Instagram and Facebook.

![Instagram](#) duncraig_senior_high_school
![Facebook](#) Duncraig Senior High School

NEWSLETTER
A digital newsletter will be emailed during the last week of term. This provides a wonderful overview of activities that took place during the term as well as a preview to upcoming events.

YEARBOOK
Duncraig Senior High School creates a wonderful year book. This is carefully collated during Term 4 and it provides a snapshot of the events and activities that took place during the last year. The cost of the book is specified on each child’s statement of contributions and charges and is an optional expense.

COLOURS SYSTEM

Colours are aimed at recognising excellence in student achievement and performance.

Colours will be allocated in 4 aspects of student achievement.

- Academic
- Sporting
- Performance
- Citizenship

Students may receive one Colour in each of the above aspects in any academic year. The Lower School and Senior School Coordinators will manage the Colours System.

The conditions under which Colours will be allocated are to be publicised to the school community at the commencement of each academic year.

Colours recognition is subject to a student having maintained their Good Standing / Good Conduct status at school (at the discretion of the Principal).
GENERAL INFORMATION

ATTENDANCE

It is a legal requirement for accurate attendance recording by schools. In cases of legal inquiry, it is the teacher who has to respond as to whether or not a child was present in his/her class at a given time. Parents are required to provide an explanation of their child’s absence to the school within three days of the absence and this is recorded and/or followed up by the school.

STUDENT/PARENT RESPONSIBILITY

- Students are expected to attend on all school days.
- Parents phone the school early in the day if a child is absent by either:
  - Absentee Hotline: 6241 5097 (for messages only), or
  - 6241 5056 (from 8.00am to speak to School Attendance Officer), or
  - SMS only on 0408 928 964, or
  - Email: Duncraig.SHS.absentee@education.wa.edu.au, or

Please refer to the Duncraig Senior High School Website for more information.

SCHOOL POLICIES

A policy framework has been developed for staff and students alike to bring a consistent and understood approach to School life. Policies are regularly reviewed in response to legislative requirements and with consultation of the School Board. The School operates with a number of policies to provide a consistent and understood approach to schooling. Parents and students are to acknowledge and consent to the below policies and that adherence is an expectation of enrolment at Duncraig Senior High School.

Please refer to the Duncraig Senior High School website for full details.

BUS ROUTES

Multiple bus services are available from Lilburne Road, Hepburn Avenue, Marmion Avenue and Readshaw Road Duncraig ads well as Hepburn Avenue, Padbury and Marmion Avenue, Sorrento.

Please refer to the Transperth website to plan your journey.
GENERAL INFORMATION

LIBRARY RESOURCE CENTRE

The Library Resource Centre is central to implementing, enriching and supporting the teaching and learning program at Duncraig Senior High School. The Library Resource Centre offers a wide range of relevant resources and technologies and provides the help and support students need to become effective and critical users of ideas and information.

Students are empowered as independent learners and knowledge builders. Learning programmes foster competence and stimulate interest in using information and ideas. Our teacher librarian works with other staff to design learning strategies to meet the needs of individual students and to fully integrate information literacy outcomes into the curriculum.

Library Opening Hours:

<table>
<thead>
<tr>
<th></th>
<th>Monday - Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before School from 8.15am</td>
<td>Open</td>
<td>Open</td>
</tr>
<tr>
<td>Recess</td>
<td>Open</td>
<td>Closed</td>
</tr>
<tr>
<td>Lunch</td>
<td>Open</td>
<td>Open</td>
</tr>
<tr>
<td>After-school until 3.15pm</td>
<td>Open</td>
<td>Open</td>
</tr>
</tbody>
</table>

Smartrider Cards:

Smartrider Cards will be issued to Year 7 students from the Library at the start of the school year and new students throughout the year. If your child requires a replacement due to the card being lost or damaged, a $5.00 fee is to be paid at the Cashiers Office before the card can be ordered.

Smartrider Cards are used for:

- Public transport travel
- Library borrowing
- Canteen purchases
GENERAL INFORMATION

CANTEEN

The School Canteen is run by the P & C and is the biggest fundraiser for the school. All profits go directly back to the students. The P & C employ eight part-time staff and they have all have successfully completed the “Traffic Light Training” in accordance with the Department of Education’s policy and standards for healthy food and drink choices in WA public schools.

Our canteen is proud to announce that the menu is 80% Green with no red items.

Please note that the canteen is cashless. Online ordering is managed by Flexischools.

Please refer to the Duncraig Senior High School Website for a seasonal menu.

BIKES

There are two (2) bike compounds where students must park their bikes during the day:

- Near Gate 6 on Readshaw Road or
- Outside area near Maths Rooms 28, 29 and 30.

Please refer to the School Map for locations of the bike compound and gates. Gate 6 is locked between 9.00am and 2.30pm and will provide a secure bike compound in this area. Students should also use a security lock for their bike and helmet. The school is unable to accept responsibility for theft or damage.

Bikes must not be parked and locked against any fences.

Scooters and Skateboards

Students must lock Scooters and Skateboards in the Bike Rack or find other arrangements to store scooter/skateboard. Carrying scooters/skateboards to lessons throughout the day is not an option.

Power Assisted Pedal Cycle

Bicycles with power assist or that are motorised are not permitted to be ridden to school.
DRESS CODE POLICY

The Department of Education Policy on school dress code allows schools to make the wearing of school uniform a requirement. The School Board has endorsed a dress code for all students attending this school. The School Board believes a school dress code:

- fosters and enhances the public image of the school.
- assists in building school and team spirit.
- ensures students are safely dressed for specific school activities.
- encourages equality among students.
- prepares students for work, as many work places have dress and safety codes.

DRESS CODE REQUIREMENTS

School staff, the School Board and the Student Council strongly supports the wearing of a school uniform. Enrolment at the school is a commitment to meet Dress Code Requirements.

All student uniform garments must be purchased from Uniform Concepts and display the school logo.

Every Day Uniform Dress Code - School Logo required on all items
Shirt: White Polo shirt with collar
Shorts: Plain navy
Skorts: Plain navy
Skirt: Plain navy
Dress: Blue checked dress
Jumper: Plain navy
Windcheater: Plain navy
Slacks/Track Pants: Plain navy

Blue leggings may be worn provided a school skirt or school shorts are worn over the top of the leggings. (Skirt and shorts must be visible).

A plain white t-shirt (long or short sleeved) may be worn beneath the school uniform for additional warmth.

Sport Uniform Dress Code - School Logo required on all items
Shirt: Blue Polo shirt with collar
Shorts: Plain navy
Skorts: Plain navy
Skirt: Plain navy
Jumper: Plain navy
Windcheater: Plain navy
Track Pants: Plain navy

NOTE: A plain white t-shirt (long or short sleeved) may be worn beneath the school uniform for additional warmth.

GENERAL UNIFORM INFORMATION AND SCHOOL UNIFORM MANAGEMENT

Please refer to the Duncraig Senior High School website for further information.
We would like to welcome you to our
Uniform Concepts Super Store
conveniently located at 5/7 Delage St, Joondalup, 6027

We have try-on samples of uniform in all sizes with plenty of fitting rooms
to enable students to try on garments.
Online ordering is also available with Layby facilities to assist
with spreading the cost of uniform purchases.

During Term 4, why not make an appointment for a fitting and avoid the
long queues in January. Appointments can be made by logging onto
www.appts-inp.as.me or by calling the uniform shop on 9270 4660. Please
note that the most popular times for appointments are weekdays after
3pm and Saturday mornings so book early to avoid disappointment.

OPENING TIMES

Mon, Tues, Wed, Fri: 9.00am – 5.00pm
Thursday: 9.00am – 6.00pm
Saturday: 9.00am – 1.00pm

Closed on Sundays & Public Holidays
(Closed for the festive season on Thursday 19 Dec 2019, reopening on Thursday 2 Jan 2020)

Tel: 08 9270 4660
Email: joondalup@uc.nellgray.com.au
Website: nellgray.com.au
PERSONAL ITEMS LISTS

Each student will require the right equipment and resources to successfully participate in the classes during the year. To ensure your child is ready for class, we provide a Personal Items List for each year group. Items can be purchased from any provider or via our partner, Campion. We work closely with Campion to ensure a comprehensive one stop shop is provided to parents while achieving value for money on your behalf. Campion provide free delivery of your items if ordered prior to 13 December 2019 or your order can be collected at either their Malaga or Willetton store.

PARENTS AND CITIZENS ASSOCIATION

Our P&C meets in the conference room once per term, or as required, with meetings commencing at 7:00pm. The February meeting is designated as the Annual General Meeting when Office Bearers (President, Secretary, and Treasurer) are elected. The P&C manages and derives funds from donations and the School Canteen. Funds raised go directly to the school for the benefit of the students. The P&C meetings provide a forum for parents to receive updates on school procedures and to have a say in the formulation of new policy and the allocation of monies. All new members are welcome and encouraged.
CHARGES AND CONTRIBUTIONS EXPLAINED

We appreciate every family’s financial contribution to the cost of schooling their child with proceeds enriching and improving the curriculum and opportunities for our students.

Families are advised by December each year as to the maximum costs that could be applied for the following year. Contributions are applied to Year 7 to 10 students and are legislated to a maximum of $235.00 per year however compulsory charges are dependent on the actual cost and the student’s participation.

**Year 7 – 10:** Voluntary Contributions are directly applied to each learning area to support your child’s education by enabling the school to purchase extra materials, services and resources that are used daily in the classroom. At $235.00 per year, this works out to less than $6 per week or $58.78 per term.

**Year 7 – 10:** Extra cost options (charges) are applied for optional activities such as year book, excursions, after school activities, competitions, camps etc. and are only incurred should your child participate in the activity. Please note that some subjects in Year 7-10, including Triathlon, attract a subject charge. We work on a cost recovery basis and keep costs to an absolute minimum, to maintain maximum value for money for our families. This cost is compulsory once the student commences.

**Voluntary Approved Requests** will be applied towards:

- Technology – providing state of the art equipment such as 3D printers, high specification computer laboratories, virtual reality equipment and robotics.
- Parents and Citizens (P&C) Contribution – the P&C donate funds to the school to supplement funding or purchase additional equipment. We are very grateful to our active P&C who, in 2019 provided funding for our Alive Weeks Festival, Silent Disco equipment, Year 12 Presentation Night and new lockers.
- Library – improvements in the Library space, including furniture, automation and resources.
- Chaplain – supporting our full time Chaplain program.

**PAYMENT OPTIONS**

Wherever possible we utilise available technologies to facilitate payment to the school and provide flexible and easy options to families.

Our preferred methods are:

- **Qkr!**
- **BPPoint**
- **EFTPOS**

Families can make arrangements with our Corporate Service staff to pay by instalments managed through the schools **BPPoint** system. Please do not hesitate to contact our staff; [duncraig.shs.payments@education.wa.edu.au](mailto:duncraig.shs.payments@education.wa.edu.au)
GOVERNMENT FINANCIAL ASSISTANCE

• Holders of valid;
• Health Care Card;
• Pensioner Concession Card, or
• Veterans’ Affairs Pensioner Concession Card (blue card only)

May be eligible for the Secondary Assistance Scheme.

Application forms are emailed to all families with their Contributions and Charges Information at the beginning of the school year and are also available in the Administration Office. Please present the completed forms and your card to our Administration office. Please do not sign the form until we are able to witness it for you.

The forms are due by the end of Term 1 each year. Please note that no late applications can be accepted and the expenses will remain the parent/guardian’s responsibility.

The following are available under the Secondary Assistance Scheme

Education Program Allowance - $235.00
Clothing Allowance - $115.00
ABSTUDY Supplement - $79 or $156

Further information can be found at the Secondary Assistance Scheme website.
SCHOOL MAP