



Duncraig
Senior High School



**Parent
Information
2024**

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WELCOME FROM OUR PRINCIPAL



Welcome students and families to Dun Craig Senior High School. This 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 school motto: Care, Engage, Excel. Every student can gain House points that will honour their commitment to the school motto. I look forward to future assemblies where I can congratulate our students for their contribution to these values.

As the student's progress through the school, there will be many opportunities to develop their interests in a huge range of sporting, cultural and community activities. Our Alive 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 Dun Craig SHS. This is evident with a \$41M building project due for completion early 2025, which will expand classroom availability and refurbish a portion of classrooms. There has also been an ongoing investment in providing a safe and enjoyable environment to support student well-being. As our reputation continues to grow in the community as the school of choice, we are very aware of the continuing demand for a place in the school. Our total student population will be almost 1900 in 2024.

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. Dun Craig SHS 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.

A handwritten signature in black ink, appearing to read 'Peter Lillywhite'. The signature is stylized and cursive.

Peter Lillywhite
PRINCIPAL

SCHOOL CONTACT DETAILS

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ADDRESS:	22 Sullivan Road, DUNCRAIG WA 6023
PHONE:	(08) 6241 5400
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

MON/TUE/THU/FRI		WED (no Form, early finish)	
8.40am	Period One	8.40am	Period One
9.40am	Period Two	9.40am	Period Two
10.40am	Form Room	NO FORM ROOM	
11.00am	RECESS	10.40am	RECESS
11.30am	Period Three	11.10am	Period Three
12.30pm	Period Four	12.10pm	Period Four
1.30pm	LUNCH	1.10pm	LUNCH
2.00pm	Period Five	1.40pm	Period Five
3.00pm	End of Day	2.40pm	End of day – Early Finish

IMPORTANT DATES 2024

Term Dates 2024



January							February							March							April						
M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su
1	2	3	4	5	6	7				1	2	3	4					1	2	3	1	2	3	4	5	6	7
8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10	8	9	10	11	12	13	14
15	16	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17	15	16	17	18	19	20	21
22	23	24	25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23	24	22	23	24	25	26	27	28
29	30	31					26	27	28	29				25	26	27	28	29	30	31	29	30					

May							June							July							August						
M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	

September							October							November							December						
M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su
						1		1	2	3	4	5	6					1	2	3							1
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	
30														30	31						30	31					

Key Dates by Term

Term 1
 24 Jan - Office support return
 26 Jan - Australia Day Public Holiday
 29 Jan - Staff return / PD Day 1
 30 Jan - PD Day 2
 31 Jan - Term 1 Commences
 4 Mar - Labour Day Public Holiday
 8 Mar - PD Day 3
 28 Mar - Students/Staff End of Term 1

Term 2
 15 Apr - PD Day 4
 16/17 Apr - Progress Reporting
 18 Apr - Term 2 Commences
 25 Apr - ANZAC Day Public Holiday
 3 Jun - WA Day Public Holiday
 28 Jun - Students/Staff End of Term 2

Term 3
 15 Jul - PD Day 5
 16 Jul - Term 3 Commences
 20 Sep - Students/Staff End of Term
 23 Sep - Kings Birthday

Term 4
 7 Oct - Term 4 Commences
 12 Dec - Students End of Term 4
 13 Dec - PD Day 6

■ School Holiday	■ Start of Term
■ Public Holiday	■ End of Term
■ Staff Training	■ School Term
■ Progress Reporting	

www.duncraigshs.wa.edu.au

STAFF PROFILE

Duncraig Senior High School employs approximately 120 teachers who are supported by a further 60 school support staff.

Executive Management

Principal	Peter Lillywhite
Associate Principal – Year 11 & 12	Renay Down (Term 2)
Associate Principal - Year 9 & 10	Stephen Galvin
Associate Principal - Year 7 & 8	Wade Norman
Associate Principal - Curriculum & Engagement	Nicole Baker
Manager Corporate Services	Justine Avenell

Head of Department

English	Mellissa Wayne
Health & Physical Education	David Clark
Humanities & Social Sciences	Elizabeth Clark
Languages	Jenny Bibard
Mathematics	Wendy Boggs
Science	Bruce Banyard
Technologies	Nicole Van Wyk
The Arts	Clair Lang

Teachers in Charge

Design & Technology	David Sherlock
Home Economics	Robyn Griffiths
Library	Jasleen Singh

STAFF PROFILE

Student Services

Student Services Manager - Year 11 & 12	Adam Taylor
Student Services Manager - Year 9 & 10	Danielle Edwards
Student Services Manager - Year 7 & 8	Kellie Ketteringham
Year 7 Coordinator	James Cutler
Year 8 Coordinator	Connor Humm
Year 9 Coordinator	Rebekkah Clarkson
Year 10 Coordinator	Clair Lang
Year 11 Coordinator	Anthony Salpietro
Year 12 Coordinator	Elena Rossi
School Psychologist	Lauren Filippou and Alannah Paris
Chaplain	Taryn Pittard
Aboriginal Student Support Officer	Nikita Krakouer
School Nurse	Dianne Laird
First Aid Officer	Tracey O'Shea

Programs

Learning Support Manager	Martina Gilligan
Teaching and Learning Manager	Sarah Money Penny
GATE/SBAE Coordinator	Leonie Hunter
Triathlon Coordinator	Victoria Burrows-Bilton
Music Coordinator	Peter Smith
VET and WPL Manager	Karen Clark
Bushranger Cadets Co-Ordinator	Darryl Deacon

SCHOOL VISION

Dun Craig 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.



CARE/ENGAGE/EXCEL

Care

At Dun Craig we value respect for self and others, show empathy, are inclusive and build positive relationships.

Engage

At Dun Craig we learn through connection, participation, contribution, and self-reflection.

Excel

At Dun Craig we set goals, maintain high expectations and embrace challenges that allow you to be the best version of yourself.

STUDENT SERVICES & SCHOOL SUPPORT

At Dun Craig 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 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
- Parents need to contact the relevant Year Coordinator if the following occurs:
 - changes in your child’s medical condition that the school should be made aware of to ensure a suitable learning environment
 - prolonged absences due to illness or other reasons
 - Changing Circumstances in the home that significantly affect your child
 - changes in behaviour that differ noticeably from previous behaviour.
 - Any other concerns with their child’s learning and wellbeing
 - Change in contact details, including address and phone numbers

Student Services Managers

The role of the Student Services Managers are to closely monitor the achievement, wellbeing and behaviour of all students across the school. They liaise closely with Year Coordinators, Heads of Learning Area and classroom teachers to build an individual profile of each of our students.



First Aid Officer

The First Aid Officer is available four days per week (Mon, Tues, Thur and Fri). If students are feeling unwell or are injured the First Aid Officer is available to assist in their treatment. They will communicate any information necessary to student’s parents/carers. In the case of a medical emergency, parents will be advised however if we are unable to make contact 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, contact details and medical details so that it is possible to contact someone in an emergency. No student will be permitted to leave the school without permission.



Community Health Nurse

The Community Health Nurse (CHN), employed by the Department of Health, supports families with children who have ongoing health concerns. Our CHN also delivers positive and preventative programs for staff and students. The CHN works 0.9 fortnight, having even Mondays off.

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:

- emotional/motivational and/or organisational matters
- consultation regarding psycho-educational assessment & educational planning
- crisis management support when significant incidences occur

The school Psychologist (SP) accepts direct referrals from the student services managers (SSM). Concerned students/parents are encouraged to first discuss their issues with Year Coordinators who will then speak with the relevant SSM and place a referral to the SP if deemed necessary. 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.

Learning Support Manager

The role of the Learning Support Manager 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.

Youth Support Officer

Our Youth Support Officer provides targeted support to students to help them engage with school. Tracking attendance and appropriate intervention is a key role of this person. The YSO is an integral part of the pastoral care team providing and supporting whole school programs and events such as:

- Peer Support Leaders
- ALIVE
- Follow the Dream
- Yarning Circle

Aboriginal Student Support Officer

Our Aboriginal Student Support Officer is an important part of the Students Services Team who works closely with Aboriginal and Torres Strait Islander students and their families to not only engage in school education but help them thrive at Duncraig. The focus is to embrace their heritage and provide opportunities to celebrate their background. This role provides families a conduit for support and advice in a safe and trusted environment. The ASSO plays an integral role in whole school and targeted programs including;

- Follow the Dream
- study and vocational guidance
- Yarning Circle
- NAIDOC Week
- Reconciliation Action Plan Committee
- Reconciliation Week

Follow the Dream Program

Duncraig SHS is part of the Follow the Dream outreach program lead by Mt Lawley SHS. Aboriginal and Torres Strait Islander students at Duncraig SHS are provided with a large range of additional supports to help them reach their potential in high school as well as working towards a university entrance.

This is led by Aboriginal Student Support Officer in conjunction with the YSO and other staff members from Student Services.

The program provides students with:

- educational excursions to develop confidence and skills and link to culture
- tutors to assist with homework, study habits and goal setting
- career guidance
- a safe and supported environment for students after school
- opportunity to complete whole school projects (i.e. designing the NAIDOC shirts)
- cultural activities.

Follow the Dream is held every Monday from 3.00 pm – 4.30 pm in the library. This is opened for all Aboriginal and Torres Strait Islander students from Years 7 – 12.

Study and Vocational guidance

The VET and Workplace Learning team work hard to ensure our Aboriginal and Torres Strait Islander students are given a variety of opportunities to experience different workplaces as well as providing additional support in guiding them to choose appropriate courses.

Yarning Circle

Yarning Circle is a safe place for students to come together and have a yarn with each other. Students participate in cultural activities and also have the opportunity to listen to guest speakers.

All Aboriginal and Torres Strait Islander students are invited and have opportunities to bring a friend along at different times.

NAIDOC

Each year a day is set aside for students and staff to come together and celebrate NAIDOC. We have experienced a Welcome to Country, Smoking Ceremony, various NAIDOC activities, sand mural, presenters attend the school, music workshops and other engaging activities that raise the awareness and importance of NAIDOC.

Reconciliation Week

Dun Craig SHS staff and students developed a whole school reconciliation mural to acknowledge and recognise reconciliation week. The mural is now displayed with pride in the school library and will be the template of the new Reconciliation staff shirts.

Reconciliation Action Plan

Dun Craig SHS has a committee dedicated to providing tangible and substantive benefits for Aboriginal and Torres Strait Islander peoples. The committee meet regularly throughout the year and have embedded a cross-section of the Dun Craig community as representation.

Chaplain

The Chaplain at Dun Craig 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.

Vocational Education Training and Workplace Learning Manager

The VET and WPL Manager has several roles within the school community relating to:

- Vocational Education and Training Programs
- VET in Secondary Schools – External training courses provided by a range of training institutions (including TAFE) 1 day per week
- Subject Selection
- Career Guidance
- School Based Traineeships (SBT's).
- Authority Developed Workplace Learning (ADWPL)
- Work Experience
- Career and Enterprise classes

TIMETABLE EXAMPLE

	MON 4 DEC	TUE 5 DEC	WED 6 DEC	THU 7 DEC	FRI 8 DEC
9:00	Science G&T Y09 08:40-09:40 Mr Leslie Banyard S04	Humanities & Social Sciences G&T Y... 08:40-09:40 Mr Mitchell Shilling 44B	English G&T Y09 08:40-09:40 Ms Georgina Isles D6 ENG	Photography 9.2 08:40-09:40 Mr Brandon Hosa 10GEN	French Advanced 9.2 08:40-09:40 Ms Nathalie Korfanty (14GEN)
10:00	Mathematics G&T Y09 09:40-10:40 Mr James Buchanan 29M	Mathematics G&T Y09 09:40-10:40 Mr James Buchanan 29M	Gaming Systems Coding 9.2 09:40-10:40 Mr Gavin Coombes 21COMP	Physical Education 9.2 09:40-10:40 Mr Justin Cruickshank G3	Humanities & Social Sciences G&T Y... 09:40-10:40 Mr Mitchell Shilling 44B
11:00	FORM 9A 10:40-11:00	FORM 9A 10:40-11:00		FORM 9A 10:40-11:00	FORM 9A 10:40-11:00
12:00	Health Education 11:30-12:30 Mr Justin Cruickshank P09	English G&T Y09 11:30-12:30 Ms Georgina Isles D6 ENG	French Advanced 9.2 11:10-12:10 Ms Nathalie Korfanty 11GEN	Humanities & Social Sciences G&T Y... 11:30-12:30 Mr Mitchell Shilling 44B	Science G&T Y09 11:30-12:30 Mr Leslie Banyard S08
13:00	Photography 9.2 12:30-13:30 Mr Brandon Hosa 10GEN	Physical Education 9.2 12:30-13:30 Mr Justin Cruickshank G3	Mathematics G&T Y09 12:10-13:10 Mr James Buchanan 29M	Science G&T Y09 12:30-13:30 Mr Leslie Banyard S04	Mathematics G&T Y09 12:30-13:30 Mr James Buchanan 29M
14:00	English G&T Y09 14:00-15:00 Ms Georgina Isles D6 ENG	Science G&T Y09 14:00-15:00 Mr Leslie Banyard S04	Humanities & Social Sciences G&T Y... 13:40-14:40 Mr Mitchell Shilling 44B	English G&T Y09 14:00-15:00 Ms Georgina Isles D6 ENG	Gaming Systems Coding 9.2 14:00-15:00 Mr Gavin Coombes 21COMP
15:00					

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 their 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 day, everyday.
- Parents are to notify the school if a child is absent on the day by either:
 - o SMS only on 0408 928 964,
 - o email: Duncraig.SHS.absentees@education.wa.edu.au,
 - o provide a written note to student services
 - o 6241 5456 to speak to Attendance Officer

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 as well as Hepburn Avenue, Padbury and Marmion Avenue, Sorrento.

Please refer to the Transperth website to plan your journey.

Smart Rider 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:

- Transperth access at student discount
- Library loans
- Canteen purchases

BRING YOUR OWN DEVICE (BYOD)

We believe in giving parents some choice on which device their child uses. The following specifications guidelines ensure the device can be supported within the Duncraig SHS network. **We do not recommend a Chromebook or iPad.** A Windows or Mac laptop integrates more effectively into our ICT workflow. Devices should comply with the minimum specs listed below:

Operating System	MAC OSX 10.15+ Windows 10 or 11
Processor	M1/M2 (Apple) or i5/Ryzen 5 or better (PC)
RAM	8GB (16GB preferred PC)
Screen Size	13 inch or larger
Battery Life	8 hours (recommended)
Storage	128GB SSD or better
Wireless	5Ghz Band Compatibility (<i>802.11ac</i>) (If the device does not meet this wireless requirement it will not have access to the network)

Duncraig Senior High School recommends students wishing to study Photography or Media subjects should choose an Apple Mac device to be more compatible with our Media software.

You may purchase your device anywhere. However Duncraig has organised device bundles with [Compnow](#) that offer you support advantages with the device collected from the school if it needs servicing.

For Duncraig SHS's ICT Policies please refer to our website on the link below:

<https://www.duncraigshs.wa.edu.au/enrolments/ict-byod-program/>

STUDENT DRESS CODE POLICY

The Department of Education Policy on school dress code requires schools to implement school uniforms. 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 the workplace, as many workplaces have dress and safety codes and expectations.

The full uniform policy can be found on the [Duncraig SHS website](#).

Frequently asked questions

- **What colour undershirt can be worn?**
plain white shirts only, no jumpers or hoodies
- **Are the blue physical education shirts able to be worn?**
This is no longer to be worn, the transition period ended at the end of 2023.
- **Are leggings able to be worn for dance?**
Yes, so long as this is changed into school uniform after the class.
- **Are girls able to wear both the skirt with inbuilt shorts and the PE skirt?**
Yes, so long as the skirts have our logo, then they can be worn anytime.
- **Are boys able to wear PE shorts all the time, or must they change to the microfibre ones?**
Yes, so long as the shorts have our logo, then they can be worn anytime.
- **Are the cargo pants able to be worn?**
This is no longer to be worn, the transition period ended at the end of 2023.
- **Is the windcheater able to be worn?**
This is no longer to be worn, the transition period ended at the end of 2023.

Uniform Shop

The school uniform shop is operated by Uniform Concepts, located at 5/7 Delage Street, Joondalup.

All new students are encouraged to make an appointment with the uniform shop for a fitting during Term 4, thus avoiding long queues in January. Appointments can be made by logging onto www.appts.uc.as.me. Alternatively, you can contact the uniform shop on the details below.

UNIFORM OPENING HOURS

Monday-Friday

9am – 5pm (Thurs to 6pm)

Saturday

9am – 1pm

Email: Joondalup@uc.nellgray.com.au

Phone: 9270 4660

Website: www.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 no later than December each year.

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 if ordered prior to their cut-off date or your order can be collected at either their Malaga or Willetton store.



ICT TROUBLESHOOTING

What do you do if your device does not work or you cannot connect to the school wireless?

1. Ask your teacher for assistance.
2. Teachers can unlock accounts and reset passwords.
3. IT support staff located in the Maths Block can assess physical damage and assist with other issues such as software installation and re-imaging.
4. For devices purchased through [Compnow](#) lodge a warranty or insurance claim at Network Support.
5. For devices purchased elsewhere you need to return the device to the vendor if in warranty.

Online Support

Network Support portal in SEQTA:

- Parents - <https://pa.duncraigshs.wa.edu.au/#?page=/welcome>
- Students <https://sa.duncraigshs.wa.edu.au/#?page=/welcome>

Apple laptop – OSX/macOS - <https://support.apple.com/en-au/macos>

Windows 10 - <https://support.microsoft.com/en-au/windows>



SEQTA – STUDENT & 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



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 their teacher to reset it.

SEQTA Engage



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

Administration office.

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.

The screenshot displays the SEQTA Timetable interface. On the left is a dark blue navigation menu with icons and labels for: WELCOME, ASSESSMENTS, COURSES, DASHBOARD, DIREQT MESSAGES, DOCUMENTS, FORUMS, GOALS, NOTICES, PORTALS, REPORTS, SETTINGS, and TIMETABLE. The main area is titled 'Timetable' and shows a grid for three days: MON 4 DEC, TUE 5 DEC, and WED 6 DEC. The grid lists classes with their times and teachers. A pop-up window for 'Photography 9.2' (12:30-13:30, Period 4, 10GEN, Mr Brandon Hosa) is overlaid on the grid, featuring a refresh icon, an envelope icon for email, and a checkmark icon.

Time	MON 4 DEC	TUE 5 DEC	WED 6 DEC
9:00	Science G&T Y09 08:40-09:40 Mr Leslie Banyard S04	Humanities & Social Sciences G&T Y... 08:40-09:40 Mr Mitchell Shilling 44B	English G&T Y09 08:40-09:40 Ms Georgina Isles D6 ENG
10:00	Mathematics G&T Y09 09:40-10:40 Mr James Buchanan 29M	Mathematics G&T Y09 09:40-10:40 Mr James Buchanan 29M	Gaming Systems Coding 9.2 09:40-10:40 Mr Gavin Coombes 21COMP
11:00	FORM 9A 10:40-11:00	FORM 9A 10:40-11:00	
12:00	Health Education 11:30-12:30 Mr Justin Cruickshank P09	English G&T Y09 11:30-12:30 Ms Georgina Isles D6 ENG	French Advanced 9.2 11:10-12:10 Ms Nathalie Korfanty 11GEN
13:00	Photography 9.2 12:30-13:30 Mr Brandon Hosa 10GEN	Physical Education 9.2 12:30-13:30 Mr Justin Cruickshank G3	Mathematics G&T Y09 12:10-13:10 Mr James Buchanan 29M
14:00		Science G&T Y09 13:00-15:00 Mr Leslie Banyard	Humanities & Social Sciences G&T Y... 13:40-14:40 Mr Mitchell Shilling 44B
17:00			
18:00			

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 is happening around the school please like and follow us on both Instagram and Facebook.



[duncraig_senior_high_school](#)



[Duncraig Senior High School](#)

Newsletter

A digital newsletter will be emailed during the last week of each term to families and alumni. This provides a great overview of activities that took place during the term as well as a preview to upcoming events.

Student Services release a newsletter, twice a term, informing parents of any relevant information.

Yearbook

Duncraig Senior High School creates a wonderful yearbook at the end of the school year. 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.

School Photos

When: Day 1 - 22 February 2024
Day 2 – 26 February 2024

Who: All students and staff individual, Year 12 group photo

Payment: Students and families order photos and pay online via Fotoworks. Each student receives order form at school.

Communication: All parents emailed prior to the date. Photo orders are sent to school and distributed in form class.

Sibling photos can also be requested however, the photo is taken at Fotoworks studio in Osborne Park.

COLOURS SYSTEM

Colours is our most prestigious student recognition award. It aims to recognise excellence in student achievement and performance across the school and within the wider community.

Colours will be allocated in four aspects of student achievement. Students may receive one Colour in each of the below aspects in any academic year. Student Services Managers oversee this event.

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



Academic

This is awarded to students who achieve academic outstanding academic results throughout the year. The award is based on the following;

Year 7 – 10 students

Grade Point Average (GPA) 4.8 or higher in both Semester 1 and Semester 2

Year 11 & 12 students

Grade Point Average (GPA) 4.5 or higher in both Semester 1 and Semester 2

GPA is derived from the following;

A = 5 points

B = 4 points

C = 3 points

This is then weighted to the number of periods per week for the subject. The total is then divided by the number grades.

Sporting

Sporting Colours are awarded to students who achieve outstanding results in the sporting arena. These can include both school and community sporting activities. Sporting Colours are given on a points basis, achieving certain points for different levels of achievement. Students who achieve 100 points or more in a calendar year will receive a Sporting Colour.

Interschool Team	25 points
Additional Interschool Team	5 points
Individual Winner – School (Swimming/Athletics)	25 points
Individual Winner - Interschool (Swimming/Athletics)	35 points
Champion Boy/Girl – Interhouse	40 points
2nd & 3rd Champion Boy/Girl – Interhouse	20 points
State Representative in any sporting field	50 points
Additional State Representative	25 points
National Representative in any sporting field	75 points
Meritorious Sporting achievement determined by PE Staff	25 points
Holding a current school sporting record	35 points



Performance

A Performance Colour is awarded to acknowledge excellent performance in artistic endeavours including dance performance, drama performance, musical performance, visual arts and public speaking in both the school and wider community context.

Selection Criteria:

Successful nominees are determined according their;

- performance in a school-based event solely involving a school audience.
- performance in a school-based event involving a wider community audience.
- meritorious performance as determined by 'The Arts' Learning Area Coordinator

Citizenship

A Citizenship Colour is awarded to acknowledge meritorious participation in either school or wider community activities requiring social responsibility and / or the provision of assistance to others. Nominees for this award must have demonstrated each of the following selection criteria:

The nominee must have demonstrated citizenship actions that:

- contribute positively to the school or wider community
- be active in their nature (i.e. evidence is provided of the nominee having done something meritorious.)
- be significant or regularly repeated (not a one off, small action.)
- ideally demonstrate initiative rather than compliance. (the nominee was not merely told to do something.)

The following are examples of acts worthy of a nomination:

- accepting school leadership roles & fulfilling the duties associated with the position to a high standard consistently.
- assisting with classroom operations on a regular and significant manner.
- assisting with the organisation/running of school events (e.g. assemblies, sporting events)
- assisting in school-based programs (e.g. cadets)
- assisting in wider community-based programs (e.g. Surf Life Saving; Red Cross, etc.)
- community awards / citations (e.g. Duke of Edinburgh award; acknowledged acts of bravery etc.)

Full Colour

A full Colour is awarded to any student who achieves **three or more** Colours in a calendar year. These students will have their names placed on the Full Colour honour board located in the front office.

SPECIALIST PROGRAMS

Gifted & Talented (G&T)

Gifted and Talented Secondary Selective Entrance programs provide the opportunity for exceptionally able students to study in learning environments that challenge, inspire and empower them to excel every day.

Students in Gifted and Talented programs learn with like minded peers, following an enriched curriculum designed for their needs, delivered by teachers with expert skills and knowledge. Access is provided to universities, industry bodies and mentoring programs with opportunities to take part in national and international competitions.



The application process starts when students are in Year 5, testing in Year 6, with placement starting from Year 7.

Duncraig Triathlon Academy (DTA)



Triathlon is an exciting sport with opportunities for young people to progress to the top of the sport. Training for the sport of Triathlon also helps young people to develop good exercise habits. The Tri program offers students the opportunity to reach excellence in a sporting environment.

The DTA is a Department of Education approved specialist sport program (Triathlon) and Duncraig SHS has achieved years of winning the individual champion school title at the secondary schools' triathlon and consecutive years winning both individual and team champion school.

The DTA is aimed at young people who have or are interested in competing in triathlons.

- Young athletes who currently compete in swimming, cycling, or running but may not have thought of competing as a triathlete.
- Team sport athletes looking to increase levels of fitness through triathlon training.

The aim of the program is to improve individual performances and participation in Triathlon. The program is designed to help young triathletes do a large part of their training during school time, leaving more time after school for other interests. For those athletes already training regularly it provides additional training during school time.

For more information, please contact: Triathlon.duncraig.shs@education.wa.edu.au

Bush Ranger WA Cadet Unit

Environmental Understanding, Conservation Action and Leadership Training = Our Cadet Unit.



The Cadet Unit is composed of 100 students from Years 7 to 12, organised into groups called Tribes. The Cadets complete theory studies and practical activities to develop their knowledge and skills with respect to environmental understanding, conservation actions, and leadership development. Cadets participate in theory studies, incursions, excursions, camps, the Pedal Prix cycling program, Duke of Edinburgh Program, Applying First Aid Training and Curriculum Course Modules.

Cadets work on activities in conservation zones, National Parks, local bushland areas, tree planting at Tambellup and also within the school. Cadets develop challenge and teamwork through workshops, challenge events including, Darklight laser and may compete in the Pedal Prix races in Busselton and at Murray Bridge, South Australia. Our HPV Pedal Prix team is Dun Craig Senior High School's only national sporting team. Pedal Prix is strongly supported by the community and is growing in popularity.

Many Cadets have camped for the first time under the stars or in a shearing shed. They have eaten bush tucker including emu and kangaroo and loved it. The Cadets are fun, confident and hardworking leaders. Individual Cadets continue to win significant awards including Long Tan Scholarships, reflecting their dedication, enthusiasm and commitment to be great young Australians. The Dun Craig Senior High School Bush Ranger Cadets WA Unit puts resources directly into communities and is supported and led by a dedicated group of staff and community volunteers.

To see further examples of the work we undertake and to apply for 2024, we invite you to view our website at <http://brwa.duncraigshs.wa.edu.au>.

Joining the Unit is by registering interest, places are dependent upon staffing. Please email Darryl.deacon@education.wa.edu.au for further information.

School Based Academic Extension Program (SBAE)

The purpose of the School Based Academic Extension Program is to further develop the skills and abilities of our talented students by providing an environment that provides challenge and where students can work with peers who share similar interests, aspirations, and abilities.

The School Based Academic Extension program operates in Mathematics, English, Science and Humanities and Social Sciences in Years 7 to 10. The program includes enrichment and extension activities, with enrichment referring to the broadening of curriculum to develop knowledge, application, thinking skills and attitudes to a degree of complexity appropriate to the students' developmental level, and extension involving the deepening of students' knowledge, understanding and skills.

For more information, please contact: Leonie.Hunter@education.wa.edu.au

Music Program

The music program at Duncraig Senior High School is a part of the Department of Education's music program. Specialist instrumental tutors and hire instruments are provided to schools through Department of Education Instrumental Music Schools Services (IMSS).

Students studying band instruments such as flute, violin, clarinet, trumpet, trombone and guitar are offered beginner places in Year 5 or Year 6 at government primary schools and may continue into high school.



Non IMMS Students entering Year 7 may apply for a beginner place for instruments such as trombone, saxophone, or percussion.

Lessons are supplied free of charge to successful applicants provided they are also enrolled in a class music unit and an ensemble.

Students participate in the following events:

- Year 12 presentation evening
- Student performance
- School concerts
- Music festivals

Enquiries regarding the Music Program can be directed to: Peter.Smith1@education.wa.edu.au



SCHOOL CLUBS & ACTIVITIES

Each term we provide students with additional extra-curricular activities to foster student engagement and interaction with their peers, learn new skills, have fun and develop a sense of community and what it means to be a Duncraig student.

An example of the activities that we have run in the past is below. Students will be updated each term via SEQTA of the activities that are running.

Número Club	Table Tennis	Games, Puzzles & Lego
A2Z Club	Dance Club	Handball Competition
Follow the Dream	Volleyball Development	Graphic Arts Club
Pancake Tuesday	Treehouse Program	Tennis Tournament
Run Club	Climate Crew	Coding Club
BYOD Computer Games	Musical Production	Yarning Circle
Dodgeball	Media Club	Chess Club

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.

Fun activities students can participate in the Library consists of:

- Book Club – fortnightly
- End of Term Quiz
- Build your Lego
- Play board and card Games
- Make puzzles
- Relax with a Hot Chocolate \$2.00
- Enter Competitions to win prizes.
- Write Book Reviews
- Read in comfortable spaces.

LIBRARY OPENING HOURS

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School from 8.15am	Open	Open	Open	Open	Open
Recess	Open	Open	Open	Open	Closed
Lunch	Open	Open	Open	Open	Open
After-school until 3.45pm	Open	Open	Open alternating weeks	Open	Open

BIKES/E-RIDEABLES

There are two [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.

It is highly recommended that students use a security lock for their bike and helmet as the bike racks are not monitored. The school regrettably cannot accept responsibility for any theft or damage. Please consider insuring your child's bike.

Bikes must **not** be parked and locked against any fences.

Scooters and skateboards

Students must lock scooters and skateboards in the bike rack. Carrying scooters /skateboards to lessons throughout the day is not an option. **E-rideables**

Although we do not endorse the use of e-rideables to school, if they are used to get to and from school they must be locked in the bike racks during school hours.



E-SCOOTERS

ERIDEABLE CURRENT LAWS

Night riding permitted 	Helmets required 	Age requirement 16+	Bell or verbal warning
Lights and reflectors required 	Speed on footpaths 10	Speed on bike paths, shared paths and local roads 25	No travel on roads >50 km/h

CANTEEN

The Duncraig SHS Canteen is run by the Parents and Citizens and is the biggest fundraiser for the school. All profits go directly back to the school for the benefit of our students with funds in previous years going to the Library, The Duncraig Triathlon Academy, Auslan Courses and Contributions to World Teachers Events and Year 7 Welcome BBQ just to name a few.

The Canteen employs 10 part-time and casual staff. All staff have successfully completed 'Food Safety Training' and 'All about Allergens Training' with a certified food safety supervisor on site each day of operation in accordance with the Government of Western Australian Department of Health.

Our Canteen is cashless, and we use the Flexischool system which can be set up via the link below:

<https://www.flexischools.com.au/>

We also have our daily menu specials with our menu changing seasonally each year.

Our Canteen adheres to the Department of Education Healthy Food and Drink policy which can be viewed on the link below.

[Healthy Food and Drink policy](#)

If you have any queries or question, please don't hesitate to contact the Canteen Manager on:

(08) 62415421 or duncraigpandc@gmail.com

PARENTS & 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.

The P&C email is: president@duncraigpandc.com

CHARGES & CONTRIBUTIONS

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 – 8: 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 9-10: Voluntary Contributions are applied to core subjects, however electives attract differing costs based on the cost of supply of the subject.

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. Subjects chosen by students as electives 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, online text Yrs 7-10 SEQTA portal, robotics and ICT infrastructure specifications above base required
- 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 have provided funding for our Alive Weeks Festival, Year 12 Presentation Night, STEAM and replaced interschool uniforms.
- Library – improvements in the Library space, including furniture, automation and resources.
- Chaplain – supporting our full time Chaplain program.

Payment Plans

Families can make arrangements with our Corporate Service staff to arrange a '[Set and Forget](#)' payment plan for as little as \$25 per fortnight.

Payment Options

Wherever possible we utilise available technologies to facilitate payment to the school and provide flexible and easy options to families. More details are available on our website.

Our preferred methods are:

- Qkr!
- BPoint
- EFTPOS

Please do not hesitate to contact our staff; duncraig.shs.payments@education.wa.edu.au

GOVERNMENT FINANCIAL ASSISTANCE

Families may be eligible for the Secondary Assistance Scheme if they are valid holders of;

- Health Care Card;
- Pensioner Concession Card, or
- Veterans' Affairs Pensioner Concession Card (blue card only)

Application forms are emailed to all families with their Contributions and Charges Information at the end of the school year and are also available in the Administration Office. Please present the completed forms and your card to our Administration office. Completed forms can also be emailed to duncraig.shs.payments@education.wa.edu.au, along with an image of your valid card.

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 in the Concessions WA website and links to the forms are at the school website.

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

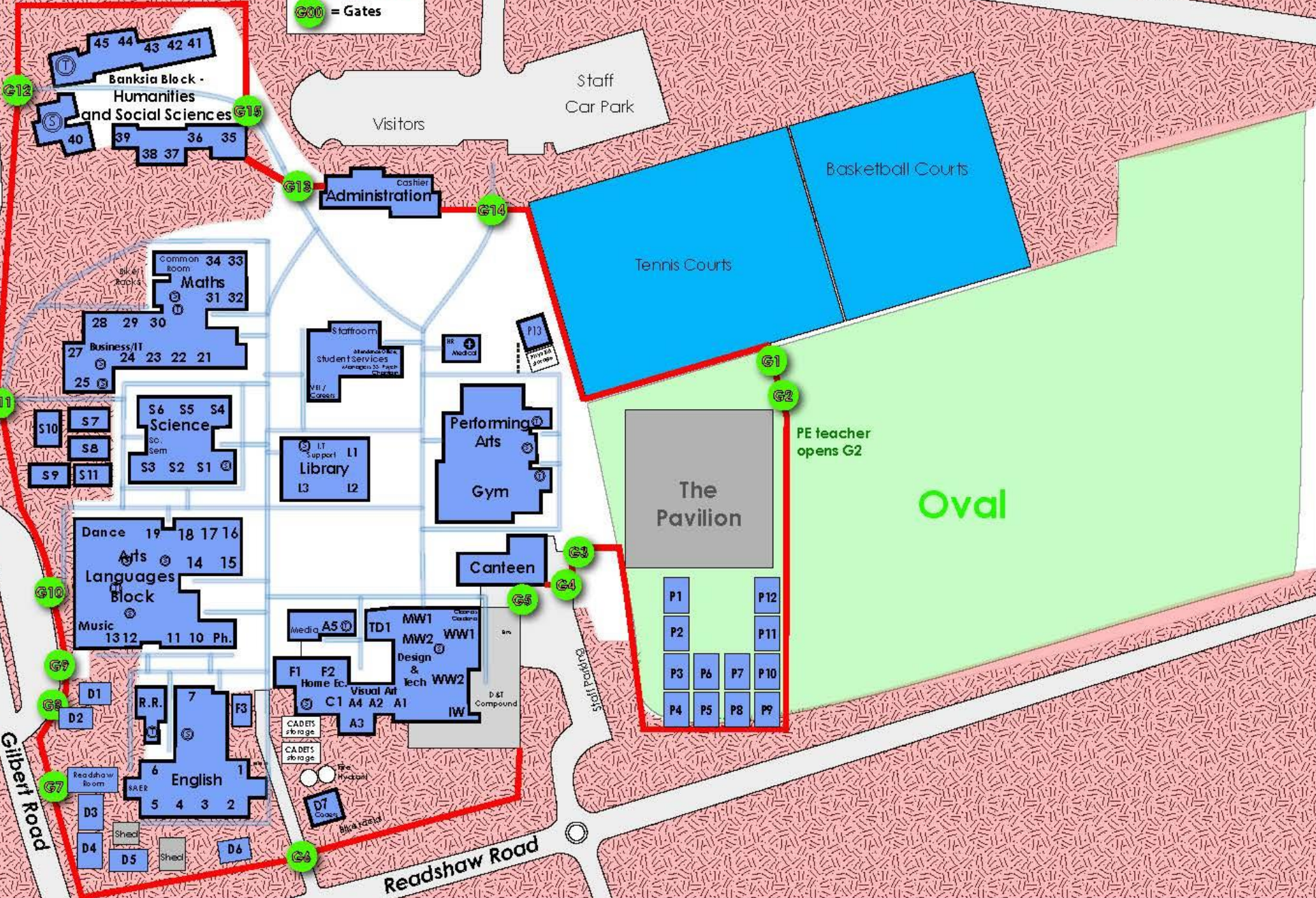
Further information can be found at the Secondary Assistance Scheme website.

Sullivan Road

Main Entrance

Fence - with gates marked
G00 = Gates

Libburne Road



PE teacher opens G2

