



Boddington

DISTRICT HIGH SCHOOL

Parent Handbook 2022





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Welcome

Phone: 08 9884 2900

Text only: 0437 286 759

Email: boddington.dhs@education.wa.edu.au

Web: www.boddington.dhs.wa.edu.au

Facebook: BDHS Visionaries

Principal:

Danielle Roache

Deputy Principals:

Scott George (Primary)

Damon Jeffery (Secondary)

Administration staff

Manager of Corporate Services:

Kate Forbes

School Officers:

Rhonda Cunningham

Linda Sherwood

**School Office Hours: 8:30am – 3:30pm
Monday - Friday**

Classrooms: 8:30am – 3:00pm





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Principal's Welcome

Welcome to our school. I am proud to be the Principal of Boddington District High School and feel privileged to have your child at our school.

At Boddington DHS we strive to create a culture of 'high performance – high care'. We hold high expectations of the children and young people in our care – as well as of ourselves and our colleagues. We reflect on our performance, seek feedback on how we can improve, and work together to support change.

We strive to create a culture in which every student experiences a sense of belonging to the school community, of being known and understood as an individual; and of staff who care about every student's overall progress and wellbeing.

We want parents and carers to value education and support their child's learning at school and at home, in partnership with school staff. We want all community members to be proud of our school and to work together in achieving the highest standards and best possible outcomes for all students.

Every student matters, every day at Boddington DHS and through entwining a culture of high performance with a culture of high care every student will succeed.

I look forward to working with all members of our school community so that we can provide the very best for your children.

Danielle Roache
February 2022





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Assemblies:

Whole school Assemblies are held in the undercover area three times per term on Thursdays. During Terms 1 and 4 Assemblies begin at 8:50am. In Terms 2 and 3 Assemblies begin at 2:10pm. These events are open to all community members. Assemblies are coordinated and hosted by our students. Throughout the year each Primary School class will present to the school and community. Please refer to the school planner, website or Facebook group for up to date information regarding the assembly schedule.

Attendance:

All students from Pre-Primary to Year 10 are required by law to attend school.

Regular attendance is a critical factor in the lifelong success of each child. Each day that your child misses school adds up

- If a child misses an average of **five days of school per term**, they will miss almost one year of school before they leave Year 10.
- If a child misses an average of **one day of school per week**, they will miss almost two years of school before they leave Year 10



Part of the school's commitment to attendance is demonstrated through our PBS value "I care about my school attendance" We encourage you to support your child in developing positive habits of school attendance from their very first year at school.



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Absences:

By law, the only acceptable reasons for absence from school are illness and medical or dental appointments which cannot be arranged outside of school hours.

The Attendance Records kept by our staff are legal documents and may be called upon by a Magistrate as Court Evidence.

For this reason, and explanatory note, SMS or Phone call must be provided for all absences

Our School employs an automated text messaging system for notifying families of student absence. In the event of an unexplained student absence, a text message to the family contact will be sent out at 10am. If no response has been received, a second text will be sent at 10:45am. A final message is sent at 2:00pm. At any time, families may respond via text or phone to inform the school of the reason for a student's absence.

Arrival at school:

Primary school students are required to attend their classrooms once they enter the school premises from 8:30am. There is no supervision for students who arrive at school before this time. Kindergarten and Pre-Primary students need to be escorted to and picked up from their classrooms by a nominated adult or family member.

Secondary School students are to remain around the Hotham Block area before the school bell.

No students are permitted in play areas or the school oval before school begins.

Bikes and Scooters

We encourage students to stay healthy and active by walking, cycling or scooting to school. Please ensure that if your child chooses to ride to school that they are wearing a helmet. Upon arrival at school students are required to "walk their wheels" and dismount from their bike or scooter and walk it to the bike racks, located at the rear of the school.

The school encourages the use of bike locks.





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Buses

4 bus services are available in our intake area. Application information can be found at

www.schoolbuses.wa.gov.au

Further information can be found at the school's website

Bus Contractors for our area can be contacted via the following information

Greg & Yvonne Day – Marradong Bus. Phone: 98838137/
0419857167

Paul & Lisa Carrotts – Quindanning, Bannister and
Dwarda Buses. Phone: 98838338 / 0428838054

More information about school bus services may be found on the school's website.

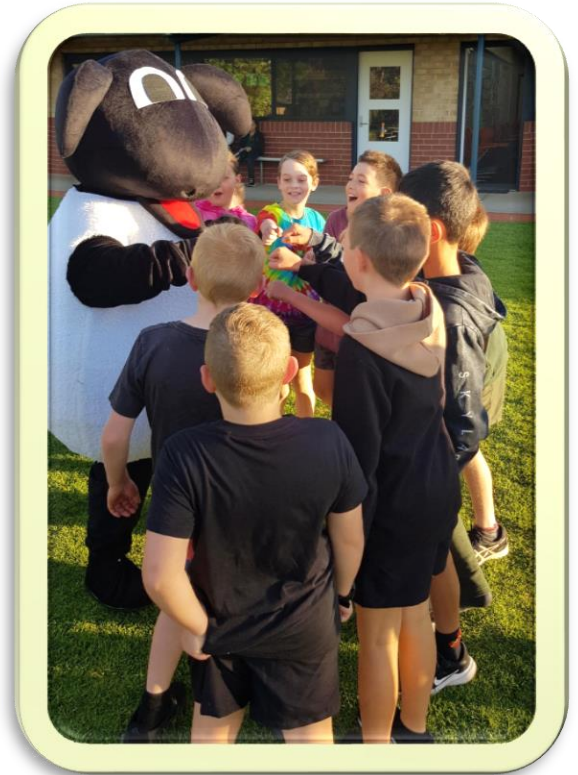
Canteen:

A school Canteen, managed by the P&C is available for students each Friday. Please refer to the BDHS website for our current menu and payment options. Online orders may be made at

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

Change of Details:

If there are any changes to the details that were given to the school on enrolment (e.g. change of address, phone number, contact people, update of immunisation or medical details) please let us know as soon as possible so we may amend our records. This information is vital for the school should we need to contact families.





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Chaplain:

Our school is serviced by a School Chaplain on Monday, Tuesday and Thursday each week.

Chaplaincy may provide a positive impact on the character, attitudes and values of young people. The Chaplain is someone who staff, parents and students can engage with in times of need and who offers practical support to students who are at risk.

Communication:

The primary form of communication with parents for whole school documents and circulars is via email. Please ensure that your contact details are up to date with the school office.

Relevant information will also be distributed in hardcopy via family representatives.

Other sources of School communication include

- SMS messaging
- School newsletters
- BDHS Visionaries (Facebook)
- School Star



Community Health Services:

Our school Nurse, Heather Salmeri, attends the school on Tuesdays each week. Screening procedures cover a full health appraisals of children, either at Kindergarten or in Pre-Primary.

Some time is also spent assisting teachers in the classroom with courses concerned with Hygiene, Drug awareness, Growing Up and Health Education.

Vision and hearing may be checked at any time if requested by concerned parents or teachers. Referrals are made through the Deputy Principals.



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Contributions and Charges:

The total amount parents and carers are requested to contribute is \$105 per Primary student and \$280 for Secondary students. While contributions are voluntary, the quality of teaching and learning programs will be maximized when each family makes its contribution. Other charges may include, swimming lessons, incursions/excursions, school camp, sporting events etc.



Dress code:

Our Dress Code is one way in which we can promote a sense of community, identity and safety for all students. Our aim is to establish a climate that is supportive, non-discriminatory, equitable and safe. Having a standard set of dress expectations helps us to achieve this goal. The Dress Code is published on our school website. All students are expected to conform to the standards of the dress code unless an exemption has been granted. All applications for exemption must be made to the Principal.

Uniform purchases may be made through the front office. A pricelist can be found on our website.

It is a condition of enrolment at BDHS that families accept and conform to the requirements outlined in the School Dress Code





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Early Pick up:

In the event that a student needs to be picked up early from school, parents should contact the front office.

When a primary student is signed out by a parent or guardian, the parent/guardian will be issued with a Student Early Release Form so that a teacher knows that the student has been signed out.

When a high school student is signed out the Office staff/ Deputy will collect the student from the class.

Enrolments:

When enrolling a child at the school, parents must complete an Application for Enrolment. Once this has been considered and accepted by the School Administration Team, an Enrolment Form can then be completed. To confirm your child's enrolment, the school will need to sight the child's birth certificate and immunisation record.

Factions:

Upon enrolment each student will be assigned to a faction by our Manager of Corporate Services. Our Factions are Bannister (red) Hotham (blue) and Crossman (green). House shirts and hats are available from the uniform shop. School hats are reversible with the students' faction colour. Where possible siblings will be placed in the same faction.

Hats:

Boddington DHS is a SunSmart school. With the exception of June and July, students who are outside during play or class time must wear a school approved hat. Please see the school's SunSmart policy, on our school website, for more details.





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Hot or Wet Weather:

Break time is an important part of the social and emotional development of our students. At times, due to severe weather (extreme rain or heat) students may need to remain in classrooms, supervised by their class teachers.



Hours of Instruction:

8:30am – Classrooms open

8:50 am – Lessons Commence

10:50am – 11:10am: Recess

12:40pm - 1:20pm: Lunch

3pm End of Day





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Independent Public Schools:

Boddington DHS was awarded Independent Public School (IPS) at the end of 2018.

In collaboration with their school community, Independent Public Schools set their own strategic directions, have authority for day-to-day decision making and are in an ideal position to make decisions that best cater for their students. Parents and community members have an important and enhanced role in this initiative through the School Board.

In order to operate with more autonomy, Independent Public Schools are afforded a number of flexibilities. This means that they can select staff, manage their financial affairs through a one line budget, select school development day dates, approve leave applications, determine the curriculum that best supports students' needs, as well as manage school utilities (electricity, water, gas and waste management) and faults (breakdowns and repairs).

Independent Public Schools remain part of the public school system

Interviews: Parent/ Teacher

Our teachers welcome contact with parents. We invite you to contact the school to make an appointment to speak with teachers via phone (08 9884 2900) or email (boddington.dhs@education.wa.edu.au)

Leaving School Grounds:

The education act states that no child shall leave the school ground during school hours without a written request by the parent and then only with the permission of the Principal or Deputy Principals. Request for students to leave school grounds will be forwarded to the school office, where a Leave Pass will be issued. Students must carry the Leave Pass with them whilst they are out of school grounds.





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Library:

Our school library is a wonderful resource and an important part of our school. Parents are urged to ensure that library books that are taken home are treated with care and returned on time. Parents may be invoiced for books that are damaged or lost. Our Library is open Monday to Thursday from 8:30am – 3:00pm for student borrowing. Outside of these hours, a return box is available at the front of the Library complex.

Lost Property:

To prevent your child losing items it is important that all items and equipment be clearly and permanently labelled with your child's full name.

We have lost property box located in the front office and we encourage parents to initiate a search as soon as property goes missing. The school takes reasonable care, but cannot accept responsibility for the loss of unmarked items.

Medical Information

Department of Education policy requires the school be aware of students affected by illness such as Asthma, Diabetes or Allergies that require treatment. School Staff assistance with the administration of medication requires the completion of detailed documentation by parents and doctors. This matter should be discussed with the class teacher and the Principal or Deputy Principals to ensure we are able to assist. In such cases an appropriate form must be completed and left for school records.

Administration of medication prescribed by a doctor for short-term illness also requires documentation to be completed. Students capable of administering their own prescribed medication will be supported following authorisation from parents/carers, eg asthma puffers. Medicines must be labelled and checked regularly by parents/carers to ensure they are not out of date. Appropriate storage will be arranged by the school.





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Messages:

Should you wish to contact your child during the school day, please communicate with the school via letter, email (boddington.dhs@education.wa.edu.au) or phone (08 9884 2900). To ease communication, please ensure messages to students are provided to the office no later than 2pm. Messages will be passed on to your child's teacher as appropriate.

Mobile Phones:

It is an expectation of the school that at no time should mobile phone be used during school hours. Should students need to make contact with their families, they may do so at the front office.

Money and Personal Belongings:

Money may be collected from time to time for specific events. Please only send money to school when such events are occurring. If your child is bringing money to school, please send it in a sealed envelope.

The school's preferred method of payment is via bank transfer.

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BSB: 086535

Acc: 037298090

Students should not bring personal items (toys, sports equipment) to school. No responsibility can be accepted for money or valuables lost or stolen that are not in a teacher's direct care.





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Stepping Stones Mathematics and Spelling Mastery

Primary school students from Years One to Six participate in the Stepping Stones Maths and Spelling Mastery program four days per week. These programs are highly explicit in their delivery and streamed via student ability rather than age. The school purchases a text book for both programs for each student from Year 1–6.



purchases a text book for

Parent Participation:

We warmly welcome parents becoming part of our school community by participation in activities. Some of the ways in which you may like to become involved include:

- Assisting with or attending whole school events (sport, sporting carnivals, assemblies, camps, NAIDOC ay etc.)
- Assisting in the classroom as a parent helper (Please contact your child's teacher to organise this)
- Attending P&C or other school meetings
- Assisting with special projects (ie: fundraising events, Rodeo float)
- Attending class meetings and information sessions





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Parking:

Visitors parking can be found at the front of the school, with access from Pollard Street. Parents picking up and dropping off students before and after the school day are encouraged to make use of parking available at the back of the school grounds, accessed from Club Drive. Please be aware that this parking area is used by the public and take necessary care when driving

P&C Association:

P&C meetings are held twice each term. All parents, staff and community members are welcome to attend. At these meetings a variety of information is provide and discussed. The P&C is actively involved in the raising of funds for the purchase of resources to enhance teaching and learning programs as well as improve school facilities.

Primary Extension & Challenge (PEAC)

PEAC provides opportunities for selected students in Years 5 and 6. Selection is based on results from assessment tests completed in Year 4 and other relevant information. PEAC students are given the opportunity to learn alongside their intellectual peers at PEAC, usually one morning or afternoon each week, during school time. PEAC is held at various locations and it is the parent's responsibility to transport their child to and from sessions.

Personal Items List:

Personal items lists are available upon enrolment and in September each year. All items are requested to be purchased by parents prior to the commencement of the school year.





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Positive Behaviour School (PBS)

BDHS is a Positive Behaviour School (PBS). Our school's three core values are, Strive, Responsible and Considerate. Our school community understands the importance of explicitly teaching and modelling to students the required behaviour and redirecting choices in positive ways.

More information about our expected behaviours, including our positive behaviour matrix, can be found on the school's website.

BDHS POSITIVE BEHAVIOUR EXPECTATIONS



Strive

Do your best.

Considerate

Be caring and mindful of others.

Responsible

Do what is expected and own your actions.

Reporting to Parents:

Formal reports are issued in the last weeks of Terms Two and Four. There will be opportunities throughout the year for students to showcase different elements of their work via Open Classroom evenings and class presentations. Teachers and Administration staff are also available for interviews to discuss your child's progress. Appointments for such interviews can be made at the school office.





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School Board:

As we are an Independent Public School the School Board is the governing body of Boddington District High School. The School Board sets the strategic direction and vision of the school and advises on matters such as contributions and charges, dress code, communication and partnerships. Please contact Melanie Durack, School Board Chair, or the school front office for more information.

School Development Days:

School Development Days are an important part of the planning for schools. Students do not attend school on the following days. The following dates are proposed for 2022;

Term 1:

Thurs 27 January

Fri 28 January

Term 2:

Tues 7 June

Term 3:

Mon 19 August

Term 4:

Friday 4 November

Friday 16 December



School Psychologist:

Our School is visited once a week by a registered school psychologist. The school psychologist is a valuable resource for students who are presenting with social or academic concerns. All referrals to the school psychologist are made with parent involvement and consent. For more information, please contact the school office.



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Specialist Teaching Areas:

In 2022 our Specialist Teaching Areas are

- Science
- Digital Technologies
- Performing Arts
- Indonesian
- Health
- Physical Education



Student Leadership:

All students are encouraged to take on leaderships roles and endeavour to increase their own leaderships skills, and to actively participate in decision making processes at our school. It is our belief that all students are capable of being role models for their peers as well as active members of our community.

Students in Years six and ten are considered leaders in our school. The following positions are available for student application.

- Student councillors (applications occur in Term 4 for the following school year)
- Sports factions Captains (applications occur in Term 1)



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Term Dates:

2022 WA School holidays and Term Dates:

Term 1	Monday 31 January	Friday 8 April	10 weeks
School Holidays	Saturday 9 April	Sunday 24 April	
Term 2	Tuesday 26 April	Friday 1 July	10 Weeks
School Holidays	Saturday 2 July	Sunday 17 July	
Term 3	Monday 18 July	Friday 23 September	10 Weeks
School Holidays	Saturday 24 September	Sunday 9 October	
Term 4	Monday 10 October	Thursday 15 December	10 Weeks
School Holidays	Friday 16 December	Tuesday 31 January	





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Visitors to the School:

Visitors to the school, parent helpers, contractors, trades people etc. are all required to sign in and out at the school office. Please always sign in and wear a Visitor's Label when visiting the school. This is a requirement as part of the School's Duty of Care to our students.

Website:

Term Planners, policies and other important information regarding Boddington District High School can be found on our website

www.boddington.dhs.wa.edu.au

