



Boddington

DISTRICT HIGH SCHOOL

Learn • Grow • Succeed

Boddington District High School

Parent Information Guide

2025

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A message from the Principal



High expectations are at the core of our approach—for our students, ourselves, and each other. We continuously reflect on our practices, seek feedback, and work as a team to create meaningful improvements. Our staff collaborates in a supportive environment, always striving to enhance their skills and provide a high-quality education for every child. At Boddington DHS, we believe that every student matters, every day. By working together in an inclusive and nurturing environment, we can help every student learn, grow, and achieve their full potential.

Danielle Roache

Principal

Our Vision

To develop confident and self-motivated lifelong learners who strive to succeed, are considerate of other act responsibly and are successful members of society.

Our Mission

Boddington District High School is a place where every student experiences a sense of connectedness and belonging to the school community, of being known as an individual; and where staff care about every student's overall progress and wellbeing. At Boddington DHS every student matter every day

Our Values

Responsible

Do what is expected and own your actions

Strive

Do your best

Considerate

Be caring and mindful of other



Administration

Principal	Danielle Roache
Deputy Principals	Melissa Hughes Rebecca Sullivan
Manager of Corporate Services	Rhonda Cunningham
Telephone Number	(08) 9884 2900
Office Hours	8:30am – 3:30pm
Email	Boddington.dhs@education.wa.edu.au

Timetable schedule

Doors Open	8.30am
First Bell	8.40am
Morning Fitness (Year 1 – 6) Homeroom (Year 7 – 10)	8.50am – 9.10am
Period 1	9.10am – 10.00am
Period 2	10.00am – 10.50am
Recess	10.50am – 11.10am
Period 3	11.10am – 11.55pm
Period 4	11.55am – 12.40pm
Lunch	12.40pm – 1.20pm
First Lunch Bell	1.17pm
Second Lunch Bell	1.20pm
Period 5	1.20pm – 2.10pm
Period 6	2.10pm – 3.00pm
Final Bell	3.00pm



2025 Term dates

Term 1

Wednesday 5 February – Friday 11 April

Term 1 Break

Saturday 12 April – Sunday 27 April

Term 2

Monday 28 April – Friday 4 July

Term 2 Break

Saturday 5 July – Sunday 20 July

Term 3

Monday 21 July – Friday 26 September

Term 3 Break

Saturday 27 September – Sunday 12 October

Term 4

Monday 13 October – Thursday 18 December

Positive Behaviour Support

At Boddington District High School, we are committed to the way we educate our students. Positive Behaviour Support (PBS) is a whole school framework which helps schools create positive learning environments. This is achieved by developing proactive systems to define, teach and support appropriate student behaviours. The PBS matrix forms the School Code of Conduct. Every student is explicitly taught the school wide behaviour expectations and given opportunities to practice the skills. We believe early education prepares students to succeed at school. Our expectation is that all students are familiar with and follow the behaviour expectations outlined in the PBS Matrix and staff model these behaviours.

The 3 core expectations for positive behaviour at Boddington DHS are;

Considerate – Be caring and mindful of others

Strive – Do your best

Responsible – Do what is expected and own your actions

PBS – Positive behaviour is celebrated and rewarded.

Our aim is that positive behaviour is acknowledged and celebrated to build a high-performance culture. Boddington DHS has a school wide encouragement system with a focus on student centred incentives and consistency. Students who demonstrate behaviours outlined in the PBS Matrix will earn Dojo points to purchase an array of rewards. There is a clear focus for rewarding students, with a fortnightly 'PBS focus' for extra points. In addition to our rewards system, we systematically award students who demonstrate positive behaviour and achievement in assemblies and ceremonies. There is a strong emphasis on students celebrating each other's successes and we actively teach students how to acknowledge the success of their peers.



Student Support information

Attendance

Attendance & Sign In/Sign Out Procedures

Procedures for “Signing In” when arriving at school late, and “Signing Out” when departing school prior to 3:00pm.

Signing in

Students arriving after 8:50am are to proceed directly to administration and have their attendance recorded as late.

If the lateness is due to a planned event (appointment etc) - parents should notify administration via a phone message or email.

Signing out

Students who are leaving before 3:00pm must sign out at administration by a Parent / Guardian.

If you wish to collect your child from school early, you are required to report to the front office with personal identification (such as a Driver’s License), as per Department of Education policy.

Absence from School

It is the responsibility of parents to notify the school if their child is absent from school. Our preferred methods for notifying us of your child’s absence is email to boddingtondhs@education.wa.edu.au

Please provide your child’s full name, date, time, reason for their absence and method of departure should you wish your child to arrive or depart school outside of scheduled hours, or to explain an absence.

When absent from school for any reason, it is the responsibility of the student to contact their subject teachers regarding any missed work or assessments.

Attendance contact details

SMS number 0437286758
Phone number 9884 2900
Email boddington.dhs@education.wa.edu.au

Accessing and communicating with staff

- As a parent/guardian, we understand that on occasion you may wish to communicate with a staff member in a timely and efficient manner. Boddington District High School has specific staff members to assist you with issues, this means that it is essential to streamline the communication according to its nature and priority.
- It is crucial to organise an appointment if you wish to visit or meet with a staff member. Staff are likely to be unavailable to meet with you if you arrive without an appointment.



- There are designated staff for specific issues, therefore the Principal or class teacher will not necessarily be the staff member you initially meet with or speak to.
- It is not always possible to speak with a specific staff member immediately. Administration and Student Support staff will always forward your request for contact to the appropriate staff member, who will endeavour to contact you as soon as possible.
- When visiting the school, all visitors are required to sign in at Administration. As an essential security measure, reception staff will enquire as to the nature of your visit and the name of the person you are meeting.
- We ask that you DO NOT contact your child directly by mobile phone. Boddington District High School has a firm policy prohibiting the use of mobile phones upon school grounds, and we appreciate your support in its enforcement.

For issues relating to a specific class, teacher or staff member:

- Contact relevant staff via email using the email address for the specific staff member you wish to speak to. OR
- Contact 9884 2900 and ask to speak with the administration staff. A message will be forwarded by administration staff, and the appropriate person will endeavour to contact you as soon as possible. Staff aim to respond to general enquiries within 48 hours.

School based social media and communication services.

Newsletter

Our school newsletter is an essential communication tool, keeping families updated on important news, upcoming events, student achievements, and school activities. Published fortnightly, it highlights what's happening in our school community and celebrates the efforts of students and staff. All parents receive the newsletter via email, and it's also available on our website for easy access. Stay connected and informed!

Facebook

Boddington District High School has a private Facebook group for parents and guardians to join. Parents can request to join the group "BDHS Visionaries". We regularly update our page with notifications of school and community news and events.

Connect (Secondary school only)

The Connect online portal allows for more timely and effective communication of information to parents across various aspects of their child's education via secure online access for parents/guardians. Parents/Guardians can stay informed anywhere, anytime on any device with an internet connection.

Secondary - Connect (Academic portal)

Connect is a secure online environment developed by the Department of Education for staff, students, and parents in public schools. It gives our teachers a tool to deliver content to the students via an online classroom. Your children will be able to share with you what they are learning about, submit assignments and discuss issues together online anywhere, anytime. For parents, Connect provides easy access to information relevant to your child's classes and learning such as assessments, grades, teacher feedback and attendance data. Schools can use Connect to keep you updated with important information including up-coming events,



excursions, classroom activities, photos and stories can be sent to you via email or, if you prefer, via a push notification on your phone. The Connect Now app can be downloaded from the Apple App Store or Google Play.

Parents/Guardians are allocated their personal, secure Connect login by the School. This is a 'P-number' as the username, and an initial password that can be changed upon first login to something more personal. If you have multiple children at the college, you only require one login. Login credentials for students commencing Year 7 in a new academic year are released just prior to the commencement of Term 1. If you have recently changed your email address, please let us know by phoning 08 98842900 or emailing boddington.dhs@education.wa.edu.au

Information about technology agreements

The provision of Information and Online Technology provides students with access to email, internet, and other digital equipment in a supportive environment. All use of this technology is subject to the Information Technology User Agreement, which will be signed by student and parent prior to enrolment. Student use of this technology at Boddington District High School is a privilege, and failure to adhere to the User Agreement and Policy will result in restriction of the user's access. Any inappropriate online behaviour or access to material/sites deemed offensive is a clear breach of this agreement.

Mobile devices

The Student Mobile Phones in Public Schools policy requires all public schools in WA to implement a ban on the use of mobile phones for all students from the time they arrive at school to the end of the school day. This extends to the use of smart watches which need to be on airplane mode during this period. The policy aims to reduce distractions in class and improve student engagement.

Under the policy:

- Students in year K – 6 are not permitted to have their phone in their possession.
- Students in Years 7 to 10 are allowed to have their phone in their possession but must turn it off and keep it out of sight until the end of school.
- Exceptions are allowed for students who have approval from the principal to use a phone to monitor health conditions.
- If students need to contact their parents/carers, they can do so through the school's administration. Likewise, if parents/carers need to get a message to their children, they should call the school.

Reporting to Parents

It is important for parents to be continually informed of the progress of their child. We will report to all parents through a Half Yearly and Yearly School Report. These reports are distributed to your child to bring home. To discuss your child's report, Parents are welcome to contact the school by phone or email at any other time to arrange a with interview with the Classroom Teacher, Wellbeing Coordinator, Learning Support Coordinator, Deputy Principal or Principal.

Student Support

Learning

We support all students in their learning to help them to achieve their full potential. Our Wellbeing Coordinator, Learning Support Coordinator and Deputy Principals work closely with



students, families and teachers to develop and deliver individual learning plans for students with learning difficulties and disabilities. Students who require literacy support will be identified through consultation with school teachers and analysis of NAPLAN and Progressive Achievement Testing (PAT) results. The school will contact you, should your child be recommended for the additional learning support.

Wellbeing

Our school is committed to providing a quality education for all students in a safe, inclusive, and caring learning environment. We offer a range of support services and programs to ensure your child feels a sense of belonging and receives the best possible education. The pastoral care provided by our teachers is guided by the 'Circle of Courage' philosophy and ensures your child is given a feeling of belonging, mastery, independence, and generosity to support and develop their well-being. Effective pastoral care provided by our staff is underpinned by a positive school environment where:

- teacher-student relationships are based on trust and mutual respect.
- each student's physical, social, intellectual, and emotional development is promoted.
- there are strong partnerships between the school, parents, and community.

Health care plans and medication

Any student with diagnosed health issues must have a medical action plan for each health issue. These plans need to be updated annually or as and when the need arises. This enables us to take the best care of your child/ren while they are on site and is also a legal requirement of the school. Parents also need to ensure that all contact details are updated regularly as this is vital information in the event of an emergency. Please contact Administration Staff for further information, or should you require a Medical Action Plan for your child.

Medication

Students are NOT to have or administer medication themselves at school. All medications need to be stored and administered from the Medical Room in the school office. ALL pharmacy medications (prescription and over-the-counter medications) that a student may require during school hours, in response to short-term or ongoing condition/s, are kept at school in a personal medical folder. As well as ensuring duty of care of ALL students, having a supply of a student's medication together with their care plan ensures that all staff (including specialist teachers and admin staff) can access this immediately and that it is available whether your child is on or off-site (excursions etc).

Students with Disabilities

Information concerning disabilities is requested and provided throughout the enrolment process. In the case of a new or recent diagnosis, parents/guardians are asked to provide a complete copy of the diagnosis documents to the school. The Deputy Principal and Wellbeing Coordinator will meet regularly with parents/guardians of students with disabilities to advise of their child's progress. These meetings will involve the ongoing development and review of individualised plans designed to support learning and inclusion.

School services

Community Health Services

Our school nurse is available to support the health and wellbeing of our students. Health screenings, including full appraisals, are conducted in Kindergarten or Pre-Primary, with vision and hearing checks available upon request by parents or staff. The school nurse also assists in classrooms, delivering programs on hygiene, drug



awareness, growing up, and health education. Referrals for specific concerns can be made through the Deputy Principals.

Psychologist services

A School Psychologist is available to the school. Referrals are made through the principal or deputy principal following discussions with class teachers and/or parents. Parental permission is always required prior to Psychologist contact with students or the commencement of any individual testing procedures. Our School Psychologist is available to assist with a range of services, including:

- Support in case conferences.
- Maintaining records of all parent and student contact.
- Develop attendance Plans as necessary.
- Monitor students on Plans.
- Coordinate with school regarding Case Management; and
- Initiate involvement of outside agencies as needed.

If you would like your child to access these services, please contact the relevant deputy principal.

Chaplain Services

School chaplaincy services form part of the wellbeing and pastoral care services provided within our school community. Pastoral care is the practice of looking after the personal needs of students, in addition to their academic needs, through general support and advice. The Chaplain can assist with the development of programs to support the emotional wellbeing of all students. Please contact the school for further information about the chaplaincy services available to your child. Signed permission for your child to engage with the School Chaplain is signed in the student enrolment documents.

Student Voice – Student Leaders

Student Leaders are positive role models who contribute to fostering a supportive and inclusive school culture. They inspire their peers and the wider community by initiating activities that promote pride and belonging. Every student from year 6 – 10 has the opportunity to become a student leader, representing Boddington District High School with dignity and pride. They attend regular meetings to develop ideas that strengthen relationships and interactions within the school and community. Acting as ambassadors, they assist with school events, make meaningful contributions to school life, and strive to positively impact the lives of others. Student Leaders are the face of our school during activities and events, providing a welcoming and respectful presence for visitors and stakeholders.

Uniform and dress code items

Please see Administration for ordering of school uniform items. School uniforms are ordered and purchase through *Spriggy Schools*. This is an online platform that parents can access at any time. Uniform orders are collected to the school administration and delivered to students.



Uniform and dress code policy

Wearing a school uniform fosters and enhances the public image of our school and sets the tone of our school by developing a sense of unity and pride among the students and wider school community whilst providing equity amongst students. The school uniform helps students learn the importance of appropriate presentation. Having a student dress code ensures that the focus of our students is on high achievement and striving to succeed. School uniforms are decided in consultation with school staff (including the school board) and the school community. The uniform policy dress code and price list is attached.

Footwear

The Department of Education requires all students to wear safe footwear at all times. Students without safe footwear will not be able to participate in practical classes such as Science, Food technologies or Woodwork. Unsafe shoes include those with openings, or made from open-weave materials such as canvas.



General Information

Assemblies

Student orientated and conducted assemblies are held in the school undercover area on scheduled Thursdays. Each class will host one assembly during the year with dates of assemblies published on the school's website calendar. Parents and community members are welcome to attend.

Bicycle/ skateboard / scooters

Bike racks are located at the back of the school. Students are required to ensure their bike is locked securely within the compound. Bicycles MUST be walked in and out of the school grounds.

Buses

There are four bus services available in the school's intake area. Application and information can be found at www.schoolbuses.wa.gov.au

Change of contact details

Parents are required to notify the school in writing as soon as possible of any change to a student's contact information. This assists the school in the case of an emergency. It is vital that an alternative emergency contact is also supplied.

Charges and voluntary contributions

Each year the School Board reviews our school charges and voluntary contributions. in accordance with the Department of Education "Contributions, Charges and Fees Policy September 2001" A contribution is "voluntary" and the funds are used towards the cost of materials, services and facilities used by students in the educational program. Our School Charges and Voluntary Contributions Schedule is available on our website and is emailed home in Term 4 each year or on enrolment. This schedule indicates a breakdown of the estimated contributions and charges for your child's participation in anticipated class and school activities during the year. Parents can pay as you go for charges as itemised in Table 2 on the Schedule (payment on request from school per event).

Library

Our library has an excellent range of research materials for students across all learning areas. The selection is expanding rapidly, in keeping with the current curriculum. We also have an abundance of fiction, magazines and graphic novels to foster the love of reading. The Library is open at lunchtime every day except Fridays. Students are welcome to come in and loan books, read, study or chat quietly with their friends. Resources can be returned before school or at lunchtime. Students may loan a maximum of 2 resources at any one time. Loan periods vary, with the maximum being 14 days. Whilst all students are strongly encouraged to borrow resources, it is imperative that all items are returned on time and by their due date for return. Where resources are not returned by the due date, parents will be asked to pursue the return of the item.

Lost property

A collection of lost property items can be found in front of the administration building. Please regularly check to see if any of these items belong to your child and ensure that ALL uniform items (including lunch boxes, drink bottles etc) are clearly labelled with both your child's first and last name so that these can be returned to your child.



P & C Association

The P&C Association is the representative body of the parents of all children who attend Boddington District High School and is the group which coordinates fundraising activities for the school. These activities usually consist of a range of events and promotions throughout the school year. The P&C is actively involved in the raising of funds for the purchase of resources to enhance teaching and learning programs and school facilities. P&C meetings are held twice each term, and all parents are welcome to attend.

Parent participation

Parents are encouraged to volunteer at various school activities and within the school P&C association. A Confidential Declaration must be completed by all parents and volunteers assisting with students at school or on excursions (see CONFIDENTIAL DECLARATIONS. Copies are available from the school office or school website).

Parent teacher interview

Parent-teacher interviews are a valuable opportunity to strengthen the partnership between home and school. They provide a chance to discuss your child's progress, celebrate achievements, and explore ways to support their learning and development.

Term 1

- Primary School class meeting.
- Individual parent/teacher meet and greet.

Term 4

- Open night.

Factions

The school faction system is a structure where students are divided into groups, or "factions," within the school. These factions are often used to encourage community, teamwork, and school spirit through activities like sports carnivals, academic competitions, and school events. Factions compete in various activities, earning points toward a collective goal. Students are assigned to a faction upon enrolment. The Factions system promotes positive engagement, school pride, and a sense of community within the school.

Our Factions

Bannister – Red

Hotham – Blue

Crossman – Green

Faction shirts and hats are available from the P & C uniform shop to purchase via the *Spriggy Schools* App. School hats are also reversible with the students' faction colour.

Parent visiting school site

To ensure the safety of our staff and students, all persons (including Parents) who wish to contact anyone on school premises, must first report to the Front Office to announce the nature of their business. In the case of student collection, identification will be requested, and students will be located by staff and directed to meet their legal Parent/Guardian in reception.

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.

Personal Items list

Personal items lists are available upon enrolment and in term 4 each year. All items are requested to be purchased by parents prior to the commencement of the school year.

School Board

Our School Board provides parents and the broader community with an opportunity to contribute to shaping and monitoring the school's objectives, priorities, and policies. With parent representatives forming the majority, the Board plays a key role in setting the school's long-term direction and supporting its goals. Board meetings are held once per term or as needed. When Board vacancies arise, parents will be invited to nominate. The School Board focuses on strategic oversight, offering valuable expertise to help the school achieve the best outcomes for students. Information about the Board and its members can be found on our website.

Sun smart policy

The Sun Smart Policy that requires all students to wear sun protective clothing when outdoors. There are large containers of sunscreen available in classrooms, however it is a good idea to send your child to school with sunscreen already applied. It is essential that children wear hats when they are playing outside. The school policy is 'no sun-safe hat' then 'no playground' – children will be asked to play in the undercover area or on the veranda of the school. Hats are worn throughout the entire school year when the UV rating is 3 or above.

Valuable Personal items

Large sums of cash and valuable items are not to be brought into School as security cannot be guaranteed and staff cannot take responsibility for any student loss. In the case of Physical Education classes, valuable items (ie. watches, bracelets etc.) are to be handed to the teacher who will store these items in a secure place for the duration of the session. Students are responsible for collection of their items from their teacher at the end of the lesson.



Primary School information: K – Year 6

Curriculum

Educational programs are designed and delivered to meet the needs of our students. Teachers plan lessons to teach the content and skills of The Western Australian Curriculum. Pre-Primary to Year 6 has eight learning areas, seven general capabilities and three cross curricular priorities. Kindergarten has curriculum guidelines in line with the Early Years Learning Framework. At Boddington DHS we have a whole school approach to the delivery of the Curriculum. This is achieved through the use of documentation provided by the School Curriculum and Standards Authority; the Authority's materials and resources support our teachers in their work.

Students have the opportunity to extend and enrich their learning through a range of extra and cross curricular programs.

Subjects	Specialist subjects
English	Indonesian
Mathematics	Visual art
HASS	Performing arts - Music
Science	Performing arts - Dance
Physical Education	Digital technology
Health Education	

Swimming lessons

The Department of Education conducts swimming lessons during school time for students in Pre-Primary to Year 6 during Term 1 and Term 4. All eligible children are expected to participate and are completed at the Boddington Swimming Pool. Parents are advised of Swimming lesson schedule via email.

Daily fitness

Years 1 to 6 classes have a timetabled fitness sessions every Monday to Thursday mornings. Every Friday morning all students (PP to Year 10) participate in a whole school dance session.



Secondary School information: Year 7-10

Secondary courses

The school offers a comprehensive curriculum within the structure of a six-period day. Subjects are studied in each of the Key Learning Areas – English, Mathematics, Science, Humanities and Social Sciences, Languages other than English and Health/ Physical Education.

Core Subjects (Sessions per week)	Specialist elective subjects *Sessions and course confirmation start 2025
English (5)	Design and Technologies – Wood
Mathematics (5)	Design and technologies – Food
HASS (5)	Visual Art
Science (5)	Media
Physical Education (2)	Digital technology
Health Education (1)	Horticulture
Careers and Community (1)	Performing arts - Music
Language – Indonesian (1)	Performing arts - Dance

Secondary School Homeroom

Students start each day with 20-minutes of homeroom in their year group, led by their Homeroom Mentor (Secondary School Teacher). The Homeroom Mentor provides pastoral care and will monitor your child's attendance and school engagement. Your child's Homeroom Mentor will follow the Year 7 cohort for next four years. In Homeroom, students will engage in practical activities, small-group and whole-class discussion, targeting positive wellbeing and future focus pathways. The lessons are complemented by a student workbook to help guide their discussions and understanding and involve at-home activities to help them extend the conversations with their families.

Secondary Student Portfolios

Throughout secondary education, students are encouraged to maintain a personal portfolio including all official documents issued to them by the school (e.g. formal semester reports, merit awards, honour certificates, qualification certificates, competition placements, written statements and letters of commendation). Such evidence is frequently required by future employers and for admission to further study. Student portfolios are stored in each homeroom class.



Lockers

On the first day of school, your child will be given a locker to place their schoolbooks and personal belongings inside during the school day. If your child brings a personal device (e.g. mobile phone) to school, this device will need to be switched off and placed securely in the locker from the start of the school day until the end of the school day. Students can purchase a lock from Front Administration. Write down the code and ensure it is kept in a safe place that others will not have access to – the code must be kept confidential. If students cannot open their lock and need to access their locker, they are to contact administration. Students access their lockers at the start and conclusion of the day and during break times.

Student's locker responsibility

- A student's locker is their responsibility.
- It is important they are organised and bring all necessary equipment to classes. It is recommended they do not access their locker during class time.
- Students should not tell anyone their lock combination.
- All textbooks, files and stationery should be clearly labelled with their name and kept in their locker.
- Students should always lock their valuables away (phone and wallet)
- Students should only visit their locker before school, break times and after school.

