



# **School Information 2024**

## **For Parents & Guardians**

**CITIZENSHIP**

**ACHIEVEMENT**

**RESPECT**

**ENGAGEMENT**



## OUR SCHOOL

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Mukinbudin District High School is an Independent Public School with excellence at the core of everything we do. Providing education since 1923, we work with parents and community to ensure a supportive learning environment for all our students. We are committed to giving them opportunities to achieve their personal best and develop into independent learners, positive individuals and responsible citizens.

Our school prepares our students for a technological rich world and encourages them to develop the skills to create the world they want to live in. We inspire our students to explore and engage in the world around them with guidance and support from our school community.

The resources we give our students include:

- access to an iPad from Kindergarten to Year 4
- access to a MacBook from Years 5 to 10
- Online learning platforms, design and technology spaces: textiles, wood and food
- 3D printers, drones and other technology
- flexible learning spaces.

Our school has an exciting annual program of excursions and incursions which expands our students' horizons and learning. Secondary students participate in camp annually and have a variety of visiting artist and performers come to the school. Every two years we take our upper primary students on camp.

Mukinbudin District High School has a secondary program for Years 7 to 12 students. It involves onsite tuition for all Year 7 to 10 students and learning through the School of Distance Education for approved Year 11 and 12 students. Secondary students often participate in cross school activities such as Country Week, Try-a-Trade Sessions, Careers days, Emergency Services Cadets and a number of interschool events.

Students have dedicated teachers and support staff who strive to offer the best possible education for all children in Mukinbudin and surrounding towns. They work towards ongoing improvement and demand the highest possible results from their students. They are well supported by parents and a community that strongly values education. We have an active school board and the work of our Parents & Community Association enables us to continually upgrade school facilities and resources.

We take great pride in our inclusive nature and have developed a very strong and active learning support team to assist all students. We have students participating in PEAC programs as well as a Values Program - Build Up Zone (BUZ).

Our school is a part of the Eastern Wheatbelt Education Network (EWEN) which is made up of Southern Cross, Kellerberrin and Bruce Rock District High Schools; Moorine Rock and Nungarin Primary Schools; and Merredin College. This collaboration allows us to meet the needs of our students through shared learning, working across schools and developing whole of network strategies.

For more information, visit our website at [www.mukinbudindhs.wa.edu.au](http://www.mukinbudindhs.wa.edu.au)

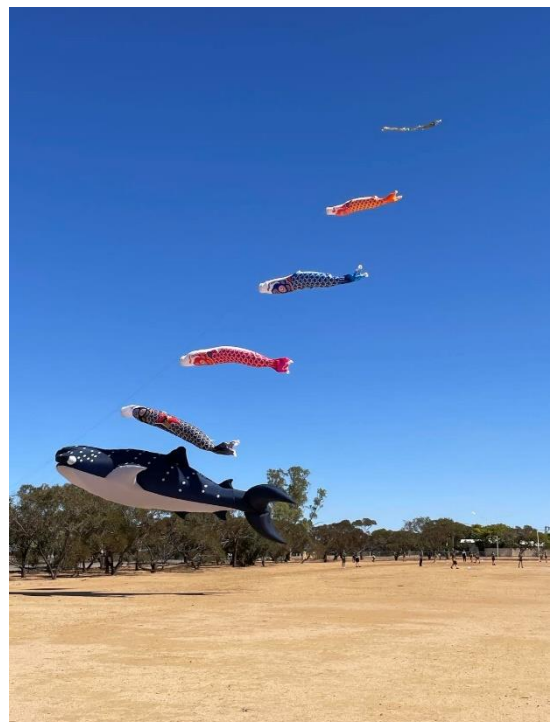
## WE CARE

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The purpose of the MDHS WA Positive Behaviour Support (PBS) Leadership Team is to create a school family. Our family is clear about how to behave so we can all belong, feel safe, achieve, and show we care.

Sheep tags will be awarded in the four CARE colours as part of the whole-school reward system. These tags will be placed, by students, into the four rain gauges near the office, and in the Primary area, with the aim of filling each gauge for a Whole School Reward.

Bonus points will be awarded by staff in class and in the playground for demonstrating our PBS values and being a great school citizen. Individual classes may provide tiered rewards for earning sheep tags.



## DATES TO REMEMBER

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<b>SCHOOL OPEN</b>	Wednesday 24th January (Admin staff only) Monday 29 <sup>th</sup> January (Teachers & EAs)
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### TERM DATES

TERM 1	Start	Wednesday 31 <sup>st</sup> January
	End	Thursday 28 <sup>th</sup> March
TERM 2	Start	Tuesday 16th April
	End	Friday 21 <sup>st</sup> June
TERM 3	Start	Monday 15 <sup>th</sup> July
	End	Friday 20 <sup>th</sup> September
TERM 4	Start	Monday 7th October
	End	Thursday 12 <sup>th</sup> December

### SCHOOL DEVELOPMENT DAYS

TERM 1	Monday 29 <sup>th</sup> January & Tuesday 30 <sup>th</sup> January
TERM 2	Monday 15 <sup>th</sup> April
TERM 3	Friday 23 <sup>rd</sup> August
TERM 4	Friday 13 <sup>th</sup> December

### IN-TERM PUBLIC HOLIDAYS

TERM 1	Monday 4th March (Labour Day)
TERM 2	Thursday 25 <sup>th</sup> April (ANZAC Day) Monday 3 <sup>rd</sup> June (WA Day)

## SCHOOL INFORMATION

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### SCHOOL TIMES

Children **should not arrive before 8:30am (with the exception of buses)** The large digital clocks, near the bike rack and the Secondary area, show everyone very clearly what the time is and children will be sent away if they arrive before 8:30am. Once children arrive at school they are expected to unpack bags and prepare their learning area ready for the day ahead.

<b>School Start</b>	8:45am
<b>Recess</b>	11am- 11:20am 10:45am-11:05am (Wednesday only)
<b>Lunch</b>	1:20pm – 2:00pm 1:05pm- 1:30pm (Wednesday only)
<b>School Finish</b>	3:00pm 2:30pm (Wednesday only)

Staff meetings, Professional Development and collaboration meetings are held after early close on Wednesdays.

### SCHOOL NEWSLETTER

The school newsletter, The Messenger is posted on Compass and our school Facebook page. Relevant details from The Messenger are also placed in the local newspaper, the Muka Matters.

## NOTES AND PERMISSION SLIPS

Notes are sent home and posted on Compass to provide details about upcoming events and to seek parent permission for student participation in different activities. We appreciate your efforts to remind your children to show you these notes. Some permission notes can be completed and sent back to the school via Compass. Absentee notes can be submitted via Compass.

## ASSEMBLIES

Assemblies are held twice a term (except in Term 4, where there is one assembly and then Presentation Evening) on a Thursday afternoon in the Primary Assembly area. Dates of each assembly are advised through The Messenger, our website, Facebook, Seesaw and Compass. Class Presentation Assemblies begin at 2.15pm and Awards Assemblies start at 2.30pm. At these assemblies, upcoming events are discussed, small celebrations are shared and a merit award is given to selected children from each class. Parents and community members are welcome to attend.

At the end of the school year a Presentation Evening is held. Students present items and Academic Excellence, Endeavour and other awards are presented. Graduating students are acknowledged, as well as Kindy students.

## VISITORS TO THE SCHOOL

All parent helpers and any person, who works with the students, will be required to present a *Working with Children's* card. This is a Department of Communities requirement and another measure to ensure our duty of care and a safe environment for all children. ***Please sign in at the front office on the Compass console.***

## PICKING STUDENTS UP DURING THE SCHOOL DAY

We appreciate there are times when students need to be picked up during the day to attend doctor's appointments and the like. The process which you need to follow is:

- Inform the class teacher or the Office with an email or telephone call.
- When picking up your child please **call into the Office first** to sign your child out on the Compass console.
- Give the collection slip to your child's teacher when picking up your child.
- If your child is coming back to school after the appointment, please return to the front office to sign them back in via the Compass console.

## LEAVING THE SCHOOL GROUNDS

When Parents/Guardians request that their child (10+) leaves the school grounds for any reason, a note indicating the days of the week and destination must be completed and signed by the Parent/Guardian. The child will then be issued a 'Leave Pass' at the front office. The child must exit and return through the front office.

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## PARENT INFORMATION & SCHOOL PROCEDURES

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### EMERGENCY CONTACTS AND HEALTH INFORMATION

(VERY IMPORTANT TO KEEP UP TO DATE)

Parents are requested to ensure that the emergency contacts (especially phone numbers) registered on their child's enrolment are current at all times. This information is very important; please keep the school

up to date on any changes. If your child has a medical condition it is very important that a Health Care Plan is in place to ensure your child receives the appropriate treatment.

## REPORTING TO PARENTS

From time to time, a teacher may have concerns about your child's progress and arrange an interview time with you. Parents are also encouraged to make appointments to discuss their child's progress, especially if you have any concerns. If you do have concerns, your child's teacher should be your first port of call. Please phone or email the school or contact the teacher directly to make an appointment.

Students will receive a formal written report at the end of Semester 1 and Semester 2. Reports will be sent out via Compass. Please note that your child's teacher may request a meeting with you to discuss your child's progress, and if you have any concerns please arrange an appointment with your child's teacher via the Compass app, email or through the front office.

NAPLAN is conducted annually for students in Years 3, 5, 7 and 9. The assessments cover Literacy & Numeracy.

## COMPASS

### What is Compass?

Compass is a school management solution that allows parents and carers to access up-to-date and meaningful information about your school and your child's progress. Please ensure you download the app so you can start using Compass. It is a very user-friendly app and we encourage you to submit absences and other information via Compass.

Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers, and update your family contact details
- View your child's timetable and the school calendar
- Monitor your child's homework and assessment tasks
- Download and view your child's academic reports
- Book parent-teacher conferences
- Pay and provide consent for events and school fees

### How do I access Compass?

Compass is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps (continue reading to learn more about the app including how to use it). To access the parent portal, you can go to your school's website and click the Compass link on their homepage. Alternatively, you can go to [schools.compass.education](https://schools.compass.education) where you can search for our school's direct URL. To log in you will require your unique family username and password. Upon the first login, you will be required to change your password and confirm your email address and mobile phone number. These details may be used by our school for SMS, password recovery and email communication throughout the year.

### Compass App

You can download the Compass App on iOS and Android devices, simply search for Compass School Manager in the store. Using the app you can:

- View the school news feed
- Receive messages from the school
- View your child's timetable and the school calendar

- View Learning Tasks
- Book parent-teacher conferences
- Add Attendance Notes
- View academic reports

<https://www.compass.education/guide>

Make sure your email address with the office is **current**, email [Mukinbudin.DHS@education.wa.edu.au](mailto:Mukinbudin.DHS@education.wa.edu.au) for more instructions and details.

## ATTENDANCE

### Why is it important for my child to attend school every day?

Research shows that to develop the habit of regularly going to school, a routine starts in the first years of school. By regularly going to school, your child and your family gets to know the teacher, other children and families. The more you are involved in your child's learning the more we can work together to support your child and make sure they get the best start to school. Attending regularly helps your child develop a sense of belonging and connection to the school.

#### Did you know?

- The attendance habits set by children when they first start school continue throughout their school life.
- Learning is cumulative – if your child regularly misses school, it is harder for them to catch up.

#### What can you do to help your child?

Developing the habit of going to school regularly from Kindergarten is vital so your child does not miss out on important ideas and skills they need for future learning.

You can help by:

- Talking positively about school so your child is happy to go each day
- Having set start and finish times for breakfast
- Having a set time and routine for going to, and getting out of, bed and getting enough sleep each night
- Encouraging your child to have their school uniform and school bag ready the night before
- Spending some time each day together reading for enjoyment and talking about what happened in their day

### Process to follow if your child is absent-

#### ✓ USE clear messages about attendance

*For example:*

"It's time to get up and get ready for school."

"I cannot allow you to remain at home today."

"I know this is hard but it has to happen. You have to go school."

"Be dressed in five minutes and you can have extra time on the iPad after school."

"We will be leaving in five minutes."

"Today after school, you can choose a movie to watch tonight."

#### × AVOID vague messages about attendance

*For example:*

"Are you going to school today?"

"Don't worry. There's nothing to be scared of. It will all be OK."

"Why are you doing this?"

"You're upsetting the whole family by doing this."

"I don't know what to do if you won't go to school."

"If you can't get there today, it's only going to be harder tomorrow."

- Parents/Guardians/Carers are legally responsible for ensuring their child attends school and are required to ensure the school is informed for the reason for any absence.
- Mukinbudin District High School uses a system called OutReach+ which is an automated, personalised SMS text communication system which advises parents' mobile phones if their child does not arrive at school in the morning. When a child is enrolled at the school, the parent/guardians phone number will receive the absence messages.
- You are required to inform the school for planned absences via Compass, phone call or email.

#### **Holidays during term-**

- We strongly encourage you not to go on family holidays during school time.
- The *School Education Act 1999* does not allow principals to give permission for families to take holidays during the school term. As students are required to attend school every day, time off for holidays is recorded as an absence.
- *The Attendance Officer has made it clear that being absent from school to depart earlier for a holiday (even a day) is not considered a reasonable excuse. It is considered that given there is a two or six week time allocated to school holidays travel time should not require absence from school.*

#### **Attendance Act**

The Education Act requires all students of school age to be enrolled in and attend school. Students' attendances are recorded daily and absences monitored.

*As a parent, you are required by the School Education Act 1999 to ensure your child attends school every day that the school is open for instruction (Section 23). Principals are responsible for monitoring and accurately recording the attendance of every student enrolled at their school in accordance with Section 28 of the School Education Act 1999. If a student is absent, a responsible person, usually the parent, must notify the principal of the reason for the student's absence as soon as practical. If a student is prevented from attending school due to illness, the principal is authorised by the School Education Act 1999 to request a medical certificate from a registered medical practitioner.*

*Lesson attendance codes are used by all Western Australian public schools to record the reason for every half-day absence. The use of these codes is determined by the principal. Accurate record-keeping ensures principals can identify patterns of absence at both a school and individual student level and implement appropriate measures to restore attendance where there is cause for concern. Absences are grouped as either 'authorised' or 'unauthorised' according to whether they meet the requirements of excusing a student from attendance pursuant to Section 25 of the School Education Act 1999. The total half-day absences are displayed on your child's school report each semester.*

The Eastern Wheatbelt Education Network (EWEN) has written to local businesses across the Eastern Wheatbelt and gained their support not to serve school students during school hours unless they have an official out of school pass. This is part of the networks Attendance Strategy planning.

Partnerships with WA Police and Department of Communities has been engaged in 2018 as per policy for those students falling in the 'at risk' category of less than 90% attendance. To stay above this, students cannot afford to miss more than 3-4 days a term. This is an essential point to note for your student's educational future.

#### **MDHS Attendance Motto: "No more than 4 days away per term!"**

To sustain a regular attendance percentage of 90% or above, students cannot afford to miss more than four days per term of school.

This is why it is important to maintain a regular attendance habit and 'save' days off for when your children may get unwell or have medical appointments.

### What Do The Categories Mean?

Regular Attendance- 90%	
They miss:	<ul style="list-style-type: none"> <li>1 day per fortnight</li> <li>1 week per term</li> <li>4 weeks per year</li> <li>1 year by the end of Year 9</li> <li>1 semester between Year 8 &amp; Year 12</li> </ul>
Indicated Risk- 80%	
They miss:	<ul style="list-style-type: none"> <li>1 day per week</li> <li>2 weeks per term</li> <li>8 weeks per year</li> <li>1 year by the end of Year 4</li> <li>2 years by the end of Year 8</li> <li>3 years by the end of Year 12</li> <li>1 year between Year 8 &amp; Year 11</li> </ul>
Severe Risk- 60%	
They miss:	<ul style="list-style-type: none"> <li>2 days per week</li> <li>4 weeks per term</li> <li>16 weeks each year</li> <li>1 year by the end of Semester 1, Year 3</li> <li>2 years by the end of Year 5</li> <li>3 years by the end of Semester 1, Year 8</li> <li>4 years by the end of Year 10</li> <li>5 years by the end of Semester 1, Year 12</li> <li>2 years between Year 8 &amp; Year 12</li> </ul>

If your child misses...	that equals...	or...	From Kindy to year 12 that adds up to...	Which is the equivalent of attending until:	Attendance rate
1 day per fortnight	20 days per year	1 month per year	nearly 1 ½ years	part-way through year 11	90%
1 day per week	40 days per year	2 months per year	over 2 ½ years	part-way through year 10	80%
2 days per week	80 days per year	4 months per year	over 5 years	the end of year 7	60%
3 days per week	120 days per year	6 months per year	nearly 8 years	the end of year 4	40%

## GOOD STANDING (Under Review 2024)

### Our Good Standing Policy:

At Mukinbudin District High School, The **Good Standing Policy** is in place to address violence in schools. We believe that learning is enhanced in a welcoming, inclusive, collaborative and caring environment free from disruption and any form of violence. The Good Standing Policy outlines the procedures that will be taken by the school to address any form of violence from our students. The Good Standing Policy works in conjunction with the whole school Behaviour Management Plan and the Department of Education's Keeping Our Workplace Safe (KOWS) initiative. Students with '**Good Standing**' may participate fully in all curricula and extra-curricular activities of the school.

### Maintaining 'Good Standing'

'**Good Standing**' is a status all Mukinbudin District High School students are granted at the start of each five-week block. These typically commence in Week 1 and Week 6 of each term.

- It is the responsibility of each student to maintain their 'Good Standing'
- Students with 'Good Standing' are eligible to participate in reward days and fun events throughout the year.
- Students who lose their 'Good Standing' will lose the privilege to participate in various events throughout the school year.
- Students may lose the privilege to participate in activities where the safety of other students is a concern.

### Students will lose their 'Good Standing' as a consequence of:

- Making physical contact with the intention to harm
- Starting a fight
- Filming a fight

### Consequences of losing 'Good Standing'

Students who lose their 'Good Standing' will not participate in non-curricular school activities. These include, but are not limited to: camps, balls, reward days/ activities, some excursions and interschool sporting events.

If a Student Leader loses their 'Good Standing', they will lose their badge and their right to represent the school for the five-week period. If a Student Leader loses their badge for a second time, their badge will be removed for the remainder of the year.

Parents and Guardians of students who lose their 'Good Standing' will be contacted by the administration team. Loss of 'Good Standing' will also result in a formal letter being sent home and placed on the student's file.

The following will be communicated to the parent/ guardian:

- the reason for the loss of good standing
- what the withdrawal means for the student
- a plan to improve the student's behaviour

### Regaining 'Good Standing':

All students will regain 'Good Standing' at the beginning of the next five-week period. The 'Good Standing Policy' is provided to maintain consistency in our decision-making processes.

It is important to note that these are ***guidelines*** and if:

1. there are extenuating circumstances that have resulted in negative behaviours;
2. a student has special educational needs; and/ or
3. there is a significant period of positive behaviour since the previous negative behaviour;

then these factors will be taken into account and any decision to withdraw or maintain 'Good Standing' will be at the discretion of the principal.

## **HOMEWORK**

Most students do some homework/study regularly throughout the year. The focus is on developing parent partnerships, study habits and the ability for students to manage a study timetable. Individual teachers will discuss homework procedures at the beginning of the year. We encourage all students to read aloud to an adult as often as possible.

**JUNIOR PRIMARY:** Homework usually involves 5 to 10 minutes of reading at least four nights a week and there may be some direct activity (no more than 5 or 10 minutes four nights a week) that is linked to practising a skill or reviewing content covered in class. This is great for building and maintaining strong working relationships with parents.

**UPPER PRIMARY:** Students may read for 10 to 15 minutes at home each day (eg. the newspaper, a magazine, a novel) and may be allocated about 15 minutes of homework or study four nights a week, where they review content or practise a skill that was covered in class that day/week.

**SECONDARY:** Students will have receive an Assessment Outline and Unit Outline from their teachers that outlines when their assignments are due.

## STUDENT COUNCILLORS

In Term 4 student council and faction captain elections are held. The positions available each year are:

**Councillors**            1x Year 5  
                                 1 x Year 6  
                                 2 x Year 9/10

**Faction Captains**   1 x Green Primary  
                                 1 x Gold Primary  
                                 1 x Green Secondary (Year 8-10 students may apply)  
                                 1 x Gold Secondary (Year 8-10 students may apply)

Please note that Year 7 students are not eligible for nomination. This is to allow them to settle into their first year of secondary schooling.

The Selection Criteria reflects the school's need for students who show the ability for growth in the following areas:

- Leadership – A student that is able to grow in their leadership ability.
- Teamwork – A team player who is able to co-operate within teams and make positive contributions to the team's performance.
- Values – A student whose knowledge, appearance and behaviour demonstrate respect for the values of the school and the community.
- Problem Solving – A student who is able to demonstrate workable solutions to problems.
- Resourcefulness - A student who demonstrates resourcefulness in completing tasks.
- Communication – A student who communicates well with others to complete a task.
- Co-operation – A student who co-operates well with others.
- Community involvement – A student who is involved in some form of community activity.

## SCHOOL CHAPLAIN

The key role of the School Chaplain is to provide pastoral care, by supporting the social, emotional and spiritual well-being of the school community. This may include support and guidance around ethics, values, relationships and spiritual issues, as well as helping students engage with the broader community.

One of the programs delivered as part of our Pastoral Care includes: BUZ – 'Build Up Zone'. The program enables students to develop important life skills by addressing:

- |                         |  |
|-------------------------|--|
| • conflict resolution   | • the link between environmental and emotional abuse |
| • protective behaviours | • building confidence                                |
| • bully-proofing        | • emotional competence                               |
| • self-awareness        | • relationship skills                                |
| • poor self-esteem      | • respect  |
| • empathy               |  |

In school, chaplaincy is partly funded nationally and extra funding comes from the State Government.

Allison Nixon, School Chaplain can be contacted by email [Allison.Nixon@education.wa.edu.au](mailto:Allison.Nixon@education.wa.edu.au) or by contacting the school.

## EMERGENCY SERVICES CADETS

Mukinbudin DHS has an Emergency Services Cadets Corps program running at the school for Years 7-10. Emergency Service Cadets participate in interesting and challenging training that:

- Provides practical life skills
- Develops leadership, teamwork and initiative talents
- Fosters qualities of community responsibility and service

Training includes modules such as:

- Archery
- First-aid
- Radio communications
- Fire safety and basic fire lighting
- Rescue techniques
- Navigation and bushcraft
- Drill and ceremonial marching
- Rescue techniques
- Camping
- Counter disaster training

Students will be provided with further information during timetabled sessions. If you would like to know more, please speak to your student's form teacher.

## EXCURSIONS/INCURSIONS

Excursions/Incursions are part of the normal teaching practice in all schools. When a class is to go on an excursion/incursion a note seeking written permission will be sent home prior to the excursion/incursion. Parent contribution may be requested, and these are reflected in the fees and charges.

## COMPLAINTS/CONCERNS

If you have any queries or concerns about your child or any incidents happening at school. Please contact your child's class or form teacher first. If it cannot be resolved through the class or form teacher, or the issue is reoccurring, please contact the Deputy by phoning the school or emailing [Mukinbudin.DHS.DeputyPrincipal@education.wa.edu.au](mailto:Mukinbudin.DHS.DeputyPrincipal@education.wa.edu.au).

## PARENT INTERVIEWS

Parents are welcome to come to the school and discuss their child's progress with teachers. Before school is not always a suitable time as this is preparation time for the day. Please make an appointment to select a convenient time. Phone or email the school or contact the teacher direct.

## PARENT INVOLVEMENT

Parents and Care Givers are welcome and encouraged to participate in their child's learning. Classroom teachers usually send a note home at the beginning of the year providing an opportunity for you to be involved in your child's learning. All parent helpers must complete a 'Confidentiality Declaration' to ensure confidentiality is maintained on matters related to the school and ensure the school meets its 'Duty of Care' requirements.

## LIBRARY

We have a well-resourced library to which all students have access on a regular basis. Students may borrow up to two books per week and may change their selections on their nominated Library day. The non-fiction, reference is available for research purposes throughout the school day. The Library Officer is in attendance Thursday and Friday from 9:30am – 3:00pm.

## EATING LUNCH AT SCHOOL

Primary children eat their lunch under teacher supervision. Fridges are located in all classrooms and are available for children to keep their lunches fresh and drinks cool. There are also refrigerated water fountains and water bottle filling stations available. There is a fridge in the SIDE Room in Secondary for students to utilise.

## BREAKFAST CLUB

On Monday- Thursday during the school term, the school staff organise Breakfast Club. Students from Kindy to Year 12 can attend and grab a bite to eat and a drink after a long bus ride or if they have had a busy morning and had to skip breakfast all together. *Foodbank* generously donates cereal, milk, orange juice, tinned fruit, Vegemite and fresh fruit. Bread, butter and jams are kindly donated by staff, parents, the P&C and community members. It provides students with one of the most important meals of the day as well as giving them the opportunity to “be around the brekky table” and spend time first thing in the morning with their extended school family. Breakfast Club is an integral part of ensuring that we are supporting our students overall wellbeing at MDHS.

## NUT AWARE SCHOOL

We are a ‘Nut Aware’ School, and we encourage parents, children and staff to avoid bringing foods that contain nuts to school. Products that contain nuts include:

- Peanut butter and nut spreads, such as Nutella
- Fruit and nut bars / muesli bars
- Some biscuits and cakes
- Chocolates
- Students are encouraged to wash hands after eating.

## CANTEEN

The P&C operates a canteen on Friday, and endorses the State Government Policy of the Traffic Light System for healthy eating. There is a summer (Terms 1 & 4) and winter (Terms 2 & 3) menu, and it is sent out with the Messenger, uploaded on to our website, Compass and Facebook page. Lunch orders are to be placed at the office before 9am. Bags are available from the Front Office and Canteen, which act as lunch order forms. Please ensure that money is sealed securely in an envelope to prevent coins from falling out in your child’s bag. Secondary students are not permitted to go to the Café on rostered canteen days at the school.

## STUDENT ALLOWANCES: SECONDARY ASSISTANCE SCHEME

Parents/guardians with eligible concession cards who have children enrolled from Years 7 to 12 studying full-time secondary courses are able to apply for the Secondary Assistance Scheme in 2024. Forms and information can be collected from the school. The forms must be returned for processing before 1 April 2024.

- The Secondary Assistance Scheme consists of two allowances: \$235 Education Program Allowance (payment made to the school) and \$115 Clothing Allowance (payment made to either the parent/guardian or the school).
- The ABSTUDY supplement (\$79) for students who receive ABSTUDY and are therefore not eligible for the Secondary Assistance Scheme.

## STUDENT SUPPORT FUND

Students, Parents, Teachers, Student Support Case Managers, and other people involved with MDHS may be eligible to seek financial *assistance on behalf of a student(s) for:*

1. Uniforms
2. Booklists and Learning Equipment
3. Camps, Excursions and Activities
4. External Education Assistance

Students must be enrolled in years K-12 at MDHS and attend regularly. Students, Teachers, Welfare Workers, Parents or guardians who are involved in the student(s) education may apply for this assistance at any time.

Applicants prove low-income status by providing a photocopy of a current Centrelink Card or Health Care Card with means tested payment codes or to provide an outline of the extenuating circumstances.

### Assessment and Privacy:

1. All personal information will be kept in a secure manner.
2. All information provided in the application is strictly confidential.
3. Applications will be assessed by a committee consisting of the School Principal, School Chaplain and one member of the Mukinbudin P&C Executive Committee.
4. Checks may be made with education institutions to confirm enrolment, with financial institutions to verify account details to ensure that payment is made correctly, and with Centrelink to verify concession entitlements.
5. Successful applicants' payments may be made directly to the applicant, directly to MDHS or to the supplier at the discretion of the assessing committee.
6. Applications will be assessed in a timely manner and be dependent on funds available.

### Provisions of the Fund

Funding of a minimum of \$300.00 per term will be provided to the MDHS Student Support Fund. Funding will be allocated on a first come, first served basis. Other donations and philanthropists are welcomed to contribute to this fund at any time. Please contact either the Mukinbudin District High School or Mukinbudin P&C to discuss.

### The role of the P&C:

1. The Mukinbudin DHS P&C will oversee the administration and implementation of the Student Support Fund through:
2. The receiving of applications and convening of assessment processes.
3. The accepting of funds and managing payments.
4. Advertising the scheme to increase awareness and seek additional donations.
5. Providing an annual report on the fund.

Please visit our website <https://www.mukinbudindhhs.wa.edu.au/student-support-fund/> to access the application form.

## **BEHAVIOUR MANAGEMENT PLAN & PROCEDURES *(Under Review 2024)***

### **Objective:**

At Mukinbudin District High School we believe that all children are entitled to learn in a safe and supportive environment. We also believe that teachers and students have the right to teach and learn free from disruption, be treated courteously and be free from any form of discrimination. Students are encouraged to be considerate, courteous and responsible while demonstrating the school values of Care, Achievement, Respect & Engagement (CARE). Diversity is embraced through the understanding that people are different and that people have different viewpoints and behaviours. Students are encouraged to be independent learners and responsible for their thoughts and actions.

Mukinbudin District High School's Behaviour Management Policy aims to:

- Promote positive learning for students through a safe and nurturing school environment
- Establish a behaviour framework outlining the rights, responsibilities and expectations at Mukinbudin District High School
- Provide a system where conflicts are managed and resolved in a positive manner
- Recognise and acknowledge exemplary behaviour

The core principles that underline our Behaviour Management Policy are that everyone has the right to:

- feel safe and welcome at school
- work and learn in a high quality, supportive and engaging learning environment
- be treated with respect and courtesy
- be supported to achieve success

### **Rights and Responsibilities:**

The Mukinbudin District High School Community aims to develop attitudes and behaviours that will result in a safe, caring and mutually respectful environment in which teachers have a right to teach and students have a right to learn.

All members of the Mukinbudin DHS Community have the right to:

- be treated with courtesy and respect;
- work and learn in a safe and clean environment; and
- the cooperation and support of the school community.

All members of the Mukinbudin DHS Community share responsibility for the maintenance of good order and personal safety within the school.

<b>Students have the RIGHT to:</b>	<b>Students have the RESPONSIBILITY to:</b>
<ul style="list-style-type: none"><li>• Learn freely without interruption</li><li>• Be free from discrimination of any type</li><li>• Be in a safe environment that caters for their needs</li></ul>	<ul style="list-style-type: none"><li>• Show respect, courtesy, kindness and compassion to others at all times</li><li>• Behave in a manner that does not interfere with the learning of themselves and others</li><li>• Be active participants in all learning activities and contribute as required</li><li>• Care for the school and wider environment</li></ul>
<b>Staff have the RIGHT to:</b>	<b>Staff have the RESPONSIBILITY to:</b>

<ul style="list-style-type: none"> <li>• Respect, courtesy and honesty</li> <li>• Teach in a safe, secure and clean environment</li> <li>• Co-operation and support from parents and other staff</li> </ul>	<ul style="list-style-type: none"> <li>• Model respectful, courteous and honest behaviour</li> <li>• Ensure that the school environment is kept neat, tidy and secure</li> <li>• Establish positive relationships with students</li> <li>• Ensure good organisation and planning in an environment which is conducive to learning and addresses the needs of individuals</li> <li>• Ensure their skills are kept up to date</li> <li>• Report student progress to parents</li> </ul>
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Parents have the <b>RIGHT</b> to:	Parents have the <b>RESPONSIBILITY</b> to:
<ul style="list-style-type: none"> <li>• Access a meaningful and adequate education for their child</li> <li>• Be informed about school policies and curriculum</li> <li>• Receive and offer information about their children's learning and behaviour</li> <li>• Have access to staff and the Principal in matters related to the education of their child</li> <li>• Be consulted regarding the behaviour management of their child</li> </ul>	<ul style="list-style-type: none"> <li>• Support the school in providing a meaningful and adequate education for their children</li> <li>• Ensure that their child participates in educational programs</li> <li>• Communicate issues and concerns that may impact their child's performance or development at school</li> <li>• Ask for information if they are unaware or want to know more</li> <li>• Provide their child with social, emotional and behavioural skills</li> </ul>

### Student Code of Behaviour:

#### Citizenship

- Listen to and be inclusive of others and their opinions
- Show empathy towards others
- Take pride in our environment
- Work collaboratively
- Lead by example
- Share equipment and take turns
- Support school events and get involved
- Think before you act and make good choices
- Welcome and include others to our school

#### Achievement

- Always do your best work
- Learn from your mistakes
- Set learning goals and work hard to achieve them
- Be a good sport
- Encourage others
- Follow the rules
- Try your best and participate proudly
- Complete your homework

#### Respect

- Speak kindly and in an appropriate volume and tone
- Be polite and use your manners
- Raise your hand to speak and wait patiently for your turn

- Treat others kindly and fairly
- Keep our bodies to ourselves
- Take responsibility for your mistakes
- Take pride in your school
- Wear your school uniform proudly
- Wear your hat when outside
- Put rubbish in the bin
- Use equipment appropriately and safely
- Allow others to learn

## Engagement

- Be on time and ready to learn
- Be prepared with all your equipment ready each day
- Actively listen and speak appropriately to other people
- Actively participate in all aspects of school
- Listen to and follow teachers' instructions
- Be friendly
- Ask for help when needed
- Offer help when asked
- Participate responsibly
- Engage in safe play at all times

## Whole School Rewards and Incentives:

Classroom teachers, in collaboration with their class, will develop a set of class rewards which will be on display in their classrooms and communicated to parents. This system forms part of the classroom management procedures that are appropriate for students in that classroom. A set of whole school rewards and incentive procedures will exist to reward and recognise students at a whole school level.

### Values Awards

Teachers and school staff including Education Assistants are encouraged to award PBS 'Sheep Tag' Awards to students who demonstrate the school's values of **Citizenship**, **Achievement**, **Respect** & **Engagement**. These should be provided often and regularly to encourage positive behaviour and reinforce whole school expectations. Students place these values tags in the rain gauge containers according to the CARE values colours out the front of the office. As each gauge fills, all students will be given a Whole School Reward. (Movie and popcorn afternoon, extra playtime and other events as suggested by staff and students)

When in the playground, students are also given a slip of paper to go with their sheep tag. This slip is placed in a box in the staff room and at each assembly, one winning slip is drawn out. The winning student will be awarded a canteen voucher.

### Merit Certificates

Teachers are required to award 2-3 merit certificates per assembly. Assemblies normally take place 2-3 times per term. Teachers are required to provide a reason for the certificate to be awarded to encourage positive behaviour and learning outcomes. Where possible, teachers are required to only award one merit certificate to each student during a school year.

## Negative Behaviour Stages, Procedures and Consequences:

Behaviour	Procedure/ Consequence
Stage 1 – Low Level Disruptive Behaviours	
<ul style="list-style-type: none"><li>- Not listening</li></ul>	<ul style="list-style-type: none"><li>- First offence - verbal warning</li><li>- Second offence - verbal warning</li><li>- Third offence –1 to 5 minutes time out as appropriate (at the teachers discretion)</li></ul> <p>These behaviours will be managed by teachers, with the student remaining in class.</p>
<ul style="list-style-type: none"><li>- Not following instructions</li></ul>	
<ul style="list-style-type: none"><li>- Calling out</li></ul>	
<ul style="list-style-type: none"><li>- Not following class/ school rules</li></ul>	
<ul style="list-style-type: none"><li>- Interrupting/ moving around the class</li></ul>	
<ul style="list-style-type: none"><li>- Leaving the class with permission (toilet/ drink) during class time</li></ul> <p>*Please note, students will not be stopped from going to the toilet</p>	
Stage 2 – Disrespectful Behaviour	
<ul style="list-style-type: none"><li>- Speaking disrespectfully</li></ul>	<ul style="list-style-type: none"><li>- First offence - verbal warning from teacher</li><li>- Second offence – discussion with teacher about behaviour; including notification of 5 to 10 minute time out at recess or lunch time to be completed outside the DP’s office</li></ul>
<ul style="list-style-type: none"><li>- Answering back</li></ul>	
<ul style="list-style-type: none"><li>- Eye rolling</li></ul>	
<ul style="list-style-type: none"><li>- Telling lies</li></ul>	
<ul style="list-style-type: none"><li>- Walking away when being spoken to</li></ul>	
<ul style="list-style-type: none"><li>- Running on the Verandah</li></ul>	<ul style="list-style-type: none"><li>- Parent/ Guardian notified either in person at the end of the day or via phone, email or Seesaw message.</li><li>- Behaviour and parent communication to be recorded on SIS</li><li>- Third offense – sent to office for discussion with Deputy Principal or Principal, plus completion of 10 minute time out mentioned above.</li></ul>
<ul style="list-style-type: none"><li>- Running with technology</li></ul>	
<ul style="list-style-type: none"><li>- Being in an ‘out of bounds’ area during play time</li></ul>	
<ul style="list-style-type: none"><li>- Leaving the classroom without permission</li></ul>	
<ul style="list-style-type: none"><li>- Continuation of Stage 1 behaviours</li></ul>	
- Stage 3 – Hurtful or Dangerous Behaviour	
<ul style="list-style-type: none"><li>- Targeted, repetitive name calling</li></ul>	<ul style="list-style-type: none"><li>- First offense - sent straight to the office – Deputy Principal or Principal to decide on consequence based on severity of incident</li><li>- Parent/ Guardian contacted by Deputy Principal or Principal</li><li>- Behaviour and parent communication to be recorded on SIS</li></ul>
<ul style="list-style-type: none"><li>- Swearing</li></ul>	
<ul style="list-style-type: none"><li>- Threatening others/ Intimidation</li></ul>	
<ul style="list-style-type: none"><li>- Stealing/ Theft</li></ul>	
<ul style="list-style-type: none"><li>- Damage to Property</li></ul>	
<ul style="list-style-type: none"><li>- Aggressive physical contact with others (e.g. hitting, punching, kicking, fighting, throwing items at others, spitting)</li></ul>	

## Communication and Collaboration:

All Stage 2 behaviours, will be followed up with a phone call or other contact, to the child's parents by either the classroom teacher,

Stage 3 behaviours, as well as referrals to the Principal, will be followed up with a phone call or other contact by the Deputy Principal or Principal.

### Appendix 1:

#### Categories of Suspension – Department of Education

*These categories are provided to facilitate state-wide consistency in systemic reporting about the bases for suspension; they are not a list of behaviours for which suspension is mandated.*

Category 1: **Physical aggression toward staff**

Aggressive physical contact committed intentionally against staff.

Category 2: **Abuse, threats, harassment or intimidation of staff**

Verbal or non-verbal actions that are abusive, harassing, intimidating or threatening, including stalking, sexual harassment, sexual innuendo and manipulation.

Category 3: **Physical aggression toward students**

Aggressive physical contact committed intentionally against another student.

Category 4: **Abuse, threats, harassment or intimidation of students**

Verbal or non-verbal actions that are abusive, harassing, intimidating or threatening, including stalking, sexual harassment, sexual innuendo and manipulation.

Category 5: **Damage to or theft of property**

Direct or indirect damage to, or theft of, property.

Category 6: **Violation of Code of Conduct or school/classroom rules**

This covers student misconduct not addressed in any of the other categories that violate the school's Code of Conduct.

Category 7: **Possession, use or supply of substances with restricted sale**

This category covers use or supply of substances such as cigarettes, alcohol and prescribed medicines, that are not in themselves illegal, but the sale of which may be restricted to persons over 18.

Category 8: **Possession, use or supply of illegal substance(s) or objects**

The substances referred to in this category are those that are illegal under the Criminal Code. This includes weapons and illegal drugs.

Category 9: **E-breaches**

Breaches under the *Students Online* policy or *Personal Use of Mobile Electronic Devices* requirements. Includes breaches of an *Acceptable Use Agreement*; *Appropriate Use of Online Services Agreement*; and

recording, distributing, or uploading of inappropriate images or messages of students, parents or staff with reasonable nexus to the school.

## **SCHOOL BUSES – (Please note that buses are not managed by the school)**

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For a student to catch the bus regularly, their parents need to complete an online School Bus Transport Application which is available from the Public Transport Authority (PTA) website <http://www.schoolbuses.wa.gov.au/>.

The PTA – School Bus Services manages all facets of Bus services and can be contacted on 9326 2080.

To ensure that the bus drivers are kept informed about which children are using the bus each day, parents are required to notify the bus contractor/driver and the school of any changes to normal procedures for their child in the following manner:

- A note or phone call. NB: If a student will not be using the bus on a set day and on a regular basis each week, one note will be sufficient (we do not require a note every time in this circumstance).
- If a parent is present at the end of the day before the buses leave, it is imperative that the bus driver is notified by the parent.

## **BUS CONTACTS**

<b>BUS</b>	<b>CONTRACTOR</b>	<b>CONTACT NO. / UHF CHANNEL</b>
BENCUBBIN/BEACON	Gaye Jones	0427 471 040
BONNIE ROCK	Gaye Jones	0427 471 040 / UHF 27
CAMPION	Peter Geraghty	0429 471 032 / 9047 1031 (work)
KARLONING	Leonie & Tony Taylor	0427 474 715
WILGOYNE	Leonie & Tony Taylor	0427 474 715

## **SCHOOL BUS CODE OF CONDUCT/REPORTING A BREACH OF CODE OF CONDUCT/ COMPLIMENTARY BUS PASSENGERS/REQUEST CHANGES**

This is all Managed by the Public Transport Authority – School Bus Services. In the **first instance contact your contractor direct**.

Then if you still require action, follow up, advice or just want to make your report known ring: 9326 2080 or email [SBSEasternGoldfields@pta.wa.gov.au](mailto:SBSEasternGoldfields@pta.wa.gov.au)

**A great source of information is:** <http://www.schoolbuses.wa.gov.au/>

## **PARTNERSHIPS**

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### **SCHOOL BOARD**

In 2015 our School accessed the flexibilities associated with being an IPS and is governed by a pro-active School Board. Board members give considerable time and effort to fulfil their roles. The Board deals with the strategic or 'Big Picture' aspects of the School. Operational or day to day running is done by the Principal. All Board members undertake training and below outlines their scope of operation.

The functions of Councils/Boards are prescribed by the *School Education Act 1999* and the *School Education Regulations 2000* as follows:

**Take part in:**

- Establishing and reviewing from time to time, the school's objectives, priorities and general policy directions;
- Planning financial arrangements necessary to fund those objectives, priorities and directions;
- Evaluating the school's performance in achieving those objectives, priorities and directions;
- Formulating codes of conduct for students at the school; and
- The selection of, but not the appointment of, the school principal or any other member of the teaching staff if prior approval is given.

**Approve of:**

- A charge or contribution determined by the principal for the provision of materials, services and facilities;
- The costs determined by the principal to be paid for participation in an extra cost optional component of the school's educational program;
- The items determined by the principal to be supplied by a student for the student's personal use in the school's educational program; and
- An agreement or arrangement for advertising or sponsorship in relation to a government school.

**Determine:**

- In consultation with students, their parents and staff of the school, a dress code for students when they are attending or representing the school.

**Provide advice to the principal of the school:**

- On a general policy concerning the use in school activities of prayers, songs and material based on religious, spiritual or moral values being used in a school activity as part of religious education; and
- On allowing time for the special religious education of students in the school, up to a total of 40 hours in a year.

**Promote:**

- The school in the Community.

**The responsibilities of a Board are to:**

- Comply with the Board's terms of reference.
- Liaise with other committees within the school e.g. the Parents and Citizens' Association;
- Hold an annual public meeting once in every calendar year that is open to the public. An annual report will be presented at the meeting to advise the school community of the performance of the Board in the last year; and
- Hold meetings that are generally open to the public.

**A Board does not:**

- Manage the day to day running of the school (for example, staff management, and student assignment to classes);
- Discuss individual issues relating to teachers, staff or parents;
- Represent specific interest groups, or permit special interests to dominate the agenda of the Board;
- Intervene in the educational instruction of students; borrow money or obtain funds; purchase property; or
- Performance manage the principal or any other Department of Education employee.

## Role of Board members

- Parent members of Boards bring their experience as parents at the school, and the views and context of the wider school community;
- Community members may bring expertise such as business, or accounting skills that the Board is looking for at that time; and
- Department of Education employees bring their educational expertise.

The Board is made up of the following members:

NAME	ROLE OF BOARD	TERM OF OFFICE
Karl Moll	Principal	Ongoing
Linda Vernon	Parent	Until end of 2024
Caitlin Hogan	Chairperson	Until end of 2024
Jessica Collins	Parent	Until end of 2024
Bronwyn Palm	Parent	Until end of 2024
Hayley de Lacy	Staff	Until end of 2025
Mike Louwen	Community Rep	Until end of 2025
Melanie Walker	Minute Secretary	Ongoing

Meetings are usually held each term, as determined by standing business needs. An Annual Public meeting is advertised for interested parties to view.

## PARENTS & CITIZENS (P&C) ASSOCIATION

P&C General Meetings are held at least once a term depending on the events being planned. Sub-committees of the P&C meet on a needs basis. The Mukinbudin P&C Association has a strong tradition of supporting students and teachers at the school. All parents are encouraged to attend and contribute to the General Meetings. Membership to the P&C is \$1.00 which allows voting at meetings and election to Committees. Membership is from AGM to AGM (Inc.).

## 2023 P&C OFFICE BEARERS

PRESIDENT	Romina Nicoletti
VICE PRESIDENT	Jessica Collins
SECRETARY	Linda Vernon
TREASURER	Derick Cronje

The P&C AGM will be held on Monday 12<sup>nd</sup> February 2024 at 7pm in the School Library. All positions will become vacant at this meeting.

## SPORTS INFORMATION

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### DISA FACTION SPORTING COMPETITIONS

The school is divided into two factions, Green and Gold. All children will be placed in a faction upon enrolment. Each faction competes against students from Nungarin PS, Trayning PS, Beacon PS, Koorda PS and Bencubbin PS at the DISA Swimming Carnival in Term 1, MDHs Cross Country in Term 2, DISA Cross Country in Term 2, Meckering Cross Country in Term 2 and a DISA Athletics Carnival in Term 3. Dates will be advised in the school newsletter. From the Swimming and Athletics Carnivals, students with the highest achievement across all schools and have Good Standing will be invited to compete at the Interschool Carnivals in Merredin.

### SWIMMING LESSONS

Whole school swimming lessons (PP-Year 10) commence in Term 4. These lessons are free and instruction is by qualified swimming instructors.

## INTERSCHOOL SPORTS AND FIXTURES

MDHS participates in Interschool sporting activities in Merredin and other locations each year. When it is necessary to travel to another school a note will go home (electronically) detailing the date, purpose of the trip, cost and mode of transport. Parental consent is required for the child to participate.

Sporting events play a vital role in our community. Parent volunteers are called upon regularly to help in many ways, for example; coaching, umpiring, marshalling and setting up.

At Carnivals there is a strong parent and family presence. Parents are required to take their children to the event and the Carnival is run by the hosting school along with the parent committee of that town in conjunction with parent volunteers from all towns. The school will communicate out the requirements for volunteers at these events.

## UNIFORM

The Mukinbudin District High School community actively encourages the wearing of school uniforms.

**Uniforms are seen as desirable for a number of reasons. These include:**

- promoting identity with the school
- promoting pride in the school
- encouraging a sense of unification and belonging
- eliminating competition in dress issues
- allowing for ready identification of school members on excursions and thereby promote student safety
- preparing students for the expectations of society that we dress appropriately for our occupations
- presenting a positive image for the school

Children at this school are expected to wear their uniform every day. This is a school policy endorsed by the School Board. It is expected that our students will take pride in their personal appearance and be supported in this by their parents to ensure that uniforms are complete, tidy, in good condition and appropriate in size. Please ensure that your child leaves for school appropriately dressed each day.

It is strongly recommended that all items of clothing are marked with the student's name.

**We will be enforcing the uniform policy from the start of 2024 so please ensure your child/ren has the correct uniform.**

**Our Official School Colours are Bottle Green and Gold**

<b><u>Upper body uniform:</u></b>	<b><u>Lower body uniform:</u></b>	<b><u>Other uniform items:</u></b>
<ul style="list-style-type: none"><li>• MDHS polo shirt</li><li>• Gold polo shirt (gold faction)</li><li>• Bottle green polo shirt (green faction)</li><li>• MDHS polar fleece jumper or zip up fleece jacket</li><li>• MDHS soft cell jacket school jacket (Secondary only)</li></ul>	<ul style="list-style-type: none"><li>• Bottle green or black shorts/skirt/skorts (<b>all mid-thigh</b> or longer)</li><li>• Bottle green or black pants</li><li>• Green and white check skirt</li><li>• Black or green sports tights/fitness tights/yoga pants <b>with</b> shorts/skirt over the top</li><li>• One-piece swimwear/two-piece racing bathers/board shorts</li></ul>	<ul style="list-style-type: none"><li>• Green &amp; gold polo dress</li><li>• Green and white check dress</li><li>• MDHS broad-brimmed hat</li><li>• Plain socks</li></ul>

### **PLEASE NOTE:**

- Black or bottle green bike shorts, bloomers, leggings, tights or thick opaque stockings are to be worn under the dress and skirt. Bike shorts, bloomers, leggings, tights and stockings worn on their own are not acceptable as pants and are only to be worn under a dress or skirt. A black or bottle green skivvy may be worn under the school shirt in cooler months.
- Parents are asked to ensure their children are appropriately dressed for all sporting events.
- The bottle green and gold polo shirt is preferred for Interschool Carnivals.
- Additional winter apparel such as beanies, scarfs, etc to be in line with the Principles of the Dress Code and not worn inside without specific teacher permission.
- Jewellery, other than watches and stud or sleeper earrings, are not permitted. For example, dangling earrings constitute a safety hazard and are dangerous.
- Suitable covered footwear must be worn. **Please note:** THONGS are not acceptable.
- All students & staff are not admitted to Home Economics, Industrial Arts or Science practical classes unless they are wearing enclosed shoes.
- Excessive make up is not permitted and students will be asked to remove it if present.

### **School Hats**

Mukinbudin DHS has a 'No Hat - No Play in the Sun' policy enforced all year round. Students are required to wear a broad-brimmed hat for all outdoor activities. This is in line with the schools SunSmart policy. The P&C sell the recommended hats with the school logo from the front office.

### **Availability of Dress Code Items**

- MDHS broad-brimmed hat available from the school office
- MDHS polo shirt, MDHS polar fleece zip up jacket available from the Post Office/Newsagency
- All other articles available at most major retailers
- A small supply of second-hand school clothes are available based on supply from the school
- Students whose families are experiencing financial difficulties regarding the purchase of a uniform should contact the Front Office (Manager of Corporate Services, Principal or Deputy Principal) to discuss the situation.

### **Modifications to the Dress Code**

Students who, for religious or health reasons, may wish to modify the school dress code are required to make an appointment with the Principal or designated staff member. Staff will be informed of any student granted a modification to the dress code.

### **Free Dress Days**

On occasions, as advertised and in the evenings on school camps, students are permitted to wear free dress so long as it complies with the following guidelines:

- It appropriately covers the student in a manner that is respectful to themselves and others
- It maintains student safety while carrying out activities i.e. stiletto heels and dangly earrings present a hazard if required to participate in physical activity

### **Sanctions**

- Staff addressing breaches of the dress code will:
- arrange for students who do not comply with the dress code and their families to be counselled and their concerns resolved where possible;
- receive assistance/support in obtaining suitable clothing, if necessary; and
- Students who still do not comply with the school's dress code will be denied the opportunity to represent their school at:

- Official Non-Compulsory school activities;
- Choir/Musical/Non-Compulsory performances;
- Interschool sports competitions
- Other sanctions may include the use of school consequences as per the school behaviour policy for Secondary students only.

### **Lost Property**

To help prevent lost property being unclaimed, it is important that you label all children's clothing with a permanent marking system.

### **Review / Endorsement**

This policy has been reviewed & endorsed by:

Community Consultation including P&C & Staff: September/ October 2021

School Board Review: October/ November 2021

School Board Endorsed: 2021

***This policy is due for review in 2024.***

## **LOST PROPERTY**

To help prevent lost property being unclaimed, it is important that you label all children's clothing with a permanent marking system. There is a collection of lost items in the Front Office in a box.

## **HEALTH INFORMATION**

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### **ADMINISTERING MEDICATIONS AT SCHOOL**

Medication, prescription and non-prescription, can be administered at school by Administration staff over either a short or long term period provided the correct procedure is followed.

Short Term Administration – Parents may request Administration staff to administer prescribed or non-prescribed medication to students for a short period of time. Parents are required to complete an 'Administration of Medication' form or a 'Letter to Parents – Short Term Medication'. This is a signed form from the parents informing the school of the medication, dosage required (doctor's prescription–printed label on the medication) and the time(s) for administering the medication. These forms can be accessed through the front office or via our website [www.mukinbudindhs.wa.edu.au](http://www.mukinbudindhs.wa.edu.au). All short term medication is to be administered by the Administration staff.

Long Term Administration (more than 2 weeks) – Parents may request school staff to administer prescribed or non-prescribed medication to students to manage an ongoing medical condition. Instructions and authorisation for the administration of long term medication will be recorded in the student's *Health Care Summary* plan. When these plans are established all staff are provided with an Action Plan eg. Anaphylaxis, Asthma and Diabetes.

### **DENTAL CLINIC**

A Mobile Dental Clinic visits the school every 18 months and caters for all children with dental therapists and assistants in attendance. This service is free for all children. Enrolment forms are sent home with the children. The school will be notified of our scheduled visit times during the year and we will communicate this to everybody.

## SCHOOL HEALTH NURSE

A School Nurse visits the school throughout the year. Selected year/age groups receive eyesight and hearing screening checks. The Nurse will contact parents should a problem be discovered during these screening sessions. The Nurse also carries out regular checks on all children's health and assists the school by investigating and referring obvious health problems, which may cause educational concerns. Scheduled immunisation programs are also administered by the school nurse. Parents may also request, through the school, that health problems be checked.

## VISITING HEALTH SERVICES

A Speech Pathologist is available for appointments at the school for testing or intervention sessions. An Occupational Therapist is also available for testing and intervention sessions. Visits to the school are on a needs basis. A School Psychologist also makes regular visits. Students can be referred for counselling and/or assessment of learning difficulties by teachers or parents. Parents are consulted and consent gained prior to referrals being processed. Diagnosis of difficulties and intervention with suitable teaching strategies is most effective during the early years of schooling. Referrals will be made as soon as possible after a student's difficulties have been identified.

Please contact the school if you wish your child to be referred to any of the above services.

## COMMUNICABLE DISEASES

A list of common childhood illnesses and complaints, their treatment, and details of their communicability are printed below for your information. Electronic versions of this information is available on our school website at [www.mukinbudindhs.wa.edu.au](http://www.mukinbudindhs.wa.edu.au)

### Cold Sores

- Transmission: Direct contact with weeping vesicles
- Incubation period: 3 to 10 days.
- Infectious period: 2 to 7 weeks.
- Exclusion: Exclusion is not necessary if the person is developmentally capable of maintaining hygiene practices to minimise the risk of transmission. Young children unable to comply with good oral hygiene practices should be excluded if lesions are uncovered and weeping.
- Contacts: Do not exclude.

### Chicken Pox

- Transmission: Contact with an infected person or with articles freshly soiled by mucus or sores from an infected person. Scabs do not spread the infection.
- Incubation period: From 13 to 17 days.
- Period of communicability: From 5 days before rash to 5 days after onset of first crop of vesicles.
- Exclusion from school: Exclude until fully recovered, or until at least 5 days after the eruption first appears. Some remaining scabs do not justify continued exclusion.
- Contacts: Any children with immune deficiencies (eg. leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise do not exclude.
- Immunisation: Available from GP at parent expense.

### Conjunctivitis

- Transmission: Direct or indirect contact with secretion from infected eyes.
- Incubation period: 1 to 3 days.
- Period of communicability: While eye discharge is present.
- Exclusion from school: Exclude until discharge from eyes has ceased.
- Contacts: Not excluded.

### Diarrhoea

- Transmission: Many modes of transmission, depending on causative organism, usually through contaminated hands, food and drink.
- Incubation period: Hours to days.
- Period of communicability: Days to weeks.
- Exclusion from school: Exclude until diarrhoea has ceased.

- Contacts: Not excluded.

### Head Lice

- Transmission: Contact with infected person or clothing.
- Incubation period: 1 to 7 days.
- Period of communicability: Until lice and nits (eggs) are destroyed.
- Exclusion from school: Exclude until day after treatment has commenced.
- Contacts: Do not exclude. Family contacts may be infected and should be treated. Other close contacts should be checked regularly for signs of infestation.

### Impetigo (School Sores)

- Symptoms include itchy pustules and scabs
- Transmission: Direct contact with skin lesions
- Incubation period: Usually 4 to 10 days
- Infectious period: As long as there is discharge from untreated lesions
- Exclusion: Exclude for 24 hours after antibiotic treatment commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.
- Treatment: Antibiotic treatment available from a Dr.

### Influenza (Flu)

- Symptoms include fever, chills, headache, muscle pain, sore throat and cough
- Transmission: Airborne or droplet
- Incubation period: Usually 1 to 4 days
- Infectious period: Usually 1 day before onset of symptoms until 7 days after
- Exclusion: Exclude until all symptoms are resolved
- Treatment: Varies according to symptoms

### Measles **NOTIFIABLE**

- Transmission: Spray or droplet infection, or indirectly through articles freshly soiled by discharges from nose or throat of infected person.
- Incubation period: 7 to 18 days (usually 10 days).
- Period of communicability: From 5 days before to 4 days after the appearance of the rash.
- Exclusion from school: Exclude, re-admit on medical certificate of recovery, or at least 4 days after appearance of the rash, if well.
- Contacts: Do not exclude immunised contacts. (It is recommended that all children be immunised against measles, preferably at 12 months of age and certainly before entry into pre-school or day care centre unless they have had the disease). Unimmunised contacts should be excluded for 14 days after the appearance of rash in the last case identified in the school, unless contact was immunised within 72 hours of first exposure.
- Immunisation: Measles/Mumps/Rubella vaccine from 12 months of age and between 10-16 years of age.

### Mumps

- Transmission: Spray or droplet infection, or indirectly through articles freshly soiled by discharges from nose or throat of infected person.
- Incubation period: 12 to 25 days.
- Period of communicability: From 6 days before to 9 days after the swelling.
- Exclusion from school: Exclude for at least 9 days after onset of symptoms.
- Contacts: Do not exclude. Recommend immunisation if not vaccinated.
- Immunisation: Measles/Mumps/Rubella vaccine from 12 months of age and between 11 to 16 years of age.

### Norovirus Gastroenteritis (GASTRO)

- Transmission: Contact with infected person, food, vomit or stool particles
- Incubation period: from when the person feels ill until at least **24 hours as of last vomiting/ diarrhoea**
- Period of communicability: as above
- Exclusion from school: Exclude for a 24 hours after symptoms have ceased
- Contacts: Not excluded.

### Ringworm

- Transmission: Contact with infected persons, articles or animals - especially cats.
- Incubation period: 4 to 14 days.
- Period of communicability: As long as lesions contain fungus and spores.
- Exclusion from school: Exclude until the day after treatment has commenced.

- Contacts: Not excluded.

#### Rubella **NOTIFIABLE**

- Transmission: Spray or droplet infection, or indirectly through articles freshly soiled by discharges from nose or throat of infected person.
- Incubation period: 14 to 23 days.
- Period of communicability: From 7 days before to at least 4 days after the onset of symptoms or rash.
- Exclusion from school: Exclude; re-admit on recovery or 4 days after onset of rash.
- Contacts: Not excluded.
- Immunisation: Measles/Mumps/Rubella vaccine from 12 months of age and between 10 and 16 years of age.

#### Scabies

- Transmission: Contact with infected person, clothing or bedding.
- Incubation period: Itching usually begins within 48 hours.
- Period of communicability: Until mites and eggs are destroyed.
- Exclusion from school: Exclude until the day after treatment has commenced.
- Contacts: Not excluded. Family contacts will probably be infested and should be treated.

## EARLY CHILDHOOD INFORMATION

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### KINDERGARTEN SESSION TIMES

Kindergarten will commence on Thursday 1<sup>st</sup> February 2024.

**School times: 8:45am – 3:00pm**

Semester 1: Tuesday / Thursday

Semester 2: Tuesday / Thursday / Friday

### EARLY CHILDHOOD EDUCATORS

Kindergarten & Pre-Primary Teacher: Mrs Kari Lamond

Education Assistant on Kindy Days: Mrs Janice Melville

#### Year 1 & 2 Teacher:

Our school offers the full complement of 15 hours a week from day one for Kindergarten students. *If you feel the full complement of Kindergarten hours does not suit your child at the start of the school year, a transitioning period can be negotiated with the Principal and Teacher to best support your child.*

### SAFETY

Children must be accompanied into the centre by an adult and will not be permitted to leave until a parent or other adult comes to the door. Children should not be left at the centre any earlier than **8:30am** (with the exception of bus students).

Parents are welcome in the classroom at drop off and pick up times. If you do arrive early, please reinforce with your child that they should continue to remain with the class and listen to their teacher until they are dismissed. If you are running late, or in case of an emergency, please contact the school so that suitable arrangements can be made for your child.

**BUS CHILDREN—please notify the bus driver and the school of any bus changes relating to your child.**

### HELPFUL HINTS

- If your child becomes upset as you leave, it is best not to linger. Generally, children are fine after their parents have left; we will contact you if your child continues to be upset.
- It is important you notify us of any changes to your address or emergency contact numbers. Being unable to contact parents or emergency contacts can add to your child's distress. Please include mobile numbers on your admission form.
- It is important to let the teacher know if something has happened that may adversely affect your child's behaviour. For example, there may have been sickness in the family, a family upset or

their pet died. Often a small note in their Communication Book or a quick phone call to the teacher is all that is needed. If it is necessary to speak personally to the teacher, please make an appointment so that the issue can be discussed as soon as possible.

- It is best to keep your child's toys at home as they can get lost or broken. This does not include things of special interest that your child may wish to show the other children at the centre. Children are encouraged to bring one item a week into share with the class for sharing.

## TELEPHONE CALLS

Parents may phone the office and leave a message that will be passed on to the teacher at the first available opportunity. Teachers will not be called out of class to accept a telephone call unless the matter is urgent.

## ATTENDANCE

Attendance for Kindergarten is recommended. Irregular attendance may disrupt your child from settling into school and establishing friendships. Please notify us of the reason for any prolonged absence, especially in the case of infectious diseases. Information about infectious diseases is included in this booklet or is available from the school website.

## SCHOOL BAGS

Kindy children are often still quite small so some consideration needs to be given when purchasing backpacks/ bags for school.

- A spare set of labelled clothes can be left in your child's big tray at Kindy rather than in their Backpack daily if you prefer this.
- Backpacks are best if the bottom of the bag sits at the waist line of the child.
- Lighten the load - No matter how well designed the back pack, doctors and physical therapists recommend that children carry backpacks of no more than 10% to 15% of their body weight – but less is always better. If you don't know what that 10% to 15% feels like, use bathroom scales to weigh your child.

## NQS

The National Quality Standard (NQS) sets a high national benchmark for early childhood education. The standards include seven quality areas that are important outcomes for children. We are assessed and rated by an independent regulatory authority against these standards. At MDHS, our NQS philosophy is,

*'At Mukinbudin District High School, we strive to develop a positive and warm environment where students feel connected to our school community. We aim to educate and nurture the whole child to ensure each child is supported to feel secure, confident and included. Interactions with each child are respectful, responsive and build mutual, trusting relationships. This consideration extends to our partnerships with families and the broader community. Educators deliver a balanced program by using a combination of explicit teaching and fostering play-based learning through intentional interactions and learning environments. We recognise our students as 21<sup>st</sup> century learners and we facilitate the development of their positive attitudes including curiosity, persistence and resilience. Our school community is committed to ongoing improvement through continual reflection and professional learning to ensure we are providing the best possible education and care for our students.'*

# 2024 VOLUNTARY CONTRIBUTIONS AND CHARGES

## 2024 VOLUNTARY CONTRIBUTIONS AND CHARGES

<b>Mukinbudin District High School</b>	
Tel: 9048 3400	ABN: 16 928 461 409

PRIMARY										
VOLUNTARY CONTRIBUTIONS		BREAKDOWN OF CHARGES								
YEAR	AMOUNT	ITEM	K	PP	1	2	3	4	5	6
K/PP	\$60.00	Craft Activities	\$30	\$30						
Year 1	\$60.00	The Arts	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40
Year 2	\$60.00	Learning Activities	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20
Year 3	\$60.00	Incursions / Excursions	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80
Year 5	\$60.00	Physical Education Activities & Carnivals		\$20	\$20	\$20	\$20	\$20	\$20	\$20
Year 6	\$60.00	Camps / Overnight Excursions							\$250	\$250
PAYABLE BY 22 <sup>nd</sup> MARCH 2024		Year 6 Graduation								\$85
		Technologies (Maker Space, etc)	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
		TOTAL	\$220	\$240	\$210	\$210	\$210	\$210	\$460	\$545
		*Charges - Extra Cost Options. Additional cost items such as camps/incursions/excursions are estimated maximum costs. Payment <u>may be</u> requested <b>during the school year</b> when costs and participation by students is confirmed.								

SECONDARY										
VOLUNTARY CONTRIBUTIONS		BREAKDOWN OF CHARGES								
YEAR	AMOUNT	ITEM	7	8	9	10	11	12		
Year 7	\$235.00	The Arts	\$60	\$60	\$60	\$60				
Year 8	\$235.00	Home Economics Activities	\$50	\$50	\$50	\$50				
Year 9	\$235.00	Design & Technology	\$100	\$100	\$100	\$100				
Year 10	\$235.00	Physical Education Activities & Carnivals	\$50	\$50	\$50	\$50				
Year 11	SENT DIRECT FROM SIDE	Incursions / Excursions	\$160	\$160	\$160	\$160	\$200	\$200		
Year 12	SENT DIRECT FROM SIDE	Camps (Overnight)	\$200	\$200	\$200	\$200	\$300	\$300		
		Secondary Camp	\$350	\$350	\$350	\$350				
PAYABLE BY 22 <sup>nd</sup> MARCH 2024		TOTAL	\$970	\$970	\$970	\$970	\$500	\$500		
		*Charges - Extra Cost Options. Additional cost items such as camps/incursions/excursions are estimated maximum costs. Payment <u>may be</u> requested <b>during the school year</b> when costs and participation by students is confirmed.								

Please note that the level of Charges & Voluntary Contributions has been approved by the School Board. A more comprehensive breakdown of Contributions and Charges is available through the front office.

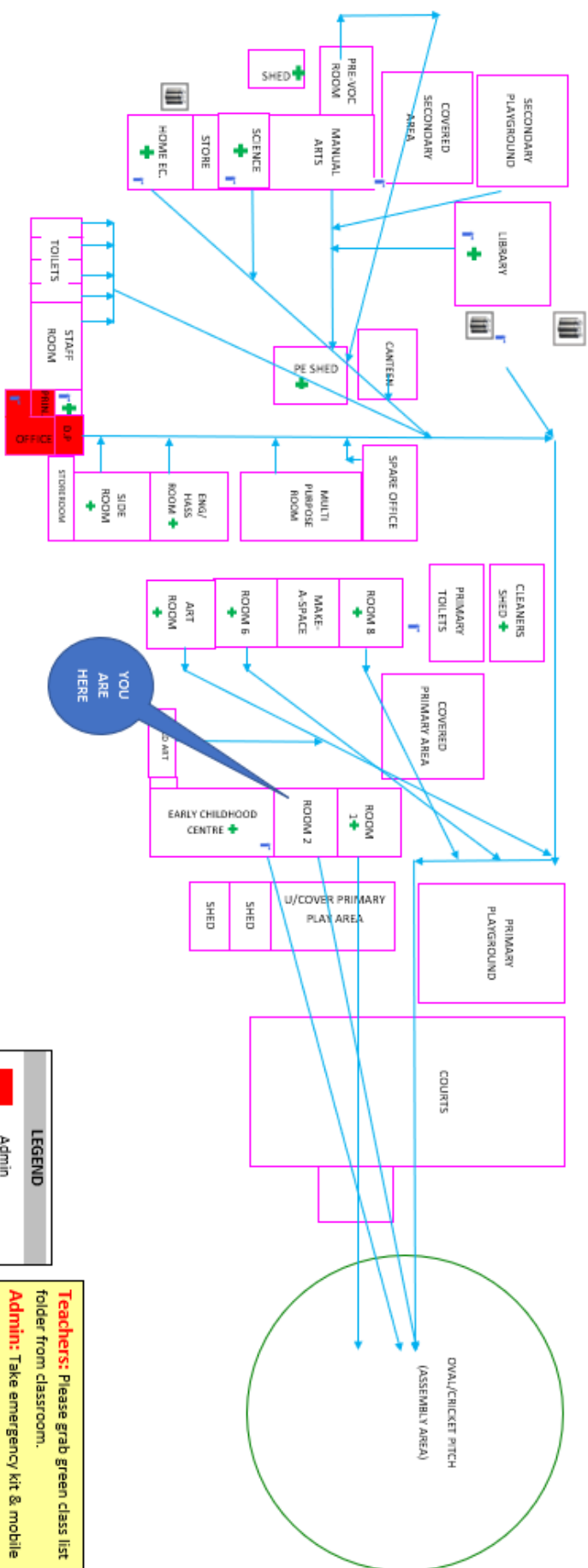
We only accept Direct Debit

BSB: 633 000

Acct No: 141864017

Reference: FAMILY NAME, FIRST INITIAL. CONT

## Mukinbudin District High School Site Plan Emergency Evacuation Procedure & Lockdown Plan



### Lockdowns

- Signal – series of short blasts on hooter/loud hailer announcement around the school
- All students and teachers report to relevant classroom/form room.
- Check roll and inform office if missing students
- Secure and remain in rooms until given all clear by the zone wardens
- Zone Wardens
- Primary: Principal
- Secondary: Deputy Principal
- Lockdown procedures apply to all incidents where student safety is paramount including strangers on the school site, potential fire risks, chemical risks and gas spills

### Earthquakes

- Remain in room with students. Tell students to get under desks and teachers to stand in doorways to ensure students keep calm.
- Await further instructions from Zone Wardens.

### Evacuation Procedure

1. Signal continuous blast on hooter/loud hailer announcement around the school
2. if possible turn off heaters/air conditioners
3. Assemble on the school oval
4. All teachers/EAs not taking classes/on DOTT are to go directly to the oval
5. All teachers/EAs with classes are to take their class to the oval as per the route outlined in the map (green class list is in every classroom)
6. Administration staff to ring Fire & Rescue, Police, Ambulance as necessary prior to moving to the oval
7. Administration staff to check outlined procedure prior to moving to the oval

### Checking Procedure After Staff & Students Have Evacuated (Zone Wardens)

SCHOOL OFFICER – Administration, Staff Room, Emergency kit & rolls, visitors roll & take to oval – inform Principal if any visitors unaccounted for

PRINCIPAL/DEPUTY – All Primary areas, Primary toilets, Cleaners shed, Pre-Primary, Art rooms

MCS – Secondary areas, Canteen, Gardener shed, Library, Secondary toilets, Staff toilets

PERSON IN CHARGE HAS AN ORANGE VEST TO WEAR IN INCIDENT KIT