



# Mukinbudin District High School

## School Information 2026 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. We take great pride in our inclusive nature and have developed a very strong and active learning support team to assist all students. Secondary students participate in a camp (biennially) 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.

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.



**Reward: Dress in PJ's Day**



**Reward: Extra Recess Time**



**Reward: Pancakes**

## DATES TO REMEMBER

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### SCHOOL OPEN

Tuesday 27<sup>th</sup> January (Admin staff only)  
Thursday 29<sup>th</sup> January (Teachers & EAs)

### TERM DATES

|        |       |                                    |
|--------|-------|------------------------------------|
| TERM 1 | Start | Monday 2 <sup>nd</sup> February    |
|        | End   | Thursday 3 <sup>rd</sup> April     |
| TERM 2 | Start | Monday 20 <sup>th</sup> April      |
|        | End   | Friday 3 <sup>rd</sup> July        |
| TERM 3 | Start | Monday 20 <sup>th</sup> July       |
|        | End   | Friday 25 <sup>th</sup> September  |
| TERM 4 | Start | Monday 12 <sup>th</sup> October    |
|        | End   | Thursday 17 <sup>th</sup> December |

### SCHOOL DEVELOPMENT DAYS

|        |   |
|--------|---|
| TERM 1 | Thursday 29 <sup>th</sup> January & Friday 30 <sup>th</sup> January |
| TERM 2 | Friday 29 <sup>th</sup> May   |
| TERM 3 | Monday 20 <sup>th</sup> July  |
| TERM 4 | Monday 12 <sup>th</sup> October & Friday 18 <sup>th</sup> December  |

### IN-TERM PUBLIC HOLIDAYS

|        |   |
|--------|---|
| TERM 1 | Monday 2 <sup>nd</sup> March (Labour Day)<br>Friday 4 <sup>th</sup> April (Good Friday) |
| TERM 2 | Monday 1 <sup>st</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<br>10:45am-11:05am (Wednesday only)  |
| <b>Lunch</b>         | 1:20pm – 2:00pm<br>1:05pm- 1:30pm (Wednesday only) |
| <b>School Finish</b> | 3:00pm<br>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 on Compass and Seesaw to provide details about upcoming events and to seek parent permission for student participation in different activities. These permission notes can be completed online and we always appreciate prompt responses. Absentee notes need to 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 Kindergarten students moving into Pre- Primary.

### 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 returning 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 or email 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.

## 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
- 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
- Add Attendance Notes & view academic reports

## **SEESAW**

### **What is Seesaw?**

Seesaw is a platform for student engagement. Teachers can empower students to create, reflect, share and collaborate. Students “show what they know’ using photos, videos, drawings, text, PDFs and links. It’s simple to get student work in one place and share with their families. Here at Mukinbudin DHS we also use Seesaw to provide communication between teachers and the parents/carers of the students in their classroom.

### **How do I access Seesaw?**

Seesaw is accessible on any modern web browser (Edge, Firefox, Chrome, Safari) or by using the 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 [app.seesaw.me/#/login](https://app.seesaw.me/#/login). To log in you will require your unique family username and password. Please speak to the front administration staff to get these details.

### **Seesaw App**

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

- Communicate with your child’s teachers’
- View Learning Tasks and make positive comments and encouragement
- Book parent-teacher conferences
- Monitor your child’s homework and assessment tasks

Visit: <https://help.seesaw.me/hc/en-us>

**Make sure your email address and mobile phone number 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

### This is the 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.
- Personalised SMS text messages will be delivered in the morning to the Parent/Guardian 1 of their child if their child/ren has been marked as absent from School by their teacher.
- You are required to inform the school for planned absences via Compass or send a Seesaw message to their teacher. Alternatively, please contact the school via phone or email to notify them of the absence.

### 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 permit 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.*

## 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 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

**School Captains**    2 x Secondary students

**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 demonstrate our CARE values and show the ability for growth in the following areas:

- Leadership – A student that can grow in their leadership ability.
- Teamwork – A team player who can 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 can 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
- protective behaviours
- bully-proofing
- self-awareness
- poor self-esteem
- empathy
- the link between environmental and emotional abuse
- building confidence
- emotional competence
- relationship skills
- respect

In school, chaplaincy is partly funded nationally and extra funding comes from the school budget 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 TBC in 2026

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 parent permission will be sent home on Seesaw prior to the excursion/incursion. Parent contribution may be requested, and these are reflected in the fees and charges.

## COMMUNICATIONS

### COMMUNICATION GUIDE

Mukinbudin DHS has a variety of platforms that it uses to communicate to families and the wider community. The purpose of this is to have an informed community and celebrate our school successes.

| Facebook  | Compass Admin  | Seesaw Whole School  | Newsletter   | Weekly Memo  | Webpage – <a href="http://mukinbudindhs.wa.edu.au">mukinbudindhs.wa.edu.au</a>  |
|---|--|--|--|--|---|
| Tell stories, show off our partnerships and showcase significant events: i.e. NAIDOC, Science Week, Sporting events, etc. This is for everyone. Publish newsletters, term planners and other notifications. | Send notices regarding upcoming events, track parent communication and absentee notifications, sick bay/ illness notifications, behaviour notifications (Red, Orange and Green). | Share class photos and build confidence in our parent base of our learning intents and programs. Through 'class' it also engages students in their learning. Publish newsletters. All online permission forms. | Pictures and key community messages for extended family/ friends (i.e. grandparents, uncles, aunts, etc) and community members. Minimum 2 per Term.    | Operational information at the school/ staff level for the week. | Information repository especially for current parents, prospective staff and prospective parents. Includes school planning, behaviour, management policy, meeting minutes, term planners etc. |
| <b>Reach:</b><br>Parents, friends and family not in Mukinbudin, prospective students and staff, community members not directly linked to the school.  | <b>Reach:</b><br>Current parents. Specific classes and groups can be targeted.   | <b>Reach:</b><br>Current parents. Specific students or class groups can be targeted. Can include extended family (i.e. grandparents).  | <b>Reach:</b><br>Community in and around Mukinbudin. Link sent through Compass & Seesaw – available on website. Often parts sent to the 'Muka Matters' | <b>Reach:</b><br>Staff only.                                     | <b>Reach:</b><br>Worldwide.   |
| Showcase  | Inform   | Share  | Share  | Staff Information  | Reference   |

One of our core business plan priorities is Home, School and Community partnerships. Our goal is to continue to have quality interactions to ensure all parents are kept well informed.

Please refer to our school website for the full Communication Policy: [www.mukinbudindhs.wa.edu.au](http://www.mukinbudindhs.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. Please contact the classroom teacher via Seesaw to arrange a suitable time.

## PARENT INVOLVEMENT

Parents and Care Givers are welcome and encouraged to participate in their child's learning. Classroom teachers would send a note home on Seesaw at 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 Monday and Tuesday from 9:00am – 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

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 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, Seesaw 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 2026. Forms and information can be collected from the school. The forms must be returned for processing before 1 April 2026.

- 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).

## 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, Student Support Case Workers, Parents or guardians who are involved in the student(s) education may apply for this assistance at any time.

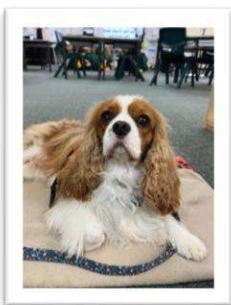
Applicants prove low-income status by providing a photocopy of a current Centrelink Card or Health Care Card with means tested payment codes or by providing an outline of the extenuating circumstances.

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

## STORY DOGS

At MDHS we are lucky enough to have Maree Le Moignan and Digby visit the K/PP, Year 1/2 and Year 3/4 classes one morning a week. Digby is Story Dog accredited and reading sessions take place in a quiet area of the school grounds, such as the library or outside the classroom. A reading session is approximately 20 minutes long, where the Class is read a book and then selected children read one-

on-one with the dog team. Books are chosen to suit the student's reading level. During the session, the handler often speaks through the dog, such as "Sam doesn't understand what is happening on this page, could you help him out?" The child becomes the teacher as they help the dog understand, and their confidence soars. Our volunteer, Maree Le Moignan, comes with fun, interesting books that are specifically chosen for beginner readers. The students also have input into what they read. Please check out the link for more information [About the Story Dogs Program in Australia](#).



## BEHAVIOUR MANAGEMENT PLAN & PROCEDURES

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## Behaviour Management Plan and Procedures

### Purpose

The purpose of this Behaviour Management Policy is to foster a safe, supportive, and productive learning environment for all students at Mukinbudin District High School. The policy is designed to promote positive behaviour, respect, responsibility, and self-regulation, ensuring every student has the opportunity to achieve their best academically and socially.

### Policy Statement

Mukinbudin District High School is committed to encouraging respectful, responsible, and safe behaviour in all aspects of school life. Our approach to behaviour management is based on the principles of:

- Prevention of misbehaviour through proactive strategies
- Reinforcement of positive behaviour
- Intervention and support when behaviour issues arise
- Clear communication of expectations and consequences

### Guiding Principles

1. Respect for All: We expect students to show respect to themselves, their peers, staff, and the school environment.
2. Accountability: Students will be held accountable for their actions and the impact they have on others.
3. Restorative Practices: When behaviour issues arise, the focus will be on restorative practices that allow students to reflect, make amends, and reintegrate into the school community positively. High risk behaviours will have administration included in the restorative process.
4. Consistency: The school will consistently apply the behaviour management procedures, ensuring fairness and equity for all students.

### Strategies for Promoting Positive Behaviour

- Clear Expectations: At the beginning of each year and during induction, students will be informed of the school's expectations regarding behaviour, including respect for others, responsibility for their actions, and safety. As a PBS school we have explicit lessons each week focusing on appropriate expected behaviour.
- Positive Reinforcement: Acknowledging and rewarding positive behaviour through various channels such as verbal praise, PBS tokens and visits to the office.
- Engagement in Learning: Providing engaging and relevant learning experiences to minimize disengagement and disruptive behaviour.
- Parent and Community Engagement: Actively involving parents and the local community in promoting positive behaviour and addressing any concerns.
- BUZ – Build Up Zone lessons facilitated by chaplain. Updates in newsletters, social media posts from 'The Chaplains Desk'.

### Incentives for Positive Behaviour

Students who demonstrate positive behaviour aligned with the school's PBS values of Citizenship, Achievement, Respect, and Engagement will be recognised and rewarded in the following ways:

1. Citizenship
  - Positive Contributions: Students who show outstanding citizenship by contributing positively to the school community, supporting their peers, and taking responsibility for their actions will receive recognition.
2. Achievement
  - Excellence in Learning: Students who demonstrate sustained effort and high achievement in their academic work will be acknowledged.
3. Respect
  - Demonstrating Respect: Students who consistently demonstrate respect towards others, including peers, staff, and the school environment, will be celebrated.
4. Engagement
  - Active Participation: Students who actively engage in their learning, school activities, and community events will be encouraged.

Acknowledgement and recognition of demonstration of these behaviours will be by way of, but not limited to, class rewards, whole school rewards, merit certificates, Seesaw posts and Compass notifications.

These incentives aim to reinforce the school's PBS values and encourage students to continue making positive contributions to the school community.

## Intervention and Support

When students engage in behaviours that are not aligned with the school's expectations, the following steps will be taken:

1. Classroom Management Strategies (low key responses).
2. Verbal Warning: A conversation between the student and the teacher or staff member to address the behaviour and encourage improvement.
3. Reflection Time: The student may be required to take time to reflect on their behaviour, either alone or in a designated area.
4. Restorative Actions: The student may be asked to take part in a restorative meeting with the affected parties (e.g., peers, teachers) to discuss the impact of their behaviour and ways to make amends.
5. Parent/Guardian Contact: Parents or guardians will be contacted to discuss the student's behaviour and collaboratively develop strategies for improvement.
6. Behavioural Support Plan: For students with recurring behaviour issues, a tailored support plan may be developed, involving input from relevant school staff, parents, and support agencies at the discretion of administration staff.
7. Flow chart Appendix A

## Consequences for Misbehaviour

Consequences will be fair and proportionate to the behaviour and aim to support the student's development:

- Loss of Privileges: Restrictions on certain privileges, such as break times, excursions/incursions, or leadership roles.
- Suspension: For serious or repeated misbehaviour, a short-term suspension may be issued. The student must meet with a staff member to discuss reintegration before returning to school.
- Exclusion: In extreme cases, where all other interventions have been exhausted, exclusion may be considered as a last resort.

## Review and Evaluation

The Behaviour Management Policy will be reviewed annually to ensure its effectiveness and alignment with the Department of Education's policies and the needs of the school community.

MDHS Behaviour Flow Chart

| PBS Engagement Strategies  | Levels of Behaviour  | Teacher Responses   | Staff Responsible   |
|--|--|---|---|
| <b>Teacher should:</b> <ul style="list-style-type: none"> <li>• Start the day with a celebration for every child and greet them by name.</li> <li>• Use humour (not Sarcasm)</li> <li>• Be polite and smile</li> <li>• Have enthusiasm</li> </ul>  | <b>Encouraged behaviours</b><br>Are outlined using the: <ul style="list-style-type: none"> <li>• Behaviour Expectation Matrix</li> <li>• Classroom Agreements</li> <li>• PBS School Posters</li> </ul>   | Refer to positive rewards systems <ul style="list-style-type: none"> <li>• Sheep tags</li> <li>• Merit Certificates</li> </ul>  | <ul style="list-style-type: none"> <li>• Classroom Teacher</li> <li>• Duty Staff</li> </ul>   |
| <b>Teacher options:</b> <ul style="list-style-type: none"> <li>• Use praise and encouragement</li> <li>• Ensure there is a ratio of 4:1 reinforcement to corrections</li> <li>• Teach expected behaviours</li> <li>• Provide specific and detailed feedback</li> <li>• Focus on student contribution</li> <li>• CMS Skills</li> </ul>                          | <b>Low risk Behaviours</b><br>Students <ul style="list-style-type: none"> <li>• Not completing/destroying their work</li> <li>• Leaving the classroom without permission</li> <li>• Running around the classroom</li> <li>• Attention seeking</li> <li>• Not following instructions (x 2)</li> <li>• Not staying on task</li> <li>• Refusing help to complete tasks</li> <li>• Low level swearing</li> <li>• Teasing</li> </ul>  | <b>Teacher options:</b> <ul style="list-style-type: none"> <li>• Class behaviour management system</li> <li>• Time out in classroom</li> <li>• Parent contact for consistent low risk behaviour and entry in Compass.</li> <li>• Time out during recess/lunch for consistent low risk behaviours.</li> <li>• Private dialogue with student to discuss behaviours.</li> <li>• Reteach expected behaviours</li> </ul> | <ul style="list-style-type: none"> <li>• To be managed by the Classroom Teacher in the classroom</li> <li>• No involvement of Admin team required</li> </ul>  |
| <b>Teacher options:</b> <ul style="list-style-type: none"> <li>• Student re-enters class with a fresh start</li> <li>• Focus on effort and improvement</li> <li>• Private dialogue</li> <li>• Ensure there is a ratio of 4:1 reinforcement to corrections</li> <li>• Re-teach expected behaviours</li> <li>• Provide specific and detailed feedback</li> </ul> | <b>Moderate Risk Behaviours</b><br>Students <ul style="list-style-type: none"> <li>• Swearing at other students</li> <li>• Running out of class</li> <li>• Not following instructions (x 3)</li> <li>• Back chatting any staff</li> <li>• Consistently disrupting other students</li> </ul>  | <b>Teacher options:</b> <ul style="list-style-type: none"> <li>• Time out during recess/lunch on bench outside office</li> <li>• Reset the class</li> <li>• Teacher to inform parent/caregiver of behaviour</li> <li>• Teacher to complete Compass entry.</li> <li>• Consider an IBP for student</li> </ul>   | <ul style="list-style-type: none"> <li>• To be managed by Classroom Teacher</li> <li>• Support available from Admin team if required</li> </ul>   |
| <b>Teacher and Admin actions:</b> <ul style="list-style-type: none"> <li>• Complete re-entry meeting with student and family</li> <li>• Present IBP to student and family at re-entry meeting</li> <li>• Implement IBP in class/relevant area</li> <li>• Use teacher options listed above as soon as student returns to class</li> </ul>                       | <b>High Risk Behaviours</b><br>Students <ul style="list-style-type: none"> <li>• Throw objects in class or at others that is intended to cause harm or does cause harm.</li> <li>• Running out of the school grounds or in an unsafe location</li> <li>• Fighting/hitting/biting/kicking</li> <li>• Swearing at staff members</li> <li>• Breaking/damaging school property during school hours</li> <li>• Verbally or physically intimidating staff or students</li> <li>• Presents a safety risk to themselves or others (includes not following an instruction x 1)</li> </ul> | <b>Teacher actions:</b> <ul style="list-style-type: none"> <li>• Inform Admin and seek their assistance</li> <li>• Teacher to complete Compass entry.</li> <li>• Admin to follow up Compass entry with their actions (if any).</li> <li>• Teacher to inform/parent caregiver of behaviour – by phone as soon as possible, if no answer Seesaw.</li> <li>• Development of IBP with Admin support</li> </ul>          | <ul style="list-style-type: none"> <li>• To be managed by Administration Staff and Classroom Teacher</li> </ul> <p>** Students with an IBP will follow appropriate actions individualised to their needs.</p> |

## 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.

### **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.

Refer to <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

The Mukinbudin District High School Board aims to enhance the quality of the school's education services and strengthen parent and community engagement in the school's activities, always with the best interests of our students at its heart.

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.

For further information and to read the School Board minutes please visit:

<https://www.mukinbudindhs.wa.edu.au/school-board/>

## **PARENTS & CITIZENS (P&C) ASSOCIATION**

The Mukinbudin DHS P&C is a dedicated volunteer group of parents and carers that work alongside the school, fund raising necessary funds to help support different projects that benefit the needs of the students. Mukinbudin DHS needs many of its parents/carers to join in and support the P&C. Without the support of all the volunteers in the P&C fundraising, many current and future programs would not happen. It is always great to see the support of volunteers at the P&C meetings, either in person or online. For further information on the P&C please check out the following link:

<https://www.mukinbudindhs.wa.edu.au/parents-citizens/>

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## **SPORTS INFORMATION**

### **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 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 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 on Seesaw, 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.

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## **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.

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

| <u><b>Upper body uniform:</b></u>  | <u><b>Lower body uniform:</b></u>   | <u><b>Other uniform items:</b></u>   |
|--|---|--|
| <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>Mid thigh or longer</b>)</li> <li>• Bottle green or black pants</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 &amp; white check dress</li> <li>• MDHS broad-brimmed hat</li> <li>• Plain socks- <b>short ankle or crew socks only</b></li> </ul> |

#### **PLEASE NOTE:**

- Parents will be contacted if their child's clothing is deemed to be inappropriate by administration staff and students will be provided with alternate clothing for that day.
- 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
- **Hair that is shoulder length or longer is required to be tied up at all times whilst at school.**

**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.

Please refer to our school website for the full Uniform Policy: [www.mukinbudindhs.wa.edu.au](http://www.mukinbudindhs.wa.edu.au)

### **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

### 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 e.g. Anaphylaxis, Asthma and Diabetes.

### DENTAL CLINIC

A Mobile Dental Clinic visits the school every 18 months (if available) 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 immunization programs are also administered by the school nurse. Parents may also request, through the school, that health problems be checked.

### VISITING HEALTH SERVICES

An Occupational Therapist is 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)

|                                    |   |
|------------------------------------|---|
| Chicken Pox                        | Exclude child from school until at least five (5) days after the rash first appears. Some remaining scabs do not justify exclusion. |
| Norovirus Gastroenteritis (GASTRO) | Exclude for 24 hours after symptoms have ceased.  |

|                         |  |
|-------------------------|--|
| Diarrhoea               | Exclude until diarrhoea has ceased.  |
| Head Lice               | Commence treatment immediately and exclude from school. Exclude until day after treatment has commenced. All eggs must be removed. |
| Conjunctivitis          | Exclude until discharge from eyes has ceased.  |
| Hepatitis               | Exclude child from school until certified well by a medical practitioner.  |
| Impetigo (School sores) | Exclude until treatment has commenced. Sores on exposed surfaces must be covered with a dressing.                                  |
| Measles                 | Exclude child from school until at least 4 days after the onset of rash.   |
| Mumps                   | Exclude child from school for a least 9 days after the onset of symptoms.  |
| Ringworm                | Exclude child from school until the day after treatment has commenced.   |
| Whooping cough          | Exclude child from school for 2 weeks from onset of illness or for 5 days after starting antibiotic treatment.                     |
| Colds and Influenza     | Exclude until your child has recovered from symptoms.  |

## EARLY CHILDHOOD INFORMATION

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### KINDERGARTEN SESSION TIMES

Kindergarten will commence on Thursday 5<sup>th</sup> February 2026.

**School times: 8:45am – 3:00pm**

Semester 1: Thursday / Friday

Semester 2: Tuesday / Thursday / Friday

### EARLY CHILDHOOD EDUCATORS

Kindergarten & Pre-Primary Teacher: Miss Annabel O’Meara

Education Assistant on Kindy Days: Mrs Janice Melville

Year 1 & 2 Teacher: Miss Maddison Clark

Education Assistant (Mon-Wed): Mrs Zara English

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 students: 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 waistline 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.'

## 2026 VOLUNTARY CONTRIBUTIONS AND CHARGES

| Tel: 9048 3400                                   |         | <b>Mukinbudin District High School</b>  |              |              |              | 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        |              |
| <b>PAYABLE BY<br/>27<sup>th</sup> MARCH 2026</b> |         | Year 6 Graduation   |              |              |              |                     |              |              |              | \$85         |              |
|  |         | Technologies (Maker Space, etc)   | \$50         | \$50         | \$50         | \$50                | \$50         | \$50         | \$50         | \$50         |              |
|  |         | <b>TOTAL</b>  | <b>\$220</b> | <b>\$240</b> | <b>\$210</b> | <b>\$210</b>        | <b>\$210</b> | <b>\$210</b> | <b>\$210</b> | <b>\$460</b> | <b>\$545</b> |
|  |         | <small>*Charges - Extra Cost Options.<br/>Additional cost items such as camps/incursions/excursions are estimated maximum costs.<br/>Payment <u>may be</u> requested <b>during the school year</b> when costs and participation by students is confirmed.</small> |              |              |              |                     |              |              |              |              |              |

| 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        |  |  |
| <b>PAYABLE BY<br/>27<sup>th</sup> MARCH 2026</b> |                       | Secondary Camp  | \$350        | \$350        | \$350        | \$350        |              |              |  |  |
|  |                       | <b>TOTAL</b>  | <b>\$970</b> | <b>\$970</b> | <b>\$970</b> | <b>\$970</b> | <b>\$500</b> | <b>\$500</b> |  |  |
|  |                       | <small>*Charges - Extra Cost Options.<br/>Additional cost items such as camps/incursions/excursions are estimated maximum costs.<br/>Payment <u>may be</u> requested <b>during the school year</b> when costs and participation by students is confirmed.</small> |              |              |              |              |              |              |  |  |

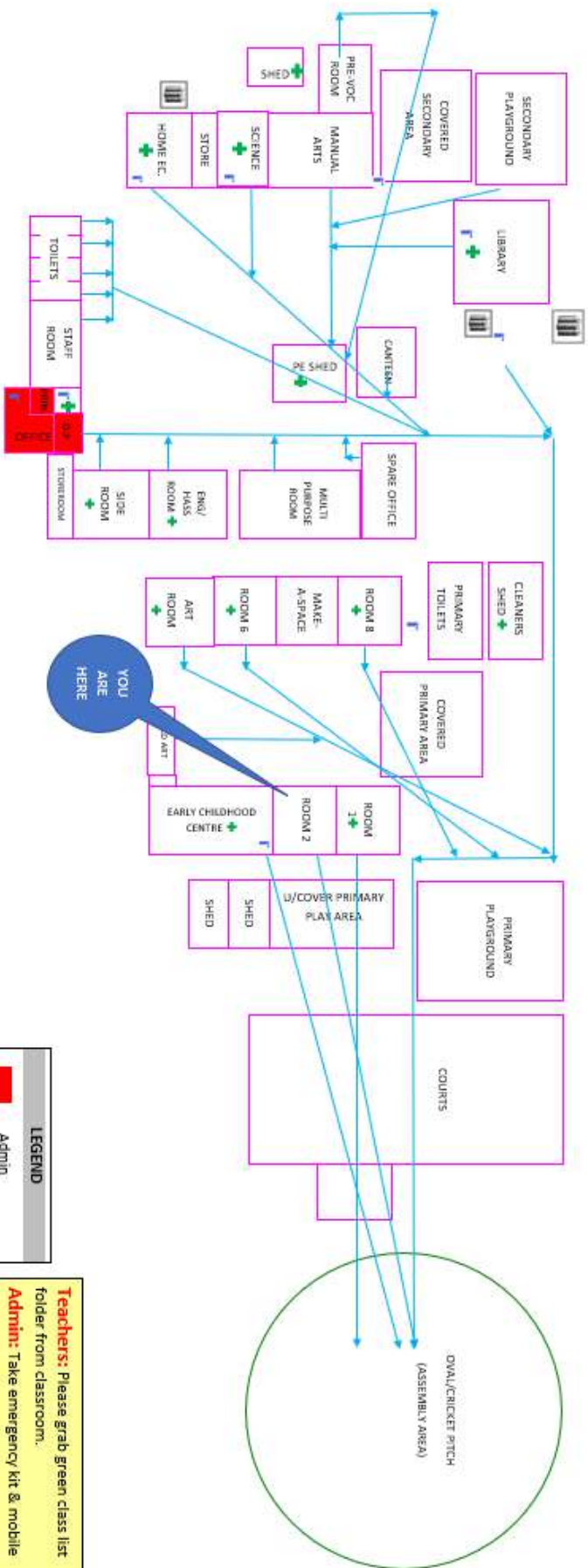
Please note that the level of Charges & Voluntary Contributions has been approved by the School Board.  
A more comprehensive breakdown of Contributions and Charges is available through the front office.

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

|  |  |
|--|--|
| <p><b>Lockdowns</b></p> <ul style="list-style-type: none"> <li>➤ Signal – series of short blasts on hoooter/loud hailer announcement around the school</li> <li>➤ All students and teachers report to relevant classroom/form room. Check roll and inform office if missing students</li> <li>➤ Secure and remain in rooms until given all clear by the zone wardens.</li> <li>➤ Zone Wardens                     <ul style="list-style-type: none"> <li>Primary: Principal</li> <li>Secondary: Deputy Principal</li> </ul> </li> <li>➤ 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</li> </ul>                  | <p><b>Earthquakes</b></p> <p>Remain in room with students. Tell students to get under desks and teachers to stand in doorways to ensure students keep calm.</p> <p>Await further instructions from Zone Wardens.</p>   |
| <p><b>Evacuation Procedure</b></p> <ol style="list-style-type: none"> <li>1. Signal continuous blast on hoooter/loud hailer announcement around the school</li> <li>2. if possible turn off heaters/air conditioners</li> <li>3. Assemble on the school oval</li> <li>4. All teachers/EA's not taking classes/on DOTT are to go directly to the oval</li> <li>5. All teachers/EA's 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)</li> <li>6. Administration staff to ring Fire &amp; Rescue, Police, Ambulance as necessary prior to moving to the oval</li> <li>7. Administration staff to check outlined procedure prior to moving to the oval</li> </ol> | <p><b>Checking Procedure After Staff &amp; Students Have Evacuated (Zone Wardens)</b></p> <p>SCHOOL OFFICER – Administration, Staff Room, Emergency kit &amp; rolls, visitors roll &amp; take to oval – Inform Principal if any visitors unaccounted for</p> <p>PRINCIPAL/DEPUTY – All Primary areas, Primary toilets, Cleaners shed, Pre-Primary, Art rooms</p> <p>MCS – Secondary areas, Canteen, Gardener shed, Library, secondary toilets, Staff toilets</p> <p><b>PERSON IN CHARGE HAS AN ORANGE VEST TO WEAR IN INCIDENT KIT</b></p> |
| <p><b>Teachers:</b> Please grab green class list folder from classroom.</p> <p><b>Admin:</b> Take emergency kit &amp; mobile phone to oval.</p>  | <p><b>USEFUL NUMBERS</b></p> <p>000 – Police/Ambulance/Fire</p> <p>9622 0200 – Regional Office</p> <p>9047 2100 – Shire of Mukinbudin</p> <p>0427 471 040 – Gaye Jones (MCS)</p>   |