

*A strong community, creating opportunities for
personal excellence*



SCHOOL HANDBOOK



2024

ESPERANCE SENIOR HIGH SCHOOL

SCHOOL HANDBOOK

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Information in this handbook is accurate at the time of printing. Procedures and policies are always being reviewed to improve the school. Some things may have changed by the commencement of the 2024 school year.

SCHOOL HANDBOOK

WELCOME TO ESPERANCE SENIOR HIGH SCHOOL

Esperance, located on the Bay of Isles on the south east coast of Western Australia, has a population of approximately 12,000 and is the centre of a shire population of around 15,000. In Esperance, the rural and mining aspects complement the tourism, hospitality, retirement and recreational industries. It is an area of significance to Aboriginal people.

The school has 900 students, coming from town and rural communities, mostly within the region extending from Ravensthorpe in the west to Norseman in the north, and to Condingup and further afield in the east.

The Esperance Residential College, adjacent to the school, accommodates around 100 students in modern, first class facilities and attractive surrounds.

The school has a Principal, two Deputy Principal's, three Program Coordinators and seven Learning Area Head of Department's. There are also Teachers-in-Charge of curriculum areas in the fields of Languages, Vocational Education and Training (VET), Home Economics, Computing and Business education.

The teaching staff is supported by the school and library officers, administration staff, educational assistants, youth support mentors, Aboriginal support staff, science laboratory staff, and cleaning and grounds staff.

SPECIAL FEATURES OF THE SCHOOL

Esperance Senior High School offers a wide range of courses. Students are able to complete tertiary entrance subjects, obtain an Australian Tertiary Admission Rank (ATAR) and apply for entrance to University. Alternatively, they can choose a Vocational Education and Training (VET) course. Students can do a course combining both ATAR, General and Certificate subjects.

The school has a farm of 800 hectares, thirty-five kilometres from the town, which produces grain, sheep and cattle on a commercial basis. A Year 10 Rural Skills program and a Year 11 and 12 Primary Industry Studies VET course currently accommodate thirty-five students in Agriculture at the school farm.

The farm demonstration block, adjacent to the main school building, is used for studies in agriculture for Year 7 to 10 students.

The Esperance Education Support Centre, the second school on the campus, has a well-supported integration policy with the high school for students with an identified intellectual disability, and there is a strong association between the schools.

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THE PRINCIPAL - MR IAN MASAREI

I am delighted and feel privileged to have been appointed Principal of Esperance Senior High School. I have very much appreciated the welcome by both the school and wider community. I have also been impressed with the presentation, commitment to their own learning and behaviour of the Esperance Senior High School students. I have been delighted with student's respectful approach to each other and staff and their willingness to engage. The school has a proud tradition of academic success.

I believe that success comes from the following principles combining to create a supportive and inspiring learning environment:

- Strong, committed, professional leadership, guided by a robust sense of moral purpose.
- Well-qualified, committed teachers.
- A strong curriculum with a focus on teaching and learning.
- A stimulating and secure learning environment with outstanding facilities.
- Shared vision and goals.

I want the students at Esperance Senior High School to enjoy a safe and culturally diverse school and to develop their intellectual, emotional and social potential. I have high expectations and will encourage our students to not only excel academically, but to participate in the many different sporting, cultural and leadership activities that we provide. I want our students to be proud to be part of the Esperance Senior High School Community. Students will always be encouraged to be hardworking and disciplined, respect others, and value the environment that they live in.

This school offers students a wide variety of programs and experiences for students, from opportunities in Vocational Education and Training, to a broad selection of ATAR subjects. Specialist advocacy programs for Aboriginal Students assist with students maximising their potential. The school is well connected with the community through a strong governance presence in the Esperance Senior High School Board, along with a committed group of parents who serve on the Parents and Citizens Association.

A strong, committed Esperance Senior High School Staff ensure that students are well prepared and achieve the very best that they possibly can. Staff are not only committed to the pursuit of academic excellence, but also provide students with a broad variety of camps, excursions and international travel.

I am looking forward to celebrating the many accomplishments students will achieve, along with those of our teachers. I believe the key ingredients of a good education are hard work, accountability, and commitment of the people who make up our learning community. I am confident that Esperance Senior High School students will be an eloquent testimony to the value of those efforts.

Mr Ian Masarei - Principal



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CHAIN OF CONTACT

This is a list of people you can contact about matters concerning your child:

Year Coordinator	First Point of Contact Pastoral Care and General Welfare Queries regarding school activities and events Interim Reports on current progress Curriculum and Timetable Issues
Business Manager	Fees and Accounts (<i>Charges and Contributions</i>) Book Listing
Class Teacher	Course Content Assessment Results Homework and Assignments Overdue Work Queries regarding Progress and Direction
Head of Department	Subject Content Subject Queries Detentions and Class Behaviour Issues Pathways and Choices
Student Services	Behavioural and Well-being Issues
Deputy Lower School	Overall Curriculum and Timetable Management (<i>Year 7 to 10</i>) Course Changes (<i>Year 7 to 10</i>) Dress Code
Deputy Upper School	Overall Curriculum and Timetable Management (<i>Year 11 to 12</i>) Course Changes (<i>Year 11 to 12</i>) Attendance

STRUCTURE AND ORGANISATION

Esperance Senior High School is a traditional secondary school, organised along faculty and subject lines.

Many excursions, including art, music, photography, careers, interschool sporting and Country Week camps take place. Geographical isolation is overcome through the emphasis placed on sporting, cultural and social activities.

In upper school, students may study ATAR subjects leading to university entrance, Vocational or General Subjects. These courses, if completed successfully, and other mandatory requirements such as passing the Online Literacy and Numeracy Assessment (OLNA) are met, will enable students to achieve their Western Australian Certificate of Education (WACE) certificate, ensuring Secondary Graduation.

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DECISIONS AND CONSULTATIONS

A Parents and Citizens Association operates in the school, as does the School Board which has parent, student and staff representation.

SCHOOL HISTORY

The school first opened its doors on 7th October 1966. Since this time, the school has grown markedly in student numbers and buildings, to the point where there is now a Junior Campus on site.

STUDENT EXPECTATIONS - PEERS, PARENTS, STAFF & COMMUNITY

Most people would agree that a school is the place where young people learn the skills required to enter the next stage of their education or training. These skills are not only the academic ones. Students must also learn the skills of working cooperatively, in small and larger teams, and of contributing to combined efforts in effective ways.

The main rules governing conduct are printed in this handbook and all students are expected to understand and to observe these rules at all times. Parents and students must know that students are obliged to obey instructions given by a teacher.

Students are expected to follow the school's established policies and procedures. Some examples of these are the steps that must be taken if, for example, it is necessary to go to a doctor or dentist during school time.

The school expects that all students will:

1. Strive to achieve the best possible educational outcomes - to do this, students need to have an approach to their studies that includes a strong commitment to learning, including being willing to put much time, effort and interest into school studies.
2. Strive to develop effective and efficient study practices.
3. Complete and submit all assigned work and homework by the due date.
4. Attend school unless too ill to do so and to take all tests, assessment tasks and examinations.
5. Participate actively in all class work to further their learning; and
6. Cause no disruption or interference to the learning of other students or to the work of teachers. Therefore, mobile phones are turned off completely while on school grounds.

Our school is a student-centred learning school. We have built a positive and caring environment, where staff and students can work together in safety and security to achieve the best possible educational and social outcomes. Students are encouraged to take responsibility for their actions, to fulfil their responsibilities, and to behave as productive and valued members of the school community.

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UNDERLYING PRINCIPLES OF STUDENT BEHAVIOUR

- We recognise that each person is responsible for his or her own behaviour.
- We are committed to encouraging student self-esteem through a positive learning environment.
- We are committed to a policy of peaceful tolerance. We expect everyone to live without verbal, physical or emotional abuse.
- We support a safe environment, which is drug free and is free from harassment.
- We are committed to a holistic education, concerned with the academic, behavioural, social and emotional dimensions of human growth and development.
- We are committed to a policy of equality of opportunity.
- We value each person and demonstrate positive regard for everyone.
- We work together for personal and communal growth and enhancement.
- We encourage students to make appropriate choices.

SCHOOL CODE

Respect, courtesy, consideration, tolerance and cooperation must be part of our learning environment:

1. All of our students have a right to learn without disruption.
2. All students must follow the instructions given by a teacher and comply with school policies.
3. Our school must be kept as a safe and healthy workplace by students who move around it in a quiet and orderly way, and who treat the school with care and respect.
4. All members of the school community are to treat each other with respect and with courtesy.
5. Student safety is the responsibility of the school and students must stay within the school boundaries. They must not leave the school site without permission and the school has received a note from one of their parents/guardians.

OUR RIGHTS	OUR RESPONSIBILITIES
Students to learn without being disrupted by others.	Students shouldn't interfere with any other student's learning.
Students and staff to be treated courteously and respectfully.	Students and Staff to treat each other with courtesy and respect.
Students and staff to work in a clean, safe, environment free from harassment.	Students and Staff should strive to keep the school, it's grounds and facilities clean and safe, free from all forms of harassment.
Students and staff to feel proud of their school.	Students and Staff should strive to achieve their best, and act in ways that maintain the school code.
Students to have safety within the school boundaries	Students must remain within the school boundaries, requiring written/verbal permission from parent/caregiver to in order to leave during the school day.

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ATTENDANCE

Western Australian students must attend school until the end of the year in which they turn seventeen. Students below the compulsory school age must attend full time schooling, full time training, full time employment or a combination of these options.

ABSENCES FROM SCHOOL

The law requires students to attend school unless:

- they are too ill to attend
- they must undertake family business that cannot be done at other times.

The parents or guardians of a compulsory age student who is absent from school are requested to telephone the school as early as possible in the day to explain the reason and probable length of absence.

When your child returns to school, parents:

- Give a written or verbal explanation for absences to the Front Office or Attendance Officers.
- Include the student's name, day(s) absent and reasons for the absence.
- Attach a Medical Certificate if applicable.

The school may request a medical certificate to support notes.

Esperance Senior High School also uses a mobile phone SMS service to send text messages to parents/guardians to notify them of any unexplained absences or late arrival of their child. Parents can reply to these text messages to explain an absence.

ASSESSMENTS AND ABSENCES

A student who misses a test or other in-class assessment through absence may be permitted to complete the test and have the marks credited if the test papers or assessments completed by other students have not been returned and if the reason for the absence is legitimate.

A student who misses a test or in-class assessment through absence will be assigned a mark of zero if the reason for the absence is not a legitimate one.

Students in Years 11 or 12 who are absent from a formal examination will be credited with a mark of zero unless the school is notified that the student will be unable to attend the examination; and the student produces a Medical Certificate supporting the claim that the absence was due to illness.

LATENESS

Any student who arrives at school after 8:40am must report to the Front Office, sign in to the iPad, and take the late pass generated straight to class. Three late occurrences will incur an after-school detention. Students who consistently arrive late without appropriate parental explanation will be dealt with by a series of sanctions, including contact with parents and detention after school.

PUNCTUALITY

Students should arrive at school after 8.15am, with sufficient time to order lunches (if necessary), to organise books and equipment for the first two periods of the day and to be in their class rooms by the 8.40 start. Students are expected to move quickly from one class to the next, there is no break between Period 1 and 2, or 3 and 4.

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SCHOOL CLOTHING

Department of Education policy states that:

“At the secondary school level, the dress requirements entail a secondary school uniform and clothing standards that cover the range of study, training and work options in which the students engage.” (*Department of Education, January 2018*)

In accordance with this requirement, the school has developed a uniform which will support a positive image of the school and promote a sense of pride and identity within the school community. The uniform, endorsed by the School Council and the P&C, has been developed to be comfortable, practical and affordable for all students.

Top	Red or Green Polo Shirt Red Lightweight Jacket Red Winter Hooded Jumper
Bottom	Plain Black Shorts Plain Long Black Pants Plain Black Skorts Note: <i>Shorts and skorts must be no shorter than mid-thigh length.</i>
Footwear	Fully Enclosed Shoes
Physical Education	Physical Education Shirt Black Shorts or Tracksuit Pants Wide Brim Hat (<i>strongly recommended</i>)
Vocational Education and Training (VET) and Farm Trade and Training Centre	Specific work-related uniform requirements are to be followed.
Identity wear <i>(as determined by relative Program Coordinators)</i>	Year 12 Leavers Jackets Bush Ranger Cadets Clontarf Football Academy Stars Foundation Follow the Dream Interschool Representative Jacket
Formal Wear <i>(when representing the school in a formal capacity)</i>	White Formal Collared Shirt Green Blazer and Red Tie (<i>supplied by the school when required</i>) Formal Black Pants Formal Black Pleated Skort

ITEMS AVAILABLE FROM HASLAM'S AND SPORTSPOWER

PHYSICAL EDUCATION

All students are required to change out of their uniform and into sports clothes for Physical Education lessons. They must then change back into their uniform at the conclusion of the lesson. Clothes must follow the Physical Education Department's dress code.

CASUAL DRESS DAYS

Casual Dress days are organised by the Student Council to raise funds for specific causes. On these days, students are not permitted to wear singlets, midriff tops or clothing displaying logos or slogans that could be deemed offensive. Thongs are unsafe footwear anytime at school.

SCHOOL HANDBOOK

SCHOOL CLOTHING *(CONT.)*

VOCATIONAL SUBJECTS

Students are required to meet the uniform requirements set by their course coordinator. Please refer to the upper school handbook for specialised industry and/or safety uniform requirements.

The school expects all students to follow the uniform policy. If not, any of the following consequences; which have been developed in accordance with Department of Education Regulation 36(4), may apply:

- Parents or carers will receive a letter or phone call if a student is out of uniform.
- A student may be asked to collect another set of appropriate clothes from home.
- A student may be counselled by Student Services, the Deputy Principal or the Principal, regarding the policy.
- After three notifications in a term of being out of uniform, a student will be excluded from extra-curricular activities for 10 weeks. Activities include interschool carnivals, Country Week, the school ball, reward days, excursions and camps.

TRAFFIC FLOW - ENTERING AND LEAVING THE SCHOOL

For the safety and protection of the school community, all traffic enters and leaves via the Freeman Street Entrance. Parents dropping off their children before school can use the dedicated drop off and pickup area, located at the library end of the main carpark. We ask that visitor & disabled bays are not to be used for student drop-offs or pick-ups.

If you are dropping off or collecting a student between the hours of 9am and 2:50pm, we ask you to park and make your way to the front office to collect your child.

The traffic flow directions must be observed at all times, as the school is used widely outside normal school hours.

The bus area in front of the library on the Pink Lake Road side is for school bus use. It is available to cars only between 9am and 2.45pm because of the risk to children's safety during school bus times.

Students may apply for a student car pass from the Deputy if they wish to park their cars in the school car park.

LEAVING SCHOOL GROUNDS

Students must not leave the school grounds during the day without first gaining permission from a deputy principal. Such permission may be given when the request is in writing from the parent or guardian. The reason for the request must be clearly stated, as must the departure time and date.

Students who have received permission must sign out on the iPad in the Front Office before leaving the school grounds. On returning to the school after an appointment, they must sign in at the Front Office. Students who do not sign in when they return to school may be deemed absent from school. Students who leave the school grounds without permission seriously breach school rules and the seriousness will be reflected in the consequence given.

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LUNCH PASSES

A student who wants to go home for lunch on a regular or frequent basis may be issued with a Lunch Pass on completion of the application form by a parent/guardian. This pass must be produced on request of a teacher.

Lunch Passes are issued subject to the following conditions:

1. Parental permission is given for the student to go home for lunch. Students must only go home for lunch, not to the shops or other areas. This is a school requirement under Duty of Care.
2. Lunch passes will be issued to students on the condition they are able to arrive back at school five minutes before the end of the lunch breaks. i.e. arrive back at school before: Lunch 1 - 11:13am, Lunch 2 - 1:51pm.
3. The pass will be cancelled if school rules are broken during the time of its use.
4. Duty of Care responsibilities cease whilst the student is off school grounds using a Lunch Pass.
5. Permission will not be given to students who live in Castletown, or an address the school considers too far for safe travel in the 25 minute time available for lunch.

COMMUNICATIONS

TELEPHONE CONTACT

The school welcomes the opportunity to communicate with parents. To enable parents to contact the appropriate person, the following is offered as a guide when a parent wants to make first contact.

When advising that a student will be absent, please give the Front Office the name and year of the student and the number of days you expect them to be absent.

If you want to have some homework set for this student, please ask to speak to the Year Coordinator. This work can be collected from the Front Office (or other arrangements made) within a few days. The school will usually only provide work if the absence is expected to be about a week or less.

Where there are queries or concerns regarding work or behaviour in a particular class, the person to contact is the teacher of that class. This can be done by telephoning the school to speak to the teacher concerned. Often, this will not be possible as the teacher will be with a class. The return of your call will depend on that teacher's timetable and it may not be possible for a response until the end of the day or the next day.

Should a parent wish to discuss the matter further, the Head of Department or Teacher in Charge should be contacted.

Where a student is having difficulties of a personal or distressing nature, parents or guardians may speak to the School Nurse, Psychologist, Student Services Coordinator, relevant Year Coordinator, Chaplain or to the Teacher in Charge of Aboriginal education. For students from the Education Support Centre, the Principal of that school is available for discussions.

If you think that your son or daughter is being bullied, or is behaving like a bully, please contact the Student Services Coordinator.

SCHOOL HANDBOOK

COMMUNICATIONS *(CONT.)*

For timetabling concerns, contact the Deputy Principal of Lower School Studies (*Year 7 to 10*) or the Deputy Principal of Upper School Studies (*Year 11 to 12*).

The Principal should be contacted for matters of serious concern.

The Business Manager is the first point of contact for financial matters and for the payment of school fees. If you wish to make a time-payment plan over the year for the payment of school fees, you need to discuss this with the Business Manager.

PERSONAL INTERVIEWS

It is possible to arrange an interview with staff, but this may require several days' notice. Always make telephone contact as far as possible in advance so that suitable arrangements can be made.

SCHOOL NEWSLETTER

The school newsletter is emailed twice per term via Connect (*please supply your email address*).

PARENTS AND CITIZENS ASSOCIATION

Meetings are held via an online Zoom meeting at 7:00pm on the second Tuesday of each month during school terms, excluding the month of December.

INFORMATION MEETINGS

These are held during the year to give parents an opportunity to become familiar with course selection at upper school levels.

The public universities in WA send representatives during the year and parents are invited to seek information from them. They hold sessions directed mainly towards Year 12 students, but these sessions are of interest to all who are considering future university entry. Parents can also make an appointment with the university representatives.

DAILY NOTICES

These are read out each morning in Period 1 by the teacher, they are a vital source of communication within the school for meetings, upcoming events etc.

SPECIFIC PURPOSE NOTICES AND PERMISSION FORMS

At times, these are issued to some or all students for particular purposes. Students are expected to deliver them to parents so please make your child aware that you want to be given these notices the day they are handed out.

LOCAL MEDIA

The local radio stations will have news of students and, occasionally, interviews. The local newspaper frequently carries pictures and stories of students achieving in a wide range of activities. Please advise the Front Office if you do not wish to have your child's photos included in media coverage. This is also asked for on Student Enrolment forms.

MESSAGES TO STUDENTS

Office staff will pass messages on to students if these messages are of an urgent and serious nature.

JUMBUNNA

The school's yearbook, Jumbunna, provides lasting memories of the school year. It is prepared by a committee led by one or two teachers, and students are encouraged to be part of this production team.

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SEMESTER AND PROGRESS REPORTS

All students are given Progress Reports at the end of Term 1 or early Term 2, and Semester Reports at the end of each Semester (*or at the end of the first and second examination periods for Year 11 to 12 students*).

SECURITY

The loss of clothing, bags, books, pens and other items happens in schools. Parents can help by making sure that all gear is clearly labelled. Many bags are identical. Printing large letters on the outside with the student's name helps to prevent other students mistakenly taking the wrong bag. Calculators should be engraved with the owner's name and the make, model and serial number recorded.

Valuables including mobile phones should not be brought to school at all. If bringing a large amount of money to school cannot be avoided, it should be given to a School Officer at the Front Office for safe-keeping during the day.

The school accepts no responsibility for loss, theft or damage to students' property as the Department of Education does not provide insurance cover.

ACCIDENT INSURANCE

The school recommends that each student is covered by a 24-hour Personal Accident Insurance Policy which is provided by a number of companies, as there is no general school insurance policy available to parents or students.

STUDENT BICYCLE RULES

Students who ride bicycles to school must park them in an orderly fashion in the racks supplied. They are reached through the front carpark and are behind Room 1 and 2. Students must protect their bikes by fitting a secure chain and lock. Helmets, required by law, will need to be secured to the bicycle during the day.

Student bicycles should be engraved with a parent's driving licence number and a record kept of the make, model and colour for ease of identification. Photographs should be taken of all valuables.

Once students arrive at school, the bicycle racks are out of bounds to students at all times.

CANTEEN

The Canteen on site offers a variety of meals. These meals can be pre-ordered between 8 – 8:30am, alternatively students can purchase items during the lunch 1 and 2 breaks. Payment options currently available are cash or EFTPOS.

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FINANCE

PAYMENTS AND BOOKLISTS

The school has a full-time Business Manager who manages the school's financial affairs. The administration of booklists, the receipt of school contributions and charges and handling accounts are among the Business Manager's responsibilities. All payments are to be made to the Business Manager, and arrangements can be made to pay school contributions and charges in instalments. Booklists for the following year are issued to students near the end of the year or at the time of enrolment. Information on how to order books is included when booklists are issued, and in the school newsletter towards the end of the year.

SCHOOL CHARGES AND CONTRIBUTIONS

Year 7 to 10 Courses

In Year 7 to 10, there are two types of fees, School Contributions (*which are voluntary*) and School Charges (*which are compulsory*). School Contributions will not exceed \$235 for each student. School Charges refers to the extra cost options and upper school courses.

Payment by parents of school contributions and school charges is needed in order for the school to be able to provide essential resources for students in each subject area.

For example, monies collected from School Contributions and School Charges provide for:

- Departmental textbooks to be used by students
- Subject hire and resource charges
- Photocopying
- Software licences

Parents will be responsible for providing essential equipment required to study a specific subject. Each family will receive an itemised account for their child/children in late November, clearly stating a breakdown of School Contributions and School Charges for all subjects.

Extra Cost Options (Year 9 to 10)

The school does offer Extra Cost Options, which include Photography, Outdoor Education, Woodwork, Metalwork, Jewellery, Mechanical Workshop, Electronics, Robotics, Fashion, Music, Physical Recreation, Personal Development, Leisure and all Food units. These more expensive extra cost options have additional charges. Where parents do not wish to meet these additional charges, other courses are available for students to choose. The additional costs for extra cost options are identified on the charges account sheet sent to parents in late November.

Payments for Extra Cost Options are compulsory and must be paid up-front. The School Council has confirmed the level of School Charges and the list of Extra Cost Options.

Additional charges that may be made for Extra Cost Options cover the following:

- Cost of consumable materials and services
- Venue hire
- Cost of excursions, including those associated with Outdoor Education
- Coaching/tuition
- Specialist equipment
- Transport/bus hire

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FINANCE (CONT.)

There are also the following additional items charged separately from normal school charges.

These include:

- Costs associated with extra-curricular studies
- Extra-curricular component of special focus programs
- Charge for hiring, insuring and maintaining musical instruments supplied by the Education Department

Upper School Courses

While there is no established maximum charge for upper school courses, costs are kept to the lowest charge possible without jeopardising the functioning of the course. The charges are compulsory.

P & C, Chaplaincy and Library Donations

These are voluntary payments, as indicated on each student's Contribution and Charges sheet.

Difficulties with Payment of School Charges

Time payment arrangements are possible upon negotiation with the school Registrar. Parents entitled to access the Secondary Assistance Scheme need to have completed an application form available from the school Business Manager by the end of March each year.

School charges need to be paid in full or time payment arrangements in operation (i.e. occurring on a regular basis) before a student can attend a school camp, Country Week or the School Ball.



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ICT CODE OF CONDUCT

This ICT Code of Conduct applies to the use of any ICT equipment at Esperance Senior High School.

ESHS Network

- ICT resources are provided for educational purposes. Student network use is monitored. Internet use is monitored and recorded. Staff have access to student's user areas and Department of Education email accounts.
- Each account owner is responsible for all activity under that account. Please maintain your user area in an organised way.
- When using the network, it is important to realise that your actions could impact on other network users.

For this reason the following are **NOT** allowed:

1. Using another person's username and password (*NEVER tell anyone your password*).
2. Logging on for another person who has had their account disabled or does not have Internet access.
3. Accessing Internet sites that are not appropriate. This includes sites involving pornography and/or violence. Students should not access any site that is banned. ALL social networking sites are banned.
4. Using Chat lines or any form of messaging without the permission of your teacher.
5. Downloading files from the Internet, unless you have permission from a teacher.
6. Trying to access the files or accounts of other users.
7. Storing inappropriate files on the server. This includes, but is not limited to, music files, pornographic pictures, gaming software and any other software.
8. Installing software or altering any computer settings.
9. Any form of hacking.
10. Playing games without the permission of your teacher. Some computer labs are allocated for computer games at lunchtimes. Students are not allowed to play violent games.
11. Accessing any streamed content, including music and video clips. YouTube is provided for educational use only.
12. Any actions that harass or bully other users. This includes sending inappropriate pictures and/or messages and any actions that interfere with a user's ability to work.
13. Violating copyright laws. The legal rights of software producers and network providers, and copyright and licence agreements, must be honoured.
14. External drives (including pen-drives) must be scanned for viruses. (Label your pen-drive, only use it to transfer files)
15. Dual enrolments (eg. for VET students): breaches and consequences are transferable between ESHS and TAFE.

Mobile Phones: Please see the school's separate Mobile Phone Policy

Misuse of the network will result in disciplinary action being taken, including temporary loss of access to the Internet/Network and Computer resources. It could also include permanent loss of access or criminal charges.

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GROUNDS

When you need to walk around the school grounds, please use the pathways so that the grass will be a pleasant place to sit for recess and lunch times. Place your rubbish in one of the many bins so that our school stays neat and attractive.

The school is a chewing gum free zone.

REWARDS DAY

At the end of the year, there is a Rewards Day for Year 7, 8, 9 and 10 students who have worked hard throughout the year, and have been well behaved and well organised about their studies. Your teachers have to nominate you, and those students with the most nominations are chosen. You do not have to be a top academic student to be nominated - but you do have to be serious about your work and considerate in your behaviour. Good luck!

MOBILE PHONE POLICY

THE GOVERNMENT RATIONALE

The Government ban on mobile phones and smart watches will ensure that schools can provide a safe and productive learning environment for students in their care.

The ban is intended to remove a potential learning distraction for students and protect the privacy of staff and students, improve social connections at school and improve the health and wellbeing of students. Schools are, and will continue to be, committed to the education of students, staff and their school community in the responsible and acceptable use of mobile phones.

There is no requirement for students to have a mobile phone at school. However, for security and safety purposes to and from school, some parents/carers have supplied their child with a mobile phone.

THE POLICY

Students from Year 7 to 12 are permitted to be in possession of their mobile phone during the school day. However, mobile phones must be turned off and neither seen nor heard.

As a minimum requirement, there is a ban on the use of mobile phones for all students from the time they arrive at school to the conclusion of the school day, unless under the instruction of a teacher or staff member. Mobile phones should be 'off and away all day'. This includes before school and at break times. All smart watches must be on 'airplane mode' so phone calls and messages cannot be sent or received during the school day.

GUIDANCE

For the purposes of this policy, 'mobile phones' includes smart watches, other electronic communication devices, and associated listening accessories, such as, but not limited to, headphones and ear buds.

"Off and away all day" includes before school and at break times.

All communication between parents and students, during school hours, should occur via the school's office.

For multiple offences of non-compliance with this policy, the school may require the collection of the phone by a parent/carer and/or the loss of good standing.

SCHOOL HANDBOOK

SCHOOL LIBRARY

ESHS Library - we love to read!

LIBRARY OPENING HOURS

Mon, Wed, Fri - 8:15am to 4:00pm

Tues and Thurs - 8.15am to 5:00pm*

**Open until 5pm for Private Study Club. All students are welcome to stay and study. Afternoon tea is provided on Private Study Club days.*

WHAT'S AVAILABLE IN THE LIBRARY?

- A safe space.
- A quiet reading area.
- A great selection of books to choose from including audio books and graphic novels.
- Computers for private study, research and educational games at lunchtime.
- Popular magazines.
- Cards, board games, Lego, colouring-in and other fun activities at lunchtime.
- Special activities e.g. Christmas crafts at Christmas time.

PROMOTING READING

- Students should read every day.
- Library staff can help students find books to read.
- Library staff welcome requests for new books.

BORROWING

- Students don't need a card to borrow from the library.
- Years 7 to 10 can borrow four items.
- Years 11 to 12 can borrow six items.
- Most items are available for three weeks. Students are encouraged to borrow books over holiday breaks and borrowing time is extended if necessary.
- There are no fines for the return of overdue library books
- Students may be billed for lost (*really lost, not just hiding under the bed*) or damaged books.

LIBRARY WEB PAGE

- The library has an excellent web page: <https://library.esperanceshs.wa.edu.au/#!/dashboard>
- Students can search the library resources using the excellent search features on the library page (*with or without being logged in, inside and outside of school*).
- Students can manage their own borrowing from the library web page (*inside and outside of school*).
- Students log in with their school user name and password.
- Once logged in they can: renew books, reserve books and write a book review.

SCHOOL HANDBOOK

STUDENT SERVICES TEAM

In addition to the 60 teaching staff at Esperance SHS there are many people in school to care for and help students with all aspects of school life. The Student Services Department consists of the Student Services Coordinator, Nurse, Psychologist, Year Coordinators, Student Support Officers, Chaplain, Aboriginal Islander and Education Officers, Follow the Dream, Clontarf Academy and STARS Foundation. Their roles are outlined briefly below. They are available via telephone or email or appointment at school (please make a time).

STUDENT SERVICES COORDINATOR

The Student Services Coordinator manages the Student Services team. The coordinator provides a counselling service within the school for students experiencing problems with behaviour and other issues like bullying. The coordinator also gives out the prizes for Mini Merits, and manages the school's behaviour management program including the RESET room, After-school Detention System and Suspensions from school.

NURSE

The nurse is a Community Health Nurse based at ESHS (4 days a week) to provide support to students, staff and their families. The nurse's duties include health education, health promotion, liaison between students and others, referral to other agencies, some first aid at school and immunisation.

PSYCHOLOGIST

The psychologist's duties are counselling students and staff, intellectual assessments to determine student's strengths and weaknesses, and supporting teachers to provide the best learning environment for all students.

YEAR COORDINATORS

- The Year Coordinators and team leaders provide pastoral care. They ensure students feel safe and know that they are supported if they need any help. They help students develop their life skills so students grow into responsible teenagers, to guide students through academic, behavioural and emotional difficulties so that they can be successful students.
- They provide a parental contact point e.g. organisation of interim reports for individual students upon parent request.
- Responsible for the organisation and implementation of reward activities e.g. sports afternoons, cinema trips.
- Awarding mini merits for target behaviour achievement.
- Developing individual education and behavioural plans.
- Parent tour of the school.
- Counsel students for subject selection and course modification.
- Analyse achievement data.
- Help prepare students for examinations by developing and sharing study tips and techniques.
- Help students find a pathway through to employment or alternative education pathways to school.

STUDENT SUPPORT MENTORS

Student Support Officers provide a friend to all students. They help motivate students to do their best inside and outside of the classroom. Mentors assist students on a one-on-one basis in the classroom and help students to stay focused and to achieve learning goals for the class.

SCHOOL HANDBOOK

STUDENT SERVICES TEAM (CONT.)

CHAPLIN

The Chaplain provides support for staff, students and their families by listening, helping, being an advocate and friend, being available for appointments, leading activities, helping to develop resilience and a positive self esteem in young people.

ABORIGINAL ISLANDER EDUCATION OFFICER

The Aboriginal and Islander Education Officers (AIEO) offer support for the Indigenous students at ESHS. Support is provided both in and out of classes and the AIEO's are someone students can come and see if they need someone to talk to. The AIEO's can be contacted by families of Indigenous students if you have any concerns.

BULLYING

Bullying is a pattern of behaviour by one or more persons towards another which is designed to hurt, injure, embarrass, upset or cause discomfort to that person. Bullying always involves an imbalance of power. It can include:

- Physical aggression
- The use of put-down comments or insults
- Name calling
- Damage to another person's property
- Deliberate exclusion from activities
- The setting up of humiliating experiences
- Spreading of rumours about another person
- Encouraging bullying by others
- Providing a bully with an audience by passively watching bullying occur

CONSEQUENCES OF BULLYING

As part of the Behaviour Management In Schools Policy, any physical bullying (e.g. fighting) will be dealt with by the Deputy Principals or Student Services Coordinator or other staff and may lead to suspension. With all other forms of bullying, the preference is for mediation and conflict resolution rather than punitive measures that often only offer a short term solution to the problem and don't resolve the underlying cause.

WHOLE SCHOOL COMMUNITY RIGHTS AND RESPONSIBILITIES

Members of the school community have the right to expect that schools are a safe and supportive learning environment. With these expectations comes a shared responsibility by students, parents and teachers to prevent and effectively respond to bullying. These rights and responsibilities of the whole school community are clearly outlined.

SCHOOL ETHOS

This school believes that every student in the school has the right to learn in a safe and secure environment. Therefore anything that detracts from this is unacceptable.

SCHOOL HANDBOOK

BULLYING (CONT.)

STAFF ROLES

The prevention of bullying is the responsibility of all staff, students and parents. Esperance SHS treats bullying seriously. Bullying incidents are documented. Staff are available to help students in the following ways with the prevention of bullying:

CLASS TEACHERS

- Provide a safe and inclusive learning environment.
- Arrange thoughtful seating plans and structured group activities.
- Listen to students.
- Avoid taking sides in student disputes.
- Refer students to appropriate support staff (e.g. Year Coordinators and Team Leaders).
- Follow up incidents of bullying.
- Consistently deal with students who encourage bullying.
- Encourage passive observers of bullying to 'tell', or help negotiate a resolution.

DUTY TEACHERS

- Are a visible presence in duty areas.
- Are a safe person for students at risk to approach
- Talk to students in duty areas. Show an interest in what students are doing.

YEAR COORDINATORS/TEAM LEADERS

- Are familiar with conflict resolution strategies, including those specifically designed to combat bullying.
- Use conflict resolution strategies with students involved in bullying (victims, perpetrators and passive observers) to resolve the problem.
- Liaise with teachers of students involved in bullying (as victims or perpetrators).
- Follow up all incidents. It is not assumed the incident is over when students leave a teacher's office.

CHAPLAIN/SCHOOL NURSE

- Listen to students.
- Refer students to appropriate support staff when necessary.
- Liaise with other staff where necessary.

SCHOOL PSYCHOLOGIST

- Provides guidance to staff in devising strategies and responses.
- Provides mediation and conflict resolution opportunities for students involved in bullying (as victim or perpetrator).
- Is available to work with students in assertiveness training, anger management programmes or whatever is deemed necessary to resolve the problem.

STUDENT SERVICES COORDINATOR

- Works with students who are perceived to be at risk due to bullying.
- Works with perpetrators of bullying in areas of behaviour modification, anger control or other relevant strategies.
- Liaises with other appropriate staff in bullying matters that concern students who have been identified as being at risk.
- Liaises with parents in bullying matters.

SCHOOL HANDBOOK

BULLYING (CONT.)

ABORIGINAL EDUCATION COORDINATOR

- Provides support for Aboriginal students in the school.
- Work with Aboriginal (and other) students who are involved with bullying (as victim, perpetrator or passive observer).
- Liaise with other staff in bullying matters that concern Aboriginal students.

ADMINISTRATION

- Deal with the most serious cases, especially those which involve physical violence and those which can not be resolved by other support staff.
- Actively promote measures to reduce bullying in the school with staff and students.

PARENT ROLES

Parents have an important role in preventing bullying. Parents' attitudes towards bullying have a marked effect on the way a child perceives the problem. If a child sees his/her parents are serious about combating bullying, they will assume this attitude as well. By working with staff and students, parents can help to minimise bullying and make the school environment a happy, productive atmosphere.

- Talk to your child about what is happening in school. Try to emphasise positive things that happen in school, so students will be comfortable discussing negative aspects (such as bullying) as well.
- Be aware of the warning signs that may indicate your child is being bullied (please see next section).
- Contact the school and make the school staff aware of the problem. Normally the person to contact will be the Year Coordinator or Team Leader. If your child is being physically bullied, contact the Student Services Coordinator.
- Cooperate with school support staff in preventing bullying. The school has a responsibility to act on all reports of bullying, so it is important to have all the facts before acting. Please don't assume the school will not take your complaint seriously.
- If the problem can't be dealt with by the students involved, encourage your child to seek assistance. Trying to deal with the problem themselves at this point can lead to further bullying, and it could reach a more serious level.
- Discuss issues of passively observing; this can be seen as condoning the action.
- Parents must be involved with assisting the school to deal with these issues. These issues may start anywhere and extend or continue beyond the school environment.
- Monitor your child's mobile phone and Internet use and behaviour. Computers in the home should be located in common areas where parents can easily monitor how they are being used.

STUDENT ROLES

All students have an important role in preventing bullying from occurring in the school. With cooperation from every student we can make a significant inroad into combating bullying. Students should be aware of the support services available in the school and use them when necessary.

SCHOOL HANDBOOK

BULLYING (CONT.)

If you are being bullied:

- Tell someone immediately. Keeping silent means the problem will continue and only serves to protect the bully.
- Be prepared to participate in strategies designed by support staff to stop the bullying.
- Be assertive but never aggressive.

If you see someone else being bullied:

- Bullying also involves children who may not be directly involved in the bullying or who are not being directly bullied, who are referred to as 'bystanders'. A bystander is someone who sees the bullying or knows that it is happening to someone else.
- If you are a bystander, you need to advise a teacher immediately of the situation. Do not become directly involved yourself; move away from the situation if possible. Bystanders could face disciplinary action if they become involved.
- Tell someone immediately. No one likes to tell tales but bullying is a serious problem and must be dealt with as soon as possible.
- See if you can play a role in negotiating a resolution to the situation.
- If you watch bullying occur and do nothing, you are supporting the bully and therefore you are a part of the problem. At the very least, leave the scene so the bully is denied an audience.

If you are a bully:

- Talk to someone (e.g. the School Psychologist or Year Coordinators and Team Leaders) about your need to bully other students.
- Stop and think about your actions before you act.
- Avoid being in situations where you feel you may bully other students.

WHAT TO DO

S	See if you can solve it yourself. If this does not work,
A	Ask a friend to help you. If this does not work,
F	Find a teacher. If necessary,
E	Explore other options. This means - discuss with your parents, see the coordinator of student services, a deputy principal, the chaplain, your year coordinator, the school psychologist, or if the bullying happens out of school, it might be necessary to go to the police.

SCHOOL HANDBOOK

BULLYING (CONT.)

POSSIBLE WARNING SIGNS



A child may indicate through signs or behaviour that he or she is being bullied. If you are concerned and become aware of any of the following, it may be necessary to investigate whether bullying is occurring.

Please be aware that many of these signs may be 'normal' indications of adolescence and may not be brought on by bullying.

Children may:

- be frightened of walking to and from school
- be unwilling to go to school
- beg you to drive them to school
- change their route to school
- begin doing poorly in their school work
- become distracted in class
- start truanting
- come home regularly with clothes or books damaged
- come home starving (because lunch money was taken)
- become withdrawn
- start stammering
- become distressed
- stop eating
- attempt suicide or self harm
- cry themselves to sleep
- have nightmares or even cry out 'leave me alone'
- have unexplained cuts, bruises etc
- have frequent mood swings
- undergo sudden personality changes
- become negative towards siblings or other children
- have their possessions go missing
- ask for money or begin stealing money (to pay the bully)
- continually 'lose' their pocket money
- refuse to say what's wrong
- give improbable excuses to explain any of the above.

Any unexplained changes in behaviour are possible warning signs of bullying and should be monitored.

Be aware that there could also be a number of reasons for these signs above not caused by bullying. Please contact the school if there are circumstances at home or in the community which may cause changes in a child's behaviour.

SCHOOL HANDBOOK

BULLYING (CONT.)

CYBERBULLYING AND CYBERSAFETY

Cyberbullying is the use of ICT to harass someone. Cyberbullying takes different forms that can include (but is not limited to): threats and intimidation, harassment or “cyber-stalking” (e.g. repeatedly sending unwanted texts or instant messages), vilification/defamation, exclusion or peer rejection, impersonation, unauthorised publication of private information or images and manipulation of images. Like face to face bullying it can be hard to detect.

Cyberbullying is the same as bullying and normal bullying procedures will apply.

Cyberbullying differs in several significant ways from other kinds of bullying:

- It involves the invasion of home and personal space
- It can occur 24 hours a day, 7 days a week
- It is difficult to control electronically circulated messages
- The size of the audience can be larger
- The perceived anonymity of the person doing the bullying
- The profile of the person doing the bullying and their target
- Students can be reluctant to take action because they like to communicate in the digital world and they may fear losing access to the technology.

How to deal with it:

- Use **SAFE** (Solve it yourself, Ask a friend, Find a teacher, Explore other options).
- Ignore it
- Block the person
- Tell someone
- Keep the evidence
- Report it (to someone in an official role e.g. ISP provider)
- Stand up and speak out
- Don't forward anything.
- Locate home personal computers in a common area where they can be monitored easily
- Go to the police.

Remember to treat others as you would like to be treated when communicating with ICT.

Cybersafety refers to the safe use of the Internet and ICT equipment/devices.

Students need to be protected from exposure to inappropriate on-line materials or activities, to be aware of the risks associated with some online activities and to adopt protective online behaviour. Content for students:

- Unwanted contact
- Online friends
- Keeping a balance
- Your digital footprint
- P2P file sharing
- Offensive or illegal content
- Online finances
- Identity theft
- Mobile phone use.

For more help go to the Australian Communications and Media Authority (ACMA) Cyber Smart website: www.cybersmart.gov.au.

SCHOOL HANDBOOK

FREQUENTLY ASKED QUESTIONS (FAQ) - NEW STUDENTS

WHAT IF I HAVE A DENTAL OR MEDICAL APPOINTMENT IN SCHOOL TIME?

Bring a note from your parent or guardian giving details of the arrangements. Show this note to your teacher during class. This teacher signs the note to show that you have been given permission to leave the class. Take this note to the Front Office, and ask for permission to leave. If you need to leave the school grounds during lunchtimes, take the note to the Front Office. If you arrive after 8.40am from your appointment, you must go to the Front Office and sign in.

WHAT IF I'M LATE FOR SCHOOL?

You should have a note or parent/guardian permission. If you are late three times, you will receive an afterschool detention to help remind you to be better organised.

WHAT DO I WEAR TO SCHOOL?

There is a section on clothing in this handbook. The easiest way to look your best at school is to get the school clothes into your cupboards and then wear them. Black shirts, denim jeans, ugg boots, thongs, tights and leggings are not part of the dress code and must not be worn to school. Shorts must not be too short.

WHERE DO I PUT MY SCHOOL BAG?

You are allowed to take your bag to most classes. Put it where the teacher asks you to and make sure it is not where people will walk into it. If you are not able to take your bag to class, put it under the stairs or under the seats. Write your name on it in large letters, to help prevent another student taking your bag by mistake. Keep your bag with you as much as you can.

Never leave money or anything of value in your bag. If you have to bring money to school, you may ask a member of the office staff to look after it for you during the day.

WHAT IF I CAN'T FIND MY CLASS/CLASSROOM?

Study your map carefully at orientation day and before you come to this school. If you cannot find your room, ask someone to help you. Teachers, the Front Office, and older students want you to be happy and successful at this school and are happy to help where it is needed.

WHICH BUS AM I MEANT TO CATCH AFTER SCHOOL?

Look carefully at the students who are on your bus in the morning. They will be the same people who will be on that bus in the afternoon. Stand near these people at the bus waiting area. If you are not sure whether it is your bus or not, get on to the bus and ask the driver. There are Bus Monitors who can give you help.

HOW DO I GET LUNCH?

The canteen is open for pre-orders from 8am to 8:30am each morning. Students can also purchase food during lunch 1 and 2, check the menu available online or at the canteen to find out what's on offer. Don't ask other people to buy things for you, line up with your cash or card ready to go.

WHAT IF I LOSE MY TIMETABLE?

Copies are kept in files in the Front Office for easy reference, however, please do not remove these. If you use your manners, the lovely staff in the office may print one off for you.

SCHOOL HANDBOOK

FREQUENTLY ASKED QUESTIONS (FAQ) - NEW STUDENTS

WHERE DO I SIT DURING LUNCH?

The quadrangle and Junior Campus are good places, either on the grass or on the seats around it. There are seats on the South Wing. Year 7 and 8 students have seating areas around the Junior Campus, while Year 9, 10, 11 and 12 students have seating areas around the Quad.

WHICH AREAS ARE OUT OF BOUNDS?

Areas out of bounds are the areas outside the building perimeter. You will be told about other areas if necessary. If you think an area might be out of bounds, don't go there!

WHAT DO I DO IF I'M BEING BULLIED?

As written in the previous section - use the SAFE approach!

S	See if you can solve it yourself. If this does not work,
A	Ask a friend to help you. If this does not work,
F	Find a teacher. If necessary,
E	Explore other options. This means - discuss with your parents, see the coordinator of student services, a deputy principal, the chaplain, your year coordinator, the school psychologist, or if the bullying happens out of school, it might be necessary to go to the police.

There are programmes to help bullies to solve their problems more effectively.

WHERE IS THE MAIN OFFICE?

The main office is at the front of the school. This is where you find the office staff, the Principal and both the Upper School and Lower School Deputy Principal. This is also where you go to sign in and out.

I LIVE NEAR THE SCHOOL, AM I ALLOWED TO GO HOME FOR LUNCH?

If you complete an application form, you will be able to get a lunch pass that allows you to go to your own home for lunch. This is the only place you can go. Students are not allowed to some places, such as Castletown, for lunch.

HOW DO I KEEP MY FILES NEAT AND WELL ORGANISED?

To help you do this, use file dividers to keep each subject separate. Make sure you keep enough spare paper in each section. Mostly, you will be able to rule off the work from the last lesson, put the new date on the page and continue work. There is no need to take a new page for each day's work. Teachers in some subjects prefer their students to use books.

Discuss this with your teachers. Plastic sleeves or folders are useful for holding loose pages. Parents can help by supplying a punch and stapler for use at home. Untidy files with unnecessary or inappropriate writing on them are not allowed.

WHAT DO I DO IF I FEEL SICK AT SCHOOL?

The school has a nurse to help people who are sick. Do not come to school if you are too sick to attend. If you get sick at school, ask your teacher for a pass to go to see the nurse. The nurse's office is in the old Student Services building where you will also find the Chaplain and the School Psychologist. If the nurse is not there, go to Student Services or the Front Office. You must never just go home without school permission.

SCHOOL HANDBOOK



WHAT IS CONNECT?

Connect is an integrated online environment developed 'in-house' by the Department of Education for staff, students and parents in public schools. Connect is integrated with existing Department systems and services including digital resources, Western Australian Curriculum, email and Reporting to Parents.

You will be able to see information specific to your own child or children such as:

- The classes in which your children are enrolled
- Class calendars
- Week by week attendance information
- Assessment Outlines information
- Assessments and results for your own child
- Work provided on Connect for your child
- Notices from classes.

Please note that class use of Connect will vary depending on computer availability for students at school and the nature of the subject.

HOW TO ACCESS CONNECT

You need an email address for your Connect account to be created.

Upon enrolment, parents will be given their own secure login to Connect through the school. This will be a P-number as a user name and a starting password that you can change.

The web address to access Connect is: <http://connect.det.wa.edu.au>.

If you have multiple children, you will only need one login - even if your children attend different public schools.

You will require Internet access and a computer, tablet or smartphone device.

STUDENT ACCESS TO CONNECT

Students access Connect using their school user name and password. Student user accounts are managed at school.

CONNECT NOW APP

Download the free Connect Now App for Android or iOS. The app lets you receive "Notification" alerts and participate in discussions.

SCHOOL HANDBOOK



Department of
Education

ESPERANCE Residential College

Our Commitment to Care

Boarding at Esperance Residential College is where lifelong friendships are made and independence, respect and co-operation are developed.



WHAT IS THE ESPERANCE RESIDENTIAL COLLEGE?

The College has a proud tradition of supporting rural students to achieve their academic goals while learning to live in a friendly, safe and supportive environment. The College community is very supportive of the needs of students and parents and is committed to ensuring students learn to live independently and be able to function within a vibrant community.

Life at the Esperance Residential College is never boring as students are involved in a range of activities. These can include excursions to Perth/Albany, surfing, swimming, diving or fishing at the beautiful beaches of Esperance, or playing team sports and socialising with friends. Many students also take advantage of our regular bus service so they can work part-time after school or on weekends.

Recent upgrades ensure the College meets the needs of today's teenagers, including new air conditioned single rooms, modern ablution facilities and access to the internet.

WHAT SERVICES DO WE OFFER?

- 24-hour on-site supervision
- A caring and supportive environment
- Single and Double rooms
- Tutors in Mathematics, English and supervised study
- Internet access
- Access for all students to online tutoring which is available 7 days a week
- State of the art entertainment systems
- Three College buses
- A well equipped recreation shed with skateboard ramps and gymnasium equipment



SCHOOL HANDBOOK



Department of
Education

ESPERANCE
Residential College

WHAT IS THE ESPERANCE RESIDENTIAL COLLEGE? *(CONT.)*

COLLEGE FEES

College fees are set each year by the Residential Colleges and cover the student's room, meals and pastoral care. Students may be eligible for Assistance for Isolated Children's funding which is administered by Centrelink. Telephone 13 23 18 or visit www.centrelink.gov.au to find out how to apply. For more details on College fees please refer to their website.

HOW DO I ENROL MY CHILD?

For more information on the College, information on allowances, or to arrange an interview and a look at the College facilities, please contact the College Manager on:

Telephone: Administration (08) 9071 9666

Fax: (08) 9071 9667

PO Box 611, Esperance WA 6450

Email: Esperance.ResCol@education.wa.edu.au

Website: www.education.wa.edu.au/esperanceresidentialcollege

NOTE: *Enrolment at the Esperance Residential College does not automatically enrol you at Esperance Senior High School. This is a separate enrolment form which needs to be completed and may be obtained from the front office of the school.*

SCHOOL HANDBOOK

2024

This handbook belongs to:

Contact Information

Postal Address	PO Box 465, ESPERANCE WA 6450
Telephone	(08) 9071 9555
Email	esperance.shs.admin@education.wa.edu.au
Website	www.esperanceshs.wa.edu.au
Education Support Centre	(08) 9071 9560
Residential College	(08) 9071 9666

Term Dates

Semester 1

Term 1	Wednesday 31st January - Thursday 28th March
Break	Friday 29th March - Sunday 14th April
Term 2	Monday 15th April - Friday 28th June
Break	Saturday 29th June - Sunday 14th July

Semester 2

Term 3	Monday 15th July - Friday 20th September
Break	Saturday 21st September - Sunday 6th October
Term 4	Monday 7th October - Thursday 12th December
Break	Friday 13th December - Tuesday 4th February 2025