

Information Booklet 2024



Ellenbrook
Secondary College

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A Message from the Principal

Welcome to all our new and returning students and families of the Ellenbrook Secondary College community. Our Vision is to be a place all students can achieve personal success by engaging with their learning, in a safe and inclusive environment and to feel they belong at the College by being accepted, included, respected, and supported. We strive for high quality teaching and differentiate opportunities that empower students to become productive members of the community. At Ellenbrook Secondary College, we promote all aspects of our values of **Engagement, Success, and Community**.

Student **Engagement** in their learning is vital and begins with high-quality teaching. We continue to be enthusiastic about training our staff with an aim to have all teachers trained in Instructional Intelligence. The College offers various engaging opportunities for our students to find their passion with many diverse programs at the College. Our STEM program for year 7-10 students continues to grow with students solving real-world problems using the latest technology. The Specialist Music Program continues to be a key feature of the College and our numerous bands and ensembles perform to a world class standard both at school and in the wider community. Our Gifted and Talented Academic Program continues to evolve and is a fantastic opportunity for our academically gifted students to be challenged, inspired, and excel in their areas of strength. We continue to update our technology to ensure students have access to computers, in the form of computer labs and laptop trolleys, with WI-FI available throughout the College.

Success at Ellenbrook Secondary College is the opportunity for all students to strive for and achieve their personal best. The College separates learning programs so all students can access and grow in their learning. Additional Learning Support is available for students where they can access differentiated learning both in mainstream and in our Education Support classes. Specific programs are tailored to students needs utilising a variety of strategies and classroom structures.

In 2023 our students continue to engage successfully in Vocational Education and Training (VET) qualifications, offering a choice of 30 qualifications with a mix of on and off campus courses and workplace learning opportunities across a variety of industry areas. This year, four students competed in the WorldSkills National Competition in Melbourne for VETiS Tiling and Tourism. These students won 2 gold and 1 silver medals with our VET Coordinator invited to be a national judge at the WorldSkills Competition for Tourism. Eight students were also nominated for SCSA VET Excellence awards, with 2 receiving VET Exhibition awards and are interviewing for the Beazley VET award which acknowledges the highest achieving VET student in WA. One student was a WA School Based Trainee finalist at the WA Training Awards. We continue to add value to our VET program providing additional opportunities for our students to enhance their learning and develop stronger pathways.

Our Senior School showed a 2% improvement on the previous year in 2022 with 88% of our students achieving WACE which is above Like Schools. 17 students achieved an ATAR ranking above 70, 3 students scored a scaled overall ATAR above 96.5 and our ATAR Dux student earned a Certificate of Distinction. Our Median ATAR of 72.6 was significantly higher than Like Schools (69.8). 139 students achieved a Certificate II or higher, 43 students achieved two or more certificate qualifications and 8 students earned a Certificate of Merit.

Promotion of our College **Community** is through the House System, which offers support and activities by building a sense of belonging for students especially during Homeroom. Homeroom occurs daily which enables teachers and students to develop positive relationships. Our dedicated teachers, house leaders and student leadership team contribute to a genuine sense of community and student camaraderie.

We look forward to the 2024 school year and wish everyone a safe and happy holiday season ahead. If you have any queries pertaining to content in this Information booklet, please do not hesitate to contact our Administration team on 9297 9700.



Dr Peter Havel
College Principal

Values Charter

Engagement • Success • Community



2024 Staff Contacts

Management/Executive	
Principal	Dr Peter Havel
Associate Principal	Mr Paul Clarke
Associate Principal	Mr Nathan Brown
Associate Principal (Yr 7 - 9)	Ms Leonie Richardson
Associate Principal (Yr 10 - 12)	Mr Matthew Baltovich
Manager Corporate Services	Mr Diarmuid McDonagh
Heads of Learning Areas	
English	Mr Ben Gardiner
Health and Physical Education	Mr Michael Cross
Humanities and Social Science	Mr Matthew Dunstan
Mathematics	Mr Jason Remse
Science	Mr Steven Hodgetts
Technologies	Ms Barbara Woulfe
The Arts	Ms Donna Hallett
Head of Year Coordinators	
Year 7 - 9 Coordinator	Ms Cathrine Trigance
Year 10 - 12 Coordinator	Mr Lachlan Ricketts
Specialist Program Coordinators	
Achievement and Progress Coordinator	Mr Jason Remse
Career Practitioner	Ms Kristy Hackford
Director of Music	Mr Stuart Rhine-Davis
Gifted and Talented Coordinator	Ms Shaloni Naik
Learning Support	tba
STEM Coordinator	Mr Jake Eyre
VET Coordinator	Ms Debbie Harris
Student Services	
Student Services Manager (Yr 7-9)	Ms Rayne McKechnie
Student Services Manager (Yr 10-12)	Mr Geoff Pielow
School Psychologist	Ms Liesel Lavender
School Psychologist	Ms Julia Knight
Chaplain	Ms Rachel Wanigasekera
Year 7 – 9 Coordinator	Ms Catherine Trigance
Year 10 – 12 Coordinator	Mr Lochlan Ricketts
Aboriginal Education	
Aboriginal and Islander Education Officer	Ms Amanda Christou
Clontarf	Mr Wayne Young
Deadly Sista Girlz	tba
Deadly Sista Girlz	tba

School Times and Term Dates

Monday, Tuesday, Thursday, Friday		
Start 8:35 am		Finish 2:55pm
8:35am	Courtesy Bell	
8:40am - 9:40am	Period 1	60 min
9:42am - 10:42am	Period 2	60 min
10:44am - 10:59am	Home Room	15 min
10:59am - 11:24am	Lunch 1	25 min
11:26am - 12:26pm	Period 3	60 min
12:28pm - 1:28pm	Period 4	60 min
1:28pm - 1:53pm	Lunch 2	25 min
1:55pm - 2:55pm	Period 5	60 min

Wednesday		
Start 8:35am		Finish 2:30pm
8:35am	Courtesy Bell	
8:40am - 9:35am	Period 1	55 min
9:37am - 10:32am	Period 2	55 min
10:34am - 10:49am	Home Room	15 min
10:49am - 11:14am	Lunch 1	25 min
11:16am - 12:11pm	Period 3	55 min
12:13pm - 1:08pm	Period 4	55 min
1:08pm - 1:33pm	Lunch 2	25 min
1:35pm - 2:30pm	Period 5	55 min

2024 ESC School Terms			
Term 1	Wed 31 January - Thurs 28 March	Student Free Day Student Free Day	Mon 29 January Tues 30 January
Break	Fri 29 March - Sun 14 April		
Term 2	Tues 16 April - Fri 28 June	Student Free Day Public Holiday	Mon 15 April Thurs 25 April
Break	Sat 29 June - Sun 14 July		
Term 3	Tues 16 July - Fri 20 September	Student Free Day	Mon 15 July
Break	Sat 21 September - Sun 6 October		
Term 4	Tues 8 October - Thurs 12 December	Student Free Day Student Free Day	Mon 7 October Fri 13 December
Break	Fri 13 December - Wed 5 February		

General Information

School Contact Details

Location:	100 Main Street, Ellenbrook WA 6069
Office Hours:	8:15am - 3:45pm, Monday to Friday (during school terms)
Main Phone:	9297 9700
Email:	ellenbrook.sc@education.wa.edu.au
Website:	www.ellenbrooksc.wa.edu.au
Schools Online:	https://www.det.wa.edu.au/schoolsonline
Facebook:	https://www.facebook.com/Ellenbrook.sc/

The College has several email addresses families can use. Staff from relevant areas monitors each mailbox, ensuring you will receive a response in a timely manner.

General enquiries:	ellenbrook.sc@education.wa.edu.au
Student absences:	ellenbrook.sc.absentees@education.wa.edu.au
Student Services:	ellenbrook.sc.studentservices@education.wa.edu.au
Accounts enquiries:	ellenbrook.sc.accounts@education.wa.edu.au



Payment Methods

The College provides a variety of payment methods for families to contribute towards their child's education. Please see below for details:

- Cash or Eftpos – Administration Office
- Credit Card - By phone or Administration Office
- Cheques to be made payable to Ellenbrook Secondary College.
- Direct Debit Plan - please email ellenbrook.sc.accounts@education.wa.edu.au
- BPay: Biller code and reference number can be found on student account statement.
- Bpoint: Accessible through the College website.

All payment queries to be emailed to: ellenbrook.sc.accounts@education.wa.edu.au

Communication

We encourage parents to stay in touch with the College's latest news and events through our Facebook page and Website. Other key communication platforms used by the College daily are below.

Compass

Compass is a new electronic school administration system for Parents/Carers that was implemented at the start of 2023 and is used for:

- Detailed student **attendance** including notifying of an absence.
- Event (**excursions/incursions**) information and payment.
- Viewing your child's timetable and the College Calendar
- Parent/staff communication
- Notices for parents/carers



Each parent/carer has their own unique username and password.

App: *Compass School Manager* - available via the App store or Google Play.

Website: <https://ellenbrooksc-wa.compass.education>

***Please note** - Our College does not use *Compass* for academic reports, learning tasks and some other functions. **Your *Compass* username is different to your *Connect* username.**

Connect

Connect has been used by the College for many years. It is an integrated online system developed by the Department of Education WA, to allow staff, students, and parents/carers in WA public schools to view information about students and their progress.

Connect is used for:

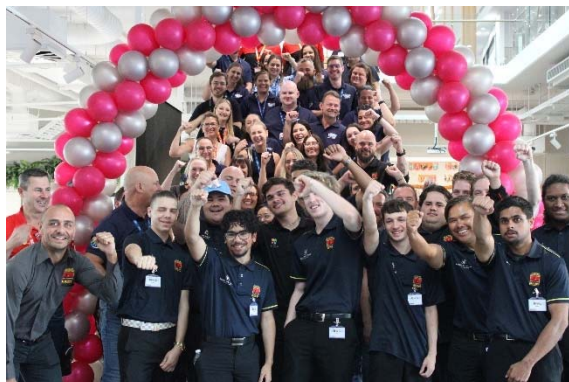
- Student academic purposes.
- Parents and students to view marks, reports, etc.
- Student work and resources online (posted by teachers).
- Notices for parents/carers and students.



The Username for parents/carers is a parent number (P number). Each parent/carer has their own unique P number and password.

Students' username is their firstname.surname and the password from their previous WA public primary school (if starting Year 7) or one recently issued by the College. Students can ask any teacher to allocate or reset their *Connect* password.

For more information, please email the college ellenbrook.sc@education.wa.edu.au



Parent Involvement

College Board

A College Board's purpose is to enable parents and members of the community to engage in activities that are in the best interests of students and will enhance the educational experience provided by the College. The Board is made up of parents, community, and staff representatives.

Some of the Board's responsibilities include:

- Promoting the College in the Community
- Approving charges and contributions
- Endorsing the annual College budgets
- Providing advice to the Principal

P&C

The College welcomes new and existing parents/carers to join the P&C. Meetings occur week 5 and 9 of every term. Have your say and join the P&C.

The P&C aims to:

- Provide a platform to bring parents, citizens, students, and teaching staff together.
- Give parents a chance to be aware of all College activities.
- Provide opportunity to contribute to the College's resources through fundraising events and
- Engage members in determining how the funds raised by P&C is best spent to help our students.

Follow us Online.

Keep up to date with what's happening in the College! 'Like' our Ellenbrook Secondary College Facebook page and subscribe to our YouTube channel.



Ellenbrook Secondary College



<https://www.youtube.com/@EllenbrookSC>



Attendance

Any absence from class has a significant impact on a students' academic achievement. The College is taking important steps to benefit your child. This is a shared responsibility and parent/carer assistance is required and appreciated.

In 6 years of secondary school:

Attendance of 90% = absent for 1 day a fortnight = 24 weeks of missed lessons, more than a semester.

Attendance of 80% = absent for 2 days a fortnight = 48 weeks of missed lessons, more than one year.

Attendance of 60% = absent for 4 days a fortnight = 96 weeks of missed lessons, almost 2.4 years
(1 year = 40 weeks)

Absences

Please notify the College as soon as you know your child will be absent. This can be done by:

- Compass Attendance Note
- Email: ellenbrook.sc.absentees@education.wa.edu.au
- Phone: 9297 9700

Please ensure you provide your child's name, reason, and length of the absence.

Leaving Early

An early leave pass is required by all students who need to leave school during the day. A pass can be organised in advance by *Compass* Attendance Note, email, phone or sending a note with the details. Should the student return to school after their appointment, they are required to sign back in.

Arriving Late

Students who are late to school must sign in at the Administration Office as soon as they arrive. Students may be given detention unless advised by the parent/carer of the reason.

SMS Alert

If a student is marked absent in Period 1 without receiving notification from parent/carer, or the student has not signed in before 10.00am, an SMS will be sent to the parent/carer's mobile.

Prolonged Absences (extended holiday/other family commitments)

Authorisation for prolonged absences will only be issued in exceptional circumstances when a letter from a parent/carer is received well in advance.

Updating your contact details

Make sure the College has your current mobile number and other contact details including residential address and email.



Student Services

Students and parents are invited to make an appointment via phone or email with any member of the Student Services team if they have any concerns or need to seek professional advice. If you arrive unannounced, it is very unlikely you will be able to see the person you wish to contact.

The Student Services Team

Student Services Manager

There are two Student Services Managers at Ellenbrook Secondary College, one for Year 7 – 9 and one for Year 10 – 12. The Student Services Managers lead the College's Behaviour Management, Good Standing, dress code, attendance monitoring and pastoral care. The Year 10 - 12 Student Services Manager additionally assists in the monitoring of student academic progress to prioritise WACE achievement and course counselling.

Year Coordinator

For each Student Services Manager, there is a corresponding Year Coordinator. The Year 7 – 9 and Year 10 – 12 Coordinators liaise and collaborate with the Student Services Managers to assist in behaviour management, Good Standing, dress code, attendance monitoring and pastoral care. The Year Coordinators also plan events such as end of term rewards for students and assist in the organisation of systemic testing including NAPLAN and OLNA.

Student Support Officer

The Student Support Officer is the first point of contact for parents in relation to their child's wellbeing, general academic progress, or attendance. They will then refer to the appropriate support staff or Student Services Manager if required.

The Student Support Officers major role is to look after the pastoral care needs and well-being of the students in their particular year group. They also monitor student welfare, attendance, academic progress and liaise with all other members of the school community. Parents are invited to make an appointment with the relevant Student Support Officer if they have any concerns, especially those which go beyond one class. Parents are encouraged to contact the class teacher if they are concerned about a particular subject.

School Psychologists

The School Psychologists apply their psychological and educational expertise to support schools to meet the social, emotional, behavioural, and learning needs of students. They work closely with the Student Services team, teachers, students, parents, and interagency partners, to help schools, students and parents put strategies in place to support the young person.

The psychological service includes intervention on an individual, group, and systems level. The School Psychologists offer brief solution focused interventions. Longer term interventions require referral to an appropriate external agency. Referral to the School Psychologist is through a Student Services Manager or Student Support Officer. Referrals are triaged, and access to the School Psychology service will depend on availability.

Please note: Parent/carer consent is required prior to direct involvement for students in Years 7-10.

Chaplain

The Chaplain works as part of Ellenbrook Student Services and wellbeing team, providing pastoral care and support for students, staff, and families. The Chaplain is available to listen and provide a supportive place to talk. They offer confidential, nonjudgmental pastoral care and programs based on respect, compassion, and service.

Aboriginal Education

Aboriginal Islander Education Officer (AIEO)

The Aboriginal Islander Education Officer aid's Aboriginal and Torres Strait Islander students and families with attendance, engagement, and mental health concerns.

Clontarf

The Ellenbrook Clontarf Academy exist to improve the education, discipline, life skills, self-esteem, and employment prospects of young Aboriginal and Torres Strait Islander men. They provide important school engagement mechanisms by monitoring their student's attendance and counsel on a range of behavioral and lifestyle issues. Any Aboriginal or Torres Strait Islander boy enrolled at Ellenbrook SC can apply to be part of this program.

Deadly Sista Girlz (DSG)

Delivered by strong Aboriginal and Torres Strait Islander role models, Deadly Sista Girlz is a culturally appropriate healthy lifestyle program which aims to improve engagement and education amongst school-aged Aboriginal and Torres Strait Islander girls. Participants are enabled to make informed decisions about their personal health and well-being to lead a positive and healthy lifestyle.

Careers

Careers Development Practitioner

The Careers Advisor is responsible for career counselling and pathway planning throughout Ellenbrook SC with an emphasis and priority given to Year 10, 11 and 12 students.

VET Co-Ordinator

The VET Co-Ordinator will manage and promote all VET and Workplace Learning dealing with Year 10, 11 and 12 students.



First Aid

The First Aid Office is open from 8:30 am until the end of the school day at 2:55 pm. If the First Aid Officer is unavailable, students are to go to the Administration Office. The College facilities are for the provision of basic first aid only and do not allow for the accommodation of sick or injured students at school. Parents/carers will be notified when children are unable to remain at school and will be responsible for their transport home or to hospital or doctor for further care.

To ensure the health and safety of all students if your child is feeling unwell and showing symptoms of illness, please keep your child at home.

Should an ambulance be required, the costs are the responsibility of parents/carers.

During Class Time

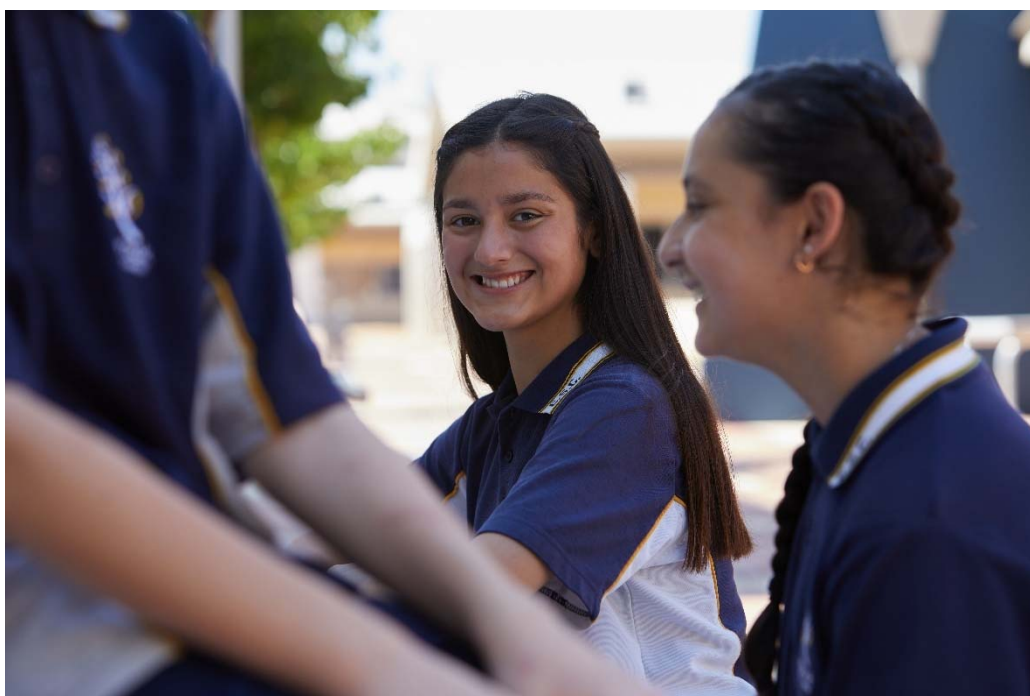
Students require a note from their teacher to see the First Aid Officer during class time and between classes. Students are to access First Aid only if they are in genuine need of first aid.

Students

Students are not to contact their parents asking to go home. They are to see the First Aid Officer who will contact parents to decide.

Students with medical conditions should provide the College annually, with an up-to-date management emergency response plan and have it signed by a medical practitioner if indicated. These plans can be obtained at the Administration Office. Once the student's parent/carer has completed the form it is to be handed to the First Aid Officer.

Please note: Staff CANNOT give pain relief or other medication to students without Form 3 - Medication Administration filled out prior.



Student Uniform

The College seeks to promote a high standard of dress and personal presentation with our Dress Code and believes the code:

- Fosters and enhances the public image of the College.
- Ensures students are safely dressed for specific College activities.
- Encourages equality amongst students.

It is a public-school requirement students comply with the Dress Code unless they are granted an exemption.

Regular Uniform Requirements

Ellenbrook Secondary College uniforms can be purchased at LOWES Ellenbrook. The uniform consists of navy pants, shorts or skirt with the College polo or blouse/shirt (Yr 11/12 only). Shorts or skirts must be worn at an appropriate length.

Sport Uniform

- Sports (warrior) polos are compulsory for all students studying Physical Education subject. Wearing the Warrior polo to normal class is not acceptable.
- Students must change into the sport polo at the start of sport class and change back into their everyday polo at the end of class. Hot and cold shower facilities are available.

Winter Uniform

- Jackets or raincoats can be worn over the uniform on the way to College but must be removed on arrival.
- Winter garments may be worn over polo shirts, such as navy hoodie or navy/white microfibre jacket available from Lowes.
- Long sleeve tops worn under the college polo must be navy or white.
- Tights and leggings can only be worn under shorts or skirts and must be navy or black.



Student Uniform - Accessories

Footwear

For safety reasons, enclosed footwear must be always worn.

Hats

Students are encouraged to wear hats whilst in the sun. Hats are not to be worn inside classrooms.

Make-up and Jewellery

Excessive make-up or jewellery is not appropriate and should be kept to a minimum. For safety reasons, long and dangly earrings are not suitable for school.

Aerosol Sprays

Aerosol deodorants, hairspray, and spray perfumes are NOT to be used at school due to allergies and safety requirements. Students may bring roll-on/stick varieties of deodorants.

Exemptions to the Dress Code

All exemption requests should be made in writing to the College Principal.

College Uniform - Frequently Asked Questions

Q. Can students wear hoodies?

- A.** Yes, students can wear Jumpers and Jackets with hoods. They must be navy blue and without significant (highly visible) logos or writing. Logos must be smaller than a fist. Long sleeve tops can be worn under the uniform and must also be in College colours (plain navy or white).

Q. Do I have to purchase all the College uniform from Lowes?

- A.** The College Polo Top, Sport Polo and/or Short sleeve white shirt (for Yr. 11 – 12 only) must be worn by every student and can only be purchased at Lowes.

Q. What is the appropriate length for shorts and skirts?

- A.** When student stands with arms by their side, the appropriate length for shorts/skirts should be longer than where the student's fingertips meet their leg.

Q. If I purchase shorts/skirt/jumper from an alternative store, what are the rules?

- A.** Alternative uniform items purchased from other clothing stores MUST be navy in colour and similar appearance as the College uniform items. Shorts and skirts must be worn at an appropriate length. Shorts/Pants should NOT be made of legging/lycra material (e.g., bike shorts).

Q. Under what circumstances would a students have to change their uniform?

- A.** The following circumstances indicate when a student will need to change immediately and will be sent to Student Services:
- Shorts too short/tight/wrong colour.
 - Non-school uniform top (polo or shirt).
 - Leggings without shorts or a skirt over the top.
 - Garments that are deemed unacceptable.

Where there is uncertainty about student uniform suitability, Student Services will advise.

2024 Uniform Price List

Everyday		RRP
51030	EVERYDAY POLO YEARS 7-12	\$41.95
92259	WHITE SHORT SLEEVE BLOUSE YEARS 11&12	\$42.95
75010	WHITE SHORT SLEEVE SHIRT YEARS 11&12	\$37.95
Shorts / Pants		
83431	NAVY MICROFIBRE SHORT	\$32.95
95032	NAVY BLOCKER SHORT	from \$29.95
95002	NAVY CARGO SHORT	from \$25.95
99435	NAVY MESH SHORT	from \$26.95
78143	NAVY TAILORED SHORT	\$39.95
57460	NAVY/WHITE TRACKPANTS	\$48.95
79221	NAVY TAILORED PANTS	\$50.95
Outerwear		
74702	NAVY HOODIE WITH EMBROIDERY	\$32.95
60827	NAVY SLOPPY JOE WITH EMBROIDERY	\$44.95
57461	NAVY/WHITE MICROFIBRE JACKET	\$64.95
Sports		
98991	WARRIORS POLO TOP	\$39.95
83431	NAVY MICROFIBRE SHORT	from \$32.95
Music		
59388	LONG SLEEVE WHITE SHIRT	\$36.95
77391	NAVY/GOLD/SILVER TIE	\$24.95
99550	NAVY BLAZER	\$162.95
98426	NAVY TAILORED BLAZER	\$159.95
Hats		
83105	NAVY CAP	\$20.95

ALL PRICES ARE SUBJECT TO ALTERATION



Excursion and Incursion Information

At the start of 2023, the College implemented *Compass*, a new more effective and user-friendly electronic system for excursions/incursions. Compass allows parents to complete the excursion consent and payment online, if required.

Parents are to ensure they provide up to date information about their child before an excursion proceeds, as student safety on excursions is paramount.



SmartRider Cards

SmartRider cards are ordered for all new students on commencement and arrive soon after. The cost of the initial card is free. All cards include a photo for identification purposes. Replacement cards can be issued at a cost of \$5.00 per card. Students are required to pay this to the Administration office before the replacement card can be ordered.

SmartRider cards are also used to sign into school if a student is late.



Insurance

The College takes no responsibility for the theft, damage, or loss of any personal items. There is no Department policy to cover theft of computer, mobile phones, bikes etc. Students are also not covered for any personal injury while at school. Student's health insurance will need to be covered by Medicare or parents' private health insurance.

Before and After School Clubs

Many of the College's dedicated staff volunteer their time to hold before and after school clubs for students. These clubs enable staff to share their knowledge and passion for extracurricular activities and encourage interesting experiences and learning opportunities for all involved.

Please note: College clubs are subject to change and may incur a small cost.

For updated information, please visit our website: <http://ellenbrooksc.wa.edu.au/>

House System

The College House system aims to:

- Increase student identification with the school, House, and Form.
- Encourage interest in school activities through healthy, positive competition between Houses.
- Provide students with leadership opportunities.
- Recognise a range of student achievements using House Points.

Students are awarded House Points through participation in activities and as a reward for positive behaviours. House Points form the basis of student prizes in the House Rewards Program. Information about House activities and Point tally is on the House notice board near the Canteen.

Student House Leaders are selected to represent each year group. They have special responsibilities, including meetings with their House Coordinators, providing student feedback about House activities, and helping with the organisation, advertising, and running of House activities. Homerooms and College activities such as athletics carnivals are organised on a House basis.

The Houses are Avon (blue) represented by the shark, Henley (green) represented by the kangaroo, Stirling (gold) represented by the dingo and Swan (green) represented by the swan.



Homeroom

Homerooms are arranged in year levels with the same teacher (wherever possible) being responsible for the same group of students through their high school years. Homeroom teachers play a vital role in pastoral care, monitoring of absences, checking on the school diaries and other administrative duties.

Homeroom meets for 15 minutes each day just before lunch 1 and attendance is compulsory.

Homerooms are based on the College Houses. The Houses are Avon, Henley, Stirling, and Swan.

REQUESTS FOR WORK

Vacation

As a rule, the College does not set work for students who are absent due to a vacation as many students have difficulty working without a teacher's assistance and encouragement. We strongly advise against students taking holidays during term.

Illness

Students who are ill are usually not able to complete work, however special arrangements can be made to assist a child in covering work missed. Please make sure you discuss the matter with the subject teacher and a plan to assist your child will be put in place. In some circumstances, e.g.: broken leg, the student can work at home, therefore we will arrange for work to be sent home.



Mobile Phones and Electronic Devices

Mobile phones and electronic devices are a vital part of the 21st Century, however it is important they be used in a way that supports students' academic, social, and emotional wellbeing.

Mobile devices must be on silent and inside student backpacks from the time they arrive at school until the end of the school day.

Mobile devices include, but are not limited to, mobile phones, ear buds, headphones, Bluetooth portable speakers, smart watches*, iPods, iPads, laptops, tablet computers, and electronic personal organisers (*smart watches must be in airplane mode).

Devices cannot be used while at school to:

- Make or receive phone calls or messages, including to or from parents.
- Monitor incoming communication or social media.
- Watch videos.
- Take photos, videos, or sound record.
- Listen to music.

Mobile devices may be used in a classroom setting **only** under the direct instruction of a teacher for educational purpose. Mobile devices are not to be kept on the student's body or clothing.

Exemptions

Exemptions may be granted to monitor a health condition as part of a College approved documented health care plan. Requests to be made in writing to the College Principal.

Breach of Procedures

- Students not complying (unless exempt) will be directed to hand over their device to staff. Devices may be temporarily stored by teachers, before being passed to Student Services for storage.
- Submission of the device will be recorded, and students may collect it from Student Services after school.
- Refusal or failure to submit the device will be treated with appropriate consequences applied by Student Services.
- Multiple offences may lead to loss of good standing and parents/ carers being required to collect the device from the College.

Remember: Students are also responsible for protecting their device from vandalism or theft. The College and its staff are not responsible for mobile devices owned by students that are brought to school. Confiscated devices will be securely stored, within reasonable parameters that apply to school security.

Energy, High Caffeine and Soft Drinks

The College has put restrictions on energy/soft drink etc. as per the Department of Education Healthy Food Policy with the aim of improving the physical and mental health of our students.

Prohibited Items

Energy, high caffeine and/or soft drinks are not to be brought onto or consumed on College premises or during College activities.

The definition of these items are as follows:

- Energy drinks – any caffeinated beverage or energy drink. These drinks are generally carbonated and include caffeine and/or guarana (such as Red Bull and Monster).
- Highly caffeinated and soft drinks – drinks such as Coke, Mountain Dew, coffee, or energy shots.
- This ban includes all formulated caffeinated beverages and other similar items.

Explanatory notes:

- Student Services reserve the right to ban any beverage not easily defined from this guide.
- *College premises* include surrounding car parks, the library and oval, front, back and sides of the College and all areas within the College grounds.
- Items from either category will be confiscated. Confiscated items can be collected between 2.55pm and 3:00pm from the confiscating staff member at their office. After this time, the item will be disposed.

Exceptions will be made to accommodate students with specific medical conditions.



Need Assistance?

If you have concerns about the social progress of your child, whether they are fitting in or conflict with a fellow student, please contact the Student Services team to discuss the issue or make an appointment.

If you have concerns about the academic progress or issues with a teacher, please contact the teacher concerned to discuss the issue or make an appointment to meet with the teacher. (Names of the Heads of Learning Areas (HoLA), Year Coordinators and Student Services Managers are listed on page 5. Contact through HoLA's or Year Coordinators is preferred).

Academic Progress

The first stop is usually the classroom teacher. You can find the names of your child's teachers on Compass or their timetable. You can follow on Connect and Task Mark Reports are emailed home 4 times per year.

Fitting In or Conflict

The Year Coordinator is usually the best place to start, as they have a good grasp of what is going on in each year group and will assist you. For more complex problems, make an appointment to speak with the Student Services Managers.

The College has additional support with a School Psychologist, Chaplain, and Community Health Nurse.

The person who knows a child best is the parent/carer, and we would be grateful for anything that you can tell us to make your child's time at Ellenbrook Secondary College happy and safe.

We look forward to meeting the parents/carers of our students and invite you to attend our:

- Parent Information Evenings.
- Sports Carnivals and matches.
- College Productions, Art Exhibitions and Music Showcases.





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