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# 2024 Dalyellup College Handbook



Dalyellup  
COLLEGE

[dalyellupcollege.wa.edu.au](http://dalyellupcollege.wa.edu.au)

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## School Information

### About the College

At Dalyellup College, our ethos is to provide an engaging learning environment where all students are encouraged to achieve their full potential whilst fostering the core values of our community. With our modern classrooms, specialist facilities, comprehensive library, lecture theatre, large gymnasium, professional cricket oval and sporting hard courts, Dalyellup College has all your child's needs covered in our state-of-the-art campus.

We take pride in the quality of our staff, confident that the carefully selected teachers and support staff provide an excellent educational experience for our students and assist also with their social and emotional development.

We understand and recognise that when students enter a new school environment, they bring with them differing skills, knowledge and values as individuals, and their developmental needs are catered for in a supportive environment.

At Dalyellup College, we believe it is important to structure strong partnerships between the College and parents to ensure optimum student development is achieved both in the classroom and at home. Because of this, we encourage parent involvement within the College and sometimes rely upon volunteers to assist in various aspects and activities within the school. Our P & C meetings take place at the college once a term. We actively encourage parents to participate in this important, decision-making organisation.

At Dalyellup College, we also understand the importance of maintaining an active and healthy lifestyle and know the level of social and physical development that can be achieved through physical education. We cater for specific student interests such as cricket, weights and fitness, volleyball and cross country running. Students can participate and compete in the various carnivals and sporting events that take place throughout the school year. Our specialist cricket program caters for both girls and boys from Year 7-12.

A special focus is given to The Arts at Dalyellup College, with a range of visual and performing arts including exceptional music, dance, and drama programs. Our music program offers a full range of tuition in both theory and performance, with brass instruments, guitar, keyboard, and drums. The specialist band provides all students an opportunity to regularly perform at assemblies and music festivals throughout the region. Our drama program enables students to develop and showcase their performance strengths, enabling pathways to acclaimed tertiary institutions such as WAAPA. The visual arts program fosters the development of extraordinary artists, whose artworks attract awards both locally and at the state-level.

## 2024 Term Dates

- Term 1 Wednesday 31 January – Thursday 28 March
- Term 2 Monday 15 April – Friday 28 June
- Term 3 Monday 15 July – Friday 20 September
- Term 4 Monday 7 October – Thursday 12 December

## 2024 College Bell Times

|              |                   |
|--------------|-------------------|
| Warning Bell | 8.35am            |
| Period 1     | 8.40am – 9.44am   |
| Period 2     | 9.44am – 10:49am  |
| Break 1      | 10.48am – 11.18am |
| Period 3     | 11.18am – 12.22pm |
| Period 4     | 12.22pm – 1.26pmw |
| Break 2      | 1.26pm – 1.56pm   |
| Period 5     | 1.56pm – 3.00pm   |

## Attendance

Students are expected to attend every day that the college is open. If a student is absent, parents will receive an SMS. Parents are encouraged to respond to the absence notification via Attendance on Compass, with a reason for the absence. Parents may also advise the school of a student absence via Connect, email or phone.

## Student Sign In/Out

Students arriving late to school are required to enter via the front administration office and sign in using the Compass Kiosk. Parents and carers are required to give notice to Student Services if their child is leaving during school hours for pre-arranged appointments. All students are required to present to Student Services before being collected at the front administration office.

## Parking and Drop Off Arrangements on Wake Drive

Parents are able to access parking areas at the front of the Administration office and the east side of the college. There are drop zones around the school to drop off and collect students. All students coming to school late or being collected early, must enter, or leave via the front Administration office. Parents are requested not to use staff parking areas to drop off and collect students. Parking opposite the school is prohibited and monitored by the Shire of Capel rangers.

## Visitors and Volunteers

All visitors and volunteers are required to sign in (and out upon departure) at Administration reception. They will receive a visitor sticker to wear. Visitors and volunteers who will be working with or near students must produce a Working with Children card or alternatively sign a Confidential Declaration form stating that they do not have any criminal convictions, circumstances or reasons that might preclude them from working with or near children.



## Assemblies

Assemblies are held throughout each term. Assembly dates are advised on the term planner which can be found on the school's Compass calendar and Connect. Parent and carers are encouraged to attend award presentation assemblies.

## Uniform Shop

Dalyellup College uniforms are available for purchase from the Uniform Concept Bunbury Super Store, located at 4/118 Spencer Street Bunbury. Please visit <https://www.nellgray.com.au/Uniform-Concepts/Bunbury-Super-Store> for more information about opening hours and prices.

## Canteen

The school canteen is run by the Dalyellup College Parents & Citizens' Association; all proceeds are returned back to your school to supplement amenities and resources which help to support your child's learning and development at Dalyellup College. The canteen is open daily, Monday to Friday, before school and during both breaks.

The P & C have implemented online ordering through Compass. Students and parents will be given access to Compass on commencement of the school year. Ordering is encouraged to ensure you have full menu choices, as only a selection of items are available to purchase at breaks. Pre-order at the canteen **before** school (bags available at canteen). Orders can also be placed up until 9.30am using our online ordering system with Compass. When you order your lunch you also get the benefit of the VIP lunch pick-up line. Our school canteen also has EFTPOS facilities available.

## Compass

Compass allows parents to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to;

- Monitor your child's attendance, and enter an explanation for absence or lateness
- View your child's timetable and the school calendar
- Pay and provide consent for events and school fees
- Receive updates and newsletters from the College

Compass is a web-based system that is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or android apps. To access the parent portal, go to our school's website and click the Compass link on the homepage. Alternatively, you can go to - <http://schools.compass.education>, where you can search for our school's direct URL. To log in you will require your unique family username and password. These details will be provided to you when your child's enrolment has been processed.

## Connect

Connect is a Department of Education's online environment providing teachers, students and parents with a secure teaching and learning platform that can be accessed anywhere, at any time and on any device.

You can view a brief video providing an overview of Connect at:

<http://www.youtube.com/watch?v= JSJvX23fyo>

Connect allows teachers to provide information about the teaching and learning activities occurring in classes directly to parents. You will have access to course outlines assessment information and achievement progress. Once your child is enrolled with our school, you will be issued with a Connect user name and password.

## Parents and Citizens Association

Dalyellup College P&C is a voluntary organisation comprised of school and community members interested in the welfare of your school.

The objections of a P&C association are:

- to promote the interests of the school through cooperation between parents, teachers, students and members of the general community.
- to assist in the provision of resources, facilities and amenities for the school; and
- to foster community interest in educational matters.

Our regular meetings are a forum for the discussion of relevant matters and topics pertaining to your school environment. Each term, the P&C meeting will be held in Week 3 on a **Wednesday** evening, located in the administration office. The AGM is usually held in Week 3 of Term 1 each year and is followed by a General Meeting. Members are welcome to join the Dalyellup College P&C Facebook page to get updates on meetings and events. All parents, staff and community members are welcome to attend meetings. Membership to the P&C costs \$1 for the year and entitles you to full voting rights.

## School Board


School Board meetings are held twice per term on Monday night of weeks 4 and 8, held in the school administration board room at 6pm.

## Chaplain

The role of the chaplain is to support the pastoral care provision for our students. School chaplains counsel students and are able to provide families with support on a range of issues or to advise them of other sources of support in the community. Whilst funded in part by the Churches Commission as a Christian presence within the school, it is not the role of the chaplain to teach or espouse religious beliefs to students. Rather, the chaplain plays an integral role within the contact of the Student Services Team to help and support students who may be experiencing difficulties in a wide range of issues such as anxiety, depression, friendship and relationship issues.

## Positive Behaviour Support (PBS)

Dalyellup College has implemented the Positive Behaviour Support Framework (PBS) similar to a number of other schools around Australia and overseas. PBS focuses on the positive behaviours that we want our students and staff to demonstrate and encourage students to maintain these positive behaviours, attitudes and expectations. As part of this process, the students and staff have worked together to identify the key behavioural expectations that captures the culture that is defined in the PBS framework. This is captured with these three expectations: Be Responsible, Be Respectful, Be Your Best

| <br><b>Dalyellup COLLEGE</b><br>dream • believe • achieve                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>We believe our students have great potential and we ensure they thrive in a rich and nurturing environment.</i>                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                    |
| <i>We will achieve this by instilling our 3 core values within our school community</i>                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                    |
| <b>BE RESPECTFUL</b>                                                                                                                                                                                                                                                                                                 | <b>BE RESPONSIBLE</b>                                                                                                                                                                                                                                                                                                                                                                                         | <b>BE YOUR BEST</b>                                                                                                                                                                                                                                                                                                                                |
| <i>Show courtesy and consideration for others</i>                                                                                                                                                                                                                                                                    | <i>Make good decisions and care for others and the environment</i>                                                                                                                                                                                                                                                                                                                                            | <i>Strive for personal excellence</i>                                                                                                                                                                                                                                                                                                              |
| <i>Examples:</i>                                                                                                                                                                                                                                                                                                     | <i>Examples:</i>                                                                                                                                                                                                                                                                                                                                                                                              | <i>Examples:</i>                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"> <li>• Be courteous &amp; considerate of others</li> <li>• Actively listen to others</li> <li>• Let others learn</li> <li>• Use appropriate language</li> <li>• Respect other people's space &amp; property</li> <li>• Be inclusive &amp; accept individual differences</li> </ul> | <ul style="list-style-type: none"> <li>• Follow the school rules &amp; staff instructions</li> <li>• Be prepared with necessary equipment and clothing for classes</li> <li>• Be responsible for your own actions</li> <li>• Be punctual to school and class</li> <li>• Keep classrooms tidy and yard free of rubbish</li> <li>• Treat property &amp; equipment appropriately</li> <li>• Play fair</li> </ul> | <ul style="list-style-type: none"> <li>• Complete set tasks on time and to the best of your ability</li> <li>• Strive for improvement</li> <li>• Wear the school uniform with pride</li> <li>• Maintain good hygiene practices</li> <li>• Develop and maintain positive relationships</li> <li>• Show pride in yourself and your school</li> </ul> |

## Charges and Contributions

There are three components to the financial requests.

### 1. Voluntary Contributions

The College is requesting a voluntary contribution of \$235 for each Year 7 to 10 student towards the cost of materials, resources, photocopying costs, text books and facilities used by students in their educational program. These contributions will make a significant contribution to the quality of educational programs that can be delivered.

### 2. Compulsory Charges

(a) Year 9 and 10 elective courses may attract a compulsory charge. Year 11 and 12 course charges are considered compulsory under the Education Act Regulations. There is no maximum charge for these courses, however the school will keep costs to a minimum.

(b) Extra Cost Optional Activities which address broad learning outcomes and for which there is an extra compulsory cost – e.g. excursions, camps, carnivals, social events etc. Maximum possible costs for these is listed in the charges and contributions handbook which will be available Term 3. Parents are required to pay only if students choose to participate in these activities. These charges will be requested throughout the year as the activities arise.

(c) External Courses – Senior School

- Charges relating to the FlexiTrack High course through Murdoch University or external online Certificate courses offered by various Registered Training Organisations (RTO's) will be payable directly to Dalyellup College. A 50% deposit of the compulsory course charges must be paid on enrolment confirmation, with the remaining balance due by **10 February 2023**. Failure to pay the 50% deposit by the due date will mean students will not be able to participate in the course.
- Charges relating to external Certificate courses through Bunbury Regional Trade Training Centre (BRTTC) will be payable directly to Dalyellup College. A 50% deposit of the compulsory course charges must be paid on enrolment confirmation, with the remaining balance due by **10 February 2023**. Failure to pay the 50% deposit by the due date will mean students may not be able to participate in the course.
- Depending on the chosen industry, students may also be required to purchase a uniform, protective equipment, text books and trade equipment/tools. Successful applicants will be advised of the costs associated with each program, together with their letters of offer, prior to the commencement of tuition.

### 3. Other Costs

(a) Personal Items which the students require to participate in an elective course such as safety glasses, stationery, calculators, etc., which can be purchased from any supplier.

(b) General Optional Items which students may choose to use or purchase but are not considered essential to the educational program.

## Policies and Agreements

### Media Consent Agreement

Children's images and/or their work are often published to recognise excellence or effort and may appear in newspapers, on the internet, in newsletters, on film or video. The images or work samples may be reproduced as many times as required for these purposes. Their names may also be included but no contact details are provided. Work/images captured by the school will be kept for no longer than is necessary for the purposes outlined above and will be stored and disposed of securely. This consent, if agreed to on the student's enrolment form, will remain effective until such time as you advise the school otherwise.

### Online Usage Agreement

Our school provides access to online services provided by the Department of Education. These increase the range of teaching tools available to staff and enhance the learning opportunities available to students. With your permission your child will be given access to these online services. This will involve the school using the student's full name, preferred name, class and year to access their unique online services account.



The Department's online services currently provide:

- individual email accounts for all students and staff.
- access to the Internet, with all reasonable care taken by schools to monitor and control students' access to websites while at school.
- access to the online teaching and learning services such as web-conferencing, digital resources, and online learning activities.
- access to online file storage and sharing services; and
- access to Portal services from home if the home computer is connected to the Internet.

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using the Department's online services, it is not possible to completely eliminate the risk of such exposure.

You should be aware that the Department has the right to review, audit, intercept, access and disclose messages created, received, or sent over Department online services. Logs of email transactions and Internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and Internet access records are discoverable in the event of legal action and are subject to provisions of the Freedom of Information Act 1992. You should also be aware that general Internet browsing not conducted via the Department's network is not monitored or filtered by the Department. The Department encourages close family supervision of all internet use by children in locations other than school and strongly recommends the use of appropriate Internet filtering software.

## Network Usage Agreement

If you use the online services of the Department of Education, you must agree to the following rules:

- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others when online.
- I will not give anyone my logon password.
- I will not let others logon and / or use my online services account.
- I will not access other people's online services accounts.
- I understand that I am responsible for all activity in my online services account.
- I will tell my teacher if I think someone has interfered with or is using my online services account without permission.
- I understand that the school and the Department of Education may monitor any information sent or received and can trace activity to the online services accounts of specific users.
- If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it.
- Examples of inappropriate content include violent, racist, sexist, or pornographic materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
- I will not attempt to access inappropriate material online or try to access Internet sites that have been blocked by the school or the Department of Education.

- I will acknowledge the creator or author of any material used in my research for schoolwork by using appropriate referencing.
- I will obtain permission from the copyright owner of any materials inserted into my schoolwork before I subsequently reuse it as a portfolio for employment, in a competition or any other uses other than for my private research and study.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written and well presented.
- I will follow the instructions of teachers and only use online services for purposes which support my learning and educational research.
- I will be courteous and use appropriate language in all Internet communications.
- I will not use the Department's online services for personal gain or illegal activity (e.g. music file sharing), to bully, offend or intimidate others or send inappropriate materials including software that may damage computers, data or networks.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.
- I will be mindful of the possible problems caused by sharing or transmitting large files online.

I understand that:

- I will be held responsible for my actions while using online services and for any breaches caused by inappropriate use of my online services account.

## Connect Registration Agreement

Connect is an integrated online environment developed by the Department of Education WA for staff, students, and parents in public schools. Only parents or responsible persons as defined in the *School Education Act 1999* and verified by the school will be given access to Connect. The person signing up for the service understands his/her responsibility for keeping the service access details (username and password) confidential. The Department of Education does not accept responsibility for any event arising from unauthorised access or use of Connect.

Parents agree to use Connect in accordance with Department of Education's policies regarding Appropriate Use of Online Services. These policies can be accessed from the Connect Sign in screen. Parents are required to accept that they have read and understood these policies before access to Connect is provided. Your secure login details to Connect includes a P-number and Password. To access the browser-version of Connect, open a browser on your computer, type the address [connect.det.wa.edu.au](http://connect.det.wa.edu.au) in the address bar and press the **enter** key.

### LIMITS OF THE SERVICE

The Department of Education provides Connect as an online service for teachers, students, parents and Department staff. Connect is a communication channel that schools may use to communicate with parents/guardians on matters impacting student education. The Department of Education does not undertake to provide all student-related information via Connect.

### WHEN USING CONNECT, I AGREE THAT:

- The information contained in Connect is personal and private information.

- The parent username and password is only shared between the child’s legal parents or guardians.
- I will not interfere with network security, the data of another user, or attempt to log into the network with a user name and/or password of another user.
- If I become aware of unauthorised access to my parent account I will immediately inform the school.
- I consent to the logging, monitoring, auditing and disclosure of my use of Connect.
- Any breach of these conditions for which I am responsible will result in my access to Connect being suspended or revoked.
- I agree to use Connect in accordance with Department of Education’s policies regarding Appropriate Use of Online Services. These policies can be accessed from the Connect Login screen.

## Dress Code Agreement

A dress code allows all students to be equal; there is no demand on any student to keep up with the fashions or to show membership of a particular group. As members of this community, it is necessary to have a sense of belonging and identity. The way in which we support our dress code tells others in the wider community how we feel about ourselves and the College we belong to. It also allows staff to ensure security of students in their care through an effective means of identification both within and external to the College grounds.

### The Dress Code:

|                           |                                                                                                                                                                                                                                                          |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Year 7 – 9</b>         | <p><b>School shirt:</b> NAVY BLUE shirt with orange side inserts, with white piping, College logo.</p> <p><b>School Jacket:</b> NAVY BLUE jacket, with orange piping, College logo.</p> <p><b>School Jumper:</b> NAVY BLUE jumper with College logo.</p> |
| <b>Year 10-12</b>         | <p><b>School Shirt:</b> NAVY BLUE shirt with white side inserts, with orange piping, College logo.</p> <p><b>School Jacket:</b> NAVY BLUE jacket, with orange piping, College logo.</p> <p><b>School Jumper:</b> NAVY BLUE jumper with college logo</p>  |
| <b>Bottoms</b>            | <p><b>School Track Pants:</b> NAVY BLUE tracksuit pants with school logo.</p> <p>NAVY BLUE pants, skirts or shorts– no denim, no leggings and no large logo, and must be an appropriate length.</p>                                                      |
| <b>Footwear</b>           | <p>Enclosed shoe or jogger and sandals with a heel strap, except when working in ‘practical areas’ e.g.: Technologies, Home Economics, Physical Education, Science, Visual Arts, when enclosed shoes MUST be worn.</p>                                   |
| <b>Physical Education</b> | <p><b>(Note: students must change for Physical Education)</b></p> <p>NAVY BLUE P.E. shorts</p> <p>DC P.E. sport shirt. LIGHT BLUE, with navy blue panels, with white piping, with college logo.</p>                                                      |

|                                 |                                                                                                                                                      |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Special Edition Garments</b> | Items to conform to the College colours and be approved by the Administration, College Board and P & C.                                              |
| <b>Make-up and Jewellery</b>    | Excessive make-up and jewellery is not permitted.                                                                                                    |
| <b>Free Dress Days</b>          | Tops must have sleeves, be full length (not cropped). Pants and skirts should be an appropriate length. No offensive slogans or pictures are allowed |
| <b>Camps/Excursions</b>         | Students attending camps and/or excursions are expected to wear College dress, where appropriate.                                                    |

All Dress Code items are only available from Uniform Concepts. Any suggestions to change the Dress Code must be submitted in writing to the College Board.

Please visit <https://www.nellgray.com.au/Uniform-Concepts/Bunbury-Super-Store> for more information about opening hours and prices.

The College uniform provides many benefits including:

- Enhancing our public image.
- Ensuring students are safely dressed for specific activities.
- Facilitating equality amongst students.
- Making supervision much more effective in the college and in public; and
- Preparing students for the work environment where dress standards and safety codes are common.

Parents will be informed on enrolment of the school dress code. It is expected that all students and parents will demonstrate their pride in the school by wearing full school uniform. This initiative is endorsed and strongly supported by both the P & C and the School Board.

#### Health and Safety:

There are some areas of the College where Health and Safety rules apply. These areas are Design and Technology, Home Economics, Physical Education, Science and Visual Arts. Requirements in these areas include:

|                                 |                                                                                                                                                                                                                           |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Hair</b>                     | Must be tied back or covered appropriately for the area as indicated by staff.                                                                                                                                            |
| <b>Hats</b>                     | Recommended for all outdoor activities.                                                                                                                                                                                   |
| <b>Jewellery</b>                | Any items likely to catch or snag are not to be worn. This includes fashion wrist and neck jewellery such as bands, bracelets or necklaces. Students may be asked to remove jewellery before being allowed to play sport. |
| <b>Shoes</b>                    | Must be completely enclosed                                                                                                                                                                                               |
| <b>Safety Glasses and Masks</b> | Will be supplied by the College where required and they must be worn.                                                                                                                                                     |

## SMS Communication Agreement

Dalyellup College uses SMS to notify caregivers of an unexplained absence or late arrival of their child. Caregivers will be informed by SMS each time their child is absent without an explanation being provided to the school prior to the set automatic time of 10:15AM. SMS communications are used to build on existing attendance procedures and to ensure that caregivers are notified as soon as possible if their child is absent from school without an explanation. It is a legal requirement that caregivers contact the school regarding any student absence or reason for lateness.

### As a caregiver, what do you need to do?

If you know your child is going to be absent, enter the absence details through the Compass app or phone the College on 9797 9200 and select 1 to speak with Student Services, before 10:15AM.

If you receive a SMS message regarding your child's unexplained absence, update their attendance on Compass or phone the College on 9797 9200 and select 1 to speak with Student Services. If your mobile number has changed, please contact the school as soon as possible to update your details.

Caregivers need to be aware that this system is an additional absence follow up service. There may be times where caregivers may not receive a SMS due to technical issues. In cases where you are concerned about your child's attendance, please contact the College directly on 9797 9200.

## Lower and Upper School Assessment Policies

Our lower and upper school assessment policies can be accessed by logging on to Connect and accessing the Dalyellup College Connect Community. All students should familiarise themselves with the expectations of their courses.

## Mobile and Digital Device policy

The Department of Education introduced a policy in 2020 that all schools in WA implement a ban on the use of mobile phones for all students from the time they arrive to the conclusion of the school day ("off and away all day") unless the student has been granted an exemption for the following uses of mobile phones:

- to monitor a health condition as part of a school approved documented health care plan; or for a particular educational purpose under the direct instruction of a teacher; or
- with permission of a teacher for a specified purpose.

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. The policy also requires students to put their smart watches in 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day. Schools will manage breaches of this policy in accordance with the Student Behaviour in Public Schools Policy and Procedures.



Dalyellup College aims to increase student levels of academic engagement and social connection while they are at school. We want to reduce the pressure and anxiety students feel associated with always needing to respond. Students need the freedom to think, learn and develop positive social skills. We will achieve this by implementing the following:

- Mobile phones, ear phones and other digital devices are to be turned off and put away when students enter school grounds and to remain away all day, including before the start of school and at break times (this includes Smart Watches)
- Mobile phones and other digital devices are brought to school at the owner's own risk. No liability will be accepted by the school in the event of loss, theft, or damage of a device. Mobile phones and other digital devices must not be brought into exams
- Reports of all incidents involving inappropriate use of digital devices will be recorded and retained on the student record, including bullying, taking and/or sending of images/ video, sending texts etc.

It is understood that digital devices may be used as a valuable learning tool in the classroom. In these instances, students will receive an instruction from the teacher to take out their device. Once the learning activity is complete the device is once again to be off and away.

For all contact required between students and or a family member, the School Officers located in Student Services will be available to facilitate all necessary communication. There will be no need for a student to use a mobile phone to contact home during the school day. This mobile phone and digital device policy is an extension of the school Behaviour Management in Schools Policy.

In any instance where a student has a digital device visible entering, or while on school grounds, the following procedures will be followed:

#### **First Occasion**

The student will be required to hand in their device to the teacher/staff member. The teacher/staff member will hand over the device to Student Services at their earliest convenience where it will be logged and stored for the remainder of the day. At the end of the school day the student will be able to collect the device from Student Services.

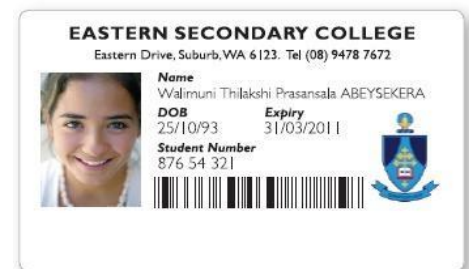
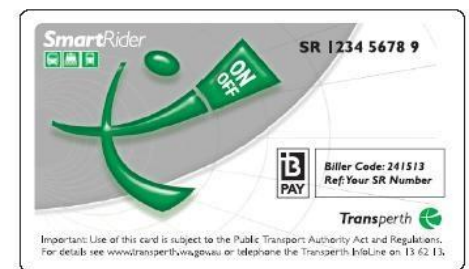
#### **Second Occasion**

The student will hand in their device to the teacher/staff member. The teacher/staff member will hand over the device to Student Services at their earliest convenience where it will be logged and stored for the remainder of the day. At the end of the school day a Parent/Guardian will be able to collect the device from Student Services. The device will not be returned to the student.

## SmartRider Card Agreement

Dalyellup College uses SmartRider as the Student ID/Library card system. The ID card, similar to that displayed will have several functions. One side of the card will be the SmartRider card which enables students to access concession travel on Transperth bus, rail and ferry services, and TRANSWA country road and rail services. Unfortunately, this card is not able to be used with local Bunbury bus services. The reverse side of the card will allow students to borrow school textbooks and resources from the library. It can also be used to receive student concession.

The card production is outsourced, and the company will need to access information about your child from the school database.



## SunSmart Policy

The purpose of this policy is to assist the school community to achieve a healthy UV balance and encourage the entire school community to use a combination of sun protection measures whenever UV levels reach 3 and above.

- **Uniform/Clothing**
  - The student summer uniform/dress code includes a shirt with 40+ UV rating material and a collar.
  - In summer, gardeners are supplied with long sleeve 50+ work shirts, sunglasses, sunscreen and a hat.
  - All staff are encouraged to wear a hat and sunglasses whilst on yard duty.
  - All students are encouraged to bring a hat to school to wear when playing outdoors.
- **Sunscreen**
  - Whenever UV levels are 3 or above
  - SPF 30+ broad spectrum, water resistant sunscreen is available throughout the school for staff and student use.
- **Sport and Physical Education**
  - The school sport uniform/dress code includes shirts with 40+ UV rating material with a collar.
  - The Dalyellup College Health and Physical Education Department Facebook, Instagram and Twitter Pages will encourage workers and students to download the free SunSmart App to their smart phones.
  - The Country week App will contain details about sun protection measures and encourage users to download the free SunSmart App.
  - Sunscreen made available and accessible for all staff and students at planned sporting events, e.g. sports carnivals. Regular reminders over PA to apply and reapply sunscreen.
- **Cricket Academy**
  - All cricket academy shirts include 40+ UV rating material and have a collar.
  - Sunscreen made available and accessible for all staff and students at all home and away cricket matches. Regular reminders issued to apply and reapply sunscreen.
  - All students encouraged to wear a hat and sunglasses when fielding.

- All interchange players, opposition players, scorers, coaches and umpires encouraged to sit in the shade.
- **Camps and Excursions**
  - Camp and excursion pre-event information to contain information regarding sun protection measures.
- **Shade**
  - Whenever UV levels are 3 or above
  - The school ensures adequate shade is available in the school grounds, particularly in areas where students congregate – for example, lunch areas, canteen, basketball courts.
  - The school is working toward increasing the quality and quantity of shade on the school oval, for the specialist cricket program, outdoor physical education lessons and break times.
  - Where shade is otherwise not available, temporary shade structures are provided for sports carnivals.
- **Recess and lunch break**

Whenever UV levels are 3 or above:

  - SPF 30+ broad spectrum, water resistant sunscreen is available throughout the school for staff and student use.
  - Students are encouraged to bring their own hat to school and wear it when outdoors.
- **Vitamin D**
  - When UV levels fall below 3, sun protection is not generally required unless outside for extended period.

## Complaints Handling Policy

Staff at this school are responsible for managing the resolution of disputes and complaints lodged with us. We will make every effort to promptly resolve disputes and complaints lodged with us according to the principles of procedural fairness. Where we cannot resolve a complaint, the complainant, Principal or District Director can forward written complaints to the Director General of the Department of Education and Training. Complaints can be made verbally, by letter or by email. Help is available at the school to support complainants to formulate, write and lodge a complaint. Complaints can be lodged with the school using any of the contact methods listed previously. Written complaints should be addressed:

PRIVATE AND CONFIDENTIAL  
 Dalyellup College  
 PO Box 1096  
 Bunbury WA 6231

You should provide the following information when making a complaint:

- your name and contact details;
- copies of any relevant correspondence or documents relating directly to the complaint;
- the nature of the complaint; and
- what you consider is needed to resolve the complaint.

In the case of a verbal complaint, where you do not want to be identified or to lodge the complaint in writing, we will endeavour to work directly with you to resolve the matter. We will acknowledge written complaint within 5 school days. We seek to resolve local complaints within 14 days. If, because of the serious nature of the complaint, it is deemed necessary to forward it on to another section of the Department, we will do this without delay. In all cases you will be kept informed of the progress of your complaint.

You may enquire as to the progress of your complaint at any time by directly contacting the appropriate person. At the time of lodging a verbal complaint, or in the acknowledgement letter for a written complaint, this person will be identified for you. We will advise you verbally or in writing of the outcome of the complaint. The outcome for all written complaints will be provided to you in writing. If you are unsatisfied with our attempts to resolve your complaint, you may wish to express your concerns to the Regional Executive Director. To do this contact:

Sue Cuneo  
Regional Executive Director  
Southwest Education Regional Office  
5/61 Victoria Street  
BUNBURY WA 6230  
Telephone: 9791 0300

Complaints judged to be vexatious, trivial or without substance, or where it is judged to not warrant further action, will not be progressed. You will be advised of this decision in writing.

As outlined in the Australian Standard AS 4269-1995 our complaints handling policy demonstrates:

|                         |                                                                                                                                                                                                                         |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Commitment:</b>      | We recognise your right to complain to have your complaint dealt with seriously.                                                                                                                                        |
| <b>Fairness:</b>        | We understand the need to be fair in our complaints handling process.                                                                                                                                                   |
| <b>Resources:</b>       | We have adequate resources for effective handling of complaints.                                                                                                                                                        |
| <b>Visibility:</b>      | Our complaints handling processes are promoted in the school newsletter and Annual Report. These pamphlets are always readily available from the school office.                                                         |
| <b>Access:</b>          | Upon request, we will provide a complainant with the support needed to formulate and lodge a complaint.                                                                                                                 |
| <b>Responsiveness:</b>  | Complaints will be dealt with quickly and efficiently.                                                                                                                                                                  |
| <b>Charges:</b>         | There will be no charge to the complainant for the raising of a complaint with us.                                                                                                                                      |
| <b>Remedies:</b>        | Where a complaint results in the identification of changes that should be made to our processes, those changes will be made.                                                                                            |
| <b>Data Collection:</b> | Data about complaints lodged with our school is collected and recorded.<br>Systemic and Recurring Problems: Complaints are regularly analysed for the identification and addressing of systemic and recurring problems. |
| <b>Accountability:</b>  | We report our complaints handling processes against our documented performance standards.                                                                                                                               |
| <b>Reviews:</b>         | We review our complaints handling process annually.                                                                                                                                                                     |

## School Bus Service

To be considered for Transport Assistance, a parent/carer of the student must complete an application for Transport Assistance. SBS may require clarification and/or additional information before Transport Assistance is assessed.

**The application process may take up to 10 working days to complete.**

Parents/Carers should be aware that delays in processing will occur:

- During peak periods such as the commencement of the school year.
- If the student uses a wheelchair or requires special equipment to travel on a bus service, as an Occupational Therapist is required to prescribe an appropriate restraining device.
- In rural areas, if a shire is required to approve a road for use or create a bus stop/turnaround point.

If a student is **not** registered and needs to use the bus services, their parent/guardian will need to notify the school bus coordinator on 9326 2525.

Families with children starting school or changing schools next year who would like to use this service must apply on the Public Transport Authority (PTA) school bus service website.

(<http://www.schoolbuses.wa.gov.au/>)

TransBunbury Timetable

[www.transregional.wa.gov.au](http://www.transregional.wa.gov.au)

You may also contact the administration office to talk to the College Bus Warden Tania Galati, for any bus related enquiries.





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(08) 9797 9200

1 Wake Drive, Dalyellup Western Australia 6230

PO Box 1096 Bunbury WA 6231

[dalyellup.college@education.wa.edu.au](mailto:dalyellup.college@education.wa.edu.au)

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