



AVELEY
SECONDARY COLLEGE

COLLEGE OPERATIONS 2019

INFORMATION FOR PARENTS

55 Maffina Parade, Ellenbrook

www.aveleysc.wa.edu.au

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SCHOOL CONTACT

Location:	55 Maffina Parade, Ellenbrook WA 6069
Main Phone:	6296 1000
Office Hours:	8:00 am to 4:00 pm during School Term
Website:	www.aveleysc.wa.edu.au
Facebook:	https://www.facebook.com/AveleySecondaryCollege/
School Security:	Southern Cross Security 1300 136 102 Please report any suspicious behaviour.

The College has multiple email addresses for families to use. Each email is monitored by various staff, ensuring you receive a response in a timely manner.

General Enquiries:	Aveley.SC.Genenquiries@education.wa.edu.au
Education Support:	Aveley.SC.EdSupport@education.wa.edu.au
Enrolment enquiries:	Aveley.SC.Enrolments@education.wa.edu.au
Accounts enquiries:	Aveley.SC.Finance@education.wa.edu.au
Student Services:	Aveley.SC.StudentServices@education.wa.edu.au
Absentees email:	Aveley.SC.Absence@education.wa.edu.au
Absentee text line:	0439 695 467
Absentees Phone:	6296 1021

KEY STAFF

Principal	Mr Stephen Pestana
Associate Principal	Ms Beverley Day
Associate Principal	Ms Sonya Barrett
Manager Corporate Services	Ms Justine Avenell
Coordinator – Teaching and Learning	Ms Jessica Cabbage
Coordinator – Student Services	Ms Rachael Ball

PLEASE NOTE: Communication between the College and parents is primarily done by email. It is important to check your emails regularly and inform the school of any changes to your email address. You can update personal contact details such as your address or phone number in-person or via email Aveley.SC.Genenquiries@education.wa.edu.au

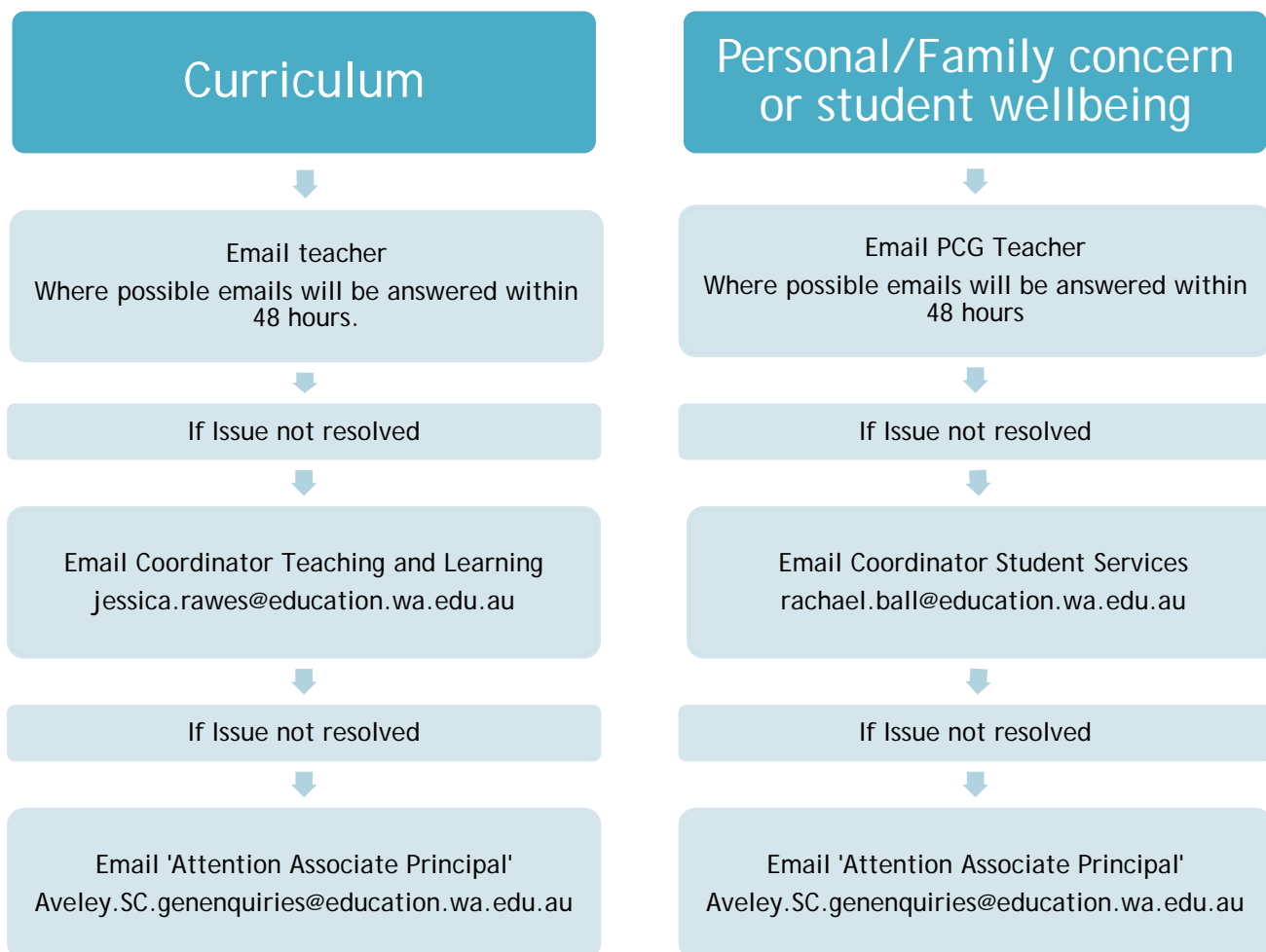
COMMUNICATION

There are a number of effective pathways a parent should take to ensure good, clear communication with the highly trained professionals who look after your children at Aveley Secondary College.

If you have concerns or compliments about how your child is performing in class, please contact your child's teacher for the relevant learning area.

Please contact your child's Pastoral Care Group (PCG) teacher or the Coordinator of Student Services for issues relating to wellbeing and emotional support.

How to communicate with Aveley Secondary College staff



COLLEGE SITE MAP



TERM DATES 2019

TERM	START	END
Term 1	Monday 4 February 2019	Friday 12 April 2019
Term 2	Monday 29 April 2019	Friday 5 July 2019
Term 3	Monday 22 July 2019	Friday 27 September 2019
Term 4	Monday 14 October 2019	Thursday 19 December 2019

PUPIL FREE DAYS 2019

The College will have six staff development days during 2019 however only three of these days will fall within the school terms as above. Students do not attend on these dates.

1. Thursday 31 January
2. Friday 1 February
3. Monday 29 April
4. Friday 31 May
5. Monday 22 July
6. Friday 19 December

PUBLIC HOLIDAYS

The College will be closed on the below public holidays, therefore students will not attend.

- Labour Day Monday 4 March
- Western Australia Day Monday 3 June

BELL TIMES

Students will attend a 5 period day with optional Academies available at the end of each day, with the exception of Wednesday. Please note students will have early closing on Wednesdays.

	Monday, Tuesday, Thursday and Friday	Wednesday
Period 1	8.30 – 9.31 am	8.30 – 9.32 am
Period 2	9.31 – 10.32 am	9.32 – 10.34 am
Pastoral Care Group (PCG)	10.32 – 10.48 am	Nil
Lunch 1	10.48 – 11.13 am	10.34 – 10.59 am
Period 3	11.13 – 12.14 pm	10.59 – 12.01 pm
Period 4	12.14 – 1.15 pm	12.01 – 1.03 pm
Lunch 2	1.15 – 1.40	1.03 – 1.28 pm
Period 5	1.40 – 2.41 pm	1.28 – 2.30 pm
Students finish	2.41 pm	2.30 pm

Optional Academies am	8.00 – 8.30 am	Nil
Optional Academies pm	2.41 – 3.15 pm	Nil

ACADEMIES

Extra-Curricular activities, called Academies are available either before or after college hours with exception of Wednesday afternoons. Families and students will be notified as new Academies are offered each term. There may be an additional cost for some Academies.

STUDENT SERVICES

Students are provided with a wide variety of support structures to cater for their differing wellbeing needs. An integral part of the Aveley Secondary College student care program is our professional and compassionate Student Services team which consists of:

Coordinator Student Services

The Student Services Coordinator is responsible for the student care program and ensures that there is good liaison between staff, students and parents. Where necessary, the Coordinator will arrange for external agencies to provide additional support for students.

Year Coordinators

Year Coordinators provide pastoral care support for students and support the schools Business Plan priority for a Safe and Caring School.

Psychologist

The School Psychologist supports students who are at educational risk, especially if they are experiencing an emotional or family crisis.

Youth Worker

The Youth Worker supports Student Services to work with students who are at educational risk including attendance, academic achievement, and social and emotional support.

Aboriginal Islander Education Officer

The AIEO supports Aboriginal students and assists schools in implementing culturally inclusive education programs.

Community Health Nurse

The School Nurse provides a health counseling service for students, health screening and immunisation programs.

If you have any questions regarding the Student Services program or need to advise the College of emerging issues, please email Aveley.SC.StudentServices@education.wa.edu.au

STUDENT DROP OFF

The gates, as per the school map on page 5, will be open before and after school.

- Maffina Parade
- Cashman Avenue
- Holdsworth Avenue.

Street parking and carparks are available for student drop off and pick up in each of the above locations. Please take care when using the carparks due to the high volume of vehicle movement. Please consider the safety of your child and others.

Bays marked for staff parking are not to be used for student drop off.

Bus bays are not to be used for student drop off and pick up.

Education Support students can be dropped off at the front of the Education Support Hub, using the visitor bays. Education Support staff will be waiting to welcome your child.

BIKE SHED

A secure covered Bike Shed is available for student's bikes and scooters. Entry is available from Holdsworth Avenue near the Education Support building (please see the map of the school on page 5). The shed is locked during the day. It is recommended that students bring a bike chain/lock for additional security.

SMARTRIDERS

New students are issued with a Smartrider card, enabling them to use public transport on a student fare. Our Smartrider cards include student photo identification and the College logo.

Replacement Smartrider Cards cost \$5.00 which can be paid at the Administration office.

BUSES

The following Transperth services are available (published 28/01/2018). Links to the Transperth timetables are available via our website www.aveleysc.wa.edu.au or the Transperth website <https://www.transperth.wa.gov.au/>

Transperth have a free online program that is flexible and interactive, with extensive resources for parents and students so families can learn how to use public transport safely and responsibly. Visit www.getonboard.transperth.wa.gov.au to learn more. Transperth's Journey Planner is also a useful tool for determining which bus to take <https://www.transperth.wa.gov.au/Journey-Planner>

Morning:

Route **334** (bus timetable 101) departs Ellenbrook Town Centre and travels to Aveley Secondary College

- Departing Ellenbrook Central Shopping Centre at 7.51am
- Arriving Aveley Secondary College approximately at 8.10am.

School Special **760** departs Baskerville and travels via Upper Swan and The Vines to Aveley Secondary College.

- Departing Haddrill Rd / Campersic Rd 7.45am
- Arriving Aveley Secondary College at 8.20am

Route **955** (bus timetable 99) departs Morley Bus Station and deviates to Aveley Secondary College

- Departing Ellenbrook Central Shopping Centre at 8.14am
- Arriving Aveley Secondary College at approximately 8.22am.

Route **955** departs Ellenbrook North (Annie's Landing) and deviate to Aveley Secondary College

- Departing Banrock Dr / Dunnett Dr (Annie's Landing) at 8.09am
- Arriving Aveley Secondary College at 8.17am.

Afternoon:

School Special **760** to Baskerville departs from Maffina Parade Stop 27764 at 2.51pm.

Route **955** to Morley Bus Station via Ellenbrook Transfer Station and Bassendean Station departs Maffina Parade Stop 27766 at 2.58pm

Route **956** to Ellenbrook North (Annie's Landing) departs Maffina Parade Stop 27764 at 2.57pm.

Education Support Bus Service

Students enrolled at the Education Support Hub may be eligible for bus transport, or conveyance allowance, through the Public Transport Authority's School Bus Services. Accessing School Bus Services is an arrangement between the Public Transport Authority and the Parent. Online *Applications for Transport Assistance* must be submitted via the 'Parents' tab on the School Buses website: <https://www.schoolbuses.wa.gov.au/>

STUDENT DRESS CODE

The Dress Code at Aveley Secondary College is compulsory. Uniforms are provided through Willetton Uniforms and available through the Uniform Shop based at the College and online. Parents indicate their support of this policy on their child's enrolment form.

Everyday wear:

- White cotton college shirt with logo. Shirts must be buttoned to just below the collar at all times. In colder weather a plain white T-shirt can be worn under the shirt for extra warmth.
- Navy blue college jacket with logo.
- Black enclosed school shoes or black sports shoes. Other sports shoes are allowed for sport as appropriate (see Physical Education and Sport Attire section). Unstructured flats and slip-ons are not accepted for safety reasons.
- Plain white or navy turnover crew or ankle socks.
- Navy opaque tights for girls. Leggings are not permitted.
- College tartan skirt with logo.
- Navy blue college shorts and navy blue college trousers with logo for boys.
- Navy blue college shorts and navy blue college trousers option for girls.

Physical Education and Sport Attire (Unisex)

- College sports shorts with logo
- College polo with logo.
- Navy blue college jacket with logo.
- Appropriate footwear (e.g. sports shoes) must be worn during all physical education sessions.
- The college cap is recommended for outdoor activities.
- If the student has PE for Period 1 or 5, college uniform must be worn to and from the college as changing time is provided at the beginning and end of PE lessons. Under no circumstances are students to wear PE uniform in other classes.

Caps, Scarves and Headscarves

- The college cap is part of the College uniform, and is recommended for outdoor activities and break times. Other generic and brand caps must not be worn.
- Headscarves (which may be worn for religious or cultural reasons) are to be in the college navy blue colour, or white.
- Neck scarves are to be in the college navy blue or teal in colour.

Make-up, Jewellery and Body Adornments

- Make-up, jewellery and body adornments must be minimal, unobtrusive and safe.
- Earrings must be sleepers or studs, and bracelets and chains should not be worn. Clear or skin-toned retainers must be worn for facial piercings.
- If, in the opinion of the college administration, students do not adhere to these guidelines, they will be required to make the necessary changes to conform to the Dress Code.
- The college is not responsible for lost valuables.
- **Students are required to wear medical bracelets or other identifiers linked to their health needs.**

UNIFORM ORDERS

Uniform Shop:	Tuesday	8.00 am to 10.30am
	Thursday	8.00 am to 10.30am

Willetton Uniforms have been contracted to supply the College's uniforms. Uniforms can be ordered on line and pick up at the onsite uniform shop.

Alternatively, uniform items are available during the opening hours. The uniform shop operates from the rear of the College administration building on Tuesday and Thursday 8.00 – 10.30 am.

www.willettonuniforms.com.au

STUDENT PROPERTY

Please clearly mark your child's property with their name. All student belongings including books, clothing and iPads should be clearly marked with your child's full name. The College cannot guarantee the security of student's valuables such as phones, iPods, MPS players, jewellery and cash, therefore they should be left at home.

Lockers are only available in the sports hall for use during physical education classes. Students should bring a combination lock if they wish to use a locker.

Lost Property is located in the Administration office for collection.



AVELEY
SECONDARY COLLEGE



2018 / 19 Uniform Price List

Valid until 31 Oct 2019

Please note, we strongly recommend trying uniforms on prior to purchasing as some sizes do not correspond to 'shop' sizes.

Boys Garments	Sizes	Price
Boys Lower School Short Sleeve Shirt with Embroidered Logo	10 - 16	\$27.50
	18 - 28	\$29.50
Boys Flex Waist Shorts with Embroidered Emblem	8 - 16	\$32.00
	82 - 102	\$34.00
Boys Flex Waist Trousers with Embroidered Emblem	8 - 16	\$34.50
	82 - 102	\$38.50
Girls Garments	Sizes	Price
Girls Lower School Short Sleeve Blouse with Embroidered Logo	4 - 14	\$29.00
	16 - 24	\$31.00
Girls Check Skort with Inner Short	4 - 14	\$36.00
	16 - 24	\$38.00
Girls Formal Shorts	4 - 14	\$32.00
	16 - 20	\$34.00
Girls Formal Trousers	4 - 14	\$34.50
	16 - 20	\$38.50
Unisex Garments	Sizes	Price
Soft Shell Zip Jacket with Embroidered Logo	8 - 16	\$60.00
	S - 3XL	\$65.00
Cap with Embroidered Logo	One Size	\$10.50
Sports Polo with Embroidered Logo	8 - 16, S - 3XL	\$26.00
Stretch Micro Fibre Sports Shorts with Embroidered Emblem	8 - 16, S - 3XL	\$25.00

Optional Items	Sizes	Price
Sports Satchel	One Size	\$5.00
Boys Leather Belt	75, 85, 95, 105, 115 cm	\$15.00
Girls Navy Tights	10-12, Small, Avg. Tall, X Tall	\$9.00
Back Pack with Tablet Pouch and Screen Printed Logo	35 litre	\$60.00
Name Label Kit	N/A	\$3.50

Payment by: Cash, EFTPoS or Credit Card. (Cheques not accepted)

Uniform Shop Hours: Tuesday & Thursday - 8 am to 10.30 am (Rear of the Administration Building)

Also available online at:

willettonuniforms.com.au

For all Aveley Secondary College uniform enquiries, please contact Willetton Uniforms on 9457 7330

CAFÉ

Fresh As Cafe are the providers of the Café service to the College. Chris is passionate about providing fresh and nourishing meals to our students and is an avid community participant. The Café is open for both lunch breaks each day of the week. Menus are available on our [website](#) however please check the Café boards for daily specials.

Allergies and Dietary Requirement

Please contact Chris and her team to discuss your child's ongoing needs. The Café caters for a number of allergies including gluten and nut free. Orders are prepared fresh and the staff can adapt most menu items to suit your child's needs. A separate Dietary Requirements Menu is available on our [website](#).

Orders:

Ordering is easy!

Email: freshascanteen@gmail.com . Email ahead and ring your payment details through.

Phone: 6296 1069 OR 0402 245 221

Before 9.00am: Please write your child's order on an envelope and include your child's name, PCG, order details and the amount enclosed. Please note that exact cash is recommended, as the change will be given to your child. A secure collection box is available in the Administration office for before school order. Orders after this time can be made directly with the café.

The Café is equipped with EFTPOS facilities and accepts cash. Online ordering is being arranged.



MENU	
Fresh As Cafe	
SANDWICHES AND SNACKS	
Sandwiches	\$4.00
Meat and Salad, Chicken and Salad, Egg and Lettuce, Cheesed Egg	
Special Sandwiches can also be made to order	
Vegetarian and Cheese Sandwich	\$2.00
Muffin	\$3.50
Assorted Flavors	
Softie	\$5.00
Big Hoagies	\$7.00
Jelly	\$1.00
Wedge Chips	\$1.50
French Fries	\$1.00
HOT FOOD	
Farty Pies	\$1.00
Large Pies	\$3.50
Great Sausage Bolls	\$4.00
Spaghetti and Ricotta Balls	\$4.00
Sauce	\$0.40
Hot Dog	\$2.00
Pasta	\$4.00
Pizzas, Lasagna, Mac and Cheese	
Field Pies	\$4.00
Turkish Bread Pizza Sub	\$4.00
Ham and Cheese Toastie	\$2.50
Egg and Bacon Muffin	\$4.00
Cheesie - Small	\$1.50
- Large	\$2.00
Beef and Cheese Burger	\$5.00
Chicken Burger	\$5.00
6 Hoppers with sauce	\$4.00
Hot Chips and Crispy	\$4.00
Hot Hoagies	\$5.00
DRINKS	
Water	\$1.00
1/2 Litre	\$2.50
Juice Box	\$2.00
Hot/very Fresh Juice drinks	\$1.50
Milkshake	\$3.00
OMG Flavoured Milk 200ml	\$2.00
OMG Flavoured Milk 500ml	\$3.00
Milkshake Flavoured Milk	\$2.00
Milky Flavoured Milk	\$3.00
Lunches can be made to order. Please place orders in an envelope with correct money in the box in the front office before school.	
Dietary requirements can be catered for if pre-ordered.	
Don't forget to check the specials board in the cafe!	
freshascanteen@gmail.com	

COLLEGE POLICIES

A policy framework has been developed for staff and students alike to bring a consistent and understood approach to College life. Policies are regularly reviewed in response to legislative requirements and with consultation of the College Board. A complete set of College policies can be found on our [website](#).

- Enrolment and Admissions Procedure
- Student Dress Code
- Assessment Framework and Guidelines
- Positive Learning Framework
- Framework for Countering Bullying
- Homework Guidelines
- Mobile Phone and Electronic Device Guidelines
- Permission to Publish Images
- Acceptable Use of ICT and Online Services Agreement
- Attendance Policy

Absentee text line: 0447 171 468
Absentee email: Aveley.SC.Absence@education.wa.edu.au
Absentees Phone: 6296 1021

FIRST AID

Aveley Secondary College has a First Aid Officer located in the Administration office who is able to assist with any minor injuries or ailments and oversee the student's health records. This service is not designed to provide care for sick students who should otherwise be at home.

Any student, who becomes unwell or sustains a minor injury at school, must advise a staff member and be given permission to go the Administration office whereby arrangements will be made for the student's collection by an authorised adult. Students must not use their mobile phone to contact home and make arrangements. Students must report to Student Services. Any student who does not follow this procedure will be referred to the Associate Principal.

In the event of students sustaining a serious injury whilst at the College, staff will assess the injury and make contact with families and any emergency services, for example an Ambulance, where necessary.

Administration of Medicines

In accordance with the Department of Education's policies we are unable to provide or administer any medication. All medication to be administered must be accompanied with 'Form 3 – Administration of Medication'.

FAQ: What health information do I need to provide the College?

- If you have indicated on the enrolment form that your child has diagnosed health concerns that may require support you will be asked to complete specific health care plans that will be provided to you.

- Please ensure that any medication and equipment you provide for your child is in-date and in good working order.
- Any student medication and equipment that is stored on your behalf at the College for a long or short period of time must be accompanied by the Administration of Medication form signed by the parent. Forms are available on our website or from the Administration office. Please provide replacement medication upon its expiry. Ventolin and Epi-Pens should be kept on the child.

If your child's health need's change please contact the First Aid Officer who will be able to supply you with the appropriate forms.

BRING YOUR OWN DEVICE (BYOD)

The College has approved a Bring Your Own Device program for an Apple iPad 5th Gen 128mb. Families are able to use Winthrop Australia or any other supplier to acquire the iPad. Older or lower specification iPads can be used however may not have the same functionality as the specified unit. The College will have alternatives, such as using text books, or sharing with a friend, for students to use should they not have an iPad or their unit is not bought to school. Information is distributed during the enrolment process.

Further information is available under Teaching and Learning in our website.

CONTRIBUTIONS AND CHARGES

Families are advised in December of each year as to the maximum contribution and charges that **could** be applied for the following year. Contributions are legislated to a maximum of \$235.00 per year however charges are dependent on the actual cost and the student participation.

Voluntary Contributions are directly applied to each learning area to supports your child's education by enabling the college to purchase extra materials, services and resources. At \$235.00 per year, it works out to less than \$6 per week or \$58.78 per term.

Charges are applied for optional activities (excursions, academies, competitions, camps etc) and are only incurred should your child participate in the activity.

Voluntary Approved Requests will be applied towards:

- **Technology Replacement** – providing state of the art equipment such as 3D printers and high specification computer laboratories.
- **Bus Acquisition** – contributing towards purchasing a bus in the future
- **Parents and Citizens (P&C) Contribution** – the P&C donate funds to the college to purchase additional equipment such as sporting uniforms, shade sails etc. The P&C works closely with the college to facilitate fundraising for items to enrich the college curriculum.

Statements are sent to families early in Term 1 and again each term thereafter. Multiple payment options are available.

INSTALMENT PLANS

Regular contributions by families, as small as \$10 per week are an ideal way to spread the cost of schooling over the year. If you would like to make payment arrangements, please contact our Corporate Services Officers: Aveley.SC.Finance@education.wa.edu.au . We appreciate your contribution.

FAQ - What 'fees' will I have to pay the school?

The College will regularly send a statement to families outlining the Contributions, Voluntary Approved Requests and Charges that are due.

Charges are applied only to students who choose to participate. Activities such as Academies, Excursions, Inter-school Sport can occur throughout the year and students will only participate in some of these activities. Should your child elect to participate in an activity, the charge will need to be paid. The cost of charges is kept to a minimum therefore; only actual costs are passed on.

PAYMENT METHODS

The College has a variety of convenient [methods](#) for families to contribute towards their child's education.

- BPoint
- Qkr
- EFTPOS

Comprehensive instructions are available on our website or please contact Aveley.SC.Finance@education.wa.edu.au for assistance.

FAQ: What If I can't use these methods?

If you are unable to pay via Qkr, BPoint, or Eftpos please contact our Corporate Service Officer either in-person or by emailing Aveley.SC.Finance@education.wa.edu.au

PAYMENT ARRANGEMENTS

Families can make arrangements with our Corporate Service Officer to pay by instalments. Please contact us to make arrangements for weekly, fortnightly or monthly instalments.

Additionally, BPoint can be set up to pay at any interval you require.

GOVERNMENT FINANCIAL ASSISTANCE

[Government financial assistance](#) is available for families who have a valid:

- Health Care Card
- Pensioner Concession Card
- Veterans' Affairs Pensioner Concession Card (blue card only)

Application forms are sent to all families with their Contributions and Charges Statements at the beginning of the school year and are also available in the Administration Office. Please present the completed forms and your card to our Administration office. Please do not sign the form until we are able to witness it for you. The forms are due by the end of Term 1 each year. Please note that no late applications will be accepted and the expenses will remain the parent/guardian's responsibility.

The following are available under the Secondary Assistance Scheme

- Education Program Allowance - \$235.00
- Clothing Allowance - \$115.00
- ABSTUDY Supplement - \$79 or \$156

Further information can be found at the below link:

<http://www.concessions.wa.gov.au/Concessions/Pages/Secondary-Assistance-Scheme.aspx>



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