



AVELEY
SECONDARY COLLEGE

COLLEGE OPERATIONS

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.Generalenquiries@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

EDUCATION SUPPORT CONTACTS

Associate Principal	Ms Sonya Barrett
Coordinator – Education Support	Ms Stephanie Cust
Coordinator – Education Support	Ms Rebecca Gipson

KEY STAFF

Principal	Mr Stephen Pestana
Associate Principal	Ms Beverley Day
Deputy Principal (Year 7 and 8)	Ms Rachael Ball
Deputy Principal (Year 9 and 10)	Ms Brigid Lovelock
Manager Corporate Services	Ms Anne Gilchrist
Coordinator – Teaching and Learning	Ms Jessica Cabbage
Coordinator – Student Services	Ms Kim Fragall

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.Generalenquiries@education.wa.edu.au

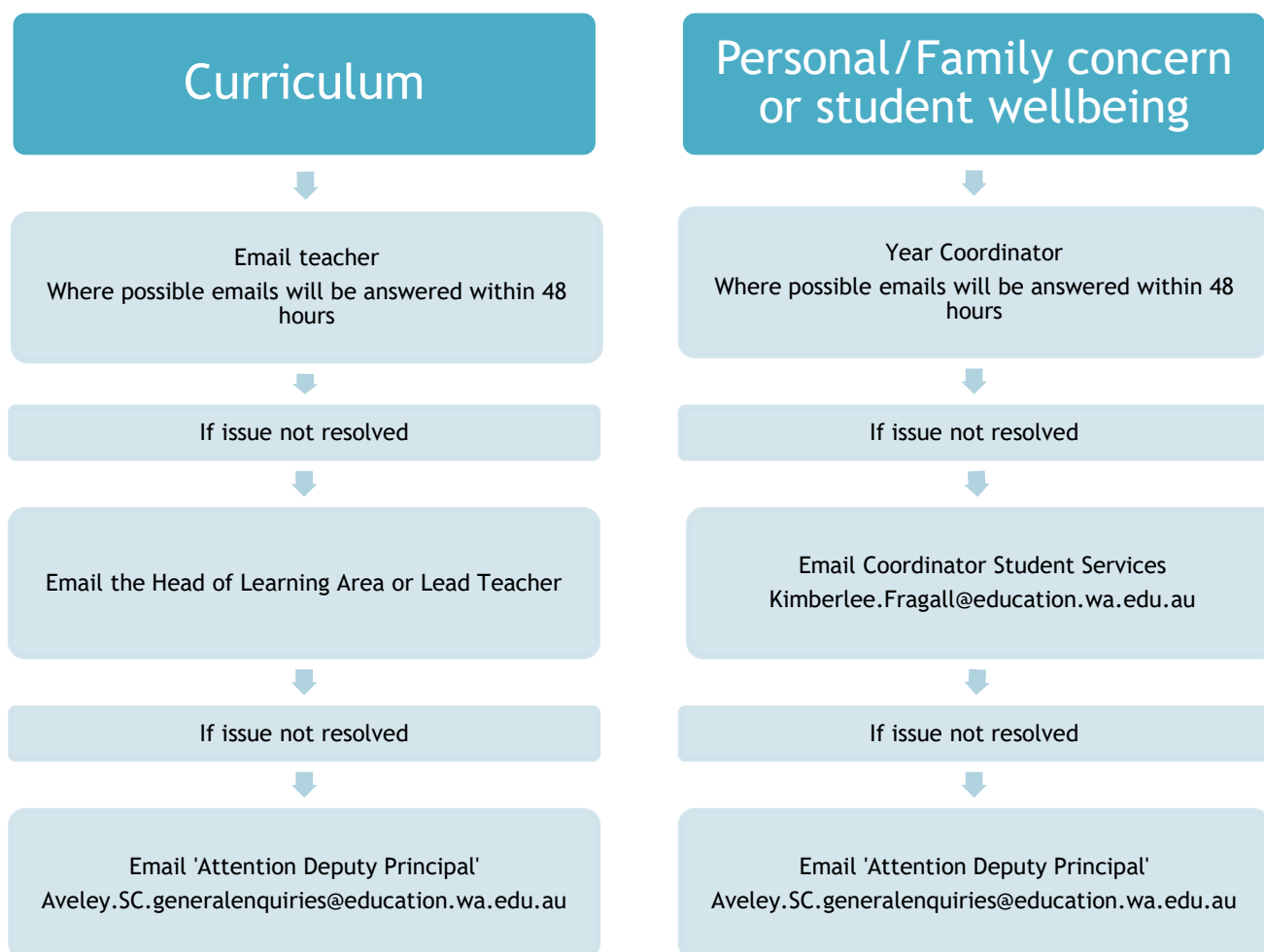
COMMUNICATION

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.

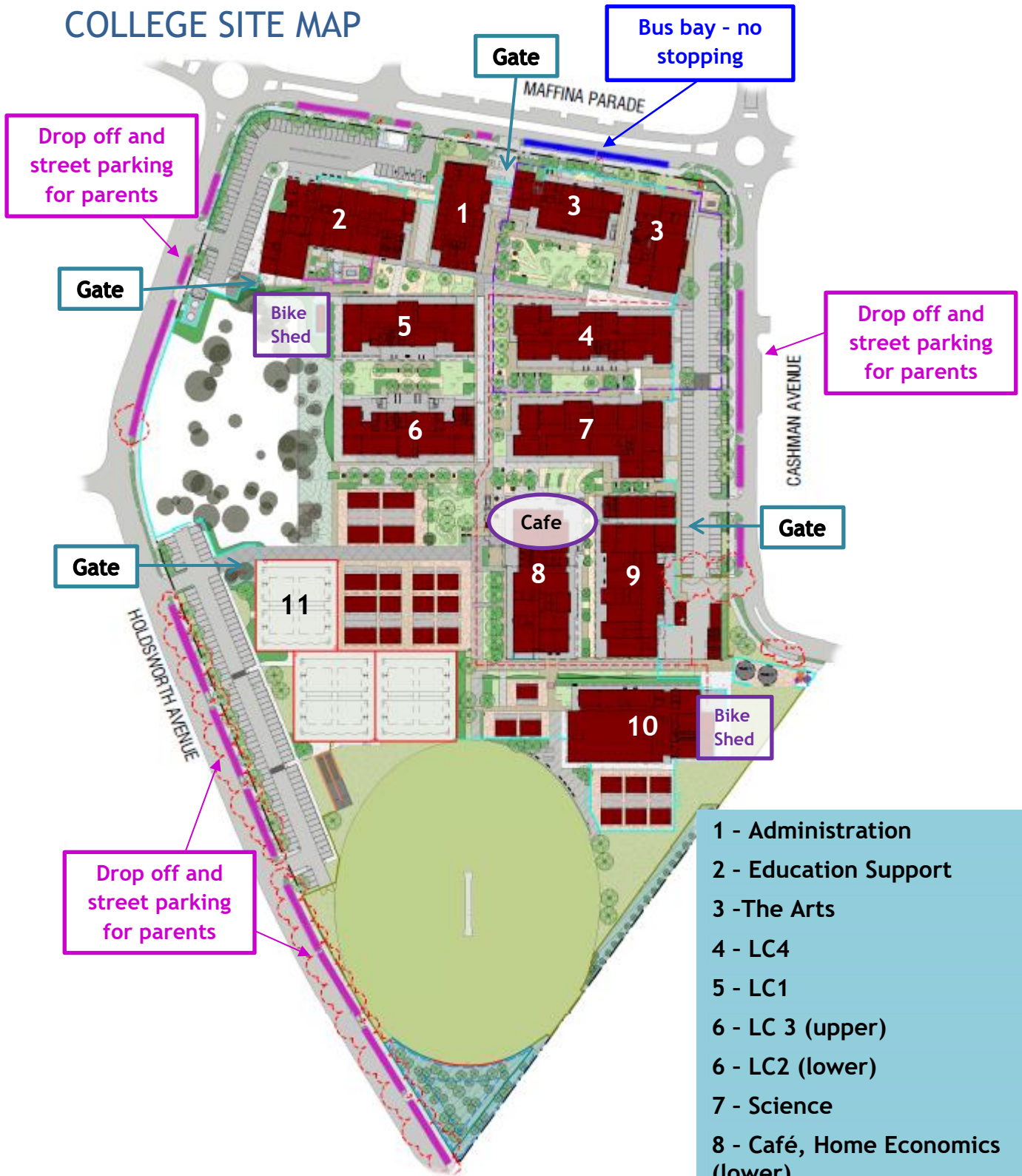
If you have concerns or compliments about how your child is performing in class, please contact your child's teacher for the relevant learning area.

Please contact your child's Year Coordinator 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



- 1 - Administration
- 2 - Education Support
- 3 - The Arts
- 4 - LC4
- 5 - LC1
- 6 - LC 3 (upper)
- 6 - LC2 (lower)
- 7 - Science
- 8 - Café, Home Economics (lower)
- 8 - Information Resource Centre (upper)
- 9 - Design and Technology
- 10 - Physical Education
- 11 - Multipurpose Courts

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 – 9.30 am	8.30 – 9.30 am
Period 2	9.30 – 10.30 am	9.30 – 10.30 am
Pastoral Care Group (PCG)	10.30 – 10.50 am	Nil
Lunch 1	10.50 – 11.15 am	10.30 – 10.55 am
Period 3	11.15 – 12.15 pm	10.55 – 11.55 am
Period 4	12.15 – 1.15 pm	11.55 – 12.55 pm
Lunch 2	1.15 – 1.40 pm	12.55 – 1.20 pm
Period 5	1.40 – 2.40 pm	1.20 – 2.20 pm
Students finish	2.40 pm	2.20 pm

Optional Academies am	7.30 – 8.30 am	Nil
Optional Academies pm	2.40 – 3.40 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 Coordinator Student Services 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 Workers

The Youth Workers support 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.

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 around the school perimeter is available for student drop off and pick up in each of the above locations. Carparks are not to be used for general student drop off. Bus bays are not to be used for student drop off and pick up. Please consider the safety of your child and others.

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

Two secure covered Bike Sheds are available for student's bikes and scooters. Locations are shown on 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. Students should always wear helmets when riding to and from school.

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

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>

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/>

LATE TO SCHOOL PROCESS

Aveley Secondary College values every minute students spend in class. Increasing numbers of student's arriving late to class has required the College to implement a process to discourage lateness. Students arriving late to class interrupts the teaching and learning program for not only these students, but for the teacher and the rest of the class. We ask for parent support in assisting students to arrive on time for school and supporting college processes where they do not.

Students arriving chronically late (such as 15 minutes each day) lose the equivalent of 50 hours and 200 classes interrupted with their arrival over the year.

We understand that there may be occasions where students arrive late with a valid reason, which is beyond their control. However, the vast majority of late arrivals to school are through tardiness or poor preparation, which is preventable.

Reliable attendance and punctuality is an employability and life skill. Our focus is on developing the whole child and having high standards so that each child can reach their potential. Being on time maximises educational outcomes and prevents distractions for the whole class. This process has significantly reduced the number of late arrivals which in turn reduces lesson disruption across the school.

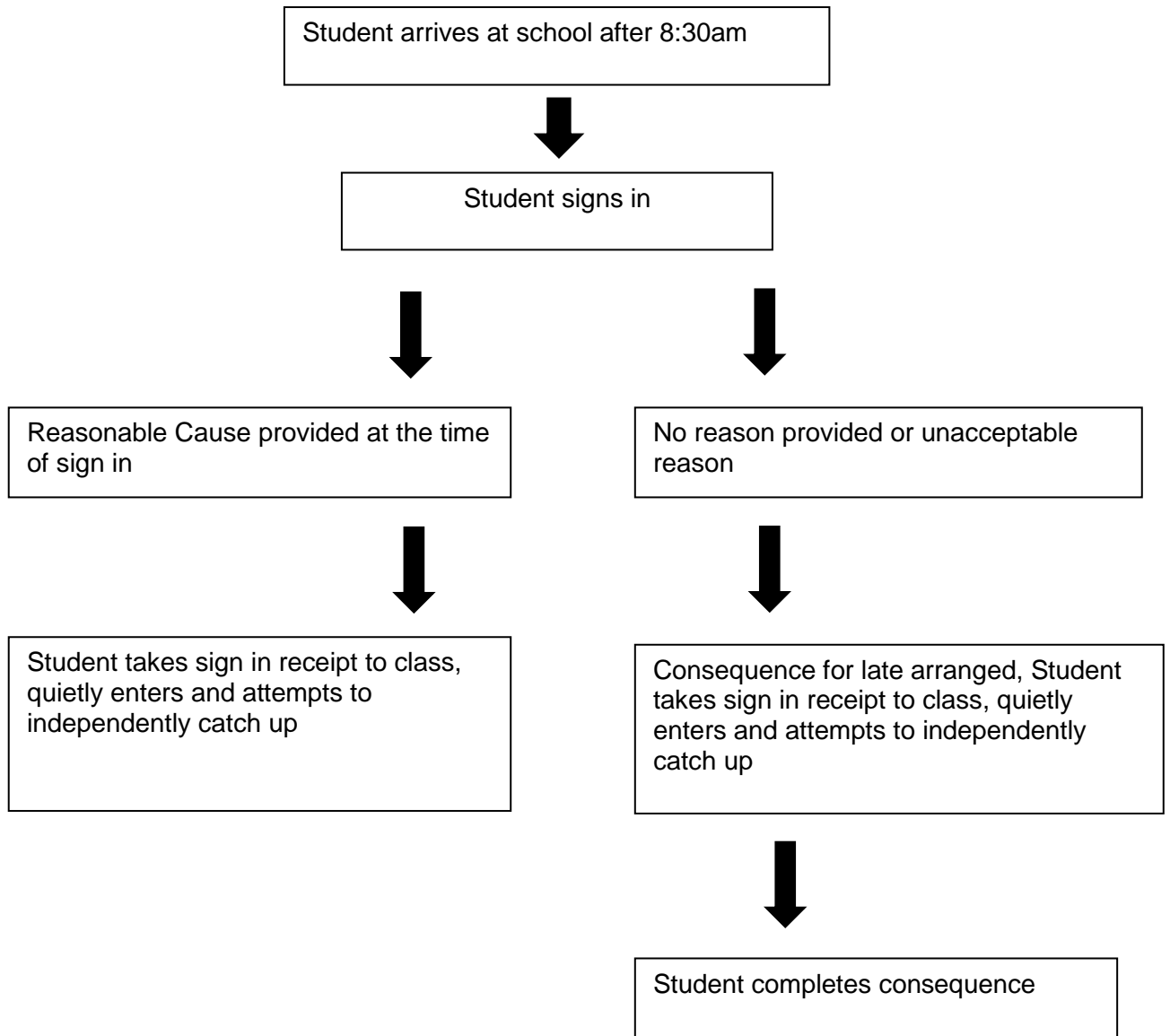
Students Late to School

All students who arrive late are required to sign in at the relevant Student Services. All students will then be given a late note and sent to class. Students without evidence at time of signing in of a valid reason (medical note, appointment card, note or email from parent with valid explanation) will be given a consequence.

Frequently Asked Questions

- What is Reasonable Cause? – Reasonable Cause for lateness usually falls into one of these areas:
 - Isolated circumstances that arise unexpectedly that are beyond the student/family control. (e.g. school bus arriving late, car break down, family emergency)
 - Medical or other appointments (dentist, family court)
- What is deemed as evidence? – Evidence can take the form of a medical certificate or appointment card, parent note or email that explains a reasonable cause, or in some case observable facts that support the cause.
- What is not Reasonable Cause?
Students arriving late due to tardiness, sleeping in, missing a bus, looking after younger siblings (except in emergency).
- Why does my child have to arrive with or the school receive evidence prior to their arrival?
As the late records are read from two systems it is difficult to apply a reason and undo entries once applied, it also discourages students from breaching the mobile phone policy to prompt an explanation.

In Summary



STUDENT DRESS CODE

The Dress Code at Aveley Secondary College is compulsory. Uniforms are provided through Uniform Concepts 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 slippers are not accepted for safety reasons.
- Plain white, black 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, Dance 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 Physical Education 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

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

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

Telephone: 9270 4602
www.nellgray.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, MP3 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 Student Services for collection.

UNIFORMCONCEPTS



NELL GRAY

Supplying Uniform for Aveley Secondary College

2020/2021 UNIFORM PRICE LIST & ORDER FORM (effective from 1.10.20)

	Student Name:										Male/ Female (Please Circle)				
	Year:														
	Parent / Guardian Name:														
	Phone Number - Home:							Phone Number - Mobile:							
	E-mail Address:														

GIRLS GARMENTS	4	6	8	10	12	14	16	18	20	22	24						PRICE*	TOTAL \$
Lower School Blouse																	\$30.50	
																	\$32.50	
Check Skort																	\$36.50	
																	\$38.50	
Formal Shorts																	\$32.50	
																	\$34.50	
Formal Trousers																	\$35.00	
																	\$39.00	
Tights	10-12		Sml		Ave		Tall										\$9.00	
BOYS GARMENTS	10	12	14	16	18	20	22	24	26	28							PRICE*	TOTAL \$
Lower School Shirt																	\$29.00	
																	\$31.00	
BOYS GARMENTS	8	10	12	14	16	82cm	87cm	92cm	97cm	102cm							PRICE*	TOTAL \$
Shorts- flexi waist																	\$32.50	
																	\$34.50	
Trousers - flexi waist																	\$35.00	
																	\$39.00	
Belt	75cm		85cm		95cm		105cm		115cm								\$15.00	
UNISEX GARMENTS	8	10	12	14	16	S	M	L	XL	2XL	3XL						PRICE*	TOTAL \$
Sports Polo																	\$27.50	
Sports Shorts																	\$26.50	
Soft Shell Jacket																	\$65.50	
																	\$70.50	
Sports Satchel	ONE SIZE															\$5.00		
School Bag	ONE SIZE															\$65.00		
Cap	ONE SIZE															\$11.00		
Name Label Kit																\$4.00		
GRAND TOTAL																	\$	

PAYMENT TYPE:	\$			DINERS, AMEX & CHEQUES ARE NOT ACCEPTED												
CARD NUMBER (16 DIGITS):																
EXPIRY DATE:											3 DIGIT CCV NUMBER:					
CARD HOLDER FULL NAME:																
CARD HOLDER SIGNATURE:																

ADDRESS: 55 Maffina Parade, Ellenbrook, WA 6069 TEL: 9270 4602

EMAIL: Aveley@uc.nellgray.com.au ONLINE ORDERS: willetonuniforms.com.au

OPEN: Tuesdays & Thursdays 8am - 10.30am (During School Terms)

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!

Qkr!: Orders can be placed via [Qkr!](#) Just click to order, select an 'Order Time' for Lunch 1 or Lunch 2 and confirm your payment. If no selection is made, the order will be prepared for Lunch 2 collection. Orders can be collected from the signposted counter near the seating area.

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

Phone: 6296 1069 OR 0402 245 221

The Café is equipped with EFTPOS facilities and accepts cash.



MENU

Fresh As Cafe

SANDWICHES AND SNACKS		
Sandwiches		\$4.50
Ham and Salami, Chicken and Salami, Egg and Lettuce, Curried Egg		
Special sandwiches can also be made to order		
Vegetarian and Cheese Sandwich		\$2.00
Muffins		\$3.50
Assorted Flavours		
Sushi		\$5.00
Dry Noodles		\$1.00
Jelly		\$1.00
Vege Chips		\$1.50
Fresh Fruit		\$1.00
HOT FOOD		
Party Pies		\$1.00
Large Pies		\$3.50
Great Sausage Rolls		\$4.00
Splatch and Nicotia Rolls		\$4.00
Sauce		\$0.40
Hot Dog		\$3.00
Pasta		\$4.00
Bulgoghese, Lasagna, Mac and Cheese		
Fried Rice		\$4.00
Turkish Bread Pizza Sub		\$4.00
Ham and Cheese Toastie		\$2.50
Egg and Bacon Muffin		\$4.00
Cheesies - Small		\$1.00
-Large		\$2.00
Beef and Cheese Burger		\$5.00
Chicken Burger		\$5.00
6 Nappies with sauce		\$3.50
Hot Chips and Gravy		\$4.00
Hot Noodles		\$3.00
DRINKS		
Water		\$1.00
1/2 Lit Soft		\$2.50
Juice Box		\$2.00
Harvey Fresh Juice Bottle		\$2.50
Waterworks		\$1.00
OMG Flavoured Milk 200ml		\$2.00
OMG Flavoured Milk 500ml		\$3.50
Milksters Flavoured Milk		\$2.00
Nappys 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

FIRST AID

Aveley Secondary College has a First Aid Officer located in Student Services 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 to Student Services 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.** 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 without the accompanying '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. Please provide replacement medication upon its expiry. Ventolin and Epi-Pens should be kept on the child.
- 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.

If your child's health needs 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 7th Gen 128GB. Families may use any supplier to acquire the iPad. The Winthrop Portal provides approved bundles at education pricing for the iPad, Case and Apple Care. Older or lower specification iPads can be used however may not have the same functionality as the specified unit which may impact access to applications required for teaching and learning. The College will have alternatives, such as using text books, for students to use should they not have an iPad or their device is not bought to school. Information is distributed during the enrolment process.

Further information, as well as the link to the Winthrop Portal, is available under Teaching and Learning in our website.

ZULUDESK

ZuluDesk is a mobile device management system. All BYOD iPads at Aveley are required to be enrolled in ZuluDesk. This system installs a profile on the iPad that allows the College to download paid and free Apps and 'push' them onto your child's iPad for use in school and at home. From time to time new Apps will appear on their iPad as we obtain more applications for classroom use.

The College will use ZuluDesk to 'whitelist' approved applications during the school day to ensure that personal applications are not distracting students from learning during class time. This whitelist will come into effect when the child is on site and connected to the internet. Once they leave the school grounds, personal applications are again visible on the device. By using ZuluDesk in this way, students can access their device during break time in line with the updated Mobile Phone Policy.

Parents will also be able to access the ZuluDesk Parent Portal. The Portal will allow you to restrict applications on your child's iPad for a set period of time, allowing your child to complete study and homework without distractions. You will also be able to restrict websites and check if your child is online.

Further information regarding ZuluDesk is available on our website.

THIRD PARTY CONSENT

The College (and Department of Education) requires parental consent for students to use third party online services. At the College, some learning, administration and communication programs utilise third party online service providers. These services provide functions such as; school or student management, teacher administration, communication, student learning and assessment.

Online third party services are provided to students (and staff) by a vendor external to the Department of Education. They can be free or paid services and can include versions that may be

downloaded onto computers or mobile devices. These services may require students or teachers to create separate student accounts, providing limited personal information in order to participate in online activities or upload content. Teachers will educate students about cyber safety to minimise online risk and will direct students to only input the bare minimum of information when registering or logging in to a service.

Providing third party consent is a condition of enrolment. Electronic Third Party Consent Forms will be emailed to parents with detailed information on the services that are used at the College. This form must be completed at the time of enrolment in order to provide access to College applications and services for teaching and learning.

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 support 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.

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>