



**AVELEY**  
SECONDARY COLLEGE

# COLLEGE OPERATIONS

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## PARENT GUIDE

55 Maffina Parade, Ellenbrook  
[www.aveleysc.wa.edu.au](http://www.aveleysc.wa.edu.au)

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## GENERAL INFORMATION

### SCHOOL CONTACT DETAILS

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](http://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](mailto:Aveley.SC.Generalenquiries@education.wa.edu.au)

Education Support: [Aveley.SC.EdSupport@education.wa.edu.au](mailto:Aveley.SC.EdSupport@education.wa.edu.au)

Enrolment enquiries: [Aveley.SC.Enrolments@education.wa.edu.au](mailto:Aveley.SC.Enrolments@education.wa.edu.au)

Accounts enquiries: [Aveley.SC.Finance@education.wa.edu.au](mailto:Aveley.SC.Finance@education.wa.edu.au)

Student Services: [Aveley.SC.StudentServices@education.wa.edu.au](mailto:Aveley.SC.StudentServices@education.wa.edu.au)

Absentees email: [Aveley.SC.Absence@education.wa.edu.au](mailto:Aveley.SC.Absence@education.wa.edu.au)

Absentee text line: 0439 695 467 Absentees Phone: 6296 1021

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 or contact details. 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](mailto:Aveley.SC.Generalenquiries@education.wa.edu.au)

### OTHER WAYS AVELEY SECONDARY COLLEGE COMMUNICATES WITH PARENTS/GUARDIANS:

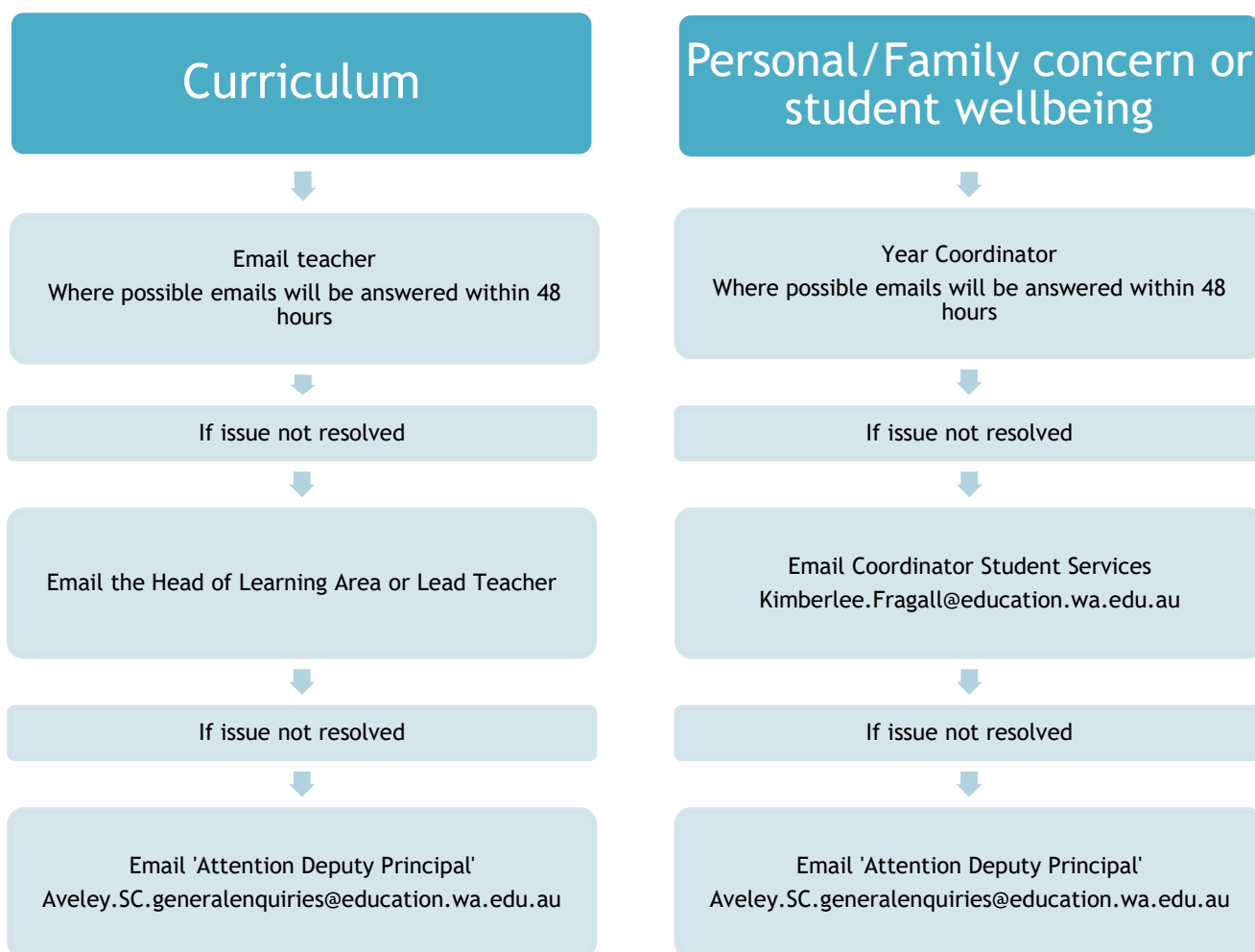
- **SMS:** The College uses SMS messages to notify parents of a child's attendance or to convey vital information or reminders. Please ensure you notify the College of any changes to your phone number.
- **College Newsletter:** The College newsletter is emailed out twice a term and is also available on our website. The newsletter contains information regarding activities and events, excursions, achievements and other relevant College information.
- **Website:** Information and important dates are regularly updated on our website. You are able to access information such as staff contact details, curriculum and subject selection details, newsletters and College policies.
- **Facebook:** Follow us on Facebook to see photos of special events, student achievements and exciting in-class activities.

## COMMUNICATION

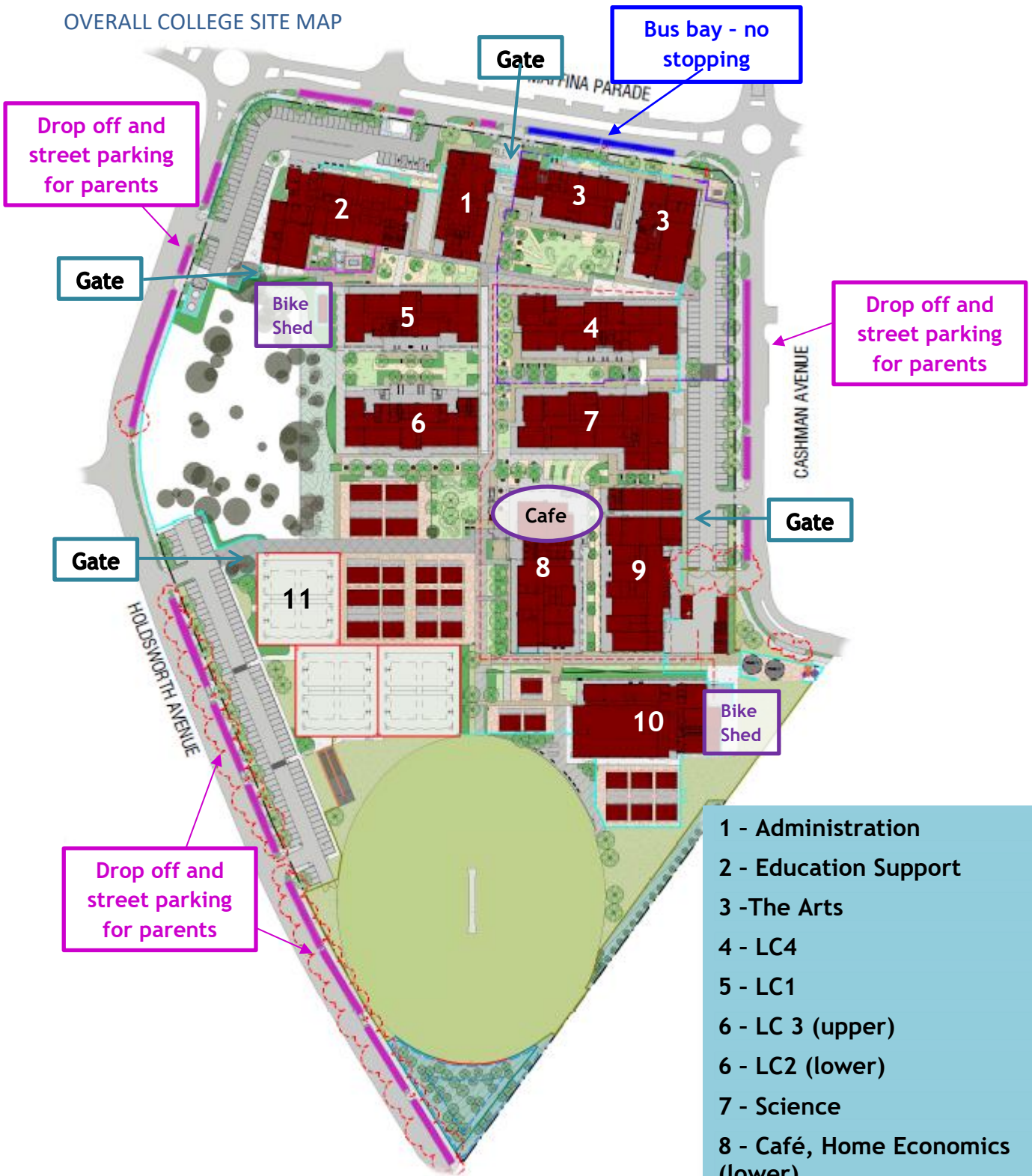
If you have concerns or compliments about how your child is performing in class, please contact your child's teacher for the relevant learning area. A full list of staff email addresses are located on our website under [Useful Contacts](#).

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



OVERALL 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

# INTERNAL COLLEGE SITE MAP



## 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.

	<b>Monday, Tuesday, Thursday and Friday</b>	<b>Wednesday</b>
Period 1	8.30 – 9.30 am	8.30 – 9.30 am
Period 2	9.30 – 10.30 am	9.30 – 10.30 am
Homeroom	10.30 – 10.50 am	Nil
<b>Lunch 1</b>	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
<b>Lunch 2</b>	1.15 – 1.40 pm	12.55 – 1.20 pm
Period 5	1.40 – 2.40 pm	1.20 – 2.20 pm
<b>Students finish</b>	<b>2.40 pm</b>	<b>2.20 pm</b>
<b>Optional Academies am</b>	7.30 – 8.20 am	Nil
<b>Optional Academies pm</b>	2.40 – 3.40 pm	Nil

## ACADEMIES

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

## HOUSE SYSTEM

Students are allocated a House and Homeroom upon enrolment. Homeroom is an opportunity for teachers to engage in activities to support student wellbeing, share the daily notices and provide handouts such as Photo Day envelopes or new timetables if classes have changed. A student's Homeroom is also used to identify students when signing in/out of school or when using Qkr!

The House system aims to encourage interest in school activities through healthy, positive competition between Houses. We also aim to recognise a range a student behaviours addressing out mutual agreements of Appreciation, Perseverance, Respect and Responsibility through the use of House points. Our Houses are named after endangered animals from the nearby Whiteman Park.



## 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 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](mailto: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 and be aware of road safety especially when crossing roads or in the carparks.

## SMARTRIDERS

New students are issued with a Smartrider card, enabling them to use public transport on a student fare. Replacement Smartrider Cards cost \$5.00 which can be paid at the Administration office and may take up to a week to arrive.

## BUSES

Bus Services often change at the start of the school year in order to offer the best possible service across the network. These changes include School Specials, as well as regular routes that service schools.

Students intending to travel to school via public transport should:

- Check [Transperth](#) for relevant information. As services change, their website information will be updated.
- Plan your journey prior to the start of school. The Transperth [JourneyPlanner](#) will be updated with the new school services **two weeks prior to the start of school**. Remember to change the date in the JourneyPlanner to the first day of school.

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 [Get On Board](#) to learn more.

### 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/>

## OPERATIONS, INFORMATION AND PROCEDURES

### ATTENDANCE

If your child is absent for any reason please contact our friendly Corporate Services Staff before 10am via any of the below methods. You need to provide your child's full name, year group, reason for the absence and date range if they will be absent for more than one day.

Students marked as absent for period one without contact from a parent will automatically generate an SMS to the parent listed as Parent/Guardian 1 on the enrolment forms advising you of your child's absence. Please reply to the SMS with your child's full name, year group, and reason for the absence so we can update our records.

Absentees email: [Aveley.SC.Absence@education.wa.edu.au](mailto:Aveley.SC.Absence@education.wa.edu.au)

Absentee text line: 0439 695 467 Absentees Phone: 6296 1021

If your child needs to be collected from school for an appointment or other planned reason please give your child a note or email Absentees before school. Your child should then go to Student Services and collect a slip advising what time they need to leave class. At the allocated time they should go to Student Services to wait, parents should go to the front office and we will arrange for your child to sign out of school and meet you.

If you urgently need to collect your child for an unplanned reason please contact the College on 6296 1021 and we will endeavour to get your child out of class as quickly as possible. There may be delays if your child is at lunch or in Physical Education.

### 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.

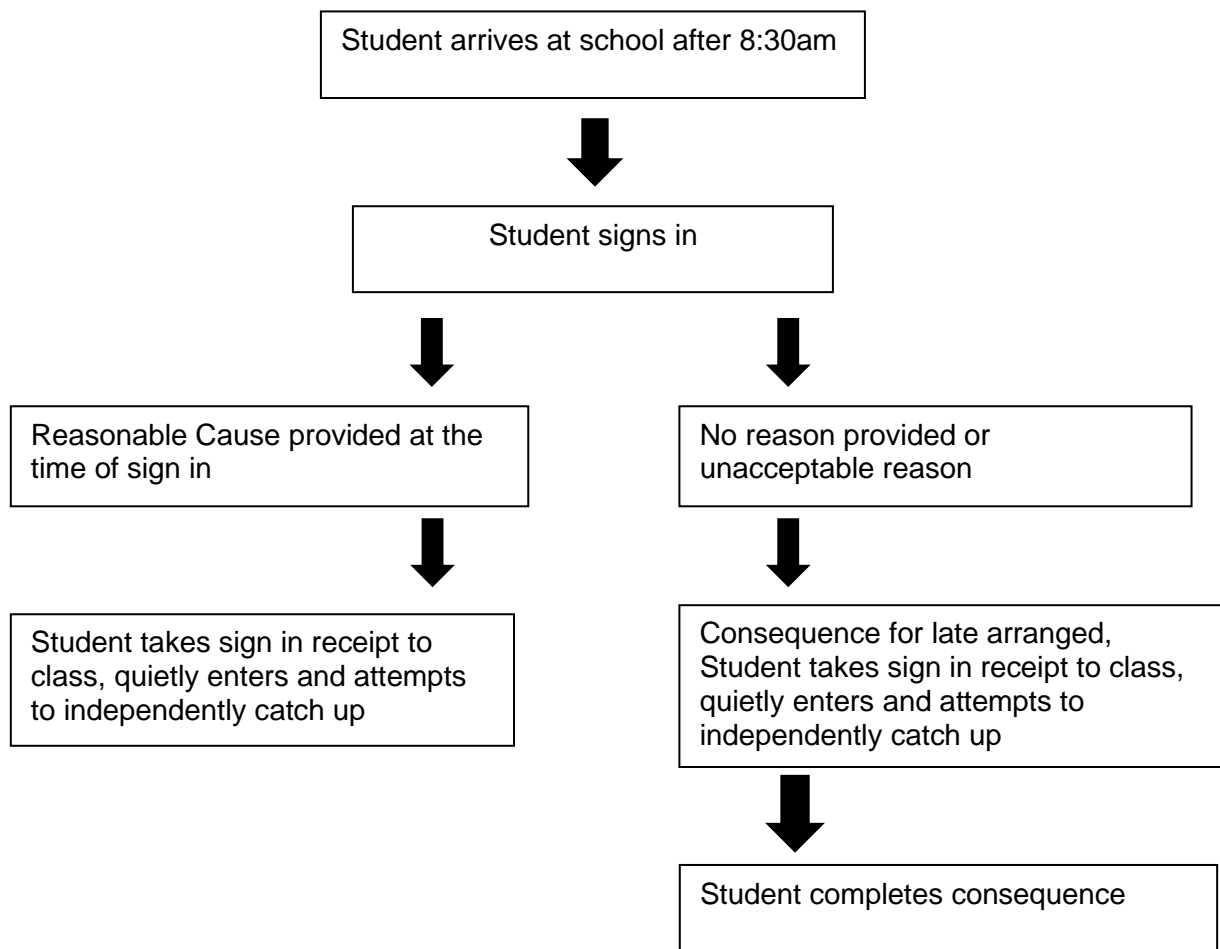
## Students Late to School

All students who arrive late are required to sign in at 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 an 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



## SUN SMART PROCEDURES

- Students are educated and encouraged to adopt Sun Smart behaviours through health promotion programs. This includes educating students about the importance of some UV exposure for Vitamin D.
- Although students are provided information and instruction, they are expected to be self-managing in applying Sun Smart behaviours at school.
- Caps and bucket hats are part of our school uniform and are encouraged to be worn during outdoor activities.
- Sunscreen is available for outdoor physical education and activities at school. Students may be required to supply their own sunscreen for school excursions.
- It is understood that programs such as physical education need to be held at varying times of the school day, including at the hottest times. As far as practical, lengthier outdoors activities including physical education classes utilise shaded areas or suspend classes as required.
- Wearing caps and sunscreen, and promoting other Sun Smart behaviours, enable outdoors activities to be held all year around.
- Parents of students with specific medical conditions or taking medications affected by exposure to the sun need to have these recorded on the student's school medical profile. Parents should also contact their child's Physical Education teacher, by email or letter, regarding specific considerations for their child's participation in outdoor activities.

## DELIVERIES OR MESSAGES FOR STUDENTS

Whilst items will be delivered to students in emergency situations, we ask parents to not expect or request deliveries of a non-urgent or preventable nature. Requests to speak to students during the day or pass on non-urgent messages are generally not permitted. As per the Department of Education policy, students are not permitted to use or have visible mobile phones during the school day. Students should not be contacting parents directly via their mobile devices. If students need to speak with a parent or need assistance they should report to Student Services.

## FAST FOOD OR OTHER BULK CONFECTIONARY ITEMS OR ENERGY DRINKS

The Department of Education has clear Healthy Food and Drink expectations and procedures for public schools. Where students are found to have bulk confectionary items, energy, soft drinks or slurpees; they are either confiscated or asked to be discarded. Any fast food delivery (via parent or delivery service) is not permitted. Lunch deliveries are also discouraged; if the student does not have access to a meal please speak with our Student Services office staff.

## BROOKLANE SHOPPING COMPLEX AND OTHER LOCAL BUSINESSES

The Primewest Brooklane shopping complex is a boutique shopping precinct located across the road from the College. The proximity of the shops to the College presents some challenges to manage student access to the facilities before and after school. The presence of so many students (even well behaved ones) en mass can be intimidating and problematic for the centre. Students are still representatives of the College at the complex before and after school and accountable for their behaviour.

Students should be considerate of the community and shop owners and apply the following expectations:

- Use the paths provided for entry and exit to the shopping complex; do not cut through carparks either on foot, bicycle or skateboard. Bikes, scooters and skateboards should be walked or held (not ridden) through the complex.

- Avoid loitering in the complex. Students accessing the shops should be actively acquiring their purchases or services and then leaving, not waiting for friends or “hanging out”.
- Students in College uniform should not be entering the complex in large groups. In principle group size should be four or less.
- Students should follow instructions from shopping centre staff and behave in a respectful and appropriate way as school representatives.
- Students should not engage in any antisocial behaviour including conflicts or shop lifting.
- McDonalds have a limit on the number of unaccompanied students (i.e without parents) that can be in store at any one time and a small waiting area outside. If this is at capacity students should not overfill the waiting area or loiter, and come back at another time.

There is state of the art CCTV in the complex and the parties will work together and with local police to ensure that these expectations are the norm. Banning of individuals will be applied by the complex’s where student’s aren’t complying with expectations or instructions. Larger bans may happen from venues such as McDonalds for any disorderly conduct which could impact the entire school cohort for a period. School based sanctions may also apply for community or retailer complaints to the College.

This precinct will also provide many of our student’s opportunities for employment and have great convenient services for them to access, with appropriate use. We want our students to gain the benefits of these facilities; and interact with this complex in a positive way.

## 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 slip-ons 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
- Navy knitted jumper with logo.
- Navy microfibre pant with logo.

### 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 or College bucket hat 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 and bucket hat part of the College uniform, and is recommended for outdoor activities and break times. Other generic and brand hats 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 and can be accessed from the Cashman Avenue carpark.

Telephone: 9270 4602  
[www.nellgray.com.au](http://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. Lost Property is located in the Health Centre for collection.

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.

## MOBILE PHONES AND OTHER DEVICES

The Department of Education has introduced a policy that bans the use of mobile phones for all students from the time they arrive at school to the end of the school day. This extends to the use of smart watches which need to be on airplane mode during this period. The policy aims to reduce distractions in class and improve student engagement. If mobile phones must be brought to school then they are required to be off and out of sight the whole day. If your child needs to contact you they should do so through Student Services.

## 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](mailto: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	
<b>SANDWICHES AND SNACKS</b>	
Sandwiches	\$4.50
<i>Ham and Salad, Chicken and Salad, Egg and Lettuce, Curried Egg</i>	
<i>Special sandwiches can also be made to order</i>	
Vegemite and Cheese Sandwich	\$2.00
Muffins	\$3.50
<b>Assorted Flavours</b>	
Sushi	\$5.00
Dry Noodles	\$1.00
Jelly	\$1.00
Vege Chips	\$1.50
Fresh Fruit	\$1.90
<b>HOT FOOD</b>	
Pan Fry Pies	\$1.00
Large Pies	\$3.00
Giant Sausage Rolls	\$4.00
Sausages and Potato Rolls	\$4.00
Sauce	\$0.40
Hot Dog	\$3.00
Pasta	\$4.00
<i>Bolognese, Lasagne, Mac and Cheese</i>	
Fresh Rice	\$4.00
Turkish Bread Pizza Sub	\$4.00
Ham and Cheese Toastie	\$2.50
Egg and Bacon Muffin	\$4.00
Cherries - Small	\$1.00
- Large	\$2.00
Beef and Cheese Burger	\$5.00
Chicken Burger	\$5.00
6 Nuggets with sauce	\$3.50
Hot Chips and Gravy	\$4.00
Hot Noodles	\$3.00
<b>DRINKS</b>	
Water	\$1.00
Up & Go	\$2.50
Juice Box	\$2.00
Harvey Fresh Juice Bottle	\$2.50
Waterford	\$3.00
DMK Flavoured Milk 200ml	\$2.00
DMK Flavoured Milk 600ml	\$3.00
Milkies Flavoured Milk	\$2.00
Nuggys 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!	
<a href="mailto:freshascanteen@gmail.com">freshascanteen@gmail.com</a>	

## 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 the Health Centre 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 the Health Centre 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.

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

### **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.



## BRING YOUR OWN DEVICE (BYOD)

Research shows students prefer the mobility, smaller weight and adaptability of tablet devices. Therefore an iPad is the recommended device. iPads must be compatible with iOS 14 with a minimum of 128gb of storage. The current standard iPad is the 9th Generation, however, iPads that meet the compatibility and storage requirements are suitable. The newer the iPad, the greater the lifespan and therefore usability for school. Older devices have reduced Apple support and compatibility with required College applications, thus resulting in limited functionality.

The current generation iPad with the minimum required specifications can be accessed via the Winthrop Portal on our website however families may use any supplier to acquire the iPad. We strongly advise that the 'STM' case (protective polycarbonate, rubberised and water resistant) and AppleCare be purchased to protect from, and minimise, damage. The Winthrop Portal provides approved bundles at education pricing for the iPad, Case and Apple Care. 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

All BYOD iPads at Aveley are required to be enrolled in our mobile device management system, 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. Statements are sent to families early in Term 1 and again each term thereafter.

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.

## 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](mailto: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. Comprehensive instructions are available on our website or please contact [Aveley.SC.Finance@education.wa.edu.au](mailto:Aveley.SC.Finance@education.wa.edu.au) for assistance.

- BPoint
- Qkr
- EFTPOS

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](mailto:Aveley.SC.Finance@education.wa.edu.au)

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](#) in the form of the Secondary Assistance Scheme 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>