

# Leeming Senior High School

## Quick Reference Guide for Parents



# LEEMING SHS

HARMONY ~ EXCELLENCE

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## Quick Reference Guide for Parents

### Absences

If a student is going to be absent from school, please contact the school office by telephoning 9237 76860 before 9.00am. The student should bring a note or doctor's certificate to the Student Services on return to school.

### Illness during the Day

Students who are ill during the day should inform their classroom teacher or report to the Nurse or Student Services. The School Nurse works 4 days per week. If the student needs to leave the school and return home, the Nurse will contact parent/caregiver then send to Student Services to be signed out. Please observe the protocol by following these instructions. Students should **not** contact their parent/caregiver prior to speaking with school staff and no student is to leave the premises without the appropriate leave pass. Please keep your child home if they are unwell.

### Lateness

Students who are late for school **must** sign in and provide a note explaining their lateness at the Student Services Centre. Unexplained lateness will result in detention.

### Uniform Pass

Students not in uniform are required to report to Student Services to obtain a "Uniform Pass" before the school day begins. They must provide a written reason from their parent/caregiver as to why they are out of uniform.

### Leaving School Grounds

Any student who is required to attend an appointment out of the school must bring a permission note from their parent/guardian outlining the reason for the appointment. Once this information is given to Student Services the student will be issued with a "School Leave Pass" which they must retain. No student is to leave the school grounds without the appropriate approval.

### Bikes

Students who ride bicycles or scooters to and from school must park and lock them in the bicycle racks located behind the Library/Uniform Shop. Students need to provide their own lock.

## **Keeping your information up to date**

Please contact the school regarding change of address, phone numbers and e-mail address.

## **Communication Guide**

In a large school, the need for effective communication is paramount. The school takes every opportunity to communicate to members of our school community in a number of ways, including text, connect, email, letters, website updates and the newsletter.

### **School Calendar**

A comprehensive calendar is available to parents and students early in Term 1 on the school website. It contains the dates of significant events to be held during the term/year. School excursions, exam dates, report distribution dates, school development days, staff meetings and parent/teacher evenings are just some of the dates recorded. Please note that some dates might have to change as the year progresses, so check our website regularly.

### **Specific purpose Notices – SMS or e-mails**

These are issued occasionally to inform and remind parents about specific events such as school photos, vaccinations or parent evenings.

### **Assemblies**

Whole-school assemblies are held once a term in the Recreation Centre. Parents are invited to attend the award assemblies. The dates for the assemblies are published on the school calendar which can be located on the school website. Year House Group assemblies are held once a week during House group time.

### **Newsletters**

School newsletters are distributed to parents via an email twice a term. The newsletters contain details of school activities, significant dates and other aspects of school life.

### **Daily Notices**

Information for students is provided every day in the daily notices. These notices are read to students during House Group after recess. Sporting team notices, special upcoming events, and general information are just some of the information regularly included in the notices.

## **Student Diary**

Every student is expected to use a diary, either digital or a paper diary. This is used to record homework, and plan assignment completion but may also be used by teachers and parents to communicate with each other.

## **Contact with Teachers**

If you wish to make an appointment please contact the teacher directly, by telephone or e-mail. Teachers e-mail addresses can be found on the website –Our School-Staff. We encourage all parents to keep in regular contact with the school. When parents contact the school, it is quite possible that the staff member that you wish to speak to is teaching. In this circumstance the staff member will ring you back at the earliest opportunity.

Phone: 9237 6800

Email: [leeming.shs@education.wa.edu.au](mailto:leeming.shs@education.wa.edu.au)

Website: [www.leeming.wa.edu.au](http://www.leeming.wa.edu.au)

## **Appointments for Student Services**

Many students make appointments to see members of the Student Services Team. The procedure is simple:

- Students attend the Student Services building at recess or lunchtime.
- Make an appointment time.
- Show the appointment time to the relevant subject teacher.

As a matter of courtesy, appointments should be negotiated with the subject teacher to make sure that essential teaching or tests do not clash with the appointment.

## **Reports**

Reports will be e-mailed and published on connect. Students in all years will receive a report at the end of each semester. (Semester 1 and Semester 2).

## **Downloads**

The school produces a number of brochures, including handbooks on course selection and the BYOD Policy. These publications are now located on the school website and can be downloaded.

## **Local Media**

The local paper will often contain details and pictures of special events held at the school. Success of our students in sport, academic achievements and community involvement is also submitted to the local media for publication.

## **Maintenance of Information**

It is important that the school be notified promptly of any change of circumstance including address, phone number, including mobile phone number, email address, living arrangements and medical information. Up to date information contributes to effective communication.

## **Messages to Students**

Parents are requested not to ask the office staff to pass messages to students, unless they are of an urgent and serious nature.

**Parents are reminded that student mobile phones must be turned  
Off during class time**

## **Health and Safety**

### **Accident Insurance**

The school recommends that students be covered by a 24-hour Personal Accident Insurance policy, including ambulance cover. Schools do not cover these costs should an ambulance be required.

### **Drugs**

All WA High Schools have a zero-tolerance policy on drugs in school. This definition includes alcohol and tobacco. Breaches are serious and will be dealt with according to the DOE policies. Students are permitted to carry “one day, one dose” of medication such as antibiotics or analgesia.

## Immunization

At times through Commonwealth or State Government initiatives immunization may take place within the school for your sons/daughters. You will be kept informed through the health Department and Leeming SHS when these programs arise. A photocopy of the student's immunization should be attached to the health record card where possible. **A measles Exclusion policy exists which states that if a child is not immunized against measles and if a case occurs, then the non-immunized child can be excluded from school for 14 days unless immunized within 72 hours of contact with the patient.**

If there are no immunization records the school assumes your child has not been immunized.

## Skin Care

Students are encouraged to care for their skin by wearing appropriate clothing (including hats) and using sunscreen when out in the sun. Appropriate sunglasses should be worn. Hats or caps should be worn outside but should not be worn inside buildings. Daily application of sunscreen is a worthwhile, lifetime habit.

## Security

Loss of clothes, bags, pens and pencils, books, files and other small items is a problem in all schools. It is essential that all personal property be clearly labelled with the owner's name. This applies particularly to bags, many of which are otherwise identical and may be taken by mistake. In general:

- Calculators should be engraved with the owner's name and the make, model, serial number recorded.
- Calculators should be engraved with the owner's name and the make, model, serial number recorded.
- Valuables including mobile phones, iPods and similar are the responsibility of the student.
- Mobile phones and other valuables must be kept with the student at all times. If parents deem it essential for a student to carry a mobile phone for safety reasons, mobile phones must be tuned off during class time.
- If it is unavoidable that a student has a large sum of money at school, it should be given to a teacher or the Front Office Finance Department for safe keeping for the day.
- Lockers are available and all students wishing to have a locker should see their Year Coordinator.
- The school accepts no responsibility for loss, theft or damage to students' property as the Education Department of Western Australia does not provide insurance cover.