



**John Curtin**  
COLLEGE OF THE ARTS

# Parent Handbook 2022



Create tomorrow.



# Welcome

Welcome to John Curtin College of the Arts.

This booklet will share with you information about college operations and is intended to help you have a better understanding of how our college works.

Our priorities of wellbeing, excellence and creativity are at the centre of our decision making and care for children.

We promote a safe and inclusive environment and support physical and mental wellness. Our students' learning occurs within a caring, supportive environment and our college strives to provide a holistic education for all, with a focus on students pursuing personal excellence.

We celebrate achievement for all and work with every student to help them realise their personal potential. Our commitment is to not only build capacity in students' academic pursuits but also to celebrate their achievements in all facets of their education.

Our commitment to developing curiosity, imagination and innovation in every student is at the forefront of our learning and teaching.

Creativity allows us to work with our individual passions to be engaged and motivated in all parts of college life.

On behalf of the school community, I would like to welcome all our families to the college. We wish your family every success on your journey at John Curtin College of the Arts.

**Mitchell Mackay**  
Principal



Ngalak kaadatj ngalang wadjak moort wirin keniny, kawininy, kakarookiny wer warangkiny.  
We acknowledge our Wadjak families' spirits celebrating, laughing, dancing and singing.

This acknowledgement has been permitted and translated by Nyoongar Linguist Sharon Gregory.

# Key Dates

## Term Dates, Public Holidays and Student Free Days

Term 1	Monday 31 January	Students return
	Monday 7 March	Labour Day Public Holiday
	Thursday 1 April	End of Term 1
Term 2	Tuesday 26 April	Start of Term 2
	Monday 6 June	Western Australia Day
	Friday 1 July	End of Term 2
Term 3	Tuesday 19 July	Start of Term 3
	Friday 23 September	End of Term 3
Term 4	Monday 10 October	Start of Term 4
	Wednesday 30 November	School Development/Pupil Free Day
	Thursday 15 December	End of Term 4

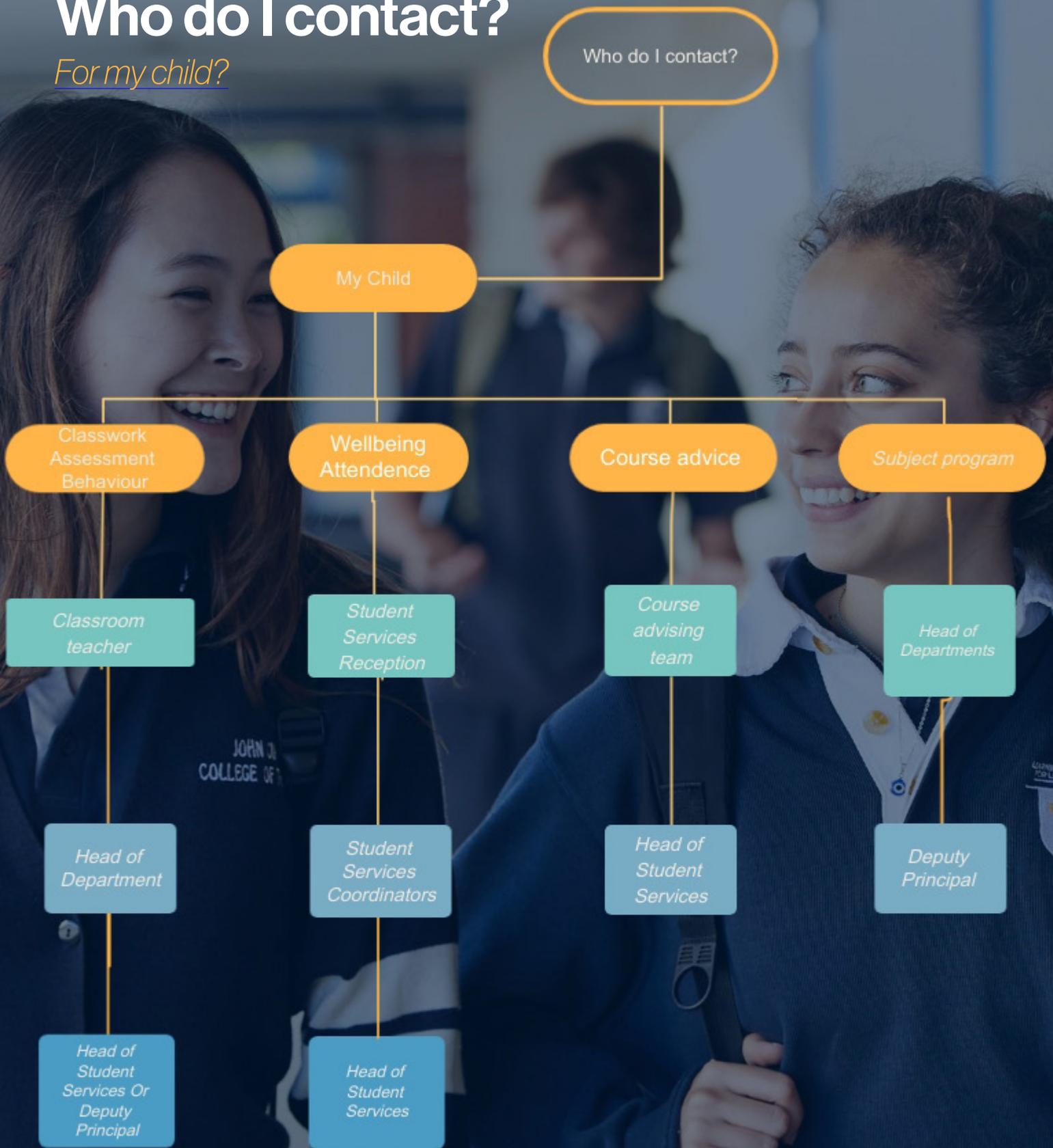
**Curiosity  
Imagination  
Innovation**

# Inspiring the mind



# Who do I contact?

*For my child?*



## Health and Wellbeing

# Who do I contact?

*For operations and school?*

Who do I contact?

Operations

School

Technology

Finance

Admissions

Deputy Principal

IT Department

Manager Business Operations

Enrolment Officer

Principal

# Student Care

Student care is central to everything we do. Student care is all that a school and community does to meet the personal, social and academic needs of students. We value relationships, engagement, support and respect.

## Student Services

Our mission

Connect: Our students are actively connected to their learning, have positive and respectful relationships and experience a sense of belonging.

Nurture: Our students will be encouraged, respected and valued, supported and empowered to succeed.

Inspire: Our students will grow, flourish and do well.

The Student Services Team comprises of a broad range of professionals including Head of Student Services and Student Services Coordinators, Psychologists, Nurses, Chaplain, Course Advisors and Allied Support Staff.

We strive to create a culture in which every student experiences a sense of belonging to the school community, of being known and understood as an individual; and of staff who care about student's overall health and wellbeing.

We work in partnership with students, teachers, parents and the wider community in areas including:

- transition to high school
- attendance
- academic monitoring and support
- learning support
- subject selection and career guidance
- pastoral care
- social, emotional, mental and physical wellbeing
- behaviour management
- peer relationships
- bullying prevention
- student council
- house system
- assemblies
- social events

## Student Services Team

Heads of Student Services

Melissa Prince - Years 7 to 9

Gavin Bradshaw - Years 10 to 12

Coordinators

Claire Krawzow - Years 7 and 8

Rob Watt - Years 9 and 10

Daniel Njegich - Years 11 and 12

PROPEL

Lynne Ivcevic - Coordinator

Emma James

Ellen Morrissey - EALD

Health and Wellbeing Centre

Emma Bentley - Nurse

Alison Monsoon & Hannah Jennings - Psychologists

Other support services

Jane Nielsen - Careers Coordinator

Donna Lynch - Course Advisor

Jeremy Wheaton - Chaplain, Photographer, Lunchtime Sport Coordinator

## Triage System

Our Student Services operates with a Triage System. When your child visits Student Services during the school day they will be triaged. This means we will assess the urgency of the situation and arrange meetings with the right person at a suitable time. This may not be immediate and will occur on a needs basis.

All children coming to Student Services will be provided with an opportunity to voice their concerns to the Triage Officer. Your child will fill in a form that outlines their concerns to help our staff assess the urgency of the situation. Appointment times for students will be kept to 15 minutes, with additional follow up as needed.



Your child's safety and health is important to us and by going to Student Services first we will ensure that your child's problem is handled in the best way possible.

School facilities allow for the provision of basic first aid only. They are not designed to allow sick or injured students to remain at school. Parents/guardians will be notified when students are unable to continue their class participation and are responsible for transport home or to hospital for care. Ambulance costs are the responsibility of parents/guardians.

We also strongly recommend that you have private ambulance cover because the risk is always present and an ambulance will be called should it be required. The school is not mandated to transport students to hospital so ambulance cover is vital should an ambulance be required.

## Community Health Nurse

Our college nurses are employed by the Department of Health and are based at John Curtin Tuesdays to Fridays. The Health and Wellbeing Centre (A21) is open at recess and lunchtime for non-urgent health issues and advice. Appointments are required for non-urgent consultations. Students can also see the nurse for health related issues before and after school by appointment.

## Psychologists

Our school psychologists support students who are at educational risk. Working in partnership with the Student Services team, parents, teachers and external services our psychologists provide support in a range of areas to meet the psychological, social, emotional and academic needs of all students. Appointments are made through Student Services.

## Ongoing medical conditions

If students have any of the following potentially serious conditions specific Department of Education forms are required to be filled in so that Health Care Action Plans are in place ready for implementation on the first day of the school year.

- Allergies and Anaphylaxis
- Asthma
- Diabetes
- Seizures
- Other allergies

This action plan needs to be updated yearly to ensure the current management is correct.

If your child suffers from other conditions which are debilitating, affect their learning or are a chronic medical condition, please let Student Services know the details as good communication can address emergencies and prevent problems before they become more severe. Examples of these conditions include heart problems, endocrine disease, auto-immune diseases, learning disabilities and mental health conditions such as anxiety and depression. Our aim is to help students manage these at the college as much as we are able.

## Administration of medicine

Students may bring to college one dose of a minor analgesic for their own use. They must carry written permission from their parent/guardian and produce this when required.

The college nurse does not administer medications of any type to students as per Department of Health and Department of Education guidelines, with the exception of reliever medication in an asthmatic emergency and EpiPens.

Medications prescribed by a General Practitioner (GP) for a student should be accompanied by written permission from a parent or guardian.

# Respect Care Compassion

## Learning Support

### PROPEL (Providing Real Opportunities + Participation, Empowerment, Learning)

We have a very successful learning support program that provides services for students from Years 7 to 12 and is offered for students who evidence any of the below criteria. The program not only provides academic support but also pastoral care.

Many students who attend PROPEL are doing very well at school, they are often in AEP, with most students intending entry to University or TAFE. We offer PROPEL support as a matter of equity, not because of poor achievement. The majority of PROPEL students are performing in the average to excellent range.

### What is the selection criteria for entry into Propel?

Students are selected based on the documentation supplied to the college, which adopts the guidelines of the SCSA for evidence and accommodations.

- Documented learning disability by a psychologist;
- Documented diagnosis or assessment fitting Department of Education's Disability Resourcing Branch categories;
- Documented attentional disorder under the care of a paediatrician or psychiatrist;
- Documented mental health disorder by a psychologist or psychiatrist with ongoing therapy (letter should contain F code);
- English as an additional language or dialect (EAL/D) including students of Aboriginal heritage.

Students who are experiencing ongoing mental health disorders will need re-confirmation of diagnosis and ongoing therapy yearly, as many of these issues will be resolved over time.

### What do students do in Propel?

We see students from Years 7 to 12, often in multi-age groups and team teach. Our focus is on academic achievement incorporated with pastoral care. Some students complete private study which reduces the burden of after school work or is a safe place when staying in class is impossible. Others will work with one of our teachers who will reteach concepts, explicitly detail expectations and requirements for tasks, teach strategies (also for organisation) and provide resources.

We do not carry out remediation, but teach at the point of need when possibly the child is most receptive to understanding and learning what they do not know. Propel does not replace a subject or become their whole curriculum.

### EALD (English as an Additional Language or Dialect)

The PROPEL program also extends to students from English as an Additional Language/ Dialect backgrounds. This includes students where English is not always spoken at home even though they were born in Australia and students who identify as having Indigenous heritage.

Culturally and Linguistically Diverse (EALD) students are provided with a variety of opportunities to develop their language acquisition and social/cultural skills in order to become effective learners.



# Nurturing the Person

# Attendance and punctuality

We want to make sure your child receives the best education possible which is why attending school every day is so important.

At least 90% attendance has been identified as the requirement for full participation in learning. If a student falls below this figure they may be placed on Special Program Report for monitoring. Learning to manage travel time, homework and subject requirements is a college priority and students need to learn organisational skills to effectively plan and manage their study program in all subject areas.

All learning areas address this requirement by embedding the learning of management and organisational skills into the programs.

If a child misses	that equals...	which is....	over 13 years that is...
<a href="#">1 day per fortnight (90% attendance)</a>	<a href="#">20 days in a year</a>	<a href="#">4 weeks per year</a>	<a href="#">nearly 15 years</a>
<a href="#">1 day per week (80% attendance)</a>	<a href="#">40 days in a year</a>	13.5	<a href="#">nearly 3 years</a>
<a href="#">2 days per week (60% attendance)</a>	<a href="#">80 days per year</a>	18	<a href="#">nearly 6 years</a>
<a href="#">3 days per week (40% attendance)</a>	<a href="#">120 days per year</a>	24	<a href="#">nearly 9 years</a>

NB: This table assumes 4 terms, 10 weeks per term

## Reporting absentees

Parents need to contact the college before 10.00am if your child will be absent.

A doctor's certificate is required to cover extended absences due to illness or injury.

To notify John Curtin College of the Arts of an absence, appointment or early exit parents /carers need to contact the school using one of the options below

Absentee Hotline	08 9435 0700
SMS	0418 902 973
Email	<a href="mailto:Johncurtin.cota.attendance@education.wa.edu.au">Johncurtin.cota.attendance@education.wa.edu.au</a>
Parent Portal	SEQTA

## Lateness - Punctuality matters

All students are required to be at the college at least 10 minutes before the start of the college day. Every time you are late for the start of the day, arrive after recess, or arrive after an appointment, you must tag in at Student Services. You will be provided with a printed pass into class. Lates are recorded on the attendance records and must also be explained via SMS, phone calls or email.

### Did you know?

If you child is 10 minutes late a day			
<a href="#">50 minutes a week</a> Approx 1 period	<a href="#">3 hours and 20 minutes in 4 weeks</a> A half school day	<a href="#">8 hours and 20 minutes in a term</a> 1 and a half school days	<a href="#">25 hours a year</a> 5 and a half days

All students who are late to college are required to tag in at Student Services on their arrival.

This includes students who arrive after recess, after an appointment, etc.

Lateness must also be explained via SMS, phone call or email from a parent or guardian.

## Sick and can't come to school

Unwell students can be kept at home and their parents/carers need to contact the college by one of the ways above.

If a student will be absent for more than a day or two Student Services will arrange for work to be emailed home. A doctor's certificate should be provided to cover extended absences due to illness or injury.

## Sick at school

Students who are feeling unwell are to report to Student Services who will provide a pass to see the nurse if necessary. Students are not to call for a parent/guardian to collect them, the college will organise this.

When a parent/guardian collects their child, they must sign the student out at Student Services. Students can also call in to the Health Centre before and after school and at recess and lunch.

## Permission to leave school during the day

All students are expected to sign out of the college before leaving at any time.

A note must accompany the student and has to be sighted by the class teacher for early release and then presented at Student Services.

Students are given an official pass out slip. With parental permission via a note, sms, phone call or email, they can organise the pass out slip before school, at recess or lunchtime and then show that to their teacher to gain permission to leave class.

Not signing out in this manner will result in an unexplained absence.

## Procedures for extended leave

### Medical Reason

When a student faces a lengthy absence for a medical reason parents must contact Student Services. Depending on the time frame Student Services will inform teachers and may initiate a request for work.

In the case of an extended absence longer than two weeks (medical certificate required) then Student Services can establish a link with School of Special Educational Needs (SSEN). SSEN provide an in-home tutoring service for students and the tutor liaises with Student Services for classwork and assessment tasks to complete.

### Other Reasons

If contemplating an extended absence that is not a medical reason, parents must consider that this will affect their child's progress and achievement and that exemptions from assessment tasks including exams may not be able to be granted. This is of particular significance to students in Years 11 and 12.

Examples of approved leave would include students representing WA or Australia, or travel due to a bereavement in a family. In these cases the college will work with the student and staff to provide classwork to complete and that the student is not disadvantaged in their assessment program.





**Positive Learning Environment**

# Positive Behaviour Support

**Our college provides a values rich culture that celebrates and supports personal integrity, positive behaviour and academic excellence.**

Establishing a positive classroom environment is by the far the most important and, potentially, the most rewarding aspect of behaviour management. A positive and genuine working relationship between a teacher and student maximises cooperation and increases a student's responsiveness to the teacher's strategies to resolve difficulties when they occur.

Our Positive Student Behaviour Policy is in line with the Department of Education's Behaviour Management in Schools Policy, and represents a whole school approach to the achievement of a safe, supportive and respectful environment in which students and staff can strive for excellence in their educational pursuits.

The plan highlights and promotes student behaviour to enhance and maintain a positive teaching and learning environment. Our approach to behavioural management encompasses a variety of strategies and interventions to ensure the very best academic, social and behavioral outcomes for all students.

See the Positive Student Behavioural Policy for further information.

## Code of Agreement

All students sign a Code of Agreement on entering the college. The Code of Agreement is a commitment between your child and the college on how they will conduct themselves while studying at John Curtin College of the Arts.

## Countering bullying

Members of our college treat others with respect, care and compassion. The Countering Bullying Policy uses a proactive, whole college approach to develop positive peer relationships.

We do not engage in behaviours that cause distress to others. We aim to build a safe, caring environment where all people are treated with respect.



# Learning for Life

## Good Standing

All students receive Good Standing at the start of each year and it is important that it is valued and maintained.

Students who lose their Good Standing cannot participate in extracurricular activities such as camps, excursions, work experience, social functions, or performances that are not an essential part of the education program.

Students who have relinquished the right to be of Good Standing should work towards regaining the status.

## Removal of Good Standing status

### Student attendance - all years

Students whose attendance falls below 90% in a term without a satisfactory explanation may lose their Good Standing for four weeks.

### Student dress

If there are four breaches of the dress code, Good Standing will be suspended for a period of four weeks.

Transgressions during this period will result in the penalty period being extended for a further month from the end of the week in which the offence occurred. After three breaches, a warning is issued and students are placed on probation for up to four weeks.

### College Policy and Ethics

Any student who:

- is suspended (six week loss of good standing)
- is withdrawn from all classes;
- is involved in bullying or fighting;
- is found to be in possession of or has used illegal drugs;
- has contravened the Student Vehicle Use and

Parking Conditions Policy;

- truants repeatedly;
- is involved in any other serious breach of college rules;

will be suspended from Good Standing for a minimum of four weeks as determined by the Principal or a Deputy Principal.

Any suspension will incur a six week loss of Good Standing and the loss of one extra activity during this period. A 'loss of activity' will be negotiated.

If during a period of loss of Good Standing a performance will be seriously affected, ie the work of the ensemble cast, then the Deputy Principal - Arts and Wellness will negotiate an alternative loss of activity.

Students who are continually breaching the college rules will be reviewed by the College Executive. Each student in this category will be reviewed so that strategies can be implemented, which will assist students in returning to Good Standing status.

Students who have lost their Good Standing status for behaviours other than suspension or serious offences can negotiate to win it back by participating in community service activities.

Negotiation is to be processed via the Heads of Student Services and Deputies. The loss of Good Standing will always be recorded against the student, as will winning it back by the participation in community service.



## Rewards and Recognition System (RARS)

Our Rewards and Recognition System (RARS) is a policy that rewards and recognises positive participation in college life including achievement, progress and good conduct. All students are given the opportunity to improve and this development should be rewarded.

The rewards system is scaffolded and can include Swan Awards and Pins for excellence, Letters of Commendation, Certificates of Merit and Excellence, House points for academic, community, cultural and sporting achievements, and RARS stamps in study planners.

### RARS stamps/tokens

Student planners will be stamped by teaching staff to acknowledge students' positive efforts. For every five stamps students earn a blue token from their contact teacher and can enter the weekly prize draw by placing the tokens in the RARS bin in Student Services.

### Swan Awards

Swan Awards recognise student achievement across all learning areas. Based on grades earned each semester, students may be awarded either a Bronze, Silver, Gold or Diamond Swan Award at the end of semester awards assembly. Students who maintain Gold or Diamond Swan Awards over two semesters in any one year earn a college pin.

## Letters of Commendation

Teachers, Student Services or College Executive staff can issue a Letter of Commendation to recognise excellence in academic, social, cultural and community contexts, and these are cumulative across all years. Five Letters of Commendation earn a Certificate of Merit and three Certificates of Merit earn a Certificate of Excellence.

## Letters of Concern

Letters of Concern are one of several ways teachers communicate concerns with parents with a view to support positive change and improvement.

**Resilience**  
**Perseverance**  
**Reflection**



# Inspiring the mind

WATER SCARCITY

COMPOST CREW

LIV

GREEN HOUSE EFFECT

ROOTS & SHOOTS

GREEN STAGE

CLC

Climate Change Ecology  
Schools doing enough



# Technology in the classroom

**Our students will capitalise on the opportunities of the future as empowered creators and users of technology.**

## BYOD Program

We are committed to driving a culture of technological innovation and collaboration that delivers improved outcomes for every student.

All students are expected to bring a device to the college.

In 2022 we will be running a mandated device program for students in Years 7 and 8. The college will only support Apple iPads for Year 7 and 8 students as it will allow us to provide a targeted learning approach using technology.

Other years will continue to run using the recommended device model (see below).

Apple Classroom will allow teachers to provide a controlled and guided student learning experience in class.

Years 7 - 10	Apple iPad 8th Generation Wi-Fi only with 128GB of storage	Apple iPad capable of running iPadOS-14  (Mandatory for Years 7 and 8)
	STM Keyboard Case	
	Apple Pencil	
	Apple Care	
Years 11 -12	Apple iPad 8th Generation Wi-Fi only with 128GB of storage  OR  Macbook	

NOTE: For Year 7 and 8 students, devices that cannot run iPadOS-14 will not be connected to the network or be supported.

For Years 9 to 12 who have a different device we will do our best to accommodate connection to the network but cannot guarantee this.

Refer to the BYOD Policy for detailed information on IT at the college.

Our students are encouraged to:

- Be inspired to apply creative thinking and design processes to generate and test new ideas and co-create solutions.
- Become discerning users of technology and choose the right tools at the right time.
- Navigate the digital environment responsibly, safely and ethically, to maximise opportunities in learning, work and life.
- Personalise their learning, and use technology to generate new ideas and new ways to learn.
- Be empowered to use technology to create, use and communicate complex ideas clearly and effectively for a range of purposes and audiences.
- Take an active and strategic role in using technology to achieve learning outcomes.
- Be critical consumers of information to enrich their learning and broaden their understanding.
- Model positive and responsible use of technology, focusing on wellbeing, cyber safety, global citizenship, cultural competence and ethical practices.
- Be well prepared to take the next step beyond school into further education, training or work.

**Curiosity  
Imagination  
Innovation**

# Supporting my child to be safe online

**Our “Off and Away all Day” approach to mobile devices is in line with the Department of Education’s policy.**

## Cybersafety

John Curtin takes a holistic approach to cybersafety. It is addressed across the college through our core values and inclusion in curriculum across a range of learning areas. Cybersafety is also a key focus of assemblies and the student council THINK program.

All John Curtin students are required to accept the Acceptable Usage Agreement each time they log online.

We rely on students, parents and community members to let us know when a student’s safety and wellbeing is at risk and, within the limits of our influence and resources, we work with parents and other agencies to resolve any issues and concerns that are raised. All concerns should be referred to Student Services.

We expect parents to monitor and negotiate limits to their children’s online use. To assist parents and families in navigating this unfamiliar terrain, Friendly Schools has compiled some tips and tricks to help you tackle cyberbullying, inappropriate internet usage and other digital dilemmas.

They also provide information on setting up family agreements regarding guidelines for technology use and advise that the most important factors to consider are:

- the amount of time that can be spent online;
- when and how mobile phones can be used;
- which websites are permissible and which are not;
- what information is allowed to be downloaded, uploaded or shared; and
- consequences for unsafe or unacceptable use of technology.

By being proactive in establishing and recording guidelines for technology use in consultation with your whole family, the risks of harm from technology can be greatly reduced.

Visit [friendlyschools.com.au](https://friendlyschools.com.au) For further guidance visit the Office of the Children’s eSafety Commissioner <https://www.esafety.gov.au>

## Appropriate use of social media

We believe in our college community behaving online as they would to a person face to face: respectful and courteous, being guided by our college values.

It is important that our students maintain safe and responsible use of information and communication technologies. This includes appropriate use of digital platforms, privacy and information protection, respectful communication and how to deal with online issues.

Suggested screen times (excluding video conferencing) are based on the recommendations from the Australian Parents Council and the Australian Government who recommend that 5-17 year olds non-school screen time should be less than two hours per day.

[Click here to view our policy](#)



# Uniform

**Our approach to uniform is to create a sense of connectedness and community.**

## Uniform Policy

Wearing college uniform is compulsory, the wearing of which is monitored. The approved Department of Education sanctions will apply to students who do not meet the college uniform requirements. This includes the 'Loss of Good Standing' for a specified period.

Our Uniform Policy is very simple. All garments worn must be the current John Curtin College of the Arts branded uniform items purchased from our Uniform Shop. There is a wide selection of garments and styles you can choose from.

Some Gifted and Talented programs have specified dress requirements and it is essential that these requirements are purchased in time for the start of the college year.

## Backpack

Please make sure your child has a correctly fitting backpack, not more than 10-15% of their body weight. Students do not need to bring all their books every day and can make use of the lockers at school to store items.

## Hats and sun safety

It's up to the student how they protect their skin and whether they wear a hat when exposed to the sun for prolonged periods of time. Teachers do not enforce the use of hats in high school. However, high factor 30 sunscreen is available for student use in the Health Centre as well as in the Physical Education office.

## Uniform Shop

To ensure students have adequate uniform items, parents/carers are expected to place orders at the end of the previous year. Winter items should be ordered at the same time to ensure students have requirements in sufficient time for the colder months.

Uniforms are available from the college Uniform Shop on Tuesdays from 8am to 11am.

Otherwise, uniforms can be purchased throughout the year from Uniform Concepts Willetton Super Store

Monday, Tuesday, Wednesday, Friday: 9am - 5pm

Thursday: 9am - 6pm

Saturday: 9am - 1pm

## Uniform Pass

Student Services can issue a short term Uniform Pass in extraordinary circumstances. A valid explanation is required from a parent or guardian relating to hardship, a medical issue, or damage.

## Care of personal property

Clothing, bags, books and other items should be **clearly marked with your child's name**. The college does not take responsibility for any valuable items lost or stolen so valuables such as skateboards, large sums of money and jewellery must be left at home.

Bags often need to be left outside the Learning Centre, in theatre foyers or on the oval during PE. In this case valuables should be removed. Money and other personal property are the responsibility of the student. Students are advised to keep purses and wallets on them at all times and to never carry valuables in the external pockets of their bag where they can be easily accessed by others or fall out.

## Lost property

Lost property is handed in at Student Services where it can be claimed by the owner. Lost property is kept for a period of three months after which time non-uniform items will be donated to charity and uniform items sold to raise funds for the Chaplaincy.

Skirts	The college requires skirts and shorts to be fitted and worn at reasonable lengths. Very short skirts and shorts are not permitted. Uniform garments must not be altered or adjusted in a way that makes them unsuitable for college uniform. The college requires that all skirts and shorts be fitted by Uniform Concepts staff prior to purchase. Uniform Concepts staff have the authority to refuse the sale of these items based on inappropriate fit. Disputes regarding the appropriate length of these garments will be dealt with by the college administration.
Shirts	A uniform shirt must be worn at all times. It is not acceptable to wear a jumper or jacket without a shirt underneath.
GAT, Specialist Football, PE	Some Gifted and Talented subjects, the Specialist Football Program and Physical Education have uniforms that can only be worn for practical classes, training, rehearsals, performances and games. Regular college uniform must be worn at all other times.
Footwear	We do not prescribe a particular brand of shoe, but the following guidelines apply: <ul style="list-style-type: none"> <li>• Footwear must fully enclose the foot.</li> <li>• NO boots, platform shoes, high heels, pumps or sandals of any style are to be worn.</li> <li>• Footwear should be plain (not patterned or floral) and be predominately BLACK, NAVY or WHITE in colour.</li> </ul>
Stockings	Plain navy, black or flesh coloured stockings. No patterned stockings, stockings with holes or footless leggings.
Socks	Plain white or navy ankle height socks. No long socks.
Scarves	Scarves must be college scarves (available from the Uniform Shop).
Jewellery	Jewellery, make-up and body adornments must be kept to a minimum, be unobtrusive and not compromise the safety of the student or to others. The college administration will determine when any of these aspects are not appropriate, and the student will be required to make the necessary changes to conform to this policy.





**Communicating with you**

# Communication Pathways

We believe in having strong parent relationships and see parents as partners in a child's schooling. This leads to improved student outcomes and enhanced positive wellbeing.

## Parent enquiries

Should you need to discuss any issues, concerns or need further information about your child, see the table below on where to direct your queries.

Classwork	Classroom teacher
Health and wellbeing	Student Services reception/Coordinators
Attendance	Student Services reception
Special Program	Director of program
Course/subjects	Head of Department
Finance	Business Operations
Admissions	Enrolments Officer
Information technology	IT Department

## Contacting classroom teachers

Please feel free to contact your child's teacher if you wish to discuss your child's progress or have any concerns. You may do this by emailing the teacher, by phoning the school to make an appointment, or through Connect.

All teachers check their emails regularly and reply to parent enquiries as quickly as possible. Teachers' email contact details are on our website.

## Contacting Student Services

To aid us in your child's health and wellbeing we value communication with Student Services, either by phone or email, particularly if there is a serious or significant concern.

Communication is firstly to our Student Services Coordinators. For parents, all meetings with Student Services are by appointment only.

If you would like to meet with one of our Student Services team members you can either:

Email the Year Coordinator directly and include the following information in your message

- Your concern or query – this sometimes may need to be directed to others
- Your availability for a meeting

Call our Student Services reception to request a meeting. Please give the receptionist the following details:

- Your child's name
- Your child's year group and program if applicable
- Who you would like to talk to/meet with
- Your availability for a meeting/phone call.

We endeavour to respond to all emails within 48 hours. If your enquiry is urgent please call Student Services.

We are only able to meet with parents via appointments due to the high demand for our services. This allows us to be best equipped with the information to work with you and your child.

## Contacting your child during the school day

Students are not able to access their mobile phones during the school day. Parents who need to contact their child must call Student Services on 9433 7260 and their child will be found from within the school.

## Connecting with our community is one of our key values and there are a number of ways the college communicates with you to keep you informed and up-to-date.

### Calendar

Our college calendar can be accessed on our website at [jc.wa.edu.au](http://jc.wa.edu.au). We advise you to check in regularly as dates and times are subject to change.

### Consent to Go

Students meet in their Contact Class on Fridays during P

### Contact class

Students meet in their Contact Class on Fridays during Period 3. This time is when students receive notes on overdues from the library, communication about events and important information for their parents, and go through the Weekly Notices and what is coming up on the calendar the following week.

### Curtin Calls

Curtin Calls is our monthly digital newsletter distributed to all families. We encourage you to come forward with story ideas. Please let teachers/administration know of any student success stories for promotion in the newsletter and for external media or email [johncurtin.col@education.wa.edu.au](mailto:johncurtin.col@education.wa.edu.au)

### Parent Evenings

Each year we provide an opportunity for parents or guardians to meet with teachers to discuss student progress. The interview days are usually student free days and commence at midday and continue into the evening. The dates for these days are listed on the college calendar.

### Qkr!

School reports are available through SEQTA where parents and students can download, save and print r

### School Reports

School reports are available through SEQTA where parents and students can download, save and print reports from home at the end of each semester.

### SEQTA

We encourage all parents to follow us on Instagram, Twitter and Facebook where we promote the shows at the college, share good news stories, and let you know what happens on a daily basis at school.

### Social media

We encourage all parents to follow us on Instagram, Twitter and Facebook where we promote the shows at the college, share good news stories, and let you know what happens on a daily basis at school.

### Student planner

Your child's student planner can also be used as a means of communication between parents and teachers. Concerns about academic progress and/or student behaviour may be flagged via the planner. PROPEL attendance is also noted.

All children receive homework and/or assignments during the week and it is vital that parents/guardians check that students are recording the homework in their student planner and then spending time to complete it. Due dates for homework, assignments and in class assessments should be noted.

### Website

Our website is where you will find information about many of your questions. Our search bar will take you directly to what you need to know. This is also where you book tickets to events.

### Weekly Notices

This is an important communication tool for our school community. Weekly Notices are published in SEQTA on Fridays. Students access them in their Contact Class.



# Parents as Partners

# As a parent, how can I be involved at the college?

**The college welcomes your involvement in our school community. Parent participation is encouraged to assist the college in providing excellence in education and volunteering your time and services will give you a unique insight into student life at the college.**

## College Board

The College Board's role is to provide policy leadership and support and strong governance for John Curtin College of the Arts.

Members of the Board participate in the development and review of college priorities (through the Business Plan development) and general policy directions. As a College Board for an Independent Public School, the Board has a financial oversight responsibility, the development of financial arrangements necessary to fund college objectives and priorities. The Board plays a role in the evaluation of the performance of the college in achieving its objectives.

In addition, the Board promotes the college in the community. The College Board also participates in formulating college values, codes of conduct and the dress code for students. In 2011 when the college became an Independent Public School, the role of our College Board changed to board governance through increased participation and decision making.

Members of the Board are from a diverse range of backgrounds and each member brings a unique perspective to the council and this reflects the views of the general population. Parents are encouraged to join when a position becomes available.

The Board meets on the first Wednesday of most months at 4.30pm in the Principal's office.

## Parent Production Support

With more than 50 productions a year it is vital that we ask our parents for their support and commitment to help productions run smoothly.

The stage is very much a learning environment for our students and every performance enhances and extends their education. The better the support, the better the experience.

The success of each performance is dependent on the support of those around each of our students and we greatly rely on our parent community to aid in the smooth running of each performance. As such we ask parents to assist in box office and with laundering of costumes.

An electronic calendar is created at the beginning of each year and information calling for help is posted on Connect or in the college newsletter.

We ask that parents commit to at least one box office or laundry duty during the year which would enable the college to cover all productions, reducing the strain on our theatre and teaching staff. Once you sign up for an event further information is emailed out regarding specific duties. You need no experience and will be backed up by one of our professional Front of House Managers.

Please keep an eye out for requests for help and the link to sign up.

# Connecting with Community

## P&C

The P&C Association (Inc) is a voice for parents, providing valuable feedback to the college while giving members an insight into college life. Membership is open to parents, citizens and carers of students and all parents and community members are welcome to attend meetings.

Attending meetings helps you keep in touch with the needs of students, parents and staff.

There are two types of P&C meetings.

- General meetings involve short presentations on subjects of interest to parents such as cyberbullying.
- Business meetings involve committee discussions of the various P&C activities.

Bring along your ideas and concerns on college priorities. The formal business of both types of meeting will be completed by 8pm. Meetings are followed by an opportunity to mingle with other P&C members and the Principal over a cup of tea.

Parents have representatives on the Finance Committee, Canteen Committee and College Board. If you are interested in joining please email [pandc@jc.wa.edu.au](mailto:pandc@jc.wa.edu.au)

## Chaplaincy fundraisers

Parents can assist at functions and event parking; the college charges Fremantle Arts Centre patrons for parking on school premises during events at the centre with all proceeds going towards our Chaplain.

To assist with this contact Narelle Wheaton on 0414 777 204.

## Come to performances/ exhibitions/screenings

Attending a variety of different events gives good insight into the general life of the college and our programs.

It is a great occasion to meet other parents, teachers and executive staff while supporting our students.

Bookings to all shows are through [trybooking.com](http://trybooking.com)

## Donate to our Building Fund

We invite parents of students and members of the community to donate to the tax deductible building fund to support improvements and additions to our existing buildings.

Your donation will make a significant difference to the learning environment of students and will contribute to construction, maintenance, renovation and extension of school buildings.

## Name Your Seat

Name Your Seat is a unique opportunity for supporters of John Curtin College of the Arts to have a naming plaque placed on a seat in the state-of-the-art Curtin Theatre.

More importantly you will make a significant contribution to John Curtin College of the Arts, where your donation will go towards maintaining the professional standards of lighting and sound in the Curtin Theatre and investing in cutting edge theatre technology.

For a one off donation of \$250 you will receive a named plaque commemorating the support you have given. You can also nominate a person/s or business of your choice.

A direct debit option is available. Visit the website to download an application form.

# Social, Cultural and Environmental Responsibility



# General Information

## Assemblies

Full college assemblies are held in the hall approximately once a term as marked on the college calendar. Year assemblies are held more frequently, as arranged by Student Services.

## Assessments

At the start of each course your child is given an assessment outline that includes the weighting for each assessment task, a general description of each assessment task and the approximate timing of each assessment task (ie the week in which each assessment task is planned or the due dates for significant stages of each extended task).

It is the student's responsibility to complete all course requirements by the due date, maintain a folio of evidence for each course studied and to make it available whenever required, maintain a good record of attendance, conduct and progress (a student who is absent for five periods/days or more per term is deemed to be at risk) and initiate contact with teachers concerning absence from class, missed assessments, extension requests and any other assessment issues.

## Bell Times

These are published in the Student Planner, Orientation Day Handbook and website. Below are the start and finish times.

Mon/Tue/Wed 8.30am – 3.10pm

Thurs 8.45am – 2.30pm

Fri 8.35am – 2.30pm

## Books and personal items list

You will receive your child's course confirmation and book and personal items list during Term 4 for the following school year.

Books and personal items are available from Campion WA via an online ordering system.

Visit [www.campion.com.au](http://www.campion.com.au)

Booklists can be downloaded from the college webpage under Communities - Publications.

Please be aware that shopping with Campion WA, our preferred supplier, ensures you receive the correct items and editions.

## Secondhand textbook trading

The college is conscious of the need to provide an efficient process for families to be able to buy and sell their second-hand textbooks and other student resources. We use the services of the Sustainable School Shop Find out more about this at [www.sustainableschoolshop.com.au](http://www.sustainableschoolshop.com.au)

## Calculators

Students are required to have a powerful calculator from Year 7 onwards. This calculator is a valuable learning tool and students are expected to have their calculator with them at all times in every maths class. Students should not leave their calculators in their bags. They should carry their calculator on their person at all times. We recommend that you engrave it clearly and on the front to 'deface' it and make it unattractive to thieves. Calculators engraved on the face are rarely stolen or lost. You can have this done professionally or by Jeremy, our Chaplain. Please email our Mathematics Department to arrange.

## Canteen

Our canteen provides students with an affordable variety of meals including breakfast. Order lunch online through [www.QuickCliq.com.au](http://www.QuickCliq.com.au)

You can order up to two weeks ahead and as late as 9am on the day. Menus are published on the website and in SEQTA. The canteen is open before school for breakfast and at recess and lunchtime.



## Change of Address

Parents must inform the college as soon as possible about changes of address or personal particulars. All changes must be done in writing to administration. We will also accept an email.

Please email [johncurtin.col@education.wa.edu.au](mailto:johncurtin.col@education.wa.edu.au) or call the school. The form can be accessed on the website.

## Contributions and charges

The college uses Qkr! to .....

College accounts are due for payment in Term 1. If not paid in full, a payment plan must be in place by the end of Term 1. The college will actively pursue the collection of charges and this is strongly supported by the College Board.

The Secondary Assistance Scheme (SAS) is to assist low-income families with secondary schooling costs for students in Years 7 to 12.

Contact Administration to apply.

Please consult our Contributions and Charges booklet on the website for further details.

## Course outlines

Students are given their course outlines for each subject at the beginning of Term 1.

Course outlines include the content, the sequence in which the content will be taught, the approximate time for each section of the course and assessment dates.

## Exams

Written examinations are held for all Year 11 and 12 WACE courses during Semester 1 and at the end of Semester 2. In those courses with a practical/performance/oral WACE examination, a practical/performance/oral exam will also be held.

Students must attend examinations at the scheduled times and follow examination rules.

Please note: The examination rules are published with each semester examination timetable. If a student is absent from an examination a medical certificate must be forwarded to the relevant deputy principal. The class teacher in consultation with the HOLA will calculate a moderated score.

Year 10 exams are held each semester. The Year 10 examinations are considered very important. The exams have been introduced to the college academic calendar for the following reasons:

- to provide students with experience in sitting formal examinations in preparation for Year 11 and 12;
- to collect assessment data for their current subjects; and
- to confirm suitability for their selected courses of study in Year 11.



# General Information

## House System

Our House System gives students an identity and sense of pride in a supportive, secure environment. Houses compete for points in a number of academic, community and sporting activities.

The House system is an integral and vibrant part of the school's culture designed to reflect and enhance the values of the college.

The House System provides for positive competition and a closer rapport between students and teachers. It also aims to help new staff and students adapt to the culture of the college.

## IT Department

Our IT department is located in the Learning Centre and provides support for accessing the college network and internet, for converting files, and for recovering files. They also provide assistance with printing, software packages and activations.

### Support

Students and parents can go to [support.jc.wa.edu.au](http://support.jc.wa.edu.au) for IT related support. There are user guides and a ticketing system. Due to limited resources we can only provide support for items relating to IT use at John Curtin.

How to guides include:

- Connecting to the college wireless
- Adding digital textbooks to your iPad
- Installing Software
- Troubleshooting Tips

## Learning Centre

Our Learning Centre is sourced with thousands of books as well as providing students with internet access, computer software, magazines and newspapers.

The Learning Centre is also the place to organise Smartrider Cards. You no longer need a library card for borrowing. Students can have up to 10 resources on loan at any one time. It is open from 8am every day, including lunchtimes and is closed at recess.

## Lockers

A limited number of lockers are available to students. A hire charge per annum is required to secure a locker. \$10 - laptop locker, \$20 - medium locker, \$30 - large locker. Students are encouraged to share large or medium lockers.

Students must have a padlock and present it on application. It is advised that students DO NOT use a combination lock as these can be easily altered.

The college does not take responsibility for any items stored in the lockers.

## Policies

College policies and procedures can be accessed on the website or through SEQTA.

All Department of Education policies are available through [www.det.wa.gov.au](http://www.det.wa.gov.au)

Please make yourself familiar with the policies at the college. These include:

- Academic Balance Policy and Procedures
- Arts Policy and Procedures
- Approach to Mobile Devices
- Assessment Policy
- Attendance Policy



- BMIS Policy
- Bullying Prevention Plan
- Computer Network and Online Policy
- Excursion Policy

All college policies are continually modified and subject to change.

## Scholarships

Our College Board provides scholarships that are open to all Years 8 to 12 students at the college. The scholarship is credited towards the student's school related expenditure (contributions and charges) for the current or following years. The amount for each scholarship will vary depending on the number of scholarships endorsed by the Board.

The scholarships are selected by the Principal, Deputy Principal - Arts and Wellbeing and Board Chair, and then endorsed by the Board.

## Sustainability

Our overall goal is to improve the appearance and function of the infrastructure, reduce the environmental footprint and rehabilitate the bush, wherever possible students are an integral part of these activities.

National environmental organisations and programs:

- An accredited Wastewise and Waterwise school
- A member of the Australian Sustainable Schools Initiative (AuSSI WA)
- A member of the Low Carbon Schools Pilot Program
- A participant in the Millennium Kids Program
- A participant in the 'City Kids to the Country' State Natural Resource Management Program

- A participant in the 'Coastcare' Dune rehabilitation project

Our 'Roots and Shoots' environmental club is a group of dedicated students and staff actively participate in these programs. The club also provides our students with the opportunity to develop a range of college based initiatives.

## Timetable

Your child will be given their timetable on the first day of school. A map of the college will be on the back of this timetable.

## Visitors to the college

All visitors (including parents) must enter the college through the main administration block and report to the reception area. A teacher who has visitors to see them will be called down to reception to meet them.

Parents who would like to see a member of the college staff are required to make an appointment with that staff member prior to arriving at the college.

Visitors must sign in and out at reception, where they will be issued with a visitor's badge to attach to their clothing. This is a legal requirement and is essential in the event of an emergency evacuation. It also is a visible sign to members of the college community that the visitor is bona fide.

Students CANNOT be issued with visitor passes for any reason – if students are on campus, whether it be during scheduled timetabled time or otherwise (eg study leave) they must wear uniform.

The staff carpark has limited parking bays for visitors to the college. There is a 10 minute loading zone near the Curtin Theatre from 8.00am – 4.00pm.

# General Information

## Transport

### Bikes

Bike racks are located opposite the canteen near D Block and also adjacent to the Learning Centre/ staff carpark.

The college cannot accept responsibility if bikes are stolen or damaged when parked on college premises. It is recommended that a good quality lock is used to secure bikes.

### Drop off and pick up

We highly recommend you do not drop your child off in the staff car park unless your child is carrying a large musical instrument or has mobility issues.

We suggest finding a place close to the police traffic wardens on East St near Marmion St and/or Ord St near Ellen St, and/or on Vale St.

Parents cannot use the car park off East St as it is a delivery zone entry only.

### Buses and trains

There is no specific John Curtin bus. Please visit [www.transperth.com.au](http://www.transperth.com.au) to find out which bus/train service best suits your child.

We recommend you practice catching public transport with your child to arrive before 8.30am before the start of the school year.

### Smartrider Card

The card is essential for subsidised travel, as students will not be allowed to claim subsidised rates on buses and trains without the card. It is also very useful when a student's identity and/or date of birth is required.

The cost of a replacement card is \$5. Contact staff in the Learning Centre as soon as possible for a lost or invalidated damaged card and commence the process for a new card.





**John Curtin College of the Arts**

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