



Parent & Student Handbook 2017

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COLLEGE HISTORY & STRUCTURE

 FOUNTAIN

A droplet could represent knowledge, a thought.
In time these droplets form a

 COLLEGE

river/fountain of knowledge, enabling the individual to embrace life.

 School History

 Mission Statement

 Vision

 Organisational Structure

School History

Fountain College is an independent, nondenominational community and private partnership school which was established in January 2006, offering a comprehensive curriculum for boys and girls. Fountain College has an "Open Door" policy to families of all backgrounds.

Mission Statement

The **mission** of the College is to achieve academic excellence and to prepare students to participate in a democratic Australian society as informed, responsible, active, caring, and contributing citizens. The commitments of FOUNTAIN COLLEGE are to:

- provide a non-denominational school environment that is conducive to learning,
- provide a diverse and challenging curriculum that will meet the needs, interests and abilities of all students,
- improve students' confidence and appreciation of their identity,
- enhance the students' personal and academic achievements,
- educate students who will be proud of their past and will look forward to their bright future,
- prepare students to become active participants in society,
- establish networks and partnerships with parents and the local community.

Vision

The Vision of Fountain College is that our graduates will be representatives of the "Fountain of Knowledge" fulfilling the highest aspirations of our democratic Australian society by illuminating the minds and hearts of many. At Fountain College students are equipped with academic excellence, universal morals and values, ultimately becoming socially responsible individuals who radiate respect, understanding and harmony to all fellow Australians.

VALUES

At Fountain College we recognise that we are each unique and have many different strengths. We also highly regard common core values that all students should develop to become successful, caring citizens. Each week we teach children about a different value, modelling, dramatising and discussing these values. Finally we celebrate these values by recognising individual students in class during our Parent assemblies that have begun to consistently demonstrate these values. Check the Primary notice board for the current value focus.

ORGANISATION CHART

Principal Murat Sevil

Director of Curriculum Alper Ciftci

WACE Coordinator Omer Demirbas

Pastoral Care Coordinator Bunyamin Kazanci

Primary Head Teacher Kathryn Inglis

Junior Primary Head Teacher Natasha Labrooy

Secondary Behaviour Coordinator Emina Syed

Primary Behaviour Coordinator - Cecily Stainton

Daily Organiser Rachel Manchanda

SRC Coordinator Emina Syed

ADMINISTRATIVE PROCEDURES

FOUNTAIN

COLLEGE

General Student Behaviour

Classrooms

Playground Areas

Out of Bounds

Damage to School Property

Uniform and Appearances

Attendance

Absences

Bell Times

Sickness

Enrolment Renewals/ Termination Procedures

General Consent Form

Change of Contact Details

All students must comply with the school rules as prescribed in the Student Enrolment

& Renewal form. Students must abide by the student attendance/ absences policy. All

students must comply with student Passing/ Failing criteria. All students must wear the

prescribed school uniform.

Every student and parent of Fountain College needs to be aware of the school rules, stated in this handbook. When a parent enrolls their child, the child becomes the student of Fountain College who must comply with the school rules.

General Student Behaviour

Besides respecting yourself, (your body, your mind, your possessions, your surroundings), it is important that you show respect for others (principals, teachers, school staff, students, parents, adults, friends, etc). This includes:

- Offering help and guidance to visitors to the school.
- Extending due courtesy to all visitors to the classroom.
- Politely acknowledging a known adult outside the classroom.
- Displaying good manners in your contact with the helpers in the canteen.
- obeying instructions given by staff with courtesy and goodwill.
- Students who travel by public transport are reminded that they are to keep their voice and conversation to a tone and topics which are acceptable to other members of the public.

FOUNTAIN College students are also required to meet the following expectations;

- Respecting other people's property.
- Not interfering with or removing any property belonging to others.
- Putting litter in rubbish bins and keeping the school environment clean and tidy.
- Reporting at once to the nearest teacher about any accident or damage involving yourself or other students.

Students **should not bring** the following items to school:

- any magazines and audio/visual materials not relating to school work,
- illegal substances of any kind or offensive material (violent or pornographic),
- mobile phones unless secondary school students have agreed to and signed the *electronic devices policy*. All mobile phones **MUST** be kept in their lockers and **CANNOT** be taken to class or used during school hours.
- large sums of money and valuables,
- electronic devices such as I-pods, mp3 players, portable computers of any sort unless granted permission by teachers.
- portable electronic storage items such as memory sticks and USB devices are only allowed for school purposes. Mp3 playing features are strictly prohibited in these USB devices.
- play cards, any other toys or small handhold computer type games,
- matches, lighters,
- chewing gum,
- correction/liquid pen (only correction tape is allowed), any kind of permanent marker
- inflammable items such as deodorants and perfumes, Roll on deodorants are permitted

- ❖ *The school will not be responsible for items lost/stolen at school. Students are expected to take care of their personal belongings.*
- ❖ *Prohibited items may be confiscated by any member of staff and passed on to their relevant Coordinator for safe keeping (to be kept up to 1 term only). It is the students' responsibility to ask for confiscated items to be returned. Confiscated items may be returned to students or parents. Any unclaimed items will be thrown away after a fortnight.*
- ❖ *Bringing any of the above items will result in a behavioural punishment depending on the seriousness of the content/material.*

Classrooms

Students may not be in classrooms unless directly under the supervision of a teacher. Classroom Rules include the following.

Students must:

- raise their hand before speaking,
 - listen to others whilst speaking,
 - have their student diary with them during lessons,
 - bring their own pens, pencils, books etc.,
 - keep classrooms neat and tidy,
 - sit properly and keep their feet off furniture (No swinging on chairs),
 - not lean or sit on tables,
 - not eat/drink inside the classroom and corridors unless permitted by a teacher,
 - place their bags in the appropriate spaces (Secondary students' bags are to be left in lockers)
 - not leave their seats without permission,
 - not leave the classroom without permission,
 - not change their seating arrangements,
 - not play with blinds, equipment or fixtures in the classroom including computers, posters or other students' work,
 - not be in corridors and classrooms during recess and lunch time,
 - not run in the classroom and the corridors.
- ❖ *All members of the school community are expected to behave in such a way as to allow all students to learn to the best of their ability and to allow teachers to teach.*

Playground Areas

Within the playground areas students must:

- respect all teachers on duty and follow their instructions,
- keep the play areas clean at all times; place all rubbish in bins,
- play safely and report any problems to teachers,
- treat others with respect,
- allow others to play their games,
- be in the right place at the right time,
- stay within boundaries and play within the designated area only,
- respect the property of others and hand in any lost property to the teacher on duty,
- move promptly to the classroom after hearing the bell,
- use water wisely and use toilets properly,
- not get into physical contact with each other (no wrestling, water fights or play-fighting).

Out of Bounds

After arriving to school, students cannot leave the school grounds including nearby delis/shops for any reason without written permission from their Coordinator. Areas that are out of bounds include:

- the laboratories (unless a teacher is present)
- classrooms and corridors at recess and lunch time
- the car park area
- behind the sheds and the North Block building
- area in front of office and the administration building
- any other places as directed by the school and which are unsupervised by teachers

❖ *All local shops are out of bounds*

- *after students have been dropped off and,*
- *before they are picked up from school.*

❖ *Behavioural action will be taken if the above regulations are breached.*

❖ *Responsibility will not to be taken for students who leave the school premises.*

Damage to School Property

Students who accidentally damage school property must report this promptly to a Coordinator. If the damage (eg. a broken window) results from careless behaviour, the parents will be expected to pay for the cost of repairs. Unreported damage will be regarded as vandalism and dealt with accordingly.

Uniform and Appearance

FOUNTAIN College, uniformed school, regards grooming and uniform as basic matters of self-respect and respect for the school community. Students are expected to wear the appropriate school uniform at all times, including to school functions, unless informed otherwise. Students who continue to wear their uniform incorrectly may be suspended from school until the matter is rectified.

The following uniform rules apply to all students:

- Students are expected to mark all items of clothing and equipment with their names.
- Uniforms should be clean and worn neat and tidily.
- Students are not to fold the cuffs of shirts over their jumpers.
- Students who fail to keep their uniform as required (e.g. drawing, modification, etc.) will be asked to purchase a new uniform.
- Parents are primarily responsible for their child's uniform and are expected to check that it is being worn correctly before the child leaves home for school. Students who are unable to wear the correct uniform at any time must bring an explanatory note from their parent/guardian to the Coordinator at the beginning of the school day. This note should explain the reason for the student not being able to wear the appropriate uniform. Behavioural action will be taken for students who are not in correct uniform and without a note.
- There will be regular uniform checks by class room teachers and coordinators.
- At the discretion of the Principal, students may be permitted to wear neat, casual clothes on specified occasions. In such events, parents will be notified beforehand.

Failure to comply with uniform policy may result in:

- A phone call to parents asking them to bring the necessary item/s to school or to remedy the situation.
- If a major part of the uniform is missing the student may be sent back home.
- Lunch time detentions for Upper Primary and Secondary students who do not wear the correct uniform and do not obtain a uniform pass from Home group teachers
- A student who receives 3 uniform passes will have their family contacted by their classroom/home group teacher
- Clothing such as singlet, T-shirts or skivvies that are sometimes worn under the shirt must be plain white (no writing/pictures). No hooded tops are allowed.
- Students are allowed to wear only black beanie/neck-scarves in cold weather.
- No beanies/neck-scarves/gloves to be worn inside classroom.
- Full finger-length gloves to be worn when needed.
- Hair colour should be no other than your natural hair colour. Any kind of hair dye, including henna (kına), partial and 'streak' colouring are not permitted.
- Only FOUNTAIN College hats are to be worn when needed.
- Students are not to wear any other type of jumper/jacket/hoodie which is not part of the uniform. In winter they must purchase the school jacket if the jumper is not enough.

❖ *All students must be in full uniform on their journey to and from school.*

Uniform requirements for Pre-Primary –Year 8 Students:

Summer Uniform (Terms 1 & 4)

Boys

- Navy blue pants,
- Light blue short-sleeve polo shirt with school logo
- Black leather shoes
- Navy Blue school hat
- Navy blue or white socks

Girls

- Navy blue pants (pp – Y2 only)
- Navy blue skirt (Y3-Y8)
- Light blue polo shirt
- Navy blue, stockings or ankle length tights. (NO LEGGINGS)
- Black leather shoes
- Burgundy school hat
- Head Scarf (Optional): navy blue

Winter Uniform (Terms 2 & 3)

Boys

- Navy blue pants
- Light blue long sleeved polo shirt with school logo
- Navy blue woollen jumper (with school logo)
- Navy blue school blazer/jacket (with school logo) – *optional (No other jacket is allowed. PP-Yr 2 may wear sport jackets additional to jumper in Term 2 and Term 3)*
- Navy blue school hat - *optional*
- Black leather shoes
- Navy blue or white socks



- **Girls** Navy blue pants (pp – Y2 only)
- Navy blue skirt (Y3-Y8)
- Light blue long sleeved polo shirt
- Navy blue, stockings or ankle length tights. (NO LEGGINGS)
- Black leather shoes
- Navy blue school hat
- Head Scarf (Optional): navy blue
- Navy blue woollen jumper (with school logo)
- Burgundy school blazer/jacket (with school logo) – *optional (No other jacket is allowed. PP-Yr2 may wear sport jackets additional to jumper in Term 2 and Term 3)*



Girls' hair that is below the neckline must be tied back neatly, using hair accessories in school colours. (navy blue, burgundy or white)

Sports/PE Uniform

Students must be in full sports uniform on their designated Sport/PE day, during School Athletics Carnivals and when representing the School in external sports events, unless otherwise as determined by the Principal.

Students representing the School at sport should wear the school tracksuit or school uniform when not competing and when travelling to and from sporting activities.

All Students

- Navy blue sports pants
- Light blue sports T- shirt with school logo
- Navy blue/sky blue sports jacket with school logo (*Compulsory for Terms 2 & 3*)
- Sports shoes/runners
- Navy blue or white socks
- Navy school hat (*Compulsory for Terms 1&4*)



Uniform requirements for Secondary Students Years 9-12:

Secondary Girls:

Jacket	: FOUNTAIN College jacket optional (for Term 2 & 3 and official school functions)
Skirt	: FOUNTAIN College skirt Navy blue (Skirt length must be minimum by at least 8cm below the knees; maximum ankle length.)
Shirt	: FOUNTAIN College shirt (white and blue pinstriped cotton shirt with FOUNTAIN College logo)
Jumper	: FOUNTAIN College Jumper
Shoes	: Traditional black school shoes (leather – capable of being polished; maximum allowance for shoes is 3 cm high heels, no flats or boots should be worn)
Socks	: Navy, knee high or stockings
Head Scarf (optional)	: navy

Special requirements for Girls

- Hair may be plaited or French-braided however, no feed-in cornrows, lacing, extensions, wraps or dreadlocks are allowed. If in doubt, ask your Coordinator before you have anything done to your hair. Attention seeking hairstyles are not permitted.
- Shoulder length hair must be tied back with a black, navy or white coloured item, such as ribbon, scrunchie or tie.
- Jewellery may not be worn, e.g., bracelets, rings. (with the exception of a wristwatch)
- A single **small** earring (that does not extend outside of the earlobe) or a sleeper no larger than a five-cent piece may be worn, **one in each ear lobe**. Drop/dangling earrings are not acceptable as they create a risk of injury in sporting activities. No facial studs or piecing are allowed.
- No make-up is to be worn.
- Nails should be clean and trimmed; no nail polish is permitted.

Secondary Boys

- Jacket : FOUNTAIN College Jacket optional (for Term 2 & 3 and official school functions)
- Trousers : Traditional navy blue school trousers (no jeans types are allowed)
- Shirt : FOUNTAIN College shirt (white and blue pin striped cotton shirt with FOUNTAIN College logo,
- Jumper : FOUNTAIN College Jumper /vest
- Shoes : Traditional black school shoes (leather that can be polished). Sport shoes are not allowed.
- Socks : Navy or white
- Hat : FOUNTAIN College hat (optional)

Special requirements for Secondary Boys

- Boys are not permitted to wear earrings and/or other jewellery (except a wristwatch).

- All boys must be clean shaven, no beards or moustaches.
- Attention seeking hairstyles (mullet, undercut, crew cut, number zero, shaved head, layers, sparkly hair, spiky hair etc.) are not permitted. Hair should be short, simple and conservative. Hair must not reach the collar at the back of the head. Ears should be visible and a fringe should not reach eyebrows. Hair must be neatly combed.
- Sideburns are not to be longer than three quarters of a student's ear length.
- No extensive amount of hair gel/spray/wax/mousse. Students can only use these products to straighten their hair (not to spike or grease the hair).

Sports Uniform

College sport uniform must be worn in Physical Education classes. All students should be equipped with the following sports uniform:

- FOUNTAIN College Tracksuit
- FOUNTAIN College sport shirt
- Runners

❖ *Sport shoes are only to be worn with the sports uniform in PE lessons or other official sports activities.*

❖ *Sport shoes are not permitted in classrooms. Any student wearing sport shoes due to an injury must have a medical certificate.*

NOTE: If any of the aforementioned items are not met, a "uniform pass" must be acquired.

Attendance

Regular school attendance is required. Every subject teacher will keep an electronic record on CoolSIS of each student's attendance. Administration and coordinators will regularly check this information and contact parents regarding unexplained absences or frequent late arrival to school. It is the responsibility of students who are late or absent to find out what work they have missed and to catch up in their own time.

Absence

If a student is going to be absent, parents MUST contact the office to notify of the reason. Failure to do this will result in a text message being sent to the family. It is a legal requirement that all absences be recorded and explained.

Long Term Absences:

The school does not give approval for long-term absences, however if the students will be away for more than a few days the responsibility lies with the parents to notify the co-ordinators in writing. All long-term absences should be notified to the Coordinators in writing and be approved before leave. The following rules will apply to students who are likely to be absent for a long period:

- Parents going overseas must fill in a "Student Long Term Absence Request Form" and to notify the administration before going overseas.
- If a student does not attend school up to 20 school days in total during the year and provides a legitimate reason, he/she will be allowed to continue school.
- If a student does not attend school for more than 20 school days (other than an overseas trip) in total during the year and does not provide a legitimate reason, he/she may be asked to repeat that academic year.
- If a student does not attend school for more than 50 school days in total including an overseas trip and other absenteeism during the year, management will make a decision regarding the promotion of the student to the next year level.
- *When arranging family holidays, parents are advised to plan them so that they happen during the school vacation periods. This will avoid any unnecessary student absences during the term or any other time during the academic*

year.

- School fees are still expected to be paid during the students' extended absences.

Late Arrival

It is the parent and students' responsibility to ensure that the student arrives to school no later than 8.55am, in time for home group time at 8.58am. Students arriving late are required to report to the office to obtain a Late Pass. Where a valid reason exists for a student not being able to attend school at the required time, the parent must inform the teacher/receptionist with a notice or a telephone call.

The school is responsible for the well-being of all students and hence will have to report any issue that is related to neglect to the Department of Children Services. This can include; consistent absenteeism, coming to school late or being picked up from school late on a regular basis. Families of students who are regularly late to school may be asked to come in and meet with the School Coordinator to discuss the issue.

No child is to be taken home by another parent or friend, unless the School Office and/or the Principal have been notified by the child's parents.

Early Leave

- Parents/Guardians, who need to take their child out of class early, must first sign the register, located in the School Office.
- Early Leave will only be allowed for a genuine reason to the parent/guardian or an adult approved by the parent/guardian.
- The student must stay inside the classroom until the Secretary notifies the relevant class teacher. No student should leave the class without permission.

Before and after school

- The school grounds are supervised between 8.30am-3.45pm only. Therefore, the school will not be responsible for students being at school in the morning before 8.30am and in the afternoon after 3.45 pm.
- Those students, whose parents have not arrived at school by 3.45pm, will be directed to the area between the multipurpose room and the library for waiting. If parents are running late they should contact the office so that the school is aware of this situation.
- All parents need to park their vehicle outside the school fence in the parent pick up area on Galena Way.

Bell Times

Begin	End	Session
8:58	9:00	Home Group
9:00	9:44	Period 1
9:46	10:30	Period 2
10:32	11:16	Period 3
11:16	11:36	Recess
11:38	12:22	Period 4
12:24	13:08	Period 5
13:08	13:58	Lunch
14:00	14:44	Period 6
14:46	15:30	Period 7
15:30	End of Day	

Secondary students are given 2 minutes of transition time between periods to arrive at their next class. Students are only allowed to access their lockers before period 1, after recess and after lunch.

Sickness and Medication

Many medications are now available in a form which minimises or eliminates the need to provide students with medication during the school day. Parents are advised to consult with medical practitioners in this regard.

Teachers and Support Staff **are not** permitted to administer medication to students, unless in an emergency (e.g. use of the EpiPen for severe allergic reactions in specified children). The school's policy contains an indemnity and medications form to be completed and signed by parents who want their child to be administered with medication at school. If your child requires medication please complete an indemnity and Medications Form from the office and place the medication in an appropriate container with clearly written instructions. The medication is then kept in the storeroom/sick bay fridge.

The administration staff will be responsible for administering such medication when required. Children will be called to the office at the prescribed time for such medication. If parents bring the medication directly to the classroom, the teacher is advised to send the parents to the office.

If a student becomes ill or is injured during the school day and is, for that reason, unable to continue with the normal daily program, the student is to go - or, if necessary, to be taken - to the Sick Bay. Students are to:

- Have their diary/note signed by their teacher
- Show the note from the teacher to the secretary on arrival
- Inform the secretary when leaving the sickbay to return to class.
- Return to the class before the lesson ends to get their diary signed to state how long they were away for.
- The secretary will give the first aid needed or if necessary, either contact the parent to pick up the child or call for an ambulance.
- Students will not be allowed to remain in the sick bay for an extended period of time.
- Students will only be allowed to go home if the parent/guardian comes to school and completes an Early Leavers' Form. In the case of a medical emergency, an ambulance will be called and students will be taken to the nearest hospital (Every attempt will be made to contact the parent/guardian). If an ambulance is called for a student, responsibility for payment rests with the parents/guardians.

❖ *It is under parent responsibility to notify school if the child has any known chronic illnesses*

❖ *No student should come to school if they are suffering from a contagious disease.*

❖ *No painkillers are provided to students unless they have name tagged medicine from a chemist and a permission note*

from their parents.

Enrolment Renewals and Termination Procedures

An enrolment renewal form will generally be sent home in Term 3 of each year whereby parents are requested to indicate whether their child will be attending the school the following year. Parents should read the conditions carefully before signing the enrolment renewal form. A parent, who signs the form, has agreed to all school rules and conditions set by the School Board and will be bound to it.

To finalise the enrolments for the following year, parents should return the form to the school by the set date. If the school does not receive the enrolment renewal form by the deadline, then the student will not be considered enrolled for the following year. Therefore, students who are on the waiting list will have first preference.

A parent who intends to terminate his/her child's enrolment at the school, (other than a student who graduates from year 12) needs to complete a Student Exit Form after discussing the matter with the Principal. The form, which requires the signature of the parent/guardian of the student, needs to be given to a Coordinator who will indicate any further formalities which need to be completed. Once a student has terminated his/her enrolment, that student's place will be taken by a new applicant. If the student wants to return to FOUNTAIN College, he/she will be treated as a new applicant.

- ❖ *Promotion to an upper year level is based on academic performance. Therefore enrolment renewal does not guarantee this promotion.*
- ❖ *If a student is removed during a term, the school is entitled to retain or be paid that term's fees.*
- ❖ *A full term's notice is to be given for any termination of enrolments. The parents will have to pay the fees for upcoming term if a term's notice has not been given.*

General Consent Form

In order to reduce the amount of permission slips that are sent to homes for certain school events, Fountain College asks parents to sign a General Consent form at enrolment, which covers the following common school issues:

- PERMISSION TO ACT IN THE EVENT OF A MEDICAL EMERGENCY
- PERMISSION TO BORROW BOOKS, AND RESPONSIBILITY OF WORKBOOKS
- PERMISSION TO BE PHOTOGRAPHED
- PERMISSION TO TAKE PARACETAMOL
- PERMISSION TO WATCH 'PG' RATED FILMS
- PERMISSION TO PARTICIPATE IN LOCAL EXCURSIONS
- SCHOOL BEHAVIOUR MANAGEMENT
- PERMISSION TO INSPECT FOR HEAD LICE
- UNIFORM POLICY

Please sign this document to make day to day issues at the school occur more easily. It is the responsibility of the parent to notify the school of any changes.

Change of Contact Details

Prompt notice to the school of any change of address and/or other details such as change to phone numbers are essential. This is important not only for updating the school records but also for the issue of transport applications.

Visitors to the School

All visitors to the College are expected to report themselves to the Office. Upon registration into the Visitor's Log Book, a Visitors Card will be given to be worn. Visitors are requested to make an appointment to see any member of staff. Casual visitors/friends of students are not welcomed on the school ground for safety reasons. If there is a genuine reason to communicate with such a visitor, the student must bring an explanatory parent note and present it to the Coordinator in the morning. After the Coordinator's approval, a meeting can be arranged in the reception area only at recess and/or lunch time.

Driving and Parking

When driving and parking your vehicle around the school, especially during morning and afternoon peak hours, please be aware of the following:

- School based **speed zones** operate at 40km/hr.
- **Parking** – parents are advised not to park on school grounds. Remember the council signage in relation to drop off zones, residential parking, clearway restrictions and short term car park.
- **Council Local Laws Officer** – parents are reminded that if motorists fail to comply with local laws, 'infringement notices' may be issued to the owner of the registered vehicle involved in the alleged offence on driver's expense.
- The student pick-up / drop off area is located on **Galena Way**. Please do not park in the staff car park or outside the front gate of the school when picking up your child.

Emergency Evacuations

Emergency situations may arise at any time. If an evacuation is necessary, the first consideration is the overall safety of the students and staff. An efficient, disciplined evacuation could save lives.

Instructions to students:

- Once the students hear three short sirens they are to leave the building by the nearest safe exit. Exit directions are indicated in each room.
- Always follow your teacher's instructions.
- Proceed to the designated emergency assembly point, accompanied by a teacher.
- Leave your bags behind as they could impede the speed of the evacuation.
- Each year level is to line up for roll call purposes.
- Wait for the teacher to mark your roll.
- Do not leave the area until instructed to do so.

Sun Smart Policy

It is expected that all primary students wear their school hats during the year whilst playing outside. Our College has a 'No Sunsmart Hat – Play in the Shade' policy for **primary** students. Sunscreen should be applied at home prior to coming to school.

Students should bring a water bottle to school during hot weather and on sport days.

Food Sharing Policy

The school does not advise students to share lunches and other foods due to medical concerns and faith backgrounds. There are some children at our school who are sensitive to foods or have serious allergies. It is expected that some parents can be sensitive about the ingredients of various foods. It is for these reasons that we do not share food nor eat cakes or lollies in celebration of birthdays. Please organise birthday parties outside of school hours.

Helping Me, Helping You – Primary Students

- Talk to your child about starting school and meeting new friends
- Ensure that your child is at school on time and has the required homework/materials needed for the day
- Select worthwhile stories, novels, radio, T.V programs and web pages.
- If your child is required to bring money to school for any reason, be sure that it is carefully sealed in an envelope and clearly marked with your child's name, grade, teacher's name and the purpose
- A good night's sleep is extremely important, so try to keep your child to a regular bedtime
- A nutritious and relaxed breakfast is an excellent way to begin the day
- Please notify the school in writing of any medication that is necessary for your child
- Encourage positive study habits by setting specific times for homework, ensuring its timing and setting is free of disruptions
- Aside from checking that your child is in full uniform in the mornings, expect your child to keep their presentation neat – tucking in shirts and keeping hair and nails clean and tidy.
- Monitor your child's homework and please check your child's school diary as additional information or notes from your child's teachers may be written. If there are notes written for you by their teachers, please sign them to show that you have read the note. Feel free to correspond through the diary if you have any concerns.
- Parents/guardians are also required to sign the diary on a weekly basis. This shows us that you are aware of the homework issued, test dates, due dates of projects and other special reminders.
- Inform your child's classroom teacher when major changes have happened at home or in your child's life that may affect their schooling.

Keep the College Clean Policy

Staff and students are all responsible to help ensure the classrooms, buildings (corridors, toilets, storerooms) and playgrounds are kept clean. Students and teachers will be actively involved in taking care and beautifying our school environment in every aspect.

Wet Weather

Wet Days will be announced by the supervising coordinator, where possible before recess and lunch.

On such days;

primary school students

- will make recess and lunch orders by recess
- will eat their food inside the classroom under the supervision of their classroom teachers
- Year levels will be separated into groups of two – year 1 & 2, years 3 & 4, years 5 & 6. These groups will stay within a pre-decided classroom with classroom teacher supervision
- should only leave the room with teacher permission for toilets
- are asked to be particularly mindful of putting all food scraps and rubbish in the bin and leaving the classroom, as well as the corridors tidy.

secondary school students

- In year 7-10 will make way to the maths (boys) and science (girls) rooms. Year 11 and 12 students will have their own classrooms to stay in
- Will have to be mindful of cleanliness and order of the classroom. Students who do not act accordingly will be dealt with by the OBC teacher on duty

Parents/Carers in Schools

Being involved in your child's schooling adds richness to their experience and sends a clear message that their education is important to you. Your child will do much better in school if you are actively involved in their education and if you are as informed as possible about the school's educational programs.

There are always many opportunities for parents to get involved in school programs. Volunteers can support the school in a number of ways. These include listening to students read, helping with administrative tasks, creating displays, sorting, shelving and contacting library books.

Assemblies

There will be Monday morning assemblies held in the undercover area for primary school. Primary school awards will be issued at parent assemblies that take place three times in a term. There will be student performances at primary school parents' assemblies.

Secondary assemblies take place in the multipurpose hall during week 1, week 5 and week 9, Mondays after recess. Secondary awards are also handed out during these assemblies.

At the beginning of each semester there are general assemblies.

STUDENT SERVICES

FOUNTAIN

COLLEGE

Student Representative
Council (SRC)

Canteen

Library

Lockers

Transport

Printer

Lost Property

Parent-School
Communications

Parents Friends Association

CoolSIS

Pastoral Care

Our focus on the establishment of close relationships with students is of great value to our school culture and it plays an important role in the successful education of your children. It is through the active support of parents that our children feel encouraged to achieve their best at home and at school

Student Representative Council (SRC) – Secondary School

The SRC is an elected group of students who represent the whole student body and are involved with issues that affect students. The teacher's role is to provide guidance and instruction in formal committee procedures. The aim of the SRC is to give students the opportunity to raise any concerns regarding school matters, to initiate/execute activities which will add to the quality of student life and to raise funds to improve/upgrade student facilities/services. A SRC student needs to present role model behaviour at all times. Therefore, if a SRC member is to be penalised with a suspension his/her membership elapses.

Head Boy and Head Girl

The Head Boy and Head Girl are senior representatives (Year 12) of the SRC body who have earned a particular distinction amongst the students and staff. They are appointed via a series of procedures which include a nomination process, elections and interviews prior to taking up the position.

Prefects and Faction Captaincy-Primary

In Term 1 students in the year 6 class have the opportunity to nominate themselves to become a Prefect or SRC member. This process involves students preparing and presenting a speech to their teachers and peers who all vote for the best candidates. 4 Prefects (including 2 SRC) are chosen for the year. These students display excellent behaviour and are leaders for the Primary School.

Canteen

The canteen menu and price list will be provided at the start of each year. Lunch orders must be written at home and should specify student's name, year level and food items on a lunch order *paper-bag*. NO class time and paper bags will be given to write up lunch orders at school.

Fountain College places great importance in the physical well-being of children. Therefore, we expect that all parents and families provide a healthy breakfast before school, as well as providing students with nutritious snacks and lunches. Lunch is eaten at 1.08pm in the undercover areas under the supervision of duty teacher(s).

As a reminder, we ask that all food is consumed during recess and lunch is eaten outside of the classroom.

Library

The main purpose of the Fountain College library is to nurture a love of learning and reading. All primary classes have a weekly library session. The library is open recess, lunch time and after school.

The library is a quiet place of study. When coming to the library, students must have work to complete quietly.

In the library, students may use the library catalogue or computers to do research for a project, essay or assignment. Students may use the library to complete homework or study for tests or simply choose the library as a quiet place to read. The library is booked for whole class visits. The school library is open for student use at recess (for primary) and second half of lunch (for secondary). It is expected that students using the library facilities to observe the library rules at all times. In the library, students are asked to take the following into consideration:

- Food and drinks are not allowed in the library
- Bags are not allowed in the library
- The library is not a discussion area, therefore talking should be kept to a minimum
- Make sure your chairs are pushed in before you leave
- Return any books, magazines, newspapers or other resources you may have used and keep the library neat and tidy

Lockers

It is obligatory for all **secondary** students to use the locker and combination lock to store their bag, books and sporting equipment. Students should collect their books from lockers before first period, at the beginning of recess and lunchtime. Students are not permitted to go to lockers outside of these times. In using the lockers, students need to observe the following rules:

- The fee for the use of lockers is included in the school levy, any damage or loss of padlocks will incur a fee.
- Lockers must be kept clean and locked at all times, otherwise behavioural action may be taken.
- Students are not allowed to leave their bags outside their lockers.
- Students are not to exchange allocated lockers without the Coordinator's permission.
- Lockers are to be emptied, cleaned and left open at the end of the year for maintenance purposes.

❖ *Lockers are the property of the school and may be searched if a teacher has reasonable cause for concern. Each student is accountable for all items kept in their locker.*

Transport

The school provides a bus service to areas in metropolitan Perth. Parents who wish their children to use the School Bus Service should fill in the Bus Service Application Form. The service will be supplied depending on availability and in advance payment for the following term. Those who would like to cease this service must fill in the Bus Service Withdrawal Form. The bus routes and hence pick-up/drop-off times are subject to change depending on new bus service applications/withdrawals. Details of the routes may be obtained from the School Office.

Printer

Students who need to print out work for their homework, assignments and/or projects may do so from the front office reception. Students are required to pay relevant amounts for this use.

Lost Property

We strongly advise that parents ensure all items and clothing are clearly labelled. In the event of any item being lost please check the Lost & Found box located at the office. All lost items will be kept until the end of the term. At the end of the year they will be dry cleaned and sold as second hand uniforms as of the following term.

Parent- School Communications

High priority is given to parent/teacher communication at Fountain College. Ongoing and varied forms of communication are greatly valued and give parents and teachers the opportunity to actively participate during the educational year.

Fountain College takes pride in maintaining close partnerships and networks with families and communities. These close partnerships are strengthened with personal contacts, phone calls and even home visits. Parents are strongly advised to attend all designated parents-teacher interviews to monitor their children's academic progress and behaviour. As partners in their child's education, parents are advised to be advocates of the school and good role models.

Parents should feel free to communicate with the school about the progress of their child(ren) at any time during the academic year. Although any subject related matters can be discussed with any subject teacher, an appointment can always be arranged with the Coordinators and Head of Secondary in the case of a serious issue. Formal contact between the school and home includes:

- Communication through CoolSIS, Fountain College's Student Information System
- Two interim reports (for Term 1 and Term 3)
- Two semester reports (for Semester 1 and Semester 2)
- Parent / Teacher Interviews
- Parent / Teacher Information Nights
- Student Diaries
- Occasional circulars and text message regarding school activities, special performances, camps, excursions, etc.
- Orientation day for new students and parents
- Web Page.

CoolSIS - Student Information System

CoolSIS is an online school information system that allows greater levels of information exchange between the school and home by using a central and integrated database. It can be easily accessed through a web browser or apps found on Google Play (for Android devices) and the App Store (iOS devices). It allows teachers and parents to access information about a child's behaviour and academic progress. This includes attendance, homework, tests and other assessments given by teachers, and any positive or negative behaviour exhibited in school. All parents and students are given a password to access CoolSIS.

Email Use

Email can enhance communication between the school community and parents. Although, you may already use email, here are some simple guidelines to ensure efficiency and productivity:

- Emails should be brief and courteous
- The first point of contact regarding a child is the classroom/home group teacher.
- It is more appropriate to make an appointment to talk to the coordinators regarding complex issues.
- Given daily commitments and responsibilities, staff will reply as soon as possible.

Newsletter - Schoolzine

The newsletter is prepared twice a term. It highlights the many events within the school. It also outlines all the major upcoming events. Therefore it is an important communication tool between school and parents. The newsletters are accessible through the school's website.

School Nurse

Fountain College has been appointed a school nurse who comes in to test the Kindy and Pre-Primary students' sight and hearing during the year. It is vital that you fill in all forms that are sent home and return these at the earliest convenience. This is a free service. Immunisation for students is also conducted periodically. Parents will be made aware of any required immunisations beforehand.

Pastoral Care

Pastoral Care service is available to all Fountain College students from year 4 to year 12. Students are assigned a pastoral care teacher who will organise after school programs and weekend activities with the students.

It is expected the students who take part in Pastoral Care programs, abide by school rules.

Fountain College is viewed as a family whose members act with consideration and offer support. Pastoral Care:

- encompasses the school community to meet the personal, social and learning needs of students
- creates a safe, caring school environment in which students are nurtured as they learn
- incorporates effective behaviour, preventative health and social skills programs
- stresses the value of collaborative early intervention when problems are identified
- provides ongoing educational services to support students
- recognises the diversity within the school community and provides programs and support which acknowledge difference and promote harmony
- recognises the role school plays as a resource to link families with community support services

Factions

Each student is placed in a FACTION or HOUSE. This becomes like a second family. Students are encouraged to work as a team during activities including FACTION CHALLENGES, SPORTS DAYS and collecting BEHAVIOUR points. Student may be in one of the following FACTIONS:

Sullivan (Eamon) after the famous Australian Swimmer. This Faction is BLUE.

Gilchrest (Adam) after the famous Australian Cricketer. This faction is GREEN.

Rogers (Gary) after the famous Australian Motor Sport Racer. This faction is RED.

Worsfold (John) after the famous Asutralian AFL player. This faction is YELLOW.

Students will take part in various activities throughout an academic year in their factions.

BEHAVIOURAL PROCEDURES

FOUNTAIN

COLLEGE

Students' Responsibilities and Rights

Student's Code of Conduct

Behavioural Responses

Detentions

Removal from Class

Suspensions

Serious Offences

Harassment and Bullying

The Behaviour Committee

Expulsion

Diary Usage

Rewarding Students

Awards

A whole school focus on responsibility.

People are responsible for their own behaviour.

The teacher is responsible to teach.

The student has a right to learn, the teacher has a right to teach.

The choice to violate the rights of others is the choice to leave.

Student's Responsibilities and Rights

The rules of the school and of every classroom are based on our "Rights and Responsibilities". This creates an expectation of a common, considerate manner by staff and students alike.

RESPONSIBILITIES OF STUDENTS	RIGHTS OF STUDENTS
<ul style="list-style-type: none"> ▪ To comply with the school rules ▪ To respect the freedom, rights and roles of others. ▪ To respect the environment ▪ To be prepared and ready to learn. ▪ To aspire to fulfil individual potential. ▪ To contribute positively ▪ To behave in a courteous manner. ▪ To make appropriate decisions regarding physical and mental well-being. 	<ul style="list-style-type: none"> ▪ To be free to learn in a safe and healthy environment. ▪ To express themselves ▪ To access high quality schooling. ▪ To achieve. ▪ To build healthy interpersonal relationships. ▪ To be treated equally with respect.

Rules act as guidelines to help us determine whether our course of action is going to interfere with others around us who are attempting to satisfy their own goals.

Student's Code of Conduct

The following rules are made to ensure an orderly school environment. Properly observed by all, they will promote the efficient functioning of the school and enable all who teach and study to enjoy working together.

Students are:

- to follow instructions and follow college policies and procedures
- not to refuse to comply with the uniform regulations
- not to interfere with classroom teaching and learning
- not to interfere with the property of others
- to report promptly all damage whether accidentally caused or not to class, subject or Home Group teachers
- not to throw any objects likely to cause injury to others or the environment
- not to deface or interfere with school property, furniture or fittings
- not use foul or obscene language or aggressive behaviour towards others
- not to take part in fighting, threatening or intimidating behaviour or harassment of any kind towards others
- not to bring or use tobacco, alcohol or non-prescription drugs on the school grounds or on their way to and from the school or excursions or at any school function. Students associating with other people smoking or using alcohol or non-prescription drugs on the school grounds or on their way to and from the school or on excursions or at any school function will also be considered to have broken this rule.

These rules are designed for the general good of the school community. At the same time, they will provide guidelines, which will help you to behave in a way that you, your friends and the school will approve.

Playground Rules

- Do the right thing
 - put any rubbish in the bin
 - use toilets properly
 - use water wisely
- Respect teachers on duty and follow instructions
- Play safely and report any problems
- Treat others as you want to be treated
 - speak nicely
 - allow others to play their games
 - keep hands and feet to yourself
- Be in the right place at the right time
 - stay within boundaries
 - play in your classes designated area only
 - move promptly to the class on the bell
- Respect the property of others. Hand in any lost property to teacher on duty

Bus Code of Conduct

Students should be in proper school uniform at all times and whilst travelling on the school bus. While travelling on the school bus, students must:

- respect bus property by not marking or damaging it
- not eat/drink on the bus
- not stand up
- not allow any part of their body to protrude from the bus
- not fight, spit, disrupt, use offensive language, not place their feet on the seats
- obey the bus driver's instructions
- not distract the driver except in an emergency
- not show any disrespectful attitudes to other people travelling in other vehicles. Misbehaviour on the bus may lead to suspension from the bus use.

❖ *The bus driver will issue yellow slips for any misbehaving students on the bus, an accumulation of 3 yellow passes will lead to punishments or suspension from the bus service depending on severity. If you have any issues with the bus, please contact the school.*

Behavioural Responses for Primary Students

Fountain College students must obey all school rules. Students who do not obey the rules will experience certain behavioural responses at:

- Class level
 - Co-ordinator level
 - Behaviour committee level
 - Principal Level
-
- Classroom/subject teachers may issue a Time-Out/Lunch Time Detention (LTD) for minor repetitive misbehaviour.
 - Every 3x Time-Outs in a buddy class =
 - Meeting with teacher and coordinator (Kindy – Year 2)
 - Lunch Time Detention (Year 3 – 6)
 - Every 3x Uniform/Lateness/homework pass records throughout a term = 1 LTD (Years 1 - 6)
 - 3 LTD's = An official warning (a conference with involved teachers and coordinator).
 - 3 more LTD's = Second official warning (Parents will be called to take part in the second conference with student and teachers/coordinator).
 - 3 more LTD's = Internal Suspension.
 - For major behavioural outbreaks, students may be given an after school detention or external suspension. Students who do not attend the scheduled afterschool detention class, without a valid reason, will be required to attend a hearing with the Coordinator. A student who twice in succession fails to attend a scheduled detention class may be suspended from attendance at the school.
 - Any teacher may refer a serious issue to the Behaviour Committee by filling in Behaviour Referral Form. Upon discussion and careful consideration an after school detention or internal/external suspension (up to 5 school days) may be issued depending on the seriousness of misbehavior.
 - Any type of suspension will lead to a parent interview to review the enrolment of the student. Parents will be notified of this action. Some of these serious matters are as follows:
 - Fighting

- Bullying
 - Consistent misbehaviour in class
 - Swearing
 - Offensive behaviour towards teachers
 - Deliberate disobedience or ignoring of rules
- After the first internal suspension, if a student receives another official warning, the student will be on a good behaviour/conduct card. The card must be presented and signed by parents and the classroom teacher every day.
 - If the behaviour of the student is not satisfactory during the period of the conduct card
 - Parents will be called in for a review of enrolment
 - Expulsion may occur
 - If the behaviour of the student has been satisfactory during the period of conduct card, then the student will start a new term of behaviour.
- ❖ *Any student receiving suspension will not be eligible for Prefect team, Scholarship (Academic or Financial hardship) and Dux Award since best manners is the key.*
 - ❖ *Any behavioural letters that are sent home need to be signed and returned.*

Behavioural Responses - Secondary Students

Behavioural responses should be applied and in proportion to the seriousness of the matter. Matters can be viewed as serious in their own right. A matter may also become serious due to the repeated nature of its occurrence (see "Serious Offences" below).

FOUNTAIN College uses a graduated series of responses to behaviour. The starting point and the sequencing would be determined by the seriousness of the matter.

POSSIBLE PENALTIES	IMPLEMENTED BY	OTHER PERSONS INVOLVED
Signal (verbal or non-verbal) that behaviour is inappropriate	Teacher	
Rebuke/admonition	Teacher	
Temporary removal of privileges (eg required to change seating.)	Teacher	
Temporary removal from classroom (5 min or to a senior class)	Teacher	
Assignment of additional task (eg assist with clean-up end of class, transcription)	Teacher	
Detention – lunch (see "Detentions" below)	Teacher	Coordinator
Detention – after school (via Incident Reports)	Teacher	Coordinator
Contact with parents (probably phone)	Teacher	Coordinator
Removal from class (see section below)	Teacher	Coordinator
Requirement for meeting with family	Teacher	Coordinator
Exclusion from extracurricular activities	Coordinator	Behaviour Committee
Behavioural Conduct Card	Coordinator	Behaviour Committee
Suspension – external (see below)	Coordinator	Principal
Referral to outside the school authorities	Coordinator	Principal.
Expulsion (see below)	Principal	

Detentions

Lunchtime Detentions (LTD)

- Lunchtime Detentions are to be held three times a week on designated days in the first half of lunchtime by the LTD Teacher.
- Instructions will be given by the LTD teacher.
- A student given a lunchtime detention will be informed of this through Coolsis by the teacher giving the detention
- Not attending a Lunchtime detention will result in another Lunchtime Detention.

Some legitimate reasons for an immediate lunchtime detention

- Staying inside the classrooms at recess/lunchtime
- Dropping litter around the grounds
- Having chewing gum
- Inappropriate hand gestures and other bodily movements
- Having prohibited items listed in section “General Student Behaviour” (serious items will be referred to the Behaviour Committee)
- Being in out of bound areas
- Refusing to comply with the Bus Code of Conduct
- Damaging school property
- Throwing any objects likely to cause injury to others or the environment
- Water fights and/or any games which may hurt or discomfort others
- Students may be kept in, at lunch time by the teacher, if they have not completed class work during class time.

Minor issues

- 3 uniform/lateness records (in a term) will result in an LTD.
- 5 homework passes results in an LTD.
- Repetitive minor behavioural issues can be penalised by direct LTD and Cause for Concern letter.
- The LTD Teacher will keep the record of attendance and report to coordinator, LTD records are also on Coolsis.
- 3 LTDs = an official warning from the school to parents.
- 3 official warnings will lead to an Internal suspension.
- No rollover of LTDs between semesters.

After School Detention (ASD)

Any staff member is entitled to fill in an incident report for serious offences. This is to be presented to the Behaviour Committee. If the decision is an After School Detention, the coordinator will prepare an after school detention letter.

Parents should be notified with a detention letter at least two days in advance. A copy of the letter is to be kept with the Coordinator. The letter is to be signed by the parents and to be collected by Coordinator before implementing the detention. The detention letter then is to be filed in the student’s records by the secretary after it has been logged into Coolsis.

❖ *Not attending a class for no reason while being at the school will result in an ASD.*

Failure to Attend Detentions

Failure to attend a detention without an acceptable reason or without prior negotiation of an alternative date is a serious matter.

- Failure to attend after-school detentions will result in another After School detention record and may be referred to the behaviour committee for further action.

Removal from Class

Student removal from class is an exceptional step to take and should only be used in cases where a student causes such difficulty that he/she must be removed from the room for order to be maintained. In more serious cases, the student must be sent to the Coordinator's room with the class captain.

Internal & External Suspension

Suspension is the process whereby a student is withdrawn from contact with other students. It is an extremely serious consequence. Suspensions might be given by the Behaviour Committee depending on the seriousness of misbehaviour.

Internal Suspensions are given as a result of 3 official warnings accumulated by a student.

External Suspension is a process whereby a student is not permitted to attend school for a period of time. At FOUNTAIN College an external suspension will always require the Coordinator to contact the students' parents.

- The Behaviour Committee might give this sanction depending on seriousness of misbehaviour regardless of the situation.
- A student receiving any type of suspension will not be eligible for
 - Scholarships
 - Academic certificates (Certificate of Achievement or Excellence)
 - SRC membership.

Serious Offences

A serious offence can be defined as activities or behaviour of a student that:

- displays disrespectful attitudes towards national/moral values (anthems, flags, school rules, etc.)
- fails to comply with any instructions given by a member of staff consistently and deliberately
- is offensive or dangerous to the physical or emotional health of any staff member or any student
- interferes with the education of other students consistently and deliberately
- leaves the school grounds with no permission (truancy)
- vandalises school property
- brings or uses tobacco, alcohol or non-prescription drugs on the school grounds or on his/her way to and from the school or excursions or at any school function
- brings illegal substances of any kind or offensive material (violent or pornographic)
- brings any dangerous item (e.g. knives)

A serious offence is generally the result of a pattern of escalating or repeating behaviour from the student. However, it needs to be noted that a single incident can, of itself, be an extremely serious matter, which may require immediate consideration of a negotiated transfer. In such circumstances the decisions reached need to identify the educational and social needs of the student while at the same time consider all issues relevant to the behaviour of the student and the implications of others in the school community.

❖ *Serious offences are to be dealt by the Behaviour Committee.*

Harassment and Bullying

Fountain College has a safe, secure and caring environment, which promotes learning, personal growth and positive self-esteem. Therefore, any form of harassment is totally unacceptable at the school and will not be tolerated under any circumstances. Harassment or bullying is subjecting someone to any form of behaviour, which is hurtful, threatening or frightening.

These behaviours are usually repeated over time and can include:

- Teasing and 'put downs'
- Name calling
- Demands for money or possessions
- Damaging, removing or hiding someone's possessions
- Physical violence
- Excluding someone
- Picking on people because of their religion, race, gender, physical appearance, personal or family situation
- Deliberate, unwelcome physical contact
- Sexual gestures, jokes, written or illustrative material which causes embarrassment, discomfort or offence.

At Fountain College, it is the right and responsibility of each student to report harassment or bullying to any teacher, staff, Coordinator or Principal. If harassment or bullying occurs, a student should tell the aggressor that what is happening is unacceptable and that it should stop.

All reported incidents will be investigated promptly and thoroughly. After an investigation, necessary action will be taken in any proven instance of harassment or bullying.

The Behaviour Committee

FOUNTAIN COLLEGE has a Behaviour Committee consisting of the Principal and Coordinators. This committee will be convened in the event of serious behaviour issues. The Principal may call the committee in for any emergency incident to discuss the matter. When a serious incident arises, the Behaviour Committee will take immediate action.

Expulsion

An expulsion can be defined as an action which involves a student being forced to leave the educational institution. In the case of students who are of post-compulsory school age, a wider range of options might be considered. For example, arrangements might be made for a transfer to the workforce, or to a higher education or training institute. In general, an expulsion comes about following a contractual agreement that further serious offences will necessitate such an outcome.

Note: Specific incidents involving violent behaviour, threats or abuse of teachers, drug or alcohol related offences may result in suspension or even exclusion from the school regardless of current level status.

Mobile Phone Use

Although students may keep their mobile phones in their lockers after they have signed the electronic devices policy, they however are not allowed to use it during school time. Using a mobile phone during school time without the approval from the school will result in confiscation. The phone will only be returned to parents.

Diary Use

The student diary is provided by the school to assist all students in Years PrePrimary to 12 with the planning and organisation of their schoolwork. The school diary is a major way by which communication is maintained between school and home. Hence, the diary must come and go to school and home every night. Students must ensure all homework, assignments and special events are recorded.

Each student is given a school diary at the commencement of the year. Students need to bring their diaries to school on a daily basis as they need to record homework tasks and special activity dates/events/ etc.

Replacement of lost diary will incur a cost of \$10.00.

Rewarding Students

Fountain aims to award students for excellence in both their academic achievement, effort and their behaviour. To qualify for a commendation a student is to have achieved high level in the following areas:

- Academic performance
- Sport
- Hard work and dedication
- Role model behaviour

Class Dojo

Class Dojo is a classroom tool that helps teachers to improve behaviour in their classrooms quickly and easily while boosting classroom engagement. Each teacher in the primary school uses this interactive behaviour system to award points. It captures and generates data on behaviour that teachers can share with parents and students. This system is being used by teachers to praise students who obey school/classroom rules, work hard and display positive attributes towards their teachers and peers, and also to manage negative behaviour effectively. Here is a short list of what class dojo provides:

- Track student behaviour trends
- Send reports to parents
- Let students reflect on their in-class performance with their student accounts
- Build positive learning habits that last a lifetime

Parents can even track points with any Android or iOS device as it is logged in real time. All parents should receive login information from the teacher giving them access to connect to their child's class dojo and see how they're going throughout the day and week.

Awards - Primary

Each teacher will have their own individual class reward system to praise students who follow school/classroom rules, work hard and display positive attributes towards their teachers and peers. The Primary School also has a whole school reward system called Fountain Stars. Students who have earned the highest number of points in their class for the week will be awarded the Fountain Star at the weekly assembly.

During tri-weekly parent assemblies, students from each year level will be presented with the following awards:

- Academic Award
- Behaviour Award
- Values Award

At our “End of Year Ceremony” classroom teachers choose one student to receive an award for each of the following categories based on their efforts, behaviours and academic results over the entire year:

- Dux Award (for the Graduating students of Year 6)
- Academic Excellence Award
- Endeavour Award
- Citizenship Award

Awards – Secondary

Academic Award

Students who are considered for an academic commendation present quality work in class. They also demonstrate the following characteristics:

- Show academic excellence in a particular area (above 85%)
- Show marked improvement in progress

Behaviour Award

To be considered for commendation in role model behaviour, students set high standards of behaviour and co-operation in the playground and classroom as well as:

- exhibit values such as honesty, loyalty, trustworthiness, respect and good manners.
- show unselfishness and consideration by helping members of the school and local communities.
- participate in a program or activity that benefits the school.
- display citizenship, consideration for others and improvements of school life.
- show required improvement in behaviour.

Behaviour awards will complement a student’s school report and references.

Endeavour Award

To be considered for commendation in effort and hard work in class and discussions, students would set high standards of determination in learning and improvement as well as:

- exhibiting an urge for improvement
- displaying signs of improvement in assessments
- striving to ensure an effective learning environment for oneself and peer

Principal’s Awards

Students who receive 21 awards (Academic, Endeavour of Behaviour) receive a Principals Award

For each of the Teacher, Coordinator and Principal awards students will receive a special prize

Secondary students who do not receive LTD’s throughout a semester will also be rewarded.

Good Behaviour/faction Credits

Students who are doing the right thing accumulate credits via faction points and certificate credits on CoolSis. These credits may be redeemed by students through the behaviour co-ordinator for individual prizes or may be accumulated for the final prize auction held at the end of each semester.

ACADEMIC PROCEDURES

FOUNTAIN COLLEGE

School Curriculum

Promoting Students

Competitions

Homework Policy

Study Skills

Examinations-Secondary

Plagiarism

Performance Rating

Academic Awards

Scholarship Awards

Excursions

WACE

WACE Attendance Policy

Y11/12 Assessments

ATAR and TISC

Our focus at FOUNTAIN College is our students.

We endeavour to provide a balanced education that encompasses 'academic excellence' on

the one hand, and 'spiritual and moral values' on the other. As such, our students can

soar through this challenging journey of Life with the benefit of two wings.

School Curriculum

Fountain College believes that every student has the ability and the right to learn. The College provides a balanced curriculum that is responsive to the students' needs and interests within a supportive and nurturing environment.

The curriculum at Fountain College is organised to cater for the educational, recreational and social development of all students. The College curriculum is seen as a process rather than as a product and is subject to constant review, renewal, and development.

The learning experiences within the curriculum aim to develop the conceptual understandings, skills, strategies and attitudes of all students. These learning experiences inform students about *how their world works* (geography, demography, political systems, economics, religions) *how the world is interlinked* (information systems, technological systems, global communities) *how the world is humane* (spirituality, philosophy, civics, ethics).

Primary department offers a broad curriculum with the opportunity for students to develop skills and acquire knowledge in a range of subject areas. The curriculum is constantly being reviewed and further developed to meet student needs. Staff are provided with in-house and other professional development workshops. Details of the contents of the curriculum are provided at Parent Teacher Interviews. The Coordinators and classroom teachers are more than happy to answer any questions.

Primary Subjects

SUBJECTS	PERIODS
ENGLISH	11-12
MATHEMATICS	7-8
SCIENCE	2
HASS	2
LOTE	3
RELIGION & VALUES	4
HPE	2
ARTS	2
TECHNOLOGY	2
TOTAL <small>Note: Periods may vary for subjects. See your child time table.</small>	35

Year 7 - 10 Subjects

SUBJECTS	Y7&8 Periods	Y9&10 PERIODS
ENGLISH	6	6
MATHEMATICS	5	6
SCIENCE	4	4
HASS	4	4
LOTE	3	4
RELIGION & VALUES	3	3
HPE	2	2
Technology(7&8) /support(9&10)	2	2
ARTS(7&8)	2	-
Advanced Science/Coding	2	2
Electives	2	2
TOTAL	35	35

Western Australian Certificate of

Education (WACE)

Students take 5 subjects in both Year 11 and 12 to meet the requirements of achieving a WACE. Outside of English which is compulsory, students must choose one subject from each of the four groups that are shown below.

Fountain College's WACE Program is aimed at maximising student potential to enter into university pathways. Our Year 11 and 12 Subjects are designed to meet the needs of students who do well in science and numeracy based subjects while also trying to meet the needs of students who show potential in the arts and literacy. More on WACE and its requirements can be found in the WACE section.

2017 WACE Subjects

Subject Groups for Year 11 and 12	Year 11	Year 12
Group 1	English Unit 1/2	English Units 3 /4
Group 2	Maths Applications Unit 1/2 or Maths Methods Unit 1/2	AIT Unit 3/4 or Maths Methods Unit 3/4
Group 3	BME Unit 1/2	BME unit 3/4or Physics unit 3/4
Group 4	Chemistry Unit 1/2 or AIT Unit 1/2	Biology unit 3/4
Group 5	Biology Unit 1/2	Chemistry unit 3/4 or Maths Applications Unit 3-4
Group 6	Lote (Arabic/Turkish) unit ¾	

	Maths Applications unit 3/4	
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Promoting Students

The majority of students are expected to be promoted to upper year levels at the end of the academic year.

- Students who meet the pass criteria (as specified in the list below) will proceed automatically to the next year level.
- If a student's progress is not at the required level (as specified in the list below), he/she will:
 - pass conditionally to an upper year level.
 - repeat the same year level.
 - perhaps move to another school if it is seen as better alternative. This decision will only be made after careful consideration and discussion with the parents.
- A credit is equivalent to the weekly periods of a subject.
 - English: 6 periods= 6 credits
 - HPE: 3 periods= 3 credits
- A unit is equivalent to the number of WACE subjects taken in each semester.
- The total number of credits/units failed is calculated according to yearly averages (i.e. from the average of Semester 1 & Semester 2 results)
- A Pass mark is a minimum 50%

<u>Year Level</u>	<u>Pass Criteria</u>
Year 7	Total Number of Credits failed must <u>not</u> be more than 12
Year 8	Total Number of Credits failed must <u>not</u> be more than 12
Year 9	Total Number of Credits failed must <u>not</u> be more than 9
Year 10	Total Number of Credits failed must <u>not</u> be more than 9
Year 11	Total Number of Units failed must <u>not</u> be more than 4
Year 12	Total Number of Units failed must <u>not</u> be more than 4

Competitions

Students in Years 3-12 enter this competition can enter the International Competitions and Assessments for Schools (ICAS). Students in Years 2 to 12 can sit ICAS exams in Computing Skills, Mathematics, English, Science, Writing and Spelling.

Other competitions include the Australian Mathematics Competition, Debating, Infomatrix IT Competition and Public Speaking.

NAPLAN Test

The National Assessment Program – Literacy and Numeracy (NAPLAN) is an annual assessment for students in Years 3, 5, 7 and 9. It has been an everyday part of the school calendar since 2008. Test dates are 9-11th May this year.

NAPLAN tests the sorts of skills that are essential for every child to progress through school and life, such as reading, writing, spelling and numeracy. The assessments are undertaken nationwide, every year, in the second full week in May. NAPLAN is made up of tests in the four areas (or 'domains') of:

- Reading
- Writing
- Language Conventions (spelling, grammar and punctuation)

For more information about the move to deliver NAPLAN in a computer-based environment and a full set of example NAPLAN tests, go to <http://www.nap.edu.au>

OLNA Test

For the first time this year, Western Australian schools will be taking part OLNAs. OLNAs are the result of West Australian universities and industry groups' dissatisfaction with the level of literacy and numeracy of recent high school graduates in our state. The aim of the assessment is to define a required level of literacy and numeracy for students who wish to study for the WACE.

Students who meet the required levels of literacy and numeracy (Band 8) in the Naplan exams they take during Year 9 will automatically qualify to continue onto Year 11 and 12 to complete a WACE. Students who do not show the required level of numeracy and literacy from the Naplan examination are required to sit the OLNAs at the beginning of Year 10. The first round for OLNAs is from the 7th-24th of March and the second round is from 27th August to 14th September, and will be a requirement every year onwards.

OLNAs will be conducted online, with multiple choice tests in Reading and Numeracy, and a Writing component. Students who do not meet the required standard in the March exam may get a chance to sit another exam later in the year. Fountain College hopes that this initiative will help our Year 9 students to develop a much more serious approach towards Naplan, and also hopes that our Year 10 students realise that without meeting the required standards in Year 10, they may not be promoted to Year 11.

Homework Policy - Primary

Fountain College primary students are offered a quality teaching and learning environment to support individual, social and academic success and development. Homework plays a vital part in the learning process by providing opportunities for consolidation of work, reflection time, enrichment activities, extension activities, investigations of an individual nature, time to work at own pace and increased teacher feedback.

Suggested time allocations for homework:

- | | |
|------------|----------------------|
| ▪ Pre-Pri | 15 minutes per night |
| ▪ Year 1-2 | 30 minutes per night |
| ▪ Year 3-4 | 1 hour per night |
| ▪ Year 5-6 | 1-½ hours per night |

At home it is important to work:

- in a room that is well lit
- where the noise levels are low
- in a place that is available when you need it
- at a table and chair that are comfortable
- with enough room for all your study books

Intervention

Some students may be identified by teachers as needing additional support or targeted learning with literacy/numeracy/ESL or EAL. Individual Education Plans (IEP) and Group Education Plans (GEP) are implemented for these students. Teachers work closely with the ESL/IEP teacher to develop programs in order to improve in these areas.

Consent needs to be approved by parents for these programs to be initiated. Therefore, teachers will request meetings and reviews with parents.

Home Reading Program

The Home Reading Scheme operates for all children in P-6. The Home Readers / Logs have been categorised into levels, which are aimed at providing students with reading practice.

Your child will most often bring home a reader that is 1 or 2 (in the junior years) levels below their reading level. Our aim is to ensure that Home Reading is an enjoyable and comfortable experience for our students.

At times your child may bring home a reader that is more challenging, and in this situation we encourage parents to participate and either read the book with their child or read to their child.

Reading is an integral part of home study and a minimum of **30 minutes reading a day** is recommended for senior students. If parents wish to discuss this further, they can contact classroom teachers.

Homework Policy - Secondary

Homework is an important component of the overall learning process. Students need to set aside additional time to research, to complete work and to prepare for exams and tests. Regular homework and home study are important for the improvement of student performance. They give the student opportunities to consolidate the knowledge and skills learnt in class, as well as enable the student to develop sound study habits. In addition to the academic advantages of extra home study, homework teaches self-behaviour and it helps to improve results. Furthermore, homework allows parents to take an active role in the learning process and to view first hand, some of the work being undertaken at school.

The requirement for additional time spent on homework increases through high school and it is encouraged that students develop a routine habit of home study as young as primary school. Regular and monitored home study will:

- Encourage the development of self-behaviour
- Form a study pattern for homework
- Develop time management skills
- Involve parents in the child's schooling
- Develop subject based skills.

Suggested home study program (minimum)

Year 7&8	1-2 hours per night
Year 9&10	2-3 hours per night
Year 11&12	3-4 hours per night

Note: The amount of homework will vary according to student learning needs, year level and subject.

Study Skills

Students at FOUNTAIN College are advised to work effectively, both at school and at home. Students are encouraged to plan ahead and apply time management strategies to maximise the time they have. Weekend time may be spent catching up on homework tasks, revising and completing assignments. Students who are unable to complete set homework or meet a due date for an assignment must present the relevant subject teacher with a signed note from a parent or guardian. This note may be written in the school diary. Extensions for set work will only be granted for genuine reasons, such as illness, not for poor planning.

During class, teachers would remind students to:

- Record all homework, other assignments and test dates accurately in their diary.
- List homework assignments and the due dates at the end of each class on the day it is assigned.
- Write down the dates essays and projects are due, and when tests and quizzes are scheduled.
- Ask the teacher for clarification about any problems encountered whilst doing your homework.

For effective home study, teachers would remind students to:

- Begin by scheduling time in 30 to 40 minute blocks. Have plenty of pens, pencils and note paper handy.
- Arrange a filing system. Prioritise work, with the most pressing and most crucial first.
- Spend more time on those areas which require improvement.
- Allow the time to review work two or three days before a test or quiz.
- Homework should not be regarded as study; studying for assessments will require going over and understanding class content and skills.

General tips teachers would give to students:

- Every student should do homework as part of a daily routine. Remember the secret of success is how well you work both at school and at home.
- Find out the best times for you to do your work. When do you concentrate best – after school, late at night, early morning? We are all different, so find the times that suit you best to do your hardest tasks. A short time of intense work may be more beneficial than a long period of “busy work”. Similarly, some tasks require a quiet, uninterrupted environment; others can be done in a more relaxed situation. Many students find that if they write a list of tasks as soon as they get home from school, it is easier to get started on a study session.
- Organise your work area at home. Have some storage place for your notes and materials, so that you don’t work in a mess. Keep your notes and summaries in folders, one for each subject. This makes revision easier.
- Work on urgent tasks early in your study sessions, when you are fresh. Don’t leave tasks until the last minute – things can go wrong, and you may miss deadlines.
- Always begin with tasks that you don’t particularly enjoy or have difficulty with. Leave tasks that you enjoy most till last.
- There is no such thing as “no homework”. If no work has been set by a subject teacher, then use the time allotted in your Study Timetable for extra revision or spend it reading.

More tips.....Where to study?

- Study in your own area, a place with an atmosphere that helps you to work.
- Try to be well away from the TV, computer or other electronic devices. They are both very good at distracting you from completing your work.
- Your study area needs to have good lighting, enough desk space for you to spread out, and should be comfortable.

Role of Parents

- Parents should show interest, enthusiasm, praise and support for their child’s school work. In the early years of high school, it is more likely that parents will be directly involved in discussing work, assisting with research and encouraging sound and reasonable study habits. On the other hand, it is just as likely, and quite normal, that direct parental involvement may decline with increasing years. Parents should provide adequate time and a quiet area, for students to follow their homework program.
- Parents use a student’s diary/ Coolsis Calendar to supervise when tasks are set and when they are due.
- Parents may use the diary to communicate with teachers and any comments, problems and concerns about homework.

Books, Stationery and Supplies

In Term 4 students are presented with their book and stationery list for the following year's classes. Please check through the list, cross off anything you wish to purchase yourself. Our book supplier is OfficeMax; you may purchase your order online or by visiting the store over the summer holidays.

Literacy & Numeracy Programs

Literacy and numeracy are considered as top priority at Fountain College. The skills and concepts taught in our Literacy and Numeracy sessions are based on the Curriculum Framework and are moving onto the Australian Curriculum outcomes, which underpin learning across the curriculum. All staff design class programs and support both students and teachers.

PATR/M

All students from Y2-10 will need to sit the PATR and PATM examinations as ongoing monitoring of student attainment and summative assessments. Students will sit these examinations during class lessons using online software during Term 1 and again in Term 3 as another method for students, teachers and parents to track student progress. Reports will be sent home and teachers will be available to discuss results.

ACER Certificates

ACER Certificates in reading and mathematics are for all students to be recognised of their achievement. They are held only once per year online in November. Level 1 is for years 5-6, Level 2 is for years 7-8 and Level 3 is for years 9-10. However any student may sit and get recognition for any level.

Mathletics and Reading Eggs/Eggspress

During the first few weeks of term all students will be given log in details for use at home and at school.

Mathletics is the world's most used maths website and is used in over 10,000 schools worldwide. It covers all aspects of the curriculum and has 1000s of activities that can be levelled according to ability. It responds to students strengths and weaknesses. Students can challenge other children from all over the world in live competitions testing skills and speed.

Reading Eggs makes learning to read interesting and engaging for kids, with great online reading games and activities. And it really works! Children love the games, songs, golden eggs and other rewards which, along with feeling proud of their reading, really motivate children to keep exploring and learning.

Reading Eggspress makes reading real books, improving spelling skills and building reading comprehension highly engaging for 7 – 13 year olds. The site is packed full of hundreds of great online activities, books, and games.

Both programs are used regularly by teachers in class and to assign homework tasks. Please ensure you encourage your child to complete their activities daily.

Examinations - Secondary

Semester Examinations are held in the last week of each semester. At Fountain College formal examinations fulfil an important

function in the assessment of each student's academic performance. Students at Fountain College are exposed to formal examinations not only for the purposes of assessment but also for experience in examination conduct, procedure and technique required for WACE exams at the end of Year 12.

Plagiarism

Plagiarism is presenting someone else's work as your own. Students who are found to have plagiarised will be given zero as a mark.

Late Assessments Years 7-8

If a student submits an assessment late will have 10% deducted for every day late. Assessments submitted 7 days after the due date will not be accepted.

Late Assessments Years 9-10

If a student submits an assessment late will have 10% deducted for every day late. Assessments submitted 5 days after the due date will not be accepted.

Performance Rating 7-10

A	90% - 100%	Excellent	The student demonstrates excellent achievement of what is expected for this year level.
B	70% - 89%	High	The student demonstrates high achievement of what is expected for this year level.
C	50% - 69%	Satisfactory	The student demonstrates satisfactory achievement of what is expected for this year level.
D	35% - 49%	Limited	The student demonstrates limited achievement of what is expected for this year level.
E	< 35%	Very low	The student demonstrates very low achievement of what is expected for this year level.

Performance Rating 11-12

A	80% - 100%	Excellent	The student demonstrates excellent achievement of what is expected for this year level.
B	66% - 79%	High	The student demonstrates high achievement of what is expected for this year level.
C	50% - 65%	Satisfactory	The student demonstrates satisfactory achievement of what is expected for this year level.
D	35% - 49%	Limited	The student demonstrates limited achievement of what is expected for this year level.
E	< 35%	Very low	The student demonstrates very low achievement of what is expected for this year level.

Academic Awards and Scholarship Awards – Secondary

- Awards are determined by carrying out the following steps:
 - multiply the subject assessment percentage by the subject period to obtain a result,
 - add the results for all subjects to obtain a total
 - divide the total by the number of subject periods, to obtain the award percentage
- If a student fails one or more subjects, he/she will not be eligible for any academic awards
- If a student receives any suspension, he/she will not be eligible for any academic awards
- These awards are given at the end of the year

If a student's from Years 7-11 have an end of year **overall yearly** average of

- 90% - 100%, she/he will be eligible for a full school fee scholarship award for the following year. They will also receive the Certificate of Excellence and \$300 worth of gift card.
- 85% - 89%, she/he will be eligible for a half school fee scholarship award for the following year. They will also receive the Certificate of Merit and \$200 worth of gift card.
- 80% - 84%, she/he will be eligible for a quarter school fee scholarship award for the following year. They will also receive the Certificate of Achievement and \$100 worth of gift card.

If a student entering the entrance test at the beginning of year 7 has

- 90% - 100%, she/he will be eligible for a full school fee scholarship award for the following year.
- 80% - 89%, she/he will be eligible for a half school fee scholarship award for the following year.

Year 12 students graduating with Atar Scores of :

- 90-92 - \$500 Award
- 93-94 - \$1000 Award
- 95-98 - \$2000 Award
- 99+ - \$5000 Award

Scholarships are valid for one academic year. According to students academic results, the list is renewed. Scholarships cover school fees, book and resource fees are to be covered by families.

Excursions

Teachers may take the classes they teach on an excursion in accordance with the topics they teach. Teachers plan their excursions in order to put theory into practice and to meet the needs of the students' learning. The teacher organising the excursion will write a letter and send it to parents. Permission slips and required money (if applicable) should be returned to the subject teacher prior to the excursion.

Students must note the following:

- All excursions are a compulsory part of the curriculum and, unless there is a good reason, all students must attend.
- Students, who do not attend these activities without a valid reason are academically disadvantaged.
- Students must be in their full school uniform whilst attending their excursion.
- Students must abide by all the rules set out by the teacher.
- Students who misbehave on excursions may be suspended from future excursions, at the discretion of the Head of School.
- Healthy lunch to be packed and labelled clearly with name and grade written for primary students. No glass drink bottles and cans are permitted. Students will generally not be allowed to purchase lunch outside of the school.

Physical Education - Primary

Sport is an important component of Australian life and is a significant element in the school curriculum. Fountain College attempts to provide children with experiences in a wide variety of sports (competitive and social) and fitness activities. The Physical Education program emphasises skill development and enjoyment. The areas developed are gymnastics, ball skills, fitness, games and swimming. Students in Kindergarten and Pre-primary begin with Fundamental Movement skills. The College also has an annual Athletics Carnival.

Toileting Issues

Students are encouraged to go to the toilets before school and during recess or lunch times. We seek parental support from parents of young children to help establish hygienic toileting procedures at home and continue this behaviour at school. If required, junior primary students may be permitted to go to the toilets during class times upon teacher consent. In extreme cases or where medical conditions apply students will be permitted to go to the toilet.

Special Events

Fountain College aims to engage the school community in the life of the school. As such one whole school activity is organised each term to encourage community participation and enable students to showcase their work. Some of these events include but are not limited to:

- Term 1: Fountain Clean-Up Day, Harmony Week,
- Term 2: ANZAC Day, Book Fair, Stem showcase day
- Term 3: Literacy and Numeracy Week, Book & Science Week, Stemfest day, Athletics Carnival
- Term 4: Stem day, Presentation and Graduation Nights

Western Australian Certificate of Education – WACE

Studies and Units

It is important to understand the concept of a unit. A unit represents about 100 hours of work and lasts for one semester or half year.

Graduation Requirements

Over the two years of the WACE students must complete at least 20 units, although it is possible to study more units.

To be awarded the WACE, you must satisfactorily complete at least 20 units:

- Complete 4 units of English with a satisfactory 'C' grade
- Satisfactorily complete 12 units outside of 4 units of English – which equals to 16 successful units in total

WACE Attendance Policy

All WACE Units require about 100 periods of class time. School rules are very clear about the expectation of students in relation to attendance. That is they are expected to be at school, unless a reasonable explanation is given regarding their absence. Therefore 100% attendance is expected of all students unless their absence is explained.

Students are required to attend at least 90% of their lessons to satisfactorily complete a unit regardless of whether the absence is explained or unexplained.

Explained Absence:

- Illness and medical reasons,
- Family reasons,
- Transport problems
- Excursion/Retreats

Unexplained Absences:

- Truancy
- Meeting work demands.

Any overseas trip during year 11-12 will not be approved for any reason. If any student in Year 11 or 12 misses semester exams, they will automatically fail the unit.

A student with an attendance rate of less than 90% over a semester in a unit (due to explained or unexplained reasons) may find that a "U" is recorded for the unit.

Absence from an Assessment Task/Outcome

If a student is absent on the day an assessment task is to be completed, they must provide a valid reason to the subject teacher and at times the WACE Coordinator.

Supporting documentation must be provided i.e. a medical certificate. Notes from home will not be sufficient documentation unless endorsed by Coordinators as a legitimate reason for the absence.

If the absence is deemed legitimate and unavoidable by the WACE Coordinator, the student will be required to complete the work at a time organised by the teacher. This will normally occur within two days of the original date set.

Late Assessments

If a student submits an assessment late will have 10% deducted for every day late. Assessments submitted 3 days after the due date will not be accepted.

Year 11 Assessments and Satisfactory Completion of a Course

Each course includes a set of outcomes. These outcomes must be achieved for satisfactory completion of the unit. Achievement of the outcomes is based on the teacher's assessment of the student's performance on assessment tasks designated for the unit.

In order to obtain a pass in the unit:

- An overall result of 50% or above must be achieved
- An overall pass ($\geq 50\%$) must be also achieved in the coursework component
- An overall attendance of 90% must be recorded for the semester
- All outcomes must be satisfactorily completed.

Satisfactory achievement of an outcome means –

- the work is clearly the student's own
- it meets the required standard
- the work was submitted on time
- there was no substantive breach of rules.

A student may receive a 'U' if

- there is doubt about whether the work is the student's own
- the work is not of the required standard
- the student has failed to meet the school deadline
- there has been a substantive breach of rules including school attendance rules.

Results for courses completed in Year 11 are recorded and sent to the School Curriculum and Standards Authority, but are not used for any calculations in Year 12.

Promotion to Year 12

At the end of semester one, students who have failed a number of units will be interviewed with a view to helping them improve their performance in the second semester.

At the end of the year students who do not receive a satisfactory result in English and/or any other 3 units may not continue directly into Year 12. These students, with their parents, will be required to attend an interview and will be given the following options:

- repeat Year 11
- consider an alternative in continuing their education elsewhere
- seek employment.

Year 12 Assessments

For Year 12 subjects, there are two types of assessments. They are:

- **In School Assessment**
 - These are assessment types required by each courses syllabus and developed by the school for each course.
 - They are administered by the school and the results from these assessments are collected and sent to the School Curriculum and Standards Authority at the end of the year.
- **Examinations**
 - WACE examinations are prepared by the School Curriculum and Standards Authority.
 - They are conducted at the school by external supervisors.
 - The examination for a subject starts and finishes at the same time for all schools in Western Australia doing that subject.
 - The examinations are collected and assessed by School Curriculum and Standards Authority and then moderated by Tertiary Institutions Service Centre (TISC).

Scaling

The School Curriculum and Standards Authority provides TISC with raw study scores (relative positions). These study scores are scaled in order to calculate ATAR subject scores and ATAR.

Australian Tertiary Admission Rank (ATAR)

With thousands of WACE students applying for limited TAFE and University Courses offered each year, (and with the demand for courses greater than the supply of places) a ranking system is necessary.

The ATAR is a ranking based on all people of a comparable age who complete their WACE. It is the overall ranking on a scale of 0–99.95 that is received, based on study scores. The ATAR is used by universities and TAFE institutes to select students for their courses.

Tertiary Institutions Service Centre – TISC

The Tertiary Institutions Service Centre (TISC) is an incorporated body established in 1975 by Curtin University, Edith Cowan University, Murdoch University and The University of Western Australia, which provides the following services:

- Processing of applications for admission to undergraduate courses at the above Universities and the Graduate Diploma in Education.
- Conducting the Special Tertiary Admissions Test (STAT).

TISC acts as an agent for those institutions participating in the joint selection process and its role is to facilitate and organise that process by receiving applications, forwarding these and appropriate documentation and information to institutions and making offers on behalf of institutions.

The courses offered by Western Australian tertiary institutions include bachelor degrees, diplomas, associate diplomas, certificates and advanced certificates. These are collectively called undergraduate courses.

Students studying Year 12 in Western Australia apply to TISC by internet.