

Port School Handbook 2023

A Guide for Students, Parents, Guardians and Carers of Port School





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Welcome Note from the Principal

Dear Students, Parents, Guardians and Carers,

Port School will continue in 2023 to focus on enriching the education of students, particularly those who attend on a regular basis.

We are excited to be opening our new Middle School complex and new Arts Hub for 2023.

Alongside our already existing Certificate courses in General Education for Adults, we will once again be further streamlining our high impact learning and will continue to have a very high emphasis on attendance and punctuality. These are exciting times, that will only be limited if students do not attend school regularly.

Please remember, I am available to discuss any issues with students and their families. My door is always open.

We look forward to a successful 2023 school year.

Kind Regards,

A handwritten signature in black ink, appearing to read 'Barry Finch'.

Barry Finch OAM
Principal
Port School

Port School Office Hours and Contact Details

Office hours	Monday – Friday 8.15am – 4.00pm (during term time)
Address	62 Wheeler Road, Hamilton Hill WA 6163
Postal Address	PO Box 368, Hamilton Hill WA 6963
Telephone	(08) 9335 6323
Website	www.portschool.wa.edu.au
Email	admin@portschool.wa.edu.au
Facebook	Port Hamilton Hill

Term Dates 2023

Term 1	Wednesday 1 February – Thursday 6 April 2023
Term 2	Monday 24 April – Friday 30 June 2023
Term 3	Monday 17 July – Friday 22 September 2023
Term 4	Monday 9 October – Wednesday 14 December 2023



Port School

Port School is an independent secondary school that aims to engage at-risk students in Years 8 – 12 who, for a variety of reasons and situational circumstances, have not been able to achieve success in mainstream school settings. The School comprises a Middle and a Senior School, and a Mobile Classroom program. It offers students small class sizes, personalised and flexible learning groups, community projects, individualised pastoral care and student support through a variety of networks and external service providers.

Port Middle School

Port Middle School operates differently to a conventional secondary school system, in that students complete all their classes with the same teachers and education assistants. These educators cover the entire curriculum, with a critical focus on literacy and numeracy. The key goal is to bring the students up to an educational standard that will help them flourish when they enter the Senior School.

One of the most important aspects of this program is the time spent changing the fixed mindset and perception of students, built over the years, of 'failure' at school to believing that they *can* learn, and that by attending every day and participating on class, they are becoming *smarter*.

Port Senior School

Port Senior School delivers core subject areas of English, Mathematics and HASS. Additional programs including Visual Art, Cooking, Physical Education and Team Sport, Workshop and Theatre Sport are also offered. Port's multi-tiered approach gives every student the opportunity to thrive, regardless of academic levels and experience.

Port Mobile Classroom

The Port School Mobile Classroom is an innovative and progressive educational program, aimed at engaging our community's most at risk, disadvantaged and disengaged youth. The program operates within the community from a 12-seater bus. It is a structured educational program, in which its participants re-engage with the community and achieve educational outcomes. This is achieved through the building of strong relationships and placing decisions and consequences in the hands of our young people.

Port Young Parent Centre

The Young Parent Centre (YPC) provides flexible educational and training opportunities for young parents who have disengaged from their education and training, due to pregnancy or motherhood. These young people are supported in their transition to parenthood through our program that promotes healthy mental and physical lifestyles, through evidence-based knowledge and learning opportunities, and practical parenting skills with the aim of empowering self-belief and confidence.

Port Early Learning Centre

Port School's Early Learning Centre (ELC) is a fully ACECQA registered childcare facility. This stimulating and age-appropriate learning environment nurtures safety and secure relationships embedded in a play-based educational care model. The program assists young teen mums to continue their education, undertake parenting programs and improve the health of themselves and their child, through a variety of health and social wellbeing initiatives.

Port Registered Training Organisation (RTO)

In 2015 Port School achieved status as a Registered Training Organisation (RTO number 52718) through the Training Accreditation Council (TAC) of Western Australia. As an RTO, Port School is registered to deliver vocational education and training (VET) services. Port RTO is an accredited provider of quality-assured, nationally recognised training and qualifications.

Courses are available to students in Year 10 and above and the School sources and manages work experience and traineeship placements. The School offers support and advocacy to students when preparing for career, learning and life beyond school.

Port Outreach Program

Port School's Outreach Program (POP) supports students academically, socially and emotionally to reengage in their education. The program is tailor-made to meet the needs of the individual student. There is an emphasis in engaging students in areas of high interest and literacy and numeracy.



The Port Outreach Program is generally a one-on-one offsite program that aims to reduce the stress some students experience when required to work in classrooms in a conventional school environment. It utilises local Youth Centres, libraries and other community services as part of the Outreach classroom. Students are transported using public transport or Port vehicles to access the program. The long-term goal is to transition students back into an onsite school environment. The team comprises experienced Youth Workers, Counsellors and Teachers.

Port Outreach is the helping hand that supports students to make contact and maintain healthy relationships within their community.

Port Student Support Services

Port School's Student Support Services (SSS) assists young people who may be facing a range of barriers to learning, to achieve their educational and developmental potential through the provision of a range of strategies and specialised support. Student Support Services include:

- Psychologists – provide a comprehensive psychology service to students and their families, provide psychological assessments, learning and teaching advice.
- Social Workers – provide support to students and their families through involvement in individual, group and family work.
- Board certified Behaviour Analyst – provide direct behavioural assessments and intervention to individual students.
- Other allied health officers – such as occupational therapists or youth workers employed by the School.

Formal consent must be given to Port's SSS team in order to provide any of these services to your child. Consent may be withdrawn at any time by writing to the School. This may occur because you or your child no longer require Student Support Services or because you or your child no longer wish to receive Student Support Services. If considering withdrawing consent for Student Support Services, we recommend discussing this with school staff and/or SSS staff beforehand. Withdrawing consent means formal Student Support Services to you or your child will cease. Further information may be obtained by calling our Student Support Services team on 9335 6323.

Our Purpose

To create and uncover pathways to a meaningful life by providing experiences that enable student potential.

Port School supports attainment of its vision through an environment that:

- Is safe, nurturing and inclusive.
- Fosters confidence, personal best and respect for self and others.
- Inspires students to live purposeful lives.

At Port School we aim to:

- Provide a safe and positive learning environment where we support students to take responsibility for their own learning and behaviour.
- Accept that students learn based on their own enquiry, discovery and creativity.
- Encourage students to discover their own learning style.
- Support students in learning at their own pace and encourage them to assess and evaluate their learning.

Respect and listening are key factors to re-engaging with learning in our unique environment. Port is a community, and we hope that families who join the School do so prepared to participate in community activities and fund-raising efforts.



Our Vision

Port School is an independent school of choice for our local and wider community, and for students who have not been able to achieve success in mainstream school settings. Our vision is to provide a safe, nurturing, supportive and inclusive environment in which students are empowered to lead purposeful and fulfilling lives. In achieving our vision, Port School

- Provides distinctive, specifically designed, holistic education models.
- Delivers and strengthens essential literacy/numeracy foundations and life skills.
- Implements effective pastoral care and wrap-around health care programs.
- Ensures small class sizes and real-life, hands-on learning.
- Commits to removing conflict between students and the School by developing meaningful and positive relationships.

Our Values

- **Diversity**
We welcome, nurture and promote each other's differences.
- **Growth**
We keep the educational development and wellbeing of people at the centre of what we do.
- **Empowerment**
We enable each other to experience thoughts and feelings as valid and important.
- **Community**
We provide a safe and secure environment that promotes contribution, ownership and mutual respect.

Our Commitment

- To uphold the Port School Code of Conduct.
- To provide student centred, individually designed curricula for every student.
- To support each student academically, emotionally and in our community.
- To motivate and engage students every day and provide opportunities for success.
- To deliver unique and innovative education which meets all Registration and Curriculum guidelines.
- To communicate regularly with parents/guardians/carers regarding student progress.

Parent/Guardian Commitment

- To uphold the Port School Parent Code of Conduct.
- To ensure your child upholds the Port Student Code of Conduct.
- To pay the required fees on time, making direct debit arrangements if required.
- To work together with students and Port staff to create ideas and educational opportunities.
- To ensure your child attends school regularly, arriving on time every day.
- To advise the School immediately if your child cannot attend on any one day.
- To respond in a timely manner to all school requests.
- To be available to collect the student from school within 45 minutes of being contacted, in the case of a student being sent home if found 'unfit for school' (parent or authorised person).
- To communicate regularly and openly with relevant school staff.

Student Commitment

- To uphold the Port School Student Code of Conduct.
- To behave in an appropriate manner as outlined in the Code.
- To attend school regularly, arriving on time for each class.



Enrolling at Port

Prior to commencing at Port, students are required to sign the Student Code of Conduct and acknowledge receipt of the School Handbook, confirming that they are aware of consequences and procedures if the Code is breached. This Handbook outlines guidelines and expectations, including those relating to behaviour and consequences, dress code and use of personal mobile devices. Relevant school policies are available on the school website (www.portschool.wa.edu.au). A copy may also be requested from the main office.

Enrolment Procedure

For information regarding enrolling at Port, please contact the School Business Manager on 9335 6323. As Port is a small school, places are limited and there may be a waiting period before a position becomes available.

In order to commence enrolment procedures, please:

- Call the School Business Manager and lodge an Expression of Interest.
- The School will contact the parent/guardian when a position has become or is likely to become available. Typically, three separate phone calls on three different days will be made. If the parent/guardian is not contactable and does not respond to the School within five working days, the applicant may be removed from the waitlist.
- The placement of a student's name on the waitlist does not create a legal obligation upon the School to make a place available, or to offer a place in a particular order in which names are placed on the list.
- The parent/guardian and student will be invited for an initial interview with the Principal and/or Head of School. At this interview, the suitability of Port in respect to the student's needs will be assessed.
- If Port is felt to be suitable, the parent/guardian and student may be invited to a second Pastoral Care interview with a Student Mentor and member of Student Support Services.
- The following documentation should be brought to the second meeting in order to complete the enrolment formalities. Failure to supply these documents may result in an enrolment being delayed or not proceeding.
 - Birth Certificate
 - Medicare Card
 - Healthcare or Concession Card (if applicable)
 - A current Immunisation History Statement (issued by the Australian Immunisation Register) no older than 2 months
 - An up-to-date medical action/management plan for anaphylaxis, asthma, diabetes and/or epilepsy, issued by a medical practitioner (if applicable).
 - Previous NAPLAN results (if applicable)
 - Previous semester school report
 - Any specialist educational and medical reports or assessments (if applicable).
 - Copies of Residency Orders, Parent Responsibility Orders, Contact Orders, Parenting Plans or Court Orders (eg: VRO).
 - Any documentation that may be required to determine the residency status or visa subclass of the parent or the child
- Students may be required to attend a maximum 2-day induction program, which takes place both on and off-campus and may be held in the school holidays. Completion of the induction is essential in order to proceed with the enrolment.
- Following an initial probation period of 10 days during which the student attends for half-days only, attendance and engagement will be reviewed. Probation may be extended or if appropriate, the student will transition to a full-time enrolment.



Your Personal Information

Copies of documents and personal information are retained as school records in accordance with the School's Record Management Policy. Your personal information is managed in accordance with the School's Privacy Policy, which is available on the school website (www.portschool.wa.edu.au). A copy may also be requested from the main office.

Accuracy of Student Data

At the beginning of each school year, you will be requested, in writing, to update the enrolment information for your student. Please ensure you reply by the deadline. Should a change to information (including change of living arrangements, address, contact details of the student and parents/guardians) occur during the school year, please advise the School immediately.

School Fees

School fees are invoiced on a termly basis at \$1,000 per term. Port offers a fee subsidy based on the following:

Families/carers with a combined annual income between \$60,000 and \$120,000 - \$550 per term

Families/carers with a combined annual income of less than \$60,000 and concession card holders - \$140 per term

Evidence of income is required if applying for a fee subsidy. We suggest a small weekly or fortnightly direct debit to make the payment of these costs easier.

Payment can be made directly into the school account by bank transfer, or at the main office by cash or card.

Account Name	Port School
Account Number	63 199 4064
BSB	086 217

During Term 1, concession cardholders can also apply for the Department of Education Secondary Assistance Scheme. If eligible, the State Government will pay between \$235 and \$350 towards annual school fees. Parents/carers in receipt of ABSTUDY School Fees Allowance from Services Australia (Centrelink) are not eligible for the Secondary Assistance Scheme but may apply for the ABSTUDY Supplement Allowance. The payment amount is \$79 Education Program Allowance and is made directly to the School.

Port School generally covers the cost of most activities, excursions and camps. On occasion, there may be a small student contribution payable to attend an arranged school excursion. The contribution must be paid in full prior to the activity. If you are having trouble in paying fees, or need any assistance please contact the school Business Manager.

Visitors to Port School

All visitors must report to the main reception on arrival. No students will be permitted to leave the school grounds with a visitor unless parent/guardian permission has been given to staff or to the Principal. Leaving school grounds without permission is taken seriously and will result in the student not being allowed to return to school before a parent/guardian interview with the Principal.

School Hours

Students are required to be on campus from Monday to Friday from 8.45am until 2.10pm, unless otherwise agreed with the Student Mentor or student workplace co-ordinator and authorised by the Principal.

School Development Days

Pupil-free days are set aside for school planning and professional development of staff. Parents/guardians will be advised in advance and details will also be available on the annual school calendar on the school website (www.portschool.wa.edu.au).

Attendance and Punctuality

An education is the best gift that a parent/guardian can give their child. In order to benefit from the educational opportunities that Port School offers a student needs to attend school regularly, arrive on time and be punctual to all classes. Students are expected to be on campus for an 8.45am start. Students arriving after 9.30am, whose



parent/guardian has not notified the School in advance of a justifiable reason, will not be able to attend on that day and will be sent home.

Students are expected to attend school every day and it is the responsibility of the parent/guardian to ensure that their child reaches this target. The parent/guardian also has the responsibility to advise the School immediately if their student is unable to attend on any day, and the reason for their absence.

Acceptable reasons for absence

- Sickness
- Danger of being infected by someone else who is sick
- Temporary ill health
- Permanent ill health
- Unavoidable significant cause e.g. death of a close friend; family bereavement; family trauma
- Attending a school-organised activity e.g. camp, excursion, off campus training and work experience
- Sporting or cultural event

Unacceptable reasons for absence

- Truancy – just deciding not to go to school
- Shopping expeditions with or without parent/guardian/carer
- Haircuts
- Helping at home or parent place of work
- Appointments which could be made outside school hours e.g. driving lessons/tests
- Holidays
- Part-time or casual work (not endorsed by the School), including travel to or from work
- Excessive time for avoidable appointments

Codes of Conduct

Port community members are obliged to respect and comply with the Port School Codes of Conduct. These apply to students, parents/guardians, staff, volunteers, contractors and visitors. These codes outline the behavioural expectations and what will happen if the guidelines are not followed. They provide a framework that supports the Port School Values. Copies of the Codes of Conduct for students and parents/guardians will be discussed on enrolment. These can also be found in this Handbook. The acknowledgement and acceptance of these codes is required in order to proceed with an enrolment at Port School. The Staff Code of Conduct is available on the school website (www.portschool.wa.edu.au). A copy may also be requested from the main office.

Communicating with the School

Port School aims to foster strong and safe partnerships with students, parents/guardians and the greater school community. The School recognises that the work it does is then most successful. These partnerships are based on inclusiveness, mutual respect and understanding. Port School is committed to ensuring open, respectful and honest communication.

Parents can communicate with the School via:

- **Telephone**
Call the School on 9335 6323 for immediate or urgent concerns.
- **Email**
Email the School for routine information or queries (non-sensitive) on admin@portschool.wa.edu.au.
- **SMS**
Respond to any SMS messages received from the School by sending a text to the number displayed (this is a 'virtual phone' so the number displayed will change each time you receive a text from the School).
- **Letter**
Written communication can be sent to Port School, PO Box 368, Hamilton Hill 6963.
- **Face-to-Face**
The student's Mentor would generally be the first point of contact for parents/carers. For urgent or sensitive matters, please call the School and request a meeting with the Principal or relevant staff member.

It should be noted that during the day, staff are generally engaged in the classroom or involved in other student activities, so an immediate response may not be always possible.

Port School conducts an annual survey via Survey Monkey which is forwarded to parents and carers via SMS. On receipt of the survey, we kindly ask that you take a few minutes to reflect on Port, your experiences and those of your student. Your feedback helps us to maintain and improve our services.

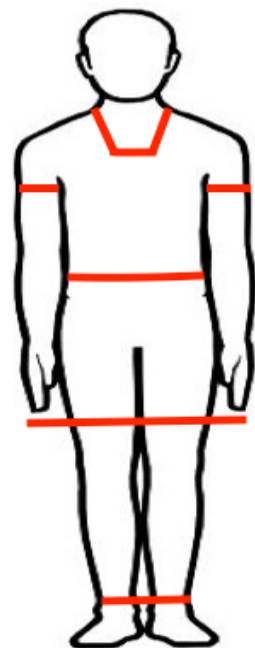
Dress Code

Port School does not have a uniform, although it does have a dress code that students must follow. Students must meet the dress code both before and after sporting activities.

The School produces Port School logoed polo shirts and hoodies, which can be ordered at the student reception or the main reception. These items are available at the subsidised price of \$15 (polos) and \$25 (hoodies). Please contact the main office if you require further information or wish to place an order.

The minimum requirement for appropriate school clothing is:

- **Tops**
 - Must have the minimum coverage of a t-shirt.
 - No midriff showing, no bare shoulders or back.
 - No cleavage.
 - No skin-tight/gym clothing (except during PE or gym class).
 - No display of offensive material/logos.
- **Bottoms**
 - Shorts/skirts must reach fingertips with student arms at side of body.
 - Pants must cover underwear.
 - No gym/bike shorts/leotards, leggings unless worn as an undergarment or during PE or gym class.
- **Shoes**
 - Joggers or similar closed-in footwear.
 - No slides or thongs etc.
 - No bare feet.



Use of Personal Electronic Devices and Mobile Phones

Port School is a mobile phone and personal electronic device-free zone for students.

This means that students are not permitted to use their mobile devices (mobile phones, electronic communication devices, iPads and tablets, earphones, earbuds) whilst on the school campus during school hours. Smartwatches must be set on 'airplane mode' for the duration of the school day.

If students choose to bring their device to school, it must be switched off and kept in their bag/pocket for the duration of the day, including breaks. If a student needs to make a phone call or send a message, they should advise a staff member. This may only be done in the area outside of the Principal's office.

If a student is seen with a mobile device, earphones or earbuds, the item/s will be confiscated and can be collected again at end of the school day. A further occurrence will result in confiscation of the item/s until a parent/guardian can collect it from the School. Continuous breaches of the policy may result in disciplinary action.

Parents/guardians are reminded that in the case of an emergency, they should call the School on 9335 6323 in order to contact their child.

Student Conduct when Travelling in School Vehicles

Port School has a fleet of 4 buses and 2 cars. When travelling in one these vehicles, or when authorised to travel in a private vehicle of a Port staff member, students agree to:

- Always follow instruction from the driver.
- Keep all their body parts inside the vehicle.
- Not call or yell out of the window.
- Not throw or propel any object inside or outside the vehicle.
- Ask permission from the driver, or other on-board staff before attaching any device to the vehicle, including USB cables and phones.
- Allow the driver or other staff on board to determine the volume of the radio and the music being played.
- Stay in the designated seat.
- Always use a seatbelt when available.
- Remove all rubbish, including water bottles, when leaving the vehicle.
- Keep their voice at a quiet speaking level.
- Respect the safety of the driver and all other passengers.
- Refrain from eating or drinking in a school vehicle.
- Not smoke in any school vehicle.

Any breach of the above guidelines may result in the student being excluded from travelling in school vehicles for a length of time, as determined by the Principal.

Students Driving to School

Students who wish to drive to school must advise the main office and supply a copy of their driver's licence and vehicle insurance before being eligible to do so. The following guidelines are to be followed:

- Students' vehicles are not to be used during the school day. Students who have driven to school are not permitted to drive their own vehicle to school-related events that take place off campus during school hours. Students may only travel to such school-related events in transport as organised by the School.
- If a student comes to school in a vehicle driven by another student, it will be assumed that the parents/carers of both students agree to this arrangement. The same applies for students going home from school at the end of the school day. The School takes no responsibility for such arrangements.
- Students wishing to park in the school carpark, must seek permission from the Principal or Deputy Principal.
- The School accepts no responsibility for students' vehicles.

Students Riding eRideables To School

An increasing number of students are travelling to and from school on eRideables, both eScooters and eSkateboards. In order to ensure the safety of all students, staff, volunteers, contractors and visitors on campus, the following safety rules apply.

- A helmet must always be worn when riding an eRideable.
- Only one person is to be on an eRideable at any time. It is illegal for the rider to carry a passenger.
- Under no circumstance should an eRideable be ridden on school grounds, riders must disembark before entering the school campus.
- During school hours, all eRideables are to be securely parked/kept at the bike rack next to the Middle School.
- Students are not permitted to access or ride their eRideable during recess or lunch break.
- eRideables are not to be stored in classrooms, the staff room, the bus shed or any other school building.
- The School does not accept responsibility for the loss, theft or damage to any eRideable. Students bring these to school at their own risk.
- Students not following these rules will have their eRideable confiscated. This may result in the parent/carer having to collect the item from the school.



Duty of Care

The Duty of Care Policy is available on the school website (www.portschool.wa.edu.au). A copy may also be requested from the main office. Below is a summary of the day-to-day aspects of Port's duty of care.

Before school

- The School assumes duty of care for students from 8.00am, and staff will supervise from this time until the commencement of classes. No students should be on campus before 8.00am unless they are engaged in an officially arranged program or endorsed activity (eg: fitness/gym program) for which the School also has duty of care.

After school

- The School will provide supervision until the parent/guardian picks up their student, or until the student departs by bus or another arranged form of transport. Once the parent/guardian arrives to collect their student, the duty of care is transferred to them. Supervision will continue for students waiting to be collected until 3.00pm, at which time the School's duty of care will cease. If the parent/guardian is delayed past this time, supervision will continue until alternative arrangements can be made.

On school campus after school

- Port will provide supervision for authorised activities on the school campus, agreed to by the Principal. The same duty of care applies as during school hours. If staff members undertake activities not sanctioned by the Principal, they will be acting in a private capacity and the School accepts no duty of care in this case.

Activities off school campus

- During off-campus activities organised by Port, such as work experience, camps, excursions and sporting activities, the School and staff have, in general, a duty of care.

Students leaving during school hours without permission

- If a student leaves the school campus without permission, parents will be advised, and the School has no duty of care. If the student returns to the school campus having left without permission, the School does not resume duty of care. The parent/guardian will be advised, and the student will be sent home. If the School feels there is a risk, a student may not be permitted to leave the school grounds, even with parental permission.

Drugs, Tobacco and Alcohol

Port School promotes good health and provides a safe and healthy learning and work environment for students, staff and visitors.

We support students who may wish to quit and can offer information or a referral to relevant programs offered by community and government organisations.

Port aims to engage the whole school community in our drug education initiatives and is committed to providing all students with drug education and related intervention for all age groups. Whilst on school grounds students must not:

- Consume alcohol.
- Deliberately inhale solvents.
- Possess drug related equipment such as syringes, smoking implements etc., except in the case of lawful use.
- Possess, sell, distribute or use prohibited drugs.

Behaviour Management

Port School is committed to ensuring a learning environment that is safe, nurturing and inclusive, one that fosters confidence, the achievement of one's personal best, respect for self and others and minimises the impact of disruptive behaviour, while actively teaching positive behaviour.

We aim to provide a fair and consistent approach to behaviour management that acknowledges individual difference and the needs of each child. We aim to ensure the expectations, responsibilities and consequences of behaviour are

clear to students, parents/guardians and staff. Port School explicitly forbids any form of child abuse, corporal punishment or other degrading punishment.

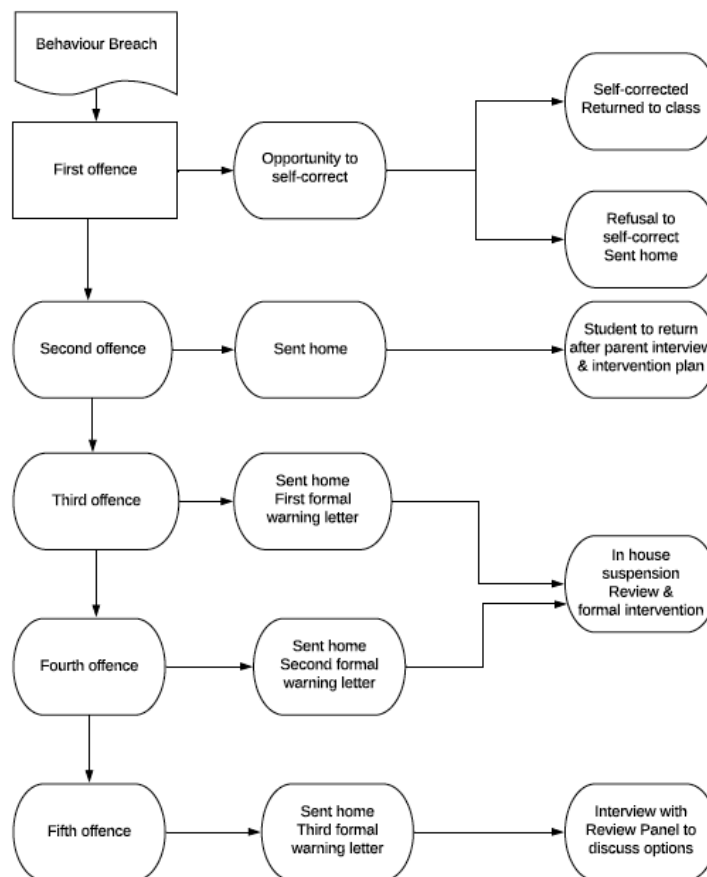
Positive behaviour is recognised in the following ways:

- Public recognition at Parliament through ‘Fab Feats’ awards and the Port Dollar scheme.
- Mentor notes, as recorded in the SEQTA database.
- Phone calls home by student Mentors.
- Recognition by administration of positive behaviour.
- Access to camps and special extra-curricular activities (eg: Malaysia, RYPEN, Leeuwin Adventure etc.).

The Student Code of Conduct outlines behavioural expectations of students and lists examples of inappropriate and unacceptable behaviours. Consequences of consciously breaching behavioural standards depend on:

- The seriousness of the breach of behaviour code.
- The likelihood of it happening again.
- Whether the student has committed the breach more than once.
- The risk the breach poses to staff, students and other community members.

The procedure for managing behaviour, which is in breach of the School’s Student Code of Conduct and Behaviour Policies, is as follows:



The Behaviour Management Policy is available on the school website (www.portschool.wa.edu.au). A copy may also be requested from the main office.



Student Mentors

Students are allocated a Mentor, who advocates on their behalf. The Student Mentor manages student attendance, follows up on absences, liaises with parents/guardians and as needed, develops attendance plans. Developing a positive relationship with the student as well as parents/guardians is key to this role. Mentors are responsible for the development and review of student goal setting and pastoral care reporting each semester. They may also develop, implement, monitor and review behaviour support plans with classroom teachers and managers.

Parliament

An important feature of Port School's Pastoral Care is Parliament. Once a week, the whole school meets to acknowledge and reward student achievement, introduce new members to the community and discuss any issues that may have arisen that week. Both students and staff are encouraged to participate, and every effort is taken so that all voices are heard.

Kids' Talk

At the end of each school day, staff convene for a brief meeting to discuss individual student behaviour and/or general concerns regarding students. Teachers are expected to manage most behaviour in the classroom and briefly report any concerns to the general staff during this meeting. They are also responsible for documenting any behaviour modifications or actions in our student database SEQTA and informing the appropriate individuals (e.g. Student Mentor, parent/guardian or Principal).

If there are consistent behaviour problems with a student or classroom interventions are unsuccessful, a student may be discussed via a case conference scenario. The **SBAR** model will be adapted to examine the individual's current **Situation** and **Background**. The key staff involved with the student will then discuss an **Assessment**, **Response** and **Action** plan. This is also a time for staff to reflect on how they may better engage with a student and consider how their actions may have impacted the situation.

For all staff to abide by best practice, a reflective process is integrated into our approach with students. This student-centred model not only benefits Port students, but also Port staff members, in their own professional development.

Cash-free Canteen and Healthy Eating in the Port Kitchen

The Port School Kitchen provides healthy and nutritious food with a focus on healthy wholefoods and an emphasis on creating foods from the ground up. We aim to create an environment where students see the kitchen as their home, a place where they belong and feel comfortable and where they have access to nourishing traditions. The School's 'Seed to Feed' garden project, established in 2022, endeavours to grow fresh garden produce for use in the kitchen.

The Port School Kitchen provides morning tea and lunch five days a week to students and staff. Students participate in cooking classes to provide the meals served during this time and are encouraged to devise and design menus, creating different culinary experiences for the students and staff of the School. Breakfast Club is also available every school day from 8am.

Port School has a "Tap & Go" service in the canteen which allows secure, cashless payment with a minimum of fuss. The system uses the Port School ID card (Smartrider card) which works the same way as a pre-paid debit card. The card is linked to a *My Student Account* which can be easily setup online and can be managed from your personal device or home computer. An account can be set up by visiting <https://secure.mystudentaccount.com.au>.

High sugar content soft drinks, including energy drinks and flavoured mineral waters with high sugar content, are not permitted on the school campus and will be immediately confiscated and disposed of.

Port School Registered Training Organisation (RTO number 52718)

As a Registered Training Organisation (RTO), Port School is a recognised training provider, registered with the Training Accreditation Council of Western Australia (TAC) to deliver vocational education and training (VET) services. RTO's are recognised providers of quality-assured and nationally recognised training and qualifications.

Vocational courses are available to students from Year 10 and above. General Education courses may in some cases be commenced in Year 9.



Port School RTO is registered to deliver the following current qualifications and accredited courses:

- Certificate II in General Education for Adults 22473VIC
- Certificate II in Hospitality SIT20322
- Certificate II in Community Services CHC22015
- Certificate II in Visual Arts CUA20720
- Skill Set in Sport and Recreation

Port School RTO also delivers the following courses and qualifications on behalf of other RTO's, via an auspice arrangement:

- Certificate III in General Education for Adults (Communicare RTO 50548) 22474VIC
- Certificate II in Outdoor Recreation (IVET RTO 40548) SIS20419
- Certificate II in Sport and Recreation (IVET RTO 40548) SIS20115
- Certificate II in Workplace Skills (IVET RTO 40548) BSB20120

Port also supports the completion of certain skills sets for students, depending on workplace and industry requirements, as well as future courses. These may include:

- First Aid
- White Card
- Responsible Service of Alcohol

Students seeking a credit transfer for work completed with another RTO, must submit a 'Statement of Attainment' to the School.

Vocational Education and Training

Port School is committed to supporting students towards successful futures. Our knowledgeable staff in the RTO/VET office are always happy to offer advice to students and carers on:

- Individual career pathway counselling/subject selection
- VETDSS delivered one day per week at TAFE in Year 10, 11 and 12
- Work experience
- Alternative entry pathways for university
- TAFE application process
- School-based traineeships
- Application process for local and interstate universities
- Scholarship applications

School-Based Traineeships (SBT)

School-based apprenticeships and traineeships provide students aged 15 years and above with valuable employment skills, hands-on industry experience and a nationally recognised qualification, while still completing secondary school. This is a great way to kick start your career.

If you currently have a job working at KFC, Hungry Jack's, McDonald's or Salsa's, school-based traineeships are readily embedded within your normal work hours.

As a trainee or apprentice in one of these programs, you will go to school and, with the school's approval, you and a guardian (if you are under 18) will sign a training contract with an employer in your chosen industry. This gives you the same employment, training conditions and responsibilities as other apprentices and trainees. The employer will pay you for the time you spend at work.

You will do some of your training at a TAFE or private training provider and some at work. You may complete your traineeship while at school, but most apprenticeships will be completed after you leave school.



Employer Community

Are you an employer keen to give a young person a good start in the work force?

We can work together with your business needs to support one of our students through:

- Short term unpaid work experience
- School based traineeships
- Pre-apprenticeships
- Casual/holiday staff

Employing local youth and investing some time in building a young person's skills, confidence and abilities will help build your business's community reputation and reduce your recruitment and onboarding costs.

We invite any interested employers to join us for a tour of the school and discuss your business needs over a coffee.

Please ring the RTO/VET manager on 9335 6323.

Careers

Port's 'Work Readiness' program allows students to prepare for career pathways. They use online tools to identify aptitude, areas of interest and key requirements across potential career fields.

Through the development of extensive networks with the wider community of training providers in WA, Port has secured opportunities for students to sample and study nationally recognised qualifications outside of the School's current provision. Throughout the school year, students are alerted to external provider opportunities. These can range from short 'Try a Trade' events to full certificate courses provided off-site.

We prioritise our students when considering individual requests and circumstances. As such, Port students are fully guided and supported in all aspects, including meeting application and enrolment requirements. Our flexible school structure empowers students' attendance and successful achievement.

At Port, we are proud of our students' achievements and of our approach of student-centred advocacy when preparing for career, learning and life beyond school.

FlexiTrack High

Murdoch University has started a partnership with Port School in 2023 to offer FlexiTrack High, a unique university preparation course designed to help students who may not have completed WACE level courses or have an ATAR.

FlexiTrack High covers a broad range of academic topics, including referencing, time management, academic integrity and developing a growth mindset. It provides students with a structured and supportive learning experience, with 50% of the learning taking place in class and 50% occurring online in the Murdoch Learning Management System.

To be eligible for the program, students need to be in Year 12 and have completed a Certificate II level course.

Student Leadership – Annual International Malaysia Excursion

In 2012, Port School embarked into an international relationship with Klang Special School in Malaysia. This Leadership Program has seen 56 students experience this humanitarian, cultural and educational excursion.

Planning for the Malaysia excursion commences each year at the beginning of Term 2, and it is an integral part of the School program for Year 11 and 12 students. Potential candidates must be 16 years old by September of the year of travel. This excursion offers an experience of a lifetime to ten young people each year.

The 12-day itinerary allows students to experience Malaysian cultural, sporting and artistic activities. We are also able to share some of our Australian customs with the Malaysian children. There is also always time for fun and sightseeing.

For further information, please contact the Malaysian Coordinators:

Mike Gilbert

Deputy Principal

mike@portschool.wa.edu.au

Dionne Garvey

Teacher

dionne@portschool.wa.edu.au



Child Protection and Keeping Safe: Child Protection Curriculum

Schools have a special responsibility to protect children when they are under the duty of care of the school, and to intervene when they believe the welfare of a child is at risk outside the school. In 2009, the Western Australian Government passed legislation requiring various occupations, including teachers, to report child abuse (mandatory reporting).

As part of Port's duty of care, the School is committed to the National Principles of Child Safe Organisations and our policies and procedures, values and culture, foster child safety and wellbeing.

Port is a safe school and we implement the Keeping Safe: Child Protection Curriculum (KS:CPC). Teachers delivering the program receive explicit training in the use of the Curriculum. The KS:CPC is a Department for Education and Child Development (DECD) responsibility, to ensure that effective abuse prevention programs are implemented and that all children and young people have access to the approved child protection curriculum.

The KS:CPC is an evidence based, best practice curriculum developed collaboratively with child protection experts, teachers, educational leaders and other professionals. It is based on two main themes:

- We have the right to be safe.
- We can help ourselves to be safe by talking to people we trust.

For further information regarding the Keeping Safe Curriculum, please visit the school website at (www.portschool.wa.edu.au) or call the School on 9335 6323.

Port School explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment. Four forms of child abuse are covered by WA law and are defined as follows:

Physical abuse occurs when a child is severely and/or persistently hurt or injured by an adult or a child's carer.

Sexual abuse occurs when a child is exposed to, or involved in sexual activity that is inappropriate to the child's age and developmental level, and includes sexual behaviour in circumstances where:

- The child is the subject of bribery, coercion, threat, violence or exploitation.
- The child has less power than another person involved in the behaviour.
- There is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour.

Emotional abuse includes:

- Psychological abuse.
- Being exposed to an act of family and domestic violence.

Neglect is when children do not receive adequate food or shelter, medical treatment, supervision, care or nurturance to such an extent that their development is damaged, or they are injured. Neglect may be acute, episodic or chronic.

- Adequate care for the child.
- Effective medical, therapeutic or remedial treatment for the child.

Corporal punishment

Any punishment in which physical force is used and intended to cause some degree of pain or discomfort, however light; typically involving hitting the child with the hand or with an implement; it can also include, for example, forcing the child to stay in an uncomfortable position. It does not include the use of reasonable physical restraint to protect the child or others from harm.

Degrading punishment

Any punishment which is incompatible with respect for human dignity, including corporal punishment and non-physical punishment which belittles, humiliates, denigrates, scapegoats, threatens, scares or ridicules the child.



Bullying. NO WAY!

Port School does not tolerate any bullying by any students, staff or visitors to the campus.

Bullying is an ongoing and deliberate misuse of power through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious or hidden. Bullying behaviour is repeated, or has the potential to be repeated, over time.

Bullying of any form, or for any reason, can have immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict, or fights between equals, whether in person or online, are not defined as bullying. Bullying has three main features:

- It involves a misuse of power in a relationship.
- It is ongoing and repeated.
- It involves behaviours that can cause harm.

Bullying takes many forms, but can be best categorised under the following headings:

Emotional Bullying includes:

- Being excluded from group conversations and activities.
- Making up or spreading rumours to facilitate dislike for someone.
- Being ignored repeatedly.
- Purposeful misleading or being lied to.
- Making stories up to get others into trouble.

Physical Bullying includes:

- Hitting, kicking, pinching, pushing, bumping, shoving, scratching, slapping, biting, punching or tripping someone repeatedly.
- Unwanted physical or sexual touching.
- Throwing objects with the intent to injure or annoy.

Threatening/Psychological Bullying includes:

- Stalking, threats or implied threats.
- Dirty looks.
- Manipulation – pressuring others to do things they don't want to do.
- Intimidation – forcing students to do demeaning or embarrassing acts.
- Extortion – forcing someone to give you money or material items.

Verbal Bullying includes:

- Constant teasing in a sarcastic and offensive manner.
- Name-calling and offensive nicknames.
- Swearing to unsettle or upset others.
- Homophobic comments to cause distress.
- Racist or sexist comments.

Property Abuse includes:

- Stealing money repeatedly.
- Interfering with someone's belongings.
- Damaging other personal items.
- Repeatedly hiding someone's possessions.

Cyberbullying

Cyber bullying is the use of technology to bully a person, or group, with the intent to hurt them socially, psychologically or even physically. Cyberbullying can occur in many ways including:

- Abusive texts and emails.
- Hurtful messages, images or videos.
- Imitating others online.
- Excluding others online.
- Humiliating others online.
- Nasty online gossip and chat.

Harassment, Sexual Harassment and Intimidation

Port School does not tolerate intimidation or harassment of any form by any students, parents/carers, staff or visitors to the campus.

Harassment

This is behaviour that targets an individual or group due to their identity, race, culture or ethnic origin; religion; physical characteristics; gender; sexual orientation; marital, parenting or economic status; age; ability or disability and that offends, humiliates, intimidates or creates a hostile environment.

Harassment may be an ongoing pattern of behaviour or may be a single act. It may be directed randomly or towards the same person/s. It may be intentional or unintentional as words or actions that may offend, and distress one person may be genuinely regarded by the person doing them as minor or harmless.

Sexual Harassment

This means any unwelcome sexual advances or requests for sexual favours, or any conduct related to sex, which interfere with the student's educational performance or creates an intimidating, hostile or offensive environment.

Sexual Intimidation

This means any behaviour, verbal or non-verbal, which has the effect of subjecting either sex to humiliation, embarrassment or discomfort, because of their gender.

What sort of thing might be included in these behaviours?

- Verbal – offensive or critical comments, jokes, slurs.
- Physical – actions such as unnecessary touching.
- Visual – elements such as offensive posters, cards, cartoons, graffiti, drawings, looks or gestures.

Any student who feels that they have been sexually harassed or intimidated should report it to the Principal, immediately.

Concerns, Complaints and Disputes

Port School welcomes suggestions and comments from the school community including students, parents/guardians and external agencies. A full copy of the School's Concerns, Complaints and Disputes Policy is available on the school website (www.portschool.wa.edu.au/policies). A copy may also be requested from the main office.

Any concern or complaint will be treated as a matter or expression of genuine dissatisfaction that needs a response. The School recognises and acknowledges your entitlement to complain, and we hope to work with you in the best interests of the young people in our care.

Our aim is to ensure that:

- Parents/guardians and students wishing to express a concern or complaint know how to do so.
- Complainants realise that we listen and take complaints seriously.
- We respond to complaints promptly and in a courteous, respectful and efficient way.
- Matters raised are investigated according to the School's policy and procedure.
- Action is taken where appropriate.



Concerns and Complaints from Students

Every student at Port School has the right to feel speak up about how they feel about something that is affecting them. Everyone has the right to tell someone if they feel worried, afraid or if they do not feel safe. The School will take what you have to say seriously and wants to help.

How do I make a complaint?

- By talking about it – or by writing it down if that’s easier. You can speak to any staff member with whom you feel safe and comfortable, including the Principal.
- You can do it by yourself, with a friend, as part of a group, or through your parents or another adult that you trust and or feel safe with.

Who can I talk to?

- To anyone on staff, to anyone in the school that you feel safe and comfortable with, or you can talk to a family member who you trust and feel safe with.

Does it matter what the issue is?

- No, it can be a big problem, or a small one. Talking things over can often help to find solutions.

What will happen next?

- If possible, the staff member will deal with it in person. If not, he or she will explain who it needs to go to and why.
- We will ask you how you would like us to keep you updated on what is happening with your concern or complaint. We will support you in managing whatever is troubling you.

Do others have to know?

- The teacher or the person you talk to will not talk to anyone else about your issue, unless they must for your safety and wellbeing. If this is the case, we will discuss this with you.

Even if you find the issue hurtful or embarrassing, we encourage you to talk to us, as we want to make sure you feel safe and happy at our school.

Concerns and Complaints from Parents/Guardians

- Parents/guardians can direct minor complaints or concerns to any staff member or to the Principal, either by phone or in person. An appointment can be made by calling the School on 9335 6323.
- If the matter cannot be resolved informally, or if you wish to make a complaint in writing, you may write to the Principal at:

- Port School
Attn: The Principal
PO Box 368
Hamilton Hill 6963

Or send an email to:

- admin@portschool.wa.edu.au
- The complaint will be logged and investigated, and a resolution will be discussed with you.
- If you are not satisfied with the outcome, the Principal may refer the matter to the Chair of the School Board, or you may wish to write directly. If the complaint or concern is about the Principal, it may also be escalated to the Chair of the School Board. Letters are to be addressed to:

- Port School Board
Attn: Chairperson
PO Box 368
Hamilton Hill 6963

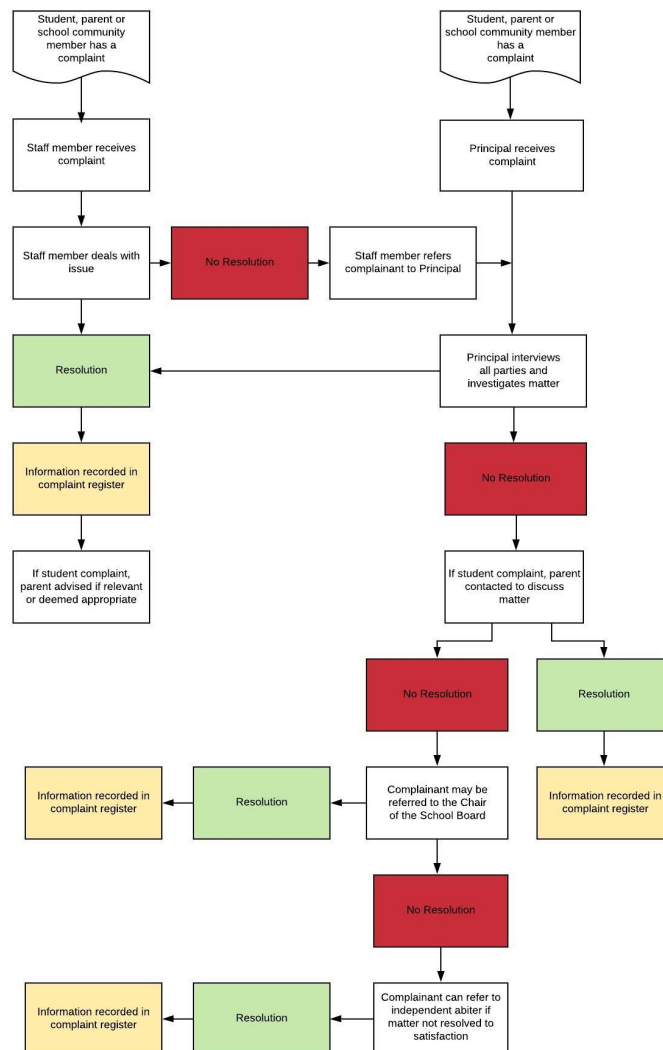
- The Chair of the Board will examine matters and notify you of the outcome of their review. A meeting with the Principal and the Chair of the Board may be arranged in order to discuss the matter further and to look at alternative resolutions.
- If you remain concerned, you will be offered the opportunity to meet with the Chair. If the meeting does not bring about a resolution, the matter may be referred for mediation by an Independent Arbiter, whose task it will be to look at the issues in an impartial and confidential manner. Their decision, as far as allowed by law, will be final and binding on all parties.

All concerns and complaints are treated in a confidential manner and with respect. Knowledge of the matter will be limited to the Principal, those directly involved and if relevant, the Chair of the Port School Board.

It is Port School’s policy to ensure that complaints made by parents and guardians do not adversely impact on their children. The School will not tolerate victimisation or adverse consequences shown towards a person who raises a concern and/or a complaint.

Port School seeks continuous improvement and welcomes suggestions and feedback from students, parents/guardians and external agencies. These may be emailed to admin@portschool.wa.edu.au or alternatively, may be conveyed to any staff member or to the Principal by phone or in person.

How Complaints are Processed



Please be aware that in some cases the School will not be able to discuss the details of action taken as it would be inappropriate (for example, if the action involved staff discipline). Under its legal obligation, the School is also not able to divulge information on matters which require the involvement of a relevant government authority, without the permission of that government authority.

Nationally Consistent Collection of Data on School Students with Disability (NCCD)

Every year, all schools in Australia participate in the Nationally Consistent Collection of Data on School Students with Disability (NCCD). The NCCD process requires schools to identify information already available in the school about supports provided to students with disabilities. This relates to legislative requirements under the *Disability Discrimination Act 1992* and the Disability Standards for Education 2005, in line with the *NCCD guidelines (2019)*.

Information provided about students to the Australian Government for the NCCD includes:

- Year of schooling.
- Category of disability: physical, cognitive, sensory or social/emotional.
- Level of adjustment provided: support provided within quality differentiated teaching practice, supplementary, substantial or extensive.

This information assists schools to:

- Formally recognise the supports and adjustments provided to students with disability in schools.
- Consider how they can strengthen the support of students with disability in schools.
- Develop shared practices so that they can review their learning programs in order to improve educational outcomes for students with disability.

The NCCD provides state and federal governments with the information they need to plan more broadly for the support of students with disability.

The NCCD will have no direct impact on your child and your child will not be involved in any testing process. The School will provide data to the Australian Government in such a way that no individual student will be able to be identified – the privacy and confidentiality of all students is ensured. All information is protected by privacy laws that regulate the collection, storage and disclosure of personal information.

To find out more about these matters, please refer to the [Australian Government's Privacy Policy \(https://www.education.gov.au/privacy-policy\)](https://www.education.gov.au/privacy-policy).

Further information about the NCCD can be found on the [NCCD Portal \(https://www.nccd.edu.au\)](https://www.nccd.edu.au).

If you have any questions about the NCCD, please contact the School.

Equal Opportunity and Anti-Discrimination

Port School is committed to equal opportunity and diversity, where the rights of individuals are upheld, and everyone is treated with respect, fairness, equality and dignity. The School views all forms of discrimination and harassment within the School's structure, culture, curriculum, working and learning environments as inappropriate.

The Port School Gender and Sexual Diversity Policy outlines the School's commitment to offering a safe, supportive and inclusive environment for all school community members. This policy is available on the school website (www.portschool.wa.edu.au). A copy may also be requested from the main office.

Student Code of Conduct – What is Expected of You

Port School is committed to ensuring a respectful learning environment that is safe, nurturing and inclusive. The Port School Values are our commitment to students and all School community members. The Student Code of Conduct provides a framework that supports these values.

Empowerment	To enable each other to experience thoughts and feelings as valid and important.
Diversity	To welcome, nurture and promote each other's differences.
Growth	To keep the educational development and wellbeing of people at the centre of what we do.
Community	To provide a safe and secure environment that promotes contribution, ownership and mutual respect.

This Code of Conduct outlines the expected standards of student behaviour when on school grounds, travelling in school vehicles, travelling to and from school, engaging in school-related activities both on and off school grounds or representing the School. Port School does not tolerate any bullying by any students, staff or visitors to the campus.

Definitions

Bullying

Bullying is an ongoing and deliberate misuse of power through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Sexual harassment

Any unwelcome sexual advances or requests for sexual favours, or any conduct related to sex, which interfere with the student's educational performance or creates an intimidating, hostile or offensive environment.

Sexual intimidation

Any behaviour, verbal or non-verbal, which has the effect of subjecting either sex to humiliation, embarrassment or discomfort, because of their gender.

What's Expected of You?

Students have a responsibility to:

- Attend school regularly, arrive on time and go to all timetabled classes.
- Arrive 'fit for school' - physically, mentally and emotionally.
- Always uphold Port School's Values.
- Act honestly and with integrity.
- *Not* become involved in activities and behaviours that reflect badly on themselves or others, including the negative use of social media.
- *Not* share any personal information, images (photos), videos and recordings of others.
- Be aware of your own safety and welfare and that of others.
- Do *not* engage in any form of bullying or harassment including physical, verbal and cyber abuse, or any other form of peer-to-peer abuse.
- Respect school property and the personal property of others.
- Comply with the School's policy on acceptable use of ICT.
- Behave appropriately, as per school expectations and guidelines.
- Follow the direction and instructions of all school staff.
- Behave appropriately when travelling to and from school.
- Follow the Port School guidelines for safe travel in school vehicles.
- Comply with the School's 'no mobile devices' policy.

- Contribute positively to the learning environment, by working responsibly and by *not* engaging in behaviours that could interrupt the work or learning opportunities of other students.
- Remain on school grounds during the school day unless otherwise approved by the Student Mentor, Head of Department or the Principal.
- Complete work set by teachers and staff promptly and to the best of your ability and to take full advantage of the educational opportunities offered at Port School.
- Follow the Port School Dress Code.
- Respect the diversity and opinions of others.
- Respect the privacy and human dignity of others.

What Happens if you Breach the Code?

The consequences of consciously breaking the Code of Conduct will depend on the nature of the breach. Factors which will be considered when deciding what action will be taken include:

- The seriousness of the breach.
- The likelihood of the breach occurring again.
- Whether the student has committed the breach more than once.
- The risk the breach poses to staff, students or any others.

Examples of some of the most inappropriate and unacceptable actions and behaviours, which will not be tolerated within the Port School community include:

- Swearing at a staff member.
- Physical or verbal abuse of students or staff.
- Sexual harassment or intimidation of students or staff.
- Bringing the School or staff members into disrepute.
- Theft, misuse or wilful damage to school property or another person's property.
- Any form of bullying including cyber bullying of students or staff.
- Being under the influence or using drugs/alcohol on the school campus, on school excursions, when engaging in school-related activities both on and off the school grounds or representing the School.
- Misuse of social media (eg. sexting or sharing of inappropriate images, cyberbullying, slander campaigns, filming or inciting fights, bringing the School's name into negative light, posting drug or crime-related material on public forums etc.).
- Receiving, taking or sending inappropriate, offensive or explicit text messages, photos or videos.

How Do You Report a Breach of Code?

Port School is committed as a community to support all concerns or complaints of breaches of student or staff conduct. All concerns will be handled in a confidential and sensitive manner.

If you feel that community standards are not being properly or consistently upheld, you should speak as soon as possible the Principal, or to any staff member who you trust and feel comfortable with. If you feel your concerns are not being adequately addressed, the staff member will advocate on your behalf and take your concerns to the Chair of the School Board.

If the complaint or concern is of a serious criminal nature, the School reserves the right to seek legal advice, report the matter to police and/or other external agencies.



Staff Responsibilities

Staff members are expected to implement the Student Code of Conduct fairly, reasonably and consistently, noting that they have the right to:

- Expect the co-operation of all students.
- Expect they will be able to teach in a safe, orderly and co-operative environment.
- Maintain flexibility in their approach to procedures and organisation within the framework of school policy, balanced alongside consistency of practice.

Staff members have a responsibility to:

- Treat all students fairly and consistently.
- Provide an appropriate range of learning strategies to meet all students' needs.
- Undertake the counselling of students and a pastoral role when appropriate.
- Develop in students an awareness and understanding of school rules.
- Follow the agreed policies and procedures of the School regarding student management.
- Communicate with parents/guardians on matters relating to the educational development and behaviour of their students.

Equal Opportunity and Anti-Discrimination

Port School is committed to equal opportunity and diversity, where the rights of each person are upheld, and everyone is treated with respect, fairness, equality and dignity. The School views all forms of discrimination and harassment within the School's structure, culture, curriculum, working and learning environments as inappropriate.

The Port School Gender and Sexual Diversity Policy outlines the School's commitment to offering a safe, supportive and inclusive environment for all school community members. This policy is available on the school website (www.portschool.wa.edu.au). A copy may also be requested from the main office.

Your Commitment

Enrolment at Port School is conditional upon your agreement to this Student Code of Conduct. Repeated breaches of the Code will result in formal warnings being issued, which may jeopardise your place at the School.

I, _____ confirm that I have read the Student Code of Conduct and understand what is expected of me. I acknowledge that repeated breaches of this Code could result in my place at Port School being reviewed.

Student's Signature

Date

Parent Code of Conduct

Port School is committed to providing a child-safe environment which safeguards all students and staff, and promotes practices that provide for the safety, wellbeing and welfare of our community. The involvement of parents/guardians/caregivers in the school community, including supporting and upholding the School values, standards and policies, impacts positively on student learning and behaviour. The Port School Values are our commitment to students and their families.

- Empowerment** To enable each other to experience thoughts and feelings as valid and important.
- Diversity** To welcome, nurture and promote each other's differences.
- Growth** To keep the educational development and wellbeing of people at the centre of what we do.
- Community** To provide a safe and secure environment that promotes contribution, ownership and mutual respect.

Port School recognises that the work it does as a school is most successful when in partnership with parents. This Code of Conduct outlines the expected behaviour.

Port School does not tolerate any bullying by any students, staff or visitors to the campus. Port School also explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment, as defined below.

Definitions

Parent

For the purpose of this Code, the term 'parent' includes parents, guardians, carers and others involved in any communication with Port School regarding a student.

Child abuse

Physical abuse occurs when a child is severely and/or persistently hurt or injured by an adult or a child's carer.

Sexual abuse, in relation to a child, includes sexual behaviour in circumstances where:

- The child is the subject of bribery, coercion, threat, violence, or exploitation.
- The child has less power than another person involved in the behaviour.
- There is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour.

Emotional abuse includes:

- Psychological abuse.
- Being exposed to an act of family and domestic violence.

Neglect includes failure by a child's parents to provide, arrange or allow the provision of:

- Adequate care for the child.
- Effective medical, therapeutic or remedial treatment for the child.

Corporal punishment

Any punishment in which physical force is used and intended to cause some degree of pain or discomfort, however light; typically involving hitting the child with the hand or with an implement; it can also include, for example, forcing the child to stay in an uncomfortable position. It does not include the use of reasonable physical restraint to protect the child or others from harm.

Degrading punishment

Any punishment which is incompatible with respect for human dignity, including corporal punishment and non-physical punishment which belittles, humiliates, denigrates, scapegoats, threatens, scares or ridicules the child.



Bullying

Bullying is an ongoing and deliberate misuse of power through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

General Expectations

Parents have a responsibility to:

- Uphold the Port School Parent Code of Conduct.
- Ensure their student upholds the Port Student Code of Conduct.
- Ensure any changes to contact details for their student, themselves and any other authorised person are immediately notified to the School.
- Ensure their student attends school regularly, arriving on time for each class.
- Advise the School immediately if their student cannot attend on any one day.
- Respond in a timely manner to all school requests.
- In the case of their student being sent home if found 'unfit for school', to be available, or ensure an authorised person is available, to collect their student from the School within 45 minutes of being contacted.
- Communicate regularly and openly with relevant school staff.
- Act in the best interest of staff, students and the Port School community.
- Value the diversity of the Port School community.
- Respect the rights, religious beliefs and practices of individuals and their families, and different points of view.
- Use polite and acceptable written and spoken language in all communication with students, staff and school community members.
- Refrain from any actions and behaviours that establish any form of harassment, discrimination or slander in any form.

Parents can expect to:

- Be treated with respect and courtesy by staff, students and school community members.
- Be listened to, and clearly communicated with by the School, regarding their student's education and development.
- Have confidentiality respected by staff and other parents involved.
- Receive a timely response to concerns raised.
- Be treated with professionalism by all staff members.

What Happens if you Breach the Code?

Any parent, member of staff or student may notify the Principal of a possible breach of the Parent Code of Conduct. The Principal or delegate will investigate the complaint, which may result in the parent being:

- Directed to restrict communications with the School through a nominated staff member.
- Banned from a school related activity-taking place outside the school grounds.
- Banned from being on the school grounds.

A prolonged breach of this Code by a parent may result in the enrolment of their student being reviewed. In order to ensure the Port School environment is safe for all students, staff and community members, the following will not be tolerated:

- Disruptive behaviour that may interfere with the operation of a classroom, an office or other facility within the school grounds.
- Using loud and/or offensive language or displaying temper.
- Threatening harm or the use of physical aggression towards another adult or child.



- Damaging or destroying school property.
- Abusive, threatening, malicious or inflammatory emails, phone or social network messages.
- Bullying in any form.
- Smoking and/or the use of illegal substances on school grounds or whilst on excursions, camps or other school-related activities.
- Attending the school campus or any school-related activity whilst intoxicated from drugs or alcohol.

Concerns, Complaints and Disputes

Parents with a concern or complaint are asked to address it by following the process outlined in the Concerns, Complaints and Disputes Policy, which is available on the school website (www.portschool.wa.edu.au). A copy may also be requested from the main office. Guidelines for this process are also available in the Port School Handbook.

Equal Opportunity and Anti-Discrimination

Port School is committed to equal opportunity and diversity, where the rights of each person are upheld, and everyone is treated with respect, fairness, equality and dignity. The School views all forms of discrimination and harassment within the School's structure, culture, curriculum, working and learning environments as inappropriate.

The Port School Gender and Sexual Diversity Policy outlines the school's commitment to offering a safe, supportive and inclusive environment for all school community members. This policy is available on the school website (www.portschool.wa.edu.au). A copy may also be requested from the main office.

Your Commitment

All parents are required to read and acknowledge this Code of Conduct and are reminded of their responsibilities to remain up to date on all relevant school policies. These can be found on the school website (www.portschool.wa.edu.au). Copies may also be requested from the main office.