John Willcock College

Information Handbook

We Aspire, We Belong, We Care, We Celebrate, We Learn, We Respect
Starting the School Day

School begins at 8.45am – however, the warning bell goes at 8.40am. This is a signal to students that they need to be on their way to class and ready to begin form at 8.45am.

All students attend form until 9.00am daily. This is an opportunity to check in with their form teacher, have their attendance checked and generally be ready to begin learning. Teachers also use this time to ensure all ICT equipment is checked.

Late students who arrive before 9.00am must go directly to Form class. Students arriving after 9.00am must sign in at Student Services. Parents are requested to provide a note if their child is absent or late. This can be done in the College diary. Alternatively, parents may accompany late students to the Front Office and explain the reason for being late to school. Also a phone call to the school can be used to explain an absence.
John Willcock College is located in the City of Greater Geraldton. From 2015, it will consist of Years Seven, Eight and Nine. The school has a history that extends back to 1975 and will celebrate its 40th anniversary in 2015.

John Willcock College is a multicultural environment with a diverse range of students from the Geraldton and Mid West region. Students from areas outside Geraldton wishing to attend John Willcock College are able to board at the Geraldton Residential College. The College is also served by a comprehensive bus network that enables students to travel from Geraldton’s suburbs and agricultural hinterland.

In 2016, the College will cater for around nine hundred students. It has developed an innovative Sub School focus on academic and social programs that uses a team approach designed to create closer relationships between teachers, students and families. It enables all stakeholders (school and home) to work together to respond to student needs by providing support, encouragement and assisting in problem solving as the need arises.

The Sub Schools on the campus provide a comprehensive learning environment focusing on English, Mathematics, Science, Humanities and Social Sciences and Physical and Health Education. The school provides a range of innovative programs and specialist instruction in all curriculum areas including Languages, Technologies and The Arts. The College Academic Extension Program offers classes in each of Years 7, 8 and 9. This focus caters for students who excel in both the Science/Mathematics and English/Humanities and Social Sciences Learning Areas. Participation in this class is by invitation, usually made during Term 4 of Year 6 or 7. Continued participation in these classes is contingent on high achievement, regular attendance and a positive work ethic that is in line with the College ethos.

The College is the home site of the Combined Schools Junior Band, which performs regularly in public. In addition, programs are provided that support students with literacy, numeracy, social and health needs. A cutting edge initiative whereby every student is provided with a take home portable device to enhance learning experiences sets John Willcock College apart as one of the only government schools in Western Australia with this level of technology. At present, technology on offer includes MacBook Pro laptops and iPads.

A dedicated and experienced staff promotes academic excellence and social responsibility in a caring environment. Students are encouraged to participate in various national competitions. Sport is an important part of the John Willcock College program. John Willcock College is home to the Mid West Clontarf Academy Junior Program.

John Willcock College has a policy of encouraging parent and community participation. Parent-teacher meetings are seen as an essential ingredient in maintaining a positive learning environment. We welcome your involvement as either a P & C member or as a member of the John Willcock College Board. Aboriginal Parent Body meetings are held once per term.

We look forward to working with you and your child during their time at the College.
At John Willcock College, we support the JWC Vision:

“John Willcock College pursues excellence and opportunity for all.”

- **We Aspire**: To be the best we can be: responsible citizens, honest and polite.
- **We Belong**: Our College is a warm, welcoming place.
- **We Care**: Care, Courtesy and Consideration are our defining practices.
- **We Celebrate**: We celebrate diversity and value individuals.
- **We Learn**: We are self reliant, independent thinkers.
- **We Respect**: We share respect for the self and for one another.

All staff and students at John Willcock College have the right to work in a safe, supportive, and productive learning environment. It is the responsibility of all who are in the College to provide such an environment: for the enjoyment, protection and safety of every individual.

**Rights and Responsibilities**

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<tr>
<th>EVERYONE HAS THE RIGHT TO:</th>
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<tr>
<td>Work without being interrupted.</td>
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<tr>
<td>Be treated courteously and respectfully without fear of ridicule and/or intimidation</td>
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<tr>
<td>Work in a clean and safe environment</td>
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<td>Have any grievance heard fairly especially if it involves bullying.</td>
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<table>
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<tr>
<th>EVERYONE HAS THE RESPONSIBILITY TO:</th>
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<tr>
<td>Respect other people’s right to work.</td>
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<tr>
<td>Treat others with respect.</td>
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<tr>
<td>Keep the environment clean and safe.</td>
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<tr>
<td>Listen to other people’s grievances.</td>
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<td>Report any incidence of bullying to a staff member.</td>
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At John Willcock College, we do not tolerate physical violence.

Please ask for a copy of our Behaviour Management Policy. We welcome and value your suggestions.

**Curriculum**

Students at John Willcock College may receive instruction in all eight Curriculum Learning Areas. The Sub School Learning Area Teams provide instruction in Physical and Health Education, English, Maths, Science and Society and Environment. In addition, all students can access a range of options offered and provided by specialist teachers in Languages, The Arts and Technologies. The College is an Indonesian Language school, committed to assisting in the provision of a seamless tuition in Indonesian from Year 3 to Year 9 at selected partner schools, including Allendale, Bluff Point and Mount Tarcool Primary Schools.
Parent Participation

Please keep your contact details up to date at all times.

Productive parent-teacher partnerships are recognised and valued.

These partnerships strongly influence the quality of student learning, student attitudes to school and parent support and advocacy for the College.

Parent-Teacher evenings, Sub School and Awards Ceremonies are conducted to facilitate opportunities for parents and teachers to meet. Parents/guardians are also invited to attend full College assemblies and the dates of these assemblies are advertised in the College Newsletter. In addition, parents are invited to make appointments to meet with staff to discuss policies and individual student educational needs and progress.

Updating Parent Mobile Phone number data

The College is seeking parental assistance in updating mobile phone numbers and advising us of any changes to these numbers that may occur throughout the year. Please also advise us of any changes of custody/guardianship, changes to residential and mailing addresses, or health status of your child.

College Newsletter

The College Newsletter is emailed to parents and hard copies are provided to both a variety of locations in Geraldton and are available for pickup from the College. Newsletters are also posted on the College Website:- johnwillcock.wa.edu.au or on the College ‘CommunitytoGo’ app available for download. The College produces two newsletters per term in weeks 3 and 8.

John Willcock College takes pride in the fact that many of our students are high achievers in fields of interest outside school hours. Please inform the College if your child has been recognised for such an achievement as it gives us great pleasure to acknowledge this success to our College community via the newsletter, electronic noticeboard and assemblies. Information should be provided to the Front Office Staff.

CyberSafety

This is an area of concern. Parents will be aware of many incidents reported in the media regarding safety online. Personal information is easily tracked and used by those who know how, so it is important that our students keep as safe as possible while online. This includes smart phones as well as computers and the growing range of electronic devices that have internet connectivity.

Students work through sessions on cybersafety as part of their initial training each year. These cover the use of mobile phones, social networking sites, cyberbullying, email etiquette and general safety online. We revisit this several times during the year to refresh the messages in Form times and at Sub School meetings.
We also require students to load e-copies of cybersafety pamphlets which outline relevant information at the time of laptop training to share with parents so that families can reinforce the positive messages of staying safe online. Parent workshops in this area are held at various times throughout the year. Some are College based. Some are community based.

Parents are encouraged to check the following sites online for further useful information:

The main government cybersafety information website found at http://www.cybersmart.gov.au/

Cybernetrix page on the internet: www.cybernetrix.com.au “Internet safety for Secondary Students” section. There is a wide variety of resources available at this website.

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**Homework: A Recommended Guide**

John Willcock College takes the view that homework is an important part of the learning program for all students, although the commitment and complexity can vary with the needs of students and their phase of development. We define ‘homework’ in a broad context. It is a term used to describe any of the following: set homework, continuing with project work, finishing class work, preparing ahead, preparation of study notes, memory work on notes, self testing for assessments, reading and/or researching on the internet and the practice of new skills. We also recommend that homework include 20 minutes of reading and helping in household chores. John Willcock College students are expected to contribute to the family unit and to maintain a sound work commitment at the College.

Each child will be provided a copy of the School Course Assessment Timeline. The School Course Assessment Timeline is a guide to the course assessments for the semester for your child’s year group. This overview is also available on the College website. The outline will give you further information about the content, skills, assessment weightings and types for their individual courses. If you have any questions about these Outlines, please speak to the course teacher on the Parent – Teacher Evening.

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**SMS Messaging and Attendance**

**REGULAR ATTENDANCE** refers to 90% Attendance or better.

If your child’s attendance is less than 90% then they are considered to be “At Risk”.

Helpful hint: use your child’s diary to inform the College of any absences.

Parents will be informed by mobile phone message (SMS) each time their child is away from school. Please respond to these messages in a positive and timely manner. Remember – these messages are to ensure the safety of your child.

At John Willcock College, student attendance is of the highest priority. We know that students who attend regularly are more likely to be successful in later life and safe when they are at school. To improve our attendance
procedures, we will be informing parents/caregivers about any unexplained absences for their child. The College expects a response to this information in order to explain the absence.

The College expects parents/caregivers to contact the school by 9.00am if they know their child is going to be absent. This can be done by phone, SMS, or direct contact through the Front Office.

An SMS text message will automatically be sent to the mobile phones of relevant parents explaining that our records show that their child is absent from school, if absences have occurred.

The message will read as follows:

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JWC (Form Class) records show Johnny Smith is absent today 12/05/15. Please provide reason by reply SMS or ph 9965 8339.
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A similar message will be sent for unexplained lateness. The message will arrive on the phone displaying the number “0407 381 061”.

Please store this number in your mobile phone under “John Willcock College” so that when the message arrives, you are aware the message has come from the school.

This is a service provided by the College. Parents/Caregivers are asked to respond appropriately to these messages.

Parents should then reply by –

- Using the SMS 0407 381 061: When replying via SMS, parents should always include the student name in the message and Form Class (if known) e.g. 8M3.
- Phoning the Student Services Reception 9965 8339
- Sending a note or acknowledgement in Student Diary, on their child’s return to school. If a child is absent and a reason has already been provided to the school, then parents will not receive an SMS as the absence will be deemed “Explained”.

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**Countering Bullying**

John Willcock College is committed to providing a safe, supportive and inclusive learning environment for all students.

**Helpful hint:** Get involved in the College and develop a relationship with at least one staff member. This will also help you at the times when you need support from the College.

**Valuing Others**

At John Willcock College we are committed to the values of respect for others and self. We Aspire, We Belong, We Care, We Celebrate, We learn, We Respect - form the basis for all our dealings with one another. This means that relationships are valued between students, staff and parents. Also the development of social skills and enhancement of self-esteem are considered important roles for us. Student’s health and well-being are key John Willcock College priorities.
What is Bullying?
Bullying is a form of abuse, it can be repetitive, often hidden and always involves a misuse of power against an individual or group. Bullying can be direct and observable or indirect and difficult to identify. It is for these reasons that it is important that you speak with us when you have concerns.

Talking to the College
John Willcock College wants to hear from parents or others who believe there is a problem. The focus is always on ways to work together to solve the problem expeditiously.

Ask your child’s Form Teacher, Sub School Leader, the Student Services Managers or the Associate Principals about the programs the College runs to counter bullying and develop the values needed to maintain the John Willcock College Code of Behaviour.

All schools have access to a School Psychologist and John Willcock College has a Student Services Team, which includes a part time Psychologist, Chaplain and Community Health Nurse. They can help students deal with their concerns, and develop sound social skills.

What John Willcock College has done
Essential elements include:

- Use of Restorative Practice approaches to deal with bullying incidents.
- The use of surveys and collaboration with students, staff and parents to identify issues and concerns.
- The development of a whole school policy and practices to counter bullying.
- An effective “No Put Downs” approach to reduce bullying as it often starts with verbal put downs.
- Becoming a “Telling School” (“Take a Stand”) where everyone (staff, students, parents) takes responsibility to prevent bullying. Factsheets on how to deal with bullying, information on young people’s rights, and links and contact numbers on where to find help are on Reachout.com.
- Regular review through the Positive Behaviour Support Committee.

Helpful hint: Talk to the College about your concerns before your child begins with us. Call the College for an appointment: 9965 8300.

The Student Centred Funding Model provides funding each year to support the on-going development of benchmark standards, assessment and reporting arrangements, research into literacy and numeracy and National Literacy and Numeracy Week. At the College, funds are used specifically to support effective teaching and learning practices for students with disabilities and learning difficulties in the middle years of schooling.

What Parents can do:
Parents and carers support and encouragement is vital to their child’s education. There are everyday ways that parents can help their children improve their literacy and numeracy skills.

Parents can draw attention to the literacy and numeracy that happens in daily life:

- **Stay in touch with their child’s school and school activities** – at both primary and secondary school
- Be positive about school learning
- Encourage their child to talk about their learning experiences
- Value books and learning
- Encourage their child to use the library for pleasure as well as to find information
- Focus on literacy and numeracy development in talks with classroom teachers

*Parents and Teachers working together is the very best support for a child’s educational success*

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**Health Centre on Campus**

**Helpful hint:**

**If your child is sick overnight or in the morning please DO NOT send them to school.**

Midwest Population Health is pleased to advise you of the health service available to students attending John Willcock College.

A Community Health Nurse is based at the College and can be located within the Student Services building. The nurse works part time during the hours of 8.30am and 3.30pm. The attendance times are posted on the Health Centre door. Students are not encouraged to leave classes to see the nurse unless it is absolutely necessary, but appointments can be made for recess and lunchtimes.

The main focus of the Community Nurse’s role is to foster student self-responsibility to manage health issues not deliver first aid. Health promotion activities undertaken by the Community Nurse place emphasis on students learning to make appropriate decisions about their own health needs in order to develop healthy lifestyles.

Parents/guardians are welcome to contact the Community Nurse to discuss health issues relevant to their son/daughter. **Please ensure you have completed the Immunisation/Medical details on the enrolment form.**

**Taking Prescription medication at school**

Parents of students requiring regular medication are responsible for providing a “Doctors Medication Request” form signed by the family Doctor and a “Medic Alert” form at the beginning of each year and whenever medication is changed. These forms are available from the Front Office.

**Sickness/Accident/Injury**
The Health Centre is not designed to provide care for sick students who should otherwise be at home. In case your child becomes sick or sustains an injury whilst at school you are asked to provide information on the enrolment form regarding a **readily available contact person/s** should your child need to be taken home or to hospital.

**Dress Code Policy**

*Helpful hint: ensure that your child has access to the appropriate College uniform from the start of their time with us.*

Acceptance of enrolment at John Willcock College assumes an agreement that the enrolling student will dress within the guidelines of the dress code, including any negotiated exemptions.

**JOHN WILLCOCK COLLEGE**

All John Willcock Students are expected to wear the John Willcock College Shirt.

**Dress Code for all Students**

- Navy polo shirt with College crest
- Plain navy blue slacks/pant/shorts/culottes, plain navy or school board shorts/skirt. **Denim is NOT apart of the Dress Code** and is not to be worn. Leggings are also NOT considered appropriate wear for school.
- Navy College windcheater with College crest
- Hat recommended when outdoors
- Religious dress (in school colour)

**Footwear**

- Enclosed shoes as appropriate for Learning Areas.
• Sport shoes, joggers, sneakers
• Sandals with back strap
• **Thongs ARE NOT acceptable footwear**

**Sportswear (Sport/PE Only)**

• Navy Taslon shorts
• Plain navy shorts
• Appropriate sporting shorts, T shirts and shoes
• Respectable casual clothes – where advised

Uniform items are available from Total Uniforms (Northwest Coastal Highway Geraldton)

**Other inappropriate items include:**

• Any clothing displaying motifs or text
• Articles of clothing tied around the person
• Articles of clothing which are too short or too tight (i.e. immodest) (eg tights)
• Articles of clothing which identify students with particular groups (e.g. Gangs/sports)
• Non-College board shorts or beach wear
• Beanies/bandanas
• Thongs/backless sneakers
• Visible coloured undergarments (e.g. T-shirts, bathers, boxer-shorts and bras)

**Monitoring College Dress Code**

• Form Teachers check student dress code on a daily basis: Form teacher records students out of uniform.
• Student is required to explain ‘inappropriate dress’.
• Students out of dress code (where no adequate explanation is offered) are to remain in the Sub School during recess and lunch for occupational health and safety reasons
• Very inappropriate clothing will result in student withdrawal from class and playground until appropriate clothing is supplied
• Form Teacher/Sub School Leader makes telephone contact with parent/guardian to supply appropriate uniform.
• Where there are extenuating circumstances, a dress code ‘modification pass’ will be issued for a negotiated period of time.

**Consequences for Non Compliance**

• Call to parents/carers to have offending article of clothing replaced.
• Detention within Sub School during recess/lunch.

*Final decision on appropriateness of dress will be made at the discretion of the Sub School Leader/Associate Principal*

If you are called, please DO NOT be offended when you are asked to rectify the problem.
Mobile Phone and Electronic Devices Policy

Helpful hint: Please do not contact your child on their phone during the school day. Messages can be passed on by contacting the Front Office on 9965 8300.

Mobile phones and electronic devices are a part of modern society and the College accepts that many students possess mobile phones. They are a useful tool, especially where the issue of safety is concerned. However, teachers and students, have a right to teach and to learn in a classroom environment free from interruption by mobile phones and other telecommunication devices.

Mobile phones at John Willcock College present a number of challenges. These include:

- Interrupting lessons and assessment tasks
- Disrupting the learning of others
- Theft
- Bullying
- Invasion of privacy, and
- Violating the rights of the College community to enjoy working in a safe, secure environment.

Policy

While we prefer students not to have mobile phones and electronic devices at the College, we realize that students may have mobile phones; therefore, the College has adopted the following policy:

1. Students are discouraged from bringing mobile phones and electronic devices to the College. We accept no responsibility for mobile phones and electronic devices that are brought to the College and undertake no responsibility to investigate their misplacement, loss or theft.

2. Mobile phones and electronic devices that are brought to school should be switched off and not visible when students enter the school grounds. These devices should be locked away in the student’s laptop locker before form class and should not be removed until the final bell at 3.08pm.

3. Using mobile cameras (still and video) to film people and their activities without their knowledge and/or permission is an invasion of privacy and will not be tolerated. Any student found to be involved in recording, distributing or uploading inappropriate images or videos of students, parents or staff on school premises will be suspended.

4. Parents are requested not to encourage mobile phone use during school hours, by texting their children. Where parents need to contact their son or daughter during the school day, the College’s front office phone number is the appropriate point of contact (ph: 9965 8300).

5. Should a mobile phone ring or interrupt a class, the teacher has been instructed to confiscate and secure it. Phones and electronic devices will also be confiscated from students caught using them before school at recess and lunchtime. The student must collect the mobile phone from the front office when the final bell rings at 3.08pm.

6. If a student has a mobile phone and electronic device confiscated three or more times, the parent/guardian will need to come to the college to collect the phone or electronic device – it will not be returned to the student.
Staff at John Willcock College are responsible for managing the resolution of disputes and complaints lodged with us. We will make every effort to promptly resolve disputes and complaints lodged, according to the principles of procedural fairness.

Where we cannot resolve a complaint, the complainant, Principal or Regional Executive Director can forward written complaints to the Director General of the Department of Education and Training.

**Making a Complaint**
Complaints can be lodged verbally in person or by phone, in writing, by fax, email or letter. Help is available at the school to support complainants to formulate, write and lodge a complaint. A brochure “Complaints Handling Policy” is available to assist you in this regard. Please ask at the Front Office.