

# Parent Handbook

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Yule Brook College



YULE BROOK  
COLLEGE

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*One student at a time*

## Yule Brook College

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61 Dellar Road  
Maddington WA 6109  
Phone: (08) 9251 8333  
[www.yulebrookcollege.wa.edu.au](http://www.yulebrookcollege.wa.edu.au)

The logo for Big Picture Education Australia features the words "Big Picture" in a large, bold, serif font, with a red swoosh above the "i" in "Picture". Below it, the words "EDUCATION AUSTRALIA" are written in a smaller, all-caps, sans-serif font.

**Big Picture**  
EDUCATION AUSTRALIA

# Principal's Welcome



As the principal of Yule Brook College I am delighted to welcome you to our school community. Yule Brook College is a dedicated Year 7 to 10 school, using the Big Picture design for education. We are a small, caring and supportive learning community and we live by our philosophy of 'one student at a time'. We have a strong focus on academic excellence, developing social skills and the emotional wellbeing of our students.

The Advisory class is an integral part of our school structure and students develop a strong bond with their class and teacher. Each student has a learning plan which is created specifically to meet their learning needs and interests and students take responsibility for their learning by regularly exhibiting what they have learned to their parents/carers and teacher.

Although our school finishes at Year 10, the majority of our students continue their secondary education at Sevenoaks Senior College, where they have a wide range of subjects and programmes to choose from, including their Big Picture pathway, as well as trade and academic programmes.

Our school has won numerous awards and Year 9 NAPLAN results show our students make outstanding progress from Year 7 to Year 9. Our teaching staff are highly skilled with a great blend of youth and experience, and set high standards to improve student achievement.

Whether you have made the decision to enrol or are still considering your choice of school you are welcome to come and meet with us and we are happy to show you around the school and discuss the learning needs of your child. Please contact us on 9251 8333 to make an appointment. We look forward to meeting and working with you and your child.

**Mrs Hilary Saunders**  
Principal

## OUR LEADERSHIP TEAM



**Hilary Saunders**  
Principal



**Doug Dearle**  
Associate Principal



**Cheryl Bettridge**  
Student Services  
Manager



**Erin Scata**  
Manager Corporate  
Services



**Michelle Reeves**  
Team Leader  
(Innovation)



**Steve Meredith**  
Team Leader  
(Teamwork)



*One student at a time*

## THE BIG PICTURE DESIGN

Many people have never heard of the Big Picture design for education, so what is it? It's an innovative way of doing schooling that centres on the interest of each child and working with people not in schools to 'do' school. We want to help each of our students to be the best version of themselves, learning through interest, context and relationships.

Alongside developing skills and knowledge in literacy, numeracy and other learning areas, we focus on learning how to learn through meaningful work related to the interests and passions of each child. Key elements of the Big Picture design include:

- An Advisory class and teacher who stay together for up to four years.
- A learning plan for every student.
- Leaving to learn – excursions to learn outside school, and internships (usually in Years 9 and 10).
- Exhibitions, where students demonstrate their learning each term to their family, Advisory teacher and class.

## CODE OF CONDUCT

At Yule Brook College we expect students, staff, family and community members to behave ethically, to be sensitive towards and respectful of cultural and other differences and to act with integrity. This means we:

- Treat other with respect, dignity and courtesy.
- Are honest and fair.
- Show care and concern for the rights, safety and welfare of others.
- Support students to develop independent self-control and peer regulation.
- Build positive relationships within the school community through our learning in Advisory and throughout the school.
- Respect the differences in our cultures, racial backgrounds and belief systems.
- Make sure that incidences of harassment, bullying and discrimination are reported and dealt with quickly and thoroughly.
- Work hard and try our best at all times.
- Behave in a way that shows our best personal qualities at all times.
- Enhance the reputation of Yule Brook College by our words and behaviour.



*One student at a time*

## WHAT WE EXPECT FROM OUR STUDENTS

You want to learn. Your parents and Advisory teacher and mentors want to help. Here are the things we expect you to do to make your learning powerful.

Every year every Big Picture student should:

- Explore your interests in the world by participating in at least three excursions with your school, your Advisory and small groups.
- Identify and explore your interests.
- Learn how each school subject can help you understand the world.
- Explore with your Advisory teacher the BPEA learning goals.
- Read books.
- Have a positive impact on your community by participating with your Advisory in at least one service learning activity.
- Meet with your full learning plan team at least twice a year.
- Reflect on gaps in your learning and address them through project and coursework.
- Create at least four learning plans during the year.
- Complete the work in your learning plan.
- Complete one Advisory research project that has real world concern.
- Build a portfolio of your work.
- Exhibit publicly four times a year.
- Write in your journal three times per week.
- Complete a personal narrative each year about your learning.
- Use your supercalendar every week and plan your time over the term, the month, the week and each day.
- Come to school each day on time.
- Be responsible for your location and actions (sign out of Advisory, etc.).
- Show respect for others and yourself.
- Take responsibility for your learning process.
- Take advantage of opportunities and make summer plans.
- Plan at least two significant travel excursions before graduation.

Talk through this list with your parents, mentor and teachers. Make sure you know what each item means. This is what it takes to be a Big Picture learner.

## SCHOOL DAY

### DAILY ORGANISATIONAL TIMES Monday - Friday

<b>Warning Siren</b>		8.55
Period 1 Advisory		9.00 to 9.50
Mindfulness		9.50 to 10.00
Period 2		10.00 to 10.50
Period 3		10.50 to 11.40
<b>Lunch</b>	<b>(warning siren 12.05)</b>	11.40 to 12.10
Period 4		12.10 to 1.00
Period 5		1.00 to 1.50
<b>Recess</b>	<b>(warning siren 2.05)</b>	1.50 to 2.10
Mindfulness		2.10 to 2.20
Period 6 Advisory		2.20 to 3.05 siren

## 2019 TERM DATES

Term 1	Monday 4 February 2019	Friday 12 April 2019	10 Weeks
School Holidays	Saturday 13 April 2019	Sunday 28 April 2019	
Term 2	Tuesday 30 April 2019	Friday 5 July 2019	10 Weeks
School Holidays	Saturday 6 July 2019	Sunday 21 July 2019	
Term 3	Tuesday 23 July 2019	Friday 27 September 2019	10 Weeks
School Holidays	Saturday 28 September 2019	Sunday 13 October 2019	
Term 4	Tuesday 15 October 2019	Thursday 19 December 2019	10 Weeks
School Holidays	Friday 20 December 2019	Sunday 2 February 2020	

## WA PUBLIC HOLIDAYS

Australia Day	Monday 28 January 2019	ANZAC Day	Thursday 25 April 2019
Labour Day	Monday 4 March 2019	Western Australia Day	Monday 3 June 2019
Good Friday	Friday 19 April 2019	Queen's Birthday	Monday 30 September 2019
Easter Monday	Monday 22 April 2019		



*One student at a time*

# Attendance

At Yule Brook College we want your child to do their very best. To get the best education they need to attend school every day. We encourage students to maintain 90% attendance or better. Any absence from school impacts on your child's learning. This includes lateness.

If your child is absent from school you can inform the school by responding to the SMS notification sent by the school, call the school on 9251 8333, text or call your child's Advisory teacher or send a note with your child when they return to school.

Where a student may be absent for a prolonged period of time parents should contact the school. Where an absence is unauthorised (eg holidays during the term) parents need to be aware of consequences for their child's learning. The normal timetable, learning programme and assessment schedule will proceed. Teachers may not be in a position to make arrangements to allow your child to meet assessment requirements.

## **AUTHORISED LEAVE PASS**

Students cannot leave the school grounds during the school day unless permission has been given by the school. Authorised leave passes are issued from the front office on the production of a parental authority note, phone call, SMS or in person for students who need to leave school to attend appointments.

## **LATE ARRIVAL TO SCHOOL**

Advisory is from 9 am – 9.50 am daily. Students are expected to go straight to Advisory each day to have their attendance recorded. If a student arrives after 9 am they must report to the front office. They will need to present a note from a parent/carer to explain their lateness and obtain a late note from the school officer.

## **STUDENTS LEAVING SCHOOL EARLY**

Please send a note to school with your child advising the teacher that your child will be leaving school early and they will be waiting in the front office for you.

## **PUBLIC TRANSPORT**

Students who use public transport receive the student fare when they have a Smartrider card. Students receive a Smartrider card a few weeks after commencing at Yule Brook College. If the card is subsequently lost then a replacement card can be ordered at the front office for a charge of \$2. Bus number 229 services our college. Please find the timetable here [www.transperth.wa.gov.au/timetable](http://www.transperth.wa.gov.au/timetable).



*One student at a time*

# Communication

Yule Brook College communicates primarily with parents and carers via email, mobile phone calls and SMS, ensuring that parents are kept up to date with important information in a timely manner. Invitations and approvals for excursions/incursions are managed and emailed via our online excursion package Consent2Go. The online approval process allows you to update your child's most recent medical details as well as other personal details. Please ensure that we have your current email address and mobile number.

## PARENT CONTACT DETAILS

Current parent/carer contact details are vital in the event there is an emergency involving your child. Please contact the school to inform us of any change in contact details or ask your child to collect a change of details form from the front office for you to complete and return.

## EXHIBITIONS AND REPORTS

At the end of each term all students present an exhibition of their work to their Advisory teacher, family members and Advisory class. Parents will be contacted by the Advisory teacher to arrange a time. In terms 2 and 4 semester reports will be available to collect at the exhibition.

## NEWSLETTER

Our school newsletter is published electronically twice per term. Please ensure we have your email address so you will receive this. Printed copies are available from the school office if you don't have access to the internet or a smartphone. Please ask at the office for further information.

## FACEBOOK PAGE

Yule Brook College has a school facebook page. We post regularly so stay up to date by liking our page and find out about all the wonderful goings on here at Yule Brook as they happen. Find us at <http://www.facebook.com/yulebrookcollege>.

## PARENTS AND CITIZENS' ASSOCIATION (P&C)

The parent and citizen association meets twice a term - dates are advertised in the school newsletter. The association's aims are to keep the community informed about the school, to keep abreast of changes in education and to work towards ensuring the best possible education for each student.

## SCHOOL BOARD

The Yule Brook College board is comprised of members whose role is to work alongside the principal to achieve the best outcomes for students. The board makes a significant contribution to the development of the school, establishing and working towards a vision for the school that reflects the aspirations and needs of the community. Elected members include parents, staff, students and invited community members.

Board meets once a term with additional special meetings when required throughout the year. For information please contact the principal.



*One student at a time*

## STATIONERY REQUIREMENTS

It is a requirement that all students provide their own basic stationery items. This list is a recommendation only and students may need to purchase additional items throughout the year. Other personal items including document wallets, display folders and workbooks may be required from time to time throughout the year as directed by class teachers.

Blue pens x 4	Pencils x 5	Ruler x 1
Black pens x 4	Coloured pencils x 1 packet	Eraser x 1
Red pens x 4	Pencil sharpener x 1	Textas x 1 packet
Pencil case x 1	Lined file paper x 500 sheets	Files x 5
School bag		

## STUDENT USE OF COMPUTERS

Students must indicate they agree to use the Department of Education online services appropriately every time they sign into the school network. The policy can be found at [www.det.wa.edu.au/policies](http://www.det.wa.edu.au/policies).

## STUDENT USE OF MOBILE PHONES

We understand that parents may wish to allow their child to bring a mobile phone to school. We ask that all students have their phone off or on silent during classes. Students who find this difficult to comply with may be asked to leave their phone at the school office.

## UNIFORM

Our school uniform is compulsory and consists of specific dress requirements for regular daily wear and for physical education classes. A high standard of presentation is expected from our students on a daily basis and where students are representing the school. All polo shirts, jackets and PE shirts can be purchased from the school office. Neat fitting navy blue or black tracksuit pants, leggings, trousers, dress shorts or skirts can be purchased from Best & Less, Kmart or Big W. Denim, tights, short skirts and brief shorts are not permitted. These requirements are government and college policy. The current school uniform was developed in consultation with the Yule Brook College board.

Navy blue polo shirt with the school logo - \$30

Jacket \$45

Physical education polo - \$28

Bottoms - neat fitting navy blue or black tracksuit pants, trousers, dress shorts or skirts. Can be purchased from Best & Less, Kmart or Big W.



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## CANTEEN

The school canteen provides a wide range of nutritional food and drinks at reasonable prices. Lunches should be pre-ordered before school to avoid disappointment. The full menu is available from our website [www.yulebrookcollege.wa.edu.au/canteen](http://www.yulebrookcollege.wa.edu.au/canteen) or the front office.

## HEALTHY EATING, WELLBEING AND PHYSICAL ACTIVITY

The college environment has a contributing influence on future lifestyles and health practices of our students. It has the responsibility to provide a healthy, safe and supportive environment for both staff and students. We acknowledge that students' learning potential will only be maximised when they are physically, socially, mentally and emotionally healthy.

Our school is committed to helping our students achieve these aims and we have adopted a policy that will:

- Increase awareness in the school community of the importance of healthy eating and physical activity;
- Create learning opportunities that will promote health and wellbeing for students and staff;
- Provide a safe, stimulating and fun place to learn, work and play;
- Nurture a sense of pride and commitment where students, teachers/staff, parents/caregivers, health professionals and community groups collaborate to create and maintain a healthy school community.

Yule Brook College will incorporate healthy eating and physical activity concepts into school activities by providing:

- Regular professional development opportunities for teachers and other staff.
- regular physical activity and nutrition sessions during teaching periods for years 7-10.
- physical activity opportunities in line with national guidelines\*, e.g. morning fitness.
- food-centred activities that are healthy, enjoyable and culturally and developmentally appropriate\*\*, e.g. breakfast club.
- an environment that will encourage students to make healthy eating and physical activity choices for themselves.
- parents with opportunities to participate in school based healthy eating and physical activities.
- whole school community participation in activities that promote positive mental health and wellbeing, e.g. mindfulness.

\*Physical activity recommendations from WA Department of Education and Commonwealth of Australia, Department of Health and Ageing

\*\*Dietary guidelines for Australian children and adolescents

## PARENT EVENTS

These will be held during the year to give parents the opportunity to visit the school, meet staff, discuss the progress of their students and receive information regarding the various courses of study available at the school. Specific information about these events will be publicised on the school's website, newsletters and by mail. Parents are encouraged to contact the school at any time if they have any concerns with regards to their children.



*One student at a time*

# Finance

To all new parents and carers welcome to Yule Brook College. Your support is greatly appreciated and we look forward to having your family as part of our school community. We run an engaging and innovative programme on a very tight budget and cover many costs other schools charge as additions. It is very hard to do this without your support so please get your contributions in early or arrange a payment plan with our manager corporate services.

It is with this in mind that I ask for your support in paying the levied contributions and charges. Your contribution helps our college work in partnership with families and the community to deliver an excellent education to your child.

## SECONDARY ASSISTANCE SCHEME

The secondary assistance scheme is available to secondary students – compulsory and post-compulsory – whose parents hold a Centrelink family health care or pensioner concession card or veterans' affairs pensioner concession card. the secondary assistance scheme includes the clothing allowance and educational programme allowance. the clothing allowance and the secondary assistance scheme can be combined to pay contributions and charges and purchase articles of uniform.

The secondary assistance scheme is not available for students who have claimed or intend to claim abstudy and/or a bursary/scholarship of \$1000 or more.

To access the secondary assistance scheme and clothing allowance, you must produce your current card at the college office and complete the claim form. this must be completed **BEFORE** the end of Term 1.

## SAS UNIFORM ALLOWANCE

Parents/carers in receipt of the SAS clothing allowance who choose to have the allowance paid to the college can obtain uniforms on credit up to the value of \$115. Any credit balance from the uniform allowance can be made available for uniform purchases until the end of Term 1. After this time the credit will be applied to any outstanding contributions and charges.

Details are provided elsewhere in this guide about the cost of the school uniform items that are available for purchase from the school.

# Partnership Programmes

## CLONTARF ACADEMY

The Clontarf academy exists to improve the education, discipline, life skills, self-esteem and employment prospects of young Aboriginal men and by doing so equip them to participate more meaningfully in society.

In partnership with Yule Brook College the academy supports students to remain at school until they complete Year 10. Students are mentored to develop a range of life skills, employment aspirations and improved self-confidence. The academy will continue to guide students as they transition from school to further study, training and/or employment.

The Clontarf academy involves participants in activities, camps and workplace visits to develop a broad range of life skills. Highlights include interstate and regional tours, inter-academy activities and excursion.

Any Aboriginal boy enrolled at Yule Brook College can apply to be part of the program. To maintain their position in the academy participants need to show commitment towards the educational programme, school activities and training.

## DEADLY SISTA GIRLZ (DSG)

The Deadly Sista Girlz programme aims to build proud Aboriginal and Torres Strait Islander girls who thrive in the third space. It is delivered by strong Aboriginal and Torres Strait Islander role models and mentors who offer a stable environment in which they can discuss current and personal issues they may be facing.

Each girl has the opportunity to be personally mentored throughout the program and also make positive social interactions with their fellow sista girlz in a fun and caring environment.

Deadly Sista Girlz focuses on:

- Building self-esteem and confidence.
- Building pride in Aboriginal and TSI identity.
- Having practical cultural contribution in the community.
- Having positive social interactions.
- Building relationships based on mutual respect.
- Encouraging active self-development.
- Yarning about sexual and women's health, drug and alcohol abuse, road safety, healthy nutrition, financial literacy and healthy relationships.

The purpose of the Deadly Sista Girlz programme is to use our female role models to empower and enable young Aboriginal and Torres Strait Islander girls to make informed decisions about their personal health and wellbeing to lead a positive and healthy lifestyle.

We want to give more opportunity to young Aboriginal and Torres Strait Islander girls to expand their thinking, become active members and leaders in their communities and create a brighter future for themselves, their families and the generations to come.



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