The Woden School

Student Handbook





2015





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| Picture5 | **GENERAL INFORMATION** |

**Welcome to the Woden School.**

Dear students and families,

I look forward to getting to know each of you over your time at The Woden School and hope you will enjoy your learning opportunities within our small school community.

The High School years are an important time. It is the time when students become young adults and we look forward to working with you to support our students to:

* adjust to changes: physical, social, emotional and intellectual
* grow toward independence
* gain experience in decision making, and in accepting responsibility for decisions
* develop positive self-confidence through achieving success in significant events
* progressively develop a sense of self and of personal and social values
* establish sexual identity
* experience social acceptance and gain affection and support among peers
* establish or maintain relationships with other adults

It is the core priority of all staff to support our students to develop and grow towards adulthood and future independence. We are committed to providing high quality learning to support students to develop the skills necessary to be active participants and contributors to the complex world that we live in. The small size of our school means that we are uniquely placed to build a supportive and nurturing environment.

Best wishes,

Ian Copland, Principal

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| **Position** | **Name** | **Position** | **Name** |
| **LSA** | **Ackland Cameron** | **LSA** | **Ostell Max** |
| **Teacher** | **Allen Rosemary** | **Teacher** | **Payne Angela** |
| **LSA** | **Baker Susan** | **Youth Support Worker** | **Pegram Ben** |
| **LSA** | **Ballard Helen** | **Teacher Canteen** | **Reid Pat** |
| **Executive Teacher Seniors** | **Barton Donna** | **Teacher** | **Simmons Peter** |
| **Teacher** | **Bateman Francine** | **LSA** | **Skountzos Petti** |
| **Teacher** | **Berryman Marcus** | **Teacher** | **Steely Rochelle** |
| **Business Manager** | **Blake Jenna** | **Teacher** | **Sutherland Bruce** |
| **LSA** | **Burke Nat** | **Executive Teacher 7/8** | **Taylor Peter** |
| **Trainee IT** | **Butler Andrew** | **Teacher** | **Toohey Leah** |
| **Librarian/Teacher mentor** | **Campbell Marie** | **Teacher** | **Treverrow Cindy** |
| **LSA** | **Charlton Linda** | **Teacher** | **Vojinvics Melissa** |
| **Principal** | **Copland Ian** | **Counsellor** | **Walls Robert** |
| **Teacher** | **Couto Renee** | **LSA** | **Zywczak Ben** |
| **Admin** | **Cusack Sandra** |
| **Teacher** | **D’Argeavel Renee** |
| **LSA** | **Deveson Kyle** |
| **Executive Teacher Professional Practice** | **Donoso-Lopez Gonzalo** |
| **Teacher** | **Drummond Barbara** |
| **LSA** | **Evans Trish** |
| **LSA** | **Favelle Linda** |
| **Teacher** | **Foltz Emily** |
| **LSA** | **Graham Kay** |
| **Teacher** | **Harris Nick** |
| **Secretary/Front Office** | **Harrison Melinda** |
| **LSA** | **Howard Kathy** |
| **LSA Trainee** | **Kelly Erin** |
| **BSO** | **Kirkpatrick Raymond** |
| **LSA** | **Kudo Amanda** |
| **Teacher** | **Lee Colin** |
| **LSA** | **Leonard Narelle** |
| **Teacher** | **Loeffler Irena** |
| **Teacher** | **Loudon Julie** |
| **Executive Teacher Pastoral Care** | **McGrath Jarrod** |
| **LSA** | **McNab Belinda** |
| **LSA** | **Mills David** |
| **Deputy Principal** | **Mims Penny** |
| **LSA** | **Mudway Barry** |
| **Executive Teacher 9/10** | **Murphy Mary** |
| **Teacher** | **Naylor Jake** |
| **Teacher** | **Neal Therese** |
| **LSA** | **Newman Pauline** |
| **LSA** | **O’Brien Debra** |
| **Teacher** | **O’Connor Erin** |

**Staff 2014**

C:\Users\amanda_knowles\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\QYB7ZHR2\MC900413688[1].wmfWoden School Canteen

Winter Menu 2014

TERM 3

C:\Users\amanda_knowles\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\0Z41A2I7\MC900325366[1].wmfRecess (**counter sales, available at recess only)**

Home Baked Biscuits $1.00

Hot Milo $1.00

Mini Pizzas $1.50

Mini Hot Dog $1.50

Hot Chips $1.50

Frozen Yoghurts $1.50

Chocolate Frogs $0.50

Jelly Cups $0.60

[](http://www.google.com.au/url?sa=i&rct=j&q=mini+pizzas&source=images&cd=&cad=rja&docid=ZOitrKSdrbPBaM&tbnid=mi-tO4Kv2L9sBM:&ved=0CAUQjRw&url=http://vinevie.com/author/vinevie/page/6/&ei=z0dhUcqiGInYigeMmICAAg&bvm=bv.44770516,d.aGc&psig=AFQjCNG1GRU5_V0mMhPwHV0HI7YYMfU8Qg&ust=1365416248510288)

Drinks **(available for purchase at lunch &recess)**

100 % Fruit Juice Box 250mL $1.50

Water 350mL $1.00

Milk 300mL (chocolate, strawberry, banana) $2.50

Lunch **(only)**

[](http://www.google.com.au/url?sa=i&rct=j&q=taosted+sandwiches&source=images&cd=&cad=rja&docid=awuBtKNN_F-0rM&tbnid=8dI3w_BmuCuPXM:&ved=0CAUQjRw&url=http://thecanberran.com/2012/01/18/the-canberran-on-tour-toasted-sandwiches/&ei=OkhhUfahK-yiiAfQ5oDgAg&bvm=bv.44770516,d.aGc&psig=AFQjCNFPs1WjF_wDOFv1YncNGdEiRytsKg&ust=1365416348907184)

**Sandwiches & Wraps (extra 50 c for Wraps)**

Ham/Cheese/Vegemite $2.00

Ham & Cheese/ Ham, Tomato &Cheese $2.50

Salad (lettuce, tomato, red onion, cucumber, carrot) $3.50

Salad with Chicken **or** Ham $4.00

**Hot Food**

Soup of the day with a small Bread Roll $4.00

Homemade jumbo Sausage Roll $3.50

Meat Pie $4.50

**Lunch Bags $0.10**

***Gluten free, lactose free and vegetarian alternatives provided.***

***[](http://www.google.com.au/imgres?q=lunch+order+bag&um=1&hl=en&rlz=1W1TSHN_enAU340AU340&biw=1280&bih=662&tbm=isch&tbnid=EdxI-qEkKmPTYM:&imgrefurl=http://www.cityoftacoma.org/take5/Feb_07/Feb.12.htm&docid=YNuM6QsakEh2YM&imgurl=http://www.cityoftacoma.org/take5/Feb_07/MCj02909140000%5b1%5d.gif&w=155&h=170&ei=AxyJUL7TIaePiAf6j4GYDw&zoom=1&iact=hc&vpx=842&vpy=264&dur=611&hovh=136&hovw=124&tx=83&ty=63&sig=113828320351561120042&page=3&tbnh=136&tbnw=124&start=51&ndsp=27&ved=1t:429,r:56,s:20,i:299)Please let staff know when ordering***

C:\Users\Amanda\Pictures\Microsoft Clip Organizer\j0434411.wmfHow to Order

Lunch orders must be placed in the basket at the front office on Friday mornings. Please clearly write on a paper bag, name, year group, lunch order, amount included and any food allergies. Lunches will be delivered to each School Section at the start of lunch.

**Name:**

**Year Group:**

**Order:**

**Amount:**

**Gluten free, lactose free and vegetarian alternatives provided. Please let staff know when ordering.**

School Uniform options - t-shirts, jumpers/hoodies and hats

The T-Shirt is navy with yellow panels with The Woden School logo and the school name on the top left side. The T-Shirts comes with long sleeves or short sleeves to ensure sun safe protection and are made from material that breathes easily. The size choices are Junior and Adult.

Our school jumper is made from a blend of 65% polyester and 35% cotton brushed inner jersey knit fleece knit, low pill fabric. The jumper is made from a blend of 65% polyester and 35% cotton brushed inner jersey knit fleece knit of low pill fabric.

The hat is navy and gold and comes in two styles cap or bucket hat with the Woden School logo. The cap has a yellow panel and on the bucket hat it has a yellow trim around the brim of the hat.

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Please order at the front office.

**Payments**

In order to make it easier for you to make payments to school and to streamline the processing and receipting of payments here, you can make direct credit payments to the school bank account for uniforms, voluntary contributions, excursions, formals and other items and events. The school does not have EFTPOS facilities.

BSB: 032777

Account Number: 001893

Account Name: ‘The Woden School Account’

Please **include reference:**

**‘NAME EVENT’ for your payment, e.g. ‘J SMITH T-shirt’**

**Credit card payments can be made through the school website**

[www.thewodens.act.edu.au](http://www.thewodens.act.edu.au)

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| **Example of ELECTIVE options - All electives**   * **reflect the Australian National Curriculum** * **or are ASDAN (senior students) units of study** |
| **Elective 1** |
| **Technology and Design - Home Economics/Textiles**  Students will design, make and appraise projects using different materials and experiences in a variety of practical environments. Students will learn to choose and use a range of tools and materials safely, use a range of strategies to think and learn and improve their decision making skills though the projects undertaken. Each area offers the opportunity for students to improve their fine motor skills and explore their creative talents. |
| **Technology - Enterprise Education 1/2**  Students will develop team working skills and they will learn about and engage in a range of selected enterprise projects and voluntary community employment situations.A volunteer mowing enterprise forms an integral part of this elective. Students will learn how to use and maintain a range of machines and the important associated occupational health and safety issues. Other authentic learning opportunities will be coordinated to develop these skills in real – life situations. |
| **The Arts -Media/Photography film making**  Students will explore media technology to design, create edit and produce artistic works that tell a story. They will use a range of technologies. They will work individually and in groups. |
| **Technology Food - Kitchen Skills ½**  Students will learn about meal preparation, kitchen routines and safety procedures. They will learn to cook a variety of healthy and nutritious snacks and meals, organisation skills, independent work skills, recipe reading and measuring skills. From time to time they will shop for ingredients in the community. |
| **The Arts - Visual Art and Design 1/2**  Students will develop skills, knowledge and understandings about basic visual concepts using a range of different mediums. They will learn about print making, colour, line, shape and pattern as they create and appraise their own work and the work of others. They will be supported to make pictures or other visual artistic works to express their experiences, imagination and ideas. |
| **Technology – Wood Design 1/2**  Students will identify materials, equipment and processes for making selected projects. They will keep a folio and use IT (internet, digital photography and word processing).  There will be a focus on the following practical skills: Measuring and marking, sawing, using wood lathe, using a disc sander, gluing joints and laminating, drilling techniques, carving using rasps and chisels and finishing with hand abrasives, water based lacquer and various decorative processes. |
| **The Arts - Music** 1/2  Students will develop skills in music to that will involve singing, playing, performing, writing and arranging sounds into musical compositions. Students will learn about listening and audience skills and share music that they like with others. They will make and play their own instruments. |
| **The Arts – Design and Craft 1/2**  Students will develop skills in creating and appreciating craft projects. They will experiment with different techniques and mediums to develop their creative skills. They will learn about various textures and materials and use techniques such as felting, fabric dyeing and printing to create cushions, scarves, and jewellery. |

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| Picture5 | **Our School** |

The Woden School works in partnership with parents and the community to empower our students to live in a changing society. We aim to maximise students’ quality of life through programs that develop independence and responsibility.

The National Curriculum is an important focus and there is an emphasis on personal development and living skills. The curriculum provides educational, recreational, vocational and social experiences to support students to achieve a satisfying quality of life. Pastoral Care classes operate in all year groups and a range of elective options are available. Senior students enrol in courses of study approved by the ACT Board of Senior Secondary Studies (BSSS) Post-school options and supported pathways to the future are a priority and are planned with students, families, Disability ACT and other agencies.

All staff work collaboratively with students and their families to develop meaningful individual learning plans. The safe and supportive environment supports students to develop skills to participate as active members of their community acknowledging the importance of education based on relevant and negotiated curriculum. Small class sizes ensure that students receive a high level of individual instruction.

The high school enrols students from year 7 to 10. The Eligibility Criteria for years 11 and 12 is slightly different. Some students meet the criteria and elect to stay in this supported college program and many transition to supported college programs at the end of year 10. This move reflects the normal transitions that other students make in our community. These are very supported and collaborative transitions.

The school has a proactive behaviour support framework of school wide, classroom and individual approaches. This supports academic achievement and healthy social development. Restorative Practices are used to promote responsibility and harmonious relationships and students are supported and taught to take responsibility for themselves and their actions. The school expects and encourages parents and carers to work with students and staff to support and reinforce considerate and acceptable behaviour as well as collaboratively negotiated learning goals. Verbal and physical harassment on gender, racial and other grounds is not tolerated.

The school actively pursues an inclusive policy in this community for all students. Our students belong in this community and our existing, new and developing links with the immediate and wider community are very important to us. We welcome opportunities to extend these links.

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|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| PERIOD 1  9.00 – 10.00 | **Pastoral Care** |  |  | **Assembly** |  |
|  |  |  |  | **(Even weeks)** |  |
|  |  |  |  |  |  |
| PERIOD 2  10.00 – 11.00 |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **RECESS** |  |  |  |  |  |
| **11.00 - 11.30** |
| PERIOD 3  11.30 – 12.30 |  | **Pastoral Care** |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| PERIOD 4 |  | **Pastoral Care** |  |  |  |
| 12.30 – 1.30 |  |  |  |  |  |
|  |  |  |  |  |  |
| **LUNCH** |  |  |  |  |  |
| **1.30 – 2.00** |
| PERIOD 5 |  |  |  |  | **Pastoral Care** |
| 2.00 – 3.00 |  |  |  |  |  |
|  |  |  |  |  |  |

**Weekly Timetable**

**Acceptable Use of IT Resources student agreement**

I, …………………………………………………………………..…………………

(PRINT FIRST NAME and SURNAME)

1. Acknowledge that I have had the Education and Training Directorate ‘Acceptable Use of IT Resources’ Policy explained to me.
2. Agree to use of these resources as directed by teachers for school related things – and not to access inappropriate material.
3. Acknowledge that the School can access my account if there is a threat to:
   * Security.
   * Privacy
   * Legal Issue

This signed acceptance will be reviewed as necessary. Serious violations may result in a withdrawal of access.

Signature: …………………………………………………………………………..

Date: …………………………………...............................................................

Year Level: ………………………………………………………………...............

Sub School: ……………………………………………………………….............

Student No:…………………………………………………...............................

Staff signature...............................................................................................

[](http://www.google.com/imgres?imgurl=http://www.blogcdn.com/www.engadget.com/media/2010/01/zz7401-27-10ipade132b0.jpg&imgrefurl=http://www.engadget.com/2010/01/27/the-apple-ipad/&usg=__-ELxk37YXGINk8k1Pw2XDJrkuFQ=&h=600&w=495&sz=211&hl=en&start=8&zoom=1&tbnid=RSLQMpa_f1N9_M:&tbnh=135&tbnw=111&ei=XkCBTpmuH8b3mAW2xogs&prev=/search?q%3Dipad%26um%3D1%26hl%3Den%26safe%3Dactive%26sa%3DN%26ie%3DUTF-8%26tbm%3Disch&um=1&itbs=1)[](http://www.google.com/imgres?imgurl=http://upload.wikimedia.org/wikipedia/commons/thumb/c/c1/Computer-aj_aj_ashton_01.svg/320px-Computer-aj_aj_ashton_01.svg.png&imgrefurl=http://en.wikipedia.org/wiki/Desktop_computer&usg=__wgC96Fh0kNhndRCfWGD1irHwfbA=&h=320&w=320&sz=39&hl=en&start=2&zoom=1&tbnid=IV5K_gI9sYzZEM:&tbnh=118&tbnw=118&ei=ZjiBTv-CG6WhmQWYn6wb&prev=/search?q%3Dcomputer%26um%3D1%26hl%3Den%26safe%3Dactive%26sa%3DN%26ie%3DUTF-8%26tbm%3Disch&um=1&itbs=1)

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| Picture5 | **A – Z INFORMATION** |

**A – Z information summary**

**Absences**

To ensure the safety of all students and to ensure that the school complies with the maintenance of accurate attendance records, Parents/Carers are asked to notify the school if their young person will be absent for any reason.

**Acceptable use of Technology agreements**

All students will be supported to complete a formal agreement prior to logging on to the network. Teachers will explain it and students have a responsibility to ensure that they comply. Access to IT may be blocked for serious infringements to this code. The school does aim to work with students to ensure that they are safe users of IT.

[](http://www.google.com/imgres?imgurl=http://www.blogcdn.com/www.engadget.com/media/2010/01/zz7401-27-10ipade132b0.jpg&imgrefurl=http://www.engadget.com/2010/01/27/the-apple-ipad/&usg=__-ELxk37YXGINk8k1Pw2XDJrkuFQ=&h=600&w=495&sz=211&hl=en&start=8&zoom=1&tbnid=RSLQMpa_f1N9_M:&tbnh=135&tbnw=111&ei=XkCBTpmuH8b3mAW2xogs&prev=/search?q%3Dipad%26um%3D1%26hl%3Den%26safe%3Dactive%26sa%3DN%26ie%3DUTF-8%26tbm%3Disch&um=1&itbs=1)**Accidents and Illness at School** If students become ill during the day or have an accident, every attempt will be made to contact you or the emergency contact provided by you. You may be asked to collect your young person from school. For any illness or injury the First Aid Officer will attend and for serious illness and injury an ambulance will be called.

**ACTION bus travel** is a focus for independence for most of our students, particularly in year 9.This will be discussed in ILP meetings wherever appropriate.



**Alfred Deakin High School partnership** Alfred Deakin High School

The Woden School has an ongoing partnership with Alfred Deakin High School.

Alfred Deakin High students spend time working with students in a peer support capacity as part of their “Disability Awareness Program”. Woden School students may attend a variety of classes and/or events at Alfred Deakin High School. We have a joint year 10 formal for students who are graduating from Woden School at the end of year 10.

**Appointments with Teachers**

We are aware of the importance of maintaining close contact with families. We appreciate appointments being made for discussions. We want to work closely with students and parents and encourage you to approach a staff member if you have any concerns.

**[](http://www.asdan.org.uk/index.php)**

The Woden School offers a number of ASDAN study modules in the school, particularly in years 11 and 12. ASDAN is an internationally recognised curriculum development organisation and it offers a wide range of curriculum programs and qualifications for all abilities, mainly in the 11-25 age groups. ASDAN programs and qualifications blend activity-based curriculum enrichment with a framework for the development, assessment and accreditation of key skills and other personal and social skills, with emphasis on rewarding achievement. External Certificates are awarded and additional payments are required for selected modules to cover costs.

**Assessment and reporting**

Formal reports are provided each semester and parent/teacher afternoons are scheduled in the middle of each semester.

**Assemblies**

Regular assemblies are coordinated and planned by individual Pastoral Care classes in sub-schools. Student involvement is strongly encouraged and supported.

**Asthma Awareness**

We are an Asthma Friendly school and staff have been trained in procedures. You must notify us if your son/daughter has Asthma.

**Attendance**

Success at school is directly linked with good attendance. We seek the support of parents/ caregivers to ensure that students attend school regularly and arrive punctually. Under the Education Act 2004, it is the parents’ responsibility to ensure that a child of compulsory school age attends school and school related activities. There must be a reasonable excuse for not complying with the compulsory attendance requirement of the Act and notification must be made in writing of absences.



**Bikes**

We encourage students to ride to school and we have great bikes at school that are used formally to support road safety. Helmets must be worn at all times and all bikes need to be roadworthy and equipped with a bell. The school can take no repsonsibility for loss or damage to bikes.

**Board**

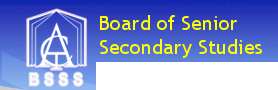
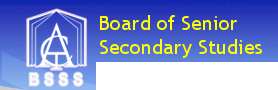
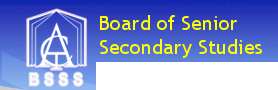
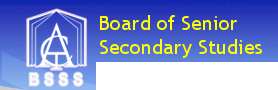
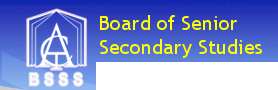
The collaboration of parents and teachers on the School Board has been a fundamental principle of the ACT school system since its inception. This partnership has involved the sharing of power as well as responsibility for decisions. The Board members are three elected parents, two elected teachers, two elected students and a member appointed by the Department and the School Principal. The Board members elect the Chairperson. 2014 members: Ian Copland, Margaret Froggatt, Katrina Edwards, Jake Naylor, Rosie Allen, Jim Coghlan, Patrick Hancock

**Breakfast Program**

The programoperates on Thursday mornings. Please notify school staff of food allergies.

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**BSSS Board of Senior Secondary Studies** **-** a statutory authority responsible for the certification of senior secondary school studies in government and non-government schools in the Australian Capital Territory. They provide Year 12 certificates and transcripts of student attainments.



**Bullying** is a type of harassment and is against the law. All reported cases will be dealt with according to the Department of Education and Training’s (DET) Mandatory Procedures and the Safe Schools Policy. Please be sure to talk to a staff member about anything to do with bullying. We rely heavily on your support to detect and follow up incidents. Bullying can take different forms - verbal, physical, social, cyber or psychological. Actions can be observable or hidden and can be repeated over a long period of time. The Woden School does not accept any form of bullying and there are consequences for students who are responsible for repeated and serious bullying.

**Bus Routes and Tickets** Please refer to ACTION for current bus route information for information about timetables and MYWAY cards.

<http://www.action.act.gov.au/schoolroutefinder.cfm> or by phone 131710

**Calendar**

Upcoming and future events will be publicised in the newsletter in weeks 3 and 7 of each term.

**Camps and Excursions** provide experiences of life beyond the classroom and they are a regular feature at the Woden school. Written consent is required from parents/carers before students are able to participate in excursions. In some cases the school may be able to provide financial support for families experiencing financial hardship. Parents/carers are asked to approach the Principal directly if this is the case.

The **Canteen** is used regularly by classes and Hospitality (usually year 9) students to prepare and serve nutritious meals and snacks for the school community. Menu and cost details are publicised on the web and in newsletters. Students prepare and serve lunch and develop skills in food handling, hygiene and food preparation, money handling and budgeting. Successful work in the canteen can prepare some students for CIT training in the future.

**Charter bus transport**

Students living in the ACT who are eligible to enrol at The Woden School are eligible to apply for Special Needs Transport. Keirs Bus Company is currently contracted to provide this transport. Each bus has a regular driver and parents are advised to notify the bus company or driver if the student is unable to attend school. It is the individual responsibility of each student to act appropriately and safely during the journey. Students are picked up and dropped off from their residence. Arrangements may be made for transport to after school care venues.

Please notify the front office of any daily changes.

**Communication**

The school a range of channels for information: newsletters, diaries, telephone, our Facebook page, the SkoolBag app and the school website <http://www.thewodens.act.edu.au/>.

We also like to meet and talk face to face ☺

**Confidentiality** The Children and Young person’s Act has strict guidelines about student confidentiality. All staff are aware of the importance of privacy and confidentiality.

**Counsellor** Our school counsellor is available to meet with students individually and with parents/carers. He is also is available to support and provide information about a range of issues including transitions, program/school eligibility, community support, respite care, secondary bursaries and disability allowances and pensions. Contact is made with the counsellor through the front office.

**Cyber bullying** is a serious offence and ACT policing encourages us to provide information about this regularly. Cyber safety is a focus of Pastoral Care classes.

**Diaries** Standard diaries are used by Pastoral Care teachers to communicate to parents/carers and to indicate events and to highlight issues as required. Teachers encourage students to regularly write key dates into their diaries.

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**Discos** are held regularly at lunchtimes here, and at Alfred Deakin High to promote,support and encourage social experiences with great dance music**.** Our youth support worker works with student DJs to select and deliver the music. P & C discos are held throughout the year in the evenings.

**Dress Code**

Students are encouraged to wear school T-shirts, hats and sloppy joes which can be ordered through the front office. Items of clothing that are considered inappropriate for school include tank tops, thongs and heavy boots. Clothing with messages or graphics which could be considered offensive or depict violence are not allowed. For safety reasons enclosedshoes must be worn in the Home Economics, Science, Art and Technology areas and on school excursions.

**Electives**

Elective units of study reflect the Australian Curriculum in years 7 – 10. In year 11 and 12 they are usually ASDAN modules. These could be Water Skills, Residential Experience Challenge or other modules. By year 8 students are selecting preferred electives. Some elective activities have additional costs. These costs are indicated on selection sheets sent home.

**Enrolment procedures**

Students currently enrolled in a Disability Education program may apply directly through the school. Students from interstate, independent schools or overseas must have eligibility confirmed before applying for a placement. All enrolments are dependent on there being capacity at the school.

**Emergency Evacuation Procedures**

Teachers will direct studentsin the event of a fire, bomb threat or other emergency. Students are supported to follow the directions of staff members in all emergencies and practice procedures.

**Excursions** are designed to enhance the educational programs and emphasise the development of personal and social skills. Excursions enrich the learning environment of the students by moving into the wider community. Every attempt is made to keep the cost of excursions to a minimum. Parents and carers can contact the Principal directly if assistance is needed with excursion costs.

**First Aid Officers** There are 4 designated First Aid Officers**.** They determine the nature and steps for referred injuries and ailments.



**Formals**

Year 10 and year 12 students are invited to attend formal celebrations. Graduating year 10 students join with ADHS students for their formal.

**Grievances**

We follow departmental guidelines for the resolution of disputes. These guidelines operate under the principal of procedural fairness and the right to respond to allegations. Formal disputes and concerns should be provided in writing and discussed with the Principal.

**Healthcare Access at School (HAAS)**

HAAS supports children who have a complex or invasive health care need to attend school through the provision of nurse-led care during school time.The nurse's role provides a link between parents and the school and ensures carers at the school have appropriate instruction and ongoing support.

**Hospitality**

The Hospitality Program is a VET program which encourages students to acquire competency in the skills required in the hospitality industry. This initiative aims to give students grounding in the foundation skills required for the hospitality industry. The program provides students with skills, which are transferable to the world of work. This course is provided in partnership with CIT and will lead to the awarding of either a Certificate 11 or Certificate of Attainment in kitchen Operations. Students selected to enrol in the program commit for 1 year and are expected to have some vocational interest and aptitude for the hospitality area.

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**House With No Steps**

The House with No Steps organisation works with students in the ACT to focus on supporting students with disabilities to access work experience and longer term employment options as well as to plan post-school transition pathways. Many students at The Woden School are supported in work experience placements and post-school transition planning with the support of this agency.

**Illness or Accident**

In the event of a child becoming ill during the day or having an accident, every attempt will be made to contact the parent or the emergency contact person nominated by the parents. If this is not possible staff will seek professional medical assistance when necessary. Parents are asked to keep children at home when they are sick and will be asked to collect students who are sick at school and not able to participate in classes. For some health issues, (for example, suspected impetigo, conjunctivitis or head lice) you will be asked to seek and confirm treatment. This protects the wider school community from infection and illness.

**Independent travel**

Independence is encouraged and selected students, particularly in year 9, will participate in an independent ACTION travel program. Arrangements to begin ACTION travel to and from school are always made in consultation with the student and parents through the ILP process. Most students are eligible to receive a free bus pass allowing travel to and from school during the school term.

**Indigenous** perspectives are included in all classes as specified in the Australian National Curriculum and we celebrate NAIDOC day with some fabulous activities. It is a priority to improve learning outcomes for all indigenous students. The SRC (Student Representative Council) always includes 2 representatives from our Indigenous Torres Strait Islander students.



**Individual Learning Plans**

Students in Care, indigenous students and students receiving additional support or who have a disability confirmation sheet are required to have an ILP. An ILP is a working document designed by teachers in collaboration with students, families and others. The document identifies transition priorities, ongoing planning, delivery and evaluation of student educational programs. Meetings are usually scheduled in term 1 and they are reviewed as required. Students and Parents are key members of the ILP team and you are encouraged to participate in these meetings.

**Information evenings and parent teacher interviews** are held throughout the year. All students and their families are encouraged to attend and participate.

**i-pads**

The Woden School is committed to the ongoing use of i-pads to support the education and social needs of students. We work in a coordinated way in collaboration with families to develop student skills and staff expertise in the use of these devices.

**Kiers - 62478707**

If your application for transport assistance is successful your son/daughter will be transported from home to school and return to the same address unless otherwise arranged. **In order for us to support the safe arrival and departure of all students** **you are reminded to notify the school of any changes to regular arrangements.**

**Learning Support Assistants (LSAs)** are valued key workers at the school and they assist with the delivery of educational programs and support teachers to implement the goals of the individual learning plans.

The **Library** is popular at lunchtimes and students are encouraged to borrow books and use the space. Different year groups access the library at different times to ensure fair access.

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**Lockdown procedures** are led by staff and practice procedures are scheduled regularly.

**Lost Property**

Please help us to reduce lost items. Students are required to have their name on all possessions. Lost property is available for students and parents to check for missing items. Clothing not claimed is regularly donated to charity.

**Mandatory reporting** All staff know the procedures for mandatory reporting and are required to report suspected non-accidental physical, emotional or sexual abuse. This is a legal requirement of all school staff.

**Menstruation**

A small private package/pencil case is a recommended addition for all young women in school bags. It could include a change of underclothes and appropriate sanitary products.

**Medication**

All students taking medication are required to have documentation and medications must be provided in daily doses for accountability purposes. For safety and accountability no bottles of medication are kept on the school premises. Students are not permitted to self-medicate. Medication is distributed by an identified first aid officer.

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**Mobile phones, i-Pods, and similar electronic devices** can be disruptive to the learning environment and may be used for unsociable purposes. We appreciate that devices are universal and, to many people, essential communication tools. For these reasons we do not ban them completely. HOWEVER, students are asked to store them in the front office during the day. Students who elect to disrupt learning for others will have their devices confiscated and parents may be contacted before they are returned.



**Moderation Days**

The year 12 BSSS moderation process involves all Year 11 and 12 teachers from all colleges that offer the ACT Senior Secondary system. This moderation process takes place twice a year usually in early March and August. On each day portfolios of students' work in all subject areas are reviewed. This allows for the authentication of standards for the same cohort over two consecutive semesters. There is no year 11/12 program offered on these 2 days.

**NAPLAN** (National Assessment Program Literacy and Numeracy)

Students in years 7 and 9 complete National Assessment testing in literacy and numeracy. Most students at The Woden School are eligible for exemptions. Others may request exemptions. Please contact the school directly if you would like further information.

**NDIS** [](http://www.ndis.gov.au/) [1800 800 110](http://www.ndis.gov.au/about-us/contact-us) <http://www.ndis.gov.au/>

The National Disability Insurance Agency (NDIA) is an independent statutory agency whose role is to implement the National Disability Insurance Scheme (NDIS), which will support a better life for hundreds of thousands of Australians with a significant and permanent disability and their families and carers. Contacts/information sources are listed above.

**Newsletters** (Weeks 3 and 7 of every term)

Newsletters are emailed to parents and staff. All staff and students are encouraged to provide items for publication. Parents, community organisations and other interested groups or professionals are also invited to submit information for inclusion in the newsletter. We are happy to accept private advertisements – please contact the school for prices.

**O H & S**

The school has a trained O H & S Officer. All teachers and support staff are trained in correct handling techniques. Parents are asked to notify the school immediately if there are concerns about any potential risks. Physical management procedures are generally planned with input from Occupational Therapists and it is an absolute priority for us to protect the physical

well-being of staff.

**Parents & Citizens Association**

The P & C operates in partnership with the Board to support the school community. It is a very important forum and interested members are encouraged and welcome to contact the school if they are interested in joining. 2014 members: Katrina Edwards, Megan Barrett, Erin Meli, Tracey Herbert and Karen Booth

**Pastoral Care**

Teachers provide pastoral care for the students in individual year groups for 4 hours each week. Your son/daughter’s Pastoral Care teacher is the point of contact for any day to day issues. Teachers may be contacted via email. For all teachers you can type their name in lower case letters and then add this generic address: @ed.act.edu.au. Educational programs are designed to support the social and emotional development of all students. Supporting and implementing transition programs is a significant part of this role.

**Post School Options** planning is an important focus of student programs, particularly in the senior school. Students, staff from Disability ACT, House with No Steps, parents, carers and other relevant organisations are key stakeholders and participants in the process. Planning begins in year 10.

**Proloquo2go** We teach and use this program in a very coordinated way to support selected students to communicate about day to day events, engage in conversations and discussions, and to contribute ideas, information and questions.

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**Property at School**

Please help us by naming all personal items ☺ Schools are not generally held responsible for the loss, damage or theft of personal property**.** We do not have private insurance cover to automatically compensate for the loss, damage or theft of personal property. We support and encourage students to secure their wallets, purses, keys, mobile phones and other valuable items.

Students should:

1. avoid bringing valuable property to school
2. take steps to insure all valuable items
3. understand that valuable items are brought to school at the personal risk of the owner.

**Racism**

Racial discrimination and vilification is against the law and against ETD policy. Anyone who engages in racial harassment will be dealt with according to ACT mandatory procedures**.** All students have a responsibility to act in a way that contributes to a safe and positive environment at school. This includes bystander behaviour. All incidents or concerns should be reported to the appropriate contact officer/s as soon as possible. We really appreciate and welcome parent/carer support with this.

**Recycling** is encouragedand recycling tasks and routines form part of our school programs.

**Reports**

Reports are issued at the end of each semester and provide written comments as well as a list of outcomes.

**Restorative Practices** are embedded at the school. We aim to teach students to:

* Promote collaboration and acceptance of others
* Encourage reflection and conversation
* Be pro-active in getting to the source of the issues and not just treating the symptoms.

Staff support students to ‘repair harm’ caused in conflict situation and we reinforce that every day is a new day.

**Road Ready**

Students participate in the ACT Government Program. They are involved at the pre-learner stage which involves students as passengers learning about road safety, driving and the road environment. Students may then move on to learn about driving and participate in the Road Ready test which could make them eligible for a learner licence.

**School buses**

The Woden School owns two buses, one equipped with wheelchair access. These buses are available for school excursions. Fares are $2 per trip to cover expenses.

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**Sexual Harassment** is against the lawand against ETD policy and will be dealt with according to ACT mandatory procedures. All students have a responsibility to act in a way that contributes to a safe and positive environment at school. This includes bystander behaviour. All incidents should be reported to the appropriate contact officer/s as soon as possible. We really appreciate and welcome parent/carer support with this.

**Sexual Health and Family Planning programs (So Safe)** are incorporated into the Pastoral Care curriculum to ensure that students have clear information about their bodies, safety, protective behaviours, reproduction and other associated issues. This reflects the PE curriculum in mainstream schools.

**Smoking** is not permitted on any ACT government premises or grounds.

**Special Olympics**

Since 2012 The Woden School has been affiliated with the Special Olympics organisation. Participating students are provided with sporting opportunities in numerous different sports. Professional coaches conduct training sessions, competitions and functions for all participants.

**Stationery requirements**

There are many items used frequently to support teaching and learning in all sections of the school. It is expected that all students will provide their own individual pencil-cases containing essential pens, pencils, biros, glue sticks, sharpeners, coloured pencils, and textas.

**Student Centred Appraisal of Need (SCAN)**

The Student Centred Appraisal of Need provides a consistent approach in determining the educational needs of individual students so that resources can be allocated to schools on an equitable basis. You will be guided through the process by a trained moderator from the Education and Training Directorate. At the end of your appraisal meeting you will receive a copy of the meeting record form detailing the student profile. The current schedule allows for seven appraisals throughout the years of schooling; preschool, kindergarten, Years 3, 6, 7, 10 and 11.

**Students’ Representative Council (SRC)**

The SRC consists of elected members from each sub-school, representatives from our indigenous students and a staff adviser. The Council organises fundraising activities and provides a forum for student discussion and decision-making. Through these experiences students are encouraged to develop leadership and advocacy skills.

**Subject contributions**

Most subjects require additional parent contributions of $60 so that we can provide resources.

Your support in paying this is much appreciated.

**Sunsmart**

We have 2 school hat options and students are strongly encouraged to wear hats and sun protection outside.

**Supervision**

Students at the school are supervised between the hours of 8.30am and 3.00pm.

**Suspension**

Decisions to suspend students are not taken lightly. Seriously unsociable actions may result in suspension. In all cases of external suspension, Departmental Policy is followed and the Principal, Deputy Principal or Executive are involved. Students will be given a fair hearing and when appropriate there is a discussion of all implications and consequences. A re-entry meeting involving parents/carers is scheduled at the end of the suspension period and is based on our restorative approach.

**Tax file numbers**

The Australian Taxation Office (ATO) offers students over the age of 13 to apply for a Tax File Number (TFN) through school. This is a voluntary program and makes it easier for students to obtain a TFN. Students need a TFN for employment, applying for Centrelink benefits and opening a bank account. Applying for a TFN through school is easier because students do not need to show identifying documentation to the ATO. The application form is available here at school and students can complete it at home.

**Therapists**

Therapy A.C.T. Physiotherapy, Occupational Therapy and Speech Pathology consultancy services are available through the intake line at Therapy ACT if you have any questions or concerns. (62051242)

**Timetable**

There are 5 periods each day with ½ hour lunch and recess breaks. In line with the implementation of Australian Curriculum all students will have weekly access to learning areas that will include: English, Mathematics, Science, the Arts, Geography, History, Health and PE and Technology.

**Transitions** between primary school and high school, high school and college, between schools, from interstate and to post school life are strongly supported.

**Unit Outlines** include descriptions of the units of study and assessment requirements. Unit outlines are provided to all students in every subject at the beginning of each semester.

**Visitors** All visitors to the school must sign in at the front office.

**Voluntary contributions**

The school has a voluntary contribution scheme, which enables families to contribute to the considerable costs of the educational programs and materials used in the school. The School Board reviews the amount of the voluntary contribution annually. In 2014 the voluntary contributions are set at $100 per year or $25 per term. Family contributions are $150 per year or $40 per term.

**Wodenstock** is a mini music festival held annually on school grounds. The main stage is a battle of the bands where students from local schools perform with a variety of other activities such as; airbrush tattooing, dress like a rock star, a drumming workshop, disco and DJ workshop and more. Students from local high schools run some activities under staff supervision.



**Work Experience** is strongly encouraged and forms an integral part of post-school options planning for our senior students. A range of options are organised by school staff for students in years 9, 10, 11 and 12. In addition, we work closely with the House With No Steps organisation to support students in year 9 and10.

The **Youth Support Worker** is an advocate for students within the school. He works closely with school teams to contribute to the overall effectiveness of the school and its programs. He organises programs for identified groups of students and offers individual support. Students may be referred or may seek him out individually or in groups.