

Albany Senior High School

YEAR 7 INFORMATION HANDBOOK



2026

The image features a minimalist design with a white background. A dark green horizontal line runs across the top, ending in a yellow arrow pointing right. The word "Notes" is written in black text inside the yellow arrow. At the bottom, there is a decorative footer consisting of four colored geometric shapes: a yellow trapezoid on the left, a grey triangle in the center, a dark green trapezoid on the right, and a dark red rectangle on the far right.

Notes

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**Welcome to
Albany Senior
High School**

Belong - Learn - Lead

We are very pleased to welcome our 2026 Year 7 students and families to Albany Senior High School. Transitioning to high school is an important step, and we work closely with our partner primary schools to make sure it is a smooth, positive and exciting experience.

At Albany SHS, our staff, School Board and families share a strong commitment to providing a safe, supportive and caring environment where every student can thrive. Guided by our school's vision, Empowering students to make a positive difference to our global community, we are dedicated to ensuring each student is known, valued and challenged to achieve their personal best.

Year 7 marks the beginning of many new opportunities, friendships and learning experiences. We encourage students to step forward with confidence, embrace challenges and make the most of the opportunities that will come their way. Central to success is the partnership between students, parents and staff, and we look forward to working together with you.

Student wellbeing and pastoral care are a priority at Albany SHS. Our Student Services team brings together Program Coordinators, Student Support Officers, a School Psychologist, Chaplain, Learning Support Teacher, Education Assistants and Nurse, overseen by an Associate Principal. The team is focused on supporting the growth and development of the whole child. Their work ensures students are supported not only academically, but also socially, emotionally and personally throughout their high school journey.

This handbook has been designed specifically for our incoming Year 7 students and families to provide the key information you need as you begin with us.

We warmly welcome you to Albany Senior High School and look forward to the journey ahead together.

Ms Melissa Walker
Principal

Albany Senior High School is an Independent Government School with a population of just under 1000 students and staff. The school provides an opportunity for all members of its community to engage with education in a meaningful way.

As the first high school in Albany, established in 1918, ASHS has a long and proud tradition of high academic achievement, sporting excellence and a comprehensive cultural life.

Our Vision

Empowering students to make a positive difference to our global community.

Our Beliefs

We believe in a stimulating and innovative learning environment where students and staff are accountable for embracing opportunities, being their best, and celebrating success.

We believe in building positive and trusting relationships by using respectful, consistent and effective communication throughout our community.

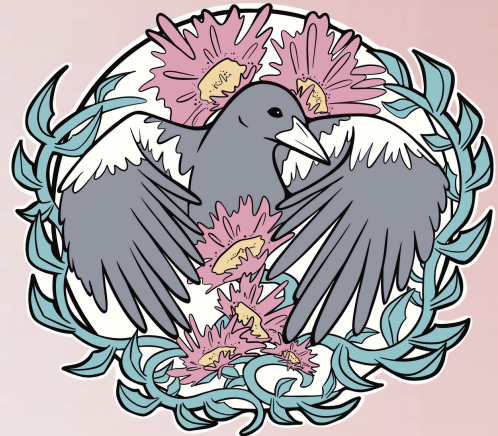
We believe in an orderly, safe and inclusive school, where staff, students and community are valued.

Our Values

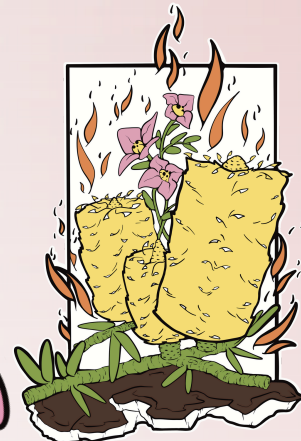
Respect, Responsibility, Resilience.



Respect



Responsibility



Resilience





Dear Year 7 2026

Welcome to Albany Senior High School!

Starting high school is a big milestone, and we know it can feel a little overwhelming at first. You are stepping into a new environment, meeting new people, learning new routines, and figuring out how everything works, all while growing and changing so much yourself!

At Albany SHS, we are here to support you every step of the way. We will help you build resilience as you take on new challenges, encourage respect in how we treat one another, and guide you in taking responsibility for your learning and choices.

As Dr Seuss said:

"You have brains in your head. You have feet in your shoes. You can steer yourself any direction you choose."

We are excited to welcome you into our school community. There is so much ahead for you, and we will be here to help you feel confident, connected, and ready to make the most of your high school journey.

Mrs Tracy Myers

Program Coordinator Year 7
Student Services



Image and Facing Page: Year 7 Camp



Student Services

Student Services focuses on the whole child with regard to their social/emotional health and wellbeing, achievement, attendance and behaviour.

Program Coordinator

- Track, monitor and support students in their social and emotional wellbeing, attendance, behaviour and academic progress.
- Develop and implement student support plans.

School Psychologist

- Apply skills and knowledge to improve mental health, learning and behavioural outcomes for students in collaboration with school personnel, parents, caregivers and other agencies.
- Assist with the development and implementation of school-based student support services and programs.
- Provide psychological services to school communities affected by critical issues/incidents.

Student Support Officer

- Monitor and track student attendance.
- First point of contact for student social and emotional wellbeing.
- Oversee student leadership opportunities.
- Coordinate positive reward programs.

School Chaplain

The School Chaplain makes a valuable contribution to the social, emotional and spiritual wellbeing of the school community. This role includes support and guidance about ethics, values, relationships and helping students engage with the broader community.

School Nurse

The school health service promotes healthy development and wellbeing, helping students reach their full potential. Students learn better when they are healthy, safe and happy.



Image: Year 7 Cultural Excursion

Making Sense of the Timetable

At the start of each semester, students will receive their timetable. At first this can look quite confusing! Don't worry, a timetable is quite easy to read.

Albany Senior High School
Student Timetable
Schedule: 2 FEB 2026 - 3 JUL 2026
Student : William Smith

(# = User defined times) (* = clash)
Grid: 2026, Year 7
Year Group: 7
Form:
House: Sloman
Student Reference: 1234
Student Number: 12345678

Subject Code

Subject name

Your classroom number is shown here.

Your teacher's name is shown here.

These are your period times. This is when you will be in class learning and having fun.

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 0					
Morning Duty					
Kooinda					
Period 1	7ENG_1 Name of Subject Teacher Name Classroom No. Class Time	Subject Code Name of Subject Teacher Name Classroom No. Class Time	Subject Code Name of Subject Teacher Name Classroom No. Class Time	Subject Code Name of Subject Teacher Name Classroom No. Class Time	Subject Code Name of Subject Teacher Name Classroom No. Class Time
Period 2	Subject Code English Teacher 03 Class Time	Subject Code Name of Subject Teacher Name Classroom No. Class Time	Subject Code Name of Subject Teacher Name Classroom No. Class Time	Subject Code Name of Subject Teacher Name Classroom No. Class Time	Subject Code Name of Subject Teacher Name Classroom No. Class Time
Break 1					
Period 3	Subject Code Name of Subject Teacher GLA1 Class Time	Subject Code Name of Subject Teacher Name Classroom No. Class Time	Subject Code Name of Subject Teacher Name Classroom No. Class Time	Subject Code Name of Subject Teacher Name Classroom No. Class Time	Subject Code Name of Subject Teacher Name Classroom No. Class Time
Period 4	Subject Code Name of Subject Mr J Grundy Classroom No. Class Time	Subject Code Name of Subject Teacher Name Classroom No. Class Time	Subject Code Name of Subject Teacher Name Classroom No. Class Time	Subject Code Name of Subject Teacher Name Classroom No. Class Time	Subject Code Name of Subject Teacher Name Classroom No. Class Time
Break 2					
Period 5	Subject Code Name of Subject Teacher Name Classroom No. 12:40-13:40	Subject Code Name of Subject Teacher Name Classroom No. Class Time	Subject Code Name of Subject Teacher Name Classroom No. Class Time	Subject Code Name of Subject Teacher Name Classroom No. Class Time	Subject Code Name of Subject Teacher Name Classroom No. Class Time
Bus Duty					

Making Sense of Class Times

Albany SHS has a 5 period timetable. The table below shows all the times for your classes for the entire week.

Period	Monday	Tuesday	Wednesday	Thursday	Friday	Minutes Per Period
0	7.50-8.50	7.50-8.50	7.50-8.50	7.50-8.50	7.50-8.50	60
Phones Off & Away 8.30 Warning Bell 8.45						
Koinda	8.50-9.10	8.50-9.10	8.50-9.10	8.50-9.10	8.50-9.10	20
1	9.10-10.10	9.10-10.10	9.10-10.10	9.10-10.10	9.10-10.10	60
2	10.10-11.10	10.10-11.10	10.10-11.10	10.10-11.10	10.10-11.10	60
Break 1 11.10-11.40 Warning Bell 11.35						
3	11.40-12.40	11.40-12.40	11.40-12.40	11.40-12.40	11.40-12.40	60
4	12.40 - 1.40	12.40 - 1.40	12.40 - 1.40	12.40 - 1.40	12.40 - 1.40	60
Break 2 1.40-2.10 Warning Bell 2.05						
5	2.10-3.10	2.10-3.10	2.10-3.10	2.10-3.10	2.10-3.10	60



Image: Year 7&8 Football Carnival

Finding Your Way Around

Albany SHS is a very large school. Apart from the main buildings there are also three specialised blocks that cater for the Arts and Technology and Design. These sit alongside the school to the Eastern side.

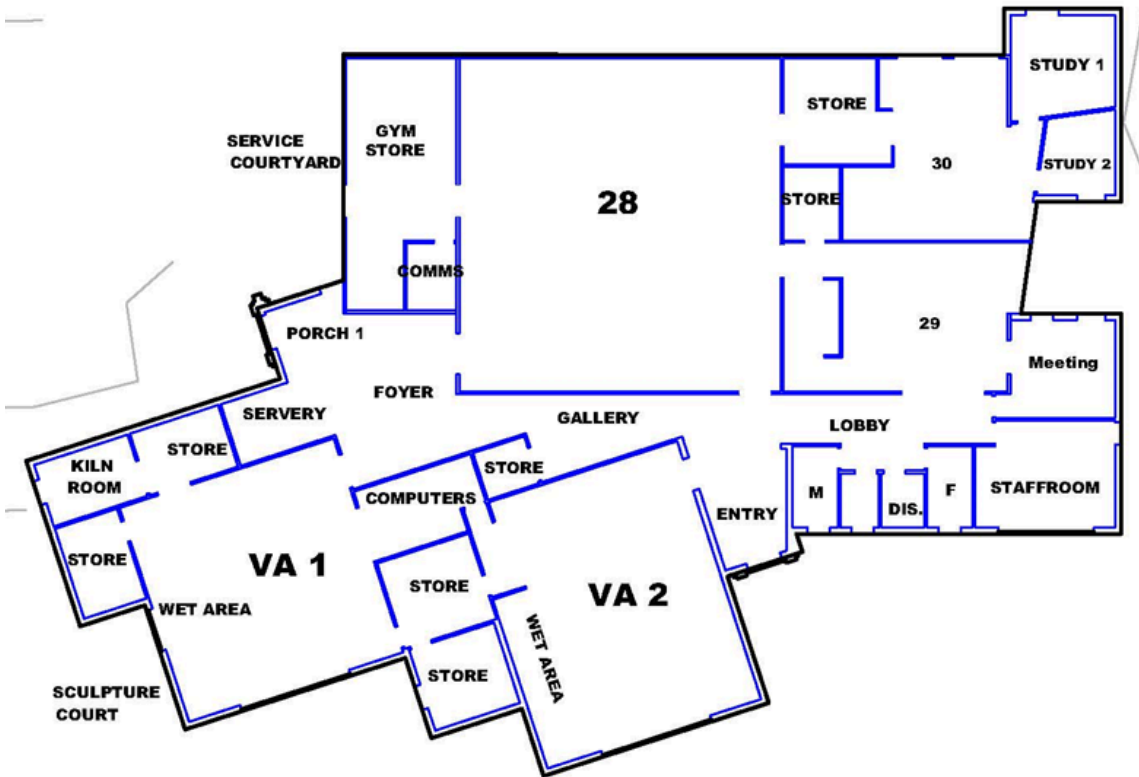
Main School Room Layout



Finding Your Way Around Arts and Technology

The Arts, Technology and Albany SHS Performing Arts Centre are where students do all of their art, music, drama, woodwork, metalwork, cooking and textiles. Year 7s at Albany SHS have their own areas to sit, relax, play and enjoy!

The Arts

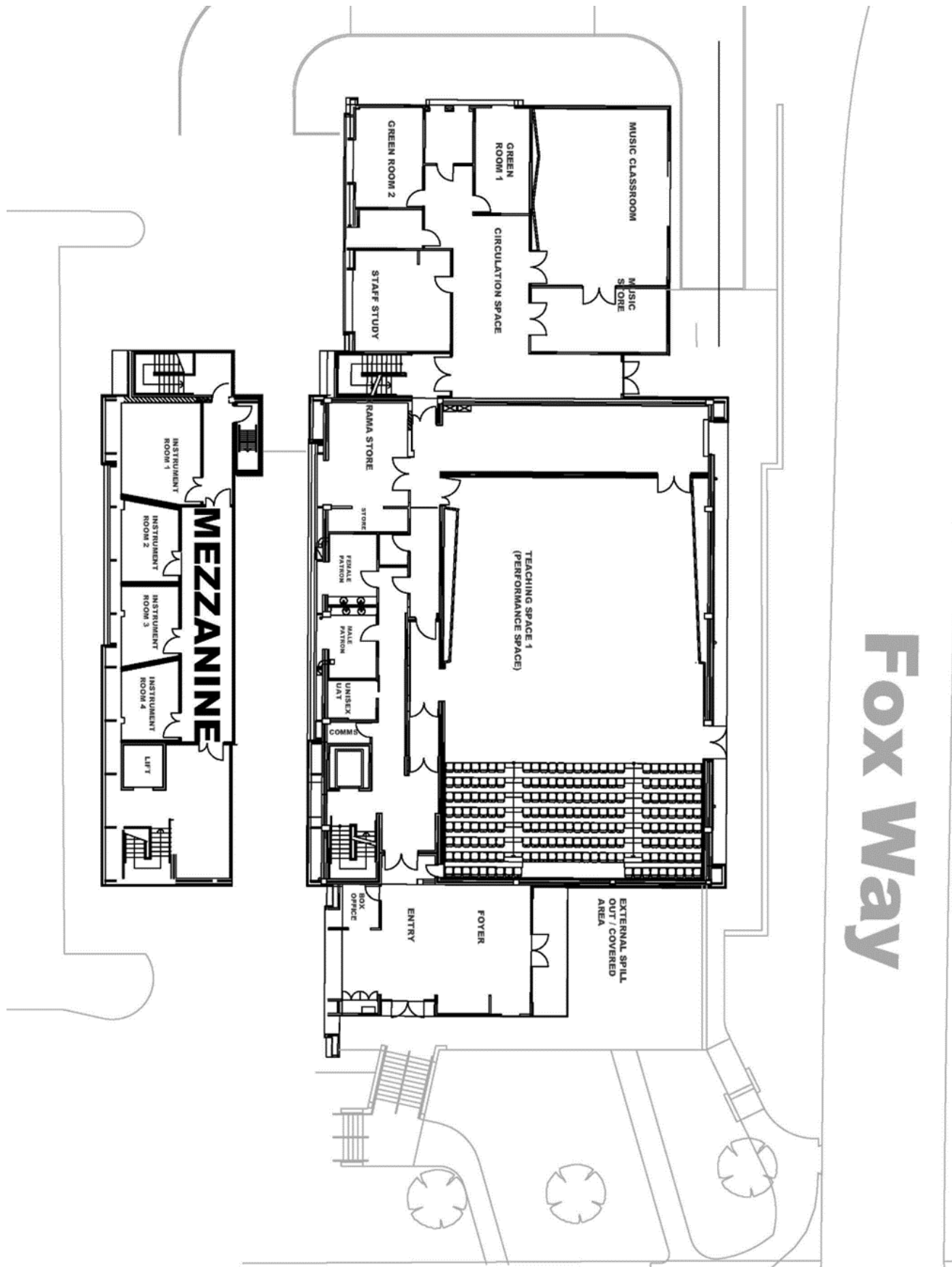


Technology and Enterprise



Finding Your Way Around Performing Arts Centre (APAC)

The Albany SHS Performing Arts Centre (APAC) opened in 2023 and is an exciting new facility for our Performing Arts classes. This space is used for a variety of events.



Fox Way



First Day at Albany SHS

The big day has arrived!

Here is everything parents and students need to know about the first day at Albany SHS.

When students arrive at school, they should head straight to the Year 7 area, where they will be welcomed by the Year 7 Program Coordinator.

The day begins with a whole school assembly. When the bell sounds, a Student Support Officer will guide students to an area where their bags will be left under staff supervision. Students will then sit with the rest of the Year 7 cohort for the assembly.

After the whole school assembly, Year 7 students will remain for a Year 7 assembly, which provides important information about the rest of the day. During this assembly, students will receive their timetable before leaving with the teacher of their first official class.

Further instructions for the remainder of the day will be given during this first class.

What do I need to bring on Day One?

Students do not need to bring everything purchased from the Stationery Requirement List on the first day. Only the essentials listed below are required. Class teachers will advise when other items will be needed.

Essentials for Day One:

- A pencil case containing pens, pencils, eraser, white-out, etc.
- BYOD device (or a file with paper if a device has not been purchased).
- Recess and lunch (or money to purchase food) and a water bottle.

Lockers

If students need a place to keep their books and belongings safe, they can use a school locker at no cost. From Day 1 in 2026, students or parents/carers can request a Locker Agreement Form from the Finance Office. Once the form is signed, it should be returned to the Finance Office along with the padlock brought from home. A locker will then be allocated.

Lockers are an excellent way for students to stay organised and keep their belongings secure, so we encourage arranging one early!

Year 7 Camp – 2026

The Year 7 Camp will take place from Wednesday, 25 February to Friday, 27 February 2026. This camp is a fantastic way for students to begin their high school journey! It focuses on making new friends, building teamwork skills, and having fun.

Later this year, parents and carers will receive an email asking whether their child would like to attend. Early next year, permission will be given through Compass.

We strongly encourage all students to participate, even if it feels a little outside their comfort zone. The camp is a wonderful opportunity to connect with others and create lasting memories.

School Routine and General Procedures

Your Classes

When students begin Year 7, their classes will include peers from different primary schools, with a mix of interests and abilities. They may have a close friend in their class, but if not, this is a great opportunity to meet new people and form new friendships.

Students enrolled in the Gifted and Talented program will have specialty classes in English, Mathematics, Science, and Humanities and Social Sciences. For Arts, Technologies, and Health and Physical Education, they will join the rest of the year group for fun, hands-on learning.

Throughout Year 7, students will experience subjects from all Learning Areas. From Year 8 onwards, they will begin to choose some elective subjects, giving them more say in what they study.

Absent from school

If a student is going to be away from school, parents or carers need to notify us. This can be done through Compass (instructions on page 18) or by calling the school (contact numbers on page 17).

Late to school

If a student arrives late to school, they must go directly to Student Services to sign in and collect a late note. Program Coordinators monitor lateness, so it is important that this process is followed every time.

Once the late note is collected, the student should show it to their teacher upon entering class.

Signing Out During the School Day

If a student needs to leave school during the day—for an appointment or because they are feeling unwell, follow these steps:

1. Provide a note from a parent or carer explaining the reason for leaving.
2. Hand the note in at Student Services when arriving in the morning.
3. When it is time to leave, the student must sign out at Student Services.
4. If the student returns later, they must sign back in at Student Services before going to class.

SmartRider Cards

SmartRider cards are an important part of life at Albany SHS. Students will use them for:

- Borrowing books or equipment from the library
- Printing
- Catching the school bus

Every new student receives a SmartRider card when they commence at Albany SHS. If a card is lost or damaged, a replacement can be ordered from the Finance Office, but this will be at the student's expense.

Canteen

The canteen at Albany SHS is well-organised, privately owned, and offers healthy food and drinks at reasonable prices. Students can buy food at recess and lunch, or order lunch ahead of time. How to order lunch:

- Before school or at Break 1, students can go to the canteen and place their order.
- Or, parents and carers can use Spriggy Schools to order online! Simply download the app, create an account, and you're ready to start ordering.



Year 7 Area

In 2026, Year 7 students have their own dedicated break-time area near the new building (see the map on page 7 of this booklet). They also have access to brand-new classrooms and modern toilet facilities, making the space comfortable and welcoming.

Every year group at Albany SHS has its own area to spend time before school and during breaks. These spaces are designed for students to relax and catch up with friends.

Staff are always on duty before school (after 8:30 am) and during Break 1 and Break 2 to ensure everyone's safety. Older students are not permitted in the Year 7 area, so it is reserved exclusively for Year 7 students.



Mobile Phones

At Albany SHS, the mobile phone rule is “Off and Away All Day.”

This means that from 8:30 am until 3:10 pm, mobile phones must be switched off and away, including before school and during breaks.

Students do not need a mobile phone at school, but if they bring one, it must remain off and away.

- Smart watches may stay on the wrist but must be in aeroplane mode.
- Headphones should also be put away.

There are a few exceptions, such as when a device is required for a medical reason or when a teacher gives permission for learning purposes.

If a student needs to contact home, they can go to Student Services or the front office, where staff will assist. If families need to reach a student, they should call the school, and the message will be passed on.

Mobile phones are great outside school, but during the day, we want students focused, connected, and ready to learn.

Dress Code

Albany SHS has a school dress code developed with input from students, parents, staff, and the School Board. This follows the WA Department of Education’s policy, which requires students to wear the correct school uniform at all times.

A sports uniform is only worn on days when students have PE lessons. Students will need to wear it for PE and then change back into their regular school uniform after the lesson.

The full uniform list is available on the Albany SHS website: albanyshs.wa.edu.au



Uniform Purchasing

Perm-A- Pleat School Wear

Phone: 08 9800 1246

Address: 85 Cockburn Road, Centennial Park, Albany

Email: albany.retail@permableat.com.au

Perm-A-Pleat School Term Operating Hours

Tuesday	7.30 am - 11.30 am
Wednesday	1.00 pm - 5.00 pm
Thursday	1.00 pm - 5.00 pm
Saturday	9.00 am - 12.00 pm



Year 7 General Stationery Requirements

Stationery Requirements

- 1 x LAPTOP – Bring Your Own Device (BYOD)
- 1 x A5 diary or suitable alternative, e.g. electronic calendar
- 4 x Spirax no.108 exercise book A4 96 page
- 2 x Spirax no.906 lecture book A4 spiral side opening (Science)
- 1 x Spirax no.267 grid book A4 192 page 5mm (Mathematics)
- 1 x Maped scissor soft 170mm or please tick for 'scissors celco green handle left handed 165mm
- 1 x Ruler wooden 30cm
- 1 x Maped sharpener 1 hole shaker
- 1 x Glue stick artline 40gm
- 1 x Eraser celco large maxi
- 6 x Document wallet cardboard f/scap slimpick assorted (all subjects)
- 1 x Display book A4 assorted (Science)
- 2 x Artline 8210 ballpoint capped pen medium black or tick for 'pilot bps-gp medium black
- 2 x Artline 8210 ballpoint capped pen medium blue or tick for 'pilot bps-gp medium blue'
- 1 x Artline 8210 ballpoint capped pen medium red or tick for 'pilot bps-gp medium red'
- 1 x Pencils coloured coloursketch
- 1 x Artline supreme whiteboard marker black (1mm nib)
- 2 x Pencil HB copperplate or tick for 'pencil HB Faber grip dot silver 2001'
- 2 x Initiative highlighter assorted 1
- 1 x Calculator Casio FX82AU plus II 2nd edition scientific

The following items are at the student's discretion:

- Pens, Pencils, Eraser, Highlighters, Ruler, Sharpener, Coloured pencils, Glue stick.

If a student already has these items, parents do not need to purchase new ones for 2026.

Subject Requirements

Physical Education (PE)

- Uniform: Albany SHS plain green PE shirt and plain black shorts (available at the uniform shop)
- Equipment: Water bottle
- Footwear: Sports shoes suitable for practical classes

The Arts – Class Music (IMSS Students)

- 1 x Study Mate Premium A4 Music Book (48 pages)
- 1 x A4 Plastic Display Folder (20-sheet capacity)

Instrumental Students

For students learning an instrument, it is strongly recommended to have:

- An electronic metronome and tuner

Suggested options:

- Tonal Energy App (Android & Apple)
- Korg MA-1 Metronome
- Korg CA-40 Electronic Tuner



Image: Year 7&8 Cricket Carnival

BYOD/ICT Specifications

Windows 11 laptops and 2-in-1 devices

- 10+inch display/13-14 inch display (Min/Recommended)
- 128 Gigabyte hard drive storage/256 Gigabyte solid state drive (Min/Recommended)
- 4 Gigabyte RAM/8 Gigabyte RAM (Min/Recommended)
- Intel i3 CPU or Equivalent/Intel i5 CPU or Equivalent (Min/Recommended)
- 5+ hour battery life (Recommended)
- 2-in-1 devices must come to school with a physical keyboard
- Windows 11S devices must be switched out of S-mode

Additional Recommendations and Information

Students should bring devices to school in a suitable case. These cases will benefit from a hard outer shell and a padded interior that fits inside a backpack, providing the best protection. Additionally, students must bring suitable earbuds compatible with their devices. All devices should be charged at home the night before to be ready for the following school day.

The Department of Education provides free access to Microsoft Office for Albany SHS students. This means you do not need to purchase this with the devices. We will support students accessing Microsoft Office as we connect them to the school network.

Support

For our families experiencing financial hardship and requiring support in providing their child with a device, please contact our ICT Coordinator, Zac Matthews, zachary.matthews@education.wa.edu.au.

Limited Support

While you may use the computers listed below, they must be compatible with Windows 11.

Apple Mac Laptops receive limited support from Albany SHS. Supported models include:

- MacBook Air
- MacBook Pro

These devices must run macOS 12.0 or later.

NOT SUPPORTED

- Chromebooks



Positive Behaviour Support (PBS) and the PBS Shop

At Albany Senior High School, our Positive Behaviour Support (PBS) program helps create a calm, consistent and welcoming environment for all students. The program reinforces the behaviours that uphold our core values of Respect, Responsibility and Resilience. Staff award PBS Points when students display these values in their day-to-day interactions at school.

How PBS Works

Students receive PBS Points digitally through our school system. Points are awarded for everyday behaviours that contribute positively to the school community, including:

- Showing respect toward peers, staff and the learning environment
- Demonstrating responsibility by being prepared for class, meeting expectations or helping others
- Displaying resilience by persisting with learning tasks or managing challenges calmly

Points accumulate over time and can be redeemed at the PBS Shop or used in various reward opportunities across the school year.

The PBS Shop

The PBS Shop is a dedicated space where students can exchange their earned points for a range of rewards. These include:

- School stationery and classroom items
- Canteen vouchers
- Sports equipment
- School merchandise
- Novelty items

For Year 7 students, the PBS program supports a smooth transition into high school by creating predictable routines and rewarding positive contributions to the school community.



PBS Matrix

	In the Classroom	At School	In the Community
<p>We show Respect</p> 	<ul style="list-style-type: none"> • We listen actively. • We acknowledge and embrace people's differences. • We value others' right to learn. 	<ul style="list-style-type: none"> • We use appropriate language. • We care for the environment. • We stand up for people's rights. 	<ul style="list-style-type: none"> • We have empathy for others.
<p>We Show Responsibility</p> 	<ul style="list-style-type: none"> • We attend class on time. • We bring the required equipment. • We follow instructions. 	<ul style="list-style-type: none"> • We wear the school uniform. • We report inappropriate behaviour. • We act in a safe manner. 	<ul style="list-style-type: none"> • We use technology appropriately.
<p>We show Resilience</p> 	<ul style="list-style-type: none"> • We recognise and manage our emotions. • We give everything a go and ask for help when needed. • We persevere and learn from our mistakes. 	<ul style="list-style-type: none"> • We seek opportunities for personal growth. • We own our choices and their consequences. • We help others in their time of need. 	<ul style="list-style-type: none"> • We develop and sustain positive relationships.

Communication with the School Community

General School Contacts



Telephone
08 6821 1700



Postal Address
1 Campbell Road
ALBANY WA 6330



E-mail
albany.shs.enquiries@education.wa.edu.au



Website
albanyshs.wa.edu.au



Compass
Compass is our online school information system. Login details are provided to parents and carers once the school year has commenced.

There are a range of support materials available on the Albany SHS website to help families and students engage with Compass.

Social Media



Albany Senior High School Facebook Page
facebook.com/AlbanySeniorHighSchool



Year 7 Ngala Mia Facebook Page
facebook.com/groups/1634371893874956
(to join this page, you are required to answer questions)



Albany Senior High School Instagram Page
@albany_shs



Albany SHS Marine Instagram Page
@ashs_marine

Finance

Bank Details

Account Name: Albany Senior High School
BSB: 066 500
Account No: 009 000 88
Reference: Must be Student Number

Queries

Contributions and charges, school events and any other financial matters should be directed to email Albany.SHS.Finance@education.wa.edu.au

Refer to the Financial Information Handbook on our website www.albanyshs.wa.edu.au for more information.

Teacher Communication

Parents and carers can contact their child's teacher directly through the Compass App:

1. Click on the student's profile image.
2. Select Send Email.
3. Remove any teachers who are not relevant to the message before sending.

Additional staff contacts—such as the Chaplain, Nurse, or Psychologist—are available by referral through the Program Coordinator and Student Support Officer.





Image: Year 7 Cultural Excursion

Planned Absence

If a student will be away from school, parents or carers must notify the school. This can be done by:

- Using Compass
- Calling the school (phone numbers are listed on page 7)

For planned absences, parents or carers can enter the details in Compass by following the steps provided on the school website or in the Compass help section.

Unplanned Attendance

If a student is absent or arrives late without prior notice, the following process applies:

- Parents or carers will receive a text message advising of the absence or lateness.
- They may click the link in the message to record the absence directly in Compass,
- or log into Compass and select "Add Attendance Note" for the student.

When entering an attendance note in Compass, parents or carers should:

1. Select the reason from the drop-down list.
2. Provide any additional details in the comment box.
3. Enter the start and finish date/time.
4. Click Save.

Alternatively, may contact the school on 6821 1700.

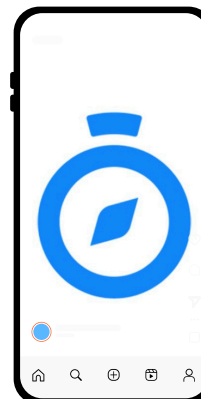
If Parents Receive a Text About an Absence

If parents or carers receive a text message indicating that a student is absent from school, but they believe the student should be present, they must contact the school immediately on 6821 1700.

This ensures attendance records are accurate and the student is correctly marked as present.

4 STEP

Attendance Process



- 1 Log into Compass on your phone or computer
- 2 Under your child's profile select 'Add Attendance Note'
- 3 In the Drop box select Reason and details of absence underneath
- 4 Enter the dates and start and end times at bottom, and select save

Activity	Start	Finish
SFO100 (Spec)	24/06/2020 09:51 AM	24/06/2020 10:18 AM
BIO110 (Biology)	24/06/2020 11:12 AM	24/06/2020 12:09 PM

Academic Information for Students

The following information is provided to support students to successfully complete the assessment schedule.

Timing	Resource	Further Information
At the beginning of each course.	Course and Assessment Outline	<p><u>Course Outline</u> Shows all of the content from the syllabus, in the sequence in which it will be taught and the approximate time allocated to each section of syllabus content.</p> <p><u>Assessment Outline</u> Shows all of the required assessment tasks for the Course. For each assessment task, this includes:</p> <ul style="list-style-type: none"> • A general description of the task. • The assessment type (e.g. test, investigation etc.). • The weighting for each task. • The approximate timing of each task (e.g. week conducted or start and due dates). <p>CONNECT: 'Course Materials' folder in the 'Content' section.</p>
One week prior to each assessment task.	Assessment Notification	<p>Received one week prior to a scheduled assessment. Includes the following information:</p> <ul style="list-style-type: none"> • When the task is scheduled (e.g. 9 April, Wednesday, Week 10). • A description of required syllabus content for the task (e.g. Measurement: Area and Perimeter of 2D shapes). • Percentage weighting (e.g. Weighting: 10%). • Assessment type (e.g. test, investigation etc). <p>CONNECT: Posted in the 'Notices' section of Connect. EMAIL: Connect 'Notices' generate a student and parent email.</p>
Usually within 10 school days of assessment task completion.	Completed Assessment Tasks	<p>Marked assessment tasks are usually returned to students for review and feedback within <u>two weeks</u> of completion.</p> <p>IN-CLASS: Assessment tasks are reviewed during class time</p>
	Marksbook	<p>Task results can be viewed through the Connect 'Marksbook' page once they have been entered into RTP.</p> <p>CONNECT: Available in the 'Marksbook' Tab on Connect</p>

Academic Communication for Parents

Further information about a student's progress/achievement may also be communicated through:

Communication	Further Information	
Goldie	A Goldie acknowledges day-to-day engagement, effort and/or classroom behaviours which support academic growth.	
	EMAIL:	Goldies are emailed to students and parents.
Certificate of Commendation	A Certificate of Commendation acknowledges pleasing achievement, effort or progress in a particular subject over the duration of a term.	
	KOOINDA	Certificates of Commendation are distributed to students in Kooinda, in Week 10 of each term.
Certificate of Excellence	A Certificate of Excellence acknowledges the highest achieving student in each subject each semester.	
	EMAIL:	Certificates of Excellence are emailed to students/parents.
Academic Notification	An Academic Notification communicates that a student: <ul style="list-style-type: none"> • has achieved below the expected standard for an assessment task. • was absent for an assessment or did not submit the assessment by the due date. • may not be on track to meet expected academic standards. 	
	EMAIL:	Academic Notifications are emailed to parents through Kaartdijn.
Classroom Concern	A Classroom Concern communicates that a student's attitude, effort, or behaviour is negatively impacting their own learning and/or the learning of others.	
	EMAIL:	Classroom Concerns are emailed to parents through Kaartdijn.
Parent-Teacher Interviews	Parent-Teacher Interviews are scheduled each year. These provide an opportunity for parents/carers to meet with teachers and discuss their child's academic progress. <ul style="list-style-type: none"> • Term 1 interviews are for Years 7, 11, and 12 • Term 2 interviews are for Years 8, 9, and 10 	
	KAARTDIJN	Parent-Teacher Interviews are booked through Kaartdijn. Information is communicated through email and social media.
Formal Academic Reports	Formal Academic Reports are issued at the end of each semester. These include: <ul style="list-style-type: none"> • a grade for each course (based on the five-point A–E scale) • information about the student's attitude, behaviour and effort and • a holistic comment about overall progress. 	
	EMAIL:	A download link for Formal Academic Reports is emailed to parents/carers at the end of each semester. Reports are also available on parent/carer 'Connect' pages.

Informal reporting occurs throughout the year in various forms, including written feedback, phone calls, and digital communication.



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