



# **Albany Senior High School**

**Year 7  
2023**

**Information  
Handbook**

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

## Tradition



## Opportunity



## Success



Albany Senior High School is an Independent Government School with a steady population of over 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 an orderly, safe and inclusive school, where staff, students and community are valued.

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.

## Our Values

Pride, Respect, Achievement, Responsibility





## Welcome to Albany Senior High School

We are delighted to welcome Year 7 students into Albany Senior High School. A great degree of collaboration with our feeder primary schools has occurred to ensure that our students' transition into a high school is an enjoyable and positive experience.

The ASHS School Board, staff and parents at our school are committed to working together to provide a safe and caring environment where students are given the opportunity to develop academic diligence and to achieve personal excellence in a positive and safe environment.

Throughout the years at Albany Senior High School, students will encounter many new experiences and opportunities. We encourage them to embrace the challenges and make the most of the opportunities offered to them. Learning is our core business and central to all learning is the ongoing relationship between students, parents and the school. We aim to provide a welcoming environment where open communication is encouraged to ensure your child achieves their very best.

The pastoral care of our students is a priority at Albany Senior High School. Our Student Services team includes members of varying speciality areas that are involved with the monitoring and development of the 'whole child'. Members of the team include Program Coordinators, Student Support Officers, a School Psychologist, Chaplain and Nurse. Each will play a role in the development and delivery of programs that will support a student's growth as an individual throughout their time at school.

This handbook has been designed to provide our incoming students with information relevant only to Year 7 students. Our school handbook can be found on our website which provides key information relevant to our whole school priorities.

Once again, welcome to Albany Senior High School.



**Mr Jarrad Ritchie**  
**Associate Principal**  
**Student Services**

## Year 6-7 Transition

The transition from primary to secondary school is an exciting, yet challenging time for most young people. Not only is it a time when early adolescents are experiencing vast personal changes, they experience a shift from a familiar environment to one that is completely new to them. Team this with the making of new friends, adapting to different teaching methods, moving from class to class and being around much older children, the move into high school can understandably be quite daunting.

At ASHS we respect that the move from primary to secondary school is a significant event in a young person's life. To cater for this, our *Ngala Mia* transition program starts in the second semester of Year 6 and continues throughout the entirety of Year 7.

We are so pleased that you have chosen to become a member of the ASHS school community and look forward to your exciting future as you progress through high school.



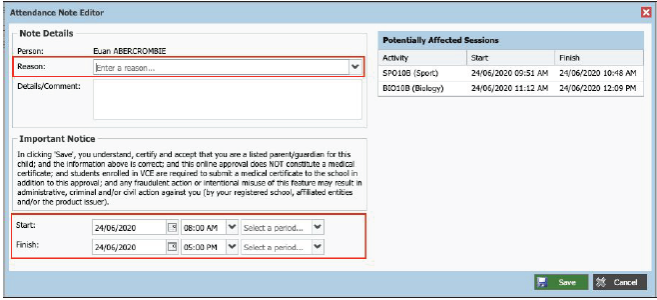


**Ms Dianne Heinrich**  
**Program Coordinator**  
**Student Services**  
**Year 7**



**Mrs Ellie Matson**  
**Student Support Officer**  
**Year 7**

## Communication with the school community

General School Contacts	Student Services
<p><b>Telephone:</b> 08 6821 1700</p> <p><b>Postal Address:</b> 1 Campbell Road ALBANY WA 6330</p> <p><b>Website:</b> <a href="http://albanyshs.wa.edu.au">albanyshs.wa.edu.au</a></p> <p> <b>Find us on Facebook!</b> <a href="https://facebook.com/AlbanySeniorHighSchool">facebook.com/AlbanySeniorHighSchool</a></p> <p> <b>Find us on Instagram!</b> @Albany_SHS</p> <p><b>Email:</b> <a href="mailto:albany.shs.enquiries@education.wa.edu.au">albany.shs.enquiries@education.wa.edu.au</a></p> <p><b>COMPASS:</b> Our online school information system. Your login details will be forwarded to you prior to the new school year starting. There are a range of support materials on our school website to help you engage with Compass.</p>	<p><b>Program Coordinator</b> <a href="mailto:albany.shs.student@education.wa.edu.au">albany.shs.student@education.wa.edu.au</a> 08 6821 1700</p> <p><i>Other staff contacts such as the Chaplain, Nurse or Psychologist are by referral through the Program Coordinator and Student Support Officer.</i></p> <p><b>Attendance</b></p> <p><b>Compass Attendance</b></p> <ul style="list-style-type: none"> <li>Click 'Add Attendance Note (Approved Absence/Late)'.</li> <li>A Note screen will open. Select the applicable reason from the drop down list; add in any additional information in the Details/Comment box. Select the start and finish date/time of the absence and click 'Save'.</li> </ul>  <p><b>Phone:</b> 08 6821 1700</p>

Payments to School	Academic and Class Concerns
<p><b>Bank Details:</b> Account Name: Albany Senior High School BSB: 066 500 Account No: 009 000 88</p> <p>Please remember to include your child's student number with your deposit.</p>	<p><b>Please contact the class teacher directly.</b></p> <p>This can be done by using the links in Compass. However, you can also email or phone the school directly and your message will be forwarded to the teacher.</p>



## Student Services

Albany Senior High School is held in high regard with respect to education and academic achievement. Student Services at ASHS focuses on the whole child with regard to their behaviour, attendance, achievement and social/emotional health and wellbeing.

### **Program Coordinator roles:**

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

### **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**

#### **Mrs Jennifer Wingard**

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 Psychologist**

#### **Ms Renae Tomic**

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

### **School Nurse**

#### **Mrs Helen Sugg**

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.



## Making sense of your timetable

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

<b>Albany Senior High School</b> <b>Student Timetable</b> <b>Schedule: 2022 Semester 1</b> <b>Student :</b> <b>Form Teacher:</b>					
<b>Grid: 2022 Year 7</b> <b>Year Group: 7</b> <b>Room :</b> <b>Student Reference: 7141</b>					
<b>Form: 7.3</b> <b>House: Laing</b> <b>Student Number: 33625344</b>					
	Monday	Tuesday	Wednesday	Thursday	Friday
Period 0 & Bus Duty					
Period 1	7ENG_3 YEAR 7 ENGLISH Ms AL Lewis T1 08:50-09:54	7HASS_3 YEAR 7 HUMANITIES & Mrs M Harrington 17 08:50-09:54	7MAT_3 YEAR 7 MATHEMATICS Mr Z Matthews 10 08:50-09:54	7SCI_3 YEAR 7 SCIENCE Ms N Thompson 39 08:50-09:54	7NLOTE_3 7 NOONGAR LOTE Ms M Khan 11 08:50-09:54
Period 2	7FOODF_2 YEAR 7 Food & Fibre Ms J Irvine FT1 09:54-10:58	7HED_1 Year 7 Health Miss M McKeague 05 09:54-10:58	7SCI_3 YEAR 7 SCIENCE Ms N Thompson 39 09:54-10:58	7MAT_3 YEAR 7 MATHEMATICS Mr Z Matthews 10 09:54-10:58	7SCI_3 YEAR 7 SCIENCE Ms N Thompson 39 09:54-10:58
Break 1					
Period 3	7CMUS_2 Year 7 Class Music Mr N Talbot GREEN T1 11:28-12:32	7ENG_3 YEAR 7 ENGLISH Ms AL Lewis T1 11:28-12:32	7ENG_3 YEAR 7 ENGLISH Ms AL Lewis T1 11:28-12:32	7FOODF_2 YEAR 7 Food & Fibre Ms J Irvine FT1 11:28-12:32	7HASS_3 YEAR 7 HUMANITIES & Mrs M Harrington 17 11:28-12:32
Period 4	7HASS_3 YEAR 7 HUMANITIES & Mrs M Harrington 17 12:32-13:36	7PED_5 YEAR 7 PHYSICAL EDU Mr Fry GYM2 12:32-13:36	7CMUS_2 Year 7 Class Music Mr N Talbot GREEN 12:32-13:36	7PED_5 YEAR 7 PHYSICAL EDU Mr Fry GYM2 12:32-13:36	7MAT_3 YEAR 7 MATHEMATICS Mr Z Matthews 10 12:32-13:36
Break 2					
Period 5	7MAT_3 YEAR 7 MATHEMATICS Mr Z Matthews 39 14:06-15:10	7SCI_3 YEAR 7 SCIENCE Ms N Thompson 39 14:06-15:10	7NLOTE_3 7 NOONGAR LOTE Ms M Khan 11 14:06-15:10	7HASS_3 YEAR 7 HUMANITIES & Mrs M Harrington 17 14:06-15:10	7ENG_3 YEAR 7 ENGLISH Ms AL Lewis T1 14:06-15:10

Your room number is shown here.

This is where you'll find your teacher's name.

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

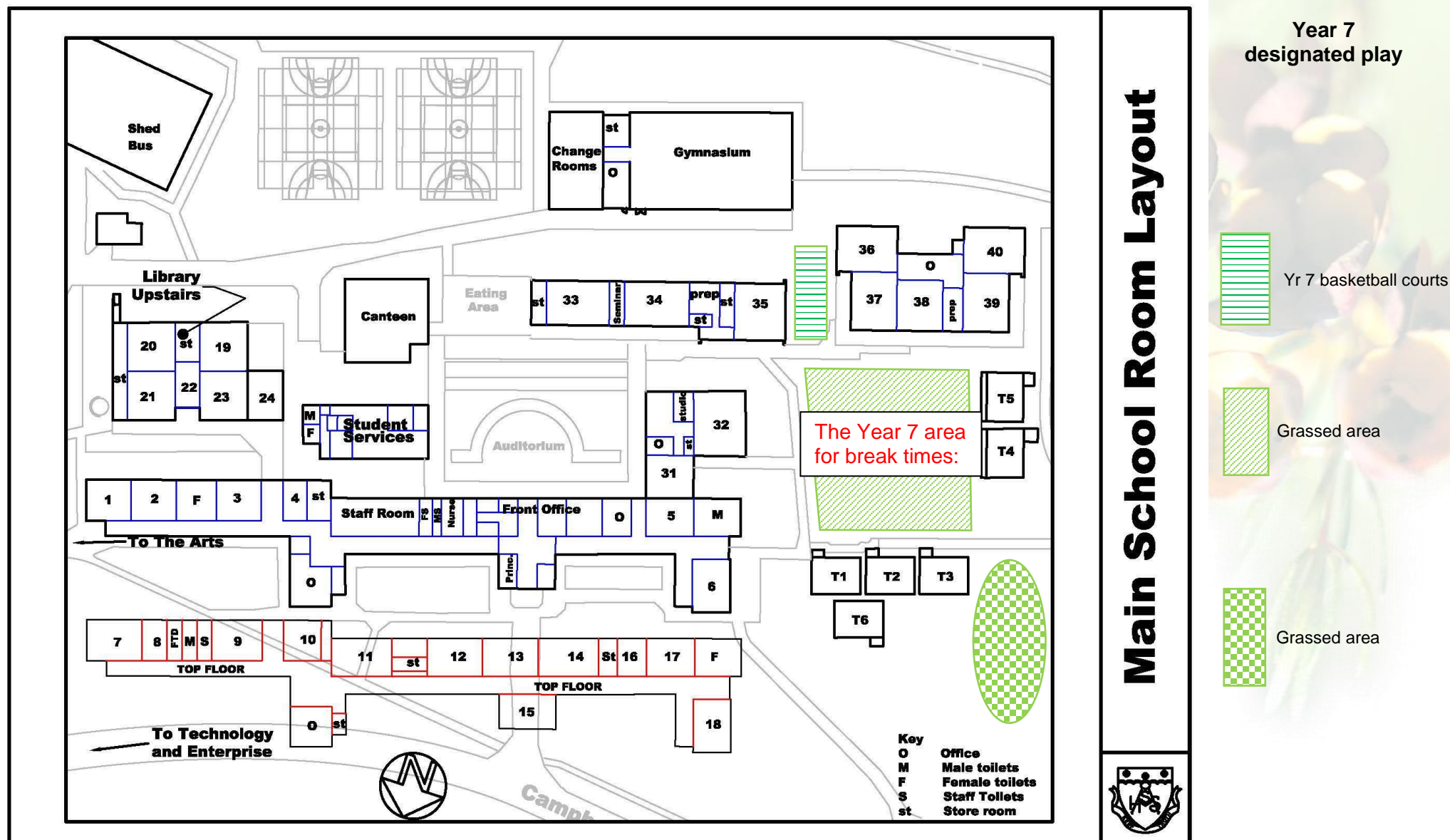
## Period and Break times

ASHS 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
Warning Bell 8.45am						
1	8.50 – 9.54	8.50 – 9.54	8.50 – 9.54	8.50 – 9.54	8.50 – 9.54	64
2	9.54 – 10.58	9.54 – 10.58	9.54 – 10.58	9.54 – 10.58	9.54 – 10.58	64
Break 1	10.58am–11.28am					30 mins
Warning Bell 11.23am						
3	11.28–12.32	11.28–12.32	11.28–12.32	11.18–12.32	11.28–12.32	64
4	12.32-1.36	12.32-1.36	12.32-1.36	12.32-1.36	12.32-1.36	64
Break 2	1.36am-2.06am					30 mins
Warning Bell 2.01pm						
5	2.06-3.10	2.06-3.10	2.06-3.10	2.06-3.10	2.06-3.10	64

## Finding my way around ASHS – The Year 7 areas

Year 7s at ASHS have their own areas to sit, relax, play and enjoy!

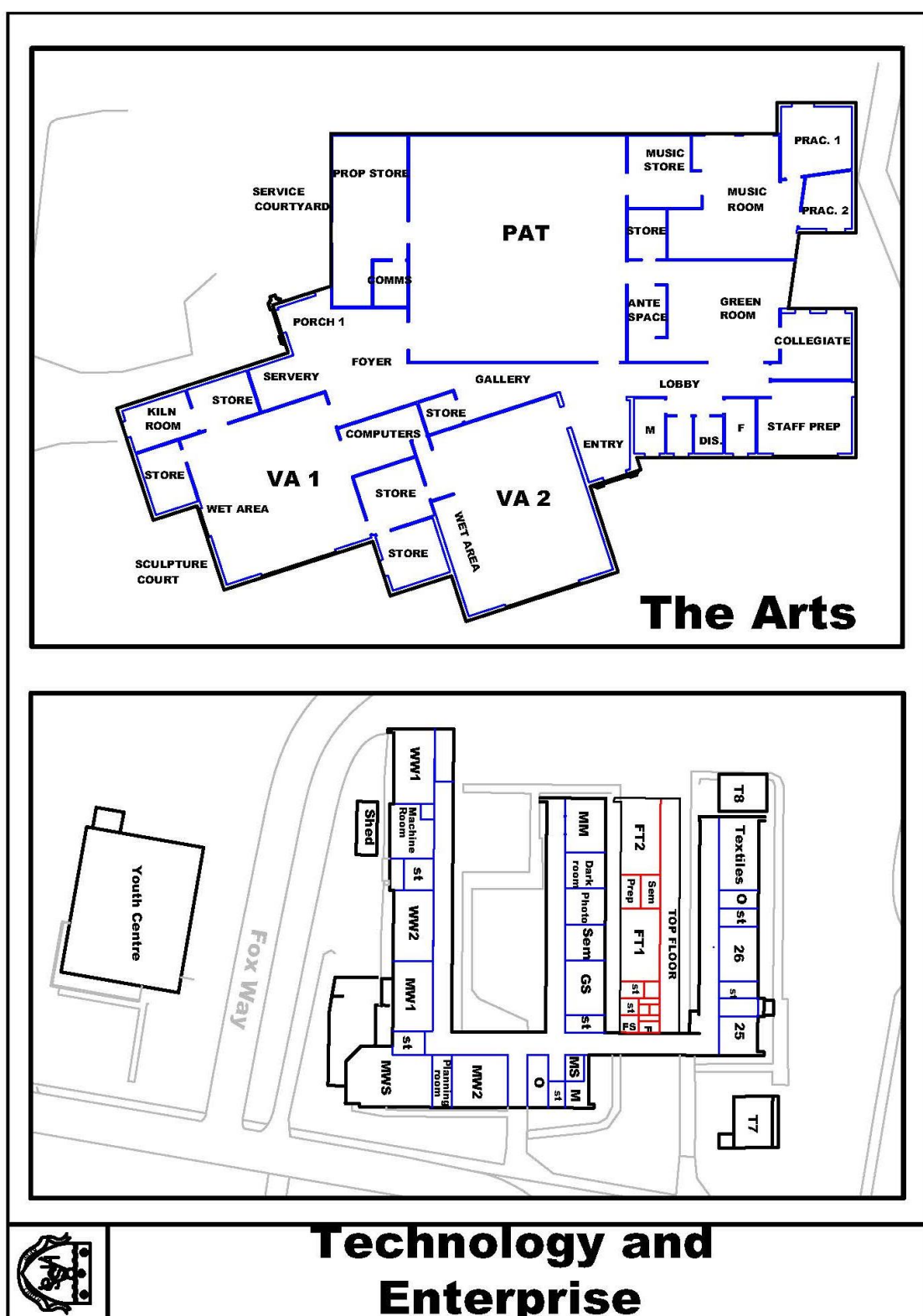




## Finding my way around ASHS – Arts and Technology

ASHS is a very large school. Apart from the main buildings there are also two specialized blocks that cater for the Arts and Technology and Design. These sit alongside the school to the Western side and are where you will do all of your art, music, drama, woodworking, metalwork, cooking and textiles.

The Albany Performing Arts Centre will open in 2023 and will be an exciting new facility for our Performing Arts classes and will be used as our exam centre and assembly space.





## Your classes

### ASHS In-Class Expectations:

1. Be on time to class
2. Line up/wait patiently outside the classroom
3. Enter the room quietly and prepare to learn with the necessary equipment
4. Use an inside voice and appropriate language
5. Mobile phones are away and on silent

### ASHS Out of Class Expectations:

1. Respect the environment and school equipment
2. Move around the school safely and sensibly
3. Keep our 'hands off' other students
4. Use appropriate language
5. Keep within in-bound areas

### Form Classes

Your form class is put together based on information gained from various sources. Each form class will have students from different schools and contain students with a range of different needs. You might be lucky enough to have one of your close friends in your form class, otherwise it is a wonderful opportunity to meet other students and form different friendships!

\* If in the Gifted and Talented class, you will remain together in a class for English, Maths, Science and HASS, and then be in amongst the rest of your peers for your other classes.

During Years 7 and 8 you are given the chance to engage in subjects from all Learning Areas. It's a wonderful opportunity to be exposed to a range of opportunities.

From Year 8 you will have the chance to choose which subjects you would like to study.

## School Dress Code

Albany Senior High School and the School Board in consultation with students, their parents and staff of the school have formed our School Dress Code following the WA Department of Education's Dress Code for Students in Public Schools policy and procedures. Students are required to wear the correct school uniform at all times.

Sport uniform is worn only on days when you have Physical Education (PE) lessons. Students are required to change into their sport uniform before PE lessons and change back into school uniform at the end of the lesson.

An extensive list of our school uniform can be found on the ASHS website. Please visit **Permapleat, which is our uniform store, at 85 Cockburn Road in Centennial Park.**

## Mobile Phones at ASHS

Mobile phones have the potential to disrupt the learning of students and we are unable to take responsibility for them if they are lost or stolen.

Mobile phones are turned to silent at 8.30 am and kept away. Phones are used only under the direction of teachers for educational purposes.

## School routine and general procedures

### **Absent from school**

Explanation from your parents is required if you are going to be absent from school. This can be done via Compass or phone (contact numbers can be found on the ASHS communication page in this booklet). If you are absent for a number of days due to being unwell, a medical certificate will need to be provided to the school.

### **Late to school**

Students must present to Student Services to sign in and to be provided with a late note. Lateness to school is monitored by Program Coordinators. Students show their late note to their teacher when they arrive at class.

### **Signing out**

If you need to leave the school grounds for any reason during the school day (eg an appointment) you sign out at Student Services. Ideally, you should do this first thing in the morning when you get to school. Students must provide a note from the parent/caregiver requesting permission to leave during the school day with a reason specified. If students are returning to school, they sign back in at Student Services before returning to class.

### **SmartRider Cards**

SmartRider cards are used for various reasons at ASHS. They are required to loan books/equipment from the library, printing and catching the school bus.

### **Lockers**

Lockers are available for students to use at ASHS. A small one-off deposit is charged for the use of a padlock and locker. On payment, students choose a locker and are issued with a padlock. The deposit will be fully refunded once the padlock is returned.

### **Canteen**

ASHS has a well organised, healthy canteen. It offers a range of food and drink at reasonable prices. Students are able to purchase food at recess and lunchtimes. Lunches need to be ordered before school or at recess by presenting at the canteen or completing an online order (through our school website).



## School routine and general procedures continued...

### Year 7 Area

Each year group in the school has an allocated area where they can hang out before school and during recess and lunchtime. The Year 7 area has a vast area for students to hang out in and areas where ball sports and other activities can be conducted.

As with any area of the school there will be a number of staff members on duty at all times before school (after 8.30 am) and during recess and lunch. Older students are not permitted in the Year 7 area.

### Grassed area near Colgate Cottage



### Basketball courts between Room 35 and Science block



## **Your first day at ASHS!**

The big day has arrived! Here is everything you need to know about what will happen on your first day at ASHS.

When you arrive at school head straight to the Year 7 area. Here you will be met by the Year 7 Student Support Officer and Program Coordinator.

The day starts with a whole of school assembly in the gymnasium. When the bell sounds the Student Support Officer will direct you to an area where your bags will be left (they will be supervised by staff members) and you will enter the gym to sit in a space with the rest of your Year 7 cohort.

At the end of the whole of school assembly, the Year 7 cohort will remain in the gym for a Year 7 assembly which will provide you with information about the rest of your day. Here you will be issued with your timetable and will be directed to leave with the teacher of your first official class of the day.

Instructions for the rest of your first day will be given during this class.

## **What do I need to bring on Day One?**

You will not need to bring everything that you have purchased from the school booklist. Only the essentials will be required on the first day (listed below). Instructions will be given by class teachers regarding when textbooks are required and where they can be left so that you don't have to carry them around in your bags all day!

### **The Essentials!**

- Pencil case containing pens, pencils, eraser, white-out etc.
- BYOD (or file with paper if you have not purchased a device).
- Recess, lunch (or money to purchase) and a water bottle.

**We look forward to seeing you in the new school year! ☺**