



COASTAL LAKES COLLEGE

Imagine, Believe, Inspire & Achieve.

PARENT HANDBOOK



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Welcome to Coastal Lakes College

Dear Parents/Guardians

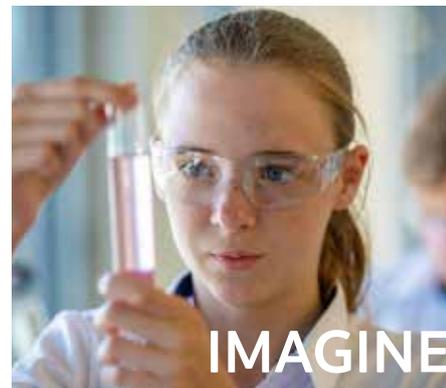
This booklet is designed to give you an overview of the year ahead and highlight some important information and policies.

As a new and growing college, this booklet won't cover all the information, details and policies of the College. Instead, this booklet is an overview of important things to remember.

Students will learn much of the information during the first week's orientation program.

Included in this booklet;

- School times and Term dates
- Important dates
- Contacting the College
- Parent communication
- College expectations
- Positive Support team
- Academic concerns contacts
- Attendance information
- Uniform policy
- Good Standing policy
- Technology policy
- Campus map



Important Dates

2021 Term Dates

	Start Date	Finish Date
Term 1	Monday 1 February	Thursday 1 April
Term Break	Friday 2 April	Monday 19 April
Term 2	Tuesday 20 April	Friday 2 July
Term Break	Saturday 3 July	Monday 19 July
Term 3	Tuesday 20 July	Friday 24 September
Term Break	Saturday 25 September	Monday 11 October
Term 4	Tuesday 12 October	Thursday 16 December

Term 1

House Captain Elections	Thursday 18 February
Labour Day Public Holiday	Monday 1 March
Year 7 Parent BBQ	Wednesday 3 March
Cyber Info Session for Parents	Wednesday 3 March
Celebration Assembly	Friday 5 March

Term 2

ANZAC Day Public Holiday	Monday 26 April
ANZAC Day Assembly	Tuesday 27 April
Parent Teacher Evening (A-M Surnames)	Thursday 29 April
Parent Teacher Evening (N-Z Surnames)	Tuesday 4 May
NAPLAN Testing	Tuesday 11 May - Friday 21 May
Celebration Assembly	Friday 21 May
WA Day Public Holiday	Monday 7 June
Term 2 Showcase	Wednesday 23 June
Celebration Assembly	Friday 2 July

Term 3

Celebration Assembly	Friday 20 August
Celebration Assembly	Thursday 23 September

Term 4

Celebration Assembly	Friday 12 November
Celebration Assembly	Thursday 16 December

Contacting the College

Who to contact	
General Enquiries	<p>For general enquiries, contact College Administration and our friendly staff will be able to direct your call.</p> <p>Phone 9583 2800</p>
Absences	<p>If your child is going to be away, you need to let our Attendance Officer know as soon as possible.</p> <p>You can advise Student Services of absences via email, phone, Compass or letter.</p> <p>Phone 9583 2831 or email CoastalLakes.Col.Absentees@education.wa.edu.au before 9.00am</p> <p>Alternatively you can provide a note for your child's absence via Compass.</p>
Prolonged Absences	<p>Contact Manager of Positive Support</p> <p>Phone 9583 2800</p> <p>Email Coastallakes.Col.StudentServices@education.wa.edu.au</p>
Concerns about <ul style="list-style-type: none"> • Academic progress • In class issues 	<p>In the first instance contact the class teacher.</p> <p>For ongoing concerns contact the appropriate Head of Learning Area or Teacher in Charge.</p> <p>Phone 9583 2800</p>
Concerns about <ul style="list-style-type: none"> • Social/Emotional • Mental Health • General Behaviours 	<p>Contact Manager of Positive Support</p> <p>Phone 9583 2800</p> <p>Email Coastallakes.col.StudentServices@education.wa.edu.au</p>
Inclusive Education	<p>Contact Manager of Inclusion</p> <p>Phone 9583 2800</p> <p>Email Angela.Tomlinson@education.wa.edu.au</p>

Key Contacts

Academic Progress Concerns

For concerns about academic progress your first step is to discuss your issues with the classroom teacher via phone, email or the student diary.

For ongoing issues contact the Head of Learning Area / Teacher in Charge (listed below) either via email or on 9583 2800.

The Manager of Positive Support can help to facilitate communication between all parties and organise progress checks from teachers.



Phil McNamara
Head of Learning Area
English and The Arts



Keavy Diggins
Head of Learning Area
Maths



Lucy Lai
Head of Learning Area
HASS



Eric Lyon
Head of Learning Area
Science and
Technologies



Amber Goldsmith
Head of Learning Area
Health and Physical
Education



Ang Tomlinson
Manager of Inclusive
Education



Tristram Corbett
Teacher in Charge
The Arts



Jasmin Watkins
Coordinator of
Academic Programs

Parent Communication

Website	The College website includes information, publications and links to policies and procedures. www.coastallakescollege.wa.edu.au
Facebook	Our Facebook page highlights the amazing things our students have been up to and also provides helpful advice to parents. Please like Coastal Lakes College on Facebook for news and updates. https://www.facebook.com/CoastalLakesCollege
SMS	SMS will be used to notify parents of important messages. From time-to-time it is also used to draw parents attention to emails.
Email	Email is one of our most popular communication tools. Reports are sent home via email as well as operational messages about your child's education.
Compass	At Coastal Lakes College we use Compass as our school management system. Compass is an important communication tool and is the main way we communicate with our families. As a parent Compass will allow you to: <ul style="list-style-type: none"> • Contact your child's classroom teachers • Access your child's assessment results • View up-to-date attendance information • Approve or enter upcoming or past absences for your child • Pay and consent for upcoming excursions • Pay contributions • Book your Parent/Student/Teacher conferences • Access information regarding upcoming events and news Please contact Administration on 9583 2800 if you need assistance.
School Reports	Reports are emailed home at the end of Term 2 and Term 4
Parent Teacher Evenings	Parent Teacher Evening (A-M Surnames) Thursday 29 April Parent Teacher Evening (N-Z Surnames) Tuesday 4 May There will be an online booking for teacher appointments you will receive information on booking closer to the date.
Push Notifications	The College will send push notifications via Compass alerting you to important information about your child's education.
Please ensure that you keep your details, phone number and email address, up-to-date so the College has it on record for any communication required.	

College Expectations

College Motto

At Coastal Lakes College we ask our students to

Imagine

Imagine all the possibilities. Be confident in embracing the opportunities given to you.

Believe

Believe in yourself and others. Be part of something bigger than yourself and have the courage to step up, dig deep and work tough.

Inspire

Inspire others and yourself. Demonstrate a willingness to be broad minded and open to ideas that may be from outside the box.

Achieve

Achieve all that you can. Be open to reflection and self-improvement by demonstrating resilience and personal excellence.



College Ethos

The Coastal Lakes College ethos determines the expectations for how students conduct themselves. Our College values have been formed through ongoing consultation with students and these values inform our beliefs. It is expected that students behave in a manner that upholds our core values.;

- We support and care for each other.
- We support the learning of our peers and do not disrupt their learning.
- We act to maintain a calm, safe and fun College.
- We demonstrate pride in our College through our behaviour and by wearing the uniform.
- We act to keep the College clean and inviting.
- We treat each other with tolerance and respect.
- We use our manners when communicating with all members of the College community, demonstrating politeness at all times.
- We always aim to do our best.

Good Standing

Our Good Standing policy aims to provide opportunities for students to be self-motivated learners who take an active role in their future success.

The Good Standing policy works alongside the Positive Student Behaviour Support Plan and supports the College's overarching values.

All students commence the year with Good Standing. This is maintained if they demonstrate the expected behaviours in line with the student Code of Conduct.

If a student loses their Good Standing status, it can be regained by fulfilling the requirements for the stage they were currently achieving. If a student has lost 'Good Standing', they are unable to attend extra-curricular events, social events or reward activities.

The degree to which each student achieves the standards will determine their 'standing' for a semester. These standards are:

- Advanced Standing
- Good Standing
- Conditional Standing
- Loss of Standing

Students retain their Good Standing by consistently demonstrating the College's expected behaviours. These include, but are not limited to:

- Behaviour
- Participation
- Uniform
- Attendance

Activities that are additional to course curriculum are considered a privilege and are only accessible to students with Good Standing and Advanced Standing.

College Houses

Our house system encourages the building of positive culture across the College and aligns with our Good Standing policy. At Coastal Lakes College we have four houses.

Analysts

With their natural confidence and charm, Analysts draw people to them. Analysts are happy to question ideas and push others in new directions to learn new things. Being strong-willed, Analysts do not give up when the going gets tough. They are open-minded and confident, Analysts can complete anything they put their mind to.

Diplomats

Never wanting to let others down, Diplomats are extremely reliable. People look to Diplomats for leadership due to their strong personality and positive vision. Being naturally curious means that Diplomats are willing to step out of their comfort zone and experience new things. Looking for someone to talk to? Diplomats love a chat.

Sentinels

Sentinels are best known for going above and beyond. They value loyalty and can always be relied on when things get tough. Don't break the rules around a Sentinel as they don't tolerate people not doing the right thing. Organisation comes naturally to Sentinels, and they always get the job done.

Explorers

Explorers want to experience everything there is to experience. They describe themselves as a "People-Person", Explorers are happiest spending time with others. Being naturally relaxed and welcoming, Explorers are likeable and popular. They are also creative and practical, and aren't afraid to get their hands dirty.

Positive Support - Student Services

We want our students to come to school feeling welcome, happy and ready to achieve their very best.

Our Positive Support team are here to support the wellbeing of your child and ensure that all their learning and pastoral care needs are being met. We believe in taking a proactive approach, using a variety of programs and initiatives to encourage student achievement, attendance and good behaviour.

You Can Do It workshops

You Can Do It education is a social emotional learning program that is delivered to all students at Coastal Lakes College. You Can Do It teaches confidence, persistence, organisation, getting along and resilience.

Therapy Dog

At Coastal Lakes College we have been using therapy dogs in our classrooms. The benefits include; increased confidence, a decrease in anxiety behaviours resulting in improved learning outcomes. We will continue to have therapy dogs at Coastal Lakes College.

Pastoral Care

We are committed to the wellbeing of each and every one of our students.

Our pastoral care is focused on cultivating a positive environment that supports the physical, social, intellectual and emotional development of every student.

We believe that pastoral care and academic progress are linked and that a successful pastoral care program is a shared responsibility that relies on strong partnerships between the College, parents and our wider community.

At Coastal Lakes College, every adult on our campus, is committed to making sure that every student succeeds and grows up to be a fantastic young adult.



Mr Wade Longworth



Ms Leah Smith



Ms Linley Capps



Ms Margaret Marriott



Ms Dawn Penlington



Ms Alisha Lisowski

Mr Wade Longworth

Manager of Positive Support

The Manager of Positive Support is responsible for overseeing the health and wellbeing of all students at Coastal Lakes College.

With student care in mind the Manager of Positive Support is focused on cultivating a positive environment that supports the physical, social, intellectual and emotional development of all students.

The Manager of Positive Support is responsible for whole college resilience programs, targeted intervention programs, building the house culture within the College and supporting students at educational risk.

The Manager of Positive Support coordinates referrals to other support staff listed below.

Ms Leah Smith

Coordinator of Positive Support

The Coordinator of Positive Support coordinates the building of culture at Coastal Lakes College. They help facilitate resilience programs, targeted intervention programs, building the house culture within the College and supporting students at educational risk.

Ms Linley Capps

Attendance Officer

The Attendance Officer is responsible for all communications around attendance between teachers and parents. The Attendance Officer is also the first point of contact for students when entering Student Services.

Ms Margaret Marriott

Chaplain

The Chaplain works with the Pastoral Care team in Student Services.

They provide support for social, emotional

wellbeing and mental health referrals through well-developed community networks and connections.

Ms Dawn Penlington

School Nurse

The School Nurse promotes health and wellbeing for all students. The Nurse also provides health education and prevention services within the College as well as the wider community. The Nurse is responsible for assisting in the development, management and implementation of emergency plans for student health issues as well as referrals for mental health.

Ms Edwards

School Psychologist

The School Psychologist is responsible for individual student support, assessments and development of individual and classroom supports. The Psychologist works with the Manager of Positive Support on a referral system to ensure student support is being addressed across the whole school. They involve community and inter-agency referrals to access community support.

Ms Alisha Lisowski

Lead Education Assistant

The Lead Education Assistant is part of the Students at Academic Risk (SAER) team. They liaise with the Manager of Positive Support and Manager of Inclusion to ensure that all students have access to appropriate supports in the classroom. They work with teachers and Education Assistants in the classroom to support professional development of staff and assist students social, emotional and academic success.

Attendance

Attendance and Lateness

All students are expected to attend the College regularly.

All absences and late arrivals are required to have a signed letter or explanation from a parent or guardian.

The Department of Education states that any student whose attendance is below 90% (over a whole year this could equate to more than 20 days / 4 weeks absent from school) will be considered at risk of not achieving. Parents will receive letters from the College if their child is considered at risk due to attendance.

When making plans for the College year, please note that vacations during College time are not acceptable absences, and will affect your child's attendance percentage and therefore their Good Standing. This may mean your child is unable to attend non-curriculum events such as reward days, sports carnival and inter-school activities.

Students are expected to attend their classes on time. Timeliness is important as the beginning of a lesson is very important for learning. Being on time also demonstrates respectfulness, and shows the development of skills required in workplaces.

Missed time in class accumulates to have a significant impact on student learning.

Did you know - If you child is just 10 minutes late everyday. That equals 50 minutes per week. Over the year that's nearly 1.5 weeks and over 13 years of schooling it's nearly half a year.

Continued lateness to the College without explanation may also result in a loss of Good Standing.

Why should my child attend school on a regular basis?

From day one, attending school can prevent experiences with learning difficulties. Regular attendance ensures that learning across all areas can occur without any gaps in knowledge.



Regular attendance assists students in building friendships, as well as social and communication skills and improves self esteem.

Every Day Counts

One or two days a week doesn't seem that much but...

If your child misses	that equals...	which is...	and over 13 years of school that's...
1 day a fortnight	20 days per year	4 weeks per year	Nearly 1.5 years
1 day a week	40 days per year	8 weeks per year	Over 2.5 years
2 days a week	80 days per year	16 weeks per year	Over 5 Years
3 days a week	120 days per year	24 weeks per year	Nearly 8 years

The effect of absence on progress					
A whole year has 365 days; a school year has 190 days. That leaves 175 days to spend on family time, visits, holidays, shopping and other appointments.					
No Absence	10 days absence	12 days absence	19 days absence	29 days absence	38 days absence
190 days of education	180 days of education	178 days of education	171 days of education	161 days of education	152 days of education
100%	95%	94%	90%	85%	80.00%
Very Good	Worrying		Serious Concern		

What can the College help with?

We can check individual student's attendance and assist in identifying any problems or progress.

We can give you strategies to help your child attend school regularly.

When is it OK to miss school?

It is important for children to attend school all day, every day.

When is it OK to not go to school?

An OK reason is one that prevents your child from getting to school. This could include;

- when your child is sick or unwell
- attending cultural or religious observances
- an unavoidable natural event such as flood waters or a cyclone
- an unavoidable medical appointment

The Principal decides if the reason given for your child's absence is acceptable.

It is important to be aware that even reasonable absences and explained absences with a note, will still affect your child's attendance percentage; unless your child is in class it will still be an absence. This may have an effect on your child's good standing.

It's NOT OK to miss school if your child;

- is celebrating a birthday
- is going on a family holiday
- is visiting family and friends
- has slept in or had a big weekend
- is looking after other children
- has sport or other recreational activities that have not been approved by the College
- has appointments such as haircuts and minor check ups

If possible, routine medical and other health appointments should be made either before or after school, or during the holidays.

Do you need to let the College know if your child will be away from school?

Yes, you need to let the Attendance Officer in Student Services know the reason why your child is going to be, or has been, absent from school as soon as possible.

Where possible, please discuss any upcoming absences in advance so we can let you know of important learning or activities your child will miss out on.

This requires a responsible person, usually a parent, to provide a reason for the absence within three school days.

Having information about why your child is missing school helps us plan for their return and work out whether we can provide any further help to you.

For any explained absences please contact the College – either by phone, email or by writing an absentee letter/note. Absentee query letters will be sent home for students that have been absent without explanation.

Any discrepancies or queries about the information in the absentee query letters needs to be addressed by phone, email or in writing on the absentee letter (returned to the College).

P 9583 2831

E CoastalLakes.Col.Absentees@education.wa.edu.au



College Timetable

Students are expected to arrive at school between 8:15-8:30am.

Session	Times
1	8:30 - 9:34 am
2	9:34 - 10:38 am
RECESS	10:38 - 11:03 am
3	11:03 - 12:07 pm
4	12:07 - 1:11 pm
LUNCH	1:11 - 1:36 pm
5	1:36 - 2:40 pm
SCHOOL END	2:40 pm

Classes

Students in Years 7, 8 and 9 will engage in twenty five sessions a week, with each session running for just over an hour.

Our College week is designed to provide students with an engaging learning program that makes good use of our state-of-the-art facilities and skilled specialist staff.

All students in Year 7 & 8 are engaged in year-long courses as outlined below.

Course	Sessions per Week
Mathematics	4
English	4
Science	4
Humanities and Social Sciences	4
Physical Education	2
Health	1

Year 7 and 8

Students in Year 7 and 8 will also engage in the below courses for 1 semester each year. For example they will complete 2 in Semester One and the other 2 in Semester Two.

- Drama
- Visual Arts
- Music
- Digital Technology

The final two sessions of the week students move on a semester basis over two years between a combination of Wood, Metals, Food, Textiles and Media

Year 9 Electives

In addition to MESH subjects, Year 9 students participate in a range of electives including:

- Dance
- Drama
- Music
- Art
- Sports Science
- Food
- Digitech
- Engineering Principles and Systems, Materials

Students provide preferences for elective units, however selection is dependant on availability.

After-School Clubs

Timetabled classes ensure that students are exposed to the core curriculum, while after-school clubs allow them to delve further into their interest areas.

We offer a number of after-school clubs to suit a variety of student interests and are run in response to student demand.

Visit our website for more info.

Library Information

Our Library is a vibrant multi-purpose learning space for students.

Students can access homework support after hours, organise their SmartRider cards, enjoy social board games and borrow books.

We have a growing number of library books and students are encouraged to visit the Library during opening times to explore our range of books. Books can be borrowed for up to two weeks at a time.

In addition to books, students can also enjoy a large number of board games and cards. It's a great place to hang out on hot days or days that it is raining.

We also have a craft corner for fun craft activities, colouring in, drawing and card making. The possibilities are only limited by their imagination.

The Library also features a MakerSpace for students to collaborate on various projects. Spaces are limited to five at a time and students are encouraged to register their place on the sign up sheet.

Library opening times vary but can be found on the library doors.

SmartRider

A SmartRider card is a reusable smart card, which allows easy, hassle free travel on Transperth services. The card enables students to travel on concession student fares Monday - Friday.

The card acts as their library card as well as their public transport travel card. It is also required to borrow sports equipment at recess and lunch and to swipe in and out of Student Services.

SmartRider cards are organised through the College Library upon commencement. Parents will be required to load a value on the card if using the card for Transperth services.

The initial card is provided free. Replacement cards can be organised through the College.

For replacement SmartRider cards there is a \$5 fee payable at the Accounts desk during break times. Students will be handed a receipt which will need to be provided to the Librarian.

The Librarian will order your new SmartRider on presentation of the payment receipt. SmartRiders are still to be collected from the Library during break times.

Uniform

Coastal Lakes College has a compulsory uniform.

A uniform contributes to our core values including building pride in our students and pride in our College. Our aim is to prepare students for life beyond Year 12 and future employers often have similar values and expectations.

The College Steering Committee supports a compulsory uniform. When parents and students enrol with Coastal Lakes College a commitment is made to support the uniform policy and promote the College's values.

Most parents prefer the College uniform as it promotes routine and reduces the potential for social issues associated with appearance.

The current uniform is shown below.



Only official College garments (logo attached) are permissible unless otherwise stated.

Every effort has been made to select quality garments that represent value for money. The College will not be receiving a percentage of the sales as our aim is to keep costs to parents as low as possible.

Where parents are experiencing financial hardship please contact with the College.

Boys	CLC black shorts	Compulsory
	CLC black trousers	Additional option
	CLC white collared/buttoned shirt	Compulsory
	CLC black softshell waterproof jacket	Compulsory
	CLC knitted jumper	Additional option
	CLC PE shirt	Compulsory (only to be worn during PE class)
	CLC PE shorts	Compulsory (only to be worn during PE class)
Girls	CLC tartan dress, or CLC tartan skort, or CLC black shorts (girls fit), or CLC black trousers (girls fit)	Compulsory
	CLC white collared/buttoned shirt (girls fit)	Compulsory
	CLC black softshell waterproof jacket (girls fit)	Compulsory
	CLC knitted jumper	Additional option
	CLC PE shirt	Compulsory (only to be worn during PE class)
	CLC PE shorts	Compulsory (only to be worn during PE class)
	Black stockings/tights - any supplier	Optional
Boys and Girls	Enclosed shoes - any supplier	Sport shoes acceptable
	Black cap - any supplier	Official College or plain black - no branding, no logo, black stitching only
	School Bag	Official College or predominantly black
Not Acceptable	<p>The following items are examples of what is not acceptable.</p> <ul style="list-style-type: none"> • Active wear • Jumpers or hoodies worn under the official shirt or jacket • Open shoes • Ugg boots • Bandanas • Leggings • Excessive jewellery eg: hooped earrings, large bracelets, piercings, facial piercings etc 	

Technology Acceptable Use Policy

Students will receive access to a wide variety of technology through their classes.

Students are reminded that with the use of this technology comes a responsibility to use it in an appropriate way. If a student is found to be involved in accessing, distributing or uploading inappropriate and/or illegal images, videos or material, the incident will be treated as a serious breach of the College's expected behaviours.

Students do not need to have mobile phones or other personal electronic devices during school time. They distract students, interrupt lessons and contribute to bullying in schools. Students will always be permitted to use a phone for important matters. If required, parents/guardians are also able to contact their child through a phone call to the College. Students will have access to technology provided and managed by the College.

Students will not be permitted to have mobile phones or similar devices at school. If a student is seen with a mobile phone or similar device during any part of the school day, the device will be confiscated. Failure to comply with the College's expectations surrounding mobile telephones and other devices may result in disciplinary action in accordance with the Department of Education's Student Behaviour policy, Student Behaviour Procedure and recent Student Mobile Phones in Public Schools policy.

If a student has their phone confiscated, it is the expectation of the College that the parent will collect the device.

If your child has a medical condition that requires a mobile phone (ie. diabetes) please make sure you make an appointment with the Manager of Positive Support. This is to ensure appropriate planning is put in place to support your child.



The college takes no responsibility for lost, stolen or damaged mobile phones, other devices or other valuable items.

College Map

STUDENT DROP OFF



Students are expected to behave in line with the high expectations of the College at all times when wearing the College uniform. This includes times when they are travelling to and from school.

Parking - Use of Carparks

Carparks at the College are not to be used to pick up or drop off students.

Parents are to use the visitors' carpark if they have an appointment or need to visit Administration.

Scooters, Bikes and Skateboards

There is a bike compound for storing student bikes and scooters. All bikes and scooters must be stored before school and retrieved at the end of the day.

The bike compound will be locked by staff shortly after the beginning of the school day and will remain locked until the end of the day.

Students must provide their own lock and chain to secure their bike or scooter.

Students are not to bring skateboards as there is no secure storage provided.

Students must have a helmet.

Staff will encourage students to be bike safe, however it is the responsibility of parents and students to ensure their safety. The College takes no responsibility for lost or stolen items.

Transperth

Student SmartRider

Access to the 70 cent student fare is only available with a Student SmartRider. This card entitles the student to a 70 cent fare on any trip Monday to Friday during the school year and concession fares at all other times.

SmartRider cards are organised through the College Library upon commencement.

Student SmartRiders come with a zero dollar balance so you will need to add value to the card before travel. Go to transperth.wa.gov.au to find out how.

The initial card is provided free. Replacement cards can be organised through the College.

Plan your Journey

School services change prior to the start of each school year. We recommend waiting until two weeks before the start of the school term before planning your journey. You can plan a journey by:

- Visiting transperth.wa.gov.au
- Downloading the Transperth app available for iOS and Android
- Calling the Info Line on 13 62 13

Don't forget to select the 'school bus' option when planning your journey.

Want to know more?

Visit getonboard.transperth.wa.gov.au and go to the 'Parents' section for more information.

Frequently Asked Questions

How is Primary School different to High School?

While there are many similarities between primary and secondary in terms of educational belief and practice, the structure of a secondary schools influences many operational differences.

Secondary schools have a range of staff to support the positive behaviour and wellbeing of students. Collectively this team is the College's Positive Support Team.

While the first point of contact for parents in all schools should be the teacher, in a secondary school your child may have up to ten different teachers during the year. It is important that you get to know your child's teachers; email and Compass are useful tools to achieve this.

In addition to their subject teachers, students may also develop relationships with our Positive Support team.

If you have a concern for your child at school, particularly if it is academic or occurring in just one class then the respective teacher should be your first point of contact.

If your concern is complex or occurring over a number of classes then the Manager of Positive Support would be your first point of contact.

In either of these scenarios if the person you have contacted requires additional support they would refer to the appropriate support person within the College for help.

Given the complexity of secondary schools, the Principal may not be as accessible to parents as the Principal might have been in primary school. Parents in secondary schools will generally refer to other key personnel in the College for general queries and issues.

How do I make an appointment with the College?

Due to the nature of a high school environment, walk in requests for immediate meetings can not be accommodated. If you require a meeting with a member of staff you need to make an appointment with administration.

What to do if your child is experiencing bullying at school?

If your child is experiencing bullying at school, they are encouraged to report it to their classroom teacher and/or a member of the Positive Support Team. Your child will be supported in dealing with the situation. If you are concerned about bullying, contact the College and speak to a member of the Positive Support team.

Where do I download the Compass App?

Coastal Lakes College uses Compass as our school management system. The 'Compass School Manager' app is available to download for iOS from the App Store or Android from the Play Store. To access Compass on your computer visit: coastallakescollege-wa.compass.education.

What are banned items?

To ensure everyone's safety, items that are an Occupation Health and Safety risk to staff, students or the environment should be kept at home. These include, but are not limited to lighters, matches, cap guns, energy drinks, chewing gum, water guns, water balloons, pocket knives and tools as well as mobile devices. Such items are not allowed on College premises and will be confiscated. Students who are in breach of these requests may be subject to appropriate consequences.

How do I collect my child from the College for an appointment?

Students should come to College with a note in their diary with the date, time and reason for leaving school grounds. They can show this to their teacher to be excused from class, they need to go to Student Services and sign out. Students may then leave school grounds. If a note is not provided in the school diary, a phone call to Student Services is required. Students are not allowed to leave grounds without permission from a parent/guardian.

What if my child forgot their lunch?

If a student forgets to bring their lunch, we encourage them to come to Student Services to organise something to eat. Alternatively, the College can contact the parent to organise a drop off. Please keep in mind that we have a healthy food policy at the school and fast food and banned drinks (soft drinks, energy drinks etc) will not be accepted. Please refer to the Healthy Food For School's guide.

Is the Cafeteria open?

Our cafeteria will be re-opening in 2021. The cafeteria will be opening on a trial basis from 7:30am-1:30pm Monday – Friday and will provide students with a number of healthy and delicious options.

Please see our website for up-to-date information about menus and opening hours.

What if my child is unwell?

A student feeling unwell will be treated by the classroom teacher or teacher on duty. If necessary, the student will be sent to Student Services. Students who require first aid will be treated by a First Aid Officer. Students will either return to class if it is appropriate or be sent home. Parent contact will be made if there is further concern (such as head injury).

How can I get a message to my child?

It is encouraged that all parents and students have discussions before and after school. In an emergency situation parents can contact administration and a message can be delivered to the student during break times.

What time should my child arrive?

Students should aim to arrive at the College between 8:15 and 8:30. Supervision is provided from 8:15am onwards. Once students arrive the expectation is that they make their way into the College grounds.

If my child's details have changed what do I do?

All Student Details and Health Care Plans should be kept up to date (including parent contact details) at all times. If there is a change in details this should be reported to administration as soon as possible.

How will I know about upcoming events and excursions?

Parents will be supplied with details at the beginning of the year for our Compass App which will include term planners, assembly dates and school events (eg immunisations). For upcoming excursions and carnivals that include your child, information will be sent home via Compass.

How do I give permission for my child to attend an excursion?

All excursions / incursions are listed on compass. Parents are required to complete permissions online. Students without permissions may be ineligible to attend.



“Coastal Lakes College is an amazing school. I like how the teachers are very nice and caring. I also like how there are after-school clubs, I do music club and creative writing club and really enjoy it.”

- Katelyn Wreford





COASTAL LAKES
COLLEGE

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