



**COASTAL LAKES  
COLLEGE**

*Imagine, Believe, Inspire & Achieve.*

# PARENT/ CAREGIVER HANDBOOK



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IMAGINE



BELIEVE



INSPIRE



ACHIEVE



Dear Parents/Caregivers

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

As a 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.

If you would like further information, please refer to the College website:

[coastallakescollege.wa.edu.au](http://coastallakescollege.wa.edu.au)

Students in lower school 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/Caregiver communication
- College expectations
- Positive Support Team
- Academic concerns contacts
- Attendance information
- Uniform policy
- Good Standing policy
- Technology policy
- Campus map

**Kya Graves**

Foundation Principal

# Important Dates

Method of Communication	Details
Compass	<p>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/caregiver, Compass will allow you to:</p> <ul style="list-style-type: none"> <li>• Contact your child's classroom teachers</li> <li>• Access your child's assessment results</li> <li>• View up-to-date attendance information</li> <li>• Enter upcoming or past absences for your child</li> <li>• Pay and give consent for upcoming excursions</li> <li>• Pay contributions</li> </ul> <p>Please contact Administration on <b>9583 2800</b> if you need assistance.</p>
Push Notifications	The College will send push notifications via Compass alerting you to important information about your child's education.
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.
SMS	SMS will be used to notify parents/caregivers of important, time sensitive messages.
Social Media	<p>Our social media pages highlights the amazing things our students have been up to and also provides helpful advice to parents/caregivers.</p> <p>Please like <a href="#">Coastal Lakes College</a> on Facebook and follow <a href="#">@coastallakes.col</a> on Instagram for news and updates.</p> <p><a href="http://www.facebook.com/CoastalLakesCollege">www.facebook.com/CoastalLakesCollege</a></p> <p><a href="http://www.instagram.com/coastallakes.col">www.instagram.com/coastallakes.col</a></p>
Website	<p>The College website includes information, publications and links to policies and procedures.</p> <p><a href="http://www.coastallakescollege.wa.edu.au">www.coastallakescollege.wa.edu.au</a></p>
School Reports	Reports are emailed home at the end of Term 2 and Term 4.
Parent/Caregiver Teacher Evenings	<p><b>Parent Teacher Evening (Year 7, 11 &amp; 12)</b> 1:00pm - 6:00pm, 14 March 2024</p> <p><b>Parent Teacher Evening (Year 8, 9 &amp; 10)</b> 1:00pm - 6:00pm, 26 March 2024</p> <p>There will be an online booking system, through Compass, for teacher appointments. More information will be sent out closer to the date.</p>
Senior School Pathway Planning Evening	A special event for Year 10 Parents/Caregivers, providing information about Senior School and WACE requirements. The event will take place from 4:45pm - 5:15pm on 14 March 2024.
Learning Area Senior School Showcase	A special event from 5:15pm - 6:00pm on 14 March 2024 showcasing the Senior School courses.
<p><b>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.</b></p>	



## 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.

Who to contact	Details
<b>General Enquiries</b>	<p>For general enquiries, contact College Administration and our friendly staff will be able to direct your call.</p> <p> <b>9583 2800</b></p> <p> <a href="mailto:CoastalLakes.col.inbox@education.wa.edu.au">CoastalLakes.col.inbox@education.wa.edu.au</a></p>
<b>Absences</b>	<p>If your child is going to be away, you need to let our <b>Attendance Officers</b> know as soon as possible.</p> <p>You can advise Student Services of absences via Compass, phone, email, or letter.</p> <p>You can provide a note for your child's absence via Compass. Details can be found on <a href="#">page 14</a>.</p> <p> <b>9583 2831</b></p> <p> <a href="mailto:CoastalLakes.Col.Absentees@education.wa.edu.au">CoastalLakes.Col.Absentees@education.wa.edu.au</a> <b>before 9.00am.</b></p>
<b>Prolonged Absences</b>	<p>Contact the <b>Attendance Officers</b>.</p> <p> <b>9583 2831</b></p> <p> <a href="mailto:Coastallakes.Col.StudentServices@education.wa.edu.au">Coastallakes.Col.StudentServices@education.wa.edu.au</a></p>
<b>Concerns about:</b> <ul style="list-style-type: none"> <li>• <b>academic progress</b></li> <li>• <b>in class issues.</b></li> </ul>	<p>In the first instance contact the <b>class teacher</b>.</p> <p>For ongoing concerns contact the appropriate Head of Learning Area or Academic Coordinators.</p> <p> <b>9583 2800</b></p>
<b>Concerns about:</b> <ul style="list-style-type: none"> <li>• <b>social/emotional</b></li> <li>• <b>mental health</b></li> <li>• <b>general behaviours.</b></li> </ul>	<p>Contact the relevant Manager of Positive Support, based on your child's College House.</p> <p> <b>9583 2800</b></p> <p> <a href="mailto:Coastallakes.Col.StudentServices@education.wa.edu.au">Coastallakes.Col.StudentServices@education.wa.edu.au</a></p>
<b>Pathway Planning</b>	<p>Contact a Manager of Directions</p> <p> <b>9583 2800</b></p> <p> <a href="mailto:Alison.Flockhart@education.wa.edu.au">Alison.Flockhart@education.wa.edu.au</a></p> <p> <a href="mailto:Clarissa.Mowat@education.wa.edu.au">Clarissa.Mowat@education.wa.edu.au</a></p>
<b>Inclusive Education</b>	<p>Contact Manager of Inclusion</p> <p> <b>9583 2800</b></p> <p> <a href="mailto:Charlotte.Gardiner@education.wa.edu.au">Charlotte.Gardiner@education.wa.edu.au</a></p>

# Leaders and Program Coordinators

## Academic Progress Concerns

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

For ongoing issues, contact the Head of Learning Area or Program Coordinators (listed below) either via email or phone 9583 2800.





# Meet the Positive Support Team

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.

The Positive Support Team at Coastal Lakes College is your point of contact for anything relating to your child's social/emotional, mental health or general behaviour.

The Positive Support Team work closely together in a College House format. The team also work closely with the Pastoral Care Team.

The Positive Support Team can be contacted via:

 **9583 2831**

 [Coastallakes.Col.StudentServices@education.wa.edu.au](mailto:Coastallakes.Col.StudentServices@education.wa.edu.au)



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.

At Coastal Lakes College, we have two Managers of Positive Support, Wade Longworth and Lisa McCarthy. Wade Longworth works closely with the Analyst and Explorer Houses with Lisa McCarthy works with the Diplomat and Sentinel Houses.

The Manager of Positive Support coordinates referrals for other support in the PST and Pastoral Care Team.



# College House System



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.



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.



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.



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.



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.

## House Leaders

Each of our Houses have a House Leader who help to build the culture of the College's House System; they lead House assemblies, events and other initiatives; and build the capacity of the College Student Leadership Team. Our House Leaders are;



House Leaders can be contacted via:

 9583 2800

 [Coastallakes.Col.StudentServices@education.wa.edu.au](mailto:Coastallakes.Col.StudentServices@education.wa.edu.au)

## 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. A successful pastoral care program is a shared responsibility that relies on strong partnerships between the College, parents/caregivers 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.

## “You Can Do It!” Education

You Can Do It! (YCDI!) Education is Australia’s first and leading social-emotional learning program that maximises success, positive relationships, and wellbeing. This program is delivered at Coastal Lakes College across all curriculum areas in Years 7 – 10, with a focus on developing resilience, confidence, getting along, organisation and persistence. The aim of YCDI! at Coastal Lakes College is to assist our students in developing positive attitudes and character though targeting key social-emotional skills.

## Student Support Coordinator

The Student Support Coordinators provide students with social, emotional, and mental health support.

Working with students and their families, they encourage positive engagement with your child’s education.



## Meet the Team

The Pastoral Care Team at Coastal Lakes College are part of the Positive Support Team. This team works with students, on a referral basis. If your child needs mental, emotional, or social support, please contact your child’s House Leader, see [page 10](#), and they will direct your enquiry to the most appropriate team member.

## College Psychologist

The College Psychologists are responsible for individual student support, assessments and development of individual and classroom supports.

The Psychologists works with the Manager of Positive Support on a referral system to ensure student support is being addressed across the whole college. They involve community and inter-agency referrals to access community support.



## College Chaplain

The College Chaplain works with the Pastoral Care Team in Student Services.

The Chaplain provides support for social, emotional wellbeing and mental health referrals through well-developed community networks and connections.



## School Nurse

The School Nurse promotes health and wellbeing for all students. The Nurse 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.





## 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 caregiver.

The Department of Education states that any student whose attendance is below 90% will be considered at risk of not achieving. Parents/Caregivers 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 carnivals and inter-school activities.

Students are expected to attend their classes on time. Punctuality is crucial 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 your 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 result in a loss of Good Standing.

## Compass Attendance Notes

You are able to inform us if your child will be absent via Compass. From the Compass home screen, please select **Add Attendance Note**.

Where possible, attendance notes should be entered prior to the absence/lateness occurring.

Full instructions can be found on the College website:

[coastallakescollege.wa.edu.au/helpful-information/compass](http://coastallakescollege.wa.edu.au/helpful-information/compass)

## Attendance FAQs

### 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.

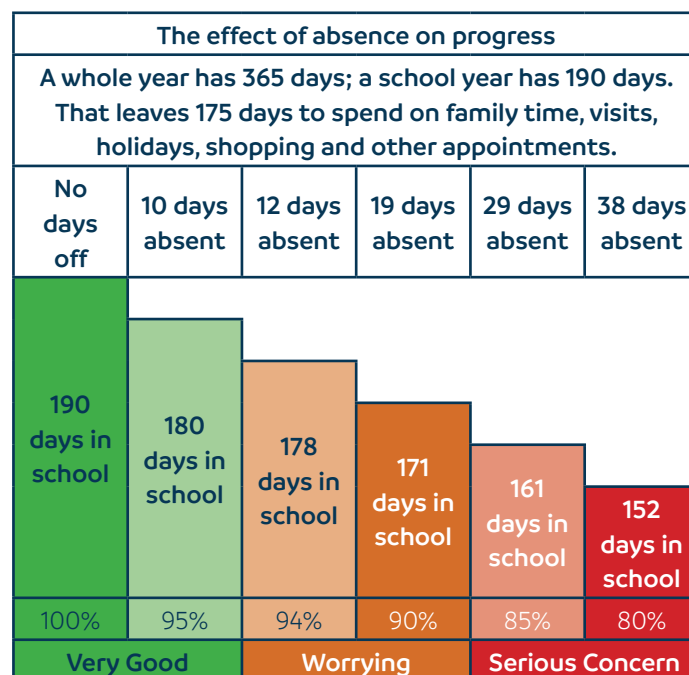


Regular attendance assists students in building friendships, as well as social and communication skills and improves self esteem.

## 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	20 days per year	24 weeks per year	Nearly 8 years





## 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 based on your child's needs.

## When is it *okay* to miss school?

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

An okay 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.

**EVERY  
SCHOOL  
DAY  
COUNTS**

## It's *not okay* 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 parent/caregiver 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).

 9583 2831

 [CoastalLakes.Col.Absentees@education.wa.edu.au](mailto:CoastalLakes.Col.Absentees@education.wa.edu.au)

## College Timetable

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

Session	Time
1	8:30am - 9:34am
2	9:34am - 10:38am
Recess	10:38am - 11:03am
3	11:03am - 12:07pm
4	12:07pm - 1:11pm
Lunch	1:11pm - 1:36pm
5	1:36pm - 2:40pm
<b>School finishes</b>	<b>2:40pm</b>

## Classes

Students in Years 7, 8, 9 and 10 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 are engaged in year-long courses as outlined below.

Course	Sessions per week
Maths	4
English	4
Science	4
Humanities and Social Studies	4
Physical Education	2
Health	1

## 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 information:

[coastallakescollege.wa.edu.au/teaching-learning/extra-curricular-programs](http://coastallakescollege.wa.edu.au/teaching-learning/extra-curricular-programs)

## Year 7 and 8

Students in Year 7 and 8 will also engage in the below courses for 1 semester each year. Students will complete two electives in Semester 1 and two in Semester 2.

- Drama
- Visual Arts
- Music
- Digital Technology
- Language (Auslan)

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 & 10 Electives

In addition to MESH subjects, Year 9 and 10 students participate in a range of electives including:

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

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



## Senior School

At Coastal Lakes College, there are three Senior School Pathways.

- General Pathways
- ATAR Pathway
- Vocational Directions Pathway (VDP)

The ATAR Pathway is for anyone aiming to enrol in a university course direct from Coastal Lakes College.

General Pathway is for students who are pursuing further training or employment directly after school.

The College's Vocational Directions Pathway supports students wishing to undertake a vocational pathway giving them access to TAFE certificate courses as well as workplace learning. VDP students will also have the opportunity to achieve their WACE.

Detailed information regarding Senior School can be found in the Senior School Handbook, available on our website:

[coastallakescollege.wa.edu.au/senior-school/senior-school-handbook](http://coastallakescollege.wa.edu.au/senior-school/senior-school-handbook)

## 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.

At the commencement of the College, the Steering Committee supported a compulsory uniform. When parents/caregivers and students enrol with Coastal Lakes College, a commitment is made to support the uniform policy and promote the College's values.

The current uniform list is shown below.

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

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/caregivers as low as possible.

Where parents/caregivers are experiencing financial hardship, please contact the College.

Currently, the Uniform Shop is on the College site. The opening hours during the school term are:

**Monday** 1:00pm - 3:45pm

**Wednesday** 8:00am - 11:15am

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.

<b>Boys</b>	Coastal Lakes College; • black shorts • and/or black trousers.	Compulsory
	Coastal Lakes College white collared/ buttoned shirt	Compulsory
	Coastal Lakes College; • black softshell waterproof jacket • and/or knitted jumper.	Compulsory
<b>Girls</b>	Coastal Lakes College; • tartan dress • and/or tartan skort • and/or black shorts (girls fit) • and/or black trousers (girls fit).	Compulsory
	Coastal Lakes College white collared/ buttoned shirt (girls fit)	Compulsory
	Coastal Lakes College; • black softshell waterproof jacket (girls fit) • and/or knitted jumper.	Compulsory
	Black stockings/tights - any supplier	Optional
<b>Boys and Girls</b>	Coastal Lakes College; • PE shirt • PE short	Compulsory (only to be worn during PE class, except Year 7)
	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

The following items are examples of what is not acceptable:

- active wear jumpers or hoodies worn under the official shirt or jacket
- excessive jewellery eg: hooped earrings, large bracelets, piercings, facial piercings etc.
- bandannas
- leggings
- Ugg boots
- open shoes

# College Map





## Transperth

### Student 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.

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.

The card also acts as your child's Library card. If students wish to borrow sports equipment at recess and lunch, the card must be provided to the duty teacher.

SmartRider cards are organised through the College Library upon commencement. Parents/Caregivers or Students 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.

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](http://transperth.wa.gov.au) to find out how.

For replacement SmartRider cards there is a \$5 fee payable at the College Administration 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 to be collected from the Library during break times.

### 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](http://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](http://getonboard.transperth.wa.gov.au) and go to the 'Parents' section for more information.

## Parking - Use of Carparks

Carparks at the College are not to be used to pick up or drop off students. When dropping off students, please use the car park on the west side of the oval.

Parents/Caregivers are to use the Visitors' Carpark if they have an appointment or need to visit Administration.

Parking is of a premium at Coastal Lakes College. Students of driving age are able to apply for parking. Application forms can be found at College Admin.

Students who have been granted permission to park, **must** park on the far side of the oval.

## Scooters, Bikes and Skateboards

There are bike compounds 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 or e-scooters 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/caregivers and students to ensure their safety.



**Coastal Lakes College takes no responsibility for lost, stolen or damaged personal items.**

## 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. 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 during wet or hot weather.

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.

Students can contact our Librarian for further information.

## How to borrow books

Students may use their SmartRider to borrow a book for up to two weeks.

SmartRider cards are organised through the College Library upon commencement. The initial card is provided free. Replacement cards can be organised through the College, at a charge.

Further details can be found on [page 17](#).



# 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/caregivers 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/caregiver 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 asks parents/caregivers to respect the Department of Education's, Student Mobile Phones in Public School Policy, and not directly call or message your child during school hours.



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





# Assessment Policies



Coastal Lakes College has two Assessment Policies, a Lower School and Senior School policy. This allows us to ensure that the policies are reflective of the assessments taking place at each stage of schooling.

The policies have been developed to ensure that teaching staff, students and parents/caregivers are aware of their responsibilities in the Assessment and Reporting process.

Assessment and Reporting play an integral role in our teaching and learning programs. They provide a method of monitoring and tracking progress as well as being used as a tool to provide effective feedback to students and parents/caregivers.

The application of the Assessment Policy and Guidelines may vary according to a specific learning area context. Each learning area may have a specific Assessment Policy that sits underneath these guidelines.

Students and their families will be advised well in advance of any adjustments to College or learning area policy.

At Coastal Lakes College it is common practice to label assessments as being **formative, summative or diagnostic**, according to the major purpose of the assessment.

It is important to read the Assessment Policies, to ensure that you and your child are aware of your roles and responsibilities. This is particularly important for Senior School students and their parents/caregivers.

Full copies of the two Assessment policies can be found on the College website:

[coastallakescollege.wa.edu.au/helpful-information/policies](http://coastallakescollege.wa.edu.au/helpful-information/policies)



## What are Contributions and Charges?

Coastal Lakes College follows the Department of Education structure of contributions and charges. Parents/Caregivers are notified prior to the start of the school year of the maximum contributions and charges that may be applied.

Voluntary Contributions are \$235 per year and used to purchase text books, materials and other resources used by students in their every day classes to help enrich the programs delivered.

In addition to the Voluntary Contributions, charges are applied for optional activities such as excursions, academies, competitions, camps etc. Charges will only be applied to students who choose to participate, therefore total costs cannot be calculated for each student until the excursion or activity occurs.

The final cost of charges is always kept to a minimum to ensure students are able to participate.

For optional activities, parental/caregiver permission, and payment, is sought prior to the activity being undertaken.

## Senior School Contribution and Charges

Charges for Senior School are **not voluntary**. These are course costs, outlined in the Senior Handbook when the courses were chosen.

**Course costs must be paid, in full.**

If you have any questions, please contact the Manager of Corporate Services.



# Frequently Asked Questions

## How is Primary School different to High School?

While there are many similarities between primary and secondary school in terms of educational belief and practice, the structure of a secondary school 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/caregivers 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 or House Leader, dependant on your child's House, 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/caregivers as a Principal might have been in primary school. Parents/ Caregivers 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 happens if my child's uniform is wet/damaged/on order?

The College asks that you put a note in your child's diary explaining the issue with the uniform. Students should visit Student Services before 8:30am so that either a loan uniform or pass can be supplied.

## 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](http://coastallakescollege-wa.compass.education).

## What are banned items?

To ensure everyone's safety, items that are an Occupational Health and Safety risk to students, staff or the environment should be kept at home. These include, but are not limited to smoking paraphernalia, vapes, lighters, matches, cap guns, soft drinks, energy drinks, chewing gum, water guns, water balloons, pocket knives and tools, airpods, fast food, personal devices 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.

For a full list, please refer to the College website, for a regularly updated list:

[coastallakescollege.wa.edu.au/helpful-information/policies/banned-items/](http://coastallakescollege.wa.edu.au/helpful-information/policies/banned-items/)

## What time should my child arrive?

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

## 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 will 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/caregiver.

## 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/caregiver to organise a drop off.

Please keep in mind that we have a healthy food policy at the College. Fast food and banned drinks (soft drinks, energy drinks etc) will not be accepted. Please refer to the Healthy Food For School's guide.

## When is the Cafeteria open?

The Cafeteria is open 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:

[coastallakescollege.wa.edu.au/helpful-information/cafeteria/](http://coastallakescollege.wa.edu.au/helpful-information/cafeteria/)

## What if my child is unwell?

A student feeling unwell will be sent to Student Services. Students who require first aid will be assessed and treated by a First Aid Officer.

Students will either return to class, if it is appropriate, or be sent home. Parents/Caregivers will be contacted if there is further concern (such as head injury).

## How can I get a message to my child?

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

The College asks for parents/caregivers to not directly call or message your child during school hours, as this contravenes Departmental Policy.

## 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/caregiver 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/Caregivers 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/Caregivers are required to complete permissions online and pay any relevant costs, via Compass. Students without permissions may be ineligible to attend.

## How can my child change their Senior School Pathway or Course?

Students are only able to change their Senior School pathway or course at these times:

Week 4, Term 1 in Year 11

End of Semester 1 (Year 11 or 12)

End of Semester 2 (Year 11 or 12).







**COASTAL LAKES**  
COLLEGE

*Imagine, Believe, Inspire & Achieve.*

135 Badgerup Avenue Lakelands



9583 2800



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