



PARENT HANDBOOK

*Welcome to
Como*

Welcome to our school

On behalf of the Como's staff and school community, I would like to warmly welcome you to this school. As the most important person in a child's life, you have a significant impact on your son or daughter's experience of school. The best outcomes come from strong, supportive partnership between school and a student's parents or carers. As a school we take pride in our reputation as a friendly, safe and caring school and we highly value parent involvement.

Students and parents new to Como are coming into an environment in which the values of care, integrity, ambition and effort form the basis of a unique culture that we call "The Como Way". It is a protective blanket in which every student matters, every student is given care and respect, and where we don't give up. Teachers are committed to ensuring that every student is making good progress and given an opportunity to shine.

Coming to a new school is challenging in itself, as is adolescence when boundaries are tested, identity is shaped and the groundwork for adult life is being shaped and set in place. Adolescence can be as difficult for parents to navigate as it is for the young person. It is a time when the child is becoming an adult and is striving to develop their independence and make their own decisions. They are seeking to loosen their ties to you as parent and set their own direction. But loosening does not mean cutting ties. They need to retain a strong connection to adults, especially you, and receive good guidance and direction. This is where the school can help. We have a very experienced Student Services team to support you and your child.

In developing the parent-school relationship, the starting point is communication. It is an expectation at this school that teachers will communicate with parents in a timely way on matters of significance, whether it is about something negative, or positive.

Digby Mercer

Principal

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College contacts

Office Hours:	Monday – Friday 8.00 am – 4.00 pm
College Address:	20 Bruce Street COMO WA 6152
Email:	Como.SC.AdminSupport@education.wa.edu.au
College Website:	www.como.wa.edu.au
Telephone:	
COLLEGE:	(08) 9365 2000
THE HUB:	(08) 9365 2011 - Please use this number to report student absences
CANTEEN:	(08) 9450 5499

A School Culture that Promotes Learning

Como Secondary College has consistently been one of Western Australia’s top public schools over the past decade. The school’s success has been the result of changes it made at the turn of the millennium including the establishment of Department of Education endorsed specialist programs in Music, Golf, Hockey and the Enriched Mathematics, Information Technology and Science programs. The school changed its name from Como Senior High School to Como Secondary College and was one of the first public schools to enrol international fee paying students. Our programs have taken advantage of the school’s close proximity to Curtin University, Collier Park Golf Course, the State Hockey facilities, transport hubs and the Central Business District. The development of the surrounding suburbs and Curtin University, and the changing demographics of the area have made Como an increasingly diverse and multicultural school.

Como Secondary College builds promising futures for our students through providing an excellent education and a rich range of curricula and extra-curricula opportunities. Central to the students’ experience is a school culture that promotes learning. The school is driven by the deep belief that every student is capable of successful learning and that it is the responsibility of everyone to ensure that all students progress.



Como Secondary College embraces opportunities and challenges of a rapidly changing world to change lives for the better. Students receive every assistance to overcome obstacles to learning. The school and classroom environments are safe, respectful, tolerant, inclusive and promote intellectual rigour. There is a strong collegial culture of mutual trust and support among teachers and school leaders, and positive, caring relationships between staff, parents and students.

The Como Way

An important part of the social learning at Como is what we call “The Como Way”. We define this as the way the members of the school community choose to interact with each other and with the wider community. It is about how we treat each other and the conscious decisions we make in this regard. The aim is to build a strong, self-regulating school community that is supportive and caring. A key component of this is a school where it is the students themselves who send out the strong message that inappropriate behaviour will not be tolerated and who are proactive in ensuring a safe and caring environment.

The values underpinning The Como Way are care, effort, integrity and ambition.

Care means that we are mindful of the impact of our behaviour. We look after ourselves, each other and the environment.

Integrity is doing the right thing and rejecting behaviour that hurts, isolates or divides. In the face of peer pressure, maintaining integrity and being true to yourself can be difficult for teenagers.

Effort is about striving to make progress in everything we do and being individually and collectively accountable for our learning. Effort means that we overcome setbacks and are determined to succeed. We recognize and accept that mistakes and wrong turns are a part of life, but we learn from our mistakes and become better and stronger as a result.

Ambition refers to setting challenging goals for ourselves and effectively using our time, energy and resources to meet those goals.



Developing solid values is vitally important in adolescence. Adolescence is a time of big physical, social and emotional changes, and changes in relationships. Your child is forming an independent identity and learning to be an adult. This process inevitably involves testing boundaries, taking risks and developing new relationships. A good set of values helps adolescents make the best choices and develop resilience in what can be a tough world.

College Policies

The College has established policies in a number of areas. These policies are created and reviewed when the need arises. Policies are presented to the School Board for discussion. Current policies include:

- Positive Behaviour
- Student Dress Code
- Mobile Phones/electronic devices
- ICT Appropriate Use
- Assessments
- Attendance

The policies can be viewed in on Connect under the Como Secondary College Community.

School Day

	Monday	Tuesday	Wednesday	Thursday	Friday
Start	8.45 AM	8.45 AM	8.45 AM	8.45 AM	8.45 AM
Period 1	8.45 - 9.50 AM	8.45 - 9.40 AM	8.45 - 9.50 AM	8.45 - 9.40 AM	8.45 - 9.50 AM
Period 2	9.50 - 10.55AM	9.40 - 10.35 AM	9.50 - 10.55AM	9.40 - 10.35 AM	9.50 - 10.55AM
Recess	10.55 - 11.20 AM	10.35 - 11.00 AM	10.55 - 11.20 AM	10.35 - 11.00 AM	10.55 - 11.20 AM
Period 3	11.20 - 12.25AM	11.00 - 11.55 AM	11.20 - 12.25AM	11.00 - 11.55 AM	11.20 - 12.25AM
Period 4	12.25 - 1.30 PM	11.55 - 12.50 PM	12.25 - 1.30 PM	11.55 - 12.50 PM	12.25 - 1.30 PM
Lunch	1.30 - 2.10 PM	12.50 - 1.25 PM	1.30 - 2.10 PM	12.50 - 1.25 PM	
Period 5	2.10 - 3.15 PM	1.25 PM - 2.20 PM	2.10 - 3.15 PM	1.25 PM - 2.20 PM	
Period 6		2.20 - 3.15 PM		2.20 - 3.15 PM	
Finish	3.15 PM	3.15PM	3.15 PM	3.15PM	1.30 PM

First Day of the new school year

The beginning of a new school year can be a challenge when deciding what to pack for the first day.

We recommend that students bring only the basic essentials, including:

- Pencil case
- Notepad
- Lunch or money to order lunch

Students are to assemble in the Year 7 Quad. A Welcome Bell will sound and students will move toward the gymnasium for a full school assembly. At the conclusion of the assembly students will begin classes as per their timetable which they will receive during the assembly. Senior students and staff will be on hand to direct.

Once students have their timetable, it will be easier from Day 2 to include the books or sports uniforms required for each day's classes. Please ensure all items are clearly named. Students are encouraged to pack their bag in the evening ready for the following school day.

SMART RIDERS

- Year 8-12 students should have their Smartriders from the previous year. All Year 7s will be issued with their Smartriders when the College receives them. This will take a couple of weeks. Transperth bus drivers are aware of this and should allow students in uniform to pay the student fare.
- Replacement Smartrider Cards cost \$5.00 which can be paid at the HUB

What courses will my child study?

Como has a wide range of programs focussed on the needs and characteristics of individual students. They range from those designed to challenge and extend academically capable students to programs which assist and support students to overcome individual learning obstacles.

Years 7-10

In Years 7-10 students study the following courses as required by SCASA.

Mathematics	English	Science
Languages (French & Indonesian)	Technologies	The Arts
Health & Physical Education	Humanities and Social Sciences	

Year 9 – 10

Students are offered the opportunity to complete courses in a diverse range of courses from The Arts, Health and Physical Education, Languages and Technologies learning areas. The choices available offer students the chance to develop their interests and skills. Courses in The Arts, Health and Physical Education and Technologies last for one semester.

Years 11 – 12

The Senior School curriculum is based on providing students opportunities to achieve the West Australian Certificate of Education (WACE). The WACE is a certificate recognised nationally in the Australian Qualifications Framework (AQF). It signifies that a student has successfully met the breadth and depth standard, the achievement standard and the literacy and numeracy standard in their senior secondary schooling.



Absences

If your child is going to be absent from school, you must contact the College. Please advise us by one of the following methods:

- Text message: 0419 933 204
- Phone: 9365 2011
- Online via Connect

Extended Absences

Parents are encouraged to give the school as much notice as possible of a proposed extended absence by emailing the principal with the details of the absence. The principal has the discretionary power to authorise leave of absence during school time if there are extenuating or compassionate reasons that justify the absence.

Punctuality

It is important that students do not miss out on the vital lesson introduction. Punctuality and regular attendance maximise the learning opportunities and environment for all. Students should arrive at College in sufficient time to place lunch orders at the canteen (if necessary), to organise their books and equipment, visit lockers and to complete other activities before arriving to their class prior to 8.45am. Students are expected to move quickly from one class to the next between periods. If a student arrives after 8.45am they must sign in at the Hub and will be issued a 'Late Note'. This late note is very important for the student to be admitted to class. Absence is often an indicator of other issues of concern regarding student success and well-being. The College works closely with families and needs parental support in ensuring regular attendance at College. It is not okay to stay away!

The Hub

Students must go to the Hub if they:

- Miss a scheduled period or class: sign-in, provide note explaining absence.
- Arrive after 8.45am: sign in, provide note explaining lateness, collect late note for classroom teacher.
- Leave College grounds for an appointment: provide note explaining reason for departure and sign-out.
- Sign in or out for trade Off periods.
- Lose class timetable and require a new one: a charge of 50c applies for copies.

Canteen

The canteen is operated by the College's P&C. The menu has been designed to follow the Department of Education's Healthy Food and Drink Policy, which supports and promotes healthy eating in students. The canteen is open every day before school, at recess and lunch and provides a variety of food and drinks. EFTPOS is available at the canteen. The latest menu can be viewed at: <https://www.como.wa.edu.au/coming-to-como/school-essentials/>

Student Support

At Como, we believe it is the responsibility of our teachers to partner with our students to ensure that they advance through their education supported with strong Pastoral Care. The inclusive



environment that is fostered at the school promotes mutual respect and stimulates individual student ambition through intellectual rigour.

The College Student Services team includes a Deputy Principal, Student Services Manager and Year Coordinators across each year level. These staff are supported by a Youth Worker, Psychologist, Chaplain and Nurse who provide specialist support to students to ensure students' physical, social and emotional wellbeing.

Chaplain

For many students and families, high school life can be difficult and confusing as both students and parents face new challenges. One of the roles of the Chaplain is to encourage and support members of the College community as they come to terms with these challenges. As part of the Student Services team, the Chaplain works together with the Year Coordinators, the Psychologist and the Nurse. One of the key elements of the Chaplain's role is to be accessible to members of the community to discuss and assist in a broad range of areas, including issues such as bullying and teasing, through to personal, family and relationship issues. Appointments to see the Chaplain can be made discreetly at the Chaplain's Office.

Note: Student contact with the Chaplain is entirely voluntary.

Youth Worker

The Youth Worker is there for all students, not just students at risk, although the latter are an important focus. The Youth Worker is responsible for planning, organising and carrying out programmes designed to facilitate the personal, social and emotional development of young people between the ages of 11-18.

College Psychologist

Our School psychologist helps with the social, emotional, learning and behaviour needs of students. Working closely with the school administration, teachers, students and parents, school psychologists help schools make improvements that are good for all students, particular groups of students or individual students. Students may self-refer or may be referred after consultation with parents.

Health Centre

The Health Centre is open when the School Nurse is on site. When the Centre is open, students may access it at recess and lunch time without needing permission. If a student wishes to go during class time, permission with a note written in the College diary by their supervising teacher is required. If the Nurse is not available, students should see another member of the Student Services team or a Deputy Principal.

Medical Action Plans

Students with specific health care needs are required to have a Student Health Care Plan. Parents are requested to complete one or more of the departments standardised Student Health Care Plans which will state the care and medication that may be needed in order to support the student while at school or on an offsite excursion.

It is important that medical information is kept up to date for our school records. In order to do this the health care plans will be sent out at the start of each year and are to be returned to the

administration office as soon as possible. Such plans are for students with Anaphylaxis, Diabetes, Epilepsy and Asthma.

Students who are unwell at school

Please do not send your child to school if they are unwell. Students who become unwell at school must report to the School Nurse or Student Services. Parents will be contacted and arrangements will be made for collection of the student from the Administration Office. At no time should your child contact you via a mobile phone to come and collect them. All contact should be via the College telephone number (9365 2000).

In an emergency, you should endeavour to take immediate responsibility for your child. If you or your nominated contact is unavailable, all reasonable measures will be taken to ensure medical attention is given as soon as possible. For this reason, it is very important that your contact details are kept up to date.

Ambulance: If there is a medical emergency, parents/ guardians are expected to meet the cost of an ambulance.

Important Health Messages for Students

Unbreakable drink bottles of water are permitted in class and especially in warmer months it is important that water is drunk regularly. SunSmart - students are reminded that it is important to wear a hat when outside (including recess and lunch) and to apply sunscreen. Sunscreen is available from the Nurse, Physical Education Teachers and Student Services and outside the staffroom and Performing Arts building.

Como Secondary College is an Asthma Friendly School

As part of the Asthma Friendly School Program, potential asthma triggers need to be minimised within the College so students are to use roll on deodorant rather than an aerosol product.

College Uniform

The College community has endorsed the implementation of a Dress Code as it enhances a sense of belonging, focuses students when at school and assists with the identification of visitors.

Every day wear

White short sleeved Polo with school logo - Lower School (Yrs 7-10) Royal blue collar

White short sleeved Polo Lower School Royal blue collar with school logo and embroidered with specialist program under school logo - Golf, Hockey, Emits or Music

White short sleeved Polo with school logo - Upper School (Yrs 11-12) Ink collar

White Long sleeved shirt

Navy blue skirt - with inbuilt shorts

Tartan skirt with inbuilt shorts

Long Navy Skirt

Navy trousers (girls)

Navy blue track jacket with school logo

Navy blue track pants

Cap or hat

Sports uniform

Light blue short sleeved Physical Education Polo with school logo

Navy blue School Shorts / PE shorts

PE Trousers

Footwear

Closed footwear is required for health and safety reason, therefore, thongs and sandals are not permitted.

In addition, students may wear:

Back or navy blue stockings or tights under the skirt or shorts

White long sleeved tops beneath their white polo.

Year 12s only – current Year 12 leavers' jacket.

However, students are not permitted to wear:

Hoodies of any description

Any t-shirt except white under their white polo

Any windcheater, jacket or jumper that does not carry the CSC logo

Leggings

Denim clothing is not allowed at school as per the Department of Education policy (for further information please visit: www.det.wa.edu.au/schoolsandyou).

For ordering information, please see the Uniform Ordering section on the website:

<https://www.como.wa.edu.au/coming-to-como/school-essentials/>

Uniforms are available from the Nell Grey Uniform Concepts Superstore, 30 Kembla Way, Willetton WA 6155. Ph: 9270 4669.

Voluntary Contributions and Charges

Voluntary contributions, compulsory charges and approved funding paid by parents and guardians are used to purchase text books, materials and other resources used by students in their everyday classes.

All contributions and charges assist in providing an educational program that meets the requirements of the Western Australian Curriculum and comply with the guidelines issued by the Department of Education and the School Education Act.

The College community is appreciative of the financial support given by parents and guardians which enables staff to continue to offer quality educational programs.

Payments can be made via Qkr! or at the Administration Office by cash, EFTPOS, credit card, or by direct deposit into the College's bank account:

Account Name: Como Secondary College

BSB: 066 102

Account #: 0090 3523

Reference: Student Name

Payment plans are welcomed. Please contact the College to make arrangements.

Secondary Assistance Scheme

The State Government, through the Department of Education provides financial support to eligible parents through the Secondary Assistance Scheme (SAS). The aim of this scheme is to assist low income families with secondary schooling costs.

The allowance consists of two components: \$115 Clothing Allowance paid directly to the parent/guardian or the school; \$235 Educational Program. Allowances are paid directly to the school and are taken as payment for the Voluntary Contribution.

Application is made by parents or guardians of students enrolled in Years 7 to 12 up to and including the year the student turns 18 years of age. (not eligible if born in 1996 or before).

Parents/guardians must hold one of the following cards:

- Department of Human Services (Centrelink) Health Care Card
Card holder must be parent/guardian. Claims cannot be made by a parent using a student's card (i.e. the student may hold a card for disability purposes)
- Department of Human Services (Centrelink) Pensioner Concession Card Student name should be listed on the card.
- Department of Veterans' Affairs Pensioner Concession Card Health Pensioner Card, TPI / TPI Gold Cards or State Cards cannot be accepted as they are issued for medical benefit purposes only.

The card must be current during first term. Application must be in person. Forms are available from Administration Office at the College. Applications close at the end of Term 1. Any application received after this date will not be accepted.

Camps, Excursions, Incursions and Tours

Camps and excursions are an important part of the educational experiences of our students. In most cases, the camp or excursion will be an integral part of the course. It is our policy to obtain parent permission for all camps/ excursions/tours, along with payment in full of all associated costs prior to students' attendance. Without parent permission, students cannot attend a camp or excursion. When attending camps or excursions, students are to abide by the College rules and wear school dress, where appropriate. Parents may make payments using Qkr. The Qkr app can be found at <http://como.wa.edu.au/about/qkr/>

As part of the College's Good Standing Policy, some children may not be permitted to participate in extracurricular camps or excursions/incursions.

Personal Items (Stationery/Booklist)

The family of every student will receive a fully detailed list of the charges associated with their chosen program. This schedule will include:

- Any textbooks that need to be purchased and their listed recommended retail price
- The charges associated with each course selected
- Any other compulsory charges levied by the College
- Any voluntary contributions approved by the College Board

The Booklist and schedule of charges is emailed to families by the end of the school year.

School Bus Service

Transperth provide bus services for many of our students. Safety and courtesy is of paramount importance for students using public transport and parents/guardians are asked to reinforce these rules with their child. To find more about these services please contact Transperth Info Line: 13 62 13 or try Journey Planner on the Transperth website at <http://www.transperth.wa.gov.au>.

Smartrider Cards are issued through the Hub when they arrive from Transperth. For any other issues concerning Smartrider Cards (eg replacement), please contact the Hub.

Students riding or driving to school

The College has a dedicated bike rack area that is monitored. If your child does ride a bicycle to school, it is important that it is in a roadworthy condition, and children wear a helmet. To keep bicycles safe, they need to be locked to the bike racks and not accessed during school hours.

A number of our senior school students are already driving or intend to drive to school. Students who drive to school must accept the responsibility and conditions that go with it. To ensure that all involved are aware of these requirements, student drivers and a parent/guardian and, where appropriate, a parent/guardian of any passengers, are required to sign a Parent Permission and Student Agreement Form. Vehicles must be parked in the clearly designated "Student Parking" area accessed via Bruce Street. This area is out of bounds during the day as is the use of cars and scooters during recess or lunchtime.

Communication

We are very keen to keep our community informed about everything that is happening at the College. We encourage feedback from our College community. We hope to achieve this by encouraging parents to:

- Read our newsletters—twice a term a digital newsletter is emailed to families and for those without internet access, there are paper copies at Administration.
- Speak to teachers, Year Coordinators, Head of Learning Areas, Deputy Principals or the Principal by calling the College on 9365 2000 and making an appointment.
- Log on to Connect. Connect is an excellent way to communicate with your child's teacher, allowing a direct link to email. Connect allows parents/students to download learning support materials and tasks to be completed. It also provides a means to track student progress with tests and assignments. If you would like to register for Connect, contact the Administration Office for details.
- Attend the P&C Meetings held on the second Monday of every month (during College terms) commencing at 7.30pm in the ELICOS Conference Room. Your input is highly valued.
- Attend our parent information nights
- View our website
- Email staff

The College Board

College Board work together with the College to achieve the best outcomes for students. Their functions are covered by legislation and the elected members include parents, staff, and students in secondary settings. Nominations are called in the College's newsletter during February to fill vacancies at the AGM in March. Members of the community may be invited to join to add depth of knowledge to the Board. The functions of Boards are prescribed by the School Education Act 1999 and the School Education Regulations 2000 as follows:

Take part in:

- establishing and reviewing the College's objectives, priorities and general policy directions
- planning financial arrangements necessary to fund those objectives, priorities and directions
- evaluating the College's performance in achieving those objectives, priorities and directions
- formulating codes of conduct for students at the College
- the selection of, but not the appointment of, the school principal or any other member of the teaching staff if prior approval is given by the Regional Executive Director

Approve of:

- a charge or contribution determined by the principal for the provision of materials, services and facilities
- the costs determined by the principal to be paid for participation in an extra cost optional component of the College's educational program
- the items determined by the principal to be supplied by a student for the student's personal use in the College's educational program.

Parents and Citizens Association

Como has a very active P&C Association, which meets the second Monday of the month during term time at 7.30pm in the ELICOS Conference Room. Meetings are usually no longer than two hours and provide an excellent forum for keeping abreast of College activities. All parents are encouraged to attend the P&C meetings to support the College and help provide the best possible education for its students. The Annual General Meeting of the P&C is held each March when office bearers for the following year are elected. P&C membership only costs \$1 per year and entitles members to vote on P&C initiatives.



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