



**Mount Barker**  
Community College



# PARENT HANDBOOK

# Table of Contents

Welcome to Mount Barker Community College	3
Our Values	4
Meet our Leadership Team	5
Communication	6-7
Bell Times	8
Student Attendance	9
Late Notes and Leave Passes	10
Uniforms	11
Positive Behaviour Support	12-13
Mobile Phone Policy	14
Recognition of Excellence at MBCC	15
Contributions and Charges	16
Events, Excursions and Incursions	17
Student Services	18 - 20
Community Involvement	21 - 22
Families and Volunteers On-Site at MBCC	23
College Map	24

# Welcome to Mount Barker Community College

Established in 2008, Mount Barker Community College was created from a strong community belief that students would thrive in a single K–12 learning environment. The college was formed through the merger of Mount Barker Primary School (est. 1921) and Mount Barker Senior High School (est. 1962).

As a rural campus, MBCC serves a diverse community spanning a 70 km radius. We offer learning opportunities from pre-kindergarten, supported by the on-site Child Health Centre, through to individualised senior-school pathways. Our Registered Training Organisation status enables us to deliver VET qualifications on our College farm, in our Trade Training Centre, and through School-Based Traineeships.

Our community plays an active role in supporting students through partnerships and workplace experiences. We are proud of our cultural diversity, reflected in our growing multicultural student population and our deep connection to the local Noongar heritage.



# Our Values



## Together We Strive

The whole college community shares values and works in partnership to achieve success for all.

---

## Excellence

Quality teaching and learning is expected, recognised, and celebrated for all.

---

## Belonging

Fostering strong caring relationships in a safe and inclusive environment where we all feel encouraged, respected and valued.

---

## Community

A culture where our college and community are interconnected to benefit all.

# Meet Our Leadership Team



**Janine Keall**

*Principal*



**Pamela Felton**

*Associate Principal - Year 10 to 12*



**Callum Gribble**

*Associate Principal - Year 7 to 9*



**Rebecca Smyth**

*Associate Principal K to 6*



**Peter Dines**

*Deputy Principal K-6*



**Sasha Claughton**

*Deputy Principal K-6*

To reach any of our staff members, please contact the office, and they will connect you with the appropriate person.



# Communication



## Connect - Year 7 to 12

Connect is an online platform created by the Department of Education for staff, students and parents. It is used to deliver educational content through an online classroom. Students can share their learning and submit assignments from anywhere at any time.

### Key Features of Connect:

- Provides easy access to important information, including reports, assessment results, and attendance records;
- Ensures families are kept informed of essential updates.

### To access Connect:

Download Connect Now from the Apple App Store or Google Play.

Obtain login details from our helpful office staff.



## Compass

Compass is our school management system that allows parents and carers to access up-to-date information about MBCC and your student's progress. Compass includes many different features, including the ability to:

- Monitor your student's attendance, and enter an explanation for absence or lateness;
- Communicate with your student's teachers, and update your family contact details;
- View your student's timetable and the school calendar;
- Provide consent and pay for events.

### To access Compass:

Download the Connect Now app from the Apple App Store or Google Play.

Obtain login details from our helpful office staff.

# Mount Barker Community College

Phone: (08) 9851 5800

Email: [MountBarker.CC@education.wa.edu.au](mailto:MountBarker.CC@education.wa.edu.au)

Absentee Email: [MountBarker.CC.away@education.wa.edu.au](mailto:MountBarker.CC.away@education.wa.edu.au)

## Teacher Meetings

We value open communication with families and appreciate your support and feedback. If you have any questions or concerns, please make an appointment so we can find a time that suits everyone, ideally during staff non-contact time. This ensures the teacher can give you their full attention and achieve the best outcome for your child.



ClassDojo is used in the K-6 school area to share learning moments through photos, videos, messages, and more. Families can join by signing up for a parent account on ClassDojo. You can use it on any device. It's a simple, free mobile app for iOS and Android, and can also be accessed from your computer.



## Facebook

Mount Barker Community College's Facebook page is a great place to stay informed about what is happening at MBCC. From celebrating our students' achievements to keeping you in the loop with updates and upcoming events. Join the fun and follow us.

Facebook @MountBarkerCommunityCollegeWesternAustralia



## Newsletter

Our fortnightly newsletter showcases various college events, achievements, the term planner and includes updates from our Principal. The newsletter is sent via Compass to your email, phone and can be found on our website.



## College Website

Our website is a central source of information for parents, students, staff, and community members of Mount Barker Community College. It provides access to our college calendar, newsletters, and showcases our diverse college community. Explore the website for opportunities and resources supporting student growth and community connections.

<https://mountbarkercommunitycollege.wa.edu.au>



# Bell Times

## Monday, Tuesday, Thursday and Friday

Period 1	8:50am - 9:55am
Period 2	9:55am - 11:00am
Recess	11:00am - 11:20am
Period 3	11:20am - 12:25pm
Lunch	12:25pm - 1:00pm
Period 4	1:00pm - 2:05pm
Period 5	2:05pm - 3:10pm

## Wednesday

Please note that on Wednesdays, there are changes to the bell times, and we have early close. This adjustment is made to accommodate form classes for our high school students, and time for professional development and staff meetings in the afternoon.

	K - 6	7 - 12
Form	No form	8:50 - 9:05am
Period 1	8:50am - 9:55am	9:05am - 9:55am
Period 2	9:55am - 10:50am	9:55am - 10:50am
Recess	10:50am - 11:10am	10:50am - 11:10am
Period 3	11:10am - 12:05pm	11:10am - 12:05pm
Period 4	12:05pm - 1:00pm	12:05pm - 1:00pm
Lunch	1:00pm - 1:35pm	1:00pm - 1:35pm
Period 5	1:35pm - 2:30pm	1:35pm - 2:30pm



# Student Attendance

## How to Report an Absence

If your child is absent, please notify the college by one of the following methods:

- Respond to the text message link sent to your phone
- Use the Compass App
- Email: [mountbarker.cc.away@education.wa.edu.au](mailto:mountbarker.cc.away@education.wa.edu.au)
- Phone: 9851 5800

We follow up on all unexplained absences, which may be done via phone call, email, or letter home. For ongoing or extended absences, a medical certificate is required.

## Attendance Expectations

While enrolment in Kindergarten is optional, once your child is enrolled, attendance during allocated school days is required. Regular attendance helps establish positive routines and supports children in developing confidence, social skills, resilience, and teamwork. Consistent attendance also allows students to reinforce their learning and fully grasp new concepts, optimising their overall learning experience.

## When to Keep Your Child Home

Your child may wish to attend school when they are unwell, but we rely on you to ensure they are well enough to benefit from attending and not at risk of infecting other children or staff. Children generally recover more quickly when given time to rest at home.

As a general guide, if your child is unwell or has symptoms such as fever, vomiting, or diarrhoea, please keep them home for 24 hours after symptoms have fully resolved.

# Arriving Late and Leaving Early



## Late to school?

Students who arrive late to school must get a late note. They can collect their late notes at the Student Services office, while parents or guardians can request late notes from the Front Office. The late notes should then be given to the classroom teacher.

## Leaving early?

If a student needs to be picked up during school hours, K-6 families should visit the Front Office for a leave pass.

Students 7-12 can sign out through Student Services with permission from their parent or guardian.



# College Uniform

Our Mount Barker Community College uniform was created together with our students, families, and College Board to reflect our shared values and school spirit. Wearing the uniform helps students feel part of our community and encourages pride, confidence, and a positive attitude toward learning. Uniforms can be purchased from Duggins, 33 Lowood Road, Mount Barker. Please make sure all items are clearly labelled with your child's name.

## K - 6 Uniform

- Black pants, skirt, skort or shorts
- Red polo shirt with logo
- Faction shirt (sports)
- Red checked dress (K-3)
- Red fleece jumper
- Black and red hoodie with logo
- Black and red zipper jacket with logo
- Red bucket hat
- Enclosed shoes/backed sandals with non-slip soles

## Formal Uniform

- Black formal pants, skirt with stockings
- White collared shirt
- College blazer with logo
- Black leather shoes

## 7 - 12 Uniform

- Black shorts, skirt, skort or pants
- Red and black polo shirt with logo
- Black and red hoodie with logo
- Black and red jacket with logo
- Black bucket hats
- Year 7 - 12 students should bring a change of clothing for P.E
- Mouth guards for contact sports
- Enclosed shoes with non-slip soles

## Trade Training Centre Uniform

- Long sleeve cotton workshirt
- Long cotton pants
- Work boots

## K - 6 Sun Safety: "No Hat – No Play"

Every child from Kindergarten to Year 6 must wear a hat during Terms 1 and 4 as part of the school's "No Hat – No Play in the Sun" policy. Please ensure your child wears the red school hat, issued by the P & C Association, and that it is clearly labelled with their name.

Please note:

- Discrete jewellery may be worn, subject to safety considerations.
- In practical areas long hair needs to be tied back or suitable headwear worn.
- Students must wear non-flammable clothes and relevant PPE for Technology, Farm and Science areas where there is machinery, heat, chemicals, or open flame.



# Positive Behaviour



At Mount Barker Community College, we pride ourselves on supporting personal excellence in our students, and we are active in seeking opportunities for enrichment through clubs, camps, excursions, incursions, and community service.

We place great value on our students feeling safe and included as we strive to enhance their learning journeys through a range of experiences both in and beyond our college environment.

With opportunities come responsibility and for this reason, students at our college need to embrace Good Standing and our expected PBS Behaviours and strive to achieve their personal best.



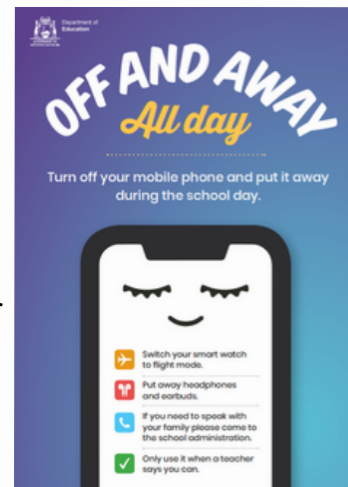
<b>MBCC Behaviour Expectations</b>	<b>Be Your Best</b> <i>Confidence</i>	<b>Be Resilient</b> <i>Persistence</i>	<b>Be Responsible</b> <i>Organisation</i>	<b>Be Respectful</b> <i>Getting Along</i>
<p><i>In our College and community we...</i></p>	<ul style="list-style-type: none"> <li>participate in all activities to the best of our abilities</li> <li>are good role models</li> <li>seek to improve</li> <li>demonstrate a "You Can Do It" attitude</li> </ul>	<ul style="list-style-type: none"> <li>recognise and manage our emotions</li> <li>accept that there is more than one way to succeed</li> <li>maintain an optimistic approach to challenges</li> <li>join in community events</li> <li>rise above / ignore / seek support for online trolling</li> <li>try new things</li> </ul>	<ul style="list-style-type: none"> <li>choose to behave safely and report unsafe behaviour to protect others</li> <li>take care of our well-being</li> <li>stay in our designated areas</li> <li>put our rubbish in the correct bin</li> <li>return items to the correct location and in the same condition</li> <li>follow bus and road rules</li> <li>follow game rules</li> <li>use technology, including social media, appropriately</li> </ul>	<ul style="list-style-type: none"> <li>acknowledge traditional custodians of our land</li> <li>accept and celebrate differences</li> <li>listen attentively to others</li> <li>follow staff instructions promptly</li> <li>follow College dress code</li> <li>keep noise at an appropriate level</li> <li>treat College property and the natural environment with care</li> <li>follow venue rules and procedures when representing the College</li> </ul>
<p><i>In our classroom we...</i></p>	<ul style="list-style-type: none"> <li>set goals and strive to achieve them</li> <li>take pride in our work</li> <li>stay on task and complete work in the set time</li> <li>seek feedback and act on it</li> </ul>	<ul style="list-style-type: none"> <li>remain calm and positive in all situations</li> <li>collaborate and cooperate effectively</li> <li>persevere and never give up</li> <li>show patience</li> <li>celebrate everyone's achievements</li> </ul>	<ul style="list-style-type: none"> <li>arrive on time</li> <li>bring essential equipment</li> <li>submit our own work on time</li> <li>are organised and ready to learn</li> <li>adhere to "off and away all day" (devices)</li> </ul>	<ul style="list-style-type: none"> <li>are polite and courteous</li> <li>use appropriate and respectful language and tone</li> <li>are considerate of others</li> <li>care for ourselves and our belongings</li> <li>support everyone's right to learn</li> </ul>

**Doyntj-Doyntj Ngalak Warn Kobadjil\***  
*"Together We Strive"*

# Mobile Device Policy

Mount Barker Community College discourages students from bringing mobile phones or smartwatches to school. The Department of Education only permits their use in public schools for medical reasons or teacher-directed educational purposes, including the use of headphones.

If a parent provides a device for safety reasons, it must not be used during the school day. For safe storage, secondary students may hand their devices in at Student Services, while primary students can hand their devices to their teacher. Students who choose not to use this option do so at their own risk, and the school accepts no responsibility for lost, stolen, or damaged items.



Families can contact students by calling the Front Office to leave a message. Students who need to contact parents urgently may do so at the Front Office with permission from staff.

## Expectations

- All devices must be turned off or set to aeroplane/school mode upon arrival at school.
- Students are encouraged to hand in devices to Student Services for safekeeping.
- If a student is found using a mobile phone or a smart watch during the school day, the device will be confiscated and taken to Student Services for safekeeping.

## Breaches of Procedure

### First and Second Breach:

- The student must hand their device to the staff member immediately.
- The staff member will deliver it to Student Services, where it will be logged.
- The student may collect the device at the end of the day.

### Third and Subsequent Breaches:

The same process will apply.

- A parent or guardian will collect the device from Student Services.
- The device will not be returned directly to the student.
- Repeated breaches may result in further consequences and/or loss of privileges.

## Serious Misuse

Any student found using a mobile phone or smart watch to record, share, or upload images or videos of students, staff, or parents on school premises may be suspended.

Failure to surrender a device when instructed will result in escalation to the relevant Associate Principal for follow-up.

# Recognition of Excellence at Mount Barker Community College

At Mount Barker Community College, we are proud to celebrate and acknowledge student and staff achievement throughout the year. Students who demonstrate excellence in academics, sport, community service, leadership, or the arts are recognised at special assemblies and school events to highlight their contribution to our school and wider community. If you know of an individual who is kicking some goals, please let us know so we can acknowledge them!

Excellence Awards can be recommended by anyone, and our PBS Committee carefully reviews all nominations. If the nomination meets the criteria, the award will be presented at a special assembly. Students who receive an Excellence Award are presented with a certificate and a special badge; there are four badges to collect, celebrating ongoing achievement and commitment.



While recognition occurs regularly, two notable annual events provide special opportunities to celebrate student success:

- **Speech Night**, which honours the achievements of our Year 7 to 12 students and farewells the graduating Year 12 class.
- **Year 6 Graduation**, which celebrates the accomplishments of our P to 6 students.

Both events are held in Week 10 of Term 4. Families of students receiving awards or prizes will be notified by Week 9 and invited to attend these important community celebrations.

In addition, students may be eligible to apply for various internal and external scholarships. Information about scholarships is advertised on Compass, Facebook, newsletters, and on our website. You can find out how to apply for scholarships and Excellence Awards on our website.

Together, these awards and events reflect Mount Barker Community College's strong culture of encouragement, pride, and recognition of excellence in all its forms.

# Contributions and Charges

Each year, Mount Barker Community College publishes a Contributions and Charges Booklet, which outlines the costs associated with educating our students. These contributions directly support the delivery of quality educational programs and enhanced learning opportunities.

We strongly encourage families to make payments, as this funding is vital for resourcing classroom activities, materials, and specialist programs. In addition to these contributions, compulsory charges may apply for electives and programs that require specific consumables or additional resources beyond the core curriculum.

Statements detailing the upcoming year's charges will be issued to families by 1 December. All Contributions and Charges are approved by the College Board and made available two months before the start of the school year to allow families time to plan. You can find our Contributions and Charges Booklet on the college website.

## Payment Options

### CompassPay

CompassPay allows families to make payment for excursions and events via the Compass App.

### Electronic Funds Transfer

Payments can be made via EFT to the following account:

Account Name: Mount Barker Community College

BSB: 633 000

Account Number: 115 451 163

Reference: Student surname/fees (or surname/reason for payment)

### Cash or EFTPOS

- Payments can be made in person at the Front Office or Student Services.
- We also accept credit card payments over the phone by calling 9851 5800.

### Payment Plans

Families are welcome to set up a payment plan by completing a Direct Debit Authority Form or arranging a personalised schedule with our Student Services team.



# Events, Excursions and Incursions

MBCC students have many opportunities to participate in events - even travel internationally! Event details are shared on Compass, where families can provide consent, decline participation, and make payments (if required).

## Primary School

In the primary years, students are automatically included in events relevant to their year level, such as carnivals, excursions, and incursions. Information is shared in advance so families can provide consent and prepare for the day.



## Secondary School

As students move into secondary school, they take on greater autonomy and responsibility for getting involved. Some events include all students, while others are opt-in and require students to nominate by a set deadline. We encourage students to show initiative and get involved in activities that interest them; it's a great way to build confidence, friendships, and school spirit.

### Here's what students need to know:

**Be Responsible** – Take charge! If you'd like to participate, sign up before the deadline. Teachers are always happy to answer questions.

**Be Resilient** – Some events have limited places or may prioritise older students. If you miss out this time, there's always next year!

**Be Your Best and Be Respectful** – Whether in class, on an excursion, or during an incursion, represent yourself and our College positively.

### How Secondary Students Hear About Events:

- Teachers share details and reminders in class
- Flyers and sign-up sheets are displayed in classrooms and on the Phys Ed Office windows
- Student notices include updates and reminders



### How Families Can Stay in the Loop:

- Check Compass regularly and provide consent as soon as possible
- Visit the College Calendar on our website; you can even subscribe so events appear on your phone or computer
- Chat with your child about upcoming opportunities and encourage them to get involved
- Contact us if you need information

Thank you for partnering with us to support student participation, confidence, and growth!

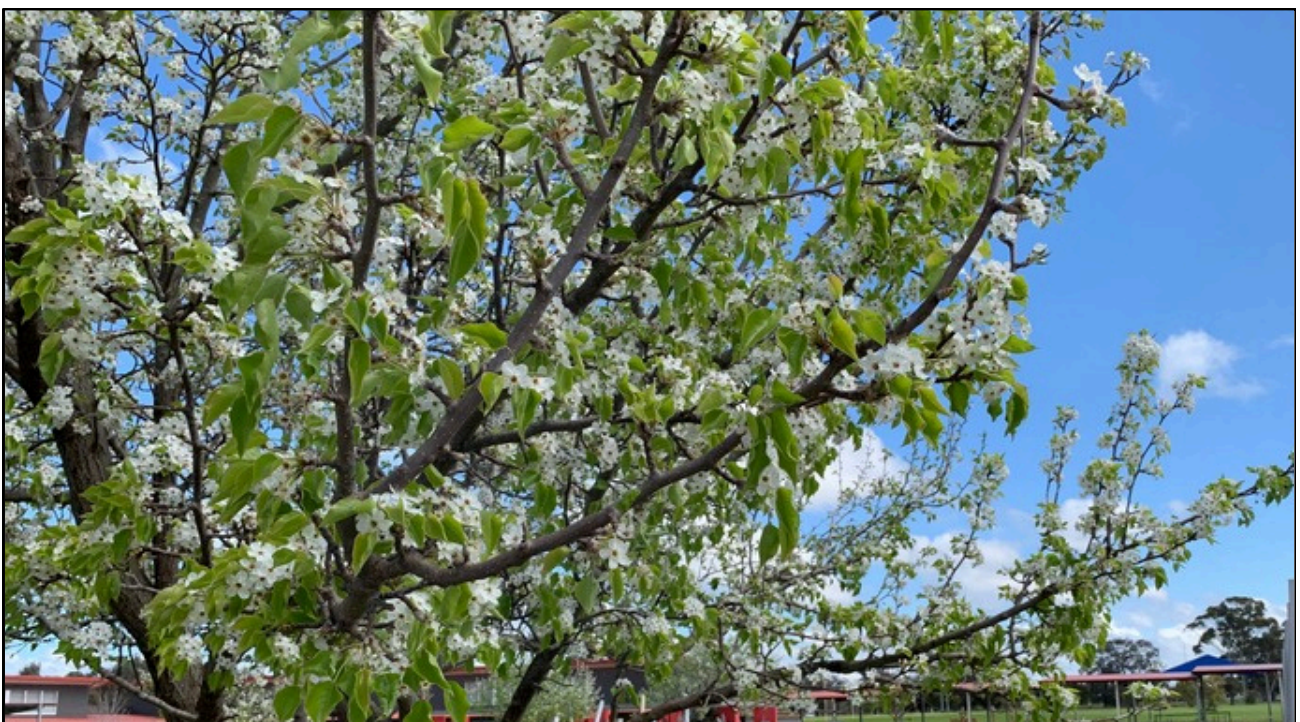
# Student Services

The Student Services team is important to enhancing the school experience for our students. Committed to helping students achieve their full potential, the team focuses on supporting their social, emotional, mental, and educational well-being.

The MBCC Student Services Office serves as the primary point of contact for students in need of assistance. Staffed by knowledgeable, caring professionals from the Student Services team, it addresses various student and family needs. The services provided include:

- Lost property
- Timetable printing for students
- Managing attendance records
- Communicating with parents/carers regarding student health, messages, or unexplained absences
- Offering general health and well-being support for students
- Connecting students and parents with relevant resources for a positive school experience

The Student Services team also comprises a College Psychologist, Secondary School Nurse, Primary School Nurse, College Chaplain, Aboriginal and Islander Education Officers (AIEO), and administrative staff. Together, we create a strong support system for our students. To get in touch with anyone on the team, please phone 9851 5800.



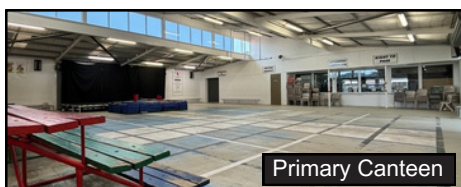


## Booklists

During Term 4, the booklists for the following year will be available on our website and in paper form from the Front Office. Details of how to order will be on the forms provided.

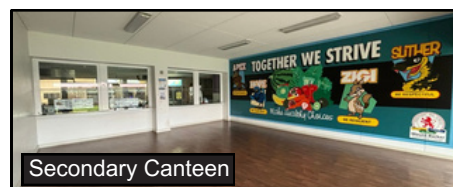
## Barker Bites Canteen

The Mount Barker Community College Barker Bites Canteen provides a range of food choices for recess and lunch. The best way to place a lunch or recess order is through the Spriggy Schools app or website. Food is delivered to classrooms for students from Kindergarten through to Year 3. Students in Year 4 and above can collect their orders from our friendly canteen staff.



Primary Canteen

Spriggy Schools



Secondary Canteen

## The Frances Wright Library



The Frances Wright Library is open from Monday to Friday, from 8:30am. Explore our library resources anytime through the online Oliver Library Catalogue, accessible 24/7 via our website.

During operating hours, library officers are available to assist with book selection, borrowing, and general inquiries.

In addition to book borrowing services, the library offers computer access, private study areas, video conferencing facilities, and SIDE lessons.

Aside from fiction, non-fiction, and reference materials, the library provides current curriculum-related resources, a collection of comics and popular magazines, and a variety of quiet games and activities for students to enjoy during lunchtime.



# Administration of Medication

To ensure the safe administration of medication while students are in our care, school staff can only give medication if the required parent/carer documentation has been completed — except in extreme emergencies (e.g. unexpected anaphylaxis). This applies to both prescribed and non-prescribed medications.

## Short-Term Medication (up to two weeks)

A completed Administration of Medication form (available from college staff) is required. Please bring this form, along with the prepared daily doses of medication, to Student Services. Medication must be in its original packaging, clearly labelled with your child's name, and signed in with our staff. Two staff members are required when medication is administered.

## Long-Term Medication (over two weeks)

For ongoing medication needs, a Student Health Care Summary and a Management/Emergency Response Plan must be completed and updated each year. Our Student Services team can assist you with this process.

# School Bus Service

MBCC families have access to a school bus service that transports students up to 70km to the college. To be eligible, students need to register online at [www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au) and receive approval from the Public Transport Authority (PTA) before commencing travel. Should you require any support, please reach out to the college.



## Students K-6

Young students are on a bus list and will be checked off every day. If they are not traveling on the bus, families must provide a note or a phone call to the office before 2:00pm.

## Students 7-12

It is up to the student to inform their bus driver if they are not traveling on the bus. The bus driver will not wait for these students to arrive for the bus

# Nut Aware School

We are a Nut Aware School as some of our students have life-threatening allergies. To keep everyone safe, please avoid sending foods containing nuts with your child.

At our college, the well-being of every child is a shared responsibility. Thank you for helping us create a safe and caring environment.



# Community Involvement

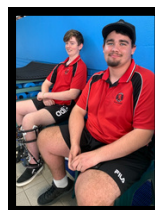
## Workplace Learning (WPL)

Students in Senior Secondary can participate in Workplace Learning (WPL) as part of their courses. If you can offer a workplace opportunity to a student or wish to know about this program please contact 9851 5800 to be directed to our WPL coordinator.



## Community Service

Community Service encourages volunteering for students to give back to the community through various activities. It offers opportunities to develop skills, expand social networks, boost confidence, and showcase initiative to future employers. Completing 50 hours of service and a work booklet can earn students a 'C' grade towards their WACE. It is a rewarding experience benefiting both individuals and communities.



## College Board

The Mount Barker Community College Board collaborates with the school community to enhance student outcomes. It aims for representation across different parent groups and includes staff and community members. The Board contributes to effective school governance, making decisions on matters like fees and dress codes. Meetings are held once a term, and public attendance is allowed as observers.

## MBCC P&C

The Mount Barker Community College Parents & Citizens (P&C) Association meets once a month at 6:30 pm in the Staffroom, with the option to join via a web link. The P&C helps build strong partnerships between parents and the college, supports parenting, fundraises to enhance the curriculum, and improves the school environment. It's a great way to get to know our college community.

The P&C also has an Early Childhood Subcommittee that meets after school in the Early Childhood area.

Follow the Mount Barker Community College P&C on Facebook for updates.



# Families and Volunteers On-Site at MBCC

We love having parents, carers, and volunteers visit our college to support our students! To keep everyone safe and ensure we know who is on-site in case of an emergency, we ask that all visitors sign in and out at the Front Office.

## **When Must You Sign In?**

Monday to Friday: 8:50am – 3:00pm

Wednesdays: 8:50am – 2:20pm

Please note that Student Services is not a sign-in point for visitors.

## **Visits During School Hours**

Visitors are permitted on campus during school hours for the following purposes:

- Meetings or appointments
- Parent help
- Paying accounts or seeking information
- Dropping off or collecting items or students

## **Dropping Off Items or Bringing Students in Late?**

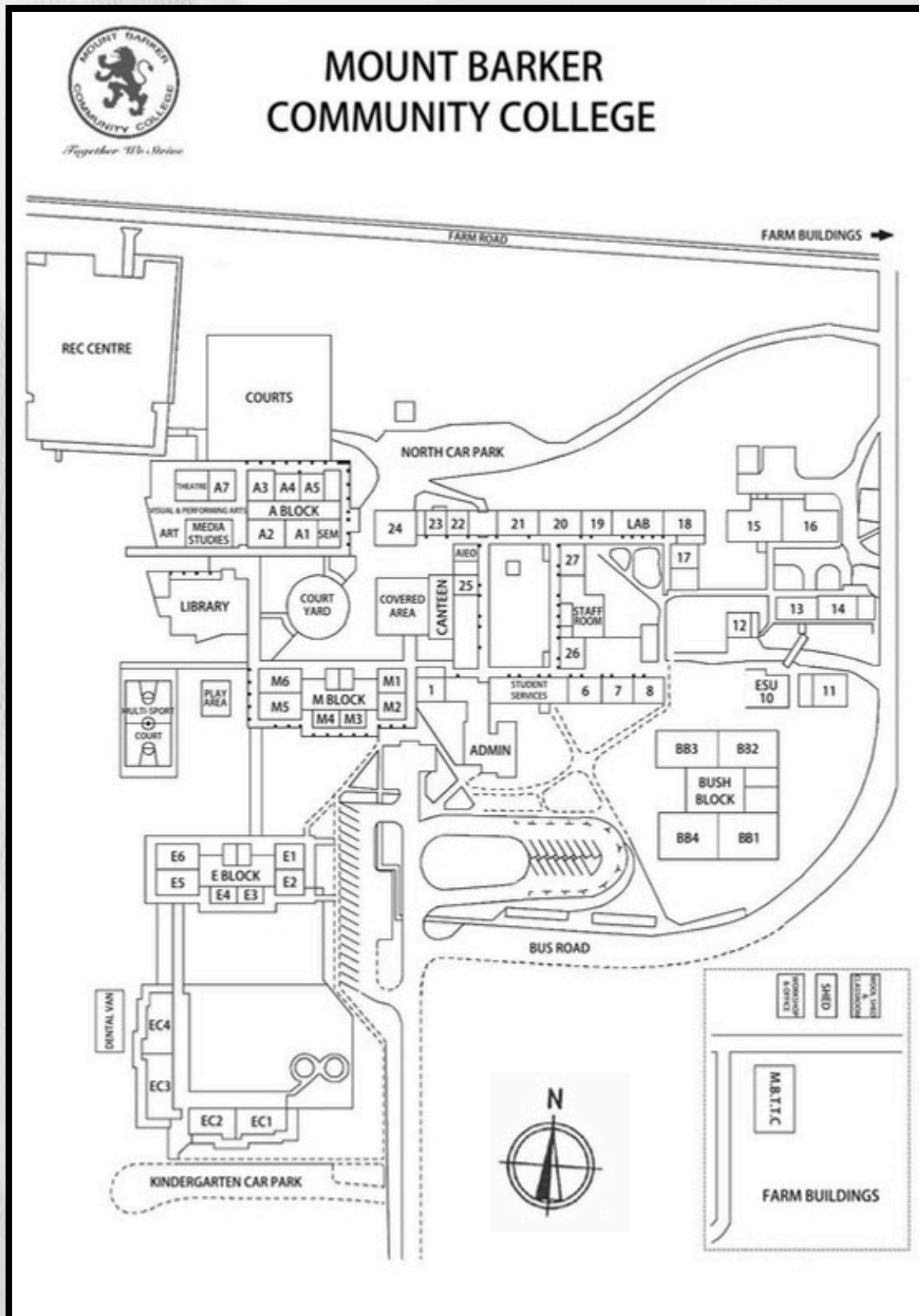
If you need to drop off a forgotten lunch, uniform, or bring your child in late, please come to the Front Office. Please do not proceed directly to classrooms or Student Services.

## **What about Assemblies, Book Fairs, Sporting Events, and Other Large Group Activities?**

You do not need to sign in when you have been invited to a large group event at the college, such as an assembly, carnival, or special function.



# COLLEGE MAP











**PO Box 116  
23 Woogenellup Road,  
MOUNT BARKER WA 6324  
Phone: (08) 9851 5800  
Email: [MountBarker.CC@education.wa.edu.au](mailto:MountBarker.CC@education.wa.edu.au)**