



HENLEY
HIGH SCHOOL

Year 7 SLC DU Transition Guide 2024

This guide is for parents and caregivers of students starting in the Supported Learning Centre Disability Unit (SLC DU) in Year 7 in 2024.

Your
Journey

Your
Journey
///



A student's journey through school is one of life's greatest and most important adventures.

School guides, and shapes, and transforms. It allows students to explore – explore new ideas and concepts, new ways of thinking and feeling, new ways of being. It tests students. It pushes them beyond their limits, again and again. It strengthens them, developing their resolve to become the person they are meant to be.

School helps provide purpose, revealing in students passions and pursuits that may remain with them for the rest of their lives. It gives them direction – a path to follow beyond the voyage of school, where the next great journey awaits.

At Henley High School, our vision is to prepare our students to flourish in an evolving and challenging world. We value the school journey and are dedicated to helping each student grow and become their best self, able to adapt, respond and contribute as a resilient, ambitious and contemplative human being.

Like a boat sailing on the ocean, a core symbol of Henley High School, a student is free to make their own journey. Our students aren't alone as they set out. Just as our boat has four sets of oars, so too do our students:

- ✓ Our school with its committed teachers and staff
- ✓ The student's parents and family
- ✓ Their friends and the local community
- ✓ The students themselves.

All are driving their oars, helping the student on their journey, to strive, to seek and not to yield.

Henley High School acknowledge and recognise Aboriginal and Torres Strait Islanders as the First Nations people of Australia and that they are the traditional owners and custodians of the land and waterways throughout our country.

Henley High School is on Kurna Land. We pay our respects to the Kurna people, the Elders both past and present and their spiritual relationship with country.

At the end of 2023, Mr Eddie Fabijan steps down as Principal of Henley High School and looks ahead to a well-earned break.

Meanwhile, Mr Tony Sims steps into the Principalship from 2024 and sets his sights on continued growth and excellence for our students and community.

On behalf of the entire Henley High School community, thank you Mr Fabijan for your tireless and compassionate efforts over the past 7 years. Welcome Mr Sims to the role of Principal, we look forward to flourishing under your leadership.



The Henley High School community is excited to welcome our new Year 7 Supported Learning Centre Disability Unit (SLC DU) students and families in 2024. We understand that the transition from primary school to high school is a big milestone and we want to make this process as simple as possible for you and your child.

This Transition Guide has been prepared for parents and caregivers of SLC DU students starting in Year 7 in 2024. It contains all the information you need to prepare your child for the start of their high school journey. It includes details about a number of forms that need to be completed before school commences and other important information.

Please work through this document to ensure your child's best success for their first weeks of high school.

Eddie Fabijan
Principal in 2023

Tony Sims
Principal from 2024



Contents

Checklist	6	Stationery and books	14
Transition Days	7	Governing Council	15
Parent Acquaintance Evening	8	Homestay	15
Laptop Program	8	Lesson and bell times	16
Water Safety Program	9	Compass	17
Success for All Program	9	EdSmart	17
Media consent	10	Qkr!	18
Early dismissal	10	Drop-off, pick-up and Transport Assistance	19
School fees and invoices	11	School map	20
School Card	11	The first day of school	21
School uniform	12	Contact us	22
Mobile phones	14		



Checklist

We are excited for your child to start their learning journey with us, but before they do there are a number of things you need to know and do.

Each is easy and straightforward, but there is quite a bit to get through. To make it simpler and so you don't miss anything this checklist has been prepared.

It includes all of the tasks that you are required to complete as part of the transition process including the due dates for each.

Between now and the start of the 2024 school year, please work through this checklist, adhering to the due dates.

Topic	Actions	Due	Done
Transition Days Pg 7	<ol style="list-style-type: none"> 1. I have contacted the SLC DU to arrange one or more Transition Days for my child. 2. My child attended one or more Transition Days. 	<p>Term 4, 23</p> <p>Term 4, 23</p>	
Parent Acquaintance Evening Pg 8	<ol style="list-style-type: none"> 3. I received information about the Parent Acquaintance Evening. 4. I attended the Parent Acquaintance Evening. 	<p>Early Term 1, 24</p> <p>Term 1, 24</p>	
Media consent Pg 10	<ol style="list-style-type: none"> 5. I received the link to the Media Consent Form via an email from EdSmart. 6. I completed the Media Consent Form on EdSmart. 	<p>Wed, 13 Dec 23</p> <p>Wed, 24 Jan 24</p>	
Early dismissal Pg 10	<ol style="list-style-type: none"> 7. I received the link to the Early Dismissal Consent Form via an email from EdSmart. 8. I completed the Early Dismissal Consent Form on EdSmart. 	<p>Wed, 13 Dec 23</p> <p>Wed, 24 Jan 24</p>	
School fees and invoices Pg 11	<ol style="list-style-type: none"> 9. I received invoices for school fees and am aware of the due dates and payment options for each. 	Mid-Jan 24	
School Card Pg 11	<ol style="list-style-type: none"> 10. I considered my eligibility for School Card and, if eligible, I will submit an application in February 2024. 	If required	
School uniform Pg 12	<ol style="list-style-type: none"> 11. I scheduled a booking for uniform fitting or general uniform appointments, if required. 12. I purchased all uniform items that my child will require and my child is ready to be in full uniform from day 1. 	<p>If required</p> <p>Wed, 24 Jan 24</p>	
Governing Council Pg 15	<ol style="list-style-type: none"> 13. I have considered joining the Henley High School Governing Council and, if interested, have sent an expression of interest to governing.council@henleyhs.sa.edu.au. 	If interested	
Homestay Pg 15	<ol style="list-style-type: none"> 14. I considered hosting an international student in my home and, if interested, completed a Homestay Reply Slip. 	If interested	
Compass Pg 17	<ol style="list-style-type: none"> 15. I received an email with information on how to access Compass. 16. I logged in to Compass for the first time. 	<p>Term 1, 24</p> <p>Term 1, 24</p>	
Qkr! Pg 18	<ol style="list-style-type: none"> 17. I downloaded the Qkr! app, created an account and set up a profile for my child. 	Wed, 24 Jan 24	
Drop-off, pick-up and Transport Assistance Pg 19	<ol style="list-style-type: none"> 18. I have considered the Transport Assistance Program and, if eligible, have requested an application form. 	If eligible	
The first day of school Pg 21	<ol style="list-style-type: none"> 19. My child is ready for the first day of high school. They are excited and eager to start on this important journey of learning and discovery. 	Mon, 29 Jan 24	

Transition Days

Transition Days allow students who will be starting with the SLC DU at Henley High School from next year to get a taste of the high school experience.

They allow students to start building relationships with other students and staff and help them become familiar with the school grounds and facilities.

You are encouraged to contact the SLC DU to arrange a Transition Day for your child on 08 8355 7038. Additional Transition Days are available should you or your child feel they would benefit from more than one.

Details

Who:

All students that will be commencing in the SLC DU at Henley High School in 2024.

Transition Days are for students only.

Where:

SLC DU at Henley High School
Enter at Gate 3 via Harvey Street,
Henley Beach SA 5022

See page 19 for drop-off and pick-up details and page 20 for School Map.

Date:

Please contact the SLC DU on 08 8355 7038 to arrange a suitable date during Term 4 of 2023.

Time:

The standard school day is 8.35am to 3.15pm, but you may arrange different start and end times for Transition Day.

Schedule:

The typical schedule is as follows, but this may be tailored:

- ✓ 8.35am: Arrival
- ✓ 10.45am to 11.05am: Recess
- ✓ 1.15pm to 1.55pm: Lunch
- ✓ 3.15pm: Dismissal.

Program:

The typical program is as follows, but this may be tailored:

- ✓ Where to arrive on the first day of 2024
- ✓ Tour of the SLC DU and learning areas
- ✓ Houses and Care Groups
- ✓ An opportunity to meet teachers and future classmates
- ✓ Sampling subjects (eg English)
- ✓ Introduction to school policies and expectations (eg mobile phone and uniform policies).

Dress code:

Students are to wear their current primary or high school uniform.

What to bring:

Recess and lunch can be brought from home or purchased through the school canteen. See henleyhs.sa.edu.au/section/student-services/canteen.

Transport:

Please see page 19 for drop-off and pick-up details.

Student Book:

To further support your child's transition to Henley High School, you may like to download our SLC DU Student Book at henleyhs.sa.edu.au/Media/Default/Images/SLC/Henley-High-School-Transition-Guide-2024-SLC-Student-Book.pdf.



Parent Acquaintance Evening

A Parent Acquaintance Evening will be held at the SLC DU during Term 1 of 2024.

The Parent Acquaintance Evening allows us to welcome parents/caregivers to Henley High School, provide general information about your child starting with us and gives you the opportunity to ask any questions you might have.

It also lets you meet and get to know your child's teachers and support staff and other parent's of the SLC DU.

Details

Who:

Parents/caregivers of students that will be commencing with the SLC DU at Henley High School in 2024.

While the session is aimed at parent/caregivers, your children are welcome to attend. Please let us know if your child/children will attend.

Where:

SLC DU at Henley High School
Enter at Gate 3 via Harvey Street,
Henley Beach SA 5022

See page 20 for School Map.

When:

During Term 1, 2024.

The specific date and time will be communicated to you in January 2024.

Laptop Program

Henley High School has a strong focus on Information and Communication Technology (ICT) literacy that will enable students to be successful global citizens in the 21st century.

To support this vision, laptops are available for each student in the SLC DU. Laptops are provided to students for daily use during lessons as required. Teachers and support staff work with students in the correct and safe usage of the laptops to achieve specific learning outcomes.

Each laptop has textbooks and all software required for classes uploaded. Specialist software can be deployed as needed. The devices are fully supported by the school's IT Support team and include insurance and extended warranty.

Water Safety Program

The Department for Education Students with Disabilities Personalised Water Safety Program is a curriculum-based program supporting the development of water safety skills and knowledge on and around the water.

It is part of the Health and Wellbeing learning area of the SACE Modified curriculum framework.

The Water Safety Program will commence in Term 1, 2024. You will be sent the relevant consent forms via EdSmart in the first weeks of the school year.

The completed forms for each student are shown to school staff, water safety instructors and emergency services personnel responsible for student safety in water activities.

Success for All Program

The SLC DU in collaboration with the Henley Sports Academy and School Sport SA will continue to deliver the Success for All Program in 2024.

The Success for All Program is a series of sport carnivals for students with disabilities held in partnership with other high schools in South Australia. Sports include soccer, basketball, netball, athletics and football.

You will receive more information about the Success for All Program in Term 1, 2024 including the relevant consent forms via EdSmart.



Media consent

The Department for Education and Henley High School develops teaching, learning and promotional materials and publishes them in print and digitally (eg websites and social media).

Completing and returning this form allows you to grant (or not grant) permission for the Department for Education and Henley High School to use your child's photos, videos, work and/or first name in teaching, learning and promotional materials.

Completing the form

- ✓ The Media Consent Form is completed through EdSmart
- ✓ You will receive an email from EdSmart with a link to this form on Wednesday, 13 December 2023
- ✓ Please ensure you complete this form by Wednesday, 24 January 2024.

Early dismissal

Occasionally, the school may be required to dismiss students earlier than the normal end of the school day.

For instance, students are dismissed up to one hour earlier on the last school day before the Easter long weekend, sports day, or during extreme heatwaves.

The Early Dismissal Consent Form details the scenarios where an early dismissal may be required, the notice periods provided to you in each scenario, and allows you to provide your consent to the school dismissing your child in these circumstances.

Completing the form

- ✓ The Early Dismissal Consent Form is completed through EdSmart
- ✓ You will receive an email from EdSmart with a link to this form on Wednesday, 13 December 2023
- ✓ Please ensure you complete this form by Wednesday, 24 January 2024.



School fees and invoices

Invoices for school fees will be posted by mail to parents/caregivers in mid-January 2024.

These will cover Materials and Services Charges (and the associated \$100 Materials and Services Charges Rebate). Invoices are made out to the parent/caregivers who sign the enrolment form. For instance, if 2 parents/caregivers signed the enrolment form, both parents/caregivers are invoiced. The invoice is only mailed to the parent/caregiver listed as the primary contact. In the case of separated families, if you require a second copy to be emailed to the other parent/caregiver, please contact finance by emailing: finance@henleyhs.sa.edu.au.

Please be aware that all invoices are due on Friday, 5 July 2024.

Our preferred payment method is through Qkr!. The option to pay on Qkr! will become available once invoices have been issued.

Payment can also be made by:

- ✓ Post, telephone or in person at Henley High School during school hours
- ✓ Direct debits/payment plans. These need to be arranged before the end of Term 1, 2024. Forms are available by emailing: finance@henleyhs.sa.edu.au.

School Card

Low-income families who attend a government school can get financial help with school fees through the School Card scheme.

To qualify for School Card, your family's gross income must be below a certain limit and/or you must meet other eligibility criteria. You may apply for School Card from February 2024.

Number of dependent children	Combined gross family income limit for the 2022-23 financial year	Gross weekly school card income limit
1	\$70,994	\$1365
2	\$72,262	\$1390
3	\$73,530	\$1414
4	\$74,798	\$1439
5	\$76,066	\$1463
Each additional dependent child	\$1268	\$25

For more information or to apply, please visit: sa.gov.au/topics/education-and-learning/financial-help-scholarships-and-grants/school-card-scheme.

School uniform





The Henley High School uniform is a symbol of pride and inclusivity for our school community and assists in providing a safe school environment for students.

The standard uniform is to be worn by students at all times when on school grounds, travelling to and from school and at all school organised activities and events, except where the PE, Sports Academy or alternative uniforms are required.

- ✓ Uniform items are non-gendered.
- ✓ Footwear must be plain black, flat-soled, leather, lace up school, sport or t-bar shoes.
- ✓ Socks must be plain white, grey or black.
- ✓ The summer dress and skirt must be worn 10cm above the kneecap or longer.
- ✓ Stockings must be skin-coloured (with the summer dress) or black (with the skirt).
- ✓ Undergarments can be worn provided they cannot be seen.
- ✓ Students should be clean shaven, with minimal makeup and unobtrusive nail polish.

For comprehensive information on the uniform, please refer to the Henley High School Uniform Policy on our website at: henleyhs.sa.edu.au/section/student-services/uniforms.

Uniform supplier

Our uniform supplier is Devon Clothing.

Uniform orders

Uniform items can be browsed and purchased instore at Shop 5, 516-520 Henley Beach Road, Fulham or online at: onlinestore.devonclothing.com.au/shop-by-school/henley-high-school.

Uniform fittings

From Wednesday, 1 November 2023 to Thursday, 1 February 2024, bookings are required for uniform fittings or for general uniform appointments.

To book, go to: onlinestore.devonclothing.com.au/shop-by-school/henley-high-school.

Preloved Uniform Shop

Henley High School has a Preloved Uniform Shop that contains a variety of second-hand uniform items donated by current and past students and families. All items in the shop are free. Access is by appointment only. Please email: monique.woolman@henleyhs.sa.edu.au.

Not in correct uniform

Uniform non-compliance will be dealt with through the uniform non-compliance procedure.

Mobile phones

Access to personal devices during school is managed so that students can be present in their learning and interactions with their teachers and peers.

As per the Department for Education's Mobile Phone Policy, mobile phones and other personal electronic devices are to be off and away for the duration of the school day including during break times, unless they are being used for specific class work with explicit permission given by the teacher.

Students who bring mobile phones (or other devices) to school must accept sole responsibility for their care.

Students are to turn off their mobile phones and personal devices, including smart watches and earbuds and place them in their locker at the start of the school day.

Parents may apply for a mobile phone ban exemption for their child for specific purposes at:

henleyhighschool.wufoo.com/forms/m1exytfo1sx2id4/.

To support the school, if a parent has an urgent matter during the school day, then they are asked to contact Students Services who will locate their child.

Please refer to the Henley High School Mobile Phone Policy on our website at: henleyhs.sa.edu.au/section/student-services/mobile-phones.

Stationery and books

Please be aware that all stationery items and books that your child requires at school are provided by the SLC DU.

You are not required to provide any stationery items or books for your child. However, if your child would prefer to use some of their own items, they are welcome to bring a pencil case with pens, pencils and other basic stationery items and a notebook.



Governing Council

Henley High School Governing Council would like to take this opportunity to welcome your family to our school and its parent community.

We hope that your child will enjoy their learning experience with Henley High School, where we greatly value our friendly school community and wider Henley Beach community, which is active and vibrant.

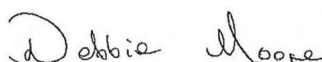
If you have some free time and would like to contribute as a volunteer to the school, you may wish to consider joining our Governing Council and/or a Sub-Committee.

These include Facilities, Canteen, Uniform and Community Liaison which meet regularly throughout the school year.

If you wish to send in an expression of interest or would like more information on any of the above, please do not hesitate to contact me via:

governing.council@henleyhs.sa.edu.au.

Kind regards,



Debbie Moore

Henley High School Governing Council
Community Member

Homestay

Henley High School boasts a quality International Program with 60 to 80 international students enrolled at our school at any one time.

These students, hailing from all around the world, rely on local families to provide them with accommodation, meals, facilities, study support and perhaps most importantly, a caring and supportive environment in which to grow and learn.

Starting with a 2 week Study Tour can be a great way to experience and trial being a homestay family, without the long-term commitment. If you and your family thrive in that environment, then you may also like to consider a longer-term homestay experience that can range from 6 months right the way through to graduation.

Welcoming an international student into your home is a wonderful and mutually rewarding experience. You and your family are able to learn about the language, culture, customs and traditions of the student's home country, make a meaningful and lasting impact in their lives and you get to foster lifelong friendships. Plus, you receive a homestay allowance to cover the costs of hosting an international student.

Register your interest

To register your interest in becoming a homestay family, please complete our Homestay Reply Slip:

forms.office.com/r/eRvttFJvst.

More information

For more information, please contact the Henley High School International Team by phone on 08 8355 7007 or email mandy.matz@henleyhs.sa.edu.au.

You can also visit our website at: henleyhs.sa.edu.au/section/programs/international-education/home-stay.

You may also like to watch a short video about the benefits of being a homestay family:

youtube.com/watch?v=dn01QmuEIX0.

Lesson and bell times

Time	Monday			Tuesday			Wednesday			Thursday			Friday		
	Lesson	Lines	Time	Lesson	Lines	Time	Lesson	Lines	Time	Lesson	Lines	Time	Lesson	Lines	Time
Monday only															
8.35am	1	5		1	7	8.35am	No lesson	Staff meeting		1	1		1	2	
9.25am	2	1		2	6	9.25am	2	7		2	5		2	4	
10.05am	3	1		3	6	10.05am	3	7		3	5		3	4	
10.45am	Recess			Recess		10.45am	Recess			Recess			Recess		
11.05am	4	2		4	4	11.05am	4	1		4	2		4	3	
11.45am	5	2		5	4	11.45am	5	1		5	2		5	3	
12.25pm	6	Care Group		6	3	12.25pm	6	Care Group		6	4		6	Care Group	
1.15pm	Lunch 1			Lunch 1		1.15pm	Lunch 1			Lunch 1			Lunch 1		
1.35pm	Lunch 2			Lunch 2		1.35pm	Lunch 2			Lunch 2			Lunch 2		
1.55pm	7	6		7	5	1.55pm	7	3		7	6		7	7	
2.45pm	Dismissal	Staff meeting		8	5	2.35pm	8	3		8	6		8	7	
				Dismissal		3.15pm	Dismissal			Dismissal			Dismissal		

Each line represents all the lessons of a particular subject. For instance, if Line 3 is English, then English lessons will take place on Tuesday Lesson 6, Wednesday Lesson 7 and 8 and Friday Lesson 4 and 5.

Compass

Henley High School utilises a sophisticated school management system called Compass to communicate with you about your child's progress at school and about other important school matters.

Compass includes many different features including the ability to:

- ✓ Enter absence notifications
- ✓ Monitor your child's attendance
- ✓ Enter an explanation for absence or lateness
- ✓ Communicate with your child's teachers
- ✓ View your child's timetable and the school calendar
- ✓ View assessment grades for individual tasks
- ✓ Download and view your child's Semester Reports.

Using Compass

Compass is accessible on any modern web browser or by using the Compass iOS or Android apps.

You will be provided access to Compass in the beginning weeks of Term 1, 2024. You will also receive login details and information on how to download and use the Compass app at this time.

When you are provided access, please take the time to log in and explore Compass, as it will be a primary means of communication between you and the school.

Between now and then, you will receive all important communications via other channels, including email, post and phone.

EdSmart

EdSmart is an online tool used to capture parent permissions and responses for a range of student activities.

When we have a consent form for you to complete, in most cases we will send it to you via an EdSmart email. You simply click the link in the email and complete and sign the form digitally from your phone or computer.

It's quick and easy and it means no more crumpled paper at the bottom of your child's school bag. It works for excursions and activities that have a cost too. You can pay through EdSmart when you complete the form.

Where forms cannot be completed through EdSmart, including those where multiple signatures are required or where the payment options are more complex, we will use other methods including Qkr! or PDF/paper forms.

Many of the forms referred to in this guide will be sent to you via EdSmart.

Using EdSmart

- ✓ When you are required to complete an EdSmart form you will receive an email from "Henley High School - EdSmart" (please check your junk/spam folder if you don't see any in your inbox in the next few days)
- ✓ There is a link within the email that provides access to the form
- ✓ You are not required to login
- ✓ Complete and sign the form digitally through your phone or laptop and click submit.

Qkr!

Qkr! is a mobile payment app that enables parents/ caregivers to order and pay for school items including school fees, lunches from the canteen, camps, equipment and resources such as laptops, calculators and study guides.

Some of the payments that are referred to in this document will be available to pay via Qkr!.

Using Qkr!

To use Qkr!, see henleyhs.sa.edu.au/Media/Default/Documents/HHS_howtoguide.pdf or follow these steps:

- Download the *Qkr! by Mastercard App* on your iPhone or Android device

- Sign in or Register an account
- Use the *magnifying glass* to search for Henley High School and tap to *Select*
- You will then need to add a profile for your child. Tap *Profiles* and tap *Add Profile*
- Enter your child's details and tap *Add Profile*
- Then, from the *Menu* screen, you will be able to select which area you would like to explore (eg school lunches, school payments, camps and excursions and sports) and navigate to the item you want to pay for
- Once you have found the item, tap *Add to Cart*, then complete any additional information requested
- You are then able to *Checkout* and pay.



Drop-off, pick-up and Transport Assistance

Drop-off and pick-up

To drop your child off to school or pick them up, please enter Henley High School at Gate 3 via Harvey Street.

Proceed to the end of the driveway where you will see a roundabout with an SLC DU sign. This is a Kiss 'n' Drop zone where you can drop off or collect your child. Staff will be available to escort your child into or out of the SLC DU. See image below and the Scool map on page 20.

Transport Assistance Program

The Transport Assistance Program provides transport for eligible children and students with a disability to access their special school or disability unit.

Types of travel assistance available includes financial assistance (such as a daily allowance or reimbursement of transport fees) and direct assistance (such as a taxi, contracted bus or access vehicle).

To be eligible, a child must be:

- ✓ Enrolled in a government special school, unit or class
- ✓ Attending a special option located outside their school
- ✓ Living 5 or more kilometres from their special option
- ✓ A participant of the National Disability Insurance Scheme (NDIS) with an active plan.

If you would like to find out more or apply for transport assistance, please call the SLC DU on 08 8355 7038.



School map



The first day of school

The first day of school is Monday, 29 January 2024.

The day commences at 8:35am and ends at 2:45pm. All SLC DU students are required to meet at the SLC DU (see page 19 for drop-off and pick-up details and page 20 for School Map).

Important!

To make sure your child has a successful first day, please do the following prior to Monday, 29 January 2024:

- ✓ Complete the checklist on pages 6-7
- ✓ Complete and submit/return all forms
- ✓ Purchase all uniform items that your child will require and make sure they are dressed in full uniform from day 1.



Henley High School

Cudmore Terrace, Henley Beach SA 5022

Monday to Friday

8:00am to 4:00pm

P 08 8355 7000
E info@henleyhs.sa.edu.au
W www.henleyhs.sa.edu.au

Supported Learning Centre Disability Unit

P 08 8355 7038

Student Services

P 08 8355 7015
E studentservices@henleyhs.sa.edu.au

Finance

P 08 8355 7008
E finance@henleyhs.sa.edu.au

ICT Services

E ICTservices@henleyhs.sa.edu.au



Government of South Australia
Department for Education

Department for Education T/A South Australian Government Schools CRICOS Provider number: 00018A