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## Principal's Message

Dear Parents and Guardians

A warm welcome to the new school year, especially to those parents and family members new to the Applecross Senior High School community. We have commenced the new school year with around 2,000 students, over 400 of whom joined us for the first time. This is a new record enrolment and demonstrates the confidence that the community has in the school. Despite the hot weather, the year has begun very smoothly with a great deal of positive energy and enthusiasm.



The Parent Update, which is distributed fortnightly (or more frequently if required), provides a source of important information such as school events, academic updates, and reminders. This reduces the need for additional communications and keeps you informed about your child's school life. Previous copies of the publication are available on the school website for your reference.

I am confident that 2025 will be a very positive and successful year for our students, and I look forward to working with parents and carers as partners in their learning.

### **Congratulations, 2024 Year 12 Students**

A big congratulations to our 2024 Year 12 students, their teachers, and parents on the excellent results achieved in all four pathways (Vocational Education and Training, General, ATAR, and UniReady). We also want to acknowledge the support of our entire school community, whose encouragement and guidance have been instrumental in our students' success. More information about the Year 12 results will be included in our Annual Report, which will be published towards the end of Term 1.

The West Australian published a Top Schools ranking (9th January) based on the percentage of ATAR students with scores in the top 15 per cent of all students studying that course. Based on this measure, Applecross was ranked 9th out of all WA secondary schools with 11 courses in which our students excelled. There are a range of measures that can be used to assess the relative performance of students in different pathways, and our assessment indicates that students in all pathways performed extremely well in 2024. The most inspiring aspect of the Year 12 results is that the vast majority of students achieved their personal goals for post-school study and/or employment, showing that with determination and hard work, anything is possible.

### **Mobile Phone Policy**

You will be aware that the State Government has banned the use of Student Mobile Phones (and other electronic mobile devices) in Public Schools since the beginning of 2020. The policy requires all public schools to implement a ban on the use of mobile phones for all students from the time they arrive at school to the end of the school day. This extends to the use of smartwatches that need to be in airplane (or school) mode and AirPods/earphones. The policy aims to reduce distractions in class and improve student engagement. Please refer to the [Mobile Phone Policy](#).

### **Contributions and Charges**

I appreciate that the beginning of the new school year is an expensive time for parents, especially if you have more than one child attending secondary school. We have done everything possible to review our contributions and charges and minimise charges for 2025. I do know, however, that the cost of many textbooks has increased. Unfortunately, this is something that the school has no control over. Please ensure that contributions and charges are paid as soon as possible, or contact is made with the school Finance Office. Your contribution assists us in providing valuable resources and programs to assist your child's education and we ensure the funds are expended on the students in the current year.

### **Road Safety**

The beginning of the new school year is always particularly busy and dangerous on surrounding roads as a higher than usual number of parents drive students to and from school. The increased traffic poses potential risks that we all need to be vigilant about. I urge all parents to use extreme care and patience and try to avoid the most congested areas where possible. In previous years, there were concerns about the behaviour of motorists on Ardesie Street. Please ensure that you do not park in the 'drive through' as this holds up other parents and contributes to the congestion and frustration of other motorists. The City of Melville and WA Police will be monitoring and patrolling the area around the school over the next few weeks.

### **Breaking News**

The Department of Education has allocated \$650,000 in funding to commence planning for the first stage of a major new building program for Applecross SHS. This is not an election commitment; it is funding for the Department to commence now!

With 20 transportable classrooms by the middle of the year and continued growth expected over the next decade, the need for new multi-level buildings is imminent. These buildings will house both specialist facilities and general classrooms, ensuring a comprehensive learning environment into the future.

We are committed to working closely with the Department to guarantee that Applecross SHS continues to lead the way with the latest and best world-class facilities for our students.

I would like to express my heartfelt gratitude to our School Board Chair, Mr Andrew Dwyer, and the School Board, who have tirelessly engaged with key stakeholders over the past two years to secure this funding. The board also received invaluable support from the P&C in 2024. We couldn't have achieved this outcome without such wonderful support. Thank you also to our Local MLA, Ms Kim Giddens, who has been a strong advocate for the school.

This is indeed a fantastic way to kick off the year with such positive news.

**Paul Leech, Principal**

Keep up with all the exciting activities and student achievements that occur in the school by regularly checking our media pages.





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## News

### OLNA 2024: Results

Parents and carers of current Year 10 and Year 11 students who completed the Online Learning and Numeracy Assessment (OLNA) in **Term 4, 2024**, will soon receive their results. They will be notified via email that their child's OLNA reports are available in SEQTA. Students can access their reports under the Reporting tab. All students should be commended for their dedicated approach to these assessments. Parents are encouraged to keep a copy of their child's OLNA results.

Current Year 10 students required to re-sit the OLNA will be given another opportunity in **Term 3, 2025**.

If you have any queries or concerns, please feel free to contact me at 9314 9362 or [donna.levar-uppill@education.wa.edu.au](mailto:donna.levar-uppill@education.wa.edu.au).

**Donna Levar-Uppill, NAPLAN & OLNA Coordinator**

### NAPLAN 2025 (Years 7 and 9)

The National Assessment Program Literacy and Numeracy (NAPLAN) testing period for 2025 will take place during Term 1, from Wednesday, 12th of March (Week 6) to Monday, 24th of March (Week 8). Catch-up tests will be available for students who are absent on test days, up to and including Monday, 24th March.

To prepare for the official testing period, the NAPLAN Online Practice Tests will be conducted on Monday, 24th of February (Week 4). All Year 7 and 9 students will complete one practice test, the Omnibus, which includes Reading, Conventions of Language, and Numeracy.

It is important for your child to attend school and participate in these assessments. Whilst NAPLAN is not directly linked to school reports, it provides a valuable snapshot of academic performance and development.

Students' NAPLAN scores are reported against four proficiency levels: Exceeding, Strong, Developing, and Needs Additional Support. The 'Strong' level includes a benchmark that aligns with the minimum standard required by the end of Year 12 to meet the Western Australian Certificate of Education (WACE) Literacy and Numeracy requirements.

Please note the following requirements for NAPLAN Online:

- Students are **required** to bring their own device and plug-in headphones for both the practice tests and the official testing period.
- Please note that students are **not permitted** to use Chromebooks, tablet devices, Android devices or Bluetooth headphones.
- All Year 9 students are **required** to uninstall the previous NAP Locked Down Browser (LDB) from their devices and install the 2025 version. To do so, go to the SEQTA Welcome page, scroll down to the NAP icon, and click on it. Then, scroll to the Device User Guide and follow the instructions to download and install the program for your operating system (Windows/Mac).

For more information about NAPLAN, please refer to the following brochures:

- [NAPLAN information brochure for parents and carers](#)
- [Simple English - NAPLAN parent and carer information](#)
- [Translation - for parent and carers](#)

Further updates regarding NAPLAN will be provided in Term 1. If you have any queries or concerns, please feel free to contact me at 9314 9362 or [donna.levar-uppill@education.wa.edu.au](mailto:donna.levar-uppill@education.wa.edu.au).

**Donna Levar-Uppill, NAPLAN & OLNA Coordinator**

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# News

## OLNA 2025: Round One, Term 2, Weeks 2 – 3, 2025

Some Year 12 and Year 11 students, along with some Year 10 students who missed their first round of Online Literacy and Numeracy Assessment (OLNA) in Term 4, 2024 are due to sit the OLNA during **Term 2, Monday 5 May to Friday 16 May 2025**. As the testing date draws nearer, the OLNA schedule will become visible in your child's SEQTA timetable. I will be sending out emails to parents, carers, and students with detailed information on how to best prepare for the OLNA.

The OLNA enables students to successfully demonstrate the minimum standards of literacy and numeracy required for the Western Australian Certificate of Education (WACE). This standard encompasses a set of skills deemed crucial for students to navigate everyday life and work. These skills align with Level 3 of the nationally recognized Australian Core Skills Framework. The School Curriculum and Standards Authority awards the WACE at the end of Year 12 to students who have met all the requirements.

To fulfill the WACE literacy and numeracy criteria, students have two options:

1. They can prequalify by achieving a minimum standard in the Year 9 National Assessment Program – Literacy and Numeracy (NAPLAN).
2. Alternatively, they can meet the standard by successfully completing the relevant components of the OLNA in Years 9, 10, 11, and 12.

The standard has three components – reading, writing and numeracy, and requires students to demonstrate proficiency in using a range of skills in each component. Students have six opportunities until the end of Year 12 to achieve this standard. Once a student has demonstrated the required skills in a component, they are not required to sit that component again.

	Numeracy	Reading	Writing
Number of Questions	45		1 (600-word limit)
Question type	Multiple-choice		Open-ended
Mode	Online point and click		Typed online
Time	50 minutes		60 minutes
Delivery	Randomised forms		Randomised forms
Adjustments	Extra time, pause, coloured background and higher quality images		

All students completing the OLNA are registered for the OLNA Support website. To guarantee the best chance of success, all students should complete the Skill Builders on the OLNA Support website weekly from now until the assessment period. Students who have previously completed the OLNA will have received a list of the skills and understandings that they found challenging in the previous OLNA and should take the time to develop these skills using the OLNA Support website.

### To access the OLNA Support website:

1. Go to <https://olna.com.au/>
2. Then, click on the login button in the top right-hand corner:
3. Enter your username: (your student email address)
4. Password: (your first name)
5. **Select the Skill Builder tab for the component of OLNA you need to complete**

To further prepare students for the sorts of questions they can expect and familiarise them with the online assessment software, the School Curriculum and Standards Authority provides access to practice and example tests on a secure website. Access to the secure website for practice and example tests is as follows:

**Website:** <http://assess.scsa.wa.edu.au/>  
**Username:** 4002  
**Password:** prac14

If you want to know more, go to the Authority's website ([www.scsa.wa.edu.au](http://www.scsa.wa.edu.au)) and look under Senior Secondary > Online Literacy and Numeracy Assessment. You will find more information, answers to frequently asked questions, and a brief video.

If you have any queries or concerns, please feel free to contact me at 9314 9362 or [donna.levar-uppill@education.wa.edu.au](mailto:donna.levar-uppill@education.wa.edu.au).

**Donna Levar-Uppill, NAPLAN & OLNA Coordinator**

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### Hats Required for PE in Term 1 and Term 4

A reminder for parents of students in Years 7 and 8: students are required to wear a hat during Physical Education in Terms 1 and 4. Failure to do so will result in a "uniform strike", which may result in a consequence being given and can impact their Physical Education grade. Students in Years 9 to 12 are highly encouraged to wear a hat during Physical Education related subjects, including electives.

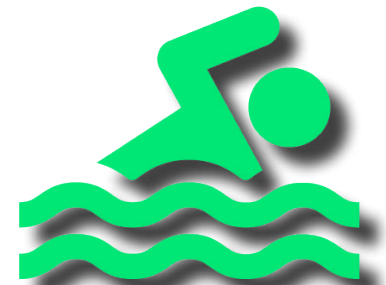


**Jadon Gielingh, Health and Physical Education HoLA**

### House Swimming Carnival

The Applecross SHS House Swimming Carnival is an optional event for students. It will take place off-site at the Perth High Performance Centre in Mount Claremont (formerly known as HBF Stadium) on Friday 7 March.

Students will receive detailed information on how to nominate for this event during their year group assemblies.



**Jana Gianotti, Head of Sport**

### Interschool Swimming Carnival Selection

The top performers from each year group at the House Swimming Carnival will be invited to represent Applecross SHS at the School Sport WA Interschool Swimming Carnival. This prestigious event will take place on Thursday, April 3rd, at the Perth High Performance Centre (formerly HBF Stadium).

Invitations will be sent out once the House Swimming Carnival results have been finalised.



**Jana Gianotti, Head of Sport**

### Welcome back from the Finance Team

Welcome to the 2025 school year!

Thank you to all parents and caregivers who have paid the School Fees for 2025. If you have not made payment, your prompt attention is requested. Please contact the Finance Department at your earliest convenience if you wish to discuss payment of your children's school fees or to negotiate a payment plan.

Please be reminded that applications for financial assistance via the Secondary Assistance Scheme close strictly on 11 April 2025 (end of term). If you hold a current concession card (Health Care, Pension or DVA), you may be eligible to claim up to \$535 toward your school fees. Information and claim forms can be found on our School website. Please complete the claim form and present it to the Finance Office along with your concession card.

**Finance Department**

Keep up with all the exciting activities and student achievements that occur in the school by regularly checking our media pages.





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# News

## Home Economics Students

Please remember to bring your own container for any food you wish to take away after class. To align with the WA Government's Plan for Plastics and reduce plastic pollution, the Home Economics Department will no longer provide takeaway plastic containers or plastic cutlery. However, paper bags, paper plates, and bamboo cutlery are still available for your convenience.

Additionally, we encourage the use of lunch boxes with ice bricks to keep your food chilled while in transit. Thank you for your cooperation in supporting our efforts to promote sustainability.



## Home Economics Department

## Welcome Back from the Canteen Crew

We have loved seeing all the happy, hungry faces of our regulars and many new faces this year. Unfortunately, due to rising costs, we have had to increase our menu prices. We appreciate your understanding as we strive to keep the canteen running while providing nutritious, cost-effective meals for our wonderful students, staff, and school community.

As always, we are in urgent need of volunteers! If you or anyone you know has some spare time, we would love to have you join us. Volunteering at the canteen is a unique opportunity for parents to meet our students and staff informally and see how everyone interacts. No cooking is required—just prep, cleaning, and serving, with a staff member guiding you at all times. It's also a fantastic way to meet other parents, grandparents, and members of the greater Melville community, as we have volunteers from all these groups.

Please get in touch via email, text, or phone to become a part of your school community while helping at the AXSHS Canteen. We look forward to hearing from you soon!

Email: cre.millar@education.wa.edu.au  
 Phone: 9314 9373 (8am-3pm Mon to Fri)  
 Text: 0449 808 008



**Cre Millar - Canteen Manager**

## Welcome Back to a New School Year

As we embark on another exciting academic year at Applecross Senior High School, we extend a warm welcome back to all our students, parents, and staff. We hope you had a restful break and are ready to embrace the opportunities and challenges that lie ahead.

### Our Vision and Values

At Applecross SHS, our vision is to support every student in achieving their Personal Best while fostering an environment of Mutual Respect. These values are at the heart of our school community and guide our interactions, ensuring that all students feel welcomed, encouraged, and supported.

### Focus Areas for the Year

This year, we will continue to prioritise:

- 1. Student Achievement and Wellbeing:** We are committed to creating a positive culture that acknowledges inclusivity for all students. Our goal is to develop confident, resilient young people who demonstrate emotional intelligence.
- 2. Quality Teaching and Learning:** Our teaching practises are designed to unlock the learning potential of every student. We will focus on high-impact teaching strategies that engage students and provide them with the feedback they need to succeed.
- 3. Staff Development:** We believe in empowering our staff to be the best educators they can be. By supporting their professional growth, we enhance the learning experience for all students.

### Important Dates

Please mark your calendars for the following important dates:

- **School Tours:** 25 February and the 25 March
- **Parent-Teacher Meetings:** 9 April

### Staying Connected

We encourage all parents to stay connected with us through our school website and social media channels. Our regular newsletters will keep you informed about school news, student achievements, and upcoming events. Feel free to share our newsletters with your friends and family, as we believe in building a strong community around our school.

### Get Involved!

We invite parents to get involved in our school community. Whether it's volunteering for events, joining the Parent and Citizen Association, or simply attending school functions, your participation makes a difference!

Thank you for your continued support. Together, let's make this school year a remarkable one for our students!

**Paul Currie - Associate Principal Year 7-9**

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# Reminder

## Second Hand Uniform Shop 2025

The first open day for 2025 will be on **Tuesday 11 February (Week 2)** from **7:30am to 8:30am**.

The shop will continue to open every second Tuesday on the even weeks of the term during this time.

Please note that the shop **will not** be open on Tuesday, 10th December 2024.

Thank you to all our valued customers for your support throughout 2024.

**P & C Committee**



## P & C Committee Facebook Page

The P & C Committee has created a new Facebook page!

This page will be a valuable resource for spreading the word within our community about upcoming events, invitations, and petitions.

Additionally, it will allow us to share important information about school events, including subcommittee meetings and fundraising activities.

Scan the QR code to access the Facebook page and stay connected!

**P & C Committee**



## Join the Gifted and Talented Visual Arts Program

Applications are now open for Year 6 students entering Year 7 in 2026! Limited spots available for Years 9, 10, and 11.

Apply now at [www.education.wa.edu.au/giftedandtalented](http://www.education.wa.edu.au/giftedandtalented). Late applications are not accepted. **Applications close Sunday 9 February 2025.**

Established in 1968, our prestigious [Visual Arts program at Applecross Senior High School](#) has a rich history of excellence. Students immerse in specialised studio disciplines, guided by professional artists, and participate in community art projects.

Don't miss this opportunity to develop your artistic potential in a supportive and stimulating environment!

**Gifted and Talented**



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# Reminder

## 2025 P & C Mixer and AGM

All positions are open, and nominations are welcome.

Parent participation contributes significantly to better outcomes for all students. The P&C Association enables the school to respond more effectively to community values, aspirations and needs. It enhances the strength and vibrancy of the education system and builds a stronger school community.

If you would like to have a say in supporting your child's education, volunteer for our committee. We are holding an AGM and parent mixer on Thursday 20 February from 5:30 pm and everyone is encouraged to come along. Refreshments will be served in the Canteen Area- entry off Links Road.

This is your chance to come along, meet new parents and see what your school is all about!

RSVP via [www.trybooking.com/CXLDW](http://www.trybooking.com/CXLDW) by 3 pm Friday 14 February 2025.

If you would like to nominate yourself for the executive committee or become a financial member of the P & C, please complete the relevant form(s) below and email them to: [axshspc@gmail.com](mailto:axshspc@gmail.com).

**APPLECROSS SENIOR HIGH SCHOOL**

# PARENT MIXER AND AGM

Join us for an enriching evening at the Applecross SHS P&C event! Connect with parents, forge friendships, and explore our school's essence. Don't miss this chance to discover what makes us special!

**THURSDAY 20 FEBRUARY**  
Arrival from 5:30pm  
Meeting commences at 6:00pm

Refreshments in the Canteen Area - entry off Links Road

**RSVP** By 3pm Friday 14 February  
[www.trybooking.com/CXLDW](http://www.trybooking.com/CXLDW)

### P&C OFFICE BEARER AND EXECUTIVE COMMITTEE NOMINATION FORM

Please email a copy of the completed form to [axshspc@gmail.com](mailto:axshspc@gmail.com)

Please return to the P&C by (date) for circulation to members.

I (your name) \_\_\_\_\_  
as a financial member of (name of P&C Association), Applecross Senior High School  
wish to nominate for the position of \_\_\_\_\_  
(e.g. President, Vice President, Secretary, Treasurer, Sub-Committee and Executive Committee)  
for the year of (insert year nominating) \_\_\_\_\_ 2025

I confirm that I am not bankrupt nor that my affairs are under insolvency laws, and have not been convicted in the last five years of an indictable offence relating to the formation, promotion or management of a body corporate, an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than 12 months or an offence under Division 3 or section 127 of the Associations Incorporation Act 2015, where a person has allowed an association to operate unlawfully.

Qualifications/skills for the role or reason for nominating (optional):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

If you wish to nominate as a P&C Office Bearer, a P&C Executive Member or an Art, Music or Sports Sub-Committee Secretary, you must also submit a P&C Membership Form and pay the \$1.00 PAC Membership Fee

### P&C MEMBERSHIP FORM

Please return to your P&C Secretary

Please email a copy of the completed form to [axshspc@gmail.com](mailto:axshspc@gmail.com)

I (your name) \_\_\_\_\_  
of your address: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Home: \_\_\_\_\_  
Email: \_\_\_\_\_  
wish to become a financial member of Applecross Senior High School P&C Association Inc. by paying the annual membership fee of \$1.00

I understand that my annual membership is current until the next AGM  
I agree to abide by the P&C Constitution (Association rules) and P&C Code of Conduct

Signed (Member) \_\_\_\_\_

SECRETARY'S USE ONLY:  
Fee paid: \_\_\_\_\_  
Signed (Secretary) \_\_\_\_\_  
Date: \_\_\_\_\_

(For the Member's records)  
2025 PAC MEMBERSHIP RECEIPT

Received from \_\_\_\_\_ (Member's name)  
Amount paid \_\_\_\_\_ (Membership fee)  
Being Annual Membership fee of \_\_\_\_\_ P&C Association Inc.  
Signed \_\_\_\_\_ (Secretary on behalf of Treasurer)  
Date \_\_\_\_\_

As a P&C Member you must pay a \$1.00 P&C Membership Fee

Bank Details for Electronic Payment  
Name: Applecross SHS P&C Assoc Inc  
BSB: 083 001  
Account Number: 20054  
Reference: Your Name

### What exactly does the President do and what skills do I need?

## P&C President

#### Role Description

The P&C President is an effective leader, a participative person who is able to make and nurture relationships and has a detailed and thorough understanding of what is needed for the P&C to run smoothly, in line with its Constitution. While the President is the P&C's leader, it is important that they have an understanding of all the roles and responsibilities of Committee members, so that a teamwork approach can be applied to achieving goals.

**The vital link between parents and the school administration**  
The President is the primary link between the parent body and the school administration. You should develop and nurture a good working relationship with both.

**Understand and observe the Constitution**  
The President ensures that all members of the P&C (including themselves) abide by your P&C's Constitution. This is particularly important when handling disputes or the possible resignation or expulsion of P&C members. The President is also responsible for any communication between the government authority responsible for the incorporation of the school (Department of Education and Training) and the Association. Presidents must also have an understanding of the School Education Act 2015 and the Associations Incorporation Act, as they pertain to P&Cs.

**Meeting Chair**  
The President is the meeting Chair and as such must have knowledge of meeting procedures and protocols. Meeting meetings also requires the Chairperson to have an understanding of group dynamics, the ability to take an entrepreneurial role to resolve conflict and/or get the best out of all members.

**Ex-officio member of all sub-committees**  
The President is a voting and speaking member of all sub-committees.

**Ensure Office Bearers fulfil their duties**  
Good Presidents understand their own role and have a good working knowledge of the roles of other office bearers. They will be able to see how all roles, and those individuals in them can work together on an effective team.

**The public face of the P&C**  
Typically, the President handles all media enquiries, all external enquiries and speaking engagements (for example, assemblies). Remember, as President of the P&C, you are representing ALL of the parents at your school, not just the financial members of the P&C. At no time should you be giving a personal opinion.

**Accounts Signatory**  
You have the right and responsibility to sign cheques, documents and conduct and authorise EFT transactions for the P&C. This is not a duty or privilege that can be delegated to any other person and one that must be protected as it gives access to P&C finances.

**Manage any P&C paid employees e.g. Canteen worker, Uniform shop worker**  
The President is the Principal Employer of any P&C employees. You will need to be aware of all WHS Act requirements and ensure employees are insured and paid correctly.

### What exactly does the Vice-President do and what skills do I need?

## P&C Vice-President

#### Role Description

The Vice-President is the principal contact between the P&C and WACSSO, while also being the understudy to the President. Ready to step in at any time, it is important that the Vice-President understands the role of the President, plus all the Constitutional obligations of the P&C. WACSSO distributes information to P&Cs regularly throughout the year, and it is up to the Vice-President to ensure this information is presented at meetings or circulated to members as applicable.

**Understudy to the President**  
The main responsibility of the P&C Vice-President is to act as an understudy to the President. At various times, you may actually be required to step into that role. This is particularly true if the President is unable to Chair meetings. The President may also choose to delegate certain responsibilities to the Vice-President.

**Understand the Constitution**  
As the Vice-President may be required to step in for the President at any time, they need to have a full understanding of the P&C Constitution plus all the policies and procedures relevant to their P&C.

**Accounts Signatory**  
You have the right and responsibility to sign cheques, documents and conduct and authorise EFT transactions for the P&C. This is not a duty or privilege that can be delegated to any other person and one that must be protected as it gives access to P&C finances.

**Additional roles**  
Your P&C may have additional roles (such as Publicity Officer or Events Officer) that the Vice-President takes in addition to their Office Bearer role.

**Volunteer and Member Coordinator**  
If the P&C wants to attract more members and helpers, it is a good idea to have a dedicated Volunteer and Member Coordinator whose major responsibility is to make sure volunteers and members are attracted and retained. This role typically falls to the Vice-President.

**Build relationships**  
The Vice-President is encouraged to foster relationships with neighbouring or like-minded P&Cs and community groups.

### What exactly does the Treasurer do and what skills do I need?

## P&C Treasurer

#### Role Description

Perhaps the most specialised role within the P&C is the role of the honorary ( unpaid) Treasurer. Prior knowledge and experience with finance and financial report development is important in this role, and many times a person with such a skill set will raise their hand at the AGM to take on the responsibilities of the position. However, there will be occasions that a person with the preferred background is not available, and the position will fall to a member who may only have basic skills and knowledge associated with managing personal and household finances.

**Bookkeeping**  
On behalf of the P&C, the Treasurer will undertake bookkeeping activities such as writing up cheques, issuing receipts, conducting EFT transactions, banking money and data entry into software or spreadsheets. For those P&Cs with staff, the Treasurer is responsible for the asset register and for those with employees the Treasurer should monitor wages.

**Financial Management**  
The Treasurer assists the P&C to establish a budget, monitors the budget, controls outstanding debts, and explains the information to the P&C members and auditors to publications as relevant. The Treasurer must also pay accounts promptly when authorised and ensure accounts are current and reconciled.

**Reporting**  
The Treasurer is responsible for monthly management reports for members, preparing annual financial statements (including providing information to the auditor/reviewer where an audit/review of P&C accounts is required) and providing the annual financial reports to the AGM distributed according to statutory and constitutional requirements.

**Accounts Signatory**  
You have the right and responsibility to sign cheques, documents and conduct and authorise EFT transactions for the P&C. This is not a duty or privilege that can be delegated to any other person and one that must be protected as it gives access to P&C finances.

**Transparent accounting**  
The Treasurer must ensure that the accounting practices and records of the P&C are open and transparent and comply with the P&C's Constitution and Code of Conduct. The Treasurer must also ensure that all cheques on all accounts of the Association are signed by any two (2) of the authorised signatories.

**Employee Management**  
The Treasurer will ensure that the Association complies with all its responsibilities to any employees including but not limited to complying with employment awards or agreements, payroll, tax and superannuation.

### What exactly does the Secretary do and what skills do I need?

## P&C Secretary

#### Role Description

An efficient Secretary is the key to the smooth operation of any P&C. P&Cs fortunate to have the role of Secretary find it hard to hand on to their closest possession. The effective Secretary will be methodical, persistent, impartial and have a full understanding of the P&C Constitution, the rules and Code of Conduct. The Secretary can also be relied on to follow up on issues and those responsible and look for opportunities to suggest future items at meetings.

**Key administrative support for meetings**  
The Secretary prepares and distributes all meeting notices and agendas. They also typically prepare, distribute and present meeting minutes. The Secretary is also the Office Bearer who receives formal grievance notices and takes the necessary follow up action.

**Maintain Registers**  
The Secretary is responsible for maintaining the P&C's Register of Members (Constitutional requirements), the correspondence register and the register of volunteers working for your P&C. The Secretary must also notify both the principal and WACSSO in writing, the names of the persons who in that year are office bearers and executive members of the Association.

**Document Control**  
The Secretary is required to organise, record and maintain all P&C documents. The Secretary should investigate and recommend the best way to house all P&C documents and ensure appropriate protections are in place, as well as the necessary procedures to ensure the smooth running of the P&C. During the closure of Office Bearer, The Secretary is also holder of the Continuity Seal of the Association (where applicable).

**Constitution**  
The Secretary should ensure that a copy of the P&C's Constitution is available and accessible to all members. Ideally, a copy of the Constitution should be available at all meetings.

**Methodical, impartial Knowledge Bank**  
The Secretary should have deep knowledge of the P&C's Constitution, By-laws and Code of Conduct, providing advice and support to the President as needed.

**Accounts Signatory**  
You have the right and responsibility to sign cheques, documents and conduct and authorise EFT transactions for the P&C. This is not a duty or privilege that can be delegated to any other person and one that must be protected as it gives access to P&C finances.

**P&C Calendar**  
The Secretary should draw up an annual calendar and make it all key dates. Use of the annual PAC Handbook from WACSSO as a source of information for this calendar is recommended.

**Correspondence**  
Formal correspondence of the Secretary is an additional feature of the Secretary's role.

Keep up with all the exciting activities and student achievements that occur in the school by regularly checking our media pages.



Jarred Scagliotta - P & C President





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# eyes on VET

Welcome back to the new school year and to the first edition of 'Eyes on VET' in the Parent Update for 2025.

'Eyes on VET' will continue to showcase the fabulous opportunities taking place in the VET space, both within our school and externally. It will include a regular 'spotlight' on a program being delivered at our school or externally, 'Snapshots around the Workplace', as well as a range of other exciting VET opportunities and achievements which take place throughout the year.

We received exciting news over the holidays...



...three of our 2024 Year 12 VET Connect students were awarded a prestigious VET Certificate of Excellence in the SCSA VET Awards.



**Elijah Smith**  
Business and Financial Services; Information and Communications Technology



**Addison Hammelburg**  
Primary, Environmental and Animal Care Industries



**Elijah Smith**  
Retail and Personal Services

The first week back was extremely hectic, as we had only one day to see our VET Connect and P2C students to finalise all the required paperwork so that all our students could attend their external courses and work placements as scheduled in Week 1. VET Connect and P2C students all start their external courses on different dates, making it very tricky to ensure that those who start in Week 1 are prioritised for commencement first.



It has been wonderful to find out that some students who were not offered a place in an external course at TAFE by the end of last year have now had some exciting offers.

I wish all the VET students an enjoyable first term... it's great to be back

### Spotlight on WA Defence Work Experience Opportunities in Semester 1 2025

The Defence Work Experience Program (DWEPE) is pleased to be back in 2025. They have a range of programs happening across the Army, Navy, and Air Force this year. Below is a list of placements, taking place in Semester 1, which are currently open for applications.

<p><b>Army</b></p> <ul style="list-style-type: none"> <li>• A Day in the Life of a Soldier – Irwin Barracks – 20 March 2025 Applications close: 23 February 2025 Apply here: <a href="#">Defence Careers - A Day in the Life of a Soldier: Irwin Barracks (March)</a></li> <li>• A Day in the Life of a Soldier – Irwin Barracks – 22 May 2025 Applications close: 06 April 2025 Apply here: <a href="#">Defence Careers - A Day in the Life of a Soldier: Irwin Barracks (May)</a></li> <li>• A Day in the Life of a Soldier – Irwin Barracks – 19 June 2025 Applications close: 04 May 2025 Apply here: <a href="#">Defence Careers - A Day in the Life of a Soldier: Irwin Barracks (June)</a></li> </ul>	<p><b>Navy</b></p> <ul style="list-style-type: none"> <li>• Navy Careers Experience – <a href="#">HMAS Stirling – 07-09 April 2025</a> <a href="#">Applications close: 23 February 2025</a> Apply here: Defence Careers - Navy Careers Experience: HMAS Stirling (April)</li> <li>• Navy Careers Experience – HMAS Stirling – 30 June – 02 July 2025 Applications close: 18 May 2025 Apply here: <a href="#">Defence Careers - Navy Careers Experience: HMAS Stirling (June)</a></li> </ul>
<p><b>Air Force</b></p> <ul style="list-style-type: none"> <li>• Air Force Careers Day – RAAF Base Pearce – 25 March 2025 Applications close: 16 February 2025 Apply here: Defence Careers - <a href="#">Air Force Careers Day: RAAF Base Pearce (March)</a></li> <li>• Air Force Careers Day – RAAF Base Pearce – 24 June 2025 Applications close 11 May 2025 Apply here: <a href="#">Defence Careers - Air Force Careers Day: RAAF Base Pearce (June)</a></li> <li>• Indigenous Youth Program – RAAF Base Pearce – 24 June 2025 Applications close 11 May 2025 Apply here: <a href="#">Defence Careers - Air Force Indigenous Youth Program: RAAF Base Pearce (June)</a></li> </ul>	<p><b>To be eligible for Defence Work Experience, at the time of the placement, students must:</b></p> <ul style="list-style-type: none"> <li>• Be aged 15 years or older</li> <li>• Be currently enrolled in an educational institution</li> <li>• Be an Australian citizen or permanent resident</li> </ul> <p>There are many opportunities for students here, so please apply as soon as possible if interested as places tend to fill up quickly.</p>



### Snapshots around the workplace...

Keep an eye out for upcoming photos once our students start at their work placements.

Keep up with all the exciting activities and student achievements that occur in the school by regularly checking our media pages.







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...to all our **P2C students**, undertaking a variety of external courses one day per week.

...to **Elijah Smith and Addison Hammelburg** (2024 Year 12 VET Connect Students), for being awarded a VET Certificate of Excellence in the SCSA VET Awards.

...to **Cameron Dengate (Year 11)** on gaining a full-time apprenticeship in hairdressing at Bangs Hair Salon

...to **Eden Chung (Year 11 VET Connect)**, on her completion of work experience over the school holidays at the Crown Theatre, where she had the amazing opportunity to work with the crew from Wicked between 27-29 December. Eden received a glowing Employer Assessment from her supervisor. Please take a few minutes to read about the recount of what Eden did below...

*I was with the Wicked crew for 6 shows. These are the tasks I undertook on each day:*

*27 December: Backstage in the wings with Stage Manager - I observed backstage and wings communication cues, lighting cues and prop cues. I got to wear the crew headpiece and was able to hear all the cues, prompts and conversations going on between crew members throughout the 2 shows that day (my microphone was not active; I was only listening).*

*28 December: With props crew - I learned where props are placed on stage and how timing and visual tricks are used (eg; trap doors, the magic wheelchair, the OZ head, and various other animatronics). Costumes department - learned about quick costume changes for scene sequences, and how the costumes are made and maintained. For the second show that day, the stage manager offered for me to sit in the audience (and have me a very good seat!) so that I could watch the show as an audience member. So lucky!! She said it was important that I observe the show from the front, so that I could understand what it looked like.*

*29 December: Hair and makeup department - I learned how wigs are fixed and about different makeup techniques, including Elphaba's green skin makeup. How wigs and masks are made and attached, I got to observe Tin Man' makeup being done. Lighting and sound department, I got to work in the lighting and sound control box (the pic I sent). I got a tour of the whole stage and underground orchestra and changerooms.*

*Over the course of the 6 shows, I also got to speak with the cast, head of costuming, the makeup artists, stage manager, etc, about their experiences and how they got into their roles. I saw all the backstage workings, with some errors too - one of the flying monkeys got caught in the rigging and was dangling from the ceiling. The show had to be stopped for 20minutes to free her from the rigging.*

*Work experience with Wicked was so much fun and I learned so much! I am now in contact with the production company about some of their other shows coming to Crown that I might be able to undertake more work experience with. I hope I get to see more shows and keep adding to my knowledge of musical theatre.*



What a fabulous experience you had, Eden... Well done!

Please keep your **eyes on VET** in the next Parent Update.

**Melinda Kennington, VET Manager**

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# Important Dates

## 2025 Term Dates

	STUDENTS	TEACHERS
Term 1	<b>Wednesday 5 February</b> - Friday 11 April	Monday 3 February - Friday 11 April
Break	Monday 14 April - Friday 25 April	Monday 14 April - Friday 25 April
Term 2	Monday 28 April - Friday 4 July	Monday 28 April - Friday 4 July
Break	Monday 7 July - Friday 18 July	Monday 7 July - Friday 18 July
Term 3	<b>Tuesday 22 July</b> - Friday 26 September	Monday 21 July - Friday 26 September
Break	Monday 29 September - Friday 10 October	Monday 29 September - Friday 10 October
Term 4	Monday 13 October - Thursday 18 December	Monday 13 October - Friday 19 December

## 2025 School Development Days

Term 2	Friday	30 May	Week 5
Term 3	Monday	21 July	Week 1
Term 4	Friday	24 October	Week 2
Term 4	Friday	19 December	Week 10

***Students do not attend school on these days***

## 2025 Upcoming Parent Events

10 February	Monday	Year 12 Awards Assembly
20 February	Thursday	P & C AGM/Sundowner
25 February	Tuesday	School Tour
27 February	Thursday	School Board Meeting
4 March	Tuesday	Japanese Exchange Information Night
6 March	Thursday	Year 11 ATAR Parent Information Session

## 2025 Upcoming Student Events

7 February	Friday	Year 12 Ball
10 February	Monday	Year 12 Awards Assembly
19-21 February	Wed-Fri	Year 7 Tennis Camp
25 February	Tuesday	Year 11 River Cruise
5 March	Wednesday	Year 10 Social Event
7 March	Friday	House Swimming Carnival
10-11 March	Mon-Tues	School Photo Day
19 March	Wednesday	World's Greatest Shave
19 March	Wednesday	Year 8 River Cruise (TBA)
21 March	Friday	Harmony Day
26-28 March	Wed-Fri	Year 11 and 12 Media Camp
2 April	Wednesday	Year 10 Lightning Carnival
3 April	Thursday	Interschool Swimming Carnival
9-11 April	Wed-Fri	Year 10 Art Camp (TBA)
9 April	Wednesday	Parent Teacher Meetings (Face 2 Face)

Keep up with all the exciting activities and student achievements that occur in the school by regularly checking our media pages.



Visit the school [website](#) for other upcoming events





# APPLECROSS


SENIOR HIGH SCHOOL

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# Community Notices

**mastermind**  
AUSTRALIA



**MASTER CLASSES TERM 1**  
Tuition for all students Year 7 to 12

Master Classes are 1 hour tutorial sessions conducted once a week during the school term. Each week these classes reinforce and extend students' understanding of the work they are currently studying at school. Classes run on Saturday afternoons and enrolment can be made at any time during the term. Program commences Saturday 15<sup>th</sup> February. Classes held at Christ Church Grammar School.

\*20% school discount per subject\*

**ENROL NOW**  
[www.mastermindaustralia.com.au](http://www.mastermindaustralia.com.au)

**MASTERMIND AUSTRALIA**  
Ph: 9342 2000 mob: 0488 102 907  
email: [admin@mastermindaustralia.com.au](mailto:admin@mastermindaustralia.com.au)

**PERTH SAINTS FOOTBALL CLUB**




**U14 - U18 Girls**  
**Expression of Interest**

For more information  
or to register:

[perthsaintsfc.com/juniorgirls](http://perthsaintsfc.com/juniorgirls)

*Academic Group - Achieve Success at School*

Enrolments are open for **Term 1**

**MASTER Classes**  
for **Yr 10,11 & 12**



Where learners become masters!

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*Academic Group - Achieve Success at School*

Enrolments are open for **Term 1**

**TUITION Classes**  
for **Yr 7-12**



Transforming potential into achievement

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