



# Student Information Handbook





# Welcome!

We're so glad you're here. This is your school, your community, and a place where you belong.

Our team is here to support you, celebrate your strengths, and help you reach your goals. If you need anything, just ask.

This handbook is your guide - keep it handy; it'll help along the way.

***Paul Jones***  
***Principal***



# What Youth Futures does?



Youth Futures supports young people through education, training, and housing services.

## Community School Hubs

Our schools are called Community School Hubs. They include Community Schools, Anchor Point campuses, and Comet Connect (a mobile classroom).

## Futures Education and Training

Futures Education and Training is our Registered Training Organisation offering recognised Vocational (VET) courses that give young people the knowledge, skills, and qualifications they need for work, further study, or apprenticeships/traineeships.

## Homelessness Services

We provide safe accommodation and support for young people experiencing, or at risk of, homelessness, including support with challenges related to mental health or alcohol and other drug use.

# Where to Find Us

## Youth Futures Community Schools

Site	Address	Phone	
Albany	19 Prior Street, Albany WA 6330	(08) 9840 5973	
Bayswater	6/4 Bassendean Road, Bayswater WA 6063	(08) 9250 6222	
Clarkson	77 Renshaw Boulevard, Clarkson WA 6030	(08) 9407 9099	
Joondalup	19 Sundew Rise, Joondalup WA 6027	(08) 9407 9099	
Midland	1 Cale Street, Midland WA 6056	(08) 9250 6222	
Mirrabooka	1/5 Cobbler Place, Mirrabooka WA 6061	0498 520 754	
Head Office	1/70 Davidson Terrace, Joondalup WA 6027	(08) 9300 2677	<a href="mailto:intake@youthfutures.com.au">intake@youthfutures.com.au</a>



## The Basics

### School hours

Our schools run from 9:00am to 2:30pm, Monday to Friday during WA school terms.

### Settling in

Everyone starts with a trial of at least one month to make sure the school feels right for you. If it's not the best fit, we'll talk through other options with you and your parents/carers.

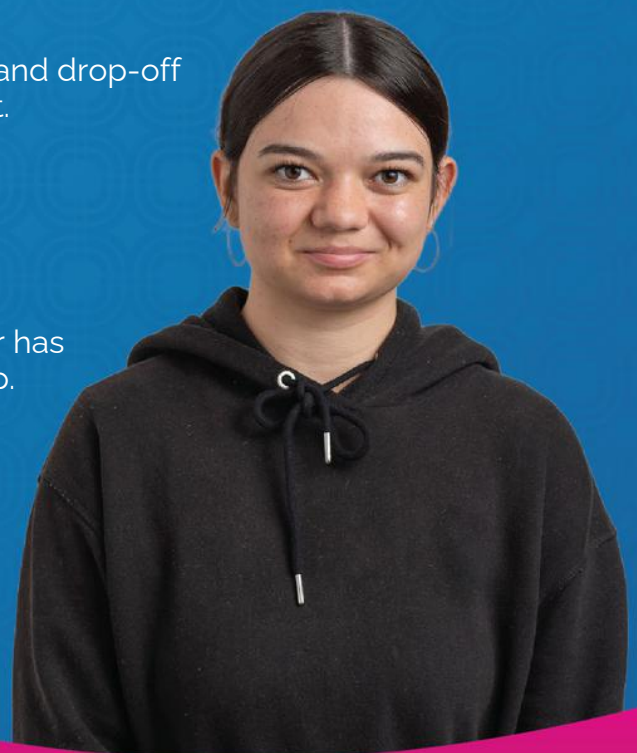
### Bus services

Some schools offer a bus service with set pick-up and drop-off points. Details will be shared with you at enrolment.

### On the bus

To keep travel safe and positive for everyone:

- Be on time – the bus won't wait.
- Use your regular stop unless your parent/carer has given us permission for you to use another stop.
- No smoking or vaping.
- Water only – no food on the bus.
- Always wear your seatbelt.
- Respect the driver and follow directions.
- Behave positively at all times.



# Coming to school

You need to attend school at least 80% of the time. If you're finding it hard to do this and have a good reason, we'll work with you and help you to achieve this. If you're not sure whether an absence is okay, just ask a staff member.

## Absences

### School absences



#### Good Reasons

- Being sick
- Mental health concerns
- Death of a close friend or family member
- Approved school events or activities which are not at the school site
- Approved cultural events
- Pre-approved medical or other kinds of appointments



#### Not OK Reasons

- Just deciding not to attend
- Shopping trips – even with a parent/carer
- Household chores
- Appointment that could be outside school hours (e.g. a haircut)
- Work - unless approved by the school
- Unapproved medical or other kinds of appointment

### Please remember:

- Your parent/carer must let the school know if you're going to be late or absent.
- If we don't hear from them, we'll follow up.
- If you're sick for two or more days, we may ask for a medical certificate.



## Mobile phones

Phones help us stay connected, but they can distract from learning. To keep classes focused, we collect phones at the start of the day and return them at the end. Some schools may also return them at recess and lunch.

## Energy and soft drinks

Energy and soft drinks aren't allowed because they can affect your focus, mood, and behaviour. Water and healthy food are encouraged to keep your mind and body strong.

## What to Wear

At Youth Futures, there's no uniform; just wear clothes that are comfortable, safe, and respectful. If there's ever any doubt, the Head of School will help make the call.

Please look at the table on the next page for some tips.



## Dress Code

Category	Do Wear	Don't Wear
Comfort and practicality	 Comfy clothes (tshirts, polos, jeans, trackies).  Sneakers or other safe, enclosed shoes  Clothes in breathable fabrics.	 Clothes that are too tight or too baggy.
School-appropriate	 Neat and tidy tops, modest length shorts and skirts, jumpers, and hoodies.	 Crop tops, very short shorts/skirts, gym gear, pyjamas, clothing with offensive logos or slogans.
Safety	 Hats for sun protection, enclosed shoes, extra layers of clothing for cold weather.  	 Unsafe shoes like thongs, slides, slippers, and high heels.
Weather-smart	 Light clothes and hat on hot days, jumper/jacket on cold days,  rain jackets in wet weather. 	 Clothes that don't suit the weather (no jumper in winter, no hat in hot sun or no rain cover).

## Eating at School

You can bring your own lunch, but our schools also provide healthy snacks at break times. Some sites provide healthy meals at lunch time.




# School Timetable

Timetables can vary, but generally look like this:

## Youth Futures Community Schools

### School Timetable

 Time	Activity
9.00am to 10.15am	Class
10.15am to 10.30am	Recess
10.30am to 11.40am	Class
11.40am to 12.10pm	Lunch Break
12.10PM to 1pm	Class
1pm to 1.10pm	Afternoon break
1.10pm to 2.30pm	Afternoon activities

Your teacher or trainer will tell you what the timetable is for your class and if there will be any changes to the timetable.



# Learning at Your School

## **Middle School (at selected school sites)**

For Years 7–9, we follow a modified WA Curriculum that builds skills for Senior School. We also focus on life skills and social-emotional learning, helping you grow in confidence, manage challenges, and build positive relationships in a safe space.

## **Senior School**

For Years 10–12, students work towards Certificates in General Education for Adults (CGEA) and other recognised qualifications. You'll get support through Individual Education Plans, one-on-one help, technology, and specialist staff. Social-emotional learning is included too, building resilience and confidence.

## **Comet Connect**

For Years 10–12, Comet Connect supports young people who need a different learning space. Classes run in a Youth Futures bus or in agreed places like libraries. The focus is on re-engaging with learning through personalised one-on-one support.

## **Things to help you learn**

All students are provided with the resources they need for study free of charge. This includes all stationery and laptops you can use in class.



## How you show your learning

If you're in Senior School or Comet Connect and enrolled in CGEA, you'll complete an assessment for each unit at your own pace. You need to achieve a satisfactory result to receive credit for the unit.





## Certificates

When you complete all units, you'll receive a Certificate. If you pass only some units, you'll receive a Statement of Attainment. These are issued by Futures Education and Training (FEAT).

## School reports

Reports are given to parents/carers twice a year, at the end of each semester. They're written in clear language so you and your parents/carers can see how you're doing.






### School reports - what they show

-  How you're doing against school standards or your IEP goals
-  The progress you've made over time
-  Teacher comments on your learning and effort
-  Feedback on how you behave and take part in the group

## Other ways we share your progress

Your learning isn't just in school reports. We share it in lots of ways:

### Other ways you'll hear about your learning

-  Information sessions e.g. parent/carer and teacher/trainer meetings
-  Phone calls to or meetings with parents/carers
-  Letters or emails to share wins or concerns
-  Individualised Education Plans
-  Teacher/trainer check-ins

# Your Wellbeing Matters

## Our approach

Your safety and wellbeing matter most. We want school to feel safe, supportive, and respectful for everyone. Staff, families, and community partners all work together to support you. Everyone gets whole-school support, with extra help for those who need it.

## Student Wellbeing Team

Our Wellbeing Team includes youth workers, social workers, and psychologists. They're here to help you settle in, support your mental health, and connect you with services outside school if you need them.

## Student Council

The Student Council is your voice in the school. It's made up of students who want to make school life better, safer, and more inclusive. Anyone can nominate to join through an election. Council members are role models - respectful, responsible, and positive - working as a team to represent all students.



# Your Rights and Responsibilities

At Youth Futures Community School, everyone has rights and responsibilities that go with them.

Your Rights	Your responsibilities
 <b>Be safe</b> – I have the right to feel safe and supported.	 <b>Keep safe</b> – I will look after myself and others if they need help.
 <b>Learn in my own way</b> – I can learn in a way that works for me.	 <b>Engage in learning</b> – I will try my best and respect others' learning.
 <b>Get support</b> – I can ask for academic and emotional help when I need it.	 <b>Seek help respectfully</b> – I will let staff know if I need any type of support.
 <b>Be myself</b> – I have the right to be accepted for who I am, no matter what.	 <b>Respect others</b> – I will treat others fairly and celebrate differences.
 <b>Have a voice</b> – I can share my ideas and be listened to.	 <b>Use my voice wisely</b> – I will listen to others and speak honestly and kindly.
 <b>Be treated fairly</b> – I deserve to be treated with dignity, respect and fairness.	 <b>Act fairly</b> – I will act with honesty, kindness and integrity

# Our Code of Conduct

This is our Student Code of Conduct. It is a simple guide to how we treat each other at Youth Futures Community School.

## Purpose and scope

- At Youth Futures Community School, we want everyone to feel safe, respected and supported.
- This Code is here to help you make the most of school. It applies when you're at school, on excursions, representing the school or online.

## YFCS Hub Values

- Empathy – be kind and try to understand how others feel.
- Respect – listen, don't interrupt, and value other people's views.
- Collaboration – work together to get good things done.
- Transparency – be honest, open and clear with others.
- Empowerment – use what you've got to make your own choices.
- Honesty – tell the truth and do the right thing.

## Dignity, diversity and respect

- Be kind and respectful to everyone at YFCS Hubs – yourself, students, parents/carers, staff and visitors.
- Allow trainers and teachers to teach, and other students to learn by not disrupting the learning environment.
- Remember everyone learns differently and has their own needs.
- Treat everyone with courtesy and fairness regardless of their background, identity or beliefs.
- Respect that everyone has the right to express their views, while being aware of the impact of their statements on others.

## Positive behaviours

- School runs from 9:00am to 2:30pm, Monday to Friday. Let staff know if you'll be late or are not coming. You can't leave early unless your parent/carer gives permission.
- Students are expected to attend 80% or more of available YFCS Hub days.
- Always follow the directions of your trainers, teachers and other YFCS staff.
- Make meaningful progress in your course according to your Individualised Education Plan.
- Take care of school property and only borrow things with staff permission.

## Integrity and transparency

- Be clear and honest – let staff and other students know what you're doing and why.
- Own your actions – if you make a mistake, be honest about it. Don't blame others; everyone makes mistakes and it's how we learn.

## Confidentiality and privacy

- Students are not to share any personal information about anyone without their permission including on digital platforms or on social media.

## Promoting Safety

- Students are not to bully, harass, intimidate, ridicule or deliberately harm anyone else in any way, including emotionally, verbally or physically.

## Digital and social media

- YFCS Hub IT equipment is only to be used for education purposes. Access to any other online content is not permitted while at YFCS Hubs.
- Student mobile phones and any other IT device are to be given to YFCS Hub staff before school starts. They will be returned during breaks and at the end of the day.

## Legislation and policies

- In Western Australia, smoking tobacco and vaping are illegal on school grounds. The law prohibits smoking and vaping within the boundaries of all schools, including school grounds and within four meters of any pedestrian access point to the school..
- Being intoxicated or possessing any alcohol and/or illicit drugs or equipment associated with their use is also illegal on school grounds in WA.
- Students are required to read and follow this Code of Conduct and the policies outlined in the Student Handbook.

## Reporting concerns

- Students who feel unsafe and/or are being bullied should report their concerns as soon as possible to a staff member and this conversation will be treated in the strictest confidence.
- Students who are concerned for another student should also raise their concerns with a staff member as soon as possible and this conversation will also be treated in the strictest confidence.

## Consequences of concerning behaviour

- Concerning behaviour observed at YFCS Hubs will be assessed as either minor, moderately severe or very serious with appropriate consequences determined by staff.
- Students will always be supported to understand the cause of their behavioural concerns, but repeated events may result in loss of privileges or implementation of behavioural management or attendance plans. Very serious events may result in suspension or removal from YFCS Hubs.

## Implementation and review

- This Student Code of Conduct has been developed for and with the students enrolled with YFCS Hubs. It will be regularly reviewed, and your input is welcomed. Talk to your teacher about how to share your thoughts and contribute to the next version.

# Student Acknowledgement of Student Handbook

I acknowledge that I have been given the opportunity to read and reflect on the Youth Futures Community School Student Handbook. I understand that I have had the opportunity to ask questions and have any concerns explained to me in a way that supports my understanding.

I understand the expectations, responsibilities, and values outlined in the Student Handbook and recognise that these are in place to support my learning, wellbeing and personal growth, as well as the safety and wellbeing of others in our school community.

I commit to making positive choices and to following the expectations of Youth Futures Community School, with the understanding that staff are here to support me to succeed.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Safety First

## Your privacy

Your personal info is kept safe. We only share it with people who need it to support your learning or wellbeing. We won't share it without you knowing, unless the law says we must, to keep you or others safe.

## CCTV

Our schools have CCTV cameras. The video footage is private and only checked if something serious happens.

## What to do in an emergency

If there's an emergency:



Stay calm



Listen and follow instructions



Look out for each other

## Emergency Procedures

### Listen first

If there's an emergency, stop and listen to staff.

### Evacuation (Fire/Alarm)

Leave the building calmly, follow your class, and go straight to the assembly area. No running or grabbing belongings.

### Lockdown (Threat on Site)

Stay inside, follow staff directions, stay quiet and out of sight until given the "all clear".

### Medical emergencies

Tell a staff member straight away if someone is hurt or sick. Stay calm and give them space until help arrives.

### Follow the plan

These steps are here to keep everyone safe.

# Work, Health and Safety (WHS)

WHS is about keeping everyone safe, healthy, and ready to learn.

## Work, Health and Safety

### Be safe

Follow school rules and use equipment properly to avoid accidents.

### Look out for each other

Tell staff straight away if you see something unsafe (like spills, broken gear, or hazards).

### Listen and learn

Follow safety instructions from staff carefully.

### Respect spaces

Keep classrooms, workshops and outdoor areas tidy so everyone can move safely.

### Speak up

If you feel unsafe, let staff know straightaway. Your safety comes first.



# Speaking Up

## Feedback and complaints

Speaking up helps make our school safer and better for everyone.

<b>Your voice matters</b>	We want to hear your ideas, suggestions, and concerns.
<b>Feedback</b>	Share positives or ideas to help make our school better.
<b>Complaints</b>	If something feels unfair, unsafe, or not right, you can speak up.
<b>How to do it</b>	Talk to a staff member you trust or write it down and give it to us.
<b>What happens next?</b>	We'll listen, take it seriously and follow it up fairly and respectfully.
<b>Is it safe to speak up?</b>	You won't get in trouble for raising a genuine concern.





## **Visitors**

Sometimes visitors come to our school to run programs, give talks, or help with activities. Be polite, welcoming, and respectful.

## **Managing medication**

If you need medication, your parent/carer must fill in a form. Medicine must be in its original packet with clear instructions. This includes over the counter medicine like Panadol. Staff will keep your medicine safe and help you take it at the right time or when permitted by your parent/guardian. Never carry medicine to school or share with other students.

## **Graduation and yearbooks**

Graduation is a special event where families, staff, and friends celebrate your journey and future. Yearbooks are created each year with photos and highlights so you can look back on your time at school.

## **Immunisations**

Immunisations protect you and others from serious illnesses. Nurses visit some schools to give them safely, but only with your parent/carer's permission. If you're worried, talk to staff or your parent/carer first.

## **School policies**

You can ask staff if you'd like to see school policies and procedures.

## **Handbook updates**

This handbook is updated regularly to keep it clear and useful. Students, staff, and parents/carers will be asked for feedback, so it reflects what matters to our school community.

# Questions You Might Have

## **I've missed a lot of school – can you still help me?**

Yes! We'll build a learning plan that fits you, focusing on your strengths and giving support where you need it.

## **Will you ask me to leave if I struggle with behaviour?**

We will work alongside you to understand what has happened and support you to make positive changes. Sometimes, if behaviour puts others' safety and wellbeing at risk, we may need to look at other arrangements and supports to keep everyone safe – including time away from school or moving to another program.

## **Will you ask me to leave if I struggle with behaviour?**

We will work alongside you to understand what has happened and support you to make positive changes. Sometimes, if behaviour puts others' safety and wellbeing at risk, we may need to look at other arrangements and supports to keep everyone safe – including time away from school or moving to another program.

## **Big groups stress me out – what can I do?**

We get it. We have quiet zones, chill-out spaces, and small class sizes to make things easier.

## **Can you help me learn to read and write?**

Absolutely. We'll support you to build your reading, writing, and maths skills in ways that work for you. No judgement, just support.

## **What if I get bullied again?**

We have zero tolerance for bullying. Teachers, trainers, and youth workers are here to keep you safe and supported.

## **Can you help me get a job (senior students)?**

Yes! Youth Workers and teachers/trainers can help with resumes, job applications, and work experience placements.

## **Can my certificate get me into TAFE or uni?**

Our Certificates II and III can lead to most TAFE courses. It won't give you an ATAR for uni, but there are other pathways like bridging courses. It is important to know that your course and the certificate you will get are not the same as doing years 8-12 in a mainstream school.

## **I find it hard to concentrate – will you support me?**

Absolutely. Everyone learns differently and we'll work with you to find ways of learning and focusing that suit you best. We'll build on what already helps you and adjust things so that you can feel confident and successful.

### **What if English isn't my first language?**

Everyone is welcome. We value all cultures, languages, and identities. Inclusion is at the heart of what we do.

### **Do I have to come every day?**

You need to attend at least 80% of the time. If that's hard, we'll work with you to find solutions.

### **Will I do schoolwork all day?**

Not at all. Learning here includes sport, art, cooking, outings, and guest speakers. We want you to learn in fun and different ways.

### **What if I don't agree with a decision the school has made?**

You can access our complaints and appeals process. Talk to your teacher/trainer or youth worker and we will help you to do this. We will always listen to you and treat any complaint seriously.



## **Thank you!**

Got questions?  
Ask any time; we're here for you.