COCOS ISLANDS DISTRICT HIGH SCHOOL

KERJASAMA & KEJAYAAN



PARENT INFORMATION BOOKLET A-Z

WELCOME TO OUR SCHOOL

2025 / 2026

Welcome Message

Welcome to Cocos Islands District High School!



Our school is a unique and vibrant learning community that values every child, every day. Our vision, "High Levels of Learning For All Students," was developed in consultation with both staff and the community. It reflects our commitment to the academic, physical, and social/emotional development of the whole child.

Our school motto, "Kerjasama & Kejayaan" (Cooperation & Achievement), embodies our belief that the school and the community can work together to deliver impactful outcomes for our students. Partnerships between students, teachers, and the community are vital to our school's culture.

We are committed to providing high-quality learning opportunities for all students, ensuring they can reach their full potential, regardless of their starting point or circumstances. At Cocos Islands District High School, we believe that success is built on a strong foundation of belonging, high expectations, and purposeful teaching. Our focus is on creating safe, supportive, and inclusive learning environments and fostering strong partnerships with families and the broader community.

Paul Jefferies
Pak Eli
Principal

We take pride in our culturally rich context and the role it plays in shaping our students' learning and identity. Our staff is committed to delivering engaging, evidence-based teaching in every classroom, fostering curiosity, creativity, and resilience. We place student well-being at the centre of everything we do, recognising that a child who feels safe and supported is ready to learn and thrive.

Together, our aspirations are clear: every student at Cocos Islands District High School will be equipped with the skills, confidence, and values necessary for success in learning and in life. With the collective efforts of staff, students, families, and the community, we are building a future of excellence and opportunity for all.

I warmly welcome you to our school and look forward to sharing in this learning journey ahead!

Our Executive Team



Paul Jefferies
Pak Eli
Principal



Kylie Davis
Mak Mia
Deputy Principal



Carly-Jo Smith
Mak Tilly
Deputy Principal



Nedy Congkin
Nek Naira
School Officer HI



Siti Congkin-Anthony
Nek Umar
Manager Corporate Services



Nollia Satna
Nek Ka'ish
School Officer WI

Administration

Office Hours: 7:30am - 2:30pm; Monday - Friday
West Island: 08 9162 6651
Home Island: 08 9162 7592
Email: cocosislands.dhs@education.wa.edu.au

Parent Handbook A-Z



Arrival & Departute of children at school

If students arrive at school before the classroom doors open at 7:50am (Home Island) or 8:00am (West Island) it is expected that they sit quietly on the benches outside their classroom. Parents are encouraged not to drop students off too early, but instead aim to arrive at school on time. If you are collecting your child at the end of the school day, please wait for students to be dismissed by their teacher. If you need to collect your child before the end of the school day, parents need to sign their child out at the front office before proceeding to the classroom.

Assemblies / Rewards & Recognition (R&R)

Rewards and Recognition assemblies are held at the end of the day, fortnightly (even weeks) on a Wednesday on both Home and West Island campuses. These assemblies allow teachers to give values awards to students and share notices about upcoming events or happenings around the school. Whole School Assemblies will happen once a term as part of our integration days, and will alternate between West and Home Island. Each class will give an award for the 'Cocos Kid' who has consistently displayed all the school values across the term.

Allergies

Cocos Islands District High School is an Allergy Aware school. We have several students with different food allergies. Please ensure that if you are sending food to school that you list the ingredients used or that store bought items have packaging that notes what is in the food. Children are not allowed to share food at school.

Attendance

Regular attendance is expected for all students. Missing school can create stress and anxiety and future learning difficulties. All absences must be advised but contacting the school via email or through the compass app. Children should not miss school to attend the airport to farewell / welcome family members, this needs to happen outside of school hours.

Bicycles, Scooters and Skateboards

Students are welcome to ride or scoot to school. Helmets must be worn at all times. A bike rack is located at the front of the school for students to store their bikes. Please encourage your child to take care when travelling to and from school, following the WA road rules to prevent avoidable accidents.

Classroom Volunteers

Parents, Grandparents and other carers are invited to participate in their child's learning. Please speak with your child's teacher if you are interested in volunteering in the classroom. All volunteers must sign in at the front office before assisting in a classroom. At the completion of the session, please sign out before leaving school grounds.

Communication

As a schoool, we use Compass, Facebook and Seesaw to communicate with parents. Teachers will share learning journey information and classroom specific notes through Seesaw. On facebook we will share student success and reminders. All formal communication for parents will come through the Compass Platform. Please ensure you have downloaded the Compass App for your phone, this app will ensure you get all the relevent notifications from the school, and you can send through attendance notes here too. The school will also put out a paper copy of a Newletter to all families every 2 months with updates about what is happening at the school and in the classrooms.

Contact Details

Please keep school records up to date and advise the office of any changes to important imformation such as parent phone numbers, email addresses and any changes to living arrangements.

Crunch and Sip



A daily 'crunch and sip' break occurs in most classrooms across the primary school. This consists of a serve of vegetables or fruit (cut up and kept in a small container) and a drink of water. Please ensure your child has this available in their bag.

Dress Code

The School Board of Cocos Islands District High School has established a dress code for all students attending the school. A dress code gives students a sense of unity, belonging and pride in their school, which assists in building school and team spirit. Students need to wear full school uniform to school every day. If you are unsure of the code, please speak to our staff.

Homework

Homework is seen as valuable in the revision and extension of class work and to help develop independent learning. Homework is directed at the student, not the parent. Classroom teachers will outline their expected homework requirements and this information will be available to parents in class meetings held in the beginning of the year. If any difficulties arise, please discuss the situation with your child's teacher.



Library

All students from K-10 have the opportunity to borrow books from the Library. Each student will require a suitable library bag before borrowing books. Your classroom teacher will advise you what day your child will be visiting the library.

Lost Property

Lost property is a continual challenge at all schools. As such, parents are asked to ensure that all clothing is clearly marked with the studednt's name. Every effort will be made to return lost items to the child. Lost property will be handed into the school office. Any unclaimed property will be donated to the P&C or disposed of.



Medication

If it is necessary for medication to be administed at school on a short term basis, parents must complete Form 3 (Administration of Medication Form) available at the front office. Long term medication and Medical Management Plans need to be coordinated through Administration.

Mobile Phones

All mobile phones are to be handed in to the school office at the commencement of the school day. Students are not to access their phones during the day. It is their responsibility to collect the phone from the office a the end of the day. The school does not accept any liability for the loss or damage to the above items if they are brought to school. If you need to contact your child during the school day, we ask that you do not message or call their mobile phone, but instead contact the school office.

Parking

On Home Island, parking around the school can be busy at pick up times. We ask, where possible, parents ensure they do not block the access to the front of the school.

P&C

The school has a very supportive Parents and Citizen's (P&C) Associtation. They are always open to welcoming new commitee members, so please reach out to them if you are keen to join and support the school. Our P&C are the contact for all uniform orders. Please email: **cidhs.pandc@gmail.com**

Playgroup - Abecedarian

CIDHS uses the Abecedarian approach, hosting a playgroup for parents and children aged 0-4 every week. During these sessions, parents and children are invited into our school to play in the Kindy classroom and outdoor play space, as well as play games and sing songs with the Kindy teacher. Our Abecedarian sessions run two afternoons a week from 11-12pm.

Recycling

Clean, recyclable materials are of value to our early childhood. Please collect and send along items for collage work when requested by the teacher. On West Island, we have a bin of shredded paper available for parents to help themselves to. We pride ourselves on teaching our students about sustainability and this includes the reduce, re-use and recycle practices. This is embedded across the curriculum and reinforced at school.

Reports

Formal reports are issued at the end of each semester. These reports will be emailed to you via the email address we have on file at the school, hard copies will not be provided. If you require a report from a previous semester, please contact the school. Teacher-Parent interviews are an important part of our reporting process. These interviews are held in Term 3 and parents are encouraged to attend.

School Hours

Home Island	West Island
Doors Open: 7:50am, **School Starts:** 8am	**Doors Open:** 8am, **School Starts:** 8:10am
Recess: 10:10 – 10:30am	**Recess:** 10:20 – 10:40am
Lunch: 12:10 – 12:35pm	**Lunch:** 12:20 – 12:50pm
School Finishes: 2:15pm (12:45pm Monday)	**School Finishes:** 2:30pm (1pm Monday)



Sick Children

Bed rest or quiet time at home helps prevent illness spreading through the class / school. If your child is unwell, please keep them at home and notify the school that they will not be at school.

Toys / Valuables / Sporting Equipment

Please do not allow your child to bring toys or other valuable items to school as they may be lots or broken. Class teachers will give parents information about items they may want the children to bring in as part of the learning program.

Term Planners & Important Dates

Every year the school has 6 x School Development Days. Students do not attend on these days. The dates are provided in Term 4 for the following year. The school will share Term Planners with parents towards the end of the term, ready for the next school term. Please look out for the Term Planner on Facebook and Seesaw.

Our vision for Cocos Island District High School is:

'High Levels of Learning For All Students'

This vision was created in consultation with staff and the community. It reflects our commitment to the academic, physical and social/emotional development of the whole child.

Our highly skilled and motivated staff use evidence based practices to ensure that each child is valued and catered for and that they are provided with learning opportunities that will allow them to reach and exceed their potential.

Our school motto 'Kerjasama & Kejayaan' (Cooperation & Achievement) refers to our belief that the school and community work together as a connected community to deliver impactful outcomes for our students. These partnerships between students, teachers and community are a vital part of our school culture.

WE BELIEVE IN ...

