



2026 VERSION

Parent / Carer *Information Handbook*

Everything you need to know about your young
person's school journey with us.

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Welcome!

Hi Parents/Carers,

We are pleased that you are exploring or have enrolled your young person with Youth Futures Community School (YFCS). We want you to know that we'll do everything we can to help your young person succeed.

At our school, we see each student as an individual with their own strengths, challenges and goals. We want to work with you and your young person to reach those goals in a way that works for everyone.

Most of all, we want your young person to feel safe, supported and part of our school community – a place where they truly belong.

This handbook has been developed to provide you with information that might be useful. Your young person has their own handbook too!

So, we suggest that you hang on to it as you progress through the school journey with us.



Paul Jones
PRINCIPAL



What is *Youth Futures*?

Youth Futures offers Curriculum and Re-engagement in Education (CaRE) schools, homelessness services, and a Registered Training Organisation (RTO) to young people across Western Australia. Its head office is located in Joondalup.

Community School Hubs

Youth Futures' Community School Hubs bring together three flexible learning options: Community Schools (including dedicated Middle School campuses in Midland and Albany for younger students), Anchor Point campuses offering smaller classes and a more individualised pace, and Comet Connect, a mobile classroom program available exclusively in Albany.

Homelessness Services

A variety of accommodation options are available for young people experiencing, or at-risk of, homelessness including drug and mental health support.

Futures Education & Training

Futures is a Registered Training Organisation (RTO), delivering accredited literacy and numeracy programs to students in Years 10, 11 and 12.



Where to *find us*

SITE	ADDRESS	PHONE
Albany	19 Prior Street, Albany WA 6330	(08) 9840 5973
Bayswater	6/4 Bassendean Road, Bayswater WA 6063	(08) 6404 2975
Clarkson	77 Renshaw Boulevard, Clarkson WA 6030	(08) 9407 9099
Joondalup	19 Sundew Rise, Joondalup WA 6027	(08) 6404 2976
Midland	1 Cale Street, Midland WA 6056	(08) 9250 6222
Mirrabooka	1/5 Cobbler Place, Mirrabooka WA 6061	(08) 6404 2974
Head Office	1/70 Davidson Terrace, Joondalup WA 6027 intake@youthfutures.com.au	(08) 9300 2677





How to *enrol*

Intake Process

Contacting the Youth Futures Intake Team is the first step to joining our education program (08) 9300 2677 or intake@youthfutures.com.au.

The Intake Team will check if your young person meets the criteria. Their job is to help you and your young person through the process, answer questions and connect you with the right school site.

A referral to Youth Futures Community School can be made by you as parents/carers, an agency working with your family or your young person. The Intake Team will contact you to confirm details, contact previous schools (if you agree) and identify the best school site for your young person. From there, you'll usually visit the school, meet staff and your young person will do some assessments before being accepted.

If your young person is accepted, there will be a trial period to make sure the school is the right fit. If things don't work out, other options will be discussed and explored.

What the Intake Team does

- Answers enquiries and explains the referral/enrolment process
- Checks eligibility (age, year level, location, school engagement)
- Collects referral forms, reports, ID and other documents
- Talks with you and past schools or services (with your consent)
- Assesses applications and allocates students to the right site
- Organises site visits and keeps track of waitlists
- Updates you, your young person and referring agencies regularly



The *basics*

School hours

Youth Futures Community School hours are from 9am to 2.30pm, Monday to Friday during WA school terms.

Bus services

Some of our schools provide a bus service to collect students from set pick up points and return them at the end of the day. This information will be provided as part of the enrolment process.

Below is an outline of student behaviour expected on school buses.

Bus behaviour POSITIVE BEHAVIOUR	
Punctuality	Be on time so the bus can run smoothly for everyone. The bus will not wait. If you are late, you will need to make other arrangements to get to school.
Pick-up / drop-off points	For everyone's safety, you can only get off the bus at your regular stop, unless your parent/carer has given permission for something different.
Smoking and vaping	Our buses are smoke-free and vape-free zones to keep everyone healthy.
Eating and drinking	Water is OK but no food – please keep the bus clean.
Seatbelts	Buckle up on every trip – it's the law and keeps you safe.
Bus driver	Show respect and follow their directions. They're here to make sure the journey is safe and positive for everyone.
Respectful behaviour	No fighting or making excessive noise. Wear your seatbelt while the bus is moving. This keeps the ride safe and comfortable for everyone.



Coming to *school*

The Department of Education requires students to come to school at least 80% of the time - this level of attendance helps them learn and reach their goals. If students find it hard to get to school and their attendance level drops below that, the school will work with them and give them the support they need.

There are times when it's okay for students to miss school and times when it's not. The table below shows examples of acceptable and non-acceptable reasons for being away.

School absences	
Good reasons	Not OK reasons
- sickness - mental health concerns - death of a close friend or family member - attending a school organised event or activity – camp, excursion, work experience etc. - participating in a significant sporting or cultural event with school approval	- just deciding not to attend - shopping trips with or without parent/carer - doing domestic tasks at home - attending appointments that could be scheduled out of school hours e.g. driving lessons - part-time or casual work - unless approved by school

Please note

- Students or parents/carers must notify the school as soon as possible if the student will be late or absent.
- If the school is not advised, we will follow-up with parents/carers for further information.
- Absences of two or more days may require a medical certificate.

Mobile *phones*

Phones are important for staying connected, but they can be distracting in class. To help everyone concentrate and get the most out of learning, school staff will collect phones at the start of each lesson and return them at the end of the day. Some Youth Futures schools will also return them to students at recess and lunch.

School *timetable*

While there might be some differences between school campuses, the timetable is generally as follows:

Middle School Timetable	
TIME	ACTIVITY
9.05 to 10.15am	Class
10.15 to 10.30am	Recess
10.30 to 11.40am	Class
11.40 to 12.10pm	Lunch break
12.10 to 1pm	Class
1 to 1.10pm	Afternoon break
1.10 to 2.30pm	Afternoon activities

Senior School Timetable	
TIME	ACTIVITY
9 to 10.30am	Class
10.30 to 11am	Recess
11 to 12.30pm	Class
12.30 to 1pm	Lunch break
1 to 2.30pm	Afternoon activities



Learning *at school*



Middle School

(only at the Albany and Midland sites)

In Middle School (Years 8 and 9), students follow a modified WA Curriculum that builds the skills and knowledge needed for Certificates in General Education for Adults (CGEA) offered in senior school. Learning is practical, flexible and supportive, with extra help available through small group teaching, one-on-one support, assistive technology and Individual Education Plans (IEPs).

Middle School also focuses on social-emotional learning and life skills, helping students grow in confidence, manage challenges and build positive relationships in a safe and inclusive environment.

Senior School

In Senior School (Years 10, 11 and 12), students work towards Certificates in General Education for Adults (CGEA) and other recognised qualifications. These programs build literacy, numeracy, workplace and life skills so students are ready for TAFE, apprenticeships, traineeships or employment. Learning is practical and flexible, with pathways that recognise student strengths and goals.

Support includes Individual Education Plans (IEPs), one-on-one help, assistive technology and specialist staff. Social-emotional learning is also part of the program helping develop resilience, confidence and skills for adulthood — all within a safe, inclusive environment.

Comet Connect

Comet Connect (Years 10, 11 and 12), available in Albany, supports young people who find a formal school setting challenging, offering a different way to learn. Delivered via a mobile service — a bus or agreed location like a library — the program uses practical projects, life skills and hands-on activities to re-engage students, alongside social-emotional learning that builds confidence, strengthens literacy and numeracy, and prepares them for study, training or work ahead.

Learning resources

All Youth Futures Community School programs are provided free-of-charge along with all the physical and learning resources required for students to complete their studies.

Assessments

For students in Senior School or who are enrolled in the Certificates in General Education for Adults (CGEA), an assessment needs to be completed for each unit. These assessments are completed at students' own pace and need to be rated as satisfactory to pass.

Certificates

Once students have passed all the units, they will be issued a Qualification. Even if they only pass some of the units, they will be issued with a Statement of Attainment.

Qualification and Statements of Attainment are issued by Futures Education & Training, which is a Registered Training Organisation (RTO).

School reports

Parents/carers will receive reports twice a year at the end of each semester. These reports are written in clear language so you and your young person can understand how they are going.

School reports – what they tell you

- How your young person is achieving against school standards or their IEP goals,
- The progress they have made over time,
- Teacher comments about their learning and effort and
- Feedback on personal attributes like behaviour, participation and re-engagement with learning.

Other ways we report

Your young person's learning is also reported in lots of other ways.

Other ways we report on your young person's progress

- Interim reports if there are issues that need attention,
- Phone calls or informal chats with you if required,
- Letters or emails sharing successes or concerns,
- Student-led reporting where they get to show their knowledge, skills, and achievements directly and
- Portfolios of work samples that show progress.



Student well-being *matters*

Our approach

Student safety and wellbeing is very important to us. We create a safe and supportive environment where every student is respected and included.

Staff, parents/carers and community partners all work together to support students. Whole-school support is provided to everyone, with extra help for those needing early intervention and intensive individual support for students with higher needs.



Student Wellbeing Team

The Student Wellbeing Team supports student safety, mental health and overall wellbeing while at school.

The team includes:

- youth workers,
- social workers and
- psychologists.

They help with things like settling into school, providing support, and linking students with outside services to make sure they feel safe, connected and able to learn.

Student Council

The Student Council is a group of students who represent all young people at Youth Futures Community School. Their job is to help ensure student voices are heard, improve school life and positively contribute to a safe, respectful and inclusive environment. Anyone can join through an election process and members are expected to be respectful, responsible and positive role models. The Student Council works as a team to make school better for everyone.

Student rights and *responsibilities*

Below is a summary of student rights and responsibilities while at Youth Futures Community School.

Your rights	Your responsibilities
Be Safe – I have the right to feel safe, secure, protected and supported.	Keep Safe – I am responsible for looking after myself and others if they need help.
Learn in My Own Way – I can and will learn in a way that works for me.	Engage in Learning – I will try my best and respect others' learning opportunities.
Get Support – I can ask for academic and emotional help when I need it.	Seek Help Respectfully – I will let staff know if I need any type of support.
Be Myself – I have the right to be accepted for who I am, no matter what.	Respect Others – I will treat others fairly and celebrate differences.
Have a Voice – I can and will share my ideas and be listened to.	Use My Voice Wisely – I will listen to others and speak honestly and respectfully.
Be Treated Fairly – I deserve dignity, respect and fairness.	Act Fairly – I will act with honesty, kindness and integrity.



Parent / Carer *Code of Conduct*

Here is the Parent/Carer Code of Conduct to guide your behaviour at Youth Futures Community School. There are also Codes of Conduct for students and staff to ensure that we work harmoniously and respectfully together.

AREA	WHAT THIS MEANS
1. Purpose and scope	• The purpose of the Parent/Carer Code of Conduct is to establish clear expectations for respectful, responsible, and constructive behaviour by parents and carers within the YFCS Hub community. It reinforces their shared responsibility for fostering positive relationships, upholding school values and contributing to the wellbeing and educational success of their young person. • This Code of Conduct applies to all parents/carers while on school grounds, during any school-related activities and when engaging with others online.
2. YFCS Hub values	• Empathy – Understanding and sharing the feelings, thoughts or experiences of another person. • Respect – Listening without interrupting and valuing other people's perspectives • Collaboration – Working together to achieve positive outcomes. • Transparency – Being open, honest and clear in communication, decisions and actions. • Empowerment – Using available resources to take control and make autonomous decisions. • Honesty – Being truthful in words and actions.
3. Dignity, diversity and respect	• Show respect for everyone at YFCS Hubs including other parents/carers, students, staff and visitors. • Acknowledge the skills and expertise of YFCS Hub staff by engaging respectfully and calmly when discussing the needs of your young person. • Model respectful, inclusive and non-discriminatory behaviour by treating others with courtesy and fairness regardless of their background, identity or beliefs.

AREA	WHAT THIS MEANS
4. Positive Behaviours	• Maintaining open and respectful communication with school staff, other parents/carers and all students. • Participating constructively in all school activities or events and showing an interest in and reinforcing your young person's learning at home. • Responding promptly to any communication about your young person and attend meetings with staff at the earliest opportunity. • Recognising the impact of your statements on others. • Taking every opportunity to thank staff for the work they do.
5. Integrity and transparency	• Share information in a timely way with the staff about the health, wellbeing or family issues that may impact your young person's learning • Follow through on commitments made to your young person and/or to the staff and let them know when this is not possible .
6. Confidentiality and privacy	• Parents/carers are not to share any personal information about anyone from the YFCS Hub community without their express permission including, on digital platforms or on social media
7. Promoting Safety	• Parents/carers must not bully, harass, intimidate, ridicule or deliberately harm anyone from the YFCS Hubs community including, emotionally, verbally or physically.
8. Digital and social media	• Parents/carers are to use social media responsibly and not post negative, defamatory or misleading content regarding students, staff or other families. • Out of respect for the privacy of others, parents/carers should not take or share photos of any other member of the YFCS Hub community without their express consent.

AREA	WHAT THIS MEANS
9. 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 illegal on school grounds in WA. • Parents/carers are encouraged to follow this Code of Conduct and recognise that their young person MUST follow the Student Code of Conduct and the Student Handbook.
10. Reporting concerns	• If you feel unsafe or are experiencing bullying, please report it to staff as soon as possible — all conversations are treated in the strictest confidence. If you have concerns about the safety or wellbeing of another student or family, you're welcome to raise this with staff too, in the same confidence.
11. Consequences of concerning behaviour	• Concerning behaviour by parents/carers will be responded to quickly by staff, with a focus on student and staff safety. Parents/carers may be asked to leave the YFCS Hub premises if appropriate, and police will be called if required. • Parents/carers will always be supported to understand the cause of their concerning behaviour, and will always be given a fair hearing. However, repeated serious events may result in parents/carers not being able to enter YFCS Hub premises or contact staff.
12. Implementation and review	• This Parent/Carer Code of Conduct has been developed for and with the parent/carers community. It will be regularly reviewed and input is very welcome. Parent/carers are invited to talk with staff about how to contribute to the next version.



What students should *wear*

There is no uniform at Youth Futures Community School - the table below is a guide on what clothes are best to wear. If there is disagreement over what is appropriate to wear, the Head of School is the final decision maker.

Dress Guide		
CATEGORY	Do wear	Don't wear
Comfort and practicality	- Comfortable clothing (e.g. t-shirts, polos, jeans, track pants) - Sneakers - Clothes in breathable fabrics.	Clothing that is too tight (restricts your movement) or very baggy (may be a tripping hazard or get caught on furniture).
School-appropriate	Neat and tidy tops, modest length shorts and skirts, jumpers and hoodies	Crop tops, very short shorts/skirts, gym gear, clothing with offensive logos/slogans.
Safety	- Hats for sun protection, - enclosed shoes - extra layers of clothing for cold weather.	Thongs/flip flops, slippers, unsafe footwear including high heels and slides.
Weather-smart	- Light clothes and hat on hot days - jumper/jacket on cold days - rain jackets in wet weather	Ignoring weather (no jumper in winter, no hat in hot sun or no rain cover)



Other *stuff*

Your privacy and CCTV

Students' personal information is private. The school keeps student records safe and only shares them with people who need to know to support their learning and wellbeing. Youth Futures Community School won't pass on student information without their knowledge unless we must by law to keep them or others safe.

The school has CCTV (video cameras) set up at every site. Anything recorded is private and will only be viewed in very serious situations.

Emergencies

These are the emergency guidance procedures for students at Youth Futures Community School. In an emergency, we encourage students to stay calm, follow instructions and look out for each other.

Emergency Procedures	
Listen first	In an emergency, stop what you're doing and listen carefully to your staff instructions.
Evacuation (Fire/Alarm)	Leave the building calmly, follow your class, and go straight to the assembly area. Don't run or stop to grab belongings.
Lockdown (Threat on Site)	Stay inside, follow staff directions, stay quiet and out of sight if needed, until the "all clear" is given.
Medical emergencies	Tell a staff member straight away if someone is hurt or sick. Stay calm and give space while help is on the way.
Follow the plan	Every procedure is about keeping you and others safe.

Safety *first*

Work health and safety is about keeping everyone safe, healthy and able to learn without harm. Below are our guidelines for students.

Work, health and safety	
Be safe	Follow school rules and use equipment properly to avoid accidents.
Look Out for Each Other	Report anything unsafe straight away (like spills, broken equipment, or hazards).
Listen and learn	Pay attention to safety instructions from staff and follow them carefully
Respect spaces	Keep classrooms, workshops and outdoor areas tidy so everyone can move around safely.
Speak up	If you feel unsafe, let a staff member know immediately, as your safety is our top priority.

Feedback and *complaints*

Students are always encouraged to speak up as this helps make school a safer and better place for everyone.

Feedback and complaints	
Your Voice Matters	We want to hear your ideas, suggestions and concerns.
Feedback	You can share positive feedback or ideas to help make our school better.
Complaints	If something feels unfair, unsafe or not right, you can make a complaint.
How To Do It	Talk to a staff member you trust, or write it down and share it with them.
What Happens Next?	Your concern will be listened to, taken seriously and followed up fairly and respectfully.
Is it safe to speak up?	You won't get in trouble for raising a genuine concern.

Visitors

Sometimes visitors come to school to run programs, give talks or help with activities. Students are expected to be polite, welcoming and respectful while remembering that visitors cannot take photos of or share information about students without their permission. If students ever see someone at school they have concerns about, they are encouraged to let a staff member know straight away.

Medication

Parents/carers need to give permission for an authorised staff member to give their young person prescription or over-the-counter medication. The medication must be provided in its original packaging with clear instructions. Staff will look after the medication and give it to students at the right time. Students are not permitted to bring medicine to school or share it with others, and should only take it as directed.

School graduation and yearbooks

Graduation is a special event where parents/carers, extended family members, staff and friends come together to recognise your young person's journey and future pathways. Yearbooks are also created as a keepsake, filled with photos and highlights from their school year, so they can look back and remember their time at school.

Immunisations

Immunisations help protect students from serious illnesses and are offered at our school. Parents/carers will be asked to give permission before their young person takes part. Nurses or health professionals visit the school to give the vaccinations safely. Parents/carers and students are encouraged to talk with staff if they have any concerns.

Review and update of handbook

The parent/carer handbook is reviewed and updated regularly to make sure the information stays clear, accurate and useful for everyone. Students, staff and families will be asked to share feedback, so the handbooks reflect what matters most to our school community.



Questions you *might* have

My young person has missed a lot of school - can you still help?

Yes, Youth Futures Community Schools focus on working with young people to develop an education program that meets their needs. We will develop an Individualised Education Plan (IEP) that sets goals for the young person and how we will help them achieve it.

My young person really struggles to manage poor behaviour - will you expel them like other schools have?

We will provide your young person with as much support as they need to help manage their behaviour. All students are guided by our Student Code of Conduct and there will be consequences for poor behaviour. However, removing a young person from our school is always the last option.

My young person sometimes feels like being with groups of people at school is too much to handle – can you help?

Yes, we understand that some of our young people find large groups of people a bit challenging, so we have created Quiet Zones and Chill-out spaces to help with this. Our class sizes are much smaller, so this should help too!

My young person really needs to learn how to read and write properly - can you help?

Yes, we focus on assisting our young people to improve their reading, writing and maths. We know that every young person can learn - we just need to find the best approach. We don't judge but rather provide the best support we can.

At our last school, other students picked on my young person, so in the end, they didn't go anymore. Can you stop that happening again at this school?

Our school is focused on the safety of all our students - we have zero tolerance for bullying. As well as teachers and trainers, we also have Youth Workers whose focus is to make school as safe and comfortable as possible for everyone.

My young person would like to find a job after finishing studying – can you help with that?

Yes, our Youth Workers can help senior students develop a resume and cover letter, as well as guide them through the job application process. We also assist in organising work experience placements to increase their readiness for employment.

Can my young person use the qualification from Youth Futures Community School to go to TAFE or Uni?

Our school offers Certificate I, II and III courses for senior students. Certificate II will get you entry to most TAFE courses (other than the highly competitive ones!).

However, these certificates are not equal to Years 10, 11 and 12 at mainstream schools. They don't provide you with an Australian Tertiary Admissions Rank (ATAR) linked to the Western Australian Certificate of Education (WACE), which is required for entry to most university courses. If you would like to go to Uni after leaving our school, you could enrol in a TAFE pathway course, a university bridging course, or a VET Diploma to build toward a degree.

My young person finds it hard to concentrate on schoolwork and get things done – how could you help?

Many of our students are neurodiverse, with conditions like ADHD, autism, dyslexia and OCD. What we know is that these students are smart, empathetic and creative. What we have learnt is that they might need a variety of ways to learn, in an environment that is nurturing and supportive. With this kind of support, our young people shine!

Our family speaks English as a second language and has different cultural practices – how will our young person fit in?

Everyone is welcome here. We respect and value each person's differences – whether that's culture, background, language, identity or abilities. Inclusion means making sure everyone feels safe, respected and able to be themselves.

Does my young person need to come to school every day?

The Department of Education requires students to attend school at least 80% of the time. Regular attendance helps students learn and reach their goals. If students find it hard to get to school and attendance drops below 80%, we'll work with them and provide the support they need to help them attend.

Does my young person have to wear a uniform?

No, there is no school uniform, but we do provide guidance about what is appropriate to wear to school (see What students should wear).

Is it just schoolwork all day?

At our school, learning isn't just about books and classrooms. Your young person will have a mix of lessons and activities – from guest speakers and outings to sport, art, cooking and more. We want them to develop their skills, try new things and enjoy learning in different ways.



INTAKE TEAM

(08) 9300 2677

intake@youthfutures.com.au

HEAD OFFICE

1/70 Davidson Terrace,
Joondalup WA 6027

ACKNOWLEDGEMENT OF COUNTRY

Youth Futures acknowledges the traditional custodians of the lands on which we live and work, and we pay our respects to Elders past, present and emerging. We recognise the importance of young people who are the future leaders.