

# Stanthorpe State High School Handbook – 2014

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*Instruction Commenced: April 1961*  
*Foundation Stone Laid: 19 May 1962*

# **Handbook - 2014**

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*Note: The Stanthorpe State High School 'Responsible Behaviour Plan' and 'Anti-Bullying Policy' will be distributed to and are available for all parents and carers. Additional copies are available for the school Administration Office upon request.*

## **Welcome to Stanthorpe State High School.**

Stanthorpe State High School is a medium sized school and was established in 1962. Our school has a proud record of providing a quality secondary educational service to the community of the Granite Belt.

We offer a diverse curriculum program which recognises the importance of traditional academic subjects as preparation for tertiary entrance. Our focus on academic achievement has resulted in our year 12 students achieving results that are consistently above state benchmarks.

Along with this academic program, we offer a wide range of nationally accredited vocational courses and a school-based apprenticeship program, thereby catering for the broad scope of students' needs and interests.

Our school has a reputation of educational innovation including

- the establishment of Banca Ridge - the school's teaching vineyard,
- the ongoing development of a Wine Tourism training facility - linking schools, TAFE, universities and the wine industry in delivering training in all aspects of the field,
- our internationally recognised Italian Immersion program and most recently,
- the establishment of the Granite Belt and Border College of Trades.

We believe that academic, vocational and social achievement stem from our motto:

***Striving for Higher Things***

# ***School Mission Statement***



*To provide world class education for the students of the Stanthorpe and Granite Belt communities.*

## Values and Beliefs

### 1. A supportive environment promotes effective learning.

#### We believe:

- that the school learning environment should promote student self esteem.
- that a quality learning environment should be ensured by a clear and effective behaviour management policy.
- that the development of responsible citizens is dependent on an environment which takes into account different levels of physical, mental and emotional maturity amongst students and the nature of problems external to the school which impact on students.
- that the school curriculum should embrace social and environmental issues which impact on students.

### 2. Human diversity needs to be understood and respected.

#### We believe:

- that all people should be respected.
- the school should be responsive to the social, cultural and geographical diversity in its community.
- the rights and opinions of others need to be considered.
- positive interpersonal relationships are the basis for quality learning.

### 3. The whole school community should have the opportunity to access quality learning.

#### We believe:

- that all people should be able to access quality public education.
- that all people are able to learn.
- that learning experiences should be accessible to all regardless of their:
  - socio/economic status
  - religion
  - gender
  - disability
  - race (ethnicity)
  - geographic location
- that all students have the right to enjoy learning which is not disrupted by others.
- that the school should provide varied and multiple pathways for students focusing on their individual needs.

### 4. Learning is an essential life-long process.

#### We believe:

- students need to understand how they learn.
- that goal setting enables students to take control of their lives and learning.
- curriculum with a general education focus prepares students to deal effectively with change.
- learning is necessary for personal growth.
- literacy/numeracy is a basis for life-long learning.
- opportunities should be provided for staff development.

### 5. An involved and informed community is vital to quality learning.

#### We believe:

- that positive parental partnerships promote quality student learning outcomes.
- that, with the involvement of the wider school community, there is public accountability.
- that the involvement of parents and others in decision-making process will demonstrate that people are valued within our school.
- that community awareness of and involvement in the functions of the school promotes confidence and involvement in the school.

## How our staff can assist students

The **PRINCIPAL**, Mr Peter Grant, is available to discuss the full range of school matters. To see Mr Grant, it is necessary to make an appointment through the Administration Office.

The **DEPUTY PRINCIPALS** should be contacted if you have questions concerning subjects, student timetables, examinations, absence from school, uniform or any other routine matter. They are Mrs Kath Wenban and Mr Sean Cole.

**HEADS OF DEPARTMENTS** are responsible for the courses of study within their subject departments. They work with teachers to plan programs of work, develop assessment and undertake reporting. They monitor student performance and support staff to enhance the quality of teaching and learning that occurs in classrooms. Queries regarding curriculum matters should be addressed to the appropriate HOD.

Humanities , Drama , Music & Art (incorporating EATSIPS)  
 English, LOTE (Italian Immersion)  
 Science, Mathematics  
 Health, Physical Education and Technology  
 Agricultural Studies  
 Tourism, Hospitality & Business (incorporating Work Education).

Mrs Judi Kelly  
 Mr Rob Moore  
 Mr Ron Hall  
 Mrs Jo Marcus  
 Mr Warren Franklin  
 Mrs Ann Richardson

**FORM TEACHERS** monitor student appearance and attendance, progress and general wellbeing of students in their Form class. Form teachers see their students every morning for roll marking. Parents are urged to keep in touch with Form teachers. Notes regarding absence/s are to be handed to the Form teacher upon a student's return to school after an absence.

**YEAR LEVEL COORDINATORS** are available to students and parents for their particular year level. Year Level Coordinators are involved with working closely with the relevant member of administration to monitor and support student welfare and student performance. If you have any overall concerns you may wish to contact the relevant Year Coordinator/s.

Year 12	Mrs Amara Schultz
Year 11	Mrs Chandell Pole
Year 10	Ms Kate Dearden
Year 9	Mr Zac Walker
Year 8	Mr Chris Smith
Year 7	Mr Brett Morgan

The **HOSES** (Head of Special Education Services - Mrs Sonia Battle) coordinates the education programs for students who are enrolled in the Student Support Program.

**TEACHERS** are responsible for planning, teaching, assessing and reporting on student performance in their specific subject areas. Any curriculum or classroom issues should initially be addressed to your child's teacher or alternatively the relevant Head of Department.

The **APPRENTICESHIP, TRAINEESHIP and YOUTH SUPPORT COORDINATOR**, (Mrs Heather Thorne,) assists students to access information and to participate in school based and full time apprenticeships and traineeships. The coordinator advertises School Based Apprenticeship opportunities and liaises with students, parents, employers, training organisations and school administration to conduct signups, monitor progress and to assist with problems that may arise. Mrs Thorne also assists in organising Work Experience for students at the school.

The **SPORTS COORDINATOR** (Mr Rob Yates) is responsible for the organisation of all sport in the school. Matters relating to sport should be directed to the Sports Coordinator.

The **INSTRUMENTAL MUSIC TEACHERS** (Mr Alex Negerevich and Mr Michael Lynch) conduct instrumental music lessons and, along with the Music teacher (Mrs Narelle Negerevich), coordinate the school bands. Matters relating to instrumental music should be directed to the Music teacher or the Instrumental Music Teacher.

## SPECIALIST SUPPORT STAFF

School based and visiting support staff includes part time personnel:

Guidance Officer Appointments made through the Administration Office	Mr John Anderssen
School Chaplain Appointments made through the Administration Office	Mrs Anne Bonner
School Health Nurse Appointments made through the Administration Office or directly through Janine	Ms Janine Jamieson
School Behaviour Support Officer	Mrs Judith Middleton

**LEARNING SUPPORT STAFF** provide assistance to students who require academic support .

The **BUSINESS SERVICES MANAGER (Mrs Sue Caldwell)** oversees the day to day financial and Administration Office operations of the school. She also coordinates and supervises the duties of non-teaching staff.

The **SCHOOL ADMINISTRATION OFFICERS** should be contacted regarding general information concerning the functioning of the school.

The **STUDENT RESOURCE SCHEME OFFICE** should be contacted regarding the payment of monies to the school and matters relating to the Student Resource Scheme, the School Laptop Program and ordering / purchasing the Dress School Uniform.

The **CANTEEN CONVENOR (Mrs Veronica Zambelli)** and her committee provide a canteen service five days a week at both breaks. The Canteen committee welcome the help volunteered by parents. Funds raised through the sale of food enables the P&C Association to contribute financially to school improvements and purchase new resources that support student learning.

**TEACHER AIDES** are employed throughout the school to assist teachers and students. Teacher Aides undertake a diverse range of tasks that include assisting students and teachers with classroom learning tasks, maintaining tools, sorting library books, typing, monitoring absenteeism, providing first aid and undertaking some office reception duties.

**OTHER SUPPORT STAFF** including the facilities officer, scientific assistant, cleaners, groundsman and IT Technician are employed by the school to assist with the day-to-day management of school resources and facilities.

## Student Resource Scheme

Parent/carers are directly responsible for providing textbooks and other resources for their children while attending school. In recognition that these costs can be high, the school operates a Student Resource Scheme that provides for the temporary use by the student of prescribed textbooks and other resources.

The purpose of the Student Resource Scheme is to provide the parent/carer with a cost effective alternative to purchasing the prescribed textbooks and other resources.

The scheme also ensures that students have consistent resources for their education, and saves the parent/carer time and money in sourcing the prescribed materials needed.

### Fees per Student (*GST not included*)

<b>REFUNDABLE DEPOSIT</b>	<b>\$ 50.00</b>
<b>HIRE FEE</b>	<b>\$125.00</b>
<b>YR 11/12 TAKE-HOME LAPTOP PROGRAM</b>	<b>\$ 90.00</b>
<b>YR 11/12 LOCKER HIRE (<i>Optional</i>)</b>	<b>\$ 25.00</b>

Lockers are also available to Year 10 & 9 students dependent upon behaviour levels and availability. The deposit is refundable to parents on completion of school (usually Year 12) provided all texts and equipment have been returned to the Student Resource Office in a suitable condition.

### Laptop Program

Year 11 & 12 students will have access to the school laptop program. Upon signing the *Student Laptop Charter* and payment of the \$90 fee, they will be issued with an ultra-light laptop for use at school and at home during both school terms and holidays. A *Bring Your Own Laptop* program is also available to students in year 10 or for student in the Junior Secondary school who require use of a laptop. See Stanthorpe State High School *Student Laptop Program* brochure or the *Student Laptop Charter* for more information.

### General Information - Student Resource Scheme

This scheme is managed by Stanthorpe State High School through the Principal and is subsidised by the State Government.

Membership of the scheme is voluntary. It provides access to:

- Access to a wide range of prescribed texts, reference books and school prepared resources.
- Access to a range of equipment including, graphic and scientific calculators, class sets of texts in specialist areas, rulers, compasses, protractors etc.
- Access to School Blazer as required.
- Entry to YMCA facilities for curriculum related sports for the full year during school days.
- Photographic student ID card
- Student Planner
- Technology Resources
- Online Database Resources

All printed class notes excluding colour and personal photocopies

The student resource scheme Office opens a week before school commences so that students start the school year with all necessary textbooks. Fee payment and collection of books should occur during this week. Books, such as novels, are issued throughout the year as required. Class sets of texts are issued on a per lesson basis coordinated by class teachers to supplement material already available to students. Families who choose not to use the scheme will be required to purchase the resources. EFTPOS facilities are available.

### Operating Hours

**8.30 am - 3.30 pm School Days;**



## Parents and Citizens' Association

The Parents and Citizens' Association of the school is the official body which represents the parents of enrolled students as well as friends and supporters of the school. It is a formal organisation set up by an Act of Parliament.

The objective of the Parents and Citizens Association is to promote the interests of, and facilitate the development and further improvement of Stanthorpe State High School.

Parents are encouraged to become active members of the Association so that it truly reflects strong support for the students of the school. This body works closely with the Principal and staff of the school to achieve the school's aims.

The Association meets on the second Wednesday of each month, February to November, in the Granite Belt Community Learning Centre at 7.00 pm. Membership is free of charge.

## Indigenous Students

Indigenous Education at Stanthorpe State High School includes the education of Aboriginal students and Torres Strait Islander students. It also embraces the education of all students about Aboriginal and Torres Strait Islander peoples and cultures of Queensland and Australia.

At Stanthorpe State High School we believe that a better understanding of, and respect for, Aboriginal cultures and Torres Strait Islander cultures develops an enriched appreciation of Australia's cultural heritage, and can lead to reconciliation. This is essential to the maturity of Australia as a nation and fundamental to the development of an Australian identity.

As Aboriginal and Torres Strait Islander students represent over 8 per cent of the total student population in Queensland schools, we are committed to equipping our school workforce with appropriate cross-cultural skills, knowledge and understanding to cater for these students.

## Introduction of Year 7 Students - 2015

In 2015, Stanthorpe State High School will, for the first time, welcome year seven students to our Mc Glew Street Campus. They, along with our year eight and nine students, will form our Junior Secondary School. We are looking forward to working with the year seven students and their parents this year and, of course, in 2015.

A number of opportunities will be made available throughout 2014 for prospective students and their parents to receive information about our school. It is anticipated that these information sessions, along with subsequent conversations, will assist the Granite Belt community in supporting the transition of our year seven students to Stanthorpe State High School .

## Sport Houses

### Wright

COLOURS: GOLD AND BLACK

MASCOT: PANTHER

Harry Wright was Head Teacher of Stanthorpe Rural School for all but four years between 1899 and 1936. Born 13 August, 1870 in Ashford, Kent, he arrived in Australia on Christmas Day, year unknown. He also died on Christmas Day.

### Langan

COLOURS: BLUE AND WHITE

MASCOT: CRAYFISH

James W. Langan was Head Teacher of Stanthorpe Rural School, from 1941 - 1958. Both he and his wife were born in County Mayo, Ireland. He came to Australia aged about 30 and died in 1958 while still Principal of Stanthorpe Rural School, where he taught French and Maths. Mrs Langan continued to live in Stanthorpe, in Minna Street, and died in 1982.

The next two houses were later additions, required by the increase in numbers in 1963-4 when Year Eight students began coming to High School for the first time.

### Finch

COLOURS: GREEN AND WHITE

MASCOT: FROG

Fred Finch was a jeweller in Stanthorpe for nearly fifty years. He married a local girl Patricia Jeffries, and their children Geoffrey, Peter and Patricia all attended Stanthorpe Primary and High Schools to Junior. Mr Finch was always interested in school activities, and did the school engraving of trophies, etc free of charge. He was Treasurer of the P & C when he died in December 1964. Mrs Finch died in 1990. The Finch Leadership Award was initiated by Mr Finch and is now carried on by his family.

### Withers

COLOURS: MAROON AND WHITE

MASCOT: DOLPHIN

Hubert Withers is remembered by the Dolphin's house. He was the son of jewellers in Rockhampton. Married to Gertrude Tremaine, his career as a dentist brought him to Stanthorpe as a locum for Mr Barnett where he stayed.

His children all attended Stanthorpe Primary, John becoming a dentist, Rodney a cancer specialist, Helen going to Canberra. Judith (Smith) lives in Victoria as far as we know. An interesting note is that Pat Finch worked for Mr Withers. Mr Withers lived in Scholtz Street and died in May 1964.

# CURRICULUM

## Junior Studies Structure

SEM II YEAR 10	SENIOR FOUNDATION STUDIES							
	ENGLISH	MATHS	SCIENCE	HUMANITIES	HPE	ELECTIVE 1	ELECTIVE 2	ELECTIVE 3
YEAR 9	ENGLISH	MATHS	SCIENCE	HUMANITIES	HPE	ELECTIVE 1	ELECTIVE 2	ELECTIVE 3
YEAR 8	ENGLISH	MATHS	SCIENCE	HPE	HUMANITIES	MUSIC ART DRAMA		AGRICULTURE
						INDUSTRIAL TECHNOLOGY AND DESIGN		ITALIAN
						HOME ECONOMICS	PREPARATION FOR JUNIOR SECONDARY SCHOOL	

- All Year 8 subjects are compulsory for all students.
- In Year 9 the Curriculum consists of 5 Core and 3 Elective subjects. Electives - see Subject Guide.
- In Year 10 the Curriculum consists of 5 Core and 3 Elective subjects. Electives- see Subject Guide.
- In Years 11 and 12 students choose a course of study. Electives - see Subject Guide.
- In Years 8, 9, 10 an *Italian Immersion Program* is offered.

## Senior Studies Structure

At the completion of Year 10 students must choose 1 of 2 study pathways. They study their chosen pathway in Year 11 & 12.

Authority Studies	Vocational Studies
<p><b>Aim:</b> • Develop Academic skills</p> <ul style="list-style-type: none"> <li>• OP eligibility for University direct entry (see Tertiary Entrance section)</li> <li>• 20 QCE credits minimum</li> </ul> <p><b>Packaging Rules:</b></p> <ul style="list-style-type: none"> <li>• 6 Authority subjects, including:                             <ul style="list-style-type: none"> <li>• English</li> <li>• Maths B or A</li> <li>• 4 other Authority subjects</li> </ul> </li> </ul>	<p><b>Aim:</b> • Develop Employability skills</p> <ul style="list-style-type: none"> <li>• Develop Industry skills</li> <li>• Indirect University entry</li> <li>• 20 QCE credits minimum</li> </ul> <p><b>Packaging Rules:</b></p> <ul style="list-style-type: none"> <li>• English or English Communications</li> <li>• Maths A or B or Pre Vocational Maths</li> <li>• 3 Vocational subjects</li> </ul>

## Compulsory Co-curricular Activities include:

Sport, Work Experience (Year 10)

Vocational Placement for Students studying Vocational Education Subjects (Years 11 & 12).

## Optional Extra-Curricular Activities include:

Instrumental Music, Band, Choir, Italian Verse Speaking, Arts Council Performances, Toastmasters Youth Leadership Program, Lions Youth of the Year, School Magazine, Student Council, Year 8 Camp, Year 9 Camp, Year 11 Camp, Senior Outdoor Education Camp, Work Experience (Years 10 to 12), Meals on Wheels, Resume Preparation, Religious Instruction, Interschool Sport, Cattle Club, Bee Club, Brekky Club, Lunch time Tutorials.

## Assessment Policy

Process stages	Responsibility	End date
1. <b>Semester assessment plan</b> created for each subject/class.	Class teacher	Term Week 1
2. <b>Whole school assessment planner</b> collated (via intranet) and distributed to website, students, parents, staff	Teacher (data entry) HOD (Check) Administration (Collation, distribution)	Term Week 2
3. <b>Formulation of assessment instrument</b> and establishment of <b>due date</b> (Week beginning Monday...) (Teachers: see Instrument Formulation Checklist)	Class teacher HOD	To meet assessment planner dates
4. <b>Distribution</b> of assessment instrument to students with explanation of guidelines on submission, etc.	Class teacher	
5a. Meet <b>progress deadlines</b> for assessment instrument.	Student	As per Instrument coversheet
5b. Timely <b>feedback</b> and assistance.	Class teacher	
5c. <b>Record of student's progress</b> maintained.	Class teacher	
6. <b>Student does not meet progress deadlines: Intervention</b> by teacher eg parental contact, support from HOD and teacher to complete work.	Class teacher	Prior to Due Date
7. <b>Special circumstances requested</b> to class teacher prior to due date. <b>Request considered</b> by HOD.	Student, parent/carer Teacher HOD	Prior to Due Date
8a. <b>Submission of final response</b> no later than 4pm Friday (hardcopy) or 11pm (electronic copy) of the week beginning Monday....	Student	To meet due dates
8b. Feedback provided within 2 weeks with Student profiles completed.	Teacher	
9a. <b>Late or non-submissions:</b> Available evidence (eg drafts) collected on or before 4pm (hard copy) /11pm (electronic copy) Friday of the week beginning Monday... only will be graded accordingly. Any work submitted after the final date will not be graded.	Class teacher	After the due date has passed
9b. Students who fail to submit/complete assessment may be required to <b>complete alternate assessment instruments</b> to fulfil course requirements.	HOD's directive	
10. Consideration of <b>exceptional circumstances</b> (not covered above) after parent/carer request.	Parent/carer Principal in consultation with HOD	

## Assessment Policy

The Student:

1. must meet **progress deadlines** for assessment instrument as described on the cover sheet.
2. **who does not meet progress deadlines** will receive intervention by the class teacher e.g. parental contact, support by HOD and teacher to complete work
3. **may request special circumstances** to class teacher prior to due date. Request is considered by HOD.
4. **is to submit a final response** no later than 4pm (hard copy) / 11pm (electronic copy) Friday of the week beginning Monday....
5. **Late or non-submissions:** Available evidence (eg drafts) collected on (hardcopy) /11pm (electronic copy) Friday of the week beginning Monday.... only will be graded accordingly. Any work submitted after the final date will not be graded. Those students who fail to submit/complete assessment may be required to **complete alternate assessment instruments** to fulfil course requirements as directed by the HOD.
6. may have **exceptional circumstances** (not covered above) considered by the Principal (in consultation with the HOD) after receiving a parent/carer request.

## Homework and Study

Rationale for Home Study

Home study should be a planned part of a balanced lifestyle, which includes healthy eating, exercise, school and personal communication. Home study should be purposeful, planned, organised and practiced.

Some benefits of home study are to:

- improve academic performance
- improve preparation for tests and assignments
- develop organisation and time management skills
- develop patterns of behaviour for life long learning by setting goals and target

Preparation

- Organise to take home any required books or materials. Choose a location that suits your learning i.e. away from television, phone etc. Sit in a comfortable; preferably quiet location with diary, textbooks, computer and other resources.

Action

- Check Student Planner and course outlines to see if there is any class work to complete, tests and/or assessments due.
- Check the week ahead to be aware of assessment deadlines. Read/review each subject/course notes from that day. Refer to textbook/novel to assist understanding of the information.
- Summarise the key ideas/terminology/examples from each subject in a separate study journal/ computer file/subject file. Suitable learning strategies include Mind maps, tables, dot point etc.
- Practice skill development. Examples include: maths problems, languages, cooking, visual arts, music, drama etc. Test yourself by trying to recall information. This can be done by writing or explaining to a household member without looking at notes.
- Read a portion of any textbooks, handouts, novels and/or past notes. Plan, research and/or write/design for projects/assignments.

Reminders

- Ensure you take regular short breaks
- Prepare equipment/charge laptops/pens/pencils/clothes and lunch for the next day
- At the end of each week reread all summary notes.

## HOMEWORK POLICY

1. Homework and study includes all those activities relating to the curriculum which are carried out in out-of-school time, by students, without the supervision of a teacher. It can be of three types – consolidation and practice of work done at school, assessment preparation, and revision.
2. Purposeful homework has four main outcomes for students:
  - independence, self-discipline and responsibility;
  - allows parents to be aware of class and subject expectations of their children;
  - provides extra time for understanding and engagement in the curriculum; and
  - increases academic achievement.
3. All students will be expected to complete homework tasks though the amount and difficulty may vary from time to time, depending on the subject.
4. The role of the Teacher in regard to work at home is to:
  - set realistic and relevant assessment, revision or consolidation tasks for students;
  - be clear about the requirements of any set tasks;
  - liaise with parents regarding completion of work at home.
5. The role of the Student in regard to work at home is to:
  - ensure all necessary books and equipment are at home;
  - ensure all set work is completed to the best of his/her ability;
  - engage in purposeful revision of class work
  - be responsible for returning set work to school on the due date.
6. The role of the Parent/Carer in regard to students preparing for assessment, completing set tasks or engaging in revision is to:
  - provide a suitable working environment;
  - check that set work is completed in a neat and presentable manner;
  - supervise and/or support the student (but not do the work for them);
  - provide written notification if set tasks cannot be completed.
7. Each student is to use this school planner to record what is expected each day as well as forthcoming assignments. The planner is to be used for no other purpose. Teachers are to ensure set work is recorded. Parents are asked to peruse their son or daughter’s planner regularly.

STANTHORPE STATE HIGH SCHOOL

**HOMEWORK POLICY**

Homework is for the purpose of:  
*consolidation and revision of learning*  
 completion of *assessment*

\*

All students engage in homework

\*

Students, teachers and parents play an important role together  
 In using homework to improve student outcomes.

# 2014 school calendar

DEC 2013	JANUARY	FEBRUARY	MARCH
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29
APRIL	MAY	JUNE	JULY
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
S M T W T F S 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29
DECEMBER	JAN 2015		
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		

- School holidays
- Public holidays
- Staff professional development days (Student free days)
- Flexible staff professional development days
- School terms

There are 194 school days in 2014. Semester 1 2014 commences for teachers on January 23 and for students on January 28.

**STAFF PROFESSIONAL DEVELOPMENT DAYS**

Staff professional development days (student free days) for teachers are January 23 and 24, and October 20. Schools are able to decide when their three flexible staff professional development days will be held, as long as they are in the school holidays or out-of-school hours.

**PUBLIC HOLIDAYS**

Public holidays are set by the Industrial Relations Minister. Public holidays for a local show are not shown due to diversity of dates across the state.

**FINAL DATES FOR STUDENT ATTENDANCE**

November 21 is the final date for Year 12 attendance for receipt of a Senior Statement. November 28 is the final date for student attendance in Years 10 and 11.

Some schools in regional, rural and remote areas will close for the Summer holidays on December 5.

All other state primary, secondary and special schools will close on December 12.

In 2015, all state schools will re-open for students on January 27.

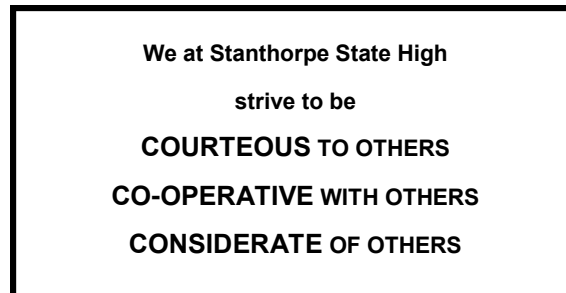
The information in this calendar was correct at the time of publication (July 2013) but may be subject to change.

For more information and the latest version of this calendar, visit [www.education.qld.gov.au](http://www.education.qld.gov.au)

Great state. Great opportunity.



## Code of Behaviour



This code is the guiding principle for all behaviour at Stanthorpe S.H.S.

### Some principles upon which this code is based:

1. Individuals must accept responsibility for their own behaviour.
2. All behaviour has consequences which affect future opportunities.
3. Irresponsible behaviour requires a response which protects the rights of individuals who want to learn; which support the rights of teachers to teach; which offers the individual involved a chance to learn how to make a more responsible choice in the future.
4. A partnership between staff, students, and their families is necessary for successfully developing long term responsible behaviour.

This code may be interpreted in a number of ways. Here are some positive examples:

### COURTESY

- to display a welcoming attitude to visitors and newcomers to the school;
- to apologise sincerely for wrong doings and to make good the damage done;
- to move quietly around the school in an orderly fashion.

### CO-OPERATION

- to abide by all policy documents in the school handbook;
- to keep the school environment clean and in good order or free of damage;
- to strive to do your very best both inside the classroom and outside.

### CONSIDERATION

- to avoid interference in any way with others' learning;
- to avoid all forms of harassment so as not to make others feel uncomfortable or uneasy.
- to refrain from all forms of violence whether verbal or physical.

For further information, students and parents are directed to the Stanthorpe State High School Responsible Behaviour Plan .



## SCHOOL UNIFORM

All students are expected to wear the Stanthorpe State High School Uniform in the manner in which it was designed and approved to be worn each day and to present a smart and tidy appearance.

- Students are required to have at least one Dress Uniform and one Practical Uniform.
- The Practical Uniform may be worn on any day the student has a practical Physical Education lesson, Sport or for a practical Agricultural Science class.
- Students studying VET Certificates in Years 11 & 12 which are predominantly delivered in a non-classroom environment (Furnishings, Construction, Engineering, Horticulture and Agriculture) may wear the Practical Uniform on days that they have these subjects.
- On every other day, students must wear their Dress Uniform.
- For excursions, students are required to be in full Dress Uniform (except where alternative dress is stipulated on the excursion letter to parents).
- Jewellery must conform with all aspects of the Workplace Health & Safety Act. The only items of jewellery permitted are: plain ear studs for pierced ears (maximum two sets of studs), a signet ring and a watch. No other jewellery should be visible.
- Hair should be clean and tidy and the colour should be of natural colours. It must be tied back for practical subjects.
- Dress shirts must be worn tucked in if designed to be.
- School House Hats should be worn for all outdoor activities.

### MAKE-UP AND NAIL POLISH

- Skin toned foundation with an SPF can be worn by all year levels.
- No other make-up should be obvious.
- Only clear / natural nail polish should be worn.

### GENERAL APPEARANCE

Students are required to conform to the conventions and normal expectations of a workplace. Hair styles, hair colour and other aspects of personal appearance which are extreme or outside normal standards are not permitted. Hair accessories should conform with school colours and not be excessive or create risk to self or others. Facial Piercings – Any facial piercings present around the eyes, lips, nostrils or in the cheek area will need to be removed at the commencement of the school day and re inserted at the conclusion of the school day.

### DRESS UNIFORM

**Girls** – White school over blouse with school tie, Navy tartan school skirt, black leather lace up shoes and white socks (above ankle to mid-calf) or Opaque black stockings, maroon or navy hair ribbon.

Socks/stockings must be worn on all occasions. Shoes must be black leather lace up shoes providing safe, full foot protection and support. Black slip-on shoes or ballet style shoes are not acceptable and should not be worn.

**Boys** – White school shirt (long or short sleeved) with school tie, school grey dress long pants or dress shorts, black leather lace up shoes or black gym shoes with leather uppers, grey socks (knee highs with shorts). Socks must be worn on all occasions.

### PRACTICAL UNIFORM

**Years 7, 8 and 9 (Junior Secondary School)** - Maroon Polo Shirt with School Logo. Blue shorts with school logo-leg - length above the knee to mid-thigh. Sports shoes and white socks. Socks must be worn on all occasions. Sports shoes must be fully enclosed runners (joggers / trainers) of a safe style for the purpose of participating in all sports activities. They must provide full foot protection and support.

**Year 10, 11 and 12 (Senior Secondary School)** - Navy Polo Shirt with School Logo. Maroon shorts with school logo - leg length above the knee to mid-thigh. Sports shoes and white socks. Socks must be worn on all occasions. Sports shoes must be fully enclosed runners of a safe style for the purpose of participating in all sports activities. They must provide full foot protection and support.

**Canvas shoes or 'Skate Shoes' of any description are NOT acceptable and should not be worn to school.**

## Attendance Policy

1. From 2006, the Youth Participation in Education and Training Act 2003 makes it compulsory for young people to remain at school until they finish Year 10 or turn 16, whichever comes first. Unless they are in full-time work, young people who have finished Year 10 or turned 16 are required to participate in education and training for:
  - a further two years, or
  - until they have gained a Queensland Certificate of Education (QCE), or
  - until they have gained a Certificate III vocational qualification, or
  - until they have turned 17.
2. All absences must be legitimate ones. The most common legitimate absence is due to acute personal illness.
3. To have an absence considered legitimate, a written explanation is preferred from a parent or carer and forwarded to the school.
4. Written notes should be presented to the Form Teacher. They should be presented by the student on the day of return to school immediately after the absence. Parents may find it convenient to telephone the school office with prior notification of a student's absence, though a brief written confirmation is required.
5. Students who are over 18 or living in an independent situation need to negotiate attendance procedures with the Principal.
6. If a student is absent for 3 days without notice parents will be contacted. Post compulsory age students who have extended absences without a legitimate reason may have their enrolment cancelled.
7. Class and homework missed during any absence must be made good. It is the responsibility of the student involved to see that this occurs. Tests which are missed due to such absences must be completed immediately on return to school. As indicated in the Assessment Planners, assignments are due any time in a given week but no later than the last scheduled subject lesson of that week. Absence on the day is not a legitimate reason to fail to submit an assignment.
8. Significant amounts of absences from classes for any reason could result in a student NOT being awarded an EXIT LEVEL OF ACHIEVEMENT owing to failure to complete the course requirements in any subject.
9. This policy applies to absence for a part or full day or longer period.
10. Special attendance matters would need to be referred to the Deputy Principals or the Principal. Year 12 students must be in attendance on the last day to be eligible for a Queensland Certificate of Education, QCE.

The school may notify Centrelink if a student has more than 5 unapproved days absence in one term.

## STUDENT ABSENCES PROCEDURES

Student is absent from school. A text will be sent home to parents.



Parent to contact school to notify reason for absence (phone call, note, text, email) within three days of the student's return to school.



If notification is not received, after three unexplained absences the school will contact parents/caregivers for an explanation. This contact will occur by either a phone call or letter.



Should an explanation not be received by the school, the school will contact the parent again in the form of a formal letter providing dates of absences and requesting explanations. This letter will be mailed home and may be followed up with a phone call.



Absences remain unexplained on student records. At this point, absences are compromising the student's capacity to engage in an educational program and a formal letter from an Officer authorised by the Director-General, Department of Education, Training and Employment will be sent home through the Management of Attendance process. In this letter parents and carers will be informed of their legal obligations in relation to their child's participation in compulsory education and the consequences for non-participation.

## Reporting on Student Progress

Written reports on student progress and achievement are issued to all students at mid Semester 1, end of Semester 1 and at the end of Semester 2.

In addition, Parent-Teacher Evenings are conducted after mid Semester 1 reports and end of Semester 1 reports have been distributed. This provides parents with an opportunity to meet all the teachers of their child and to discuss their progress.

Parents are most welcome to discuss student progress at any time with individual Teachers, Heads of Department, Guidance Officer or any member of the school Leadership Team. This can be arranged by making an appointment through the teacher, Head of Department, Deputy Principals or Guidance Officer. One or two days notice is usually needed to enable as full a picture as is possible to be presented.

## Guidance and Counselling

In general, our Deputy Principals are responsible for curriculum and student welfare and the Guidance Officer for career counselling. Students have access to services of a Chaplain, Youth Worker and Youth Health Nurse for pastoral care purposes. Parents and/or students are most welcome to discuss such matters with these folk at any time. An appointment may be made through the school office, if necessary. Sometimes a phone call may be all that is required.

The Deputy Principals and Principal are available to speak with parents and students about any such matters in a similar manner.

## School of Distance Education (SDE)

Occasionally when student transfers from another school and/or they wish to study a subject which is not offered at this school, the student may be permitted to study that subject through a School of Distance Education.

This arrangement is subject to approval by the Principal of this school, acceptance by the SDE, and payment of fees by parents charged by SDE, at the time of enrolment.

**NB:** Courses studied through SDE are **NOT** free. Students are also responsible for the purchase of their own textbooks.

## Some Routine Matters

### School Hours

Supervision of students is not provided before 8.45 am.

School Commences at:	8:50 am each day
Morning Tea:	10:45 am to 11:30 am
Lunch:	1:15 pm to 2:00 pm
School Concludes at:	3.10 pm

### School Office Hours

Monday to Friday 8.00 am. to 4.00 pm.

### Access to students during the school day

All requests for access to students during school hours must be made in person through the Office. Students are not permitted to be contacted by mobile phone/email or other electronic means. Only parents or other members of the immediate family will be allowed to contact students during school hours if the matter is urgent. Under no circumstances are students permitted to arrange to meet friends during normal school hours.

The office staff are able to accept urgent phone messages for students from parents. However, it is sometimes difficult to contact students immediately on the High School campus owing to its size as well as the variety of locations and activities used for lessons.

### Accident Insurance

Education Queensland has no insurance for students who may be involved in accidents whilst at school or on school activities. As dental, optical, medical and hospital bills are expensive, parents are strongly advised to consider taking out a private insurance policy to cover such eventualities.

### Bus Travel

Bus travel to the nearest High School is subsidised by the State Government to be free of charge to families living 4.8 km or further from the school. There are also subsidies for families who live closer if they meet certain criteria. Enquiries should be directed to the local bus firm who conducts each run.

Some families may live in very isolated locations. These families may apply for an allowance from the State Government to transport their children to and from the nearest bus stop. These forms are available at the school office. Enquiries may be made to the Administration Office.

Students who misbehave on buses may jeopardise their right to free bus travel. All behaviour on buses is subject to the Queensland Transport Code of Conduct and breaches may be dealt with by the bus proprietor and/or the school.

### Canteen

The School Canteen is conducted by a sub-committee of the Parents and Citizens Association of the school. It is a voluntary scheme organised to assist parents by providing nutritious, hot and cold food at reasonable cost. Any profits made via this service go to the P & C Association and are used to support the needs of students at school at the discretion of the P & C Association.

Parents and friends of the school are asked to give of their time to prepare food and serve it. A roster of volunteer labour is arranged by the Convenor. Some parents unable to be free during the day, may wish to donate fresh fruit, vegetables, margarine, cooking and so on. Any assistance is welcome and vital.

Parents are reminded of the informal gains from such an association with the school comparing notes with other parents and getting to know the teaching staff.

If you are not able to give of your time regularly, an emergency roster is also kept so that you may be called upon from time to time, if available. Do consider assisting the school in this worthwhile manner. If you would like to volunteer for the canteen roster, please turn to page 29, fill out the form and return it to the school office.

### **Compulsory Physical Education**

Parents of students with chronic illnesses should ensure that this is stated on the student's enrolment form. Students who need to be excused occasionally from Physical Education classes would need to have permission in writing from parents on each occasion. This should be addressed to the teacher of the student concerned.

### **Information Communication Technologies (ICTs)**

Stanthorpe State High School recognises that computing and electronic resources are a valuable source of learning and information relevant to educational programs. You are encouraged to make use of these resources for purposes relating to study being undertaken through our school.

Enrolled students of all Education Queensland schools are provided with a unique student login to the Education network. This login provides the student with 100 MB of disk space on the school's server, plus internal e-mail and access to the Internet.

Year 11 and 12 students will also have access to an ultra-light laptop device to use both at school and at home, during terms and holidays. The full conditions of use for this device may be found in the *Student Laptop Charter*.

All student data saved to the education network student H drive is routinely backed up. We strongly recommend that students use memory sticks or other portable storage devices to back up their own work and to have working copies between their home and school computers. Students will have access to the Internet from all student computers. Students will be advised of the school policy—*Students Usage of Computer Network, Internet and Email at orientation*.

#### **Stanthorpe SHS reserves the right to:**

- Moderate access to Internet and Intranet services, including the filtering of websites under Education Queensland's Blue Coat filtering system
- Monitor and record all usage of its computer networks, including its Internet services
- Access a student e-mail account where it has been considered there has been misuse of the e-mail system
- Take disciplinary action when breaches of expected behaviour occur

#### **Items of value.**

Students are discouraged from bringing items of value to school as there is a risk of damage or theft. Should the student choose to bring items of value to school, it is recommended that they leave them at the administration office. Stanthorpe State High School accepts no responsibility for loss of or damage to items of value.

## Excursions

Parents will be notified of all activities which take students off campus. Full details of the excursion arrangements will be provided in the letter sent home to parents seeking approval and a signed permission form. The school reserves the right to withhold excursion privileges to students on the basis of individual behaviour records, incorrect uniform and if there are outstanding monies owed to the Student Resource Scheme Office. Parents may contact the Administration Office to confirm details regarding any school excursion. Students are required to wear Dress Uniform on all excursions unless otherwise stated in the Permission Letter. Please refer to section on "Payment of Monies" regarding payment for excursions. Students are not permitted to drive to excursions/sporting venues etc.

## Lateness To School

Students must NOT go directly to class when arriving late. Late students must report to the school Administration Office with a brief written explanation from a parent. The student will be recorded on the daily roll and given a late pass to class. Students receiving Youth Allowance may jeopardise entitlements if consistently late to school without a valid reason. Parents may be contacted if a student arrives late without an explanatory note of acceptable reason.

## Lost Property

Lost Property may be handed in to and collected from the school Student Resource Scheme Office. After a day or two such property will be stored by the Janitor.

Parents and students are requested to ensure that all personal belongings brought to school are clearly marked with the student's name in full, not initials. Unmarked property is difficult to return to the owner.

## Mail/Flowers/Gifts For Students

The school works with the family and will not intervene between the family and outside agencies. No such items addressed to enrolled students will be passed on. They will be readdressed to the family home for parents to be aware of and to monitor.

## Medication

Some students are on regular medication for chronic illness whilst many may be on medication temporarily. Parents/Carers are to

- notify school in writing of a health condition requiring medication at school.
- request school in writing to administer prescribed medication or to assist in management of a health condition.
- notify school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions.
- provide medication in original labelled container to the school.
- ensure medication is not out of date and has an original pharmacy label with student name, dosage and time to be taken.
- notify school in writing when a change of dosage is required. This instruction is to be accompanied by a letter from a medical practitioner.
- advise school in writing and collect medication when it is no longer required at school.

Those students whose asthmatic condition requires them to have a Ventolin inhaler with them at school may carry it with them if written parental/carer permission has been provided.

Education Department regulations do not allow the school to administer paracetamol/aspirin or other non prescribed medication.

## Mobile Phones

Students are not permitted to have a mobile phone turned on whilst at school.

Students are permitted to have mobile phones with them whilst at school however their use during the school day is prohibited. All phone contact with parents/outside agencies/other persons must be made through the Administration Office. A breach of this rule will require the student to lodge the phone at the Office and may require collection by parents/carers at the close of the day. Students may lodge mobile phones at the office for safe-keeping during the day or at a later time convenient to them.

## Using Devices to record and share Conversations or Images

At Stanthorpe State High School we believe that every member of the school community should feel confident in participating fully in all aspects of school life without concern that personal devices are being used to record them without their knowledge or consent.

We uphold the value of trust and the right to privacy at Stanthorpe State High School. Using mobile phones or any other technologies to record events builds a culture of distrust and disharmony. It is considered conduct prejudicial to the good order and management of the school and may result in suspension from school.

The sending of text messages at school (or on the way to and from school or away from the school site) that contain obscene language, threats of violence and/or disparaging comments is highly inappropriate, and potentially in breach of the Telecommunications Act. If a student receives such a message at school, he/she should ensure the message is kept as evidence and bring the matter to the attention of the Deputy Principal. The recording of any conversation, function, incident without the prior consent of the parties involved is considered to be in breach of school policy.

## Non Uniform Days

At specific times each year the Student Council raises money through Non Uniform Days when students are permitted to wear sensible, casual clothes to school. The cost for this privilege is set by the Student Council with approval from the Principal. A specific dress code applies for these days. Parents will be notified of Non-Uniform arrangements. The proceeds from these days will be distributed by the Student Council to fund their specific projects. Students who do not wish to participate in Non Uniform Days must wear the school uniform.

## Payment of Monies

When paying for an excursion, Manual Arts/Home Economics Fees/Photographs etc, students are encouraged to bring the correct amount of money either cash or cheque, to the Student Resource Scheme Office as soon as they arrive at school. The school holds a minimal float and may be unable to provide change. EFTPOS and Centre-pay facilities are also available, except for the purchase of Uniform.

## Assistance with Uniform, Equipment & other Costs

A Deputy Principal is responsible for this confidential service to the families of the school. Families who have difficulty in providing uniforms, equipment, excursion costs and so on are welcome to approach the Deputy Principal for some assistance in this regard. Particular items can often be loaned or provided for short term use quite readily or where necessary on a permanent basis. This service is confidential.

## School News

The Stanthorpe Border Post regularly publishes High School Highlights and feature articles highlighting the achievements of our students. In addition, the school newsletter, 'The Grapevine', is published regularly. Parents and families are encouraged to read these. They contain items of interest, upcoming events and results of student and staff endeavours in many areas. Families are encouraged to provide the school with an email address so we can alert them by email when the Grapevine (School Newsletter) has been uploaded to the School Website ([www.stanthorshs.eq.edu.au](http://www.stanthorshs.eq.edu.au)).



## **Sick Bay**

Students who become acutely ill during the day will be attended to by the office staff and placed in the sick bay temporarily. Office staff will attempt to contact parents immediately and make arrangements for the student to go home. In case of accidents, these will be attended to in a similar way. If considered necessary, an ambulance will be called at the discretion of the school. Minor cuts and abrasions will be treated and the student sent back to class. Parents are asked to ensure a current Emergency Telephone Number is recorded on each student's Enrolment Form and updated as necessary.

## **Sports Equipment**

Sports equipment may be borrowed during the lunch hour. Students must enquire at the Physical Education Staff Room for assistance in this regard.

## **Stationery**

All items of stationery for school use may be purchased through usual retail outlets. These are not available through the Student Resource Scheme Office. Suitable paper for the laser printer may be purchased at the Student Resource Scheme Office.

## **Student Cars**

Students who drive cars to school should park in the Council Carpark situated below the stadium. It is the responsibility of parents if they allow their child to be a passenger in another student's car, travelling to/from school. Students are not permitted to drive vehicles on the school grounds at any time. Students are not permitted to drive themselves to excursions/sporting venues etc.

## **Student Free Days**

Education Queensland has designated six days throughout the year as staff development days. One of these days is designated during the normal school year (Monday in week 3 of Term 4) and students are not required to attend school on this day. The other 5 days are during student holidays or after normal school hours.

## **Sun Protection**

All students should wear hats for all outdoor activities. Students are also encouraged to wear 30+ sun lotion when outdoors. The school is actively increasing the amount of covered area on campus including the planting of trees.

## **Temporary Leave Pass**

Students must have a written request from a parent to leave the school grounds during the school day. It need only be brief but should include the time of departure and expected time of return and the reason for such leave. This note must be taken to the school office before the school day begins. Students will not be granted permission to leave the grounds automatically. This pass is normally used for a doctor or dental appointment.

## **Valuables**

In most instances, student bags will be stored in racks during the day. These are not secure facilities. As a result students are encouraged to be responsible with money and expensive gear. All personal belongings and items of clothing should be clearly labelled and money should be kept with the student or handed to the office for safe keeping. At no time should students keep money in their bags.

## Website

Stanthorpe State High School has a Website that can be accessed through [www.stanthoreshs.edu.eq.au](http://www.stanthoreshs.edu.eq.au). This Website contains information about the school and will be updated on a regular basis. The school newsletter (GrapeVine), policies and general information will be available through this Website.

## Workplace Health and Safety

Workplace Health and Safety is an important issue on a busy campus such as Stanthorpe State High School. This places an obligation on all staff and students to conduct themselves in a safe, responsible manner. Students who break Workplace Health and Safety standards (eg. behaviour, dress code) may find they are curtailed access to the full range of school Activities.

## Work Experience

Work experience is a school-based program which places students in the work place. Its aim is to make students familiar with the adult working environment. It operates under the *Education Act 1978-89*. This legislation states amongst other things that:

- *students participating in the work experience must be over 14 years of age;*
- *students may accept placement with an employer for up to 10 working days;*
- *hours worked by students must not exceed the normal working day for that job;*
- *parents must give written consent for student placement;*
- *students must not receive payment of any kind.*

Parents and families must be clear that this arrangement is between the school and the employer alone. Parents may not contact the employers directly at any stage. The school coordinator makes all arrangements for each placement in consultation with parents and students.

Documentation for students involved will be distributed in due course.

## Youth Allowance

ALL students turning 16 may receive YOUTH ALLOWANCE subject to meeting eligibility requirements. Youth Allowance forms are available from Centrelink. Students at Stanthorpe State High School who are receiving

Youth Allowance are required to:

- attend school regularly.
- supply a note, signed by a parent/carer, to explain any absences that may have occurred. Extended absences will require a doctor's certificate.
- work consistently in class and submit all required assignments.

The school will notify Centrelink if a student has more than 5 unapproved days absence in one term.

## **Welcome in our School**

- Courtesy, Co-Operation and Consideration
- A good work ethic
- Good Behaviour
- Striving to be the best you can

## **Not Welcome in our School**

- Things prohibited by State Law (e.g. drugs, alcohol, cigarettes, pornographic material, weapons, etc.)
- Any potentially dangerous items which may be used to cause injury or offence.
- Jewellery or clothing outside the school dress requirements.
- Aerosol/spray cans (deodorant, paint, etc.), cigarette lighters and matches.
- Liquid paper, nikko pens, metal rulers.
- Chewing/bubble gum.
- Skateboards/Scooters.

## **Working together to get the best for your child**

From time to time, you may have concerns about your child at school or the operations of the school. These concerns may grow into bigger issues if you don't talk to the school staff about them.

Education Queensland is committed to ensuring that all parents have their concerns dealt with in a fair and equitable manner and there are processes and support structures in place to enable parents to work through any issues they may have.

Concerns should initially be directed to the teacher involved or lodged with the relevant Head of Department. If the issue is not resolved contact should be made with a Deputy Principal or Principal.

If the problem cannot be resolved within the school, you should contact the Darling Downs South West Regional Office.

As part of this process, the Assistant Regional Director, School Performance will be notified and involved if needed.

Parents or caregivers may also wish to contact the Queensland Council of Parents and Citizens Associations (QCPCA) on 3352 3900 or visit their website [www.qcpc.org.au](http://www.qcpc.org.au) for help and support.

Both the QCPCA and Regional Office have access to the Office of State Schooling, which administers the operation of all Queensland State Schools, to further resolve issues if required.

It is also important for us to know what is working well for our students. This allows us to focus on doing positive and productive things more often or expanding programs that assist students. Parent/Carers are encouraged to provide this feedback to Teachers, Heads of Department, Deputy Principals or the Principal

## **Responsible Behaviour Plan**

Our Responsible Behaviour Plan for Students (RBPS) is based on the State-wide Code of School Behaviour. Students are designated a level at any time reflecting their behaviour. This includes exemplary as well as unacceptable behaviour. The Responsible Plan indicates appropriate indicators and strategies for each level of behaviour. Included in the Responsible Behaviour Plan is the school Anti-Bullying Policy and both documents will be distributed to and are available for all parents and carers. Additional copies are available for the school Administration Office upon request.

## Canteen

### What can you get from the Canteen as a volunteer?

- Be a valuable member of the school community
- Make friends
- Contribute to your school's fund-raising
- Gain knowledge about your school
- Have fun
- Interact with staff
- Attend volunteers' social functions

### Who can work in the Canteen?

- Canteen Convenors
- Parents and carers
- Parents of past students
- Grandparents
- Other family members
- Community members
- People wanting to improve their hospitality skills to gain employment

### What do you need to do at the Canteen?

- Volunteer at least once a month
- Be positive – no gossip
- Enjoy the experience
- Bring a friend
- Be prepared to learn new skills
- Support your canteen committee
- If unable to attend, please phone at least one day ahead if possible

### Be a canteen helper!

*Volunteers are the strength of the school's major fundraiser – the Canteen*

✂ \_\_\_\_\_  
 (Please return to the School Office)

I, \_\_\_\_\_ would like to volunteer for the canteen roster.  
 (print name)

I am available on the following days:-

First Preference: \_\_\_\_\_ weekly/fortnightly/monthly

Second Preference: \_\_\_\_\_ weekly/fortnightly/monthly

Other: \_\_\_\_\_

Signed: \_\_\_\_\_