



School Information, Policies and Procedures

Dear Prospective Parents / Caregivers

Welcome to the Enrolment Information for prospective students. The following pages contain valuable information about the school policies, procedures and options available for students at Toogoolawah State High School.

Our School aims to provide relevant and engaging learning pathways for all students, whilst maintaining a strong focus on academic achievement leading to tertiary entrance or the workplace. The School takes pride in having high expectations in terms of student behaviour and learning achievement. Toogoolawah SHS values respectful, open and supportive relationships between teachers, students and caregivers.

We recognise we are preparing students for varied and ever changing futures. We provide a breadth of offerings across Maths, English, Science, Health and Physical Education, Technology and The Arts. Along with these curriculum skills, our students commit to achieving the very best that they can do. Excellence in performance and a positive attitude towards themselves, their work, their community and their School will give them the skills and abilities to access future opportunities.

Yours sincerely

Ross Jardine
Principal



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Our School's Vision

The purpose of Toogoolawah State High School is to develop people who are recognised as being equipped to contribute positively to society, valuing respect, responsibility and a commitment to achievement. This purpose is exemplified in **our motto – “Working Together”**.

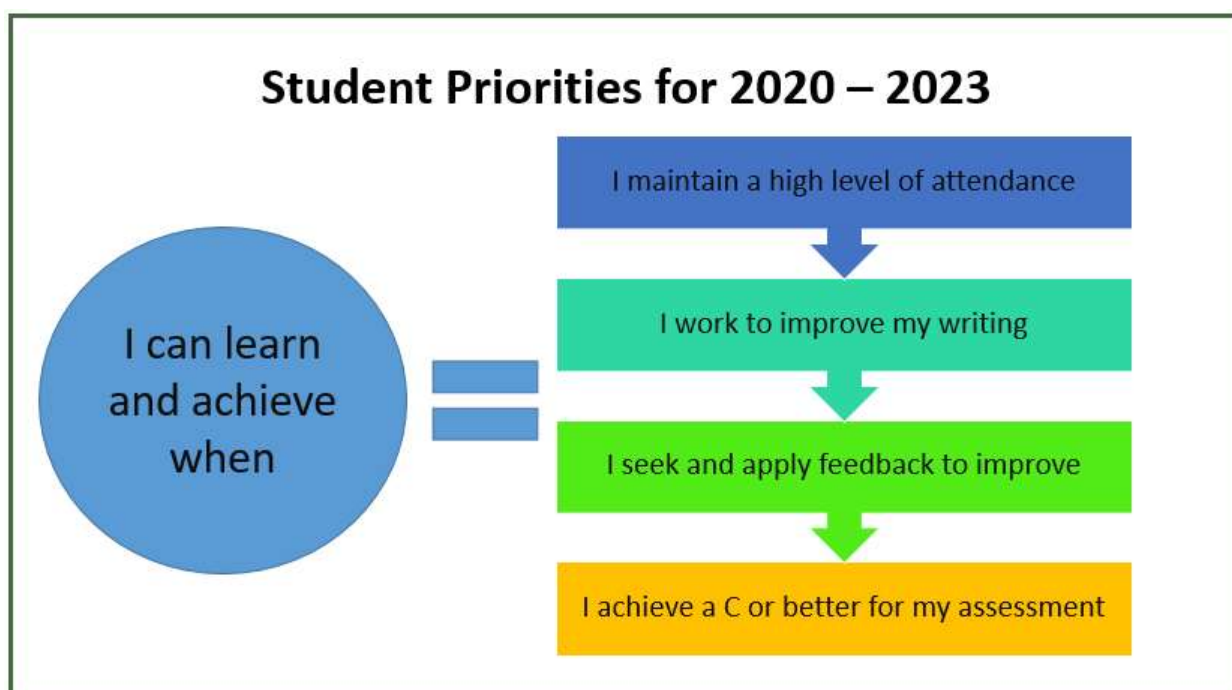
To this end our School's vision for teaching and learning is:

**Every student at Toogoolawah SHS working
together every day in every classroom to
learn and achieve**

Behaviour Expectations of Toogoolawah SHS

1. Be Committed to Achievement
2. Be Respectful
3. Be Responsible

Toogoolawah State High School's Improvement Agenda 2020-2023.





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SCHOOL INFORMATION

SCHOOL MANAGEMENT TEAM

Principal	Mr Ross Jardine
Deputy Principal	Ms Louise Woods
Business Services Manager	Mrs Tracey Tinney

Heads of Department

Curriculum – Senior Secondary	Mr Tom Krosch
Curriculum – Junior Secondary	Mr Troy Harris
Student Services	Mr Stephen Beacham

Support Services

Head of Special Education Services	Mrs Lea Donnelly
Guidance Officer	Mrs Frances Mutch
Youth Support & School Chaplain	Mr Garth Nilsen

Please note that staffing information is current as at June 2020.

SCHOOL OFFICE HOURS

The Office is open from 8:00am to 3:30pm Monday to Friday. We request accounts to be paid prior to 8:45 am and before the end of first break. Money will not be accepted after 11:30am.

Student Absence Line 5423 4460

The School Day

School Starts at	8:45 am
School Concludes	3.00 pm

TUCKSHOP

The Parents' & Citizens' Association employs a convenor to operate the tuckshop each day of the school week. Lunch and afternoon tea can be purchased. Students are encouraged to order lunch in the morning before 8:45am.

SPORTS HOUSES

There are two (2) Houses, Coleman and Somerset, that participate in a variety of activities such as Athletics, Swimming, Cross Country, a range of other sporting, cultural and school events. House Captains are elected to assist with organisation and development of house spirit and activities. Houses compete each year for the House Spirit Trophy.

House colours are:

COLEMAN	Green
SOMERSET	Yellow

Every student at Toogoolawah SHS working together every day in every classroom to learn and achieve!



Procedures

Attendance

Students enrolled at our school are expected to maintain high levels of attendance – 90% plus. Regular school attendance will mean that your child has a better chance in life. Your child will achieve better when they go to school all day, every school day.

1. They learn better
2. They make friends
3. They are happier
4. They have a brighter future.

Parents are encouraged not to schedule holidays during school time. If a family holiday is during school time, let the school know in advance and talk about what arrangements can be made for your child. Depending on the circumstances the school may be able to provide tasks for your child to complete while they are absent or assist you to organise an exemption from schooling.

ABSENCE

Parents/Caregivers of students who are absent from school for any reason are required to contact the School Office by note or phone call. It is the responsibility of the student to catch up on missed work or assessment due to their absence.

All absences are viewed as “unexplained absences” until an explanation has been received in writing or via a phone call from parents/caregivers and the Principal will then make a decision whether the absence will be viewed as an “approved absence”.

PROLONGED ABSENCE – 3 days or more

Contact home will be made through one or both of the following ways:

- Office staff will contact parents/guardians by letter after a period of continuous absence of a student.
- Year Co-ordinators will contact parent/guardians by phone to discuss concerning absence patterns.

LATE ARRIVAL

Late arrival at school should occur only when exceptional circumstances prevail and should be explained by a note from a parent/caregiver. Students who arrive late must report to the Office. They will be issued with a late slip to enter class. Students arriving late without legitimate reason will be given a detention to make up the time lost.

PERMISSION TO LEAVE SCHOOL

Students are not permitted to leave the school without permission from the administration. Students are not permitted to leave the school to go to the local shops at any time during school hours. In cases where students have to leave school during school hours for medical appointments, a note from a parent/caregiver must be handed to the office staff before school on the day of the appointment.

EXEMPTION FROM SCHOOLING – more than 10 consecutive days

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Every parent of a child of compulsory school age or a young person in the compulsory participation phase has a legal obligation to ensure their child is enrolled and attending school or participating in an eligible option.

Parents can apply for an exemption from this obligation when their child cannot attend or it would be unreasonable in all the circumstances for their child to attend school or participate in an eligible option for a period of more than 10 consecutive school days.

Situations where an application for an exemption may be made include:

- Illness
- Family reasons
- Cultural or religious reasons

If your child is exempted from compulsory schooling, you are excused from your obligation in relation to compulsory schooling or compulsory participation. The school principal is not responsible for providing an educational program to your child, however they may provide advice on other educational options available.

Medication

Should medication prescribed by a student's medical practitioner need to be administered while the student is at school or involved in school-approved activities, the parent/caregiver must:

- Notify school in writing of a health condition requiring medication at school.
- Request in writing for the school 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 students 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.

All medication must be kept at the office. (The only exception is asthma inhalers.) On written permission from the parent or carer, a student may be deemed responsible for their own inhaler.

Non-prescribed oral medications (eg Panadol – must be in the original container) can only be administered by school staff if written permission has been received from the parent and a medical practitioner. We have been directed by the Director General that we are unable to dispense non-prescription analgesics.

Accident/Illness At School Or School Activities

Ill or injured students are brought to the office, where it is appropriate for them to be able to move or be moved there. Parents will be contacted when necessary. It is important that parents ensure school records are kept up to date with emergency contact telephone numbers.

If necessary, the ambulance and/or doctor will be contacted. All students are now covered by the State Government Ambulance Subscription Scheme. If a doctor's consultation is needed and parents are



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unable to be contacted then the Principal can authorise such a consultation with costs being met by parents / caregivers.

Communication

Communicating By Text Message

Toogoolawah SHS believes that SMS text messages sent direct to and from your mobile phone are the best solution for student safety, attendance management and significant event reminders.

Benefits to You and Your Child

- If your child has not arrived at school, you need to know
- If your child shows any sign of poor attendance, SMS text messaging will immediately inform you that a problem may exist.
- You must have immediate notification in times of crisis.
- Sending a text message to the school is the most cost and time effective

How Parents can help

- Keep your mobile phone details up to date.
- Notify the school in advance when your child is absent.
- Respond to messages from the school.

SCHOOL WEBSITE

The website provides information on the school and is a useful tool for students and parents. For students, the site displays assessment calendars, handbooks, sports results, achievements and current news. For parents, the site displays newsletters, staff members and roles, P & C information and details about the school. Please visit the website at www.toogoolawahshs.eq.edu.au.

SCHOOL NEWSLETTER – NEWS and VIEWS

Newsletters assist parents to gain knowledge of school activities. The newsletters are issued every fortnight. The school newsletter is also available on our school's website and be emailed home upon request. Students are issued with the newsletter for delivery to parents.

STUDENT DIARY

Each student is issued with a homework diary. If a diary is lost or defaced, it must be replaced at the student's expense. The diary is to be taken to all classes where it may be checked by the classroom teacher, Year Level Co-ordinators, HOD, Deputy Principal or Principal.

SCHOOL REPORTS

There are four reporting periods each year. Reports are either distributed to students, or sent home at the end of each Term. Interim Reports are emailed to the email address nominated by the parent.

- Term One – Interim Report
- Term Two – Semester One Report
- Term Three – Interim Report
- Term Four – Semester Two Report



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PARENT-TEACHER EVENINGS

Parent-Teacher Evenings are held in early Term 2 and early Term 3 to allow parents additional opportunity to discuss the progress of their children with teachers. Students make appointments for the evening through the office or online; however parents are welcome to contact the teachers at school to make an appointment for a longer discussion at another time if this is seen to be necessary.

OTHER INTERVIEWS

Interviews may be arranged by appointment with the Principal, Deputy Principal, Heads of Department and Teachers. Please contact the Office on 5423 4444.

Field Trips, Excursions, Camps

Field trips, excursions and camps are organised in order to extend student development in:

- Specific subject studies
- General knowledge and understanding
- Personal Development and Career related experiences.

Dress

- Full school uniform is to be worn.
- Good casual clothes are required for evening visits to the theatre.
- Sensible casual clothes are to be worn whilst students attend school camps.
- Full sport uniform is required for all sport excursions.
- Relevant safety dress may need to be provided by students in some situations.

A letter outlining the activity's details, costs, itinerary and a parental consent form is always sent home for signing. It will indicate the dress standard required, catering, transport and any specific expectations for that activity.

Non-compulsory activities are available for students as an extension of their learning, therefore those students who are on Level 4 or 5 behaviour monitoring with the Deputy Principal, Head of Department or Year Level Co-ordinator should apply to their Year Level Co-ordinator for permission to attend.

Student Resource Scheme and Subject Levy monies must also be up to date or a payment plan maintained before being able to attend this activity. Monies paid will be refunded only in cases of inability to attend due to illness, bereavement or exceptional personal circumstances. Private commitments, changing one's mind concerning participation or similar circumstances are not adequate reasons to seek refunds. Ideally, a decision will be made one week prior to an excursion about viability.

Work Experience / Work Placements

Work Experience of one week's duration is offered to students of Year 10. Students are encouraged to undertake work experience as it provides:

- Understanding of the world of work
- Insight into the responsibilities of the workplace
- Opportunity to explore careers of interest
- Opportunity for goal setting

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Some Year 11 and 12 students are offered structured Work Experience on a negotiated basis. Work Experience in Vocational Education is an extension program related to their chosen course. Structured Work Experience and Structured Work Placements are available for students who take VET subjects. All students taking VET are generally expected to complete one term of these in each of Year 11 & 12.

SCHOOL-BASED APPRENTICESHIPS AND TRAINEESHIPS (SATs)

Students in Senior Secondary are able to be engaged in SATs. These programs allow students to be employed on a part-time basis for some time in the week at an employer's workplace; participate in subjects at school and also engage in Certificate II or III Level Training with a Registered Training Organisation.

Legal agreements are signed between the employer, school, student, their parent/guardian and the employers. Students are still required to complete all set school course work and assessment items by the due date. If necessary students will be withdrawn from the SAT for a day to complete school work if it is outstanding.

Subject Changes

To change a subject, a student must meet with a Head of Department to discuss this possible course of action. Students in Senior Secondary (Years 10 – 12) should contact the Head of Department for the Senior School and students in Junior Secondary (Years 7– 9) should contact the Head of Department for the appropriate subject.

If a subject change is a suitable option, you will receive a form that then requires the signatures of parents, teachers and the Head of Department. The completed form is then submitted to the Deputy Principal for final approval, after which a new timetable will be issued.

Under no circumstances are students to attend a new class until approval is granted, a new timetable has been issued and subject enrolment records have been amended.

School Photos

School photographs will generally be taken early in Term 1. These will be Year Level photographs and School Leaders and other groups as determined by the Deputy Principal. Students are required to be in formal school uniform for these photographs. Advice is given to parents of the arrangement for school photos. Usually, there will be the opportunity to purchase individual portraits as well. Group photos such as the Band, Choir, Equestrian Team, Volleyball Teams and other groups will be taken in late Term 3.

ID PHOTOS AND CARDS

All students will have their photograph taken early in Term 1. The cost is covered by participation in the Student Resource Scheme. Students are responsible for the cost of replacement if cards are lost or destroyed.

The ID card is required for borrowing library resources and for the issuing of textbooks.



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Other Procedures

EXTRA-CURRICULAR ACTIVITIES

These are activities where students elect to participate and include Cluster Days, Sporting Trips, some Cultural Activities and Performances. Costs for each activity are also advised by letter to parents and payment needs to be made prior to the event. We do not provide post-event payment options for these activities.

MOBILE PHONE LOCKERS

These lockers are in Year level groupings close to the front of the school for easy access. All students are assigned a locker and are able to set their own three digit code. These lockers are for the storage of all student mobile phones between first bell and last bell of the day.

LOCKERS

Limited numbers of metal lockers are available for student use. They are allocated on an annual basis. A \$5.00 annual fee is charged. An application form to access a locker is available from the office.

- If a key is lost, students are required to pay \$5.00 for a new key to be cut.
- Students are responsible for the key and for cleanliness of the locker.

SCHOOL BAGS

Bags are to be carried from room to room and placed in racks outside the room, if these exist, or neatly against the wall directly outside. Bags are to be kept close by during lunch breaks and afternoon tea. Bags are to be carried to the location of instruction for HPE practical lessons and to the location required for the elected sport.

USE OF SCHOOL GROUNDS

Only NON-CONTACT sports will be played under the supervision provided. Specific coaching arrangements will be made for rugby league. No object will be thrown or kicked unless the object is a piece of sports equipment, and then only in the area defined for that sport and in the manner that conforms to the rules of that sport.

SCHOOL REFERENCES

General references are written for Year 12 students who apply for them and distributed at the end of the year. Year 12 students will need to apply by the beginning of Term 4. Students in Years 10, 11 and 12 who leave school during the year will be given a reference on request AFTER officially leaving school.

PROHIBITED EQUIPMENT

Equipment brought to school must be designed for assisting learning. Items that are prohibited include:

- Liquid paper, permanent markers and steel rulers
- Chewing gum
- Cigarettes, matches, cigarette lighters
- All forms of illegal drugs
- Alcohol
- Dangerous items or potentially dangerous items
- Laser pointers
- Aerosol Cans

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Student Support Services

Students are encouraged to form a trusting and co-operative relationship with their teachers and should feel confident to approach them with any problems. **Year-Level Coordinators** are also available to provide care and support.

Career guidance and personal counselling appointments to see the **Guidance Officer** or **Youth Support Worker** are made through the Office. Students experiencing any health problems can make an appointment with the **School Health Nurse** who visits the school each week.

A **Guidance Officer** visits the school each week in order to assist students with decisions of an educational, vocational or personal nature. This service is complemented by classroom activities that aim to broaden the knowledge base of students, to develop work related skills and to teach students the principles of sound decision-making. The Guidance Officer is also able to provide counselling for personal problems. Both students and parents can make appointments with the Guidance Officer through the school office.

The **School Chaplain** serves young people by caring for students, building positive relationships, helping with emotional and spiritual needs, building life skills, encouraging students through crises, role modelling acceptable behaviours and providing guidance to evaluate moral dilemmas. Appointments can be made through their booking system.

Co-Curricular Activities

STUDENT COUNCIL

Student Council consists of representatives elected by their fellow students. The Student Council meets regularly and is a forum for students to have input into the life of the school. It works towards enhancing school facilities, organising events for students and assisting the Principal with Student policy matters.

DEBATING, PUBLIC SPEAKING

Students who engage in these activities gain significant experience. Teams are entered in the Apex Debating Competition and the Queensland Debater's Union program. Students are invited to enter the Lions Youth of the Year Quest and the Plain English Speaking Competition.

INSTRUMENTAL MUSIC

The opportunity exists for students to become involved in the Instrumental Music Program. Participation in the program is considered a privilege and entails certain responsibilities such as attending lessons, rehearsals and performances as required.

Students participate in a 30-minute lesson each week. The lessons are held on a rotational basis to minimise the student's loss of class time in other subjects. Students are expected to catch up on the lesson missed because of attendance at their music lesson.

A limited number of school musical instruments are available for student use. Instruments can also be hired from private firms. It is generally expected that students purchase their own musical instrument after one year. An annual levy is to be paid. This levy includes the hire of the vest that is worn for public performances. Parents requiring further information should contact the Instrumental Music teacher.



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MUSICAL

The school promotes a musical every second year to further assist student development while also providing quality entertainment for our School community. Students are able to assume acting/singing, backstage and promotional roles.

INTER-SCHOOL SPORT AND CLUSTER DAYS

Students are able to nominate for a variety of winter and summer sports. It is expected that for students to participate in these activities they must be on Behaviour Level 1, 2 or 3. Students who perform at high levels are able to progress their way through to State Representation.

STUDENT SOCIALS

Provided adequate supervision can be given, a student social is held in Term 3 organised by the Student Council so that:

- Student social development can be enhanced
- Students are able to enjoy social interaction in the school environment

Since attendance at a social is considered a privilege, students will be prohibited from attending if they:

- Have not signed and submitted the social contract
- Are on a Behaviour Level 4 or 5

A respectable standard of dress is to be maintained. Students are encouraged to dress in accordance with the theme of the particular function. All students must display respectful personal interactions.

ENRICHMENT PROGRAMS

Students have a wide range of abilities and talents and we seek to support the extension of students in their coursework and extra-curricular activities. Activities such as, Duke of Edinburgh Awards, Equestrian Team and Volleyball, Netball and Touch Football Development Programs provide for an extension of personal capabilities and these activities are co-ordinated by staff members.

Parents and Citizens Association

The Annual General Meeting is held on the third Monday of March. Meetings are held on the third Monday of each month except when this coincides with school vacations. Meetings commence at 6.00 p.m. Agenda items relate to fundraising, more specific educational issues, and recognition of student successes.

P & C DONATION

The P & C Association for Toogoolawah State High School actively contributes to the decision making of the school as well as raising funds. If you wish to assist the P & C in their activities, please contact them through the Tuckshop or attend their monthly meetings. If you are unable to help in person and would like to assist financially, please mark the consent form appropriately.

TUCKSHOP

The Parents' & Citizens' Association employs a convenor to operate the tuckshop each day of the school week. Lunch and afternoon tea can be purchased. Students are encouraged to order lunch in the morning prior to 8:35am. The tuckshop is managed in accordance with the Healthy Schools Framework.



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Parental assistance in the tuckshop is needed and is appreciated. Volunteer assistance provides better service and helps to keep prices down.

BLUE CARDS

Queensland law requires all persons working with children to have a clearance from the Children's Commissioner. This is commonly referred to as the "Blue Card".

- Parents and family members of students enrolled in our school are currently exempt from this requirement and may perform voluntary work with students.
- All other community members must have a Blue Card. The school can assist with application forms.
- Volunteers can apply at no cost at present.
- For further information contact the Blue Card Contact Centre on 1800 113 611.

Policies

Student Code of Conduct

The purpose of the Student Code of Conduct is to guide implementation of school-wide, classroom, non-classroom and intervention systems that will achieve a safe, supportive and disciplined learning environment. This will be evidenced by students achieving both academically and socially. This will be achieved through school-wide and community consultation and evidence and data based decision making.

Full policy available at: <https://toogoolawahshs.eq.edu.au/>

Learning and Behaviour Statement

Our school is a PB4L Positive Behaviour for Learning (PB4L) school. The PB4LS team at Toogoolawah SHS is committed to implementing a practical, cohesive, supportive behavioural management program that can be applied proactively and consistently across all school and associated environments.

All areas of Toogoolawah SHS are learning and teaching environments. We consider behaviour management to be an opportunity for valuable social learning as well as a means of maximising the success of academic education programs.

Our Student Code of Conduct outlines our system for facilitating positive behaviours, preventing problem behaviour and responding to unacceptable behaviours. Through our school plan shared expectations for student behaviour are plain to everyone, assisting Toogoolawah SHS to create and maintain a positive and productive learning and teaching environment, where ALL school community members have clear and consistent expectations and understandings of their role in the educational process.

Our school community has identified the following core values to teach and promote our high standards of responsible behaviour:

- A Commitment to Achievement
- Respect
- Responsibility

Every student at Toogoolawah SHS working together every day in every classroom to learn and achieve!



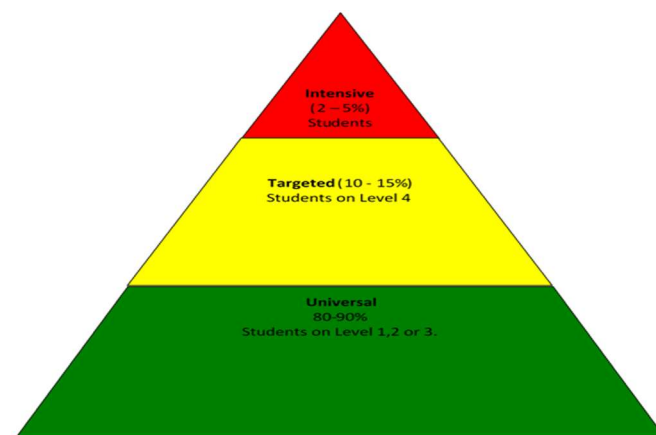
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These core values have been agreed upon and endorsed by all staff and our school P&C. They are aligned with the values, principles and expected standards outlined in Education Queensland's Student Code of Conduct. A full copy of our school's Student Code of Conduct can be accessed on the school's website.

Student Code of Conduct – Positive Behaviour for Learning (PB4L) Approach

A whole school approach shapes, supports and recognises appropriate behaviours in all students. Using a **three-tiered approach** to facilitating standards of positive behaviour and responding to unacceptable behaviour, it is possible to outline whole school provision of **universal, targeted, and intensive supports**.

In the PB4L framework, Tier 1 is differentiated and explicit teaching for all students, Tier 2 is focussed/targeted teaching for identified students and Tier 3 is intensive teaching for a small number of students. Each layer provides progressively more personalised supports for students.



Universal

In a supportive and well-disciplined school approximately 80% to 90% of students require little, if any, additional support to follow the school rules and demonstrate appropriate social behaviours. Universal levels of support are provided to all students.

Targeted

In a supportive and well-disciplined school approximately 10 to 15% of students may occasionally need additional targeted support, specific adjustments or program intervention. Targeted support is typically delivered in small groups to the identified population.

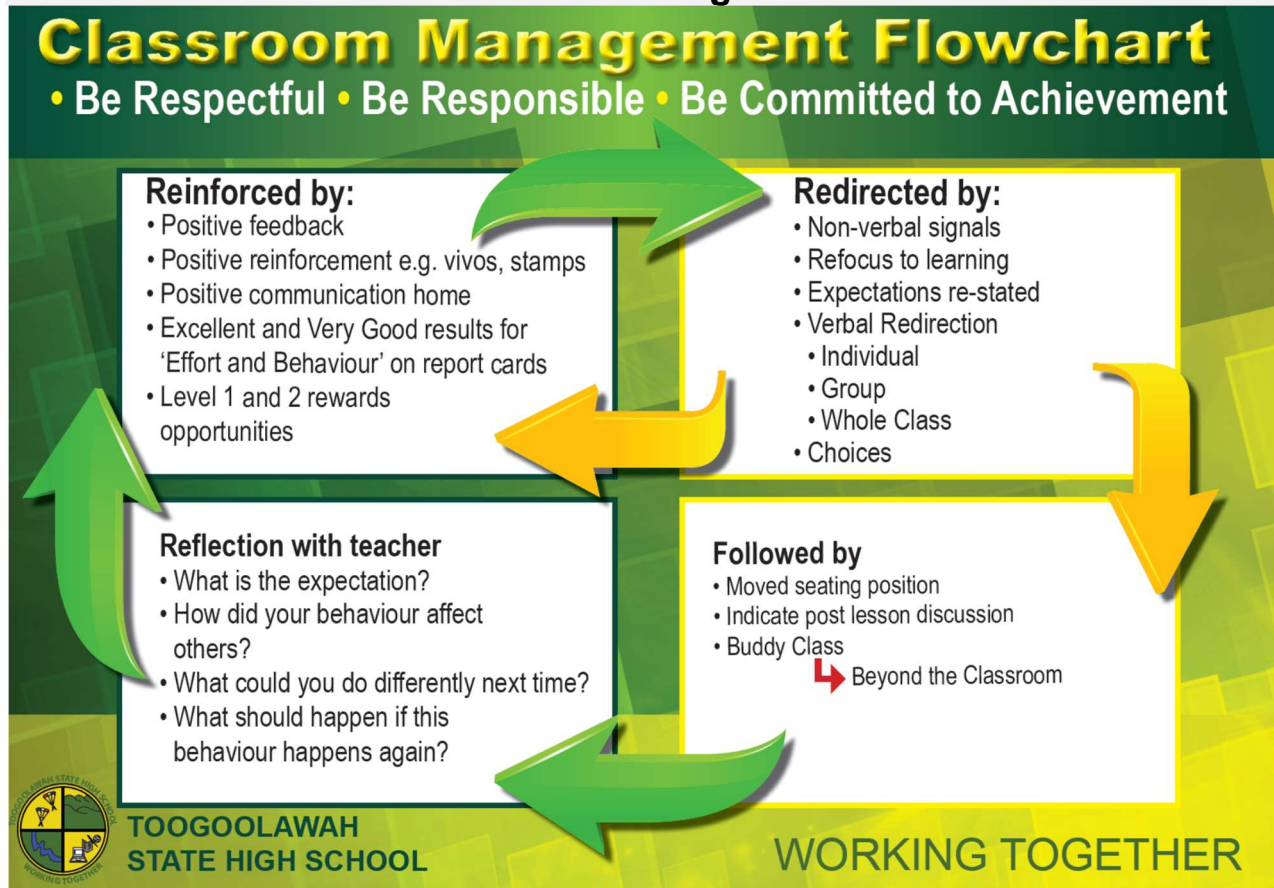
Intensive

In a supportive and well-disciplined school approximately 2 to 5% of students may need more intensive support and/or flexible learning options to assist them to continue their learning. These are typically individualised interventions for students with highly complex and challenging behaviours.

PB4L Expectations Matrix

Every classroom in our school uses the Expectations Matrix, illustrated below, as a basis for developing their behaviour standards. Using this matrix, the class teacher works with all students to explain exactly what each of the Expectations look, sound and feel like in their classroom. The completed matrix is on display in every classroom, used as the basis of teaching expectations throughout the year and revisited regularly to address any new or emerging issues.

Positive Classroom Management Flowchart





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At TOOGOO LAH STATE HIGH SCHOOL

we are “Working Together” to be:

Respectful, Responsible and Committed to Achievement



Location	“I Respect the rights of others when I...”	“I am RESPONSIBLE for my actions when I...”	“I am COMMITTED TO ACHIEVEMENT when I....”
All (school wide, including school organised activities)	Use polite language Listen actively and wait for my turn to speak Follow adult directions Maintain personal space Display physical behaviours appropriate for school Remove my hat inside	Ensure my mobile phone is stored in a mobile phone locker upon arrival at school and is not accessed between the first bell and the last bell of the day Accept the outcomes of my actions Wear the school uniform Use and return resources appropriately Put rubbish in bins Report any damage or equipment problems Demonstrate punctuality Ensure my own and others safety Follow school policies	Attend school Set ‘SMART’ goals Work hard to achieve my goals Identify my strengths and weaknesses Get help to improve Use positive ‘self-talk’ Display a willingness to try new things Positively acknowledge my own and others achievements
Classrooms	Put my hand up to ask questions Ask permission to leave the classroom	Ask for help Bring the required equipment into class	Know the ‘Learning Intent’ and ‘Success Goals’ for the lesson Complete set tasks on time Use a diary to record homework and assessment Use my “Level of Achievement” to set goals
Transitions		Line up quietly in 2 lines Go to the toilet during breaks Go straight to my destination	
Playground	Allow others to join in	Wear a hat outside Follow the agreed ‘rules of the game’ Stay ‘in-bounds’	
Arriving and leaving school	Act in a way that reflects positively on the school while in uniform	Follow directions for boarding buses Follow bus company rules Walk bikes through school and across the crossing Use designated gates	

• Be Respectful • Be Responsible • Be Committed to Achievement



Enrolment Information for Prospective Students

Student Dress Code

Toogoolawah State High School has a Student Dress Code that is selected, supported and endorsed by the Parents' and Citizens' Association. The *Education (General Provisions) Act 2006* empowers a school to specify a Student Dress Code. A Student Dress Code allows a school to specify:

1. Standards of what is acceptable in relation to clothing, including headwear and footwear.
2. Standards of what is acceptable in relation to other aspects of the personal presentation of students.

Teaching and learning environments in schools such as classrooms, kitchens, laboratories, workshops, playgrounds and sporting fields present a range of hazards that may not be encountered in the regular office environment. Toogoolawah State High School has developed dress code standards that are guided by relevant workplace health and safety legislation. The School has considered the safety of students and others when developing the student dress code.

Specifically, the School has considered uniform items and personal presentation (e.g. piercings, jewellery) appropriate to specific curriculum activities (e.g. protective footwear in laboratory or workshop lessons) as required by the *Managing risks in school curriculum activities procedure*, the appropriate *Curriculum activity risk assessment (CARA) - activity guidelines* and sun safety guidelines (e.g. hats as required by the *Sun safety strategy*)

Purpose of the School Dress Code

The School Dress Code:

- promotes a sense of belonging and pride in the School and Community
- gives the School a unique identity and a unified approach to achieving common goals
- creates a sense of equity for the students
- is practical in its application to a wide range of physical activities
- ensures students observe health, safety and decency standards

Consequences for not complying with the School Dress Code

- Any student not complying with the School Dress Code, on arrival at School, must go straight to Administration
- The student's name will be recorded and they will be asked to correct their uniform
- If necessary they will be provided with a loan uniform for the day
- Unless a note with a valid reason is provided, a detention will be issued

Consequences for continued non-compliance with the School Dress Code include:

- continued non-compliance will be considered 'Non-compliant with Routine' and managed in accordance with the Responsible Behaviour Plan

Footwear and socks

Students spend 30 hours a week in school shoes, that's more than 1,200 hours in a year, which makes choosing the right shoe for your child extremely important. When planning to purchase shoes parents need to be aware that:

- Shoes for students in Years 7 – 12 must be black shoes that cover the whole foot, have a black sole, black laces and no other colours
- Plain white or black ankle socks are to be worn with all uniforms – available from the school's Uniform shop
- WH&S requirements suggest that the minimum footwear considered appropriate to be worn are 'fully enclosed school shoes, of substantial construction (e.g. leather or similar) with a sturdy sole and be in good condition'

Jewellery and Personal Grooming

- Students are required to be clean and neatly dressed
- Make-up, fingernail polish or non-natural hair dyes are **not** appropriate
- All ear piercings must be small, plain studs or sleepers
- Facial piercings are **not** appropriate for School and if worn must be small, plain and clear and not rings. Facial piercings may present a safety risk in some curriculum activities and may be required to be removed or taped.
- Hair must be clean and tidy and comply with workplace health and safety provisions.
- Hair accessories are to be of a modest size, nature and colour
- All jewellery items must be appropriate to specific curriculum activities (e.g. sporting activities) as required by the *Managing risks in school curriculum activities procedure* and the appropriate *Curriculum activity risk assessment (CARA) - activity guidelines*.

Sun-Safety

- All students must wear a TSHS cap or bucket hat
- It is recommended that students use 30+ sunscreen when involved in outdoor activities
- Sunscreen will be provided during PE and Sports Days

Not-permitted

The following additions to the school uniform are not permitted:

- False nails (excluding subtle and appropriately safe length 'French Tips')
- Necklaces, bracelets, bangles or other large items of jewellery – including bangles made of rubber or string.
- Basketball shorts, jeans, leggings, thongs, scuffs or ugg boots, stripes or logos on shorts/pants
- No T-shirts or undergarments that are visible are to be worn under the shirt or blouse.
- Non- school identified hats

Please Note

- Parents/Caregivers are encouraged to work with the School before uniform issues arise so that satisfactory arrangements can be made
- Students representing the School in any extra-curricular activity or sporting activity must follow the School Dress Code
- Jewellery which holds religious, cultural or sentimental significance should not be visible

Shoes that can be worn with the Day and Formal Uniform





Enrolment Information for Prospective Students

Junior School Dress Code Description and Expectations – Year 7-9

All items must be purchased from P&C Uniform Shop except for socks, shoes, track pants, plain black dress pants (trousers or slacks) and belt. Track pants may be purchased from the P & C Uniform Shop or other stores.

Junior Day Uniform

- TSHS Junior polo shirt (compulsory for year 7- 9 students)
- TSHS plain black shorts
- Plain black tracksuit pants
- TSHS cap or bucket hat
- Plain all white or all black socks
- It is compulsory for all students to purchase school identified uniform, only available from the School Canteen

Boys Formal Uniform

The Formal Uniform must be worn on Mondays and nominated formal occasions but may also be worn on any other day of the week

- TSHS green button up shirt, worn tucked in
- TSHS formal shorts or plain black dress pants (trousers or slacks)
- Plain black belt with a small plain buckle
- TSHS bottle green striped tie (Terms 2, 3 and nominated formal occasions)
- Plain all white or all black socks
- It is compulsory for all students to purchase school identified uniform, only available from the School Canteen.

Girls Formal Uniform

- The Formal Uniform must be worn on Mondays and nominated formal occasions but may also be worn on any other day of the week
- TSHS green and white striped over-blouse
- TSHS bottle green pleated skirt or TSHS formal shorts or plain black dress pants (trousers or slacks)
- TSHS bottle green tie (Terms 2, 3 and nominated formal occasions)
- TSHS girls formal shorts
- Plain all white or all black socks
- It is compulsory for all students to purchase school identified uniform, only available from the School Canteen.

Winter additions

- TSHS green fleecy jumper
- TSHS green jacket or QSSS regional representation uniform jacket
- Stockings in black or neutral tones, worn with a skirt
- TSHS bottle green scarf
- Plain black tracksuit pants, worn with the Day Uniform only
- Plain black beanie



Enrolment Information for Prospective Students

Senior School Dress Code Description and Expectations – Year 10-12

All items must be purchased from P&C Uniform Shop except for socks, shoes, track pants, dress pants and belt. Track pants may be purchased from the P & C Uniform Shop or other stores.

Senior Day Uniform

- TSHS senior polo shirt
- TSHS plain black shorts
- TSHS cap or bucket hat
- Plain all white or all black socks
- It is compulsory for all students to purchase school identified uniform, only available from the School Canteen.

Boys Formal Uniform

The Formal Uniform must be worn on Mondays and nominated formal occasions but may also be worn on any other day of the week.

- TSHS green button up shirt, worn tucked in
- TSHS formal shorts or plain black dress pants (trousers or slacks)
- Plain black belt with a small plain buckle
- TSHS bottle green striped tie (Terms 2, 3 and nominated formal occasions)
- Plain all white or all black socks
- It is compulsory for all students to purchase school identified uniform, only available from the School Canteen.

Girls Formal Uniform

- The Formal Uniform must be worn on Mondays and nominated formal occasions but may also be worn on any other day of the week
- TSHS green and white striped over-blouse
- TSHS bottle green pleated skirt or TSHS formal shorts or plain black dress pants (trousers or slacks)
- TSHS bottle green tie (Terms 2, 3 and nominated formal occasions)
- Plain all white or all black socks
- Year 12 Senior Badge (given at Investiture Ceremony)
- It is compulsory for all students to purchase school identified uniform, only available from the School Canteen

Winter additions

- TSHS green fleecy jumper
- TSHS green jacket or QSSS regional representation uniform jacket
- Stockings in black or neutral tones, worn with a skirt
- TSHS bottle green scarf
- Plain black tracksuit pants, worn with the Day Uniform only
- Plain black beanie



Enrolment Information for Prospective Students

Pictures of Toogoolawah State High School Dress Code*



Junior Day Uniform



Senior Day Uniform



TSHS Jacket



Girls Formal Uniform



Boys Formal Uniform



TSHS Fleecy Jumper

***Belt must be plain black
with a small, plain buckle***



TSHS Hats





Enrolment Information for Prospective Students

Assessment Policy – Excerpt only

Toogoolawah State High School promotes academic integrity by developing students' skills and modelling appropriate academic practices. The following whole-school procedures support this endeavour.

Full policy at <https://toogoolawahshs.eq.edu.au/>

QCE and QCIA policy and procedures handbook	<h2>Policy and procedures</h2>
<p>Expectations about engaging in learning and assessment</p> <p>Section 1.2.4 Section 2 Section 8.5.1</p>	<p>Toogoolawah State High School has high expectations for academic integrity and student participation and engagement in learning and assessment. Students are required to complete all course and assessment requirements on or before the due date.</p> <p>Student responsibility Students are expected to:</p> <ul style="list-style-type: none"> • be committed to achievement • be respectful • be responsible. <p>To emphasise the importance of sound academic practices, students with the assistance of staff will complete the QCAA academic integrity courses during their Personal Development Program.</p>
<p>Due dates</p> <p>Section 8.5.2 Section 8.5.3</p>	<p>Student responsibility Students are responsible for:</p> <ul style="list-style-type: none"> • recording draft dates, checkpoints, due dates and exam dates in their diaries • planning and managing their time to meet the due dates • submitting a draft (if applicable) and final on/before the due dates to their class teacher • when required, follow the school processes in the "Ensuring Academic Integrity" to complete an "AARA Application" form (see Appendix) in a timely manner • ensuring parents/guardians contact the school with a legitimate reason for absence on due dates or exam dates; <ul style="list-style-type: none"> – Year 7-10- if assignments are not submitted by the due date, the draft or other formative assessment will be marked unless an extension to the due date has been granted. Students will be required to complete exams upon their return to school at the discretion of the teacher. – Year 11 and 12- if assessment is not submitted by the due date, the draft or other formative assessment will be marked unless an extension to the due date has been granted. In circumstances where a senior student is absent for an examination and where there is no evidence of a response on or before the due date set by the school a subject result cannot be allocated and Not-Rated' (NR) will be recorded. <p>Students who refuse to work with the school regarding completion of assessment will be managed as per the schools responsible behaviour plan.</p> <p>Parent/guardian responsibility Parents and guardians are responsible for:</p> <ul style="list-style-type: none"> • students attending school on days where drafts, checkpoints, final copies or exams fall. Refer to assessment calendar and school calendar for assessment dates • supporting students in the event of absence to apply for an extension prior to the due date (AARA Application" forms available from the school website or relevant Head of Department (see appendix) • provide relevant documentation, if a student is unable to submit assessment or sit an exam due to absence.



Enrolment Information for Prospective Students

INTERNAL ASSESSMENT ADMINISTRATION

Toogoolawah State High School has procedures to ensure that there is consistent application of the assessment policy and that staff and students optimise opportunities to understand academic integrity. The following procedures are to be applied in this context.

QCE and QCIA policy and procedures handbook	<h2>Policy and procedures</h2>
<p>Checkpoints Section 8.5.3</p>	<p>Students will work on assessment during designated times and show evidence of progress at scheduled checkpoints. A draft date and any additional checkpoints will:</p> <ul style="list-style-type: none"> • be detailed on student task sheets • monitor student progress. <p>Teachers will use these checkpoints to identify and support students to complete their assessment. Heads of department and parents/carers will be contacted if checkpoints are not met.</p>
<p>Drafting Section 7.2.2 Section 8.3</p>	<p>A Draft is the final checkpoint and is required to be a preliminary response. A preliminary response should enable the teacher to provide feedback on the range of syllabus objectives being assessed.</p> <p>Drafts are:</p> <ul style="list-style-type: none"> • evidence of student achievement in the case of illness or misadventure, or non-submission for other reasons • used to collect evidence during the development of responses in order to establish authorship of final responses • presented in different formats depending on the subject, e.g. written draft, rehearsal of a performance piece, or a product in development • retained by the class teacher to support judgements and authorship. <p>Students who fail to submit a draft on time risk the quality of the feedback provided and the standard provisions around feedback do not apply.</p> <p>Parents and caregivers and the Head of Department will be notified about failure to meet the schools expectations for drafts and the subsequent processes to be followed.</p>
<p>Feedback for assessment</p>	<p>Feedback is designed to provide meaningful information about a student's strengths and areas for improvement. It helps the student understand where and how they are going, and where they need to go next.</p> <p>At Toogoolawah SHS feedback on a draft is written. Teachers may:</p> <ul style="list-style-type: none"> • Use a range of suitable strategies to provide written feedback on the draft response • Use different strategies depending on the mode of assessment. <p>When giving feedback on a draft, a teacher may include advice to:</p> <ul style="list-style-type: none"> • consider other aspects of the text, report, performance or activity • develop the response to show more awareness of the intended audience or purpose • rearrange the sequence and structure of the response to prioritise the most important points • investigate further to expand the response • synthesise the response by editing or removing excess information. <p>When giving feedback on a draft, a teacher:</p> <ul style="list-style-type: none"> • provides feedback on a maximum of one draft of each student's response • may, for a written response, indicate key errors in spelling, grammar, punctuation and calculations. They may also remind the student that the draft requires more editing, but should not edit or correct all errors in the draft



Enrolment Information for Prospective Students

	<ul style="list-style-type: none"> • may, for a spoken response, indicate ways to improve spoken/signed and nonverbal features in the student's presentation • should encourage the student to reflect on strategies they might use to refine their response, drawing attention to aspects of the response that need to be improved or developed to meet the requirements • should not introduce new ideas, language or research that would compromise the authenticity of student work. • delivers the feedback in an equitable manner for all students within a class • must provide feedback in a timely manner, at least 4 days before the due date, to allow the student to enact the feedback prior to the final due date.
Managing response length Section 7.2.3	<p>Students must adhere to assessment response lengths as specified by the assessment instrument. If the student's response exceeds the word length required by the syllabus, the school will mark only the work up to the required length, excluding evidence over the prescribed limit and annotate any such student work submitted for confirmation purposes to clearly indicate the evidence used to determine a mark.</p>
Authenticating student responses Section 7.3.1	<p>Accurate judgments of student achievement can only be made on student assessment responses that are authenticated as their own work. Toogoolawah State High School uses the authentication strategies promoted by the QCAA. The authentication strategies will be specified on assessment instruments. Examples of authentication strategies include:</p> <ul style="list-style-type: none"> • referencing according to the APA style outlined in the school diary • digital submissions through plagiarism scanning software (PlagScan) • teachers monitor student progress at checkpoints. <p>In cases where a student response is not authenticated as a student's own work, procedures for managing alleged academic misconduct will be followed (see Managing Academic Misconduct, page 6).</p>
Access arrangements and reasonable adjustments, including illness and misadventure (AARA) Section 6	<p>Applications for AARA</p> <p>The school follows the processes as outlined in the <i>QCE and QCIA policy and procedures handbook</i> available from www.qcaa.qld.edu.au.</p> <p>Toogoolawah State High School is committed to reducing barriers to success for all students. AARAs are actions taken by the school to minimise barriers for a student whose disability, impairment, medical condition or other circumstances may affect their ability to read, respond to or participate in assessment.</p> <p>The relevant Head of Department manages all AARA approvals. All AARA applications must be accompanied by the relevant supporting documentation (outlined in Section 6.5.1) and made as far in advance as possible to meet the QCAA AARA timelines for external assessment. All evidence used to make decisions is recorded in the student's file by the principal or their delegate.</p> <p>Students are not eligible for AARA on the following grounds:</p> <ul style="list-style-type: none"> • unfamiliarity with the English language • teacher absence or other teacher-related issues • matters that the student could have avoided e.g. technology issues. • matters of the student's or parent's/carer's own choosing • matters that the school could have avoided. <p>Applications for extensions to due dates for unforeseen illness and misadventure</p> <p>Students and parents/carers must;</p> <ul style="list-style-type: none"> • contact the school as soon as possible • submit the relevant supporting documentation • complete the medical report template.



Enrolment Information for Prospective Students

	All AARA application forms are available from the school website or the relevant Head of Department. Students who do not provide the required supporting documentation will be ineligible for an AARA and receive a grade of NR. (see managing non-submissions of assessments by the due date, Section 8.5)
Managing non-submission of assessment by the due date Section 8.5	<p>Teachers will collect evidence of student responses to assessment instruments at the prescribed checkpoints. The checkpoints on the instrument-specific task sheets provide details of the evidence that will be collected.</p> <p>In circumstances where students do not submit a final response to an assessment (other than unseen examinations) teachers will make a judgement based on any work provided by the student in response to the task (i.e. Draft). If no work is provided by the student on or before the due date, 'Not-Rated' (NR) will be recorded.</p> <p>In circumstances where a senior student (year 11-12) is absent for an examination and where there is no evidence of a response on or before the due date set by the school a subject result cannot be allocated and 'Not-Rated' (NR) will be recorded. In circumstances where a student response is judged as NR, the student will not meet the requirements for that subject.</p>

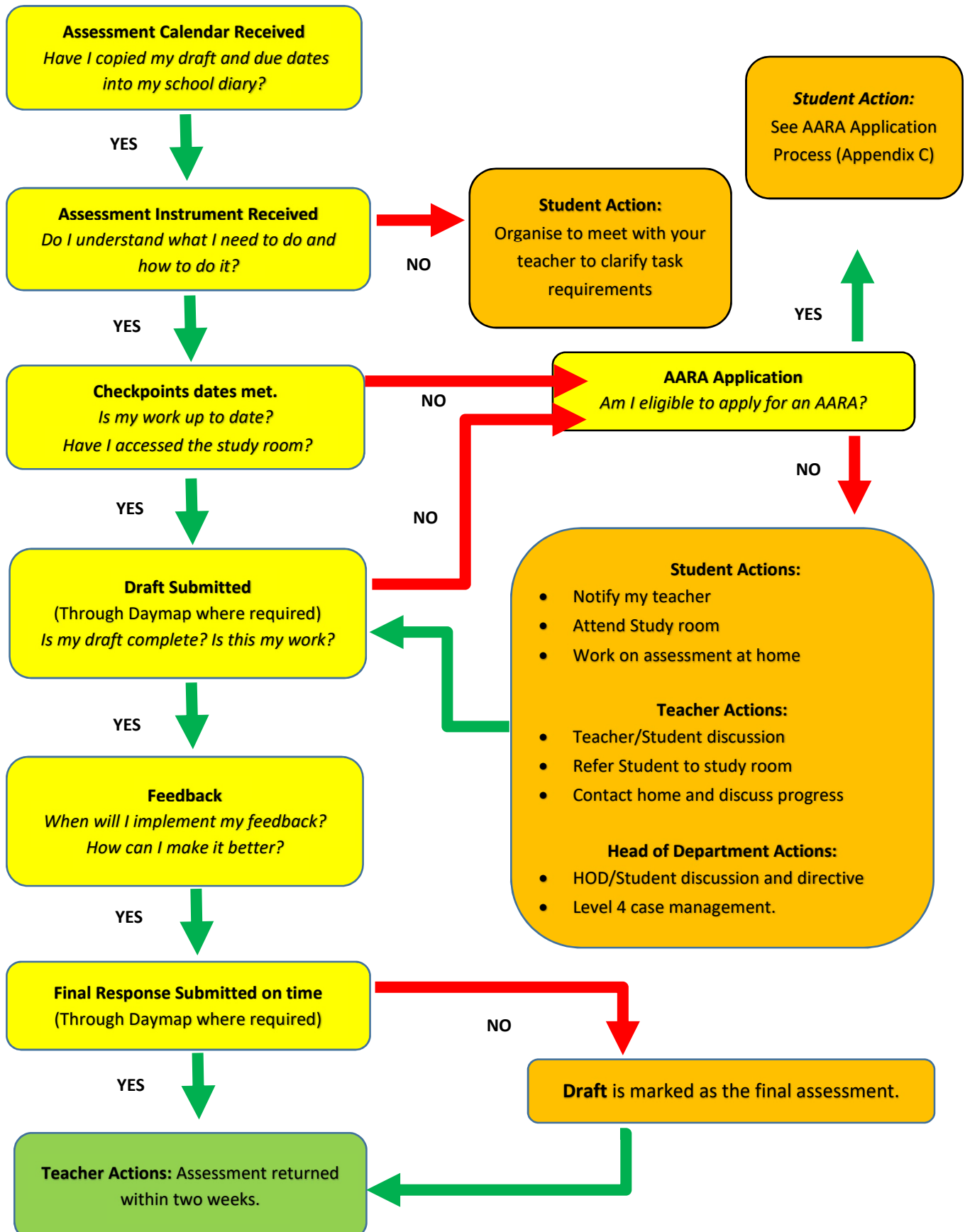
MANAGING ACADEMIC MISCONDUCT

Toogoolawah State High School is committed to supporting students to complete assessment and to submit work that is their own, and minimising opportunities for academic misconduct. There may be a situation when a student inappropriately and falsely demonstrates their learning. The following are some examples of academic misconduct along with the procedures for managing them:

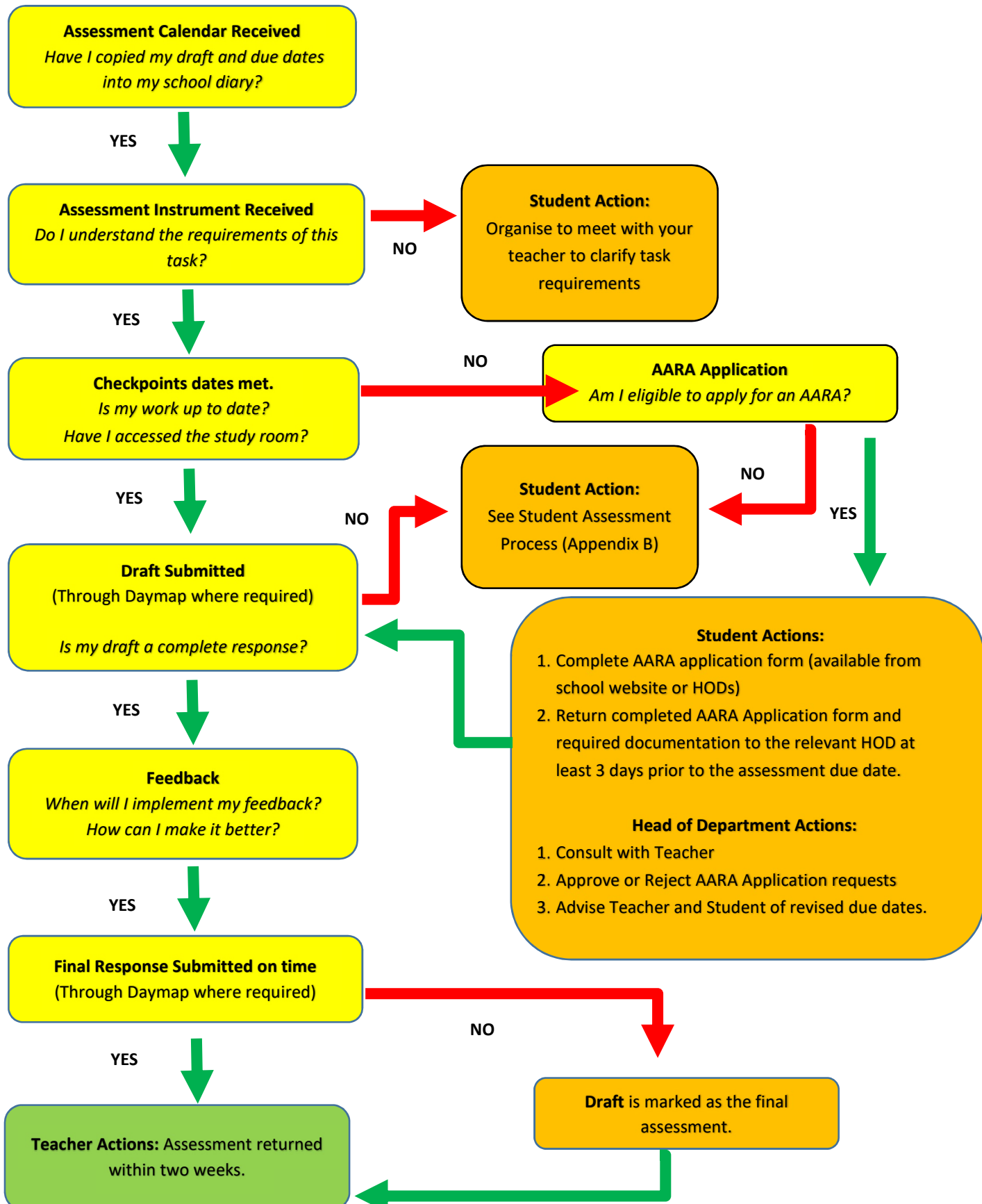
Cheating while under supervised conditions	<p>A student:</p> <ul style="list-style-type: none"> • begins to write during perusal time or continues to write after the instruction to stop writing is given • uses unauthorised equipment or materials • has any notation written on the body, clothing or any object brought into an assessment room • communicates with any person other than a supervisor during an examination, e.g. through speaking, signing, electronic device or other means such as passing notes, making gestures or sharing equipment with another student.
Collusion	<p>When:</p> <ul style="list-style-type: none"> • more than one student works to produce a response and that response is submitted as individual work by one or multiple students • a student assists another student to commit an act of academic misconduct or a student gives or receives a response to an assessment.
Contract cheating	<p>A student:</p> <ul style="list-style-type: none"> • pays for a person or a service to complete a response to an assessment • sells or trades a response to an assessment.
Copying work	<p>A student:</p> <ul style="list-style-type: none"> • deliberately or knowingly makes it possible for another student to copy responses • looks at another student's work during an exam • copies another student's work during an exam.
Disclosing or receiving information about an assessment	<p>A student:</p> <ul style="list-style-type: none"> • gives or accesses unauthorised information that compromises the integrity of the assessment, such as stimulus or suggested answers/responses, prior to completing a response to an assessment • makes any attempt to give or receive access to secure assessment materials.

Fabricating	<p>A student:</p> <ul style="list-style-type: none"> • invents or exaggerates data • lists incorrect or fictitious references.
Impersonation	<p>A student:</p> <ul style="list-style-type: none"> • arranges for another person to complete a response to an assessment in their place, e.g. impersonating the student in a performance or supervised assessment • completes a response to an assessment in place of another student.
Misconduct during an examination	<i>A student distracts and/or disrupts others in an assessment room.</i>
Plagiarism or lack of referencing	<i>A student completely or partially copies or alters another person's work without attribution (another person's work may include text, audio or audio-visual material, figures, tables, design, images, information or ideas).</i>
Self-plagiarism	<i>A student duplicates work, or part of work already submitted as a response to an assessment instrument in the same or any other subject.</i>
Significant contribution of help	<i>A student arranges for, or allows, a tutor, parent/carer or any person in a supporting role to complete or contribute significantly to the response.</i>
Procedures for managing academic misconduct	<p>For authorship issues</p> <p>When authorship of student work cannot be established or a response is not entirely a student's own work the school will provide an opportunity for the student to demonstrate that the submitted response is their own work.</p> <p>For all instances of academic misconduct</p> <p>Results will be awarded using any evidence in the response that can be verified as the student's own work and that was gathered in the conditions specified by the syllabus, on or before the due date.</p> <p>For instances of academic misconduct during examinations</p> <p>Senior students (Year 10-12):</p> <ul style="list-style-type: none"> • will be awarded a Not-Rated (NR). See the <i>QCE and QCIA policy and procedures handbook</i> (Section 8.5.1 and Section 8.5.2). <p>Junior students (Year 7-9)</p> <ul style="list-style-type: none"> • will be marked on work completed prior to academic misconduct. <p>For all cases of Academic Misconduct the school will enforce the expectations of the Responsible Behaviour Plan.</p>

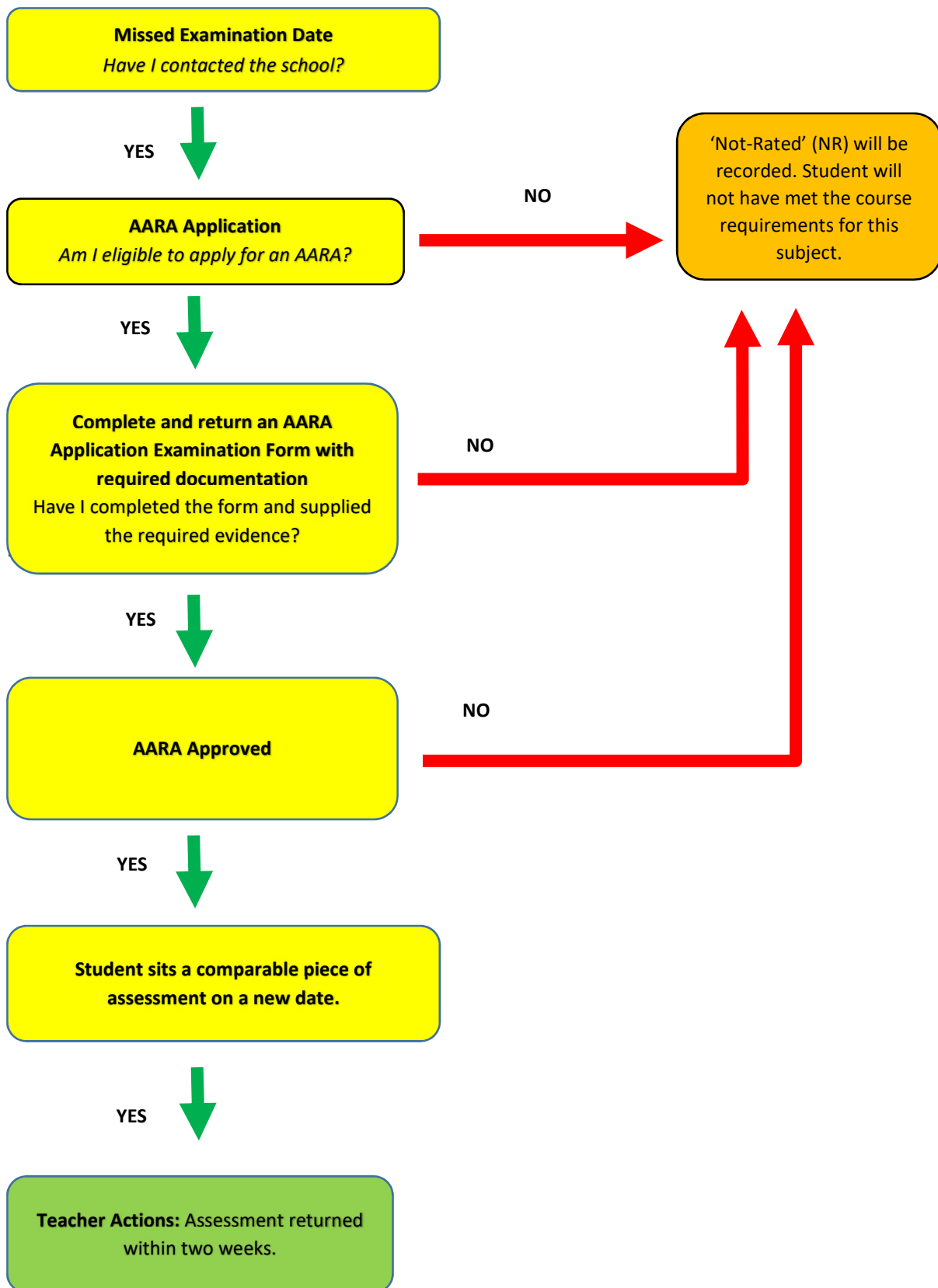
Flowchart – Student Assessment Process



Flowchart – AARA Internal Assessment Process



Flowchart – AARA Examination Process





Enrolment Information for Prospective Students

Inclusive Practices

Our vision and principles reflect the importance of the development of inclusive practices that will enable students to achieve the skills required to become life-long learners in a global community. Toogoolawah State High School (Toogoolawah SHS) aspires to enable learning in all areas of education, from academia to personalised programs for students with learning difficulties and /or disabilities in line with the Commonwealth *Disability Discrimination Act 1992* (DDA) and the *Disability Standards for Education 2005*. Toogoolawah SHS is committed to ensuring students with learning difficulties and /or disabilities engage with the 7 – 12 Australian Curriculum opportunities to achieve as their peers. The Special Education Program encourages collaboration within the whole school and broader community to ensure students have equitable access to academic and social learning opportunities. We believe all students have the potential to achieve their personal goals.

To assist students to successfully achieve their goals and transition into the real world, the staff of Toogoolawah SHS will assist in the provision of an inclusive, supportive learning environment that focuses on personal and academic goals to ensure students develop an awareness of their responsibilities as part of a global community. This includes providing support for students in class, working collaboratively with classroom teachers in the creation of unit plans to ensure adjustments for students with learning difficulties and /or disabilities are made, providing support and training to the staff of Toogoolawah SHS in understanding the nature of learning difficulties and /or disabilities and their impact on learning, and supporting students and families in the creation of SET plans and subject selections for future education and training opportunities.

Homework Policy

Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in the learning.

Homework can engage students in independent work to complement work undertaken in class through:

- Revision and reflection to consolidate learning
- Applying knowledge and skills in new contexts
- Pursuing knowledge individually and imaginatively
- Preparing for forthcoming classroom learning

Regular homework and revision of school work is necessary if a student is to be successful. It is important for definite times for homework to be fixed for each night, taking into account family and school commitments.

We recommend students spend the following time on homework and study five nights a week:

- Year 7, 8 and 9 : 1 hour
- Year 10: 1 to 2 hours depending on course requirements
- Year 11 and 12: 2 – 3 hours depending on course requirements

Students can take responsibility for their own learning by:

- Discussing homework expectations with their parents or caregivers
- Accepting responsibility for the completion of homework expectations within the set time frames
- Seeking assistance when difficulties arise and following up on comments from teachers
- Bringing diary to every lesson

Every student at Toogoolawah SHS working together every day in every classroom to learn and achieve!



Enrolment Information for Prospective Students

TSHS ICT Responsible Use Policy (including Personal Learning Devices)

Our school community recognises that Information and Communication Technology is an integral to learning. Through the use of Information and Communication Technologies (ICTs), we endeavour to impart to students a range of skills and knowledge necessary for them to participate in the digital economy.

GUIDELINES

- The School defines a “personal learning device” as any electronic device authorised under the School Take-Home Laptop program or Bring Your Own Device program.
- Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs.
- Schools are constantly exploring new and innovative ways to incorporate safe and secure information and communication technology (ICT) use into the educational program.
- School students, only with the approval of the principal, may be permitted limited connection of personally owned mobile devices to the department's information and communication technology (ICT) network, where this benefits the student's educational program.

AUTHORISATION and CONTROLS

The principal reserves the right to restrict student access to the school's ICT facilities and devices if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program. For example, a student with restricted school network access may be allocated a stand-alone computer to continue their educational program activities.

The Department of Education, Training and Employment monitors access to and usage of their ICT network. For example, email monitoring will occur to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

The department may conduct security audits and scans, and restrict or deny access to the department's ICT network by any personal learning device, if there is any suspicion that the integrity of the network might be at risk.

RESPONSIBILITIES FOR USING THE SCHOOL'S ICT FACILITIES AND DEVICES

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the [Code of School Behaviour](#).
- Parents/guardians are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.
- Parents/guardians are responsible for appropriate internet use by students outside the school environment when using a school owned or provided mobile device.
- The school will educate students regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to behave in line with these safe practices.
- Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).
- Students cannot use another student or staff member's username or password to access the school network, including not trespassing in another person's files, home drive, email or accessing unauthorised network drives or systems.
- Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.



Enrolment Information for Prospective Students

- Students need to understand that copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

RESPONSIBILITIES

- Prior to any personal mobile device being used approval is sought from the school to ensure it reflects the department's security requirements.
- Students are responsible for the security, integrity, insurance and maintenance of their personal mobile devices and their private network accounts.
- All files are to be scanned using appropriate virus software before being downloaded to the department's ICT network.
- Students and parents are to employ caution with the use of personal learning devices particularly as these devices can store significant numbers of files some of which may be unacceptable at school e.g. games and 'exe' files. An 'exe' file ends with the extension '.exe' otherwise known as an *executable* file. When they are selected they can install programs which may start unwanted processes.
- Any inappropriate material or unlicensed software must be removed from personal mobile devices before bringing the devices to school and such material is not to be shared with other students.
- Unacceptable use will lead to the mobile device being confiscated by school employees, with its collection/return to occur at the end of the school day where the mobile device is not required for further investigation.

ACCEPTABLE USE BY A STUDENT

It is acceptable for students while at school to:

- use devices for
 - assigned class work and assignments set by teachers
 - developing appropriate literacy, communication and information skills
 - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
 - conducting general research for school activities and projects
 - communicating or collaborating with other students, teachers, parents or experts in relation to school work
 - accessing online references such as dictionaries, encyclopaedias, etc.
 - researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using a mobile device

UNACCEPTABLE USE BY A STUDENT

It is unacceptable for students while at school to:

- use their own internet connection and bypass the department's Internet filter
- use the mobile device in an unlawful manner
- download, distribute or publish offensive messages or pictures
- use of obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions for the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the department's networks security



Enrolment Information for Prospective Students

TSHS Mobile Phone Policy

Toogoolawah State High School supports the appropriate use of technology in learning and for safety. Parents may wish their student to have a mobile phone with them whilst travelling to and from school.

From January 2020 students are required to store their mobile phones in the mobile phone lockers provided, when they arrive at school. These lockers are organised into Year level groupings and are located in easily accessible areas of the school during transit into and out of the grounds.

Students are not permitted to access mobile phones between the first bell of the school day and the last bell of the school day.

Breaches of this policy will result in disciplinary action.

SCHOOLWIDE EXPECTATION

RESPONSIBILITY: *Ensure my mobile phone is stored in a mobile phone locker upon arrival at school and is not accessed between the first bell and the last bell of the day.*

CONSEQUENCES FOR NOT FOLLOWING THE SCHOOL WIDE EXPECTATION

1. Students who do not meet this expectation will be sent to the office to hand their phone in for the remainder of the school day (Ongoing Minor)
2. Ongoing breaches can result in a "Major" behaviour referral and will result in Suspension for repeated refusal to follow instructions (3rd Minor referral= Major)

Note:

Parents may call the school office to pass on urgent messages to their student otherwise students can check text messages at the end of the school day.

The following examples of mobile phone usage are a serious breach of our Code of Behaviour and will be subject to disciplinary action and potentially police investigation.

Examples include but are not limited to:

- using the mobile device between the first bell of the school day and the last bell of the school day
- using the mobile device in an unlawful manner
- download, distribute or publish offensive messages or pictures
- use of obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insult, harass or attack others or use obscene or abusive language
- commit plagiarism or violate copyright laws
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-phone cameras anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- use the mobile phone (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use mobile devices at exams or during class assessments
- sending of text messages or posting of statements to websites that contain obscene language and/or threats of violence may amount to bullying and or harassment or even stalking.



Enrolment Information for Prospective Students

Play Ground Expectations

Students not actively engaged in an approved, supervised sport, will remain in the area defined by the buildings.

- The "I" Block area and the covered walkways may be used for handball.
- Students are not to sit on garden fences and walkway rails.
- Garden seating is to be used in the manner for which it is designed.
- Students are to refrain from placing feet on seats and from using the backrests as a seat.
- Waste paper, food scraps and empty drink containers are to be placed in the bins provided.
- Students are expected to maintain a clean, healthy and pleasant environment.

Car parks, the bicycle rack area, the areas beyond the areas defined by the buildings are out of bounds. Sporting activities will take place in the areas defined for sport, but only under the supervision of a teacher and only during the lunch break. Skateboards are not permitted to be used within the school grounds.

Information about the grassed area in the middle of the school

First Break

- Students aren't allowed to play sport on the grassed area because the sports complex is open

Second Break

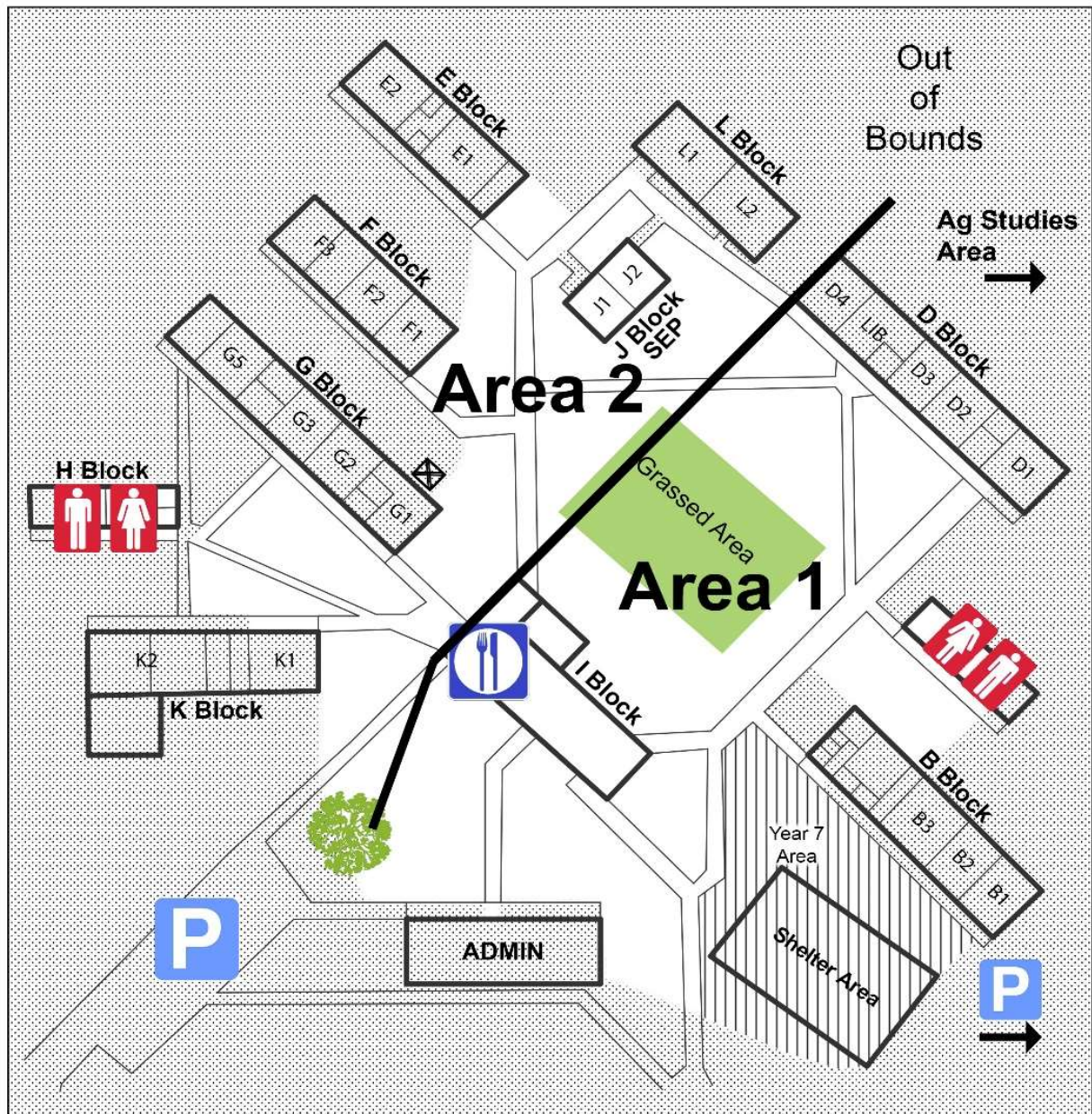
- Activity must be restricted to throwing balls only.

For safety and security reasons, the following areas are out of bounds at ALL TIMES unless under the direct supervision of a teacher




- Staff rooms
- Staff toilets
- Car parks
- Bicycle racks
- Area south of building alignment E, J & D Blocks
- Area East of Oval and Sports Complex
- Groundsman's shed and storage area
- Agriculture area.

Student use of oval and sports facilities must be under staff supervision and students are not to access these areas unsupervised. Please refer to the map below for the boundaries. Any area outside of the boundary is out of bounds.

Toogoolawah SHS Playground Duty Map



KEY

-  Tuckshop will be open under I Block
-  Toilets
-  Out of Bounds



Enrolment Information for Prospective Students

STUDENT RESOURCE SCHEME

Parents/Caregivers are directly responsible for providing textbooks and other resources for their children while attending school. For a specified fee, a student resource scheme enables parents to contract with the schools for the temporary use of textbooks and other equipment and to purchase consumables and materials for their children. It is designed to reduce the costs of supplying textbooks and other resources to parents through bulk purchasing, and as such is not considered to be a deterrent for students enrolling at a particular school or choosing particular subjects.

Participation in a scheme is voluntary, however, if parents choose to join the scheme a fee will be charged. The Student Resource Scheme can include textbooks and/or educational resources provided by schools, that if not provided through the scheme would have to be purchased by the parent, for example, photocopies of workbooks.

THE SCHEME

A Student Resource Scheme is coordinated by the Toogoolawah State High School. Membership of the scheme provides your child access to the textbooks, resources and consumables they require for the school year.

Membership of the scheme provides students with most course requirements –

- Hire and use of textbooks (including electronic versions) and class sets
- Printed class notes and photocopied materials
- Resource items provided for courses
- Student diary/ID Card
- Information technology access and software used in coursework
- Sport equipment
- Audio visual materials
- General student resources, eg library materials, science equipment etc

P & C ENDORSEMENT

The P & C has previously endorsed the option of bulk payment of Textbook Allowance cheques to the school. The Textbook Allowance cheque is used as a portion of the charge for the Student Resource Scheme. The Textbook Allowance and the Student Resource Scheme are discussed at the November meeting of the school's Parents and Citizens Association. Parents/Carers are invited to attend this meeting and express their opinions. A vote is taken annually at this meeting on the continuation of this Scheme.

MEMBERSHIP

The charge for membership of the Student Resource Scheme is \$160.

The Scheme operates under the authority of the Educational General Provisions Act 2006 which authorises the charging of fees for membership of the scheme. Membership to the Scheme is achieved by submitting the attached application form and by making the Student Resources Scheme Contribution payment. This membership is an annual one and requires submission of an application each year.

CALCULATION OF COSTS

All students who start at the beginning of the school year will need to contribute the full amount. If a student starts at the school later in the year, the charge is reduced on a pro-rata basis. This is based on the period of time remaining in the school year as a fraction of the 40-week school year e.g. 12 weeks equates to 12/40 of the charges.



Enrolment Information for Prospective Students

If a student leaves the school having paid the charges, a pro-rata refund can be requested. The refund is based on the period of time at the school as a fraction of the school year e.g. 12 weeks membership would be 12/40 based on a 40-week school year. The request for a refund is required in writing for audit purposes.

The cost of replacing lost/damaged items and outstanding amounts due to the school are deducted also from the balance of the Student Resource Scheme fee, when a student leaves or transfers from our school.

SCHEME CONDITIONS

- Student Resource Scheme items cannot be provided to students whose parents/caregivers do not choose to participate in the scheme and become members.
- Books and resource items issued to students are maintained in good condition.
- All items issued under the scheme remain the property of the school and must be returned at the end of the rostered school year for each year level or immediately on student leaving or transferring from the school.
- The office must be notified of any loss of an item.
- Students will be responsible for replacement costs for items that are negligently damaged.
- Students must return the actual items recorded at issue i.e. the same item they were issued. All texts are individually numbered and when loaned, the number is recorded against the student's name to whom the item is loaned.
- The school reserves the right to deny membership to the scheme if outstanding debts to this school or other Education Queensland schools exist or a history of default on payments is evident.
- Students who do not contribute the subject levy for their selected subjects will be required to reselect subjects if they are not able to supply their own resource or consumable stock.
- Debt collection procedures may be initiated.

NON-MEMBERSHIP

Parents/Caregivers/Students in their own care who voluntarily do not wish to participate in the Scheme must inform the school office in writing. A cheque will be forwarded for the value of the Government allowance for each eligible student.

Non-members are required to provide all necessary textbooks, resources and consumables for their students as indicated in the curriculum documents for their course of study. Costs for reprographics, computer consumables, sporting equipment, library materials and audio visual materials would all be incurred.

The school is unable to provide items for students who are not members of the scheme or who have been categorised as non-members due to not meeting agreements.

SPECIALIST PROGRAM LEVIES

Instrumental Music

Charges for Instrumental Music are not covered by this scheme and these additional costs are invoiced to participating students.



Enrolment Information for Prospective Students

Subject Levies

Students who choose to study the subjects in the list below will need to pay a subject levy. An additional cost is incurred for these subjects because the materials consumed are expensive. The actual yearly levy will be published with the Student Stationary Lists before the start of each year.

Levies apply to the following subjects:

Years 7- 10

- Art
- Home Economics
- Industrial Design & Technology

Years 11-12

- Art
- Furnishing
- Engineering
- Industrial Technology Studies
- Certificate courses

Students selecting senior courses involving Vocation Education and Training Pathways will need to meet specific Certificate Course costs for clothing e.g. footwear, eye protection and items identified by their specific Registered Training Authority as requisites for their courses. These costs are the responsibility of the student.

PAYMENT ARRANGEMENTS

Payment Options:

- Payment can be made in full.
- One third of fees and subject levies can be paid in Term 1, 2 and 3. If you are taking advantage of this option, monies must be received by Week Two of each term.
- Payment plans are available by making an appointment with the Business Services Manager. Please phone the school (5423 4444) to arrange this.

NOTE: unpaid fees and subject levies remain with each student throughout their schooling years and will exclude them from participation in extra-curricular activities.



Enrolment Information for Prospective Students

