

# 2018 School Prospectus



**Working together to deliver a great education centred on**

**A Commitment to Achievement**

**Showing Respect**

**Taking Responsibility**

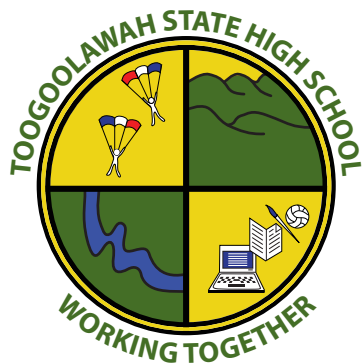
Toogoolawah State High School

<http://toogoolawahshs.eq.edu.au/>

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# School Information, Policies and Procedures

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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

Stacey Beu  
Principal



# School Information, Policies and Procedures

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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:

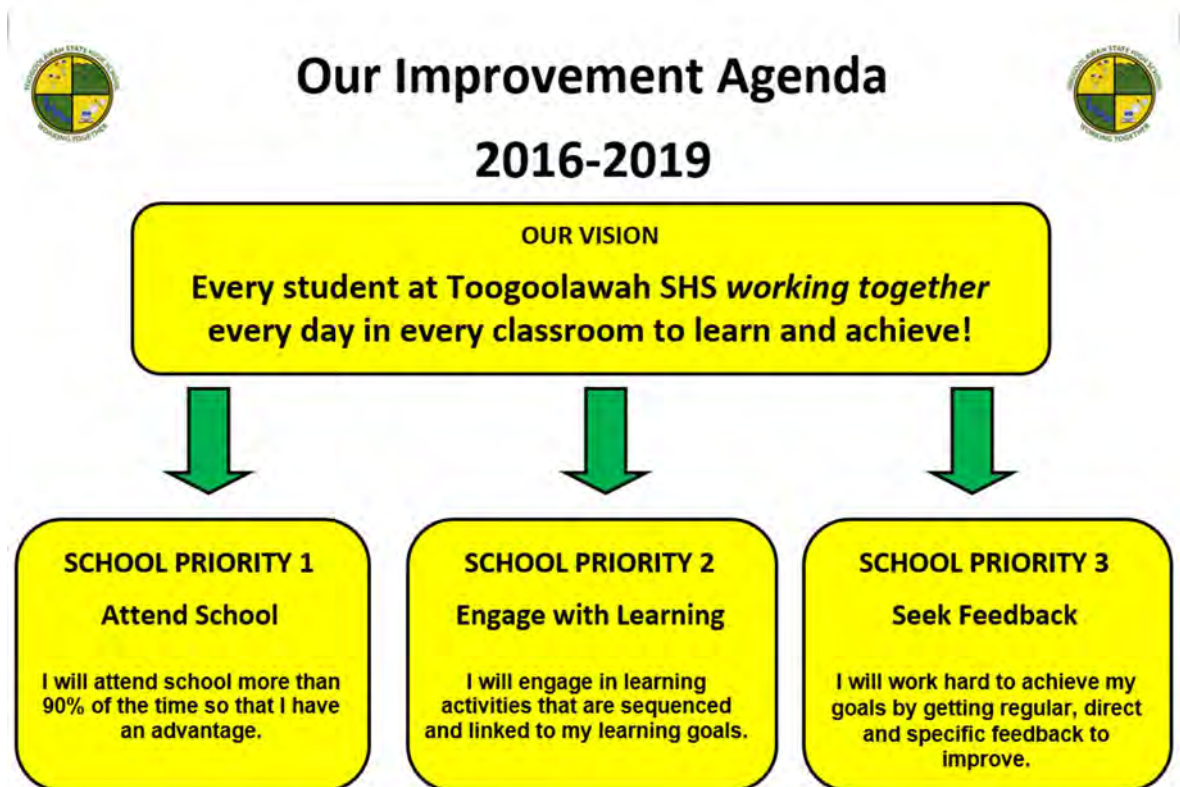
**Every student at Toogoolawah SHS working together every day in every classroom to learn and achieve**

## Behaviour Expectations of Toogoolawah SHS

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

## 'Good to Great'

A major focus at Toogoolawah SHS is our belief in maximising the potential of each of our students. To that end, in our subjects, as well as maintaining high expectations, we provide extension opportunities where selected students work with extended curriculum to be challenged outside their regular year level content.





# School Information, Policies and Procedures

## SCHOOL INFORMATION

### SCHOOL MANAGEMENT TEAM

Principal	Mrs Stacey Beu
Deputy Principal	Mr Ross Jardine
Business Services Manger	Mrs Tracey Tinney

### Heads of Department

Curriculum – Senior Secondary	Mr Peter Hargreaves
Curriculum – Junior Secondary	Mr Troy Harris
Student Services	Mr Stephen Beacham

### Support Services

Head of Special Education Services	Mrs Lea Donnelly
Guidance Officer	Mr Tony Clearwater
Youth Support Worker	Mr Garth Nilsen
Chaplain	Mr Ryan Green

Please note that staffing information is current as at 08 AUG 2017

### 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:

<b>COLEMAN</b>	<b>Green</b>
<b>SOMERSET</b>	<b>Yellow</b>



## 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

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.



# School Information, Policies and Procedures

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 for 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 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](http://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. This is a school diary and NOT a personal 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.

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

### 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 ones mind concerning participation or similar circumstances are not adequate reason 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

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.



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## **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 they will be withdrawn from the SAT for a day to complete school work if it is outstanding.

## **Subject Changes**

To change a subject, you must make an appointment 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 Junior School.

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 late in Term One. These will be Year Level photographs and School Leaders and other groups as determined by the Deputy Principal. Students are required to be in 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 photographs taken early in Term One. The cost is covered by participation in the Shared 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.

## **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.



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## LOCKERS

Limited numbers of lockers are available for student use. They are allocated on an annual basis. A \$5.00 annual fee is charged. An application form for 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 the education process. 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

## 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 every Tuesday 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.



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The **School Chaplain** serves young people by caring for students, building positive relationships, helping with emotional and spiritual needs, assisting with religious education, 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.

### 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, student socials are periodically 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:



# School Information, Policies and Procedures

- 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 and the Tree-frogs Volleyball Program 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 first Monday of March. Meetings are held on the first Monday of each month except when this coincides with school vacations. Meetings commence at 7.00 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. 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

### Code of Behaviour

The purpose of the Code of Behaviour 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.

#### **Our Reason:**

- Wellbeing is central to learning (Students who feel well will function well)
- Student achievement is personal/individual.
- Students are expected to participate actively in the learning program and take responsibility for their behaviour and learning.
- 'Working together' relies on respecting others and their rights.

### Code of Behaviour – Consultation and data review

Our student Welfare Committee has maintained data on student management over the past five (5) years and we have focussed the student support and intervention practices of our school on the analysis of this data and responses.

Data has been reviewed across a suite of aspects-

- Attendance and explanation of absence
- School disciplinary absences for Suspensions and Exclusions
- Profiles of Behaviour Referrals by staff
- Analysis of Harassing Behaviours

### Code of Behaviour – Learning and Behaviour Statement

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 Responsible Behaviour Plan 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 school rules to teach and promote our high standards of responsible behaviour:

- Be committed to achievement
- Be responsible
- Be respectful.



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Our school rules 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 Code of School Behaviour

## Code of Behaviour – The three-tiered 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, it is possible to outline whole school provision of **universal**, **targeted**, and **intensive supports**.

### Universal Behaviour Support

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 Behaviour Support

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.

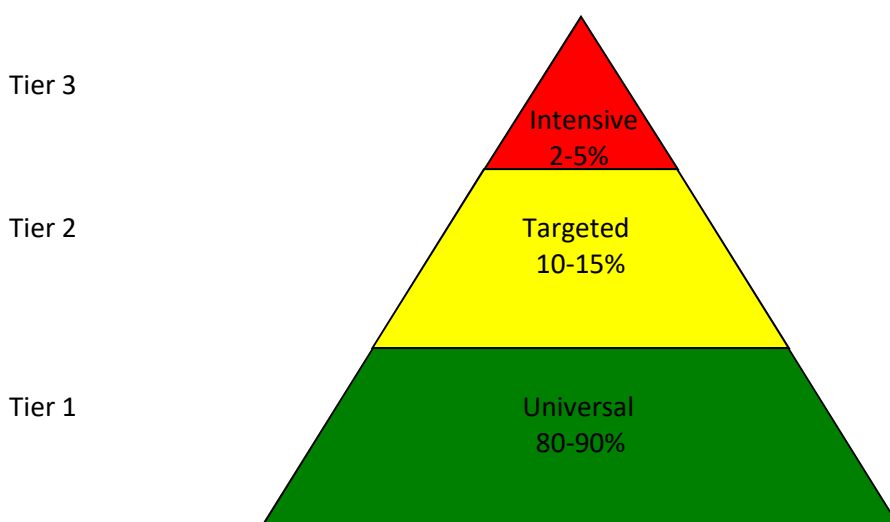
### Intensive Behaviour Support

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.

### The Three Tiered Approach

Universal, targeted and intensive behaviour support includes:

- quality learning and teaching practices;
- a balanced, relevant and engaging curriculum;
- supportive and collaboratively developed programs and procedures;
- managed professional development for all members of the school community;
- adoption of practices that are non-violent, non-coercive and non-discriminatory;
- a continuum of whole school positive preventive action for all students.





# School Information, Policies and Procedures

## Code of Behaviour - School-wide Behaviour Expectations Matrix

At Toogoolawah 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..."
<b>All</b> (school wide, including school organised activities)	<ul style="list-style-type: none"> <li>Use polite language</li> <li>Listen actively and wait for my turn to speak</li> <li>Follow adult directions</li> <li>Maintain personal space</li> <li>Display physical behaviours appropriate for school</li> <li>Remove my hat inside</li> </ul>	<ul style="list-style-type: none"> <li>Accept the outcomes of my actions</li> <li>Wear the school uniform</li> <li>Use and return resources appropriately</li> <li>Put rubbish in bins</li> <li>Report any damage or equipment problems</li> <li>Demonstrate punctuality</li> <li>Ensure my own and others safety</li> <li>Follow school policies</li> </ul>	<ul style="list-style-type: none"> <li>Attend school</li> <li>Set 'SMART' goals</li> <li>Work hard to achieve my goals</li> <li>Identify my strengths and weaknesses</li> <li>Get help to improve</li> <li>Use positive 'self-talk'</li> <li>Display a willingness to try new things</li> <li>Positively acknowledge my own and others achievements</li> </ul>
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>Put my hand up to ask questions</li> <li>Ensure personal electronic devices are off</li> <li>Ask permission to leave the classroom</li> </ul>	<ul style="list-style-type: none"> <li>Ask for help</li> <li>Bring the required equipment into class</li> </ul>	<ul style="list-style-type: none"> <li>Know the 'Learning Intent' and 'Success Goals' for the lesson</li> <li>Complete set tasks on time</li> <li>Use a diary to record homework and assessment</li> <li>Use my "Level of Achievement" to set goals</li> </ul>
<b>Transitions</b>		<ul style="list-style-type: none"> <li>Line up quietly in 2 lines</li> <li>Go to the toilet during breaks</li> <li>Go straight to my destination</li> </ul>	
<b>Playground</b>	<ul style="list-style-type: none"> <li>Allow others to join in</li> </ul>	<ul style="list-style-type: none"> <li>Wear a hat outside</li> <li>Follow the agreed 'rules of the game'</li> <li>Stay 'in-bounds'</li> </ul>	
<b>Arriving and leaving school</b>	<ul style="list-style-type: none"> <li>Act in a way that reflects positively on the school while in uniform</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions for boarding buses</li> <li>Follow bus company rules</li> <li>Walk bikes through school and across the crossing</li> <li>Use designated gates</li> </ul>	





# Enrolment Information for Prospective Students

## School Dress Code

Toogoolawah State High School has a School 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 School Dress Code. A School 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.

### 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:

- Parents/Caregivers will be contacted
- Further detentions or internal suspension
- A review of the Student's behaviour level
- Preventing the student from attending or participating in any activity for which the student would have been representing the school.

## 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, dress pants and belt. Track pants may be purchased from the P & C Uniform Shop or other stores.**

### Boys and Girls Day Uniform

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

### 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\plain black dress pants
- Plain black belt with a small plain buckle
- TSHS bottle green striped tie (Terms 2, 3 and nominated formal occasions)



# Enrolment Information for Prospective Students

## 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 'new style' bottle green pleated skirt or black dress pants (no shorts)
- TSHS bottle green tie (Terms 2, 3 and nominated formal occasions)

## 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.**

### Boys and Girls Day Uniform

- TSHS senior polo shirt
- TSHS plain black shorts
- It is compulsory for all students to purchase school identified shorts, only available from the School Canteen.
- TSHS cap or bucket hat (optional for year 12)

### 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
- Plain black belt with a small plain buckle
- TSHS bottle green striped tie (Terms 2, 3 and nominated formal occasions)
- Year 12 Senior Badge (given at Investiture Ceremony)

### 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 'new style' Bottle green pleated skirt or plain black dress pants (no black shorts)
- TSHS bottle green tie (Terms 2, 3 and nominated formal occasions)
- Year 12 Senior Badge (given at Investiture Ceremony)

## 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/joggers (synthetic or leather) that cover the whole foot, have a black sole, black laces and no other colours
- Parents should note that no forms of canvas shoes are permitted (eg. Dunlop Volley, Ravens, Converse, etc)
- Plain white or black ankle socks to be worn with all uniforms

## Winter additions

- TSHS green fleecy jumper
- TSHS green jacket or MET West sports jacket
- Plain black track pants or plain black dress pants
- Stockings in black or neutral tones, worn with a skirt
- TSHS bottle green scarf

## Jewellery and Personal Grooming

- Students are required to be clean and neatly dressed
- Make-up, fingernail polish or non-natural hair dyes are not acceptable
- Facial piercings are not appropriate for School and if worn must be small, plain and clear

- Hair must be clean and tidy and comply with workplace health and safety provisions. Styles such as Mohawks and Dreadlocks are inappropriate
- Hair accessories are to be of a modest size and nature and only green, black or white in colour
- All ear piercings must be small, plain studs or sleepers
- No other jewellery items or accessories are allowed

## Sun-Safety

- In accordance with the School's Sun Safety guidelines, all students should wear a suitable hat or cap when outside the classroom
- It is recommended that students use 30+ sunscreen whenever they are going to be involved in outdoor activities.
- Sunscreen will be provided during PE and Sports Days

## Not-permitted

- Necklaces, bracelets, basketball shorts, jeans, leggings, thongs, scuffs or ugg boots, visible t-shirts under the school shirt, stripes or logos on shorts/pants

## 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

## Shoes that can be worn with the Day and Formal Uniform





# 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

Students are expected to complete ALL assessment items, including drafts for assessment. Tests/Exams must be done on the scheduled day, during the scheduled lesson, unless there are exceptional circumstances which are covered by the provisions below. Written assignments/oral presentations must be completed and presented by the due date unless there are exceptional circumstances which are covered by the provisions below.

### What will happen if assignments are submitted late?

- Assignments must be presented on the due date to your teacher unless an extension has been granted by the Head of Department. The work must be submitted or no credit will be awarded in that subject for that semester. The work submitted must reflect a genuine attempt to address the criteria or it will be re-submitted.
- Where an extension has been granted the assignment will be marked and credited towards your level of achievement.
- Where an assignment is submitted late, without an extension being granted, the late assessment work will be marked and commented upon, but will not be credited towards your level of achievement. Your grade will be that assigned to the draft submitted and/or work sighted prior to the due date.
- Should no work have been sighted prior to the due date the Principal (or delegate) will make a decision about the grade awarded.

### What if I am absent from school on the due date?

Absence from school on the due date is not a valid reason for handing in a late assignment. If you wish to avoid having your assignment treated as a late assignment – no extension granted you must do one of the following:

- Ask your parents/caregivers to deliver it to the School or contact the Office.
- Email the assignment to your teacher and the Head of Department. However, an identical, paper copy must be given to your teacher immediately on your return to school. Teachers will not be expected to print out the assignment.
- If this is not possible, the student should submit the assignment to the teacher immediately on their return by 9.00am. Students must attach a copy of the medical certificate to the assignment. The original medical certificate must be handed in to the Office.
- If you are absent for a test/exam or oral presentation you must present your subject teacher with a copy of the medical certificate immediately upon your return to school. The original medical certificate must be handed in to the Office. Students will be required to sit for assessment items on the day they return to school.
- When the due date falls within a period of anticipated absence (e.g. family holiday, Regional sport etc) the assignment must be submitted prior to the student absence.

### What about completed assignments left at home?

The Office staff will accept assignments up until 4.00pm on the due date. Students who return home after school and bring assignments into the office before 4.00pm will need the office staff to sign and date the assignment to verify it was handed in on the due date.

### What if my teacher is absent on the day my assignment is due?

If your teacher is absent on the day the assignment is due then students will hand the assignment to the supervising teacher. Students must NOT leave assignments at the teacher's staffroom.



# Enrolment Information for Prospective Students

Students who fail to hand their work in on the due date will have their work treated as a late assignment – no extension granted.

## **What if my assignment is lost?**

If you lose the final draft of your assignment, you must immediately discuss the matter with your teacher and Head of Department. It is your responsibility to present proof of your assignment. In this circumstance, your mark will be at the discretion of the Head of Department.

## **What about partially completed assignments?**

If you have no valid reason for requesting an extension, hand to your teacher what you have written. This will be considered as a complete assignment for assessment purposes as there is no more available time.

## **What happens if I fail to submit an Assessment Task?**

You will be interviewed by your teacher and the Head of Department. Your parents will be contacted. A date will be negotiated for you to submit the outstanding work. It is your responsibility to ensure that you meet course requirements. The consequences could mean a loss of credit for that semester or withdrawal from the subject for a period of time. Post compulsory phase students may face cancellation of enrolment.

## **What happens if I am caught cheating or plagiarising?**

If a teacher suspects two or more assignments are so similar that some degree of copying may have occurred, then this will be referred to the Head of Department. An interview will occur and parents will be called. If it is established that the work was copied, the portion of the work that is original will be marked only. If a student submits an assignment done by another person the work will not be marked. Appropriate disciplinary action will be taken in consultation with Administration.

If a student is caught cheating in a test/exam the paper will be removed immediately. The student will be issued with a new test paper. If necessary the student will be moved to another part of the room to sit the test/exam. Parents will be notified of the cheating and a detention issued to the student.

## **How do I get an extension?**

An extension may be granted by the Head of Department of that particular subject. You are to see your teacher first, who will then consult the Head of Department.

An extension must be requested at least 48 hours prior to the due date (NOT on the due date). A medical certificate or parental/caregiver note is required before the extension request will be processed.

## **Eligibility for Assessment**

In order to ensure formal certification of years 11 and 12, specific legal requirements and policy expectations must be met. In view of this Toogoolawah State High School has clearly outlined expectations regarding:

- the completion of assessment
- the student's attendance record.

A student may receive no credit for a particular semester if a Level of Achievement cannot be determined from information gathered about student achievement in those aspects stated in the syllabus as being mandatory. Teachers will consult Heads of Department and use the principles of selective updating and fullest and latest, to determine the number of semesters credited to a student when the student exits the course.



# Enrolment Information for Prospective Students

## ASSESSMENT CALENDAR

Students will be provided with an individual Assessment Calendar at the beginning of each semester. This calendar provides an outline of assessment requirements and due dates for tests and assignments. The assessment calendar should be referred to on a regular basis to ensure due dates are met. Any changes to the assessment calendar will be published in the fortnightly School newsletter.

## DRAFTING POLICY

Teachers are required to set a 'Draft Due Date' approximately 2 week prior to the 'Final Due Date'. On the 'Draft Due Date' students are required to hand in two (2) copies of the assessment for the following purposes:

Copy 1 – Teacher to keep on file (please note that this copy will be used as a final submission if a student does not submit their Final Assessment by the published Final Due Date).

Copy 2 – For the student to receive written verbal/written feedback from the teacher.

If only one copy of a draft is submitted then a student will not receive written feedback from their teacher until a second copy of the draft has been submitted by the student.

## 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.



# Enrolment Information for Prospective Students

## 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

## ICT Responsible Use Policy

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

- 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.





# Enrolment Information for Prospective Students

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 mobile 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.
- 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 for using a personal mobile device

- 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 mobile 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.



# Enrolment Information for Prospective Students

## Acceptable use by a student

It is acceptable for students while at school to:

- use mobile 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
- switch off and place out of sight the mobile device during classes, where these devices are not being used in a teacher directed activity to enhance learning
- use personal mobile device for private use before or after school, or during recess and lunch breaks
- seek teacher's approval where they wish to use a mobile device under special circumstances.

## Unacceptable use by a student

It is unacceptable for students while at school to:

- 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
- 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 assessment unless expressly permitted by school employees.

## Mobile Phones, iPods and Other Electronic Devices Policy

Toogoolawah State High School supports the appropriate use of technology in learning and for safety. Mobile phones and other electronic devices have the potential to aid learning when used well. Parents may wish their student to have a mobile phone with them whilst travelling to and from school.

Breaches of this policy will result in disciplinary action. The school cannot take responsibility for items left unattended. Students have the option of leaving their mobile phones, iPods and other electronic devices at the Office for safekeeping during the day.



# Enrolment Information for Prospective Students

To ensure that these devices are used to enhance the learning environment and not pose a hazard at school the following policy guidelines apply:

- All mobile phones, iPods and other electronic devices are to be turned off and kept out of sight during scheduled lesson times and outside of the class as the students are waiting to enter.
- Permission must be sought before any recording or photographing takes place.
- The use of phones to take images or record circumstances without permission is harassment and a breach of privacy.
- The use of social networking sites (Facebook, MSN, Twitter, etc) with school equipment or during lesson time is not permitted.
- The school strongly discourages the use of social networking sites (Facebook, etc) during lunch times on personal electronic devices.
- The school considers the use of mobile phones to make inappropriate calls or text messages as a serious breach of our Code of Behaviour.
- Students must take care of their mobile phones and other electronic devices by keeping them safe.

## **Consequence for inappropriate use of mobile phones, iPods and other electronic devices**

1. Students who misuse mobile phones or any electronic device can and will have them confiscated by the member of staff.
2. Phones that are removed from students during the school day as a first offence can be collected from the office after school that day.
3. Phones that are removed on a second and subsequent occasions from the same student are to be collected from the School office by a parent/carer at their convenience.

### **Note:**

Arrangements can be made with the Deputy Principal in extenuating circumstances for the mobile phone to be used at the Office.

## **Bring Your Own Device Policy**

### **Policy Regarding the Use of Student Personal Laptop and Tablet Devices**

Toogoolawah SHS is committed to providing supportive learning environments for all students and is keen to assist students with personal laptops/tablet devices. Clearly, safety and security from both the student's point of view and the School are prime concerns as is the impact on school resources.

### **Consequently, the following Policy Position has been established:**

- Personal laptop computers or tablet devices may be used at school by all students
- Laptop computers/tablet devices can only be used at school with the knowledge and written approval of the parent/guardian and the School. The signing and registering of the acknowledgement slip below constitutes such knowledge and approval. A copy of the signed agreement must be stored in the Student Diary.
- The student accepts FULL responsibility for the care and use of their own laptop/tablet device. In particular, the School does not accept responsibility for theft, damage or loss of the device or parts/accessories. Families should check the details of their personal insurance coverage for events such as loss/damage.



# Enrolment Information for Prospective Students

- Unless specifically stated Home and Contents insurance does not cover a laptop/tablet device against accidental damage or theft when outside the home. There is risk associated with bringing a laptop/tablet device to school and it is highly recommended that parents consider electing to purchase a suitable insurance option as part of their Home and Contents package.

**Under no circumstances are students to leave a device unattended and the following guidelines have been developed to protect students.**

- When devices are not in use the students should ensure the device is secure. This includes occasions when undertaking co-curricular activities. Students must always take home their devices overnight and never leave them in a locker.
- Students should always attempt to minimise the total weight of materials transported to and from home. When carrying their bag/s students should attempt to alter the carrying hand and regularly take breaks. If a backpack is being used then always use both straps and pack the heaviest materials so they will be closest to your back. Remember that the laptop/tablet device is valuable and always have it in sight or preferably hold it when travelling.

**TOOGLOOLAWAH SHS attempts to provide a safe Internet experience for students by using Education Queensland's state of the art filtering technology.**

- The laptop/tablet device will only have access to the Internet via the School's wireless network.
- Students will still be bound by the Toogoolawah SHS Acceptable Usage Policy and at NO stage will they have direct access to the Toogoolawah SHS Computer Network. The integrity of the School's network could be severely compromised by the introduction of viruses and this is a risk that cannot be accepted.
- Students will have access, via the School's wireless network, to the School's Learning Management System (The Learning Place), filtered Internet and WebMail.
- While at school students will use the School's wireless network connection / their own Internet connection exclusively for educational purposes. At NO stage should students access programs or material from the laptop/tablet device which are not relevant to their current work/learning.
- The School does not permit activities such as downloading inappropriate files, playing networked computer games or accessing Social Media sites.
- The points above have been extracted from the Toogoolawah SHS Acceptable Usage Policy and are listed here for emphasis.

**The use of a laptop/tablet device at particular times in individual lessons is at the discretion of the subject teacher.**

- There may be times when the activity is intended to be done without computer assistance or when the attention of the student is required elsewhere.
- The teacher may require the student to close down the laptop/tablet device and continue working via other means.
- The School reserves the right to confiscate the laptop/tablet device when:
  - The student refuses to follow the directions of subject teachers to close down the laptop/tablet device and continue working via other means.
  - Where there is reasonable suspicion that material contrary to the values of the School is being brought to school on the laptop/tablet device.



# Enrolment Information for Prospective Students

**The use of power cords creates an Occupational Health and Safety risk and also increases the possibility of damage to the device should a student trip on it.**

- Students are expected to bring their devices to school each day with a fully charged battery.
- If one battery does not provide the required length of use then a second battery should be purchased.
- Students will not have provision to charge batteries at school.

**The School cannot undertake to provide technical assistance for hardware or software problems that may occur with laptops/tablet devices.**

- Such assistance remains the personal responsibility of the student as a private matter. If the laptop/tablet device malfunctions during a lesson, the student is required to continue learning promptly, in a conventional manner.
- The student is responsible to ensure that any software or application required is already installed on their laptop/tablet device. The School is unable to supply or install software due to resource constraints and licensing agreements.
- Students are encouraged to, and responsible for performing regular backups of their files. The importance of current work will often determine backup frequency.
- Printing of documents from student laptops/tablet devices can only be done using a personal data-transfer device (USB drive) compatible with the School network.
- Direct connection of the laptop/tablet device to the network is not permitted. It is the student's responsibility to have a suitable data-transfer device.

## 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.

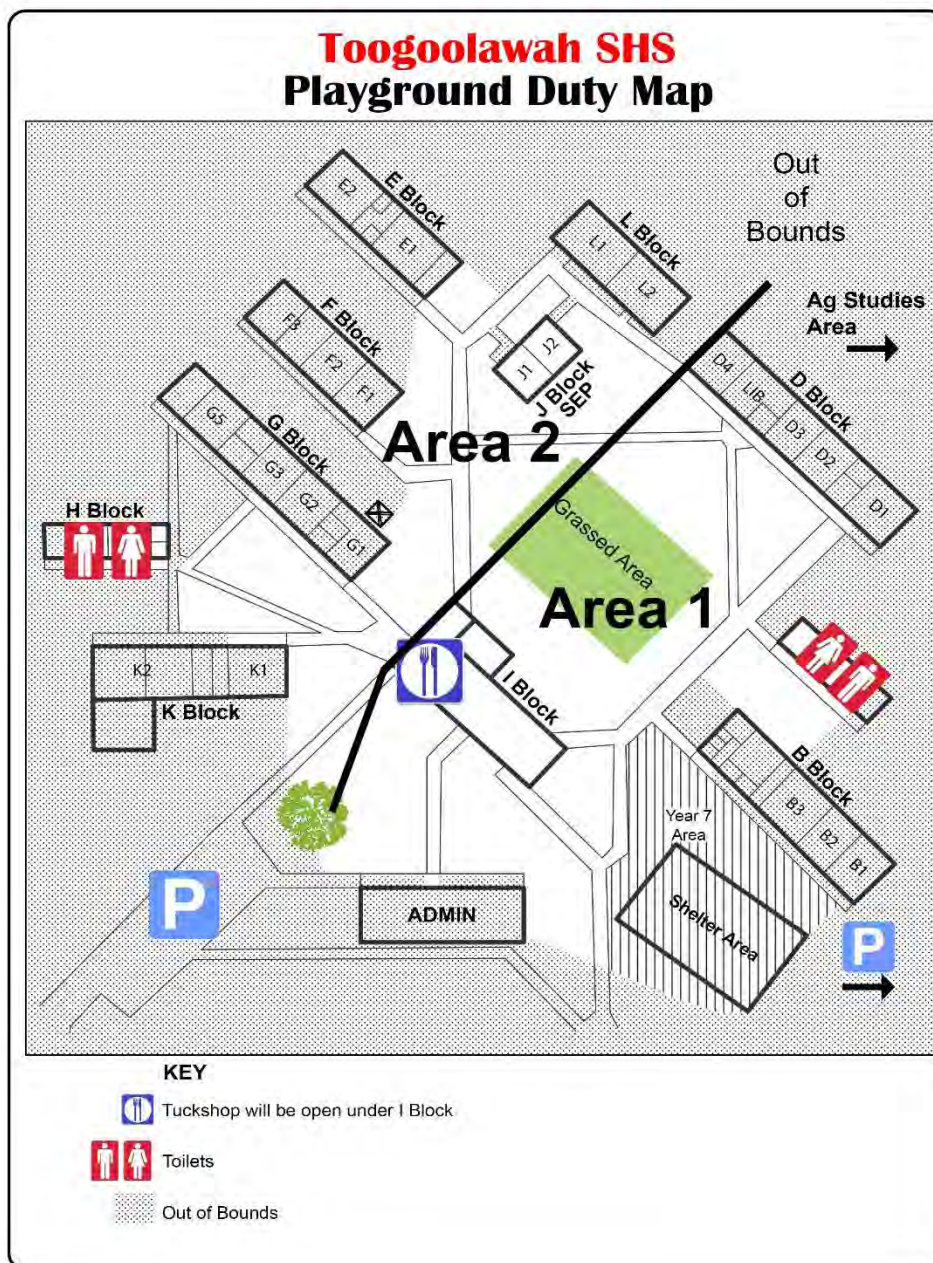
For safety and security reasons, the following areas are out of bounds at ALL TIMES unless under the direct supervision of a teacher



# Enrolment Information for Prospective Students

- 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.





# 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.

- Year 7 Art and Home Economics
- Year 8 Art and Manual Arts
- Year 9/10 Home Economics
- Years 9/10 Industrial Design & Technology
- Year 9/10 Art
- Years 11/12 Art
- Years 11/12 Furnishings
- Years 11/12 Engineering
- Years 11/12 Industrial Technology
- Year 11/12 Hospitality

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

