



TOOGOOLOWAH
State High School

SCHOOL PROSPECTUS

HANDBOOK





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



School Information, Policies and Procedures

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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



School Information, Policies and Procedures

SCHOOL MANAGEMENT TEAM

Principal	Mr Ross Jardine
Deputy Principal	Mr Stephen Beacham
Business Manager	Mrs Tracey Tinney

Heads of Department

Curriculum – Senior Secondary	Ms Bronwyn Welling
Curriculum – Junior Secondary	Mr Troy Harris
Student Services	Mr Dan Nielsen

Support Services

Head of Special Education Services	Mrs Carlie Craig
Guidance Officer	Mr Brett de Grussa
Youth Support Co-ordinator	Ms Jordan Spring

Heads of Year

Yr 7&8	Ms Vanessa Masters
Yr 9&10	Mr Bill Moloney
Yr 11&12	Mrs Jacinta Kruger

Please note that staffing information is current as at Dec 2024.

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.

House colours are:

COLEMAN CHARGERS Green
SOMERSET STAMPEDE 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

Student Absence Line 5423 4460

Text messages are sent out each day from the school to the Parents/Carers of absent students. Parents/Caregivers of absent students are required to contact the School Office by note or phone call or return text. 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 and/or Irregular attendance

Parents are encouraged to be proactive in relation to student absence. 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.
- Heads of Year 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.

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



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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.

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

Pre-scribed medication

Parents/Caregivers who require medication to be administered whilst their student is at school or involved in a school activity 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.
- Provide documentation from the prescribing medical professional regarding medication and dosage.
- Ensure medication is not out of date and has an original pharmacy label with student's name, dosage and time to be taken.
- Notify school in writing when a change of dosage is required and provide a letter from a medical professional.
- 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



School Information, Policies and Procedures

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

Communication

Daymap

Students and parents can access the online learning platform Daymap. Information regarding assessment, classroom learning and attendance can be found for your students specifically.

www.toogoolawahshs.eq.daymap.net/daymapconnect

Simply sign in with the email you provided the school (must be different for each parent/carer). Click 'forgot password' and follow the prompts. You can use a computer or download the 'app' on your smart phone.

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

- Ensure your mobile phone details are 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 published in week 1,3,6 and 9 of each term. The school newsletter is also available on our school's website and will be emailed to all 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.



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School Reports

There are four reporting periods each year. Reports are either distributed to students, or sent home for each reporting period. 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

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. Appointments are made via the Daymap Parent Portal; 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.

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.

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 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.

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



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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.

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.

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.



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

Career guidance and personal counselling appointments to see the **Guidance Officer, Social Worker** 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 **Student Well-Being Worker** serves young people by caring for students, building positive relationships, helping with emotional needs, building life skills, encouraging students through crises, role modelling acceptable behaviours and providing guidance. Appointments can be made through the office.



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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.

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. In 2024, there exists the opportunity for Junior students to access further Instrumental Music lessons.

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. The next musical is planned for **2024**.

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.

P & C Meetings are held on the second Thursday of each month at 8pm. The Annual General Meeting is held on the second Thursday of March. Meetings are held each month except when this coincides with school vacations. 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.

Tuckshop

The P & C employs a convenor to operate the tuckshop each day of the school week at first and second break. 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.
- 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.

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

A copy is also included in the enrolment pack.

Learning and Behaviour Statement

Our school is a Positive Behaviour for Learning (PBL) school. The PBL 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. Our school's expectations for student behaviour are clear and taught to all students, assisting Toogoolawah SHS to create and maintain a positive and productive learning and teaching environment. 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 core values to teach and promote our high standards of responsible behaviour. Our school values have been agreed upon and endorsed by all staff and our school P&C.



Values of Toogoolawah SHS

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

PBL Framework

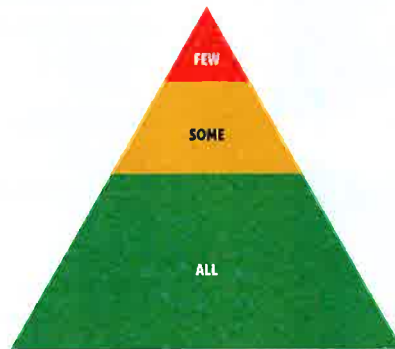
A whole school approach shapes, supports and recognises appropriate behaviours in all students. Standards of positive behaviour are facilitated using a **three-tiered approach**. This approach outlines whole school provision of universal, targeted, and intensive supports. Each layer provides progressively more personalised supports for students.

In the **PBL framework**:

Tier 1 is universal for all students

Tier 2 is focussed/targeted teaching for identified students

Tier 3 is intensive teaching for a small number of students.



Tier 1 – Universal

Tier 1 supports serve as the foundation for behaviour and academics. Schools provide these universal supports to all students. For most students, this core program gives them what they need to be successful and demonstrate the School's values.

Tier 2 – Targeted

Tier 2 supports help students develop the skills they need to benefit core programs at the school. This level of support focuses on improving specific skill deficits students have. Tier 2 supports can be provided to groups of students with similar targeted needs. Providing support to a group of students provides more opportunities for practice and feedback.

Tier 3 – Intensive

Tier 3 supports are the most intensive supports the school offers. These supports represent an individualised approach of developing and carrying out interventions. At this level, we determine a student's need and to develop an individualised support plan. Student plans can include goals related to both academics as well as behaviour support.

PBL 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.





At TOOGOOLOWAH 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)	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Put my hand up to ask questions Ask permission to leave the classroom 	<ul style="list-style-type: none"> Ask for help Bring the required equipment into class 	<ul style="list-style-type: none"> 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		<ul style="list-style-type: none"> Line up quietly in 2 lines Go to the toilet during breaks Go straight to my destination 	
Playground	<ul style="list-style-type: none"> Allow others to join in 	<ul style="list-style-type: none"> Wear a hat outside Follow the agreed 'rules of the game' Stay 'in-bounds' 	
Arriving and leaving school	<ul style="list-style-type: none"> Act in a way that reflects positively on the school while in uniform 	<ul style="list-style-type: none"> 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



Jewellery and Personal Grooming

- Students are required to be clean and neatly dressed
- Make-up, fingernail polish or non-natural hair colours are not appropriate and should be rectified on request
- All ear piercings must be small, plain studs or sleepers
- A single necklace may be worn under the uniform against the skin and should not be visible
- A single nose piercing that is a small, discreet stud is permitted
- All other nose piercings including rings are not permitted
- All other facial piercings are not permitted
- 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
- No other jewellery items or accessories are allowed
- All jewellery items must meet *curriculum activity risk assessment guidelines* and students may need to remove jewellery items to participate

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, short 'French Tips')
- Bracelets, bangles or other large items of jewellery – including bangles made of rubber or string.
- T-shirts worn under the shirt or blouse.
- Non- school hats and jumpers

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

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. School socks are available from the P&C 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'



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.

Day uniform

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



Enrolment Information for Prospective Students

Winter additions

- TSHS green fleecy jumper
- TSHS green jacket or
- Stockings in black or neutral tones, worn with a skirt
- TSHS bottle green scarf
- Plain black tracksuit pants
- QSSS regional representation uniform items and other selected 'representative' uniform items may be permitted

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 School Dress Code Description and Expectations – Year 7-9

Day uniform

- TSHS senior polo shirt
- TSHS plain black shorts
- TSHS cap or bucket hat
- Plain white or black ankle 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 white or black ankle 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 white or black ankle 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



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- Plain black tracksuit pants
- Plain black beanie

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



TSHS Hats



Belt must be plain black with a small, plain buckle

**Girls formal shorts are available from the P& C Uniform Shop.*



Enrolment Information for Prospective Students

Assessment Policy Years 7 -12

Toogoolawah State High School's assessment policy has been developed in order to ensure equity and parity of assessment for all students. It is underpinned by the Queensland Curriculum and Assessment Authority (QCAA) policies.

Quality assessment is timely and closely linked to the teaching and learning processes in a course of study. The purpose of assessment is to provide feedback, and to measure a student's success in engaging with their learning experiences.

All students will be issued with their assessment calendar at the beginning of each semester. And overviews for each year level are published on the school website.

Students in Year 10-12 and their parents/carers should refer to the Senior School Assessment Policy available on the TSHS website for a more detailed explanation of the policy.

School responsibility

Toogoolawah State High School is responsible for:

- publishing assessment calendars at the start of each term via the school website and provided to students as a hardcopy
- indicating draft and checkpoint dates on task sheets
- providing feedback to students in a timely manner
- ensuring consistency is maintained in the marking of assessment
- approving applications for AARA or submitting them to QCAA for approval

Student responsibility

Students are responsible for:

- 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 necessary, request an extension (using AARA process) from the relevant Head of Department (Junior/Senior)
- ensuring contact is made with the school with a legitimate reason for absence on due dates or exam dates;
 - 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 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.

Students who refuse to work with the school regarding completion of assessment will be managed as per the Student Code of Conduct.

Parent/guardian responsibility

Parents and guardians are responsible for:

- students attending school on days where drafts, checkpoints, final copies or exams fall. Refer to assessment calendar for assessment dates



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- supporting students in the event of absence to apply for an extension (through the AARA process) prior to the due date through the relevant Head of Department (Junior/Senior) and provide relevant documentation such as medical certificates, if a student is unable to submit assessment or sit an exam due to absence.

Drafting

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.

A teacher should provide feedback on a maximum of one draft of each student's response. The purpose of viewing a draft is to provide a student with feedback so that they can improve their response. Providing feedback on a draft is a consultative process, not a marking process. Feedback should encourage a student to reflect on strategies they might use to refine their response.

Where a student fails to submit a draft, parents will be contacted and the student must attend the Study Room until a draft is submitted

Academic Integrity

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:

- referencing according to the APA style outlined in the school diary
- digital submissions through plagiarism scanning software (PlagScan)
- teachers monitor student progress at checkpoints and drafts

In cases where a student response is not authenticated as a student's own work, procedures for managing alleged academic misconduct will be followed. In these instances, judgements about student achievement are made using the available student work.

Managing Response Length

Students must adhere to assessment response lengths as specified by the assessment instrument. The procedures below support students to manage their response length.

- all assessment instruments indicate the required length of the response
- teaching and learning programs embed subject-specific strategies about responding purposefully within the prescribed conditions of the task
- model responses within the required length are available
- drafts may include feedback about response length.

After all these strategies have been implemented, if the student's response exceeds the word length, 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.



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Late and Non-submission

When a student submits a response to an assessment instrument after the due date set by the school, a result may be allocated using evidence available on or before the due date, e.g. class work, drafts, rehearsal notes, photographs of student work, teacher observations.

Access arrangements and reasonable adjustments (AARA)

Access arrangements and reasonable adjustments (AARA) to assessment ensure opportunities for eligible students to demonstrate their learning on the same basis as other students. The school uses the guidelines developed by QCAA for AARA to make appropriate decisions about assessment conditions.

The Queensland Curriculum and Assessment Authority (QCAA) recognises that some students have a disability and/or medical conditions that may be a barrier to their performance in assessment. AARA are designed to assist these students, and do not cover circumstances arising from the student's or parent/carer's choice.

Access arrangements:

- are available to a student with evidence of a need that is not necessarily covered by the definition of disability, e.g. a temporary injury or needs resulting in inclusive educational strategies
- enable a student to access assessment and demonstrate their knowledge

Reasonable adjustments:

- are available to a student with evidence of a need and who has a disability in accordance with a legal meaning. Without reasonable adjustments, the disability results in a substantial disadvantage for the student when compared to students without disability.
- allow for assessment conditions to be changed due to the barriers that may be experienced by the student with disability. The integrity of the assessment instrument is not changed.
- may be unique and tailored specifically for a student's needs.

Illness and misadventure:

Illness and misadventure provides for students whose ability to attend, or performance in, assessment was adversely affected by an unexpected event.

Illness and misadventure can affect a single student or a group of students.

The following guidelines apply for illness and misadventure:

- The condition or situation must be unforeseen and beyond the student's control. An adverse effect must be demonstrated.
- The condition or situation cannot be of the student's own choosing or that of their parents/carers, such as a family holiday.

In Years 7-10, the decision to grant an AARA for illness and misadventure is made by the relevant Head of Department

(Senior/Junior). In this instance it is the responsibility of the student or their parent/carer to make contact with the school to make their application.

In Years 11-12, the decision to grant an AARA for illness and misadventure is made by the QCAA, who require a medical report to be completed. This can be obtained from the HOD Senior Secondary or the QCAA website.



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Inclusive Practices

Our vision and principles reflect the importance of the development of inclusive practices that will enable all 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 for students in line with the Commonwealth *Disability Discrimination Act 1992 (DDA)* and the *Disability Standards for Education 2005*.

Toogoolawah SHS is committed to ensuring all students engage with the 7 – 12 Australian Curriculum opportunities. The Special Education Program encourages collaboration within the whole school and broader community to ensure students have equitable access to academic 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 reasonable adjustments students are made that align with the Queensland Curriculum and Assessment Authority guidelines (QCAA), providing support and training to the staff of Toogoolawah SHS in understanding inclusive practise 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.

Students should follow the recommendations in the student diary and create a home learning timetable and follow the indicative hours on study, revision and homework. An Assessment Calendar is published each semester for students and published in Daymap clearly nominating all draft/check and due dates.

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



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
- If the sports complex is closed activity must be restricted to throwing/ passing balls only

Second Break

- Activity must be restricted to throwing/ passing 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.



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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 (via **Readcloud** – an electronic platform) 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.

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



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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.

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:

Junior Secondary

- Art
- Home Economics
- Industrial Design & Technology
- Instrumental Music



Senior Secondary

- Art
- Furnishing
- Engineering
- Industrial Technology Studies
- Home Economics
- Industrial Design & Technology
- Instrumental Music
- 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:

- A single payment for the full year's fee
- Term instalment (paid over the first 3 terms)
- An instalment plan as negotiated with the school (e.g. via direct debt, centrepay or other payment method)

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



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