

Kilcoy State High School



PROSPECTUS

Expecting the Best, Achieving Success



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School Contacts

| | |
|---------------------------|--|
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| Business Services Manager | Sally Wright |
| Guidance Officer | Joshe Newton |
| Head of Department | Diane Lacey |
| Head of Department | Tony Martin |
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| Absentee Line | 07 5422 4360 |

Expecting the Best, Achieving Success



Principal's Introduction

At Kilcoy State High School, our purpose is to achieve the best possible educational outcomes for every student in our school. We do this by providing a quality curriculum for our learners. Our focus is teaching and learning in a safe, disciplined and productive environment.

Our school vision ***Expecting the Best, Achieving Success*** provides a focus and conveys the meaning of why we are here and that for which we strive. It is woven into the very fabric of our culture. We will achieve our vision because:

- We have a strong foundation of values that are the standards for everything we do
- We have an unrelenting focus on quality outcomes for students
- We deliver world class education

Our school values are the stepping stones that guide our students in their thoughts and actions and instil the essence of that which makes us unique. These values form the very heart of our school culture, we are:

Prepared – We all arrive at class on time, with all equipment required to complete the lesson and with a positive frame of mind ready to engage in the learning program for the day

Engaged – We focus on our learning and involve ourselves by listening, asking questions and participating in the lesson

Performing – We are recognised as individuals with our own personal skills and abilities. We are expected to utilise these skills and abilities to the upper limit, so that our potential is maximised

Aspiring – We look forward to a successful future, and strive to develop a positive image of our future lives

Responsible – We take responsibility for learning outcomes. We recognise what it means to be successful and should be able to put into place actions to ensure the future likelihood of success

Our vision has been designed to implement Education Queensland's goals of improving the quality of the educational experience in State Schools for all students and increasing the number of young Queenslanders who complete 12 years of schooling by the age of 24.

As a Queensland State School we strive to provide a world class education that assists young Queenslanders to love learning, develop judgement and a sense of responsibility, understand the past and prepare to embrace the future.

We endeavour to equip young people for the future to enable them to contribute to a socially, economically and culturally vibrant society.

Adam Colley
Principal



Kilcoy State High School



FRAMEWORK FOR SUCCESS

P₃REPARED

We all arrive at class on time, with all equipment required to complete the lesson and with a positive frame of mind ready to engage in the learning program for the day.

E₁NGAGED

We focus on our learning and involve ourselves by listening, asking questions and participating in the lesson.

PEPAR

R₁ESPONSIBLE

We all take responsibility for learning outcomes. We recognise what it means to be successful and should be able to put into place actions to ensure the future likelihood of success.

P₃ERFORMING

We are recognised as individuals with our own personal skills and abilities. We are expected to utilise these skills and abilities to the upper limit, so that our potential is maximised.

A₁SPIRING

We look forward to a successful future, and strive to develop a positive image of our future lives.



The Kilcoy Coalition of State Schools

Kilcoy State High School works closely in coalition with:

- Kilcoy State School
- Mt Kilcoy State School
- Woodford State School

Daily School Routine

The School Administration makes provision for the supervision of the school grounds, at morning tea, during lunch breaks and while boarding buses.

Daily lesson times are:

| Monday | |
|------------------------------|--|
| House Group/ Assembly | <i>Full School Assembly</i> 8.50am – 9.05am |
| Period 1 | 9.05am – 10.15am |
| Morning Tea | 10.15am |
| Period 2 | 10.40am – 11.50am |
| Period 3 | 11.50am – 1.00pm |
| Lunch | 1.00pm |
| Period 4 | 1.50pm – 3.00pm |

| Tuesday - Friday | |
|------------------------------|-------------------|
| House Group/ Assembly | 8.55am – 9.05am |
| Period 1 | 9.05am – 10.15am |
| Morning Tea | 10.15am |
| Period 2 | 10.40am – 11.50am |
| Period 3 | 11.50am – 1.00pm |
| Lunch | 1.00pm |
| Period 4 | 1.50pm – 3.00pm |

Curriculum

Junior Secondary

Kilcoy State High School Year 7 and 8 curriculums represents a sequence of carefully planned and balanced learning experiences designed to meet the current and future needs of our students. It is grounded in student focused educational philosophy and practice, responsive to individual student needs, as well as being rich in real-life significance. Our curriculum is focused around a student's active investigation of our world. Through investigation, students will interpret, interact and influence the world they live in. At the core of our curriculum is the focus on literacy, numeracy and ICTs.

Our students continue to follow the Australian Curriculum for Mathematics, English, Science and History. Students participate in mandated subjects in Years 7 and 8 (i.e. there are no elective subjects) and will participate in learning experiences in the core areas of Mathematics, English, Science, Humanities, Health and Physical Education and Languages Other than English (LOTE) as well as completing subjects from Technology and The Arts areas.

Middle Secondary

During Year 9 and 10 students participate in learning experiences in the core areas of Mathematics, English, Science, Humanities and select two specialist subjects from Physical Education, Languages Other than English (LOTE), Technology and The Arts. At the commencement of Year 9 students will have the opportunity to select specialist subjects within the Technology and The Arts curriculum.

Year 10 students also develop a Senior Education and Training Plan which maps out their intended pathway beyond Year 10. This is developed by students in consultation with parents as part of the SET Planning process.

Senior Secondary

All students in Years 11 and 12 at Kilcoy State High School study six subjects. The Senior Secondary Curriculum Guide explains available curriculum offerings in detail.

Mandatory requirements include at least one English and one Mathematics subject studied by each student.

The senior phase of schooling focuses on completing the Queensland Certificate of Education (QCE) or Queensland Certificate of Individual Achievement (QCIA) for all students. Additionally some students will work towards gaining an OP/Rank for university entrance.



Vocational Education & Training (VET) through External Providers

If the certificate courses we offer through the school do not fit with your future plans, you can also undertake a Certificate qualification through a TAFE course or other provider. Vocational Education offers students the opportunity to complete full qualifications alongside their secondary schooling and is a great study option for students seeking work, TAFE or university entrance beyond year 12. Benefits of undertaking a certificate or diploma level course through TAFE include those listed above, and in addition:

- Students will be better prepared for further study, having experienced the requirements of adult learning within a supported environment
- Students will receive a foundation of study that is both experiential and practical
- Students will be provided with a qualification that would allow direct entry into the workforce

Vocational Education qualifications can provide an excellent foundation of knowledge for further university study and are often considered favourably by many receiving organisations. Students electing to complete a vocational qualification will still complete a minimum of 5 subjects to study at school as a part of their senior secondary curriculum.

Students undertaking a VET qualification MUST apply for a USI number and provide this to the school.

For further information on available Vocational Education qualifications please see the Vocational Education Coordinator Mr Tucker located in A Block.

Other Curriculum Features

Gifted and Talented

Kilcoy State High School provides for Gifted and Talented students through various enrichment programs offered by studies areas. Such activities include Debating, Public Speaking, Mathematics, English, Computing, Geography and Science Competitions, and extended opportunities in a variety of study areas. Our support of Gifted and Talented students is detailed in our School Advancement Policy.

Special Education Program / Students with Disabilities

Students verified as having an impairment or disability are enrolled in the school and able to receive support and guidance from the SEP staff.

Students have access to all school facilities and programs and are encouraged to participate in the life of the school and achieve optimum learning outcomes.

The SEP staff work closely with parents, mainstream staff, advisory visiting teachers, transition officers and local community organisations in an aim to meet students' learning, social and transition to post-schooling needs.



Pastoral Care Program

Students in Years 10,11 and 12 will participate in the 'Other Pathways' program (OPY). This program is tailored to the requirements of each year level and include a range of activities including – academic advancement, study skills, numeracy, literacy and human relationships education. These activities are integrated across the curriculum and also undertaken in the students' designated classes.

Instrumental Music

String, wind and percussion instruments are available for children from Year 7. Entry into this program is determined by student interest, aptitude and the availability of instruments. Students who have their own instruments may join the program. An annual tuition fee applies.

To join the program families need to complete an Instrumental Music Program enrolment form which is included in the enrolment pack.

Expecting the Best, Achieving Success



Cultural, Academic and Sports Houses

Academic, cultural and sporting activities play an important part in our school curriculum. They are linked to life learning, healthy lifestyles, wellbeing of individuals and the nurturing of positive attitudinal qualities. Throughout the year students will have the opportunity to be involved in organised sport, cultural, academic and recreational programs contributing to house points.

Students will be allocated to a House once enrolled. Our School Houses are named after 2 carefully chosen and notable Australian Sport Identities. The following were chosen because of their individual and collective contribution to the community. It is strongly felt that their resilience, tenacity, creativity and commitment to success reflect the essence of our school's vision, values and motto. Our School houses are:

- Fraser – Green and Gold
- Rafter – Blue and Red



Sport

Interschool sporting opportunities exist for students in a range of sports, though many of these occur after school hours. Kilcoy State High School also has a number of inter-house sporting competitions through the year, particularly Swimming, Cross Country and Athletics. These events foster participation, school/house spirit, community spirit/challenge and learning in a different environment. We encourage parent/guardian support for these programs.

Innovative and Learning Centre

Kilcoy State High School's Innovative and Learning Centre provides material for both learning and leisure. The collection of 15 000 items covers various formats including books, DVD's, posters, audiobooks, and CD-Roms. There is also a growing collection of electronic and virtual resources included in the library catalogue. A wide range of reading levels and interests are catered to, and students are encouraged to let Innovative and Learning Centre staff know of items that they would like to see purchased. The Innovative and Learning Centre is open at lunch-times for students to use, and provides teacher help and computers for work on assignments. Textbooks available through the Textbook Hire Scheme are administered from the Innovative and Learning Centre.

Internet

The World Wide Web is an important source of information for students and email is a common and accepted form of communication. All computers in the school have Internet access.

Use of the Internet is now a common and necessary information skill integral to many subjects. The student enrolment form has a clause for parental approval of their child's use of the Internet.

We are very conscious of the need to monitor student use of the Internet and to prevent students accessing inappropriate sites or using email inappropriately. A range of filtering and blocking software is used and the computer technicians randomly check the account logs on a regular basis.

Work Experience

Students over the age of 14 are eligible to participate in Work Experience. Work Experience can be organised at appropriate times through the Work Placement Co-ordinator. ALL Year 10 students are given the opportunity of a two week block of Work Experience in Term 3.

Work Placement

All students in Year 11 and 12 participating in a Vocation Education and Training subject will be expected to complete at least 10 days of work placement per subject, if they are not participating in a School Based Apprenticeship, part-time employment or other recognized Vocation Education and Training Program. See the Work Placement Co-ordinator.

School Based Traineeships

Year 11 and 12 students may be eligible to participate in School Based Traineeships. These are usually of 400 hours duration over two years. See the Work Placement Co-ordinator.



General Information

New Enrolments

All students under the age of 18 must be enrolled by a parent or legal guardian. An appointment needs to be made beforehand. These enrolments are carried out by members of the Administration team.

Year 7 students from feeder primary schools are enrolled during Term 3 and a Year 7 Parent Information Evening is held early in Term 3.

All new enrolments have an interview with the Principal or Deputy Principal prior to enrolment. Please contact the school for further information and to arrange an appointment.

Parents who would like their sons/daughters to repeat a year must arrange an interview with the Principal. For Year 12 students who wish to repeat, re-enrolment is not automatic. Applicants who wish to repeat must meet re-enrolment criteria to the satisfaction of the Principal and must apply in writing by 1 December each year.

Appointments

In a school it is often not possible to see the Principal, a Deputy Principal, a Head of Department or the Guidance Officer unannounced. All parents who wish to speak to the Principal, a Deputy Principal, a Head of Department or the Guidance Officer are advised to phone and make an appointment. This will avoid disappointment.

Parent Teacher Evenings are organised by the school in Semester One and Two of each year. Parents are also encouraged to visit or contact the school to discuss their student's progress or any problems that may arise. For meetings with subject teachers, it is advisable to arrange an interview a few days in advance so that information can be gathered relating to the particular student.

Assemblies

Our school gathers each week as a whole school as well as in year level teams to celebrate the efforts and achievements of students. Students will be responsible for leading these assemblies to develop skills in leadership and public speaking. Assemblies are an opportunity for us to celebrate the success of student's academic, sporting, social and cultural achievements.

Attendance

Students must attend school regularly in order to ensure satisfactory learning outcomes. It is essential that our students learn to value every lesson and every day as an integral to their developing good study habits that promote our school vision of “**expecting the best, achieving success**”. If your child is absent from school, please notify the School on the day of absence:

- by **phoning the student absence line** on the day of absence on 5422 4360
- by **email** on the day of absence at admin@kilcoyshs.eq.edu.au

If your child has a prolonged absence of more than 10 days due to illness or family commitments, please contact the school to apply for an Exemption from Compulsory Schooling. It should be noted that there is no guarantee that exemption requests will be granted.

Absenteeism

Teachers will report unexplained student absences to the School Administration, assuming no other communication has been made.

Text messages will be sent to the primary caregiver’s mobile if a student has been marked absent (without a reason) from the school. The Administration team will request that communication be made and will target support structures where required. If school communication is not responded to, the school may engage with other government agencies to ensure your child’s safekeeping.

The Youth Participation in Education and Training Act 2003 makes it compulsory for young people to remain at school until they finish Year 10 or turn 16, whichever comes first. Young people who have finished Year 10 or turned 16 are required to be earning or learning to participate in education and training and may choose one of the following to be eligible pathways until they have turned 17.

- Participation in and completion of year 11 and 12 (Queensland Certificate of Education, a Senior Statement or Statement of Results), or
- Participation in and completion of a Certificate III vocational qualification, or
- Participation in a recognized apprenticeship, or
- Paid employment of at least 25 hours per week.

The school has an obligation to track the pathways of all students. It is a requirement that any students wishing to pursue a pathway other than school must inform the school of their pathway and provide satisfactory evidence of their participation in that pathway.



Late Arrivals and Early Departures

In order to ensure accurate school attendance records and to provide a safe and secure environment, students who arrive late must sign in at the School Administration. There should be an explanation provided in writing upon late arrival. If late arrivals are unexplained, students will be required to **make up any missed class time in their breaks.**

Leaving the School Grounds

Permission will only be granted for legitimate reasons eg. medical, dental appointments.

Students needing to leave the school at any time during the day must bring written permission from a parent/guardian – to be handed into the Office before school; and before leaving the school must have their names entered into a register.

Transport

The following bus company services Kilcoy State High School, providing student transport to and from various locations in Kilcoy and surrounding areas. Please contact them for your individual arrangements. Upon arrival at school students must enter the school grounds immediately.

Christensen's Bus & Coach 5497 1478

Illness/Injury

Facilities available to students who become ill while attending school are very limited. If your child has shown symptoms of any illness before leaving for school it is recommended that he/she spend the day at home. If a student is ill, parents will be notified by telephone and will be requested to come to the school to take him/her home.

It is important that we have a phone number to ring so that we can contact a parent, relative or friend in case an emergency arises. No medication will be administered by mouth unless special arrangements are made by parents/guardians. All medication must be stored in the Administration building and administered by an Administration Officer. The school does not distribute or administer any pain relievers eg. aspirin, paracetamol.

Parents should inform the school of allergies or physical limitations or disabilities both temporary and permanent, which may affect a student's well being or progress at school.

Injuries

In the event of injuries that are beyond the competence of staff or where there is doubt as to the nature of the injury, the Ambulance and parents/emergency contacts will be called. Where the Ambulance Officer advises that further medical treatment is necessary, every effort will be made to contact the parent by telephone to advise of such action. If it is not possible to contact the parent from information contained on the school record card, permission for necessary treatment will be given by the school authorities. The Ambulance will transport your child to the nearest suitable medical facility which will treat the injury received.

Parents wishing to follow other procedures must advise the school in writing. Procedures requested must be acceptable to the school. AT NO TIME WILL INJURED STUDENTS BE KEPT UNTREATED IN THE SCHOOL.

Medicines and Tablets

Should prescribed medication be required to be administered while the student is at the school or involved in school-approved activities, a parent/legal guardian must, in the first instance, make a written request via a form supplied by the school. At all times, medication must be handed in at the office. Exceptions may be given for an asthma inhaler or epipen. On written approval from the prescribing Doctor, the student may be responsible for the inhaler and/or epipen and an Action Plan must be provided to the school. At no other time are students to keep medication with them. Only medication prescribed by a medical practitioner and supplied by a pharmacist can be administered by school staff. (Note: Medication MUST be in the original package with the pharmacist label)

Anaphylaxis

Anaphylaxis is a serious allergic reaction that affects a number of students. Each of these students has a severe life-threatening allergy to a particular common plant or animal product. Contact with the product, even very minor can cause a severe anaphylactic reaction, which in its most serious form can be fatal. The allergens that can react with our students include any of the following – nuts and nut products, eggs, shellfish and aerosols. We work closely with the parents of the affected children to ensure that they do not come into contact with their individual allergen. We seek your support in assisting the school to make the year level areas safe for these students. You can help by giving careful thought to the foods that your children bring to school and considering not including eggs, nuts (eg peanut butter) and shellfish. As well you can help us to educate your child on the importance of not sharing food with others and washing hands after eating. If you require further information about anaphylaxis, please refer to our school website.



Assignments/Homework/Organisation

All students will be engaged in completing in-depth learning tasks that require investigation, application and synthesis of knowledge. These tasks will challenge students and require them to be committed learners.

Student Responsibilities

- Develop a plan for completing tasks on time and add due dates to student diary
- Complete all work by due dates (including drafts and final products)
- Ask for assistance when needed
- Use class time assigned for assessment tasks/assignments efficiently
- Special consideration including extension requests are to be negotiated with the appropriate Leader of Learning BEFORE the due date
- A medical certificate is required for incomplete or late work, (in the senior school, to comply with QSA requirements), but an explained absence (notification from parents) will be sufficient in junior secondary

Teacher Responsibilities

- Support students in planning to complete tasks by due dates
- Provide some class time for completion of tasks
- Provide detailed task and criteria sheets for student reference
- Contact parents/guardians for support when work is incomplete or late
- Liaise with Leaders of Learning and School Administration for persistent incomplete or late work
- Provide feedback to students re performance in tasks/assignments

Parent/Guardian Responsibilities

- Discuss with student tasks/assignments due for the term
- Encourage student to plan and work towards task completion through appropriate time management
- Assist student in accessing resources needed for task completion
- Contact class teacher for support if required

Homework Policy

The classroom is the place where much of the learning takes place. However, real understanding = transferring knowledge from short to long term memory) is achieved when, outside the classroom, students:

- revise the work introduced in class
- test their understanding
- apply their newly acquired knowledge / skills
- extend their reading
- and summarise the information obtained in class or from the textbook.

This additional work comes under the heading **home learning**.

Home learning comprises of:

- set homework - this is negotiable and will be checked by the teacher
- revision of work covered in class or on any one day – revision involves more than just reading the material - it involves note taking i.e. looking for main ideas of the speaker / writer and then writing them out in your own words - be concise which does not mean just writing down main headings but includes the explanation and / or information - notes should be neat, orderly and legible and should be a summary of the main facts
- assignment work and / or test / exam preparation

Home learning provides students with an opportunity to work independently and develop greater responsibility for their own learning.

For home learning to be effective students should:

- have a regular routine and time
- develop a weekly home learning planner (modify it after two weeks if there are problems)
- have an area where they can learn without unnecessary distractions
- have a short break every 45 - 60 minutes
- focus on what they are doing
- ask for teacher assistance if, after reading and thinking about a section of work, they still have difficulty understanding it

Recommended times for home learning:

Junior Secondary (i.e. Years 7 - 8)

45mins - 1 hour per weekday, approximately three days per week.

Middle Secondary (i.e. Years 9 – 10)

1 - 2 hours per weekday, approximately three days per week.

Senior Secondary (i.e. Years 11 - 12)

2 - 3 hours per weekday, approximately three days per week.

Note: Students following an OP/Rank pathway can expect in excess of 2-3 hours four days per week and 2-3 hours at the weekend.



Special Consideration

What is Special Consideration?

The following information comes from the Policy Statement on Special Consideration which is produced by the Queensland Studies Authority (<http://www.qsa.qld.edu.au/te/fags/special.html>).

Special Consideration is the granting of *exemption* to, or the provision of *special arrangements* for, students with special needs.

Exemption: fairness to all students and integrity of results reported on certificates requires that no student be exempted from meeting any of the substantive requirements of the syllabus, for any reason. However, in cases of special consideration, schools may decide to exempt students from non-substantive subject requirements.

Special Arrangements: refer to practical arrangements to vary the conditions under which assessment occurs in order to enable students with special needs to have equal opportunity to demonstrate their knowledge and skills in a subject.

While in Junior Secondary, students who are absent on the due date of an assignment or exam will be required to hand in the assignment/sit the exam on the day of the student's return to the school. Parents are to notify the school regarding the absence.

Examinations

Senior students who are absent from summative exams through illness or other special circumstances, must provide a medical certificate or other approved documentation. On return to school, the student will sit the exam (if possible). The school will also reserve the right to give additional assessment to determine the student's achievement in certain criteria.

Full details of the Kilcoy State High School Assessment Policy are contained in student diaries and can be accessed electronically via the schools website.

Reporting and Certificates

All students are issued with two progress semester reports in April and October and a semester report at the end of semester one and two. Year 12 students are issued with a Senior Statement in December and may be eligible for a QCE.

Queensland Certificate of Education (QCE) Information Summary for Parents

Eligibility for a QCE

To be eligible for a QCE, a student must be enrolled with a school and registered with the Queensland Studies Authority. For most students the QCE will be achieved over Years 11 and 12. Others may not achieve it until after they finish Year 12.

The total amount of learning required is at least twenty credits. This reflects an amount of learning that could be reasonably achieved by most young people over a two-year, full-time program of study in the Senior Phase of Learning.

What is a credit?

A credit is the minimum amount of learning at the set standard that can contribute to the QCE. A credit has two elements: an amount of learning and a set standard.

For example, a credit for a school subject is one semester (amount of learning) at Sound Achievement (set standard) or a credit for a Certificate II qualification is 25% (amount of learning) of the competencies (set standard).

Some learning achievements will be recorded in the Learning Account but will not be a credit because they either do not have the required amount of learning or they do not meet the set standard.

For example, a Very Limited Achievement in a school subject does not meet the set standard to be a credit.

Flexibility

The qualification recognises many learning options. Students can design a program of study to match their career goals. There is flexibility in what, where and when learning occurs.

Not all the learning need take place at school. Some learning can be with a registered training provider, in a workplace or with a community group.



Senior Statement

Each student who finishes Year 12 will receive a Senior Statement in December of that year.

This statement is a transcript of the learning account that records all contributing studies and the results achieved. It also includes the Queensland Core Skills (QCS) Test result. All students receive a Senior Statement, regardless of whether they have met the requirements for the award of a QCE at that time.

Statement of Results

If a student completes Year 12 without achieving a QCE, their learning account remains open. Once the person becomes eligible for the QCE, the QCAA will issue the certificate in the following July or December. Credits can accumulate for up to nine years after registering for a learning account at the beginning of Year 10.

Tertiary Entrance Statement

A Tertiary Entrance Statement is one component of the Student Education Profile (the QCE, the Senior Statement and Statement of Results are the other components). The Tertiary Entrance Statement shows an eligible student's OP (Overall Position) and FP's (Field Positions).

An OP indicates a student's rank based on overall achievement in Authority subjects. To be eligible for an OP, a student must have studied a minimum of 20 semesters of Authority subjects. The student must study at least three of these subjects for all four semesters and sit for the QCS Test.

FP's indicate a student's rank based on overall achievements in Authority subjects in up to five fields (areas of study which emphasise particular knowledge and skills). FP's are calculated only for OP-eligible students.

For more information on OP's and FP's visit the QCAA website www.qcaa.qld.edu.au

For more information:

- contact your school
- visit the QCAA website at www.qcaa.qld.edu.au
- visit the Student Connect Website at www.studentconnect.qcaa.qld.edu.au for information about school-based apprenticeships and traineeships.

Safety and Welfare

Evacuation and Lockdown Procedures

Evacuation procedures are displayed in rooms throughout the school. Families, volunteers and students should be familiar with these in case of an emergency. Regular practice sessions are provided as part of the school routine so that students are familiar with routines for evacuation or lockdown.

In the advent of a severe external event, students and teachers will lock themselves in classrooms (lock down) to ensure maximum safety.

Mobile Phones and other Electronic Devices

Many parents have expressed the desire for their child to carry a mobile telephone for safety/security reasons. However, if a parent needs to contact their child during school hours this must be done through the School Administration. Should a student need to go home because of illness or any other reason during school hours, it is the school's responsibility to contact parents to coordinate arrangements.

Generally during class time, mobile phones must be OFF and out of sight. However, upon teacher approval mobile phones can be used in class to support learning. Students are reminded to seek teacher permission before taking out their phone. Students who misuse mobile phones or any electronic device in the classroom or in the grounds will have them confiscated. Students may collect the electronic item from the School Administration at the end of the day. Repeated misuse of electronic devices will be treated as wilful non-compliance and dealt with according to the Responsible Behaviour Plan for Students (RBPS).

Photos and Videos

Please be aware that some parents have requested that their children not be photographed or videoed. Check with staff before using cameras and videos to record events at school and help to maintain the confidentiality of all our families.

Use of School Grounds after Hours

Parents are asked to discourage students from remaining in the school grounds once school has finished unless they are participating in a supervised after school activity.

Unauthorised persons on the school premises will be regarded as trespassers, unless accompanied by a member of staff, or by a person who has written authorisation from the Principal.

Responsible Behaviour Plan

Each parent and student will receive a brochure about the code of behaviour at the beginning of each school year or upon enrolment. This brochure also contains specific school rules. Several of these are outlined here.



Smoking

Smoking by students is forbidden at school or when the school uniform is worn in public or at any time students attend any function associated with the school. Students are not to have cigarettes or matches or lighters in their possession at school. Students who contravene this policy will be given a suitable consequence.

Care of School Property

It is clearly the task of all students to keep clean and tidy the place where they live for five or six hours each day - their school. School grounds and equipment should be treated with respect and care. Chewing gum is not permitted inside the school grounds. Permanent marker pens, correcting fluid, "white out" and aerosol spray anti-perspirants are not to be brought into the school grounds by students.

Bicycles/Scooters

Bicycles should be locked in the school's bike rack, which is located near the tennis courts. Parents are reminded that students who ride bikes are required to wear helmets, and students bring bikes to school at their own risk. Bicycles are not to be ridden on school grounds.

Visitors

All visitors to the school are requested to call at the Administration Office and sign in. Our administrative staff will then assist visitors to locate personnel, buildings, etc.

Excursions

Parents must give written permission for all excursions. Students who wish to go on excursions must meet the school's requirements concerning appropriate dress and grooming, safety gear and standard of conduct. Parents are required to meet all costs associated with excursions, unless otherwise advised.

Student Drivers

Students under 18, who have obtained a Driver's Licence, are permitted to drive to school provided that they bring a permission form signed by their parents giving consent. Other students cannot be carried on an ad hoc basis. Student drivers (under 18 years) are not allowed to carry other students as passengers without the written permission of their parents and the separate written permission of the parents of any passengers.

Students over the age of 18 do not need to provide a permission form except when they carry passengers under the age of 18. A letter must be presented stating the names of the students who will travel in their car and all students must have a current permission form signed by their parents.

Permission forms are available from the school office and completed forms are to be returned to the school office.

Students are not permitted to drive other students on school excursions or to events which are a part of the school routine.

Students are also not permitted to drive themselves to school excursions or events for which a bus has been organised. Minimising bus costs per students relies upon the maximum number of students travelling by bus.

Student Complaints/Appeals

The school is committed to providing a learning environment in which complaints and appeals are responded to promptly and with minimum upset/distress and maximum protection to any parties concerned and ethical, responsible management of complaints/appeals, transparency in decision-making processes and a visible accessible and fair complaints process.

Student Services

Guidance Officer

The Guidance Officer is available to assist students with concerns which arise during their secondary schooling. These concerns include course selection, further study and career exploration and counselling regarding personal and interpersonal matters. The Guidance Officer is located in the Resource Centre and is available by appointment through the office.

School Chaplain

The School Chaplain provides support, understanding and spiritual advice to students when required. The School Chaplain is available for pastoral care of students. Appointments can be made to see the Chaplain at the school office. The Chaplain is based in the Resource Centre.

School Health Nurse

The School Health Nurse works a 3 day fortnight for the individual care of students in health related matters, she also presents to class groups on a wide range of health related matters. The Health Nurse is based in the Resource Centre. Students are invited to make appointments through the school office.



School Dental Service

The School Dental Service has a dental clinic at Caboolture and mobile dental vans providing free dental care to school children aged from 4 years up to and including Year 10.

When medical-dental consent forms are issued, parents/carers are asked to complete the form if they wish their child to have a dental examination.

If treatment other than of a diagnostic or preventive nature is required, another form will be issued advising of treatment needed. If you would like to proceed with treatment, you will need to sign and return this form. Parents/Carers may choose to attend with their child.

If problems or concerns arise after the dental van has left the school parents can access the service by phoning the dental van on 0419 778 637 or the dental clinic on 5495 2100.

Insurance

Insurance cover for students undertaking physical activities

Physical activity and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the Department of Education Training and Employment does not have Personal Accident Insurance cover for students.

Education Queensland has public liability cover for all approved school activities and provides compensation for students injured at school only when the Department is negligent. If this is not the case, then all costs associated with the injury are the responsibility of the parent or caregiver.

It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.

Sun Protection Policy

It is a Kilcoy State High School policy that all students should wear a hat or cap to participate in outdoor activities. Supplies of sunscreen are also readily available for students.

Student Leadership

As a school, we value the input of our students both at Kilcoy State High School and in the wider school community. Leadership structures have been designed to meet the needs of the students across all year levels to ensure our students are taking the lead and becoming active citizens. Leadership positions include:

Student Leaders

- School Captains
- Junior School Captains
- House Captains
- Junior House Captains
- Student Representative Council

Responsibilities

Each year members of the student leadership team has the following responsibilities:

- Representing the student body
- Voice for the students
- Act as role models for all students – including uniform, attendance, enthusiasm, responsibility and dedication to upholding school values
- Actively promote & participate in all school sporting events
- Communicate with other students to promote initiatives of the school and their respective leadership committee (LC)
- Assist with and conduct school assemblies
- Participate in one of several (LC's)
- Meet regularly with LC staff representatives
- Help coordinate school and learning community events.
- Nurture guidance and leadership skills within fellow leaders
- Assist in preparing and setting up for school functions and sporting events

Student Representative Council Executive

The Student Representative Council (SRC) is a most important forum for students and leaders to express opinions and resolve student issues. The SRC Executive is made up of student leaders who lead a variety of school events including School Socials, School Community Connections, School Magazine and School Sport. The committees are made up of senior school students who have an interest in areas of the committee responsibility. The student leaders then form the SRC Executive. SRC Executive links directly with the Administration Team through meetings with the Principal. The SRC Executive have been responsible for some excellent initiatives at Kilcoy High School, including socials and fundraising events.

Student Recognition – Success@

Kilcoy State High School encourages recognition of students who achieve success or outstanding endeavour in any field of academic, sporting, cultural or community involvement. Certificates and awards are presented regularly at full school assemblies and at Awards Night which is held in late October where recognition is made to students of all year levels for achievement in all aspects of school life. Regular articles appear in the school newsletter and local media. The school administration team also sets aside time each day to encourage and counsel individual students.



Student Activities

Extensive opportunities exist for student participation in a range of extra-curricular activities.

School Excursions

Many subject areas have one day field trips where students can gain practical skills in their area of interest.

Formal Uniform

The formal uniform is worn by students when participating in excursions and for very important occasions at school eg. Awards Ceremony, Year 12 Celebration Ceremony. The formal uniform is also required to be worn by all students every Monday, as this is a formal assembly day.

Sporting Teams

Our school has a strong tradition of involvement and success in sports. A variety of sporting activities are offered to male and female students – an important aspect of which is that most are team sports. The school expectation is that once students make a commitment to sport or any other activity, that commitment is followed through. This extends to attendance at inter-house carnivals such as Swimming, Cross Country and Athletics. Every student is expected to attend. School, house spirit and pride are very strong.

Year 12 End of Year

A formal is held for Year 12 students, their parents and staff in November of each year. The formal is organised by a committee made up primarily of Year 12 students. This is followed by an annual Year 12 Valedictory Ceremony which is held on the last day of attendance.

Textbook/Equipment Hire

The school with full support from the Parents' and Citizens' Association offers a Student Resource Scheme, whereby the State Government's Text and Resources Allowance is paid directly to the school.

Under this scheme, students hire textbooks and resources rather than purchasing them. The advantages include allowing a wider variety of reference material to be provided and allowing students greater access to learning materials. The scheme represents a considerable saving to parents who are spared the total expense of buying a wide variety of text and reference books and resources.

The scheme does not cover exercise books, writing paper, pens etc; nor does it cover the cost of materials for some practical subjects. Some subjects may require a students' subject fee to be paid and if during the course subject fees are unpaid after Semester 1, students will be required to change subjects. Stationery lists are distributed to continuing students before school finishes for the year or are available upon enrolment.

The conditions of participation are outlined in the Student Resource Scheme Contract form which is distributed to students prior to commencement of the new school year or supplied to parents upon enrolment. Parents who choose not to take part in this scheme are required to supply all necessary textbooks and resources at their own expense.

Refund Policy

The school has a Refund Policy. This is available on request from the Office. In general terms, the policy covers pro rata refunds for the Student Resource Scheme and the conditions under which refunds will be made for excursions, camps and other school activities.

Care of Equipment

ALL PROPERTY SHOULD BE CLEARLY AND PERMANENTLY MARKED WITH THE STUDENT'S NAME.

Students are responsible for the care and maintenance of their textbooks and possessions. In a school it is virtually impossible to trace unmarked equipment. Money and valuables must never be left in clothing or in bags. Large sums of money and valuables can be left at the office for safe-keeping and students are strongly encouraged to leave all valuables at home.

It is strongly advised that students should have a school bag which is lockable with a small padlock.



Financial Assistance

Youth Allowance

Youth Allowance is a Commonwealth Scheme which offers financial support to students 16 years of age or over (or in special circumstances from the 15th birthday) who are studying approved full-time secondary and tertiary courses. As you know, a good education means that your children will be better qualified and more likely to get a good job. Youth Allowance can help with the cost of keeping your child in secondary or tertiary study.

Youth Allowance helps to pay for things like books, rent, food and clothing. It is paid every fortnight. Usually, Youth Allowance is not paid to the student. However, if the student is a 16 or 17 year old dependent secondary student and living at home, certain conditions can be met such that the student can receive the money direct. Youth Allowance is income and assets tested because it is designed to assist those full-time students who are most in need. Youth Allowance payments vary depending on each student's situation. For example, the amount will be higher for students who have to live away from home to study (special conditions apply). There are various Youth Allowance rates, these include; Standard Rate, Away-From-Home Rate and Independent Rate.

- ❖ the Independent Rate is for students who meet certain criteria and are not dependent on their parents
- ❖ the Away-From-Home Rate applies to students if they need to live away from home to study (conditions apply).
- ❖ the Standard Rate applies to all other students.

To be eligible for Youth Allowance there are a number of general criteria most students must meet. Certain exemptions apply.

They must

- ✓ be 16 years or older;
- ✓ be studying full-time in an approved course;
- ✓ be an Australian citizen (for permanent residents, special conditions apply);
- ✓ not be in legal custody (in prison or on remand);
- ✓ not be receiving other Commonwealth assistance, eg. Abstudy or Veterans Children's Ed Scheme.

Inquiries about the YOUTH ALLOWANCE can be made to a toll free Hotline 132490. Internet – www.youthallowance.centrelink.gov.au

Abstudy

If you are an Australian Aboriginal or Torres Strait Islander who is:

- doing secondary education;
- doing full-time or part-time study after you have left school; or
- studying part-time or doing a correspondence course; then ABSTUDY may be able to help you. ABSTUDY also helps if; you have residential school or field trips as part of your course work or if there is an approved conference related to your course that you would like to attend.

ABSTUDY provides money to assist with a wide range of items, such as fares to and from boarding school and money towards school fees. Many students can get a Living Allowance to help meet the cost of clothes, books and other student needs. Applications are handled by ABSTUDY staff at Centrelink Offices. Conditions for ABSTUDY eligibility are similar to those for Youth Allowance.

Inquiries about the YOUTH ALLOWANCE can be made to a toll free Hotline 132490. For Abstudy enquiries or for more information contact Centrelink on 132317. Internet – www.youthallowance.centrelink.gov.au

Method of Payment

Cash – Office hours are 8:00am to 4:00pm Monday – Friday.

Cheque – Please make payable to Kilcoy State High School

EFTPOS / Credit Card – During office hours – credit card payment can be taken over the telephone.

Direct Deposit – BSB: 064 441 A/C: 0009 0011 Name: Kilcoy State High School General A/C Please post / fax / email bank transfer advice to school office. Fax 5422 4300

BPOINT – see details on student invoices

CentrePay – Use Centrepay to arrange regular deductions from your Centrelink payment. Centrepay is a voluntary payment option available to Centrelink customers. Go to humanservices.gov.au/Centrepay for more information and to arrange your Centrepay deductions.

If you require further information regarding fees and payments please do not hesitate to contact the school office on 5422 4343.



Parent and Community Involvement

P & C President's Welcome

On behalf of the Parents' and Citizens' Association, I welcome both new and existing members of our school community to Kilcoy State High School.

This prospectus is designed to give both parents/caregivers and students a clear and concise understanding of the goals and expectations of our school.

The P&C actively supports the goals of both the school and the aspirations of each individual student. We believe that Kilcoy State High School has a supportive learning environment that provides students with every opportunity to achieve to their potential.

The Principal and teachers encourage input from parents/caregivers and believe in and practice an inclusive style of learning.

The P&C meets on the second Wednesday of each month at 5.00pm. We aim to keep the meetings as brief as possible, while still achieving a good business discussion. We look forward to your contribution to the future of our school community.

Best wishes to all students as you continue your learning experience with us here at Kilcoy State High School.

Parents and Citizen's Association

Kilcoy State High School encourages and welcomes the participation of parents in the running of the school. This participation ranges from contributing to the decision making and management policies of the school, through to providing practical voluntary assistance in a range of school affairs.

P & C Meetings are held in the Conference Room on the second Wednesday of each month. All parents are welcome to attend. Parents are encouraged to attend P & C meeting to make a practical contribution to the life of the school.

School Canteen

Students may purchase food and drink at the School Canteen run by the Parents and Citizens Association. The canteen is open for morning tea and lunch each day. The P & C Association determines the selection of nutritious food and the reasonable prices. Parent assistance on the tuckshop roster is greatly appreciated.

Parent Involvement and Communications

Ways in which Parents may assist the school

Apart from specific instances listed below, the Administration and Staff of Kilcoy State High school value highly the interest parents and guardians take in their children's school life – the programs they follow, the work they do, the friends they make, the teachers who teach them and the extra-curricular activities in which they take part. We urge and most sincerely invite you to take a keen interest in your student(s). It will help them and us tremendously as we all continue to encourage good habits such as punctuality, neat appearance, suitable language, completion of effective homework, good study habits and responsibility for equipment.

Voluntary Assistance

The P&C is always happy to accept voluntary assistance from parents and or community members. The school's canteen is always in need of assistance and the P&C is eager to tap into the wide variety of skills which exist amongst our parents. If you can give us any time, please phone 5422 4343.

Blue Card

Volunteers in the school community need to have a Positive Blue Card. The Commission for Children and Young People and Child Guardian Act 2000 requires people providing regulated services or conducting activities with children under 18 years to obtain a blue card. For further information please visit the website:

<http://www.ccyqcq.qld.gov.au/index.aspx> Blue cards for volunteers are valid for three years and there is no application fee. A volunteer or trainee student must not commence regulated child related work until they hold a valid blue card. Volunteer parents are exempt under certain categories when providing services or conducting activities that relate to their own children. If you don't require screening under one category, you might still need screening under another. Please check all categories. Volunteers under 18 are exempt from requiring a blue card unless they are a trainee student doing a practical placement as part of their studies with an education provider.

Communication with Parents

Parents are given an insight into the day to day operation of the school through our school newsletter (Quicknews), distributed on a fortnightly basis and also available on the website. Parent contributions to this newsletter are welcomed.



Communications between School and Home

Teachers are expected to inform parents early of any concerns or problems regarding a student's progress or behaviour.

We encourage parents to contact the school immediately if they have any concerns regarding progress at school. We also appreciate being informed of any circumstances which may affect a student's progress or behaviour at school.

A wide range of avenues exists to provide parents with the opportunity to access staff and information about the school.

- ✓ Newsletter – Quick News
- ✓ Parents' and Citizens' Association meetings
- ✓ Various committee meetings
- ✓ Reports
- ✓ Parent/Teacher Interviews
- ✓ Career/Subject Selection Evenings
- ✓ Year 6/7 Induction
- ✓ Special Events eg. Awards Ceremony
- ✓ Handbooks eg. Prospectus
- ✓ School website
- ✓ Facebook
- ✓ QSchools App
- ✓ QParents

Uniform (School Dress Code)

The school community, through their Parents and Citizens Committee, decide their students' dress code, which reflects the values and unique qualities of the School community. The Kilcoy State High School community has determined that our School is a **full uniform school**. Our School community believes that our uniform is important in instilling a sense of self-esteem, pride in our school and self-discipline in students.

Our school uniform is designed to create a sense of purpose for students, which lends itself to the process of education. The wearing of a school uniform also ensures that outsiders to our School community are readily identifiable. We believe through community consultation we have designed a uniform that enhances elements of comfort, climate, modesty, cost efficiency and social equity.

All students are expected to observe the details of correct attire while on their way to, during and from school. Our school and school community have agreed that the Dress Code outlines expectations of students with regard to uniforms and personal appearance. These expectations are explained at the enrolment interview and are agreed to by parents and students.

See also the ***Dress Code on the Kilcoy State High School website for further explanation of this code.***

All new uniforms can be either purchased online at www.schoolshoponline.net.au/kilcoyshs or from Kilcoy State High School Uniform Shop. The Uniform Shop is open from 8.30am to 10.30am, every Tuesday. All uniform enquiries should be made at the school office.