



Kilcoy State High School

An Independent Public School

— *Expecting the Best, Achieving Success* —

PROSPECTUS

Expecting the Best, Achieving Success



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School Contacts

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Expecting the Best, Achieving Success



Welcome to Kilcoy State High School

PRINCIPAL'S WELCOME

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 and we achieve our vision because –

- We have a strong foundation of values that are the standards for everything we do and guide our students in their thoughts and actions. The values of 'Expectation, Achievement and Success' form the very heart of our school culture.
- We have an unrelenting focus on quality outcomes for all students. Our framework for success 'PEPAR' being Prepared, Engaged, Performing, Aspiring and Responsible form the stepping stones for students to achieve success.
- We deliver a world class education

Our mission as a school is to develop learners who can identify opportunity and manage risk, who can innovate and create and who can shape and define their future. This is a vision of and for the future for our community now and into the decades to come. In working to achieve our vision we aim to support our students to become, critical and independent thinkers who are reflective, intellectually curious and passionate about learning. We fervently believe in our mission of 21st century learning and believe that these experiences will ensure our students have successful lives in an increasingly uncertain and challenging world.

Kilcoy State High School is committed to providing our students with the very best education. It is an exciting place to work with highly dedicated and professional staff, talented and enthusiastic students and a passionate and supportive community. As Principal I continue to be inspired by the commitment and support of our community and the dedication of our staff as we continue to work together to provide a world class 21st century education for the young people in our community.

The focus of our curriculum is on the development of three clusters of skills –

1. Digital Literacy – an understanding about how technology can be used to achieve a specific purpose or goal and the ability to find, access, evaluate and use information.
2. Effective Communicator – the ability to communicate with both individuals and groups in a positive manner.
3. 21st century learner – creativity, critical thinking, character, citizenship and collaboration describe the increasing complexity of thinking and problem solving and collaborative skills, self-knowledge and responsibility to empower learners to achieve individual success at school and beyond. Independent inquiry and reflective learning encourage students to explore, evaluate, challenge, seek feedback and share their learning.

We are confident that the curriculum at our school will ensure our students are successful in the years following their time at school.

Boris Croft
Principal



FRAMEWORK FOR SUCCESS PEPAR

**P
R
E
P
A
R
E
D**



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.

**E
N
G
A
G
E
D**



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

**R
E
S
P
O
N
S
I
B
L
E**



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.

**P
E
R
F
O
R
M
I
N
G**



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.

**A
S
P
I
R
I
N
G**



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

Kilcoy State High School



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	
Assembly	<i>Full School Assembly</i> 8.45am – 9.00am
Period 1	9.00am – 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	
PSC Junior & Senior Assembly - Thursday	8.50am – 9.00am
Period 1	9.00am – 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

Year 7 & 8

Students participate in a core curriculum that is targeted at the successful transition of Year 7 students into High School. Students study 6 subjects per semester (12 per year).

- Core curriculum comprises a set curriculum including the study of Foundation English and History, Foundation Math, Foundation Science and Environment and Physical Education. In Year 7 as part of their personalised learning pathway, students' engage in each elective. In year 8 students' are able to choose two (2) elective subjects each semester.
- Achievement against the school's Literacy and Numeracy benchmark is the goal for every student.

Year 9 & 10

Students participate in a core curriculum that is targeted at the successful transition into the Mastery Phase of Learning. Students study 6 subjects per semester. This includes 2 x 70 minute lessons of Step Forward Program each week.

- Core curriculum includes set requirements of studying English, Mathematics, and Science, Humanities every semester. As part of their personalised learning pathway, students can choose from a range of elective subjects in line with their current level of learning.
- The successful completion of Pre-ATAR subjects is the goal for any student moving into the Mastery Phase on a university (ATAR) pathway.
- Achievement against the school's Literacy and Numeracy benchmark is the goal for every student.

Learning will provide the opportunity for all students to successfully achieve against the Australian Curriculum

- Learning areas
- General Capabilities and
- Cross curriculum priorities

Mastery Phase of Learning (Year 11 & 12)

Mastery Phase of Learning aligns with the delivery of our Queensland Certificate of Education (QCE) program. Senior subjects are usually taught over two years, involving 220 hours of instruction in each of the two years. A '**Compressed Curriculum Delivery**' model has been designed for the Mastery Phase of Learning at Kilcoy State High School.

A '**Compressed Curriculum Delivery**' model involves –

- English and Math studied continuously over the two (2) year course of study.
- Year 11 and 12 students studying together in subjects taught intensively for **one** year, with students sitting exams at the end of each year.
- Students studying two (2) subjects per year for double the amount of time in conjunction with English and Math. Six (6) subjects in total by the completion of year 12.

The advantages of the '**Mastery**' approach are that:

- The QCE/ATAR workload is completed in two manageable sections, avoiding the stress of sitting for all high stakes exams/assessment at the end of year 12.
- Assessment is more continuous, as it is for university students.
- Serious ATAR study commences at the start of year 11.
- In a small school, it allows us to offer an increased range of subjects.
- Student agency in the ability to tailor the educational journey to individualised needs.

Mastery Phase of Learning will provide the opportunity for all students to successfully achieve against Senior Syllabus objectives.

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 Mrs Clark 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 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.

Diverse Learners

Students enrolled in Kilcoy State High School come from diverse social, cultural, geographic and family backgrounds, are of many identities, and of all abilities. Kilcoy State High School staff work with students and their parents/care givers to provide an inclusive education allowing access to fully participate in learning, alongside their similar-aged peers. Students are supported by reasonable adjustments and teaching strategies tailored to meet their individual needs. Teachers differentiate to adjust instruction to meet the needs of the range of learners in their classroom. Kilcoy State High School's Diverse Learning faculty and stakeholders, provide support and guidance to teachers, parents/care givers and students to provide an inclusive education that supports academic and social emotional success. Support and guidance begin with the transition to high school program through the junior secondary years, then senior secondary pathways whether ATAR, QCE or QCIA. Diverse learners may include, but is not limited to students identified as follows:

- Specific learning and or behaviour needs
- Learning difficulties
- Gifted and Talented
- English as an additional language or dialect
- First nations
- Diverse gender and/or sexuality
- Out of home care

Instrumental Music

String, wind and percussion instruments are available for hire from Year 7 onward. 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 subject fee and instrument hire fee (if applicable) upon entry into the program applies.

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

Step Forward Program

“In any given moment we have two options: To step forward into growth or to step back into safety” Abraham Maslow

Students in Years 9 to 12 will participate in the ‘Step Forward’ program (SFP). This program is tailored to the requirements of each learning/development phase and includes a range of activities including – academic advancement, futures planning, passion projects, robotics, digital citizenship, global competencies (including the 6C’s), numeracy, literacy, human relationships education, work readiness, financial literacy, STEM and STEAM projects, coding, health and fitness.

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.

Resouce Centre (Library)

Kilcoy State High School's Resource Centre provides material for both learning and leisure. The collection of 15 000 items covers various formats including books, DVD's, posters, audiobooks. 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 Resource Centre staff know of items that they would like to see purchased. The Resource 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 Resource Centre.

Internet

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 may be expected to complete work placement.

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

Enrolling at our school

We welcome all students to join the success at Kilcoy State High School. Enrolments from all areas welcome!

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 Parent Information Night is held early in Term 4. All new enrolments will have an interview with the Principal or Deputy Principal prior to enrolment.

Before commencing the enrolment process, please check if you reside within the Kilcoy State High School catchment area. If you reside in catchment please contact the office to follow the **In Catchment** enrolment process. If you reside outside catchment please contact the office to follow the **Out of Catchment** enrolment process. Also note exemptions to 'Out of Catchment' process below.

Exemptions to 'Out of Catchment' Enrolment

Sibling already attends Kilcoy State High School

If your student has a sibling currently enrolled at Kilcoy State High School you do not need to apply for 'Out of Catchment' enrolment.

School Transport Assistance Scheme

If your student is eligible for the School Transport Assistance Scheme (STAS) bus service to Kilcoy State High School you do not need to apply for 'Out of Catchment'. This often applies to student's in Year 11 or 12 living in and around Woodford.

Parent works at Kilcoy State High School

If a parent or legal guardian is employed at Kilcoy State High School, they do not need to apply for Out of Catchment enrolment.

Enrolment process

1. Enrolment packages are available from the school administration – please complete, sign and attach all required documentation before returning to the school for processing. Incomplete applications will not be accepted.
2. Enrolment interviews are held regularly. The interview process lasts approximately 30-60 minutes and consists of:
 - An individual interview with a Deputy Principal.
 - Subject selection process.
 - Finance arrangements.
 - Uniforms.
3. Students generally commence school soon after the interview.

Year 6 students from feeder primary schools begin the enrolment process during Term 3. A Year 6 and 7 Parent Information Event is held during Term 3.



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.

Expecting the Best, Achieving Success

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
- by replying to **SMS** messages

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

Students leaving the school **prior to 3pm** must be **collected from the office by a parent** or a person listed as an **emergency contact**. If a parent gives consent for a **person who is not listed as an emergency contact** to collect their student then that **person must be named by the parent** and will need to **provide ID to office staff** before the student is able to leave with them.

Exceptions to this are

- Student Drivers – must be **registered as an approved driver** and must have **consent from parent** to leave.
- Medical Appointments – students can walk up town to **approved appointments – Medical, Dental or Headspace ONLY** and must have **consent from parent.**

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.

Assessment Submission Email Address: assessment@kilcoyshs.eq.edu.au

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.
- Apply for access arrangements and reasonable adjustments (AARA) including extension requests BEFORE the due date as per the procedure set out in this policy.

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 Heads of Department and Administration for persistent incomplete or late work.
- Provide feedback to students re performance in tasks/assignments.

Parent/Guardian Responsibilities

- Review Assessment Calendar.
- 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.
- Support student to apply for access arrangements and reasonable adjustments (AARA) including extension requests BEFORE the due date as per the procedure set out in this policy.

Years 7 to 10

Students in Year 7 – 10 are expected to complete all summative and formative assessment items from the date of enrolment at Kilcoy State High School. All assessment items are to be submitted on or before the due date unless all extension has been granted.

Examinations

Students should be present for all examinations according to the assessment calendar. Students absent for scheduled tests must provide the school with parental notification via telephone or in writing. Students will complete the exam on return to school as soon as possible as per arrangements made by the Head of Department of the subject concerned.

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:

Years 7

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

Years 8 – 10

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

Mastery (Years 11 - 12)

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

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

Special Considerations

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. Schools use the guidelines for AARA in this handbook to make appropriate decisions about assessment conditions for General, Applied, Short Course and Senior External Examination syllabuses.

The Queensland Curriculum and Assessment Authority (QCAA) recognises that some students have 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
- do not change assessment conditions.

Reasonable adjustments

- are available to a student with evidence of a need and who has 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 and, therefore, may not be listed in this prospectus

Access arrangements and reasonable adjustments (AARA) are considered on an individual basis and decisions are made in consultation with the eligible student, parents/carers, school staff and, when applicable, the Queensland Curriculum and Assessment Authority (QCAA).

Early applications for all AARA are recommended to ensure timely decisions and confidence for students. Applications submitted close to the due date for assessment should not include known long-term conditions.

Illness and misadventure

Illness and misadventure provides for students whose ability to attend, or performance in, summative internal or external 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:

- A student who has been approved for access arrangements and reasonable adjustments (AARA) is not eligible to apply for illness and misadventure consideration for the same condition, unless it can be demonstrated through evidence that a significant deterioration or complication of the condition occurred which diminished the student's performance in assessment.
- 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.

Supporting documentation for illness and misadventure — internal and external assessment

To make an informed decision about an illness and misadventure application, the QCAA requires a report (template provided) that includes the following details:

- diagnosed illness, condition or event
- date of diagnosis, onset or occurrence
- symptoms, treatment or course of action related to the condition or event
- explanation of the probable effect of the illness, condition or event on the student participating in the assessment
- for non-medical claims, written evidence from a relevant independent professional or other independent third party.

The QCAA sets and amends the rules for assessment under its powers and functions listed in the *Education (Queensland Curriculum and Assessment Authority) Act 2014* and the [Education \(Queensland Curriculum and Assessment Authority\) Regulation 2014](#) (QCAA Regulation). The QCAA is authorised to approve AARA for summative internal assessment, external assessment and Senior External Examinations.

Full details pertaining to Access Arrangements and Reasonable Adjustments (AARA) are found in the QCE and QCIA policy and procedures handbook.

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

About the QCE

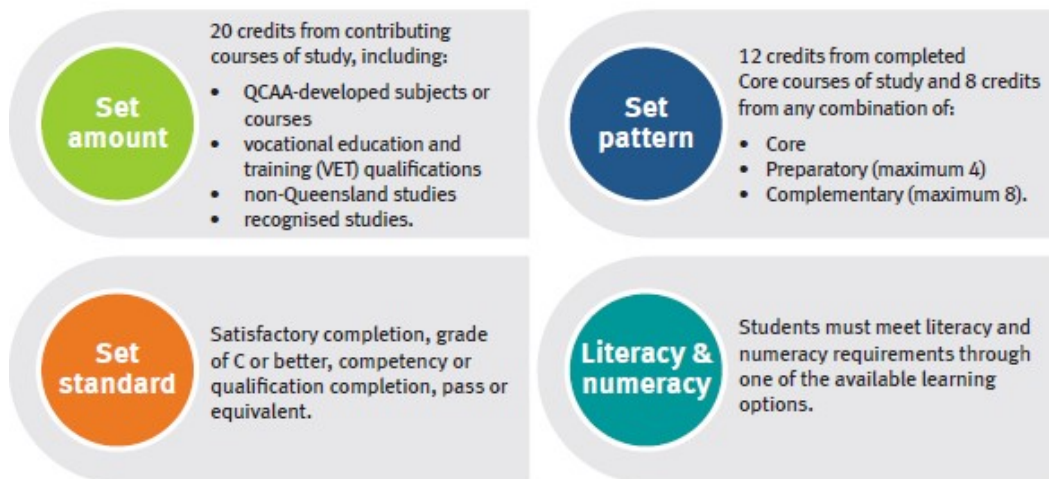
The Queensland Certificate of Education (QCE) is Queensland's senior secondary schooling qualification. It is internationally recognised and provides evidence of senior schooling achievements.

The flexibility of the QCE means that students can choose from a wide range of learning options to suit their interests and career goals. Most students will plan their QCE pathway in Year 10 when choosing senior courses of study. Their school will help them develop their individual plan and a QCAA learning account will be opened.

To receive a QCE, students must achieve the set amount of learning, at the set standard, in a set pattern, while meeting literacy and numeracy requirements. The QCE is issued to eligible students when they meet all the requirements, either at the completion of Year 12, or after they have left school.

QCE requirements

As well as meeting the below requirements, students must have an open learning account before starting the QCE, and accrue a minimum of one credit from a Core course of study while enrolled at a Queensland school.



More information

For more information about the QCE requirements, see the following factsheets, which are available on the QCAA website at www.qcaa.qld.edu.au

- QCE credit and duplication of learning
- QCE credit: completed Core requirement
- QCE literacy and numeracy requirement

Set pattern

Within the set pattern requirement, there are three categories of learning — Core, Preparatory and Complementary. When the set standard is met, credit will accrue in a student's learning account. To meet the set pattern requirement for a QCE, at least 12 credits must be accrued from completed Core courses of study. The remaining 8 credits may accrue from a combination of Core, Preparatory or Complementary courses of study.

● Core: At least 12 credits must come from completed Core courses of study

COURSE	QCE CREDITS PER COURSE
QCAA General subjects and Applied subjects	up to 4
QCAA General Extension subjects	up to 2
QCAA General Senior External Examination subjects	4
Certificate II qualifications	up to 4
Certificate III and IV qualifications (includes traineeships)	up to 8
School-based apprenticeships	up to 6
Recognised studies categorised as Core	as recognised by QCAA

● Preparatory: A maximum of 4 credits can come from Preparatory courses of study

QCAA Short Courses <ul style="list-style-type: none"> • QCAA Short Course in Literacy • QCAA Short Course in Numeracy 	1
Certificate I qualifications	up to 3
Recognised studies categorised as Preparatory	as recognised by QCAA

● Complementary: A maximum of 8 credits can come from Complementary courses of study

QCAA Short Courses <ul style="list-style-type: none"> • QCAA Short Course in Aboriginal & Torres Strait Islander Languages • QCAA Short Course in Career Education 	1
University subjects (while a student is enrolled at a school)	up to 4
Diplomas and Advanced Diplomas (while a student is enrolled at a school)	up to 8
Recognised studies categorised as Complementary	as recognised by QCAA

Literacy & numeracy

The literacy and numeracy requirements for a QCE meet the standards outlined in the Australian Core Skills Framework (ACSF) Level 3. To meet the literacy and numeracy requirement for the QCE, a student must achieve the set standard in one of the literacy and one of the numeracy learning options:

● Literacy

- QCAA General or Applied English subjects
- QCAA Short Course in Literacy
- Senior External Examination in a QCAA English subject
- FSK20113 Certificate II in Skills for Work and Vocational Pathways
- International Baccalaureate examination in approved English subjects
- Recognised studies listed as meeting literacy requirements

● Numeracy

- QCAA General or Applied Mathematics subjects
- QCAA Short Course in Numeracy
- Senior External Examination in a QCAA Mathematics subject
- FSK20113 Certificate II in Skills for Work and Vocational Pathways
- International Baccalaureate examination in approved Mathematics subjects
- Recognised studies listed as meeting numeracy requirements

Senior Education Profile

Queensland students receive a Senior Education Profile from the QCAA when they complete Year 12. All students receive a statement of results, which is a transcript of their learning account. Eligible students also receive either a QCE or a QCIA. Students who are not eligible for the QCE at the end of Year 12 will continue to accrue credit and will receive an updated statement of results and a QCE when eligible.

Statement of results

The statement of results is a transcript of a student's learning account. It shows all contributing studies and the results achieved.



QCE

The QCE is Queensland's senior secondary schooling qualification. To be issued with a QCE, students need to complete the set amount of learning, at the set standard, in a set pattern, while meeting literacy and numeracy requirements.

QCIA

The QCIA recognises the achievements of student who undertake individualised learning programs. To be eligible, students must have impairments or difficulties in learning that are not primarily due to socioeconomic, cultural or linguistic factors.

Australian Tertiary Admission Rank (ATAR) eligibility

The calculation of an Australian Tertiary Admission Rank (ATAR) will be based on a student's:

- best five General subject results or
- best results in a combination of four General subject results plus an Applied subject result or a Certificate III or higher VET qualification.

The Queensland Tertiary Admissions Centre (QTAC) has responsibility for ATAR calculations.

English requirement

Eligibility for an ATAR will require satisfactory completion of a QCAA English subject.

Satisfactory completion will require students to attain a result that is equivalent to a Sound Level of Achievement in one of five subjects — English, Essential English, Literature, English and Literature Extension or English as an Additional Language.

While students must meet this standard to be eligible to receive an ATAR, it is not mandatory for a student's English result to be included in the calculation of their ATAR.

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 phone 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.

Student Code of Conduct (2020- 2023)

Upon enrolment at Kilcoy State High School, the Deputy Principal will explain and articulate the Student Code of Conduct (2020-2023) during the enrolment interview to both the enrolling student and the parent/caregiver. An extract of this school policy is included in the *Application for Student Enrolment* form. For further convenience, the full policy document is located on the school website.

Smoking or Vaping

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, e-cigarettes, vapes, 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, permanent marker pens, correcting fluid, "white out" are not to be brought into the school grounds by students.

Banned Items

Any banned items brought into the school grounds by students may be confiscated and be required to be picked up by parents.

- Any item that is illegal
- Alcohol
- Smoking paraphernalia (includes vapes/e-cigarettes/cigarettes/lighters)
- Weapons or items that can be used as a weapon
- Replica weapons
- Facial Piercings
- Correcting fluid, "white out"
- Permanent Markers
- Spray deodorant / other aerosols
- Gum
- Energy Drinks
- Riding Scooters / skateboards / bikes on school grounds

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 Travel To and From School

Students travel to and from school via a range of transportation types. It is essential that regardless of mode, students are safe, that they are respectful to members of the public and that their behaviour is appropriate at all times.

NOTE: Once students come onto school grounds in the morning, they are not permitted to leave school grounds until the end of the school day. This is regardless of what time a student arrives at school prior to the official commencement of the school day.

Student Drivers

The presence of student vehicles near and within the school grounds presents a number of safety issues. To ensure the safety of all students, student drivers **MUST REGISTER VEHICLE DETAILS WITH THE OFFICE.**

- Students must not park on the school grounds.
- Student drivers must submit to the administration, the relevant approved permission slip when driving to and from school.
- Student drivers are not permitted to carry passengers other than siblings unless authorised by parents/caregivers of both parties via specific documentation previously submitted and authorised by Administration. No other student passengers are permitted to travel in the vehicle at any time during school hours or when traveling to or from school.
- Student drivers must not leave school grounds during school hours unless they have the explicit written permission from a parent/caregiver and this has been endorsed by a member of the school Administration.
- Students are not permitted to drive to sport, recreational or excursion venues.
- Failure to abide by these procedures will result in withdrawal of student driver authorisation.
- Student drivers who are found to be entering or leaving the school grounds or driving in an unsafe manner may have their privilege of driving to school revoked. Parents will be contacted and incidents will be referred to the QLD Police Service.

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

At Kilcoy State High School, students have a range of support services located in our Student Support Centre. They are able to access professional advice from a Guidance Officer, School Based Youth Health Nurse and Chaplain. These individuals, while respecting the students' privacy and confidentiality, work as members of a support team and are committed to providing quality support and educational services for every student regardless of their circumstances.

Guidance Officer

The Guidance Officer identifies factors that can interfere or disrupt effective learning, wellbeing and development of the young person. They may plan, or assist in planning interventions or programs that can help students achieve positive outcomes. The Guidance Officer may help with personal and social development, mental health, behavioural issues, personal crisis and educational and career pathways.

School Chaplain

The School Chaplain's role is to promote social, emotional and spiritual wellbeing in the school community through role modelling, mentoring and structured programs. Students can approach school chaplains for support across a broad range of personal, family, friendship and school issues. Chaplains respond to day-to-day issues that students face and provide them with a listening ear and a caring presence.

School Based Youth Health Nurse

The SBYHN service is delivered in partnership with the QLD Government to address the health and wellbeing of students. They provide individual health consultations covering a broad range of issues including, and not limited to: healthy eating and exercise, relationships, growth and development, sexual health, risk taking and feelings of sadness and anger.

Youth Support Coordinator

The school's Youth Support Coordinator supports students' wellbeing and Social/Emotional needs through individual counselling, youth support and advocacy, link with Intercept Lutheran Services and implementation of group programs.

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.

If problems or concerns arise parents can access the service by phoning the dental clinic on 5495 2100.

School Immunisation Program

Schools play an invaluable role in looking after the health of their students. Immunisation against a number of diseases is one strategy which contributes to the wellbeing of both the individual and the community as a whole.

School immunisation programs are regarded as a highly efficient and cost effective way to immunise an age group which can otherwise be difficult to reach. Queensland Health acknowledges the important role schools play in helping service providers conduct a vaccination clinic.

Queensland Health's annual School Immunisation Program provides secondary school students in state and non-state schools across Queensland the opportunity to be vaccinated against a range of diseases.

Year 7 students are offered free vaccinations against:

- Human papillomavirus (HPV)
- Diphtheria-tetanus-pertussis (whooping cough)

Year 10 students are offered free vaccination to protect against Meningococcal A,C,W and Y disease.

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
- Student Representative Council

Responsibilities

Each year members of the student leadership team have 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 Day which is held in mid-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.

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. 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

Methods 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 **CANNOT** 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.

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.

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 Tuesday 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 they continue their learning experience with us here at Kilcoy State High School.

School Tuckshop

Students may purchase food and drink at the School Tuckshop run by the Parents and Citizens Association. The tuckshop is open for morning tea and lunch each day. All food and drinks can be pre-order via the Kilcoy SHS Qkr! App. 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 tuckshop 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.ccypcg.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 (emailed), distributed on a monthly 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.

- ✓ ENewsletter (emailed)
- ✓ Parents' and Citizens' Association meetings
- ✓ Various committee meetings
- ✓ Reports
- ✓ Parent/Teacher Interviews
- ✓ Career/Subject Selection Evenings
- ✓ Year 6 to 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 on the Kilcoy SHS Qkr! App 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.