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SCHOOL PROSPECTUS

2017

PRINCIPAL'S WELCOME

I welcome students and parents to Laidley State High School and look forward to working with you to ensure that your student receives a high quality education. Our staff is strongly committed to teaching, supporting and encouraging your student to succeed in all aspects of their learning and to experience a broad range of academic, sporting, cultural, social and community service opportunities. Our focus is on creating a safe, supportive and caring environment and a school culture that emphasises high standards of participation and achievement in all aspects of learning.

A strong partnership between students, parents and the school is extremely important to ensure that your student reaches their full potential. I encourage you to keep well informed and engaged in your students learning and participation at school and to contact the school if you have questions or issues to discuss.

I look forward to seeing your student grow, develop and succeed during their years at our school.

PRINCIPAL'S WELCOME

SCHOOL VISION

"Aspiring Together... A World of Opportunities"

MOTTO

"Strive to Excel"

SCHOOL VALUES

Our school encourages all members of our community to model the following values when interacting with and within our school community.

Ambition is the desire to set worthwhile goals and show determination to achieve these.

Self Belief is recognising your strengths and weaknesses, feeling worthwhile as a human being and having confidence in your ability

Perseverance is doing what needs to be done to the best of your ability, despite the challenges that arise.

Integrity is being honest with yourself and others and being morally and ethically responsible for what you say and do.

Respect is treating others with decency and showing regard for self, others and your environment.

Empathy is understanding, accepting and being considerate towards the feelings, beliefs and perspectives of others.

BEHAVIOUR PRINCIPLES

Our school encourages all members of our community to model the following behaviours when interacting in a range of contexts within our school community. Our school believes that all members of our school community should be explicitly taught how to behave in alignment with these principles and should be encouraged to demonstrate positive behaviours through the provision of positive rewards and recognition and appropriate consequences.

Learning - Acquiring knowledge and skills, and developing the ability to apply those in real life situations.

Respect - Treating self, others and the environment with care and consideration.

Responsibility - Taking ownership of your actions and accepting consequences for your choices

Safety - Acting in ways that protect the wellbeing of yourself, others and property.

CONTACT DETAILS

ADDRESS:	98 Alfred Street, LAIDLEY, 4341
PHONE:	(07) 5466 8922
FAX:	(07) 5466 8934
EMAIL:	admin@laidleyshs.eq.edu.au
WEB:	www.laidleyshs.eq.edu.au
OFFICE HOURS:	8.00 am – 4.00 pm daily

KEY DATES - 2017

TERM 1		TERM 2	
Student Free Day	Thursday, 19/01/2017	School Commences	Tuesday, 18/04/2017
Student Free Day	Friday, 20/01/2017	Anzac Day Public Holiday	Tuesday, 25/04/2017
School Commences	Monday, 23/01/2017	Labour Day Public Holiday	Monday, 01/05/2017
Australia Day Holiday	Thursday, 26/01/2017	Final Day - Term 2	Friday, 23/06/2017
Final Day - Term 1	Friday, 31/03/2017		
Easter School Holidays	Monday, 03/04/2017 – Monday, 17/04/2017	June School Holidays	Monday, 26/06/2017 - Friday, 07/07/2017
TERM 3		TERM 4	
School Commences	Monday, 10/07/2017	Queen's Birthday Holiday	Monday, 02/10/2017
Show Holiday	Monday, 14/08/2017	School Commences	Tuesday, 03/10/2017
Final Day - Term 3	Friday, 15/09/2017	Student Free Day	Monday, 16/10/2017
September Holidays	Monday, 18/09/2017 – Friday, 29/09/2017		
		Final Day - Year 12	Friday, 17/11/2017
		Final Day - Year 10 & 11	Friday, 24/11/2017
		Final Day - Year 7, 8 & 9	Friday, 08/12/2017

STAFF DIRECTORY

PRINCIPAL

MICHAEL CLARKSON

DEPUTY PRINCIPALS

KERRIE SELLARS

KYM CROSBY

ANTHONY PICKETT

HEADS OF DEPARTMENT

	<i>Faculty Responsibility</i>	<i>School Program Responsibility</i>
JONI CAMERON	English, LOTE	Literacy
TODD ROBSON	Science, Agriculture	School Technology
MICHELE TEITZEL	Technology (Industrial Design & Technology, Business, and Information Technology)	Vocational Education
TONI ADAMS	Mathematics	Great Results Guarantee
LARISSA HILL	Health & Physical Education	Senior Schooling, Apprenticeships & Traineeships
ANDREW TARVIT	The Arts	Junior Secondary
KERYN LOUGHMAN	Home Economics	Teacher Development, School Marketing
EMMA SAAL	SOSE	Learning Enhancement

HEAD OF SPECIAL EDUCATION

ANGELA O'TOOLE Special Education Learning Support

BUSINESS SERVICES MANAGER

LISA JOHNSTON

OTHER KEY STAFF

AMANDA LUND	Master Teacher
AMANDA AUSTIN	Guidance Officer
JANINE BARDEN	School Chaplain (employed by Scripture Union on behalf of Laidley SHS)
JUSTINE COULSON	School Health Nurse (employed by Queensland Health)
KERRI KING	School Based Apprenticeships & Traineeships
CAROLYN JACKWITZ	Youth Support Coordinator
MARCELLE MULDOON	Teacher Librarian
KYM CROSBY	Internal Coach – School Wide Positive Behaviour
JACK PORTER	Sports Coordinator (Representative Sport)
AMY HANLON	Sports Coordinator (CISSA Sport)
TYSON CLANCY-JONES	Instrumental Music Teacher
TONI ADAMS	Student Council Coordinator
SUE SCHULTZ & MICHELLE O'TOOLE	Support Teacher (Literacy & Numeracy)
KAREN DAY	Indigenous Community Education Counsellor
GILLIAN FAGAN	P&C Association, Tuckshop and Uniform Shop Convenor
TONI TRUSZ	Indigenous Teacher Aide

STAFF

Laidley State High School has almost 100 staff including the Principal, 3 Deputy Principals, 8 Heads of Department, 1 Head of Special Education Services, 58 Teaching Staff, 1 Teacher-Librarian, 1 Business Services Manager, a part-time Guidance Officer, a part-time Instrumental Music Teacher and over 20 support staff. A number of part-time specialist support staff work at the school including a School Health Nurse, a School Chaplain, a Youth Support Coordinator, and a Senior Schooling Officer.

The information below outlines the roles various staff play to assist students to succeed at school and to respond to the needs and enquiries of parents.

SCHOOL ADMINISTRATION

The **PRINCIPAL** and **DEPUTY PRINCIPALS** coordinate the day to day management of the school and support and supervise the performance of students in their designated Year levels. They work closely with Heads of Department and Year Coordinators to support student learning and development. They are available to discuss the full range of school matters for their designated year levels. Parents should contact the school to make an appointment to discuss any issues.

The **BUSINESS SERVICES MANAGER** oversees the day to day financial and front office operations of the school and coordinates and supervises the duties of all non-teaching staff including teacher aides, administration officers, facilities officers and specialist support staff (ie Scientific and IT Officers). Contact the BSM to discuss all matters relating to the payment of accounts.

CURRICULUM & TEACHING

HEADS OF DEPARTMENTS are responsible for managing the curriculum, assessment and resource needs of their respective faculties. HODs work with **SUBJECT AREA COORDINATORS and TEACHERS** to plan curriculum programs, develop and implement quality assessment tasks and undertake reporting processes within their faculty. HODs monitor student performance standards and support staff to enhance the quality of teaching and learning that occurs within their faculty. **TEACHERS** are responsible for planning, teaching, assessing and reporting on student performance in their specific classes. Any curriculum or classroom issues should initially be discussed with your students teacher or alternatively with the relevant HOD.

SPECIAL EDUCATION STAFF provide individualised case management for all students identified with a disability. This ensures that there is an individual education plan developed in consultation with students and parents that identifies curriculum and social goals, strategies and adjustments required to maximise student learning and development. Parents of students with disabilities should contact their students case manager or the Head of Special Education for assistance.

LEARNING ENHANCEMENT STAFF provide specialised assistance to students identified as having learning difficulties. This assistance takes the form of skill development programs in English and Mathematics and alternative programs for those students who need to develop further Life Skills. Learning Support Teachers (Literacy and Numeracy) provide guidance to classroom teachers to make modifications to their programs so that the individual needs of the students are catered for.

SENIOR SCHOOLING STAFF assist students to access information and participate in external TAFE courses, work placement and school based and full time apprenticeships and traineeships. The coordinator advertises apprenticeship/traineeship opportunities and liaises with students, parents, employers, training organisations and school administration to conduct signups, monitor progress and assist to resolve problems.

STUDENT WELFARE

YEAR COORDINATORS are responsible for supporting the growth and development of their respective year levels. They work closely with **CARE TEACHERS** to advise students of school policy, procedures and expectations, support students to learn how to meet these expectations and assist students to resolve issues or conflict that may arise from time to time. Year Coordinators manage student behaviour levels in association with School Administration.

Year Coordinators and Care Teachers work closely with the school **SUPPORT SERVICES TEAM** to provide targeted group and individualised support to assist students to address issues that are having an impact on their learning or development. These support staff include *Guidance Officer, School Chaplain, School Health Nurse, Youth Support Coordinator and Indigenous Community Education Counsellor*. Individual support staff provide a range of counselling and support services to assist students to develop skills and strategies to manage a variety of educational, career, social, emotional and physical needs and issues. These services are enhanced through partnerships with a variety of other community agencies and

organisations. Referrals are also made to other external health and support agencies where required. Appointments to see Year Coordinators or support services staff can be made through the office.

The **POSITIVE BEHAVIOUR FOR LEARNING TEAM** is responsible for coordinating the schools behaviour processes and behaviour support programs.

EXTRA CURRICULAR

The **SPORTS COORDINATOR** is responsible for the organisation of all sport in the school. Matters relating to sport should be directed to the Sports Master.

The **STUDENT COUNCIL COORDINATOR** supports Student Council members to set goals, manage meetings and conduct activities that benefit the student body and the school.

The **INSTRUMENTAL MUSIC TEACHER** conducts instrumental music lessons and coordinates the school concert band. Matters relating to instrumental music should be directed to the instrumental music teacher or alternatively the Head of Department (The Arts).

SCHOOL FACILITIES

LEARNING AREAS

Laidley SHS has a range of general and specialist facilities that comfortably accommodate over 700 students. All classrooms in the school have access to the internet and school network resources through both wireless and network cabling. Facilities include many general learning classrooms, 3 designated computer rooms, 4 newly renovated science laboratories, agriculture paddocks and sheds, 2 fully equipped industrial workshops, a designated computer graphics room with AutoCad software, 1 senior and 1 junior hospitality kitchen, a dining room and a textiles classroom, 2 designated art classrooms, a pottery kiln, a double drama room, 2 music classrooms, specialist dance classroom, a film & television classroom equipped with laptop computers and editing software, 2 designated SEP classrooms and supervised outdoor safe zone, an undercover sports area, outdoor multi sport courts, a school gym and sports ovals. The school Resource Centre provides students with access to a broad range of books, audio-visual and multimedia resources. An IT Help Desk is located in the resource centre where students can seek assistance with school network and laptop issues.

SCHOOL MULTIPURPOSE PERFORMING ARTS HALL

The schools multi-purpose performing arts and assembly hall was constructed in 2007 using P&C Association funds, a P&C loan from Queensland Treasury Corporation and state and federal government grants. The Clarice Ferrari Hall is named after our school patron who was instrumental in leading the P&C Association to raise funds over a long period of time. The hall provides a comfortable environment for participating in school assemblies, celebration events and theatrical performances.

GROUNDS

The school has an effective grounds care program, which is coordinated by our 2 school facilities officers and supported by the P&C Association. Over the past few years we have greatly improved seating, shade, gardens and paved areas. The school has actively sought grants to improve water efficiency, has installed large water tanks and water saving devices in toilets and installed solar panels to improve power efficiency.

INFORMATION TECHNOLOGY

The school has a fully integrated wireless network that enables school and personal computers to connect to the school network and internet. The school has a Bring Your Own Device (BYOx) Program that started in 2016 to enable each student in Year 8-12 to have a computer device for their learning. Students can bring their own computer (providing that it meets minimum specifications defined by the school) for an annual fee or access one of the schools laptops on a take home basis for an annual fee. An equity scheme is in place to assist families who are experiencing financial difficulties. The school BYOx Program Guide outlines everything that students and families need to know about this scheme.

The school retains 3 well equipped computer rooms and Year 7 classrooms have computers located in each classroom. All staff have access to data projectors and other peripheral devices to support teaching and learning. Some classrooms have electronic whiteboards installed. All of our teaching staff have their own laptop computers and utilise these for curriculum planning, teaching, learning and administration purposes.

LAIDLEY STATE HIGH SCHOOL – DIGITAL FUTURES

Over the last decade teaching and learning has continued to move towards a digital platform allowing teachers and students to connect beyond the classroom. Laidley SHS believes that it is important to learn valuable knowledge and also the skills to help them succeed in the future.

In order for this to occur effectively and equitably Laidley SHS has provided three possible pathways to enable students to be part of our Digital Futures.

1. BYOx (Bring Your Own device)
2. Laidley SHS Laptop Hire Scheme
3. Laidley SHS EQUITY Hire Scheme

In order for students to be part of the Laidley SHS Digital Futures Program, families must fill in and return the **Digital Futures Pathway and Responsible Use Agreement form** (available through the school administration) indicating their preferred pathway. Once the form has been received, the school will issue a license and help the student with the onboarding process for BYOx students or prepare a device for use for Laptop Hire and EQUITY programs and notify the student through the morning notices when it is ready for collection.

For full program information please refer to the Laidley SHS Digital Futures Guidebook located on the school's website (www.laidleyshs.eq.edu.au/facilities/computersandtechnology).

BYOX PROGRAM (\$50 ANNUAL FEE)

Bring Your Own 'x' (BYOx) is a new pathway supporting the delivery of 21st century learning. It is a term used to describe a digital device ownership model where students use their personally-owned laptop devices to access the department's information and communication (ICT) network.

Access to the department's ICT network is provided only if the mobile device meets the department's minimum network and security requirements. A full list of the minimum requirements for devices can be found in the Laidley SHS Digital Futures Guidebook.

Students are responsible for the security, integrity, insurance and maintenance of their personal mobile devices and their private network accounts.

We have chosen to support the implementation of a BYOx model because:

- BYOx recognises the demand for seamless movement between school, work, home and play
- our BYOx program assists students to improve their learning outcomes in a contemporary educational setting
- assisting students to become responsible digital citizens enhances the teaching learning process and achievement of student outcomes as well as the skills and experiences that will prepare them for their future studies and careers.

LAIDLEY SHS LAPTOP HIRE PROGRAM (APPROX. \$250 TO BE CONFIRMED)

As well as supporting students and families to be part of the BYOx pathway, there is also the ability for students to hire one of the school owned laptops. This allows families to utilise the device 24/7 in the classroom and at home to engage students with digital learning but at a reduced cost. The device is able to connect to the school's network for internet access with content filtering, network storage and printing services. While at home the device is able to be connected to the home network where it can access personal networks, internet and printing devices.

While the device is hired to the student it is important to understand that it is their responsibility and as such, any damages incurred will result in the student being invoiced for the cost of repairs.

LAIDLEY SHS EQUITY HIRE PROGRAM (\$50 ANNUAL FEE)

The Laidley SHS EQUITY Hire Program allows families who may be experiencing financial difficulties the ability to work with the school to provide devices for their student/s. The EQUITY Hire Program provides students to the same device and access as the Laidley SHS Laptop Hire Program but at a reduced cost. In order to be considered for the EQUITY program families will be required to fill in an EQUITY Hire Program form along with the Digital Futures Pathway and Responsible Use Agreement form and submit both forms to the school administration along with supporting documentation. The School's BYOx team make a decision regarding the application and once a decision has been made, the school will contact families to notify them of the decision.

It is important to note, that while a device is hired to a student, that it is their responsibility and as such, any damages incurred will result in the students being invoiced the cost of repairs.

CURRICULUM PROGRAMS

ACADEMIC AND VOCATIONAL STUDIES

Students are encouraged to demonstrate a high level of commitment towards their academic studies, including completing class work, homework, assessment and independent study and seeking additional assistance from teachers as required.

Students and parents are supported to make informed career plans and subject choices that meet students' personal interests and individual capabilities. The school prepares students well for their life beyond school including their transition on to further study (eg University or TAFE) and into the world of work (including apprenticeships/traineeships).

Students can choose to focus on attaining a high OP result and/or achieve a range of vocational qualifications and/or prepare for future employment. A vast majority of our students leave our school having achieved an OP, completed a school based traineeship/apprenticeship or other vocational qualifications. Our work placement programs, provided with the strong support of local employers, prepare students well for their entry into the workforce. All students in Years 10, 11 & 12 are supported and encouraged to earn a Queensland Certificate of Education.

It is critical that students plan their future career aspirations, make appropriate subject and course selections and commit to achieving to the best of their ability. After 13 years of schooling, students should have worked hard to be well prepared for future education, training or employment opportunities.

Students and parents have access to Education Queensland's OneSchool (<https://oslp.eq.edu.au>) where they can view details about their report cards and attendance records, undertake academic progress reviews and develop career plans. Students need to log in using their school internet username and password.

PERSONAL AND CAREER DEVELOPMENT

Students participate in a comprehensive range of career and personal development programs at school to ensure that they develop meaningful and achievable life and career goals and develop the capacity to function as a socially responsible and productive citizen. All year levels participate in a Personal and Career Development Program of 2 x 70 minute lessons per week where there is a focus on developing student knowledge, skills and application of:

- Career and S.E.T. (Senior Education and Training) Planning
- Literacy and Study Skills
- Relationships and Personal Development
- Alcohol, Drug and Sexuality
- Leadership Development
- Explicit School Expectations

STUDENTS WITH DISABILITIES AND SPECIAL LEARNING NEEDS

Students with a disability will be profiled through the Education Adjustment Process and have an Individual Education Plan (IEP) developed in consultation with the special education teachers, teacher aides, parents and the students. IEPs are reviewed with parents and students every 6 months. The school believes in supported integration with teachers working to meet the individual abilities, needs and goals of each student. The school curriculum is modified to meet the individual needs of students and transition programs assist students to prepare for an independent life beyond school.

The school utilises a Co-Teaching Model in approximately 40% of Year 7, 8 & 9 Maths, English and Science classes to provide greater support for students needing additional assistance with their learning. This strategy is showing strong improvements in student learning outcomes over the past 2 years. Students with learning difficulties are supported through appropriate placement in co-teaching classes, modification of work, assistance by teacher aides and additional targeted programs. Teachers are supported to modify lesson content and further develop strategies for these students.

Special Literacy and Numeracy Intervention classes are also conducted for Year 7, 8 and 9 students to support them to catch up on concepts and skills they have not developed fully during their Primary school years. With parental approval, students will not participate in LOTE or another subject so that they are able to participate in these classes.

In addition, the Learning Enhancement Team is also supporting a small number of students in the Junior school with short cycle intervention to fix conceptual gaps or misunderstandings in Literacy and Numeracy. Students participate in 20 minute sessions of learning 3 times per week until the concept has been taught and reinforced sufficiently to allow independent success.

ASPIRE AWARDS PROGRAM – CELEBRATING STUDENT EFFORT AND PERFORMANCE

From the start of 2015, our school will formally recognise student performance and improvement in the areas of Attendance, Learning Engagement (Effort and Behaviour) and Achievement at the end of each term. Students will strive to achieve ASPIRE Certificates (Bronze, Silver and Gold) for meeting the required performance criteria during each term and ASPIRE Medallions (Silver, Gold and Platinum) for demonstrating consistently strong performance in an area over an extended period of time.

Attendance performance is measured using school daily attendance data from OneSchool. Learning Engagement is calculated as a Grade Point Average (GPA) using the Effort and Behaviour ratings for all subjects listed on end of term report cards. Achievement is also calculated as a GPA for all subjects listed on end of term report cards (except Personal and Career Development and Vocational Education subjects). A Grade Point Average (GPA) is calculated by converting each letter/word result e.g. Excellent, Satisfactory or 'B' etc. into a 5 point numerical scale then calculating the average of these scores.

All certificates and medallions for a term (except for Platinum medallions) are presented at ASPIRE Award ceremonies early in the following term. Parents/guardians will be invited to attend these ASPIRE Award ceremonies. Platinum medallions are presented at the Annual Awards Night to Year 9 and Year 12 students only for demonstrating a consistently high level of performance throughout the Junior Secondary and Senior Secondary phases of learning.

The table below shows the criteria that students must meet to receive various certificates and medallions. A more comprehensive ASPIRE Awards program guide highlighting all rules and conditions will be published on the school website later during term 2. Students will be provided a printout each term that shows current and historical attendance % and GPA calculations as well as previous ASPIRE certificates and medallions received.

AWARD TYPE	RECOGNISING	ATTENDANCE	LEARNING ENGAGEMENT	ACHIEVEMENT
BRONZE CERTIFICATE	Improvement compared to previous 2 terms	Minimum 80% attendance with Improvement of 15%	Minimum GPA of 3.0 with improvement of 0.7 GPA points	Minimum GPA of 3.0 with improvement of 0.7 GPA points
SILVER CERTIFICATE	High Level of Performance	97%	GPA of 4.5	GPA of 4.0
GOLD CERTIFICATE	Excellent Performance	100%	GPA of 4.9	GPA of 4.5
SILVER MEDALLION	Consistent High Performance	A Silver or Gold certificate in four (4) consecutive terms in an award category. Once achieved, students start working towards their next Silver medallion in that award category.		
GOLD MEDALLIONS	Consistent Excellence	A Gold certificate in four (4) consecutive terms in an award category. Once achieved, students start working towards their next Silver/Gold medallion in that award category.		
PLATINUM MEDALLION	Consistent High Performance during a Phase of Learning	A Silver or Gold certificate in all terms except one (1) in an award category during the Junior Secondary or Senior Secondary phase of learning. To be eligible, students must be enrolled for a minimum of 6 school terms during a phase of learning.		

SUBJECTS CHOICES – JUNIOR SECONDARY

In 2016, the school implemented the Australian Curriculum in Year 7, 8 and 9 Maths, English, Science, History, Geography, Health and Physical Education and the Arts learning areas. The school will access and modify Education Queensland's *Curriculum to the Classroom (C2C)* unit plans and lesson materials where required to deliver the Australian Curriculum and meet the needs of our learners. Programs in all other Key Learning Areas are developed from accredited Queensland Studies Authority syllabi.

YEAR 7 and 8

Students in Year 7 study six compulsory subjects plus a term of each additional eight elective Arts/Technology subjects as outlined in the table below. Some students are offered exemptions from LOTE based on their performance in Year 5 NAPLAN tests. These students will undertake additional Literacy and Numeracy classes. All students also study a Personal and Career Development course. For further detailed information concerning subjects, consult the Year 7 and Year 8 Subject Selection Booklets. To align with Education Queensland recommended time allocations, Year 7 students will spend a significant amount of time in the core areas of English and Mathematics to ensure that they master essential literacy and numeracy skills required for successful completion of secondary education.

YEAR 9

Students in Year 9 study six compulsory subjects and choose an additional three elective subjects from the Arts, LOTE and Technology areas. All students also study a Personal and Career Development course. For further detailed information concerning subjects, consult the Year 9 Subject Selection Booklet.

	Compulsory Studies	Elective Studies
Year 7 and Year 8	<ul style="list-style-type: none"> Mathematics English Science Studies of Society & Environment (History, Geography, Civics & Citizenship) Personal & Career Development Plus the following subjects for 1 semester each: <ul style="list-style-type: none"> LOTE (German or Japanese) or Literacy Health & Physical Education 	<ul style="list-style-type: none"> Business Studies Dance Drama Home Economics Industrial Technology & Design Media Arts Music Visual Art Each elective is completed for 1 term during Year 7 or Year 8.
Year 9	<ul style="list-style-type: none"> Mathematics English Science Personal & Career Development Plus the following subjects for 1 semester each: <ul style="list-style-type: none"> Studies of Society & Environment (History, Geography, Civics & Citizenship) Health & Physical Education 	Selection of 3 subjects from: <ul style="list-style-type: none"> Art, Music, Drama, Dance, Media Studies Industrial Technology & Design, Graphics, Home Economics, Food Studies, Business Studies, Computer Education, STEM German Health & Physical Education Extension

SUBJECT CHOICES - SENIOR SECONDARY

YEAR 10

In 2016, the school implemented the Australian Curriculum in Year 10 Maths, English, Science, History, Geography, Health and Physical Education and the Arts learning areas. As with Year 7, 8 & 9, the school will access and modify Education Queensland's *Curriculum to the Classroom* (C2C) unit plans and lesson materials to deliver the Australian Curriculum and meet the needs of our learners where required. Programs in all other Key Learning Areas are developed based on accredited Queensland Studies Authority syllabi and/or Year 10 Guidelines.

For further detailed information concerning subjects, consult the Year 10 Subject Selection Booklet.

	Compulsory Studies	Elective Studies
Year 10	<ul style="list-style-type: none"> Mathematics English Science Personal & Career Development Plus the following subjects for 1 semester each: <ul style="list-style-type: none"> Studies of Society & Environment (History, Geography, Civics & Citizenship) Health & Physical Education 	Selection of 3 subjects from: <ul style="list-style-type: none"> Art, Music, Drama, Dance, Media Studies Industrial Technology & Design, Graphics, Home Economics, Food Studies, Certificate I in Information Digital Media and Technology, Certificate I in Business, STEM German Agricultural Studies Health & Physical Education Extension

YEAR 11 & 12

Students entering Years 11 & 12 have access to a broad range of academic and vocational subjects delivered onsite and in partnership with other schools and Registered Training Organisations. Students choose six subjects from the list of Authority and Authority Registered subjects and nationally recognised vocational education courses as outlined in the table below.

Students also have access to a range of work preparation programs including industry placement, School Based Apprenticeships or Traineeships and TAFE courses. There is flexibility to enable students to build an individual education program to achieve their personal goals. The senior school subject selection booklet outlines details about each of the available subjects.

ACADEMIC PATHWAYS – Students focussed on a University pathway are required to choose a minimum of five Authority subjects. It is recommended that students choose six Authority subjects to maximise their chance of gaining a strong OP, however it is possible to choose five Authority subjects and one other Authority Registered subjects or VET Course. OP eligible students should minimise disruptions to classes resulting from enrolment in offsite courses and School based Apprenticeships and Traineeships.

VOCATIONAL PATHWAYS – Students focussed on progressing to work or other vocational education pathways are required to choose a combination of Authority Registered subjects, VET courses and/or a School Based Traineeships/Apprenticeship. The school will allow students to drop one subject where external studies are being undertaken and where students can demonstrate a need to do so. Students are allowed to choose Authority subjects, however pre-requisites must be met to be eligible to select these subjects.

SUBJECTS AND COURSES OFFERED AT SCHOOL

	Authority Subjects	Authority Registered & Vocational Education Subjects
Year 11 & 12	Accounting Agricultural Science Ancient History Biology Business Communication & Technologies Chemistry Drama English Film, Television & New Media Graphics Hospitality Studies Legal Studies Mathematics A Mathematics B Music Physical Education Physics Visual Art	Dance in Practice Early Childhood Studies English Communication Furnishing Skills Prevocational Maths Recreation Visual Art in Practice Certificate II in Business Certificate III in Business** Certificate III in Fitness** Certificate II in Hospitality Certificate II in Information, Digital Media and Technology Certificate II in Music Certificate II in Skills for Work and Vocational Pathways Certificate III in Sport and Recreation** <i>** Delivered in partnership with other Registered Training Organisations.</i> Other Subjects Personal and Career Development

SUBJECTS/COURSES OFFERED THROUGH OTHER LEARNING PROVIDERS

Students in Years 10, 11 and 12 have access to participate in a range of vocational and other courses provided at partner organisations such as universities, Brisbane School of Distance Education, TAFE South West Queensland and Gatton University V-TEC Centre. Limited places are generally available and transport and course costs are involved. Registrations are accepted at specific times of the year and students must respond promptly to take advantage of these opportunities when they are advertised. The school Guidance Officer, Senior Schooling Head of Department and School Based Apprenticeship and Traineeship Coordinator can provide details of courses available and information regarding course registration. Some enrolment restrictions apply and changes to course offerings may occur at the discretion of the learning provider.

OPENING PATHWAYS TO ALTERNATE LEARNING (OPAL) PROGRAM

Students who are at risk of not successfully completing their education are invited to participate in the Opening Pathways to Alternate Learning (OPAL) program. This is a special course where Year 10, 11 and 12 students work at school Mondays to Wednesdays and on Thursdays and Fridays work at the Youth Centre to complete a variety of VET Certificates. This program allows students who are struggling with full time school to participate in a flexible pathway so that they can stay engaged in learning and still obtain their QCE.

OTHER RELEVANT INFORMATION

Senior Education and Training (SET) Plans: During Year 10, students develop their Senior Education and Training Plan through consultation with their parents and the school. A SET plan conference is held in August for Year 10 students to confirm education plans and make decisions regarding subject and course choices for Year 11 & 12. SET plans and progress is reviewed on an ongoing basis during Year 11 and 12 to ensure that students remain on track to successfully complete their senior studies and obtain their QCE.

Students can update their SET plan, review their recent report cards, reflect on their strategies for success and improvement and view attendance information by logging onto their school OneSchool account at <http://oslp.eq.edu.au> using your school username and password.

Queensland Studies Authority Learning Account: Students can log onto their personal QSA learning account at www.studentconnect.qsa.qld.edu.au to monitor their senior subject and course enrolments and track progress towards a Queensland Certificate of Education. The school automatically sets up a learning account for all students in Year 10 and issues students with a LUI (10 digit learning account identifier) and password. The school supports students to access their learning account during Personal and Career Development classes.

Work Placement: Students can participate in Work Placement to gain essential employability skills in various work settings and career choices. Work placements are organised by our Work Placement Officer.

School Based Apprenticeship/Traineeships: Students can enrol in a School Based Apprenticeship or Traineeship which involves undertaking paid work with a host employer and undertaking vocational studies through a registered training organisation (eg TAFE). Both full time and school based Apprenticeships and Traineeships are regularly advertised through school notices. Students, parents and employers can contact our School Based Apprenticeship and Traineeship Coordinator for more information.

EXTRA CURRICULUM PROGRAMS

SPORT

The school has a very strong participation and performance record in school sport. All students in Year 7-10 study compulsory Health and Physical Education and Senior students have access to academic and vocational physical education subjects. The school gym is open before school on a regular basis for student and staff use under the supervision of Physical Education staff.

Students can participate in interhouse and interschool sporting activities. The School Sports Coordinator can assist students to take advantage of the variety of sporting opportunities available within our school.

SCHOOL SPORT

Interhouse and interschool competitions are held in Swimming, Athletics, and Cross Country each year. Students are assigned to sports houses according to the letter which begins their surname.

BOOMORI (A – G) LALLIRA (H – O) WUNDURRA (P – Z)

INTERSCHOOL SPORT

Interschool sports competitions are held within the Combined Ipswich sports area through the CISSSA competition. School teams that are successful in winning their CISSSA competition progress onto the SEQ Metropolitan finals. A variety of our school teams have won CISSSA Premierships and qualified for the Metropolitan finals in recent years. Our Open Squash team won the Metropolitan finals in 2012.

Friendly games are played against other schools in some sports and our sports teams train regularly and compete in various sporting competitions. Year 7 and 8 students compete in a variety of sports against other Secondary school teams at separate Cluster days each year.

REPRESENTATIVE SPORT

District sports trials are held in a wide variety of sports and District Swimming, Athletics, and Cross Country carnivals are held each year. Each year many students are selected to represent the District at Regional carnivals and some are selected in Regional teams to compete at State Championships. Laidley SHS performs particularly well in Athletics and has won the District Athletics Carnival in recent years. A number of staff are also selected to coach or manage Metropolitan West Regional sporting teams at State Championships each year.

CAMPS AND EXCURSIONS

Students have opportunities to participate in a variety of camps and excursions as a part of their curricular and extracurricular programs. Excursions are an important aspect of the school learning program as they enable students to learn about real life concepts through firsthand experience and apply their classroom learning to real world situations. To attend camps and excursions, or to represent the school in an event, students must be on Level 1, 2 or 3 of the school behaviour level system. Students on Level 4 can approach the school administration for special permission to participate.

INSTRUMENTAL MUSIC AND CONCERT BAND

Our instrumental music teacher is based at our school 1½ days per week. All students are welcome to participate in the school instrumental music program to enhance their musical skills and be involved with our school concert band. The band practices regularly and performs at a variety of school and community events. We have some instruments available for hire.

PERFORMING ARTS

The school has a rapidly developing Arts program where students have opportunities to participate in a variety of classroom based and extracurricular art, music, dance, drama and media activities. This has been further enhanced with the use of the performing arts hall, new dance and media classrooms and the introduction of Dance and Film and TV subjects in the junior and senior school.

A Cultural Expo/Variety Concert is held each year where students showcase their talents through song, music, dance, drama and art. The Senior Drama and Hospitality students also conduct a Theatre Restaurant each year as a part of their course work.

STUDENT LEADERSHIP OPPORTUNITIES

Students can be elected to a range of leadership positions in the Junior school and Senior school including Care Captain, Student Councillor, Sports House Captain, Debating, Band, Performing Arts Captain, Indigenous Captains, Student Council Executive and Committee Chairperson as well as School Captain/Vice Captain. Students must meet the behaviour level eligibility requirements as outlined in the school's *Responsible Behaviour Plan for Students*.

The school behaviour level system and the Personal and Career Development program both support student leadership development.

OTHER EXTRA CURRICULAR ACTIVITIES

Students participate in a wide variety of extracurricular activities and events throughout the year. Students should listen carefully to the student notices and act promptly to take advantage of these opportunities.

CLASSWORK, ASSESSMENT AND REPORTING

ASSESSMENT

ASSESSMENT POLICY

Students are expected to complete all assessment for each subject they are studying. The student diary and school internet site outlines the current school assessment policy. This policy outlines expectations and requirements of students relating to the successful completion of assessment. Students (and parents) should become familiar with the contents of this policy and ensure that they comply with it. Students who do not complete assessment or submit it late may not receive credit for their work. This may have a negative impact on their report cards, OP eligibility, OP score and QCE and VET Certificates.

ASSESSMENT CALENDARS

Individual Assessment Calendars are distributed to each student at the beginning of each semester. Assessment calendars assist students to plan their study time and commitments. They also enable parents to support and encourage their student to successfully complete all assessment. A copy is also available on the school website.

ASSESSMENT EXTENSIONS

Students may apply for an extension by completing the appropriate form available from the office and discussing the reasons for the extension with the class teacher and Head of Department. Extension applications should be submitted well in advance of the due date and be accompanied by a letter from parents or a doctor's certificate. HODs or School Administrators make decisions regarding the granting of extensions.

REPORTING

Term Reports are distributed in envelopes to students on the last day of each term. The Semester 2 Report will be mailed out for all year levels on the last day of the school year.

PARENT TEACHER INTERVIEWS

Parents have an opportunity to discuss their student's progress by attending parent teacher interview evenings. These occur early in Terms 2 and 3 following the issuing of reports. Parents are also able to contact the school at any time to make an appointment to discuss issues with classroom teachers or school administration.

HOMEWORK

Homework is an integral part of any study program. It is expected, and indeed essential, that students do some form of home study if they wish to succeed in their secondary education. Prescribed homework is not set in every subject every night, but the industrious student will endeavour to review work done in class during the day. Frequent reading of class notes, books, articles and other source materials is necessary throughout the year.

Students achieve success at varying rates. However a suggested study time allocation is as follows:

Years 7 to 9	1 - 1½ hours per night
Years 10 to 12	2 - 3 hours per night

BEHAVIOUR MANAGEMENT

The Laidley State High School's *Responsible Behaviour Plan for Students* outlines the range of strategies and processes utilised within the school to create a supportive school environment to support students to build strong character and demonstrate positive behaviours.

Our school is entrusted by our community to develop socially responsible citizens who become productive and actively engaged members of our local community and society. Our school takes this responsibility very seriously. We recognise that our school's role is to both respond to community standards and expectations and demonstrate community leadership in shaping these. Our school insists on a high standard of socially responsible and acceptable standards of behaviour being maintained.

The *Responsible Behaviour Plan for Students* is provided to parents upon enrolment and is available on the school website and from the school office. The plan outlines our school values and beliefs, the rights and responsibilities of students, teachers and parents and a range of proactive strategies for whole of school behaviour support, targeted behaviour support and intensive behaviour support. It is accompanied by the school Responsible Behaviour Guidelines that outlines the operating guidelines of the various behaviour management processes within the school including those briefly outlined below.

SCHOOL BEHAVIOUR LEVEL SYSTEM

The school behaviour level system provides a 5 level framework for students to understand and manage their personal behaviours by outlining consequences for appropriate and inappropriate behaviour as well as participation in school activities.

Newly enrolled students are placed on Level 3 upon enrolment and are able to apply to move to Level 2 after they have been at school for 1 full term. Students can apply to move up behaviour levels by completing a level change application form and submitting it to their respective Year Coordinator. School administrators and Year Coordinators make decisions about behaviour level changes through consultation with teachers. Decisions regarding downward movements in behaviour levels are made as a result of inappropriate behaviour and/or a students' inability to meet the required behaviour standards. A table outlining the 5 behaviour levels and associated rewards and consequences is published in the student diary every year.

SUSPENSION, EXCLUSION AND CANCELLATION OF ENROLMENT

Students who repeatedly do not comply with the Responsible Behaviour Plan or who commit serious breaches of this plan may face suspension, exclusion or cancellation of enrolment under the provisions of the *Education (General Provisions) Act 2006*. These consequences are necessary to set and reinforce a high standard of student behaviour in the school.

SUSPENSION

Students may be suspended for between 1 and 20 days depending upon the nature and seriousness of the behaviour/s. Decisions regarding short suspension (1-5 days) are made by the Deputy Principals or Principal and decisions regarding long suspension (6-20 days) are made by the Principal. The school will arrange work to be provided to the student during their suspension and/or offer access to an alternative program of instruction where available. For long suspensions, a student may appeal against the decision to the Principal's supervisor.

EXCLUSION

Students may be excluded from a State school in which they are enrolled or from certain State schools for up to one year or permanently. Decisions regarding exclusion are made by the Principal. The Principal would propose to exclude a student (with a period of 20 days suspension) if it is deemed that the student's disobedience, misconduct or other conduct is so serious that suspension of the student from the school or schools is inadequate to deal with the behaviour. The student and parents are provided with an opportunity to provide a submission prior to the Principal making a decision regarding the exclusion. The school will arrange work to be provided to the student during their suspension and/or offer access to an alternative program of instruction where available. A student may appeal against the decision to the Principal's supervisor.

BEHAVIOUR IMPROVEMENT CONDITIONS

The *Education (General Provisions) Act 2006* enables a student to be excluded from a State School in which the student is enrolled if the student contravenes a behaviour improvement condition imposed by the Principal. The Principal may issue a notice to a student outlining a behaviour improvement condition that addresses the challenging behaviours being exhibited by the student. The Principal will write to the student and parents outlining the details of the behaviour improvement condition with which the student must comply. Students are able to appeal against behaviour improvement condition decisions to the Principal's supervisor within 5 days of being given the notice.

CANCELLATION OF ENROLMENT

The *Education (General Provisions) Act 2006* enables the enrolment of a student who is of more than compulsory school age (ie turned 16 years of age or completed Year 10) to be cancelled on the grounds that the student's behaviour reflects a refusal to participate in the educational program provided at the school. The school will use a range of monitoring strategies to monitor Year 11 and 12 students' participation in the educational program. Where concerns exist regarding a student's behaviour and participation, students and parents will be informed in writing. Opportunities will be provided for students and parents to discuss and address the behaviour concerns prior to a cancellation of enrolment being applied.

ANTI BULLYING POLICY

Bullying is a repeated violence, harassment or intimidation, of either a physical or psychological nature, conducted by an individual or a group and directed against an individual or group who may or may not have the strategies to cope with the situation. Every member of the school community has the right to attend school and enjoy their learning and leisure time free from bullying and harassment. Our aim is to ensure that all students and staff are able to participate and work in a socially just environment, free from pain, humiliation and fear. Our school community will not tolerate bullying or harassment of any kind. All students are encouraged to support each other, in particular students who are the victims of bullying, by immediately reporting instances of bullying. The school will deal severely with students who persist in bullying.

Strategies for preventing, managing and reporting bullying are included for students in the school diary and published on the school website.

STYMIE BULLYING REPORTING SYSTEM



STYMIE is a 24/7 web based bullying reporting system for students to anonymously report bullying toward themselves or others. STYMIE focusses on the role of the bystander by empowering them to stand up against bullying behaviour without having to get personally involved. Bystanders report the victim of the bullying and any information about the incident that they have witnessed. Victims benefit when they realise that someone cared enough about them to report the bullying behaviour. The school administration has a greater capacity to investigate and intervene as more students report bullying behaviour when they can do so anonymously. Students are able to attach evidence such as posts from social media.

WORKING TO STYMIE THE CYCLE OF TEENAGE BULLYING AND HARM

stymie.com.au encourages you to support your peers by making anonymous notifications through their site. These notifications will be about other students who you see being bullied or experiencing harm at Laidley State High School. The notifications can include evidence such as screen shots of Facebook conversations or text messages and are automatically forwarded to the appropriate adult at Laidley High. The first conversation we have, will be with the student who is experiencing harm - they will know they are not alone.

Laidley High is committed to supporting all of you in being able to make positive choices about bullying and harm in our community. Please use it. Use it responsibly and thoughtfully and know that you can make a difference.

More information can be found at www.stymie.com.au and www.facebook.com/stymieau. If you need to talk to someone you can call Kids Helpline on 1800 55 1800 or go to www.kidshelp.com.au

PBS TICKET REWARD SYSTEM

1. Always bring your diary to class.
2. Teachers will stamp your *ASPIRE* Tickets in your diary when you have been recognised as demonstrating one or more of the positive behaviour principles (listed on page VI).
3. When you have four stamps in a row, a teacher can sign the back of your PBS ticket in your diary.
4. Write your name on the back and cut out the ticket from your PBS Ticket page and place in the PBS Year level box in the Library to go into the prize draw.

HANDS OFF AND DAYLIGHT RULE PROCEDURES

A hands off policy applies to all situations. Students are required to keep their hands off other people and their property and respect the rights of others to attend school feeling safe and free from harassment and intimidation. Any behaviour that risks the safety of self or others is prohibited. Students must ensure that there is daylight between themselves and other people. Hugging, holding hands and kissing another person is not appropriate at school.

SMOKE FREE POLICY

Queensland Government regulations state that there is to be no smoking on Government premises. This applies to both staff and students. Students are not permitted to smoke while travelling to and from school, within school buildings, in the school grounds or while attending any school activity. Students are not permitted to have cigarettes, tobacco, matches or lighters in their possession, in their bags or in their lockers.

ANTI DRUGS POLICY

Laidley SHS strongly condemns the use of illegal drugs and dangerous substances and will take a strong stance, including lengthy suspension and/or exclusion, against anybody introducing these elements into our school.

INFORMATION TECHNOLOGY POLICY

The Internet, email and computer technology resources in the school are provided to enhance teaching and learning and enable students to undertake research, class work and assessment tasks. Students are responsible for using equipment and resources appropriately and within the policies and procedures of the school and Education Queensland. Each year, students and parents sign an information technology agreement that defines student responsibilities and school rules regarding the use of information technology. Upon signing this agreement, all students are issued with a network username and password to enable them access to the school technology resources. Students are issued with an internet and email username and password and have a printing account opened upon payment of school fees.

MOBILE PHONE AND OTHER ELECTRONIC DEVICES POLICY

It is recognised that students may require a mobile phone for communication and safety purposes in travelling to and from school and students are expected to act responsibly when using mobile and electronic devices as they can be disruptive to their learning environment. Laidley State High school endeavours to offer a safe learning environment for all students.

Students are able to bring mobile phones to school provided that the following conditions are met:

- Students are required to have their mobile phones switched off and out of sight during class and can only use their mobile phones before/after school and during first and second breaks if required.
- Under no circumstances is a student to take a photo or video of another student/s, staff member, event or facility at school without the express permission of the supervising teacher or the school Principal.
- No recording or photographing is permitted and students who misuse mobile phones or any electronic devices on school grounds will have these devices confiscated by the teacher. Students may collect the phone from the office after school at 3pm.
- Where a student repeatedly misuses a mobile phone in or outside of the classroom the matter will be treated as a breach and will result in disciplinary action.
- Mobile phones should not be brought to school unless absolutely necessary. To avoid the likelihood of theft, phones should always be kept on a student and not left unsupervised in bags.
- Students' phones must not contain any information or images that would be deemed to be inappropriate by the school e.g. sexual images, drug references etc.
- Students must not distribute any photo or video images to other students. If they receive any of this material from another student, they are required to notify the school immediately and delete the image/s.
- Students must follow the Laidley High School principles: Respect, Responsibility, Learning and Safety at all times when using mobile phones and other electronic devices.

Other electronic devices such as personal digital assistants (PDAs), iPods, MP3 players, other mini sound systems and pagers should not be brought to school unless they are required as a part of curriculum activities. Where a student needs to use these items for a specific learning purpose, special permission should be obtained from the class teacher and the student must ensure that the device is only used for the learning purpose that approval has been granted for.

Laptop computers, iPads, mobile phones and other electronic devices are brought to school at students' risk. No liability will be accepted by the school in the event of loss, theft or damage of any device unless it can be proved that the loss, theft or damage resulted from the school's negligence. Students should store their devices in a safe and secure location when not on their person. Students can hand their device into the office for safe keeping.

Further information regarding the acceptable use of mobile phones and other electronic devices and consequences for non-compliance can be found in student diaries and on the school website. These rules and consequences are necessary to provide all students and staff with a safe and supportive learning environment free from bullying and harassment and to ensure that the school can maintain a focus on learning and a positive school reputation in our community.

PARENTS AND CITIZENS ASSOCIATION

The Parents and Citizens Association is active at the school and is involved in such things as setting uniform policy, providing feedback on school policy matters, approving annual strategic and operational plans, budgeting, student welfare, canteen and some fundraising. Meetings are held on the first Wednesday of each month commencing at 5:30pm in the Administration Block. Parents are encouraged to become active members of the P&C Association and to support the various P&C activities at the school.

P&C Association members have devoted considerable time to fundraising for the school hall that has been constructed in 2007.

SCHOOL OPERATIONAL MATTERS

ABSENCES

Parents are required to advise the school of the reasons for their student's absence. This can be done by contacting the office by phone on the day of the absence, **replying to the SMS** sent to parents by the school or writing a note in their student's diary and sending it to school with their student on their first day back at school. Attendance is a critical factor in students achieving success at school. Explanation of student absences is required by the school. A medical certificate is necessary for a lengthy absence, or any time longer than 3 days.

BIKE & SCOOTER RACKS

Bike racks are located at the back of J Block for student use. Students are responsible for the required use of a bike chain to secure their bikes against theft. Bike racks are out of bounds during school hours. Scooter racks are located at the administration building near the student entrance door.

BUS TRANSPORT

Many students travel to school by bus. To access free bus travel you must fill out a transport form available through the bus drivers or the Department of Transport. Contact the bus company for details about bus routes and other related issues. Students are required to abide by Queensland Transport's *School Transport Code of Conduct* when travelling on the school bus. Inappropriate behaviour on the school bus may result in consequences from the school and suspension from travelling on the bus for a period of time. Further information regarding school transport can be found at:

<http://www.transport.qld.gov.au/qt/PubTrans.nsf/index/asssthme>

Contact details for bus companies:

ZISCHKE'S BUS SERVICE: (Summerholm, Regency Downs, Plainland, Hatton Vale, Kensington Grove, Glenore Grove)	TELEPHONE: 5465 6519	FACSIMILE: 5465 6322
GATTON BUS SERVICE: (Blenheim, Forest Hill, Lakes Estate)	TELEPHONE: 5462 1088	FACSIMILE: 5462 4734
BUS QLD LOCKYER VALLEY: (Grandchester, The Range, Town service, Thornton, Mulgowie)	TELEPHONE: 5465 1797	FACSIMILE: 5465 1797

CANTEEN

The school canteen is open every day for the convenience of students. The school complies with the *Healthy Food and Drink Supply Strategy for Queensland Schools*. Our school recognises the important role diet and exercise plays in fostering concentration and appropriate behaviour and minimising childhood obesity within our school community and society. Parents are encouraged and welcome to volunteer their time to help with food preparation and service. The P&C canteen coordinator needs volunteers to assist on a daily basis. Please contact the school if you are able to join the canteen roster or assist on a casual basis. Canteen profits are a major source of fundraising for the P&C Association. Profits are used to enhance school facilities and improve student learning.

COMPULSORY SCHOOLING REQUIREMENTS

From the start of 2006, the *Youth Participation in Education and Training Act 2003* requires young people to stay engaged in learning or earning beyond Year 10. This law is to ensure that all young people are given every opportunity to prepare themselves, through active involvement in education and training, for the world of work and a lifelong contribution to the community.

COMPULSORY SCHOOLING PHASE

From 2006, it is compulsory for young people to stay at school until they finish Year 10 or turn 16.

COMPULSORY PARTICIPATION PHASE

From 2006, it is compulsory that when a young person has finished Year 10 or turned 16, they must then stay in education and training for:

- a further two years, or
- until they have gained a Senior Certificate, or
- until they have gained a Certificate III vocational qualification, or
- until they have turned 17.

Students in this Compulsory Participation Phase may apply for an exemption to undertake paid work for a minimum of 25 hours a week.

Parents/Guardians will be responsible for ensuring that young people participate in this phase, in the same way they are responsible for ensuring that young people participate in the compulsory years of schooling.

DAILY ROUTINE

8.50 AM	WARNING BELL
8.55 AM	CARE MEETING
9.05 - 10:15AM	PERIOD 1
10.15 -11.25 AM	PERIOD 2
11.25 AM	<i>FIRST LUNCH</i>
11.35 AM	DETENTION BELL
12.00 PM	WARNING BELL
12.05 - 1:15PM	PERIOD 3
1.15 PM	<i>SECOND LUNCH</i>
1.40 PM	WARNING BELL
1.45 – 2.55	PERIOD 4
2.55 PM	FINISH

ENROLMENT PROCEDURES

Laidley SHS will process enrolments in accordance with the approved School Enrolment Management Plan (EMP). Students who meet the eligibility criteria are guaranteed enrolment at our school. This includes living within our school catchment area, having a sibling currently attending the school and other criteria as outlined in the school EMP. Students who do not meet this criteria (i.e. live outside the school catchment area) will be managed to ensure that the total current and forecast enrolments do not exceed the school's current capacity and, where applicable, will ensure there is an even spread of students across year levels or class groupings. Information about the EMP and catchment maps can be found on the school website or by contacting the school administration.

Parents or legal guardians who wish to enrol their student at the school as an in-catchment enrolment will need to demonstrate that the student's principal place of residence is within the catchment area. Current proof of residency at the address indicated can be provided by way of one of each of the following:

- One primary source – a current lease agreement, or driver's licence, or unconditional sale agreement, **and**
- One secondary source – a utility bill (e.g. electricity, gas), or rates notice showing this same address and parent's/legal guardian's name

At least one parent/guardian must accompany the student for an enrolment interview with a member of school administration. The school enrolment form and other documentation must be completed upon enrolment.

The following is required for all new enrolments:

1. Completion of Enrolment Form
2. Copies of proof of principal place of residence documentation
3. Copies of previous report cards and NAPLAN test results so that academic standards can be ascertained.
4. Completion of Participation Agreement Form for payment of Student Resource Scheme.

EXCURSIONS

Students will have opportunities to participate in a range of curricular and extracurricular class excursions, camps and events and represent the school in various activities during their time at school. Only students on behaviour levels 1, 2 and 3 are able to participate in non-compulsory excursions and activities. Students on behaviour level 4 may seek special permission to attend from the classroom teacher organising the event, however final decisions regarding all approvals are made by school administration.

Students representing the school or attending excursions are required to wear formal school uniform unless otherwise indicated on the excursion permission forms.

Students must be up to date with payment of all school fees to be eligible to attend non-compulsory excursions. Parents experiencing financial difficulties are encouraged to contact the Principal to negotiate an alternative payment plan to ensure students are able to participate.

INSURANCE

The Department of Education and Training does not have insurance cover for students who are injured at school or during an offsite school activity. Parents may choose to arrange their own injury/accident cover for their children if this is required.

LATE ARRIVAL AND EARLY DEPARTURE FROM SCHOOL

Students who arrive late to school must sign in through the school office and provide a reason for their lateness. A note or phone call from the parent/guardian is required to ensure that the reason is legitimate and that parents/guardians are aware of this occurring. If the parent/guardian does not accompany the student to the office, or provide a note when arriving late, the absence will be entered as “unexplained” until notice is given – this can be advised by return SMS.

Students needing to leave school during the school day must sign out through the office. An appropriate explanation must be provided to the school through either a note or phone call from parents PRIOR to student leaving. The student is to see the Attendance Officer in administration to receive a *Leave Request* (to be signed by the appropriate Deputy Principal). The student is then required to sign out at the office at the arranged time and receive a *Leave Pass*. Students leaving school without signing out through the office will receive consequences for truancy.

LOCKERS

Lockers are now available to hire for \$20 for students in Year 8-12. The lockers are designed to store laptops and other school materials. Students are to bring a lock with two keys to the office. They will then be assigned a locker. Both keys are required to have separate keyrings with the student's name on them. The office will keep one of these keys, so that if the student forgets or loses their key they can access the second key from the office.

MEDICATION

To enable Laidley State High School to assist your student with his/her prescribed medication, a written request from you to administer the medication is required together with a written advice from the medical practitioner. All medications must be kept at the Administration Office and must be in the original container displaying the pharmacist's written instructions. Over the counter medications e.g. aspro, panadol etc, must meet the same accountabilities of prescription medication if required to be administered at school.

NEWSLETTER & TERM FLYER

The school newsletter is distributed via email, Facebook and uploaded onto the school website every 3 weeks. The school creates a glossy colour flyer every term and distributes to parents/guardians with reports. Parents without email addresses are able to request a hard copy to be posted home or sent home with their student. The newsletter contains information regarding upcoming events and school news and activities. Students and members of the community are invited to contribute articles and items for inclusion.

OUT-OF-BOUNDS

- 3 metres from any boundary fence.
- The oval unless engaged in physical activity.
- The tree line along the soccer field and volleyball courts.
- E6/7.
- Any classroom unless supervised by an adult.
- Behind M, J & G Blocks including staff carpark.
- The Agricultural Science plot. Students must be 3 metres back from the fence.
- The front of the Administration Block and the Administration car park.
- The H Block courtyard except for Special Needs students.
- Behind the Library.
- The sides and behind the Hall.
- Front of M & J Blocks except for Year 7 students.

PARKING

Students and parents are not allowed to park their vehicles on school property or drive into the school to drop off students. Designated parking is available at the front entrance of the school and on-street parking is also available along both Alfred Street and Edward Street.

PERSONAL INFORMATION

Parents/Guardians are responsible for ensuring that all student contact information is accurate and current. Please advise the school if your address, contact details, custody details, medical information or emergency contacts details change during the year. Staff will only discuss matters relating to your student with persons identified by you on your student's enrolment information. Please ensure that all parents, guardians and carers who have a role in raising your student are included on enrolment information to ensure that these people can be contacted in an emergency.

PERSONAL PROPERTY

Students should not bring valuables to school unless necessary. Wallets and other valuables should be kept on their persons and not left unattended in school bags. Students are welcome to hand valuables including money into the office for safe keeping. No liability will be accepted by the school in the event of loss, theft or damage of any personal property unless it can be proved that the loss, theft or damage resulted from the school's negligence.

PHOTOS

School photos are taken early each year and made available for students and parents to purchase. Students are required to be in full formal school uniform and comply fully with all jewellery expectations to be eligible to have their school photo taken.

QUEENSLAND STUDIES AUTHORITY LEARNING ACCOUNT

From 2006 onwards all students, while they are in Year 10 or before they turn 16, will be registered and have a learning account with the Queensland Curriculum & Assessment Authority (QCAA). The account will allow students to 'bank' learning credits that can count towards a Queensland Certificate of Education (QCE). Learning credits will be earned through completion (and part completion) or a range of school based and non-school based learning programs. This way, students, parents and schools will be better able to monitor students' progress and achievements and plan future learning pathways.

SCHOOL MAGAZINE

A school magazine is produced and distributed to students at the end of the school year. Students who have paid school fees will receive a copy free of charge. Further copies can be purchased from the office.

SCHOOL DIARY

The School Diary is issued to all students free of charge, and is required to be taken to every lesson every day. It is an expectation that students record their homework and assignment tasks neatly into the appropriate sections of the diary. Teachers will monitor the use of this book and parents are encouraged to regularly check homework recorded in this diary. Students are required to purchase this diary if they are not a member of the scheme or if a replacement diary is required.

SCHOOL FEES

Parents may pay school fees and subject fees in full at the start of the school year or through instalments during Semester 1. Parents experiencing financial difficulties should contact the Business Services Manager or Principal to negotiate an alternative payment arrangement. Students who are not up to date with school fees and have not negotiated a repayment agreement will be restricted from participating in non-compulsory activities including excursions and representing the school at events. Centrepay deductions are now available through the school office.

SICK BAY

Students who become ill during the school day must report to the Office with a note from their teacher before going to Sick Bay. Every effort is made to contact parents of sick or injured students and school policy is to send them home wherever possible.

STUDENT DRIVERS

Students who have their driver's licence and wish to drive to and from school are required to seek approval from their parents and the Principal. Drivers wanting to carry specific passengers require approval of the Principal and the parents of both the driver and the passenger. This is required to ensure the safety of all students in the school. Appropriate forms are available from the office.

STUDENT ID CARDS

Student photo ID cards are issued to students upon payment of school fees either in full or by instalments. ID cards are for borrowing resources from the Resource Centre and identification purposes to claim student rates from a range of organisations and businesses. New ID cards can be purchased for a small cost from the Office if required.

SUN SAFETY AND HYDRATION

Students are required to wear the compulsory school hat when participating in outdoor activities during both class time and lunch times. It is the student's responsibility to bring a hat and sunscreen to school when outdoor activities (including HPE lessons) are being held. If a student does not have a hat, they are required to stay in the shade and consequences will apply. School hats are compulsory and available for purchase from the tuckshop/uniform shop.

Drink taps providing cooled water are available for use by students during lunch times. Students are also able to take bottles of water into class to remain hydrated provided that they demonstrate maturity and responsibility with this. Students participating in physical activities during summer months will be allowed to take water breaks at the discretion of the teacher. To minimise the chance of theft and other inappropriate behaviours, students will generally not be allowed to leave class unsupervised to get a drink.

TOILETS

Students have access to toilets before school, between classes, at lunch time and after school. To minimise the chance of theft and other inappropriate behaviours, students will generally not be allowed to leave class to go to the toilet. Students need to learn to be organised and plan ahead in this regard. Students who experience medical conditions that may require them to leave class to go to the toilet must bring a note from parents explaining the situation so that they can be issued with a toilet pass. This toilet pass can be shown to their teacher to enable them to leave class to go to the toilet. Students who have to go to the toilet during class time must have their diary signed by the teacher.

UNIFORM

The P&C Association sets the school uniform policy and reviews it on an annual basis. The school has the responsibility to enforce this policy in line with the provisions of the Education Act. A well enforced school uniform enhances school pride, promotes equity and self respect for all students, prepares students for the workforce and saves parents money and hassles outfitting their students for school.

Students at Laidley SHS are required to wear the school uniform as set out in the School Uniform Policy. Where a student is out of uniform on a particular day, a note explaining this must be presented to the Care Teacher in the morning. Alternatively a parent may phone the office before school to advise their student is out of uniform. A detention is issued if a student is out of uniform and an explanation from parents is not provided. Parents who are experiencing financial difficulties should contact the school to negotiate an appropriate solution if this is affecting their student's ability to comply with the school uniform requirements. The school reserves the right to redress students in uniform if they come to school inappropriately dressed.

The School Uniform policy is provided to students and parents upon enrolment and reinforced at the commencement of each school year.

VISITORS

Visitors to the school must sign in through the school office prior to accessing other parts of the school. Visitors are issued with visitors tags to wear during their stay in our school. Parents and friends wishing to meet with their student/s during the school day must do so through the school office.

WORKPLACE HEALTH AND SAFETY

All employers, employees and visitors in a workplace have certain obligations under the Workplace Health and Safety Act. This Act also covers school students. It is important that students and parents understand these obligations and ensure both their own safety and that of others attending the school.

(Extract from the Workplace Health and Safety Act 1995)

Division 3 – Obligations of workers and other persons

A worker or anyone else at a work place (including students) has the following obligations at a workplace:-

- *to comply with the instructions given for workplace health and safety at the workplace and if the workplace is a construction workplace, the principal contractor for workplace health and safety at the workplace;*
- *for a worker – to use personal protective equipment if the equipment is provided by the worker's employer and the worker is properly instructed in its use;*
- *not to wilfully or recklessly interfere with or misuse anything provided for workplace health and safety at the workplace;*
- *not to wilfully place at risk the workplace health and safety of any person at the workplace;*
- *not to wilfully injure himself or herself.*

There are a range of subjects at school where potentially dangerous activities are undertaken including Science, Agriculture, Manual Arts, Industrial Design Technology, Art, Home Economics and Health and Physical Education. The misuse of equipment, chemicals and/or apparatus by a student can cause severe injury to themselves and/or others. It is very important that students follow classroom rules and procedures and teacher instructions carefully on all occasions to ensure personal safety and the safety of others.

Unfortunately at times, some students act both irresponsibly and dangerously, leaving themselves (and their families) open to penalties under the Workplace Health and Safety legislation which can be severe and long-lasting. They also leave themselves and their families open to civil law action that can be taken by injured parties.

We trust you will talk to your student/s about this serious subject and therefore help to ensure all students, school employees and visitors can enjoy a safe school.

INFORMATION ON CHAPLAINCY PROGRAM AT LAIDLEY STATE HIGH SCHOOL

Introduction to Religious Instruction Information

Laidley State High School embraces a multitude of cultural, religious and non-religious beliefs and encourages students to grow and develop as a whole person, in particular, in beliefs, values and attitudes. Laidley State High School respects the background and beliefs of all students by not promoting, or being perceived as promoting, any particular set of beliefs in preference to another. Parents are provided with the option to withdraw their student's participation in the program, if they so wish. Religious instruction is not a program or syllabus provided by the Department of Education and Training (DET).

CHAPLAINCY PROGRAM

Introduction

A chaplaincy program is an optional service introduced into Laidley State High School to provide students, staff and parents with support which may have a religious and/or spiritual component. Chaplaincy services provide an additional adult role model in schools. Whilst personally modelling and owning their own faith positions or belief, chaplains avoid any implications that any one religion, denomination or other set of beliefs is advantageous or superior to any other denomination, religion or belief.

Our chaplaincy program is compatible with policies and practices that apply to delivery of any service in a multi-faith and multicultural state school community. A chaplaincy program is inclusive of and shows respect for all religious and non-religious beliefs and other stances represented in the school community. All activities and events provided within a chaplaincy program are non-discriminatory and equitably available to students of all beliefs who choose to participate.

Religious Instruction is not part of a school's chaplaincy program and occurs only in accordance with legislation and departmental policy.

Local Chaplaincy Committee

Laidley State High School Chaplaincy runs under the guidance of the Local Chaplaincy Committee (LCC), with representatives from parents and staff, local Churches, and Scripture Union (the major employing authority for school chaplains in Queensland.) The Local Chaplaincy Committee is charged with representing the diversity of religious, faith and non-religious beliefs in the school community. Members of the LCC understand the cultural and religious customs and needs of individuals and groups within the school and range of services and support currently available and/or required.

Funding

Chaplaincy at Laidley State High School is funded through a combination of a federal government grant (if applicable) and through donation; from local Churches, community organisations and individuals (as applicable). School funds provided by the Queensland government for educational purposes are not used to support chaplaincy services.