



PARENT HANDBOOK

Contents



MESSAGE FROM THE PRINCIPAL	3
VISION AND VALUES	4
OUR VISION.....	4
VALUES.....	4
EXCELLENCE IN LEARNING	4
INCLUSIVENESS.....	4
COLLABORATION	4
COMMUNITY	4
JUNIOR AND SENIOR SECONDARY CONTACTS.....	5
SCHOOL DIRECTORY	6
ENROLMENT AGREEMENT	7
ABSENCES AND ATTENDANCES.....	9
ABSENCE PROCEDURES.....	10
ASSESSMENT POLICY SUMMARY.....	10
PROHIBITED ITEMS.....	11
BUS TRANSPORT AND WAITING AREA	11
CANTEEN / PURCHASING FOOD.....	11
COSTS FOR SECONDARY SCHOOLING	12
STUDENT RESOURCE SCHEME (SRS)	12
BRING YOUR OWN DEVICE (BYOD)	13
STUDENT DRESS CODE	14
UNIFORMS	15
UNIFORM SHOP	17
EXCELLENCE PROGRAMS	20
HOMEWORK POLICY.....	20
ILLNESS AT SCHOOL	22
INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY	22
LATE ARRIVAL.....	23
LEAVING EARLY.....	23
LIBRARY HOURS	23
LOCAL SHOPS	23
LUNCH PASSES	24
MEDICAL INFORMATION	24
MEDICATION	24
MOBILE PHONE AND PERSONAL ELECTRONIC TECHNOLOGY DEVICES POLICY SUMMARY	24
OUTSIDE OF SCHOOL HOURS.....	24
PARENT ENQUIRIES	24
PAYMENT PROCEDURES	25
QPARENTS	26
QSCHOOLS.....	26
REPORTING TO STUDENTS AND PARENTS	27

Message from the Principal

Thank you for choosing Windaroo Valley State High School. We have a reputation for being a high performing academic state school in Logan City. We are committed to providing students with a comprehensive, relevant education and a solid preparation for their future roles, both in the workforce and within society.

While at Windaroo Valley, junior secondary students will be engaged in learning English, Maths, Science, History, Geography, The Arts, Technology, Languages and Health and Physical Education. As they move into Year 9 they will be able to enrol in a range of elective subjects to give them a 'taste' for the Senior School curriculum offerings. In Year 10, students are able to expand their elective choices and decide on a future pathway leading to the world of work and or further education and training following Year 12.

In Years 10, 11 and 12 students will be able to select from a broad range of subjects. Curriculum options include English; Specialist Maths, Math Methods, General Maths and Essential Maths; Senior Physics, Chemistry, Biology, and Aquatic Practices; Business and Legal Study options; The Arts; History and Geography Diploma of Business and a number of Certificates including a Cert III Fitness. They will have the opportunity to extend their learning through traineeships, apprenticeships, and work experience.

Student learning is supported through our specialist facilities, such as our Trade Training Centre and STEM centre, a range of resources and our Well Being Hub, which include Guidance Officers, nurse, Youth Services Coordinator, Chaplain and other support staff.

This handbook will outline for you the information you need to know for your child to have a positive education experience here at Windaroo Valley High School. This information will also be explained during your enrolment interview where you and your child will have an opportunity to ask questions. I look forward to working with you throughout your child's time spent at Windaroo Valley State High School.

Tracey Hopper
Principal



Vision and Values

Our Vision

Windaroo Valley State High School is an inclusive community dedicated to excellence in learning and quality outcomes for students. We promote the holistic development of every student where everyone is Safe, Timely, Active and Respectful.

Values

Excellence in Learning

We are committed to academic excellence through a growth mindset, believing that every student can learn and be successful. Our staff and students contribute to a culture of continuous improvement through developing attributes of effective learners and enjoying learning. Academic, sporting and cultural excellence signature programs, combined with a wide range of curriculum offerings and a breadth of extracurricular programs provide pathways for students to grow, achieve and succeed.

Inclusiveness

Everyone deserves to feel respected, safe and happy at school. We celebrate diversity and difference and are open to new ideas. We treat others with honesty, consideration and respect. We take action to protect the vulnerable and believe in social justice and the peaceful resolution of conflict.

Collaboration

We deliver the best outcomes for students when we work collaboratively with our families and community. We know the power of teamwork, communication and bringing people together with a sense of purpose and collective responsibility. We care about each other, the environment and ourselves.

Community

Our students will be socially responsible, active, global citizens who behave ethically and with integrity. We learn from the past and look to create a better future, building relationships with our community based on mutual respect and trust. Our students will develop into young adults and leaders that seek to contribute to making the world a more positive place.

Windaroo Valley State High School
Positive Behavior for Learning STAR Matrix

Captain Green says....
"Be a STAR student"

Safe Timely Active Respectful

	All Settings	Classroom	Grounds	Community
S SAFE	<ul style="list-style-type: none"> Show / Use self control Keep your hands and your feet to yourself Use equipment for its intended purpose Follow all school rules, policies and procedures Leave all borrowed items at home Use in the correct place Follow uniform and dress codes Report accidents / emergencies / danger to a staff member 	<ul style="list-style-type: none"> Follow your teacher's directions Keep work area clean and tidy Enter and leave in an orderly fashion 	<ul style="list-style-type: none"> Play allowed games by the rules Use equipment in designated areas Wait in the line at the canteen Ensure you have a school leave pass if exiting early 	<ul style="list-style-type: none"> Follow road safety rules Adhere to laws and community guidelines Adhere to community and organisation codes of behaviour Behave in a manner that reflects well on our school
T TIMELY	<ul style="list-style-type: none"> Use on time / punctual Carry your timetable and planner 	<ul style="list-style-type: none"> Use class time for learning Submit drafts and assessment by the due dates Leave only when dismissed Move quickly between classes and from breaks to class 	<ul style="list-style-type: none"> Go to the toilet during breaks Get drinks during breaks Organise student passes before scrap Organise support appointments before periods or lunch breaks Visits with support staff are to be only done at designated times 	<ul style="list-style-type: none"> All extra time for home study Return paperwork as requested
A ACTIVE	<ul style="list-style-type: none"> Have all equipment required for lessons/ activities Have a positive attitude Follow teachers and staff directions immediately 	<ul style="list-style-type: none"> Participate in all lessons Attempt all tasks to the best of your ability 	<ul style="list-style-type: none"> Place all litter into the bins, using recycling bins as appropriate Move away from support or inappropriate incidents 	<ul style="list-style-type: none"> Act to promote WVS-S in a positive manner Participate in school organised activities
R RESPECTFUL	<ul style="list-style-type: none"> Use acceptable language Keep out of others personal space Leave others property alone Communicate with others in a polite and positive manner Listen to others Use names Accept consequences for your actions 	<ul style="list-style-type: none"> Engage with the teaching and learning process Remove hats before entering your room Allow others to learn Turn all electronic devices off before entering your class Leave non-class related items in your bags 	<ul style="list-style-type: none"> Keep the school grounds and buildings clean and tidy Limit unnecessary noise Avoid the garden beds and use designated pathways 	<ul style="list-style-type: none"> Acknowledge community responsibilities Respect visitors to our school Wear your school uniform with pride














"Creating Better Futures"

Junior and Senior Secondary Contacts



*The staff below is for 2022. Deputy Principals and HOD's for 2022 can also be found on the school website. Staff is subject to change.

At Windaroo Valley State High School, students are well supported. If difficulties arise, friends, Class Teachers, Care Teachers, HOD's of Engagement, Guidance Officers, Chaplain, Heads of Departments (HOD), Deputy Principals and the Principal are all available to provide assistance as necessary.

			
Year 7 & 8 Deputy Principal Cameron Lynch clync20@eq.edu.au	Year 9 Deputy Principal James Palframan jpalf5@eq.edu.au	Year 10 Deputy Principal Josh Kennedy jkenn170@eq.edu.au	Year 11 & 12 Deputy Principal Kim Leamon kleam2@eq.edu.au
			
Year 7 HOD Engagement Fiona Suter fsute4@eq.edu.au	Year 8 HOD Engagement Matt Smith msmit28@eq.edu.au	Year 9 & 10 HOD Engagement Scott Pearson spear165@eq.edu.au	Year 11 & 12 HOD Engagement Robbie Williams rwill472@eq.edu.au
			
HOD Senior Schooling Shawtima Rakovsky smclo18@eq.edu.au	HOD Junior Schooling Vanessa Nystrom vnyst1@eq.edu.au	HOD Special Education Laura Newton lnewt32@eq.edu.au	Chaplin Juliette Cross juliettec@chappy.org.au
			
Guidance Officer Lukas Avgerinos ljavg0@eq.edu.au	Guidance Officer Maggie Butler mbutl57@eq.edu.au	Indigenous Support Tamas Davis tdavi581@eq.edu.au	

School Directory



Administration Ph: 07 3804 2333
admin@windaroolleyshs.eq.edu.au
Opening Hours:
Monday – Thursday 8:00am – 4:00pm
Friday 8:00am – 3:30pm

School Address: 240 Beaudesert-Beenleigh Road
WINDAROO Qld 4207

Postal Address: PO Box 1427 BEENLEIGH QLD 4207

Principal: Tracey Hopper

Deputy Principals: Kim Leamon
Josh Kennedy
Cameron Lynch
James Palframan

School Website: www.windaroolleyshs.eq.edu.au

Student Absences: Ph: 07 3804 2380
(open 24 hours)

Enrolments: Ph: 07 3804 2330
enrolments@windaroolleyshs.eq.edu.au
Opening hours:
Monday – Thursday 8:00am – 4:00pm
Friday 8:00am – 3:30pm

Uniform Shop: Ph: 07 3804 2343
Opening Hours:
Monday – Friday 7:00am – 1:45pm

Canteen: Ph: 07 3804 2343
Opening Hours:
Monday – Friday 7:00am – 1:45pm

Finance: Ph: 07 3804 2333 (Option 3)
Opening Hours:
Tuesday – Thursday 8:00 – 1:45pm,
Mon /Friday – Closed

Enrolment Agreement



This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Windaroo Valley State High School.

Responsibility of student to:

- attend school regularly, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules/expectations outlined in the Student Code of Conduct, including not bringing in prohibited items to school
- meet homework and assessment requirements and follow the school's student dress code
- respect the school environment
- match your behaviour to the STAR matrix

Responsibility of parents to:

- attend parent / teacher interviews
- let the school know if there are any problems that may affect your child's ability to learn and support your child to complete homework and assessments
- inform school of reason for any absence
- treat school staff with respect and tolerance
- support the authority and discipline of the school enabling your child to achieve maturity, self-discipline and self-control
- abide by school's policy regarding access to school grounds before, during and after school hours
- advise Principal if your child is in the care of the state or you are the carer of a child in the care of the state
- inform school if your child's living arrangements change and provide details of new home address and phone number or updated medical records
- ensure that your child attends school regularly, on time, ready to learn and take part in school activities

Responsibility of school to:

- provide an inclusive and engaging curriculum and teaching
- inform parents and carers regularly about how their children are progressing
- teach effectively and to set the highest standards in work and behaviour
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community
- clearly articulate the school's expectations regarding the Student Code of Conduct for students and the school's dress code policy
- contact parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner
- consult parents on any major issues affecting students
- treat students and parents with respect and tolerance.

Third Party Consent – Websites

As part of a 21st century education, your child will access websites for educational purposes. Some of these websites will require personal information being shared with the website owner to be able to register and use the software. Examples of these types of websites include: Adobe Creative Cloud, Kahoot, Stile Education, Maths Online. A list of third part websites is available on our school website. Your child's safety and privacy is always a priority. All websites accessed for learning are chosen for their educational benefits and with the safety of children in mind.

Privacy Statement

The Department of Education, through the school, is collecting your personal information in accordance with section 51 of the Education (General Provisions) Act 2006 in order to administer the Student Resource Scheme in an efficient, ethical and secure manner. The information will only be accessed by school employees administering the scheme. Some of this information may be given to departmental employees for the purpose of debt recover. Your information will not be given to any other person or agency unless you have given permission or the Department of Education is authorised or required by law to make the disclosure.

I / we, accept and agree to abide by the rules and regulations of Windaroo Valley State High School as stated in the school policies provided to me / us and that are located on the school website:

- Code of Conduct, including the expected STAR behaviours
- Student Dress Code and consequences for breach of the code
- Homework Policy as per parent handbook
- Information Technology Acceptable Use Policy and consequences of rule violation
- Attendance requirements and absence procedures as per parent handbook
- State School Consent Form
- Ready to learn expectations
- Appropriate Use of Mobile Phone and Personal Devices Policy Summary

I / we, agree to join the Student Resource Scheme (SRS) as it is the cheapest and easiest method of obtaining textbooks and other resources, otherwise parents would need to purchase them directly:

- Student Resource Scheme and other associated Year Level Costs

I acknowledge that information about the school's current programs and services has been explained to me.

INFORMATION TECHNOLOGY, MOBILE PHONE AND ELECTRONIC DEVICES ACCEPTABLE USE POLICY

Student

MIS username (e.g. bsmit123) _____

I have read, understand and will abide by the conditions and rules as set out in the school's Information Technology, Mobile Phone and Electronic Device Acceptable Use Policy. I further understand that there will be consequences (including loss of network privileges) if I should commit any violation of these conditions and agree to accept these consequences if I break the rules as outlined in the Windaroo Valley SHS Student Planner and Student Code of Conduct.

Parent

General Use and Access of Information Technology Resources:

I have read and understand the Information Technology, Mobile Phone and Electronic Device Acceptable Use Policy. I agree that the disciplinary consequences should be followed if my child willingly breaks any of the Rules of Acceptable Use as outlined in this document. I also understand that theft or damage to school equipment will result in a bill for the cost of replacement parts or repairs.

Internet Access:

I understand that it is impossible for the school to fully restrict access to controversial materials on global information systems such as the Internet. I also understand that while the school and the Department of Education, will take appropriate measures to limit access to illegal, dangerous or offensive materials, ultimately, it is each student's responsibility not to initiate access to such material. I understand that my student's personal information will be provided to third party software providers for the the purpose of registration and use of the software, and this information may be stored outside of Australia. I hereby give permission for my child to be given access to electronic communication networks including the Internet, Absences and Attendances

The enrolment agreement is included in duplicate in the enrolment documentation provided to parents invited for an enrolment interview. Parents will be asked to sign both copies of this agreement during the enrolment interview. One copy of the agreement is for the school to keep on file and the other is for the parent to keep.

Absences and Attendances



Every Day Counts!

Good attendance and success go hand in hand. Research shows that students who have a good attendance record are more likely to achieve high results. Students are to attend school on every official school day gazetted by Education Queensland unless the student is ill or special circumstances prevent the student from attending. Students must be in attendance up to and including the last day of each term. Students who are absent for more than five (5) days in any one term are liable to lose any Centrelink entitlements or be required to refund payments received to Centrelink. Ideally students should have an attendance rate of between 93 and 100% for each Semester.

- ☐ Missing 1 day per week = 40 days per year = 8 weeks per year
- ☐ Missing 1 day per fortnight = 20 days per year = 4 weeks per year
- ☐ Missing 2 days per week = 80 days per year = 16 weeks per year

Low attendance rates can lead to poor numeracy and literacy skills as well as students experiencing greater difficulty gaining employment. Students with lower than 93% attendance may also not be able to participate in special school events. Students will be provided with their attendance percentage every five weeks to record in the Student Attendance Profile in the Student Planner.

Parents are asked to work with the school to make attendance a priority by not arranging appointments, study days, birthday celebrations and family holidays for during school hours. There will be times where there are extenuating circumstances (e.g. prolonged sickness, sporting or cultural opportunities overseas, family emergencies) and absences cannot be helped. During these times the school is always happy to make specific arrangements with parents in relation to their child's education. If students are going to be absent for more than 10 consecutive school days a parent/guardian must apply to the Principal for an exemption from schooling. Application forms are available from the Engagement Centre.

Periodically you will be updated on your child's attendance.

- ☐ ***Invitations to some events and extra-curricular activities are subject to students maintaining a minimum of 93% attendance.***

It can be difficult to get teenagers to attend school. There are resources available to parents to assist in getting students to attend school including:

- ☐ Department of Education, Training and Employment website
www.education.qld.gov.au/everydaycounts
- ☐ Contact the school office to arrange contact with a Year level Co-ordinator

Parents are required to let the school know the reason for the absence, if not beforehand, then within two days of their child's return to school. This can be done by ringing the Student Absence Line, which is available 24hrs.

Absence Procedures



Student Absentee Line – 07 3804 2380 Open 24 Hours

A Student Absentee Line operates 24 hours a day for parents/carers to phone when their child will be away from school. Please follow the prompts to record the name of your child, his/her Care class, the reason for his/her absence and the duration of absence. Phone calls or notes received from a parent/carer will be considered as authorised absences.

A text message will be sent to the first mobile contact to advise of a student's unexplained absence at the first roll marking of the day.

Continued Absences

As a general rule, more than 14 days of unexplained absence in one school year will be regarded as not meeting the minimum attendance requirements and students run the risk of not meeting the requirements of their course of study.

If students are going to be absent for more than 10 consecutive school days a parent/guardian must apply to the Principal for an exemption from schooling. Application forms are available from the Engagement Centre. It is expected that students who are absent from school will make up any work missed. Students miss classes for a number of reasons such as illness, excursions, sport and camps. In some instances, students will miss school due to school disciplinary absences.

Where possible, medical and other appointments should be made for out of school time. Parents/carers will be notified via a letter or phone call if their child has repeated unexplained absences from school.

Students who do not attend school regularly may not qualify for a Queensland Certificate of Education, Senior Statement or Semester Report because they have not met the minimum course requirements for certification. The enrolment of a post compulsory age student may be cancelled if the student displays persistent refusal to participate in the program of instruction. This includes continued absences.

Assessment Policy Summary

The school has a **comprehensive assessment policy**. A copy of the policy can be located on the school website at www.windaroovalleyshs.eq.edu.au

Please find listed below the **key points relating to submitting / sitting assessments** that will be applied across all year levels.

Draft assignment/assessment not submitted by the due date

The teacher will phone home to advise of the non-submission and of the final due date (if no answer a text will be sent). You must submit draft at the next lesson and the final copy by the final due date.

Final assignment/assessment not submitted by the due date

If you are away you have until 3pm that day to hand the item in at the office or email it to the teacher. You will be given a date and time stamped receipt for assessment submitted to the office.

If Junior students (Year 7, 8 or 9) are away on the final due date due to illness a **medical certificate or written explanation** from home must be provided for approval by the Principal on the next day a student attends. If the absence on the due date is for any other reason a **written explanation from home** is to be provided to the Principal for approval on the next day you attend. You can only submit the final copy once authorisation has been given.

If Senior students (Year 10, 11 or 12) are away on the final due date due to illness a **medical certificate** must be provided on the next day a student attends. If the absence on the due date is for any other reason a **written explanation from home** is to be provided to the Principal for approval on the next day you attend. You can only submit the final copy once authorisation has been given.

If no explanation or medical certificate is provided your draft and other work will be marked and a grade awarded. **A final copy will not be accepted.** If no draft was submitted you will complete the task in the next lesson attended and whatever work is submitted will be marked and a grade awarded.

Student absent from an exam (in class or block exam)

The teacher will phone home to advise of the exam missed on the day of the exam (if no answer a text will be sent).

Junior students (Year 7, 8 or 9) must provide a **medical certificate or a written explanation** for student illness to the Principal for approval on the next day a student attends. For all other absences a **written explanation from home** must be provided for approval by the Principal in order for you to sit the exam the next day you attend school.

Senior students (Year 10, 11 or 12) must provide a **medical certificate** for student illness to the Principal for approval on the next day a student attends. For all other absences a **written explanation from home** must be provided for approval by the Principal in order for you to sit the exam the next day you attend school.

If no medical certificate or acceptable explanation is provided you will not receive credit for the exam (this may mean no semester credit awarded for senior students).

Extension requests

You must apply for an extension to a due date on the official school form and submit this to the Head of Department **at least 3 days prior to the due date.**

Prohibited Items

Students are not permitted to bring chewing gum, glass bottles, aerosol cans, nikko pens, thick textas or markers, paint pens, liquid paper, scissors, water bombs, water pistols/guns, potato guns, pop pop/throw downs, lighters, laser pens, explosive materials, weapons, music/USB speakers or the other banned items listed in the Student Code of Conduct to school.

Bus Transport and Waiting area

The Department of Transport provides a free bus pass for those students who satisfy both the following conditions:

- The nearest high school is more than 4.8km from their residence.
- The students attend the nearest high school to their residence.

The privilege of bus travel is contingent upon students demonstrating reasonable behaviour. Students will be banned from using the bus service if behaviour is unacceptable.

Students must wait in the school designated supervised area behind the school fence for afternoon buses. Parents are asked to use the public car park for pick up and drop off, not in the staff car parks. Please note that vehicles parked in the designated bus bays can be booked.

Parents and students are not permitted to park in the staff car park areas and will be asked to move on.

A copy of the bus company contact information is available on the school website (Support and Resources / Parent resources).

Canteen / Purchasing Food

The canteen is open before school and during morning tea and lunch for students to purchase food and drinks. Students are not permitted to order food from fast food outlets or local restaurants for delivery to school (this includes delivery by family members). A Canteen Menu is included in the P&C section of this document.

Costs for Secondary schooling



Costs for Secondary Students are made up of several components. These are:

- ☐ Student Resource Scheme
- ☐ Excursion and field trips
- ☐ Extra-curricular program costs (e.g. instrumental program, interschool sport, student leadership activities)
- ☐ Subject and specialist program levies

Student Resource Scheme (SRS)

In accordance with the Education (General Provisions) Act 2006, the cost of providing instruction, administration and facilities for the education of students enrolled at State Schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State. Parents/carers are directly responsible for providing textbooks and other personal resources for their children while attending school. In recognition that these costs can be high, Windaroo Valley State High School operates a Student Resource Scheme that enables a parent/carer to enter into an agreement with the school that, for a specified annual participation fee, provides for the temporary use by the student of prescribed textbooks and/or other resources and/or the purchase of consumables and materials for the students.

The cost for students participating in the SRS are:

Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
\$220	\$220	\$220	\$250	\$250	\$250

A Participation Agreement Form for the SRS will be included in the Enrolment documentation completed by parents during the enrolment interview process. They will also be available from the school office and on the school website. The Participation Agreement Form can be signed to say that you would like to participate in the Student Resource Scheme. If you do not wish to participate in the scheme, you will be responsible for providing all items listed on the Year Level Requirement List for the relevant year level.

The Year Level Requirement List is a list of the textbooks required by the students for each year level. The list does not include everything that is covered by the Student Resource Scheme and you may be required to purchase additional items during the year or be billed by the school where the school has been required to provide particular items for your child. The Year Level Requirement List for each year level has been attached to the SRS. The total estimated costs of textbooks for each year level compared to the Student Resource Scheme.

Year 7		Year 8		Year 9	
Estimated Cost of resources	Student Resource Scheme	Estimated Cost of resources	Student Resource Scheme	Estimated Cost of resources	Student Resource Scheme
\$938.92	\$220	\$1066.92	\$220	\$819.87	\$220
Year 10		Year 11 and Year 12			
Estimated Cost of resources	Student Resource Scheme	Estimated Cost of resources Combined for Year 11 and 12		Student Resource Scheme Yr. 11	Student Resource Scheme Yr. 12
\$1633.98	\$250	\$4592.79		\$250	\$250

For full breakdown of the Student Resource Scheme costs for each year level refer to the subject selection handbook. Payment into the scheme and associated other year level costs will not be required until you receive an invoice.



Bring Your Own Device (BYOD)

In 2022, Windaroo Valley State High School will prioritise the implementation of Bring Your Own Device (BYOD) for students. Students in Year 7 Gifted and Talented Kids (GTEK), Year 10 General Subjects and some applied subjects such as Information Communication Technology (ICT) will be expected to bring a laptop to school and have this connected to our school network. All students in the senior phase (Years 10 - 12) will be strongly encouraged to do the same.

Minimum Device Specification

Platform - PC or Mac laptop	Operating Systems - Windows 10, Mac OSX Mohave or above. Unsupported - iOS, Linux, Android, Windows Surface Devices or Chromebook.
Screen Size - 11" Screen or above	
Processor - Min. Intel Pentium/i3 or AMD Ryzen 3	Wireless - Wireless AC
RAM - 4GB or above	Battery Life - Minimum 5 hour+ and above
Hard Drive - 128GB (SSD/EMMC) or above	Hard Carry Case - Suitable for laptop

Technological skills are essential and our BYOD pathway will enable students to bridge the gap between school and any future career pathway. The BYOD pathway also provides a seamless transition of student learning from school to home and allows for better accessibility to teacher support and guidance.

By expanding on students' digital capabilities at school, it allows students to be prepared and efficient in a technological world, giving them the opportunity to 'create better futures.'

Parents/Carers Experiencing Financial Difficulty

Please contact the school Business Services Manager on 3804 2333 if financial hardship exists so that special arrangements can be made to meet your needs. All discussions will be held in confidence.

Refunds Policy

Refunds will not be given for excursions/sporting activities where the student decides not to go. This is to cover the cost of buses, entrance fees and participation fees, which still need to be paid by the school. Refunds will be paid in circumstances where the school cancels excursions/sporting activities. Interschool sport levy will not be refunded for byes as the school is still responsible for associated costs.

Any refunds due from school activities (i.e. cancelled by the school) will be applied against outstanding Student Resource Scheme and/or subject levy debts for this student or his/her siblings.

Curriculum overview – years 7 to 12

Details relating to the Years 7 to 12 subject offerings and curriculum can be found in the Subject Selection Handbooks on the school website under the Curriculum tab.



Daily school routine

Classes commence every day at 8.45am. Students must be in class on time. Students should be at school by 8.30am, but no earlier than 8.00am. **Students at the local shopping centre must leave the centre by 8.30am in order to be at class on time.** There is no supervision of students before school.

Class and Bells Times		
Period	Length	Bells and times
Care	10 min	Warning bell 8.40am 8.45am to 8.55am
Period 1	70 min	8.55am to 10.05am
1st Break M/tea	30 min	10.05am to 10.35am Warning bell 10.30am
Period 2	70 min	10.35am to 11.45am
Period 3	70 min	11.45am to 12.55pm
2nd Break Lunch	45 min	12.55pm to 1.40pm
Period 4	70 min	Warning bell 1.35pm 1.40pm to 2.50pm

Student Dress code

Windaroo Valley State High School has a strict dress code. All students are expected to adhere to the dress code.

Parents are responsible for ensuring that their students comply with the dress code before they leave for school each day. The dress code is supported by the P&C Association. It promotes the objectives of the Education (General Provisions) Act 2006 in contributing to a safe and supportive teaching and learning environment through:

- Ready identification of students and non-students at school
- Fostering a sense of belonging, and
- Developing mutual respect among students by minimising visible evidence of economic or social differences.

Our school dress code is a reflection of the standards we embrace, similar to the workforce. It involves maintaining appropriate dress standards and includes **wearing the school uniform at all times** and **following workplace health and safety dress code requirements**. This includes when:

- Travelling to and from school
- Attending or representing the school
- Engaging in school activities out of school hours

The only exceptions for not wearing school uniform will be for very specific activities – such as camp and particular excursions. Staff will inform students and parents of these activities through written excursion details.

The school uniform colours are bottle green, white, grey and black.

Uniforms



* The P&C endorsed uniform items are those brands noted and **for sale at the school uniform shop**

Everyday Uniform

Girl's Uniform	White over blouse with attached green girl's tie and school logo on pocket Plain white singlet or undershirt that does not exceed the blouse sleeves or bottom Gazone bottle green culottes or skirt Gazone college grey unisex shorts or college grey slacks Simple hair accessories in school colours – white, grey, bottle green or black Plain white crew sock or WVSHS logo sock only
Boy's Uniform	White shirt with school logo on pocket (top button undone unless wearing the school tie) Plain white singlet or undershirt that does not exceed the shirt sleeves or bottom Gazone college grey unisex shorts or college grey long trousers Green boy's tie (optional for everyday uniform) – shirt must be tucked in when wearing the tie Plain black belt with simple buckle Plain white crew sock or WVSHS logo sock only

Winter Uniform

Girl's Uniform	White over blouse with attached green girl's tie and school logo on pocket Plain white singlet or undershirt that does not exceed the blouse sleeves or bottom Gazone bottle green culottes or skirt Gazone college grey unisex shorts or college grey slacks Simple hair accessories in school colours – white, grey, bottle green or black Plain white crew sock or WVSHS logo sock only OR plain black or flesh coloured tights/stockings Gazone bottle green jumper with school logo LW Reid plain bottle green scarf
Boy's Uniform	White shirt with school logo on pocket (top button undone unless wearing the school tie) Plain white singlet or undershirt that does not exceed the shirt sleeves or bottom Gazone college grey unisex shorts or college grey long trousers Green boy's tie (optional for everyday uniform) – shirt must be tucked in when wearing the tie Plain black belt with simple buckle Plain white crew sock or WVSHS logo sock only Gazone bottle green jumper with school logo LW Reid plain bottle green scarf

Unisex Sports Uniform (Boys and Girls)

Junior School - Summer (Years 7, 8 and 9 only)	Bottle green polo shirt with school logo on front Gazone bottle green mesh shorts (being phased out) Skola bottle green, unisex, microfibre sports short Plain white singlet or undershirt that does not exceed the shirt sleeves or bottom Plain white crew sock or WVSHS logo sock only School cap or school bucket hat
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Senior School - Summer
(Years 10, 11 and 12 only)

Bottle green and white polo shirt with school logo on front
Gazone bottle green mesh shorts (being phased out)
Skola bottle green, unisex, microfibre sports short
Plain white singlet or undershirt that does not exceed the shirt sleeves or bottom
Plain white crew sock or WVSHS logo sock only
School cap or school bucket hat

Junior and Senior - Winter

Junior or Senior polo shirt with school logo on front
Gazone bottle green mesh shorts (being phased out)
Skola bottle green, unisex, microfibre sports short
Plain white crew sock or WVSHS logo sock only
Plain white singlet or undershirt that does not exceed the shirt sleeves or bottom
School cap or school bucket hat
Gazone bottle green and white microfibre jacket with school logo
LW Reid bottle green, microfibre track pants
LW Reid bottle green scarf

Hat/cap

School cap or school bucket hat only (ALL year levels)
Reversible bucket hat being phased out

Interschool sporting teams may have a specific uniform. Where coaches advise, students are required to wear this.

Shoes (Boys and Girls)

It is a requirement of our school site that all students wear covered, sturdy, leather shoes for health and safety reasons.

Everyday Shoe



fully black, impervious, sturdy leather lace up (college style) shoes with black laces – college style recommended as they satisfy all requirements including workplace health and safety

Sport shoe



fully black, leather joggers with black laces

Any other material, style or colour/s (e.g. suede, canvas, volleys, slip on, thong, high heels, platform, boots or high tops) are not acceptable.

Standards

All students are expected to adhere to the following standards.

Personal Appearance

Just as standards of conduct and speech are considered important, so are standards of personal neatness, tidiness and grooming. Hair should always be clean, neat and tidy, and preferably tied back. All aspects of personal hygiene should receive appropriate attention.

The following are **unacceptable**:

- Excessive make up
- Coloured nail polish/lacquer - this includes coloured acrylic, gel, french tips or other artificial nails
- Extreme/radical hair-cuts/styles Eg Mohawks, tracks, close shaves or radical, bright/vibrant hair or two-tone colours. *Exemptions are made for Sports Days when students are permitted to use washable house colours.*
- Clothing (including caps and hats) that promotes alcohol or cigarette products or is of an offensive nature

- Non uniform accessories (including but not limited to beanies, bandanas, hats other than school caps or school bucket hats, gloves, ear phones)



All decisions about personal appearance are at the Principal's discretion.

Jewellery

The following jewellery is permitted:

- A wristwatch
- Flat rings only – maximum of two only
- Two pairs of small stud/sleeper/hoop **earrings** with a maximum of **two earrings** per ear.
- Necklaces/pendants (simple chains/ropes) worn underneath the uniform so they cannot be seen.
- A Medical Alert Bracelet

Other Piercings

Facial, tongue and other body or ear piercings are not permitted at any time even if covered or clear. This also applies on free dress days Eg sports carnivals. Spacers or stretchers must be solid, flat, flush to the earlobe and no larger than 1 cm across. Spacers must be in plain, school colours of bottle green, grey, black, or white or flesh coloured.

Wearing of Uniform

Our school is a uniform school. Students are expected to wear a school uniform at all times. A student in school uniform readily identifies with his/her school and establishes a school identity in the local community. The school uniform includes:

- Everyday school uniform – girls and boys
- Winter school uniform – girls and boys
- Unisex summer sports uniform
- Unisex winter sports uniform
- Fully black leather shoes

* Items from the Everyday and Sports uniforms can be mixed and matched Eg everyday shorts worn with the sport top or the skirt/culottes with the sports top.

* Either uniform can be worn on any day of the week unless specified otherwise however **all students will require at least one everyday uniform** for school photos, formal occasions, some excursions, awards ceremonies and special occasions (this includes the everyday shoe). For hygiene reasons, students should have a sufficient number of uniforms to cover them for the week and one of these must be the day uniform.

* The **accepted uniform items** are those brands noted and that are **available for sale from the school uniform shop**.

Uniform Shop

The Uniform Shop is located in the Canteen and is open Monday to Friday 7.00am to 1.45pm.

Uniform items, costs and purchasing details are outlined on the **Windaroo Valley State High School Uniform Price List** available from the school office and the school web site.

School Representation

Students representing the school are required to wear the correct everyday uniform for health and safety reasons unless specifically instructed by the school to wear an alternative (e.g. to sports trials).

School representation may include visits to special functions, Parliament, community visits, excursions, in-school special events, inter-school competitions, etc. Any uniform exceptions will be specified for each excursion or activity in the permission form.

Excursions

Students are required to wear full school uniform when on an excursion for health and safety reasons unless the venue stipulates an alternative safety dress code, eg. A rain forest excursion may require arms and legs to be covered.

Physical Education and Sports

All students who are engaging in physical education classes and sports activities are expected to **follow the school dress code** including **wearing the relevant full sports uniform and fully black, leather sport shoes** (exceptions are only for sports that require specialist footwear Eg spikes, tags).

Students will not be permitted to represent the school in district, regional, state or national sporting events if they are not in the correct uniform and abiding by all aspects of the dress code Eg other piercings, white only socks.



Interschool sporting teams may have a specific uniform shirt bearing the logo, the current year and the name of the sport. Team shirts are permitted to be worn by current team members only, on the day of competition. Team shirts are approved at the Principal's discretion and the rest of the dress code applies Eg white only socks.

Other Programs

All students participating in our excellence/other programs Eg ACE, GTEK, STEM, Japanese and Music excellence, Jimbelungare Dimunn may wear a specific program shirt in lieu of their uniform shirt. These program shirts must bear the school logo and the name of the program. Only students currently participating in the program may wear these shirts. Program shirts are approved at the Principal's discretion.

Students participating in some camps/tours may have opportunity to wear a camp/tour shirt for the duration of the excursion only. These shirts must bear the school logo, the current year and the name of the camp/tour. These shirts are approved at the Principal's discretion.

Trade Training Centre Program

Year 11 and 12 students participating in the Certificate II Hospitality Certificate Program should wear TTC uniform as outlined in the subject selection handbook on their TTC day. **A plain black jumper** (no hoodies) can be worn in winter. Students cannot mix and match with WVSHS uniform items Eg do not wear a senior jersey/school jacket with black trousers/chef pants.

Senior Jersey/Jacket

Year 12 students who meet the eligibility criteria have the option to purchase a Senior jersey/jacket in their final year. Students may elect to have their first name or surname included on the back of their jersey. Only current Year 12 students may wear the current year Senior jersey/jacket

Eligibility criteria:

- students have demonstrated consistent STAR behaviours and are committed to being the senior leaders of the school
- students are working to the best of their ability to successfully complete their senior studies
- have attendance of minimum 93%
- payment of all school fees by end of term 3 (this includes students on a payment plan)
- meet the conditions of their senior contract

Student Leadership

Student leaders must wear the full everyday uniform when representing the school in their leadership role. This includes the white shirt tucked in, black belt, green school tie, long grey trousers, and fully black leather dress school shoes for boys and white blouse with tie, long green skirt and fully black leather dress school shoes for girls. On occasion students will be required to wear the school blazer. Students' presentation must be impeccable.

Any Occasion When School Uniform Is Not Worn

There will be a number of occasions when non uniform days are scheduled. Any clothing is considered **INAPPROPRIATE** attire for school at any time if it:

- Promotes or glorifies war, violence or any other acts of aggression
- Features inappropriate and/or offensive writing/illustrations/distasteful captions
- Immodestly dressed for the activity
- Open footwear/sandals/thongs/reefs
- Drug and alcohol advertising or inappropriate/racist/sexist language, slogans or illustrations

All decisions about inappropriate attire are at the Principal's discretion. **The other piercings rule still applies.**

Labelling

It is advised that students mark all personal property with their names. The school cannot assist in the recovery of lost articles if they are un-named. Lost articles are held in the Book Room for one term. If not claimed by then they become the property of the school.

Exemption Procedures for Special Circumstances



- Exemption will be for a set period of time, upon written request and explanation from a parent to an Administrator. Set period of time will be a maximum of two weeks, unless an alternative period of time is authorised by the Principal.
- Students must have their exemption noted in their planner and have their planner with them at all times during the exemption period. Failure to do so may result in a consequence for not wearing the correct school uniform.
- Students exempted from wearing the school uniform are still expected to follow the school dress code – personal appearance and grooming expectations, jewellery and body piercing expectations, school colours, etc.

Infringement of School Dress Code

- Students will not be permitted to represent the school in any official capacity if they are not following the school dress code, including wearing the relevant school uniform:
 - Leadership – everyday school uniform (including requirements for long pants, long skirt);
 - Music and instrumental concerts and performances– music uniform or everyday uniform;
 - Sporting – school uniform or team uniform where specified.
- Students will not be permitted to feature in school photos, media or publicity activities if they are not following the school dress code, including wearing the relevant school uniform.
- Students will not be permitted to participate in regular school education programs where their dress would pose a safety risk. This includes the wearing of non-permitted jewellery and incorrect footwear. In these instances students will be asked to remove the items or change into appropriate clothing (this includes footwear). If they choose not to, they will be directed to participate in alternative education activities provided by the school.
- Students not complying with other aspects of the dress code will be asked to rectify this by a staff member at the time:
 - remove excessive makeup
 - non-compliant jewellery or other accessories will be confiscated and held at the Engagement Centre for a period of 7 days. Parents may collect confiscated items within the 7 day period by appointment with the Deputy Principal. NOTE: The school will take no responsibility for these items.
- Students wearing other piercings will be directed to the Engagement Centre where the item will be confiscated. Students will not be permitted to attend class or breaks in the playground wearing other piercings (work will be provided to the Engagement Centre).
- Confiscated items will be held at the Engagement Centre for a minimum period of 7 days. They can be collected after this period from the Engagement Centre by students at 2.50 pm on that day. Parents may collect item earlier after an interview with the relevant Deputy Principal.
- Parents who send children to school wearing incorrect footwear may be telephoned and requested to bring appropriate footwear to assist their child to comply with the school dress code and workplace health and safety requirements.
- Students may be given the opportunity to change into appropriate items from a bank of clothing and shoes held at school. Students will need to change out of these clothes or shoes at the end of the school day. Parents may be asked to contact the school to discuss the issue and develop alternative strategies.
- Students will be given a morning tea detention for not complying with the school dress code unless the breach is authorised. Parents will be informed of any uniform breaches via SMS.
- Students who continually breach the dress code will not be eligible to represent the school or attend extra-curricular activities (as per the school representation policy).
- If a student refuses to follow directions given by a staff member, then this will be treated as “Refusal to Follow Instructions” and consequences will be applied for the secondary behaviour.

Excellence programs

Five excellence programs are offered for students who excel in specific areas, these programs are:

Area	Program	Coordinator
Academic	GTEK – Gifted, Talented Extension Kids	Cameron Lynch
Athletics	ACE – Athletics Course Extension	Lance Faulkner
Music	Music Excellence	Zoe Farrington
Japanese	Japanese Excellence	Megan Strandquist
STEM	Science, Technology, Engineering, and Maths Excellence	Adam Dunwell

Acceptance into these programs is through application or audition only and where possible prior to the start of the school year. For further information please contact the program coordinator.

Homework policy

Homework that is effective in supporting learning:

- is clearly related to class work
- is appropriate to particular years of schooling
- is varied and differentiated to individual learning needs
- consolidates, revises and/or applies students' classroom learning
- develops students' independence as a learner through extension activities such as investigating, researching, writing, designing, making
- assists students to prepare for upcoming classroom learning, such as collecting relevant materials and information, completing surveys and audits allows for student commitment to recreational, employment, family and cultural activities.

Students can take responsibility for their own learning by:

- being aware of the school's homework policy
- discussing with their parents or caregivers homework expectations
- accepting responsibility for the completion of homework tasks within set time frames following up on comments made by teachers
- seeking assistance when difficulties arise
- organising their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities and part-time employment

Parents and caregivers can help their children by:

- helping them to complete tasks by discussing key questions or directing them to resources encouraging them to organise their time and take responsibility for their learning
- encouraging them to read and to take an interest in and discuss current local, national and international events

- ☐ helping them to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and engaging in other recreational activities
- ☐ contacting the relevant teacher to discuss any concerns about the nature of homework and their children's approach to the homework
- ☐ All students are to prepare their own Homework/Study Timetable to meet the required times listed
- ☐ All students are expected to record their homework in their Student Planner Junior students have Maths online homework
- ☐ Junior students have Reading homework – 10 minutes per day up to 60 minutes per week If students have not been given specific other subject homework, they should revise work they have completed in class. This practice is known to improve retention of new learning.
- ☐ All students should allow 5 minutes each evening to organise things for the next day
- ☐ Students should attend the Homework centre and/or subject tutorials when needed

Homework / Study Hours

Year 7	<p>3 to 4 hours per week made up of:</p> <ul style="list-style-type: none"> ☐ 60 minutes of Reading, ☐ 30 minutes of Maths, ☐ 30 of minutes English and ☐ approximately 15 minutes per other subjects
Year 8 and 9	<p>5 hours per week made up of:</p> <ul style="list-style-type: none"> ☐ 60 minutes of Reading, ☐ 60 minutes of Maths, ☐ 60 minutes of English and ☐ approximately 30 to 45 minutes per other subjects
Year 10	<p>6 hours per week made up of:</p> <ul style="list-style-type: none"> ☐ 60 minutes of Reading, ☐ 60 minutes of Maths, ☐ 60 minutes of English and ☐ approximately 60 minutes per other subjects
Years 11 and 12	<p>Up to 15 hours per week – this will vary depending on the learning needs and the individual program of the students.</p> <p>OP subjects have a higher homework/study requirement.</p>

- ☐ During periods of assessment these times may increase

There is a school expectation that parents play a supportive and supervisory role of their child's study and homework.

Illness at school



Basic first aid is available in the sick bay. Students who become unwell at school must report to the Office (with a note from their teacher if during class time). When students are too ill to remain at school, arrangements will be made for the student to return home.

For long absences due to sickness/injury, school work can be organised through the HOD Engagement and collected from the Office. **48 hours notice** is needed for this process to occur.

Students who are ill before leaving for school are advised to stay home until they are well enough to attend all classes.

Information Technology Acceptable use Policy

Students must adhere to the Information Technology Acceptable Use Policy, signed on enrolment. Breaches of the agreement may result in loss of computer access and/or other consequences. The policy is as follows:

I understand that:

- The use of school computer technology is a privilege
- School computers, Bring Your Own Devices, and other information technology resources at Windaroo Valley SHS are for educational purposes
- Every student is given an account on the school's computer network and this is private to the user
- No student may interfere with another account
- When using "global" systems such as the Internet, it is impossible for the school to screen or filter out all material, which is controversial, inappropriate or offensive. It is therefore each student's RESPONSIBILITY not to initiate access to such material or to distribute such material by copying, storing or printing.

I agree that:

- I will use information technology resources appropriately and legally as detailed below:
- I will take care of information technology resources I will not eat or drink near any computer equipment I will not damage computer equipment or furniture
- I will use any computers and other devices for games only during lunchtimes I will abide by copyright laws
- I will be considerate to other users
- I will use school Information Technology devices for educational purposes only I will not deliberately waste computer resources (e.g. unnecessary printing)
- I will not intentionally disrupt the smooth running of the network (e.g. by downloading large files from the Internet during busy times such as class times)
- I will not scan or display graphics; record or play sounds; or type or forward messages that could cause offence to others, including posting offensive or inappropriate materials to the internet or social media websites and the school reserves the right to review and investigate student activities on school and Bring Your Own Devices
- I will only record or video staff or other students with school permission

I will accept responsibility for privacy and security

- I will not reveal my password to anyone else
- I will not attempt to use or otherwise interfere with another user's account under any circumstances
- I will not attempt to upload or create computer viruses or be involved with other forms of electronic vandalism
- I will report any security problems immediately to a class teacher or to the Information Technology Head of Department
- I will not reveal my personal address or phone number or those of other students or staff in any electronic communications
- I will report any misuse of any Information Technology devices to school staff if I am made aware of it. Failure to do so may be viewed as collaboration. Misuse includes vandalism and theft, possible breaches of security, and inappropriate use of social media.
- I will back up my work on a regular basis

I accept that:

Breaching this agreement may result in my being taken off the network temporarily or permanently depending on the seriousness of the offence and that this may be recorded on my student record. For more serious matters, including criminal offences, further disciplinary and/or legal action may be taken as outlined in the school's Student Code of Conduct.

Late arrival

If you arrive late to school you must report to the Engagement Centre to sign in. Parents/Carers are required to provide a note outlining a valid reason for the lateness. You will be issued with a late slip, which must be shown to your teacher as you enter the classroom. If you do not sign in you are marked as absent for the day and your parents are required to provide an explanation for your absence. You will be given a detention for unauthorised lateness.

Leaving early

You will require an "off campus" pass, authorised by the Engagement Centre, to exit the school grounds early. Early departures will be authorised by the school for legitimate reasons only – driving lessons/test, shopping, birthdays or visiting family are not legitimate reasons. The Principal has the final decision regarding permission for you to leave the school grounds early.

You must bring a signed and dated note from home to the office before 8.45am, requesting an authorised, early departure. The school may contact parents in relation to early departure requests. The pass will be issued for you to carry whilst off campus during school hours.

Failure to follow procedures and obtain a pass will be interpreted as an act of truancy.

Library hours

Monday to Thursday 8.00am to 4.00pm and Friday 8.00am to 3.00pm but closed at morning break. Student use outside these hours may be negotiated with the library staff.

Local shops

Students are not permitted to loiter at the local shops or surrounding areas before/after school or access the local shops/banks during the day. Students must be gone from the shops by 8.30am in order to be at class on time. Lunch passes will not be issued. Students are reminded to be considerate of other members of our local community before and after school.

Lunch passes

Lunch passes are not permitted. Students are not permitted to leave the school grounds to access the shops during breaks or at any other time during the day.



Medical information

Medical information noted by the parent /carer on the enrolment application should be accurate and kept up to date by notifying the school of any change.

Medication

Department regulations do not allow the school to administer any medication to students without the authority of a doctor. A form is available from the Office to complete and attach to the medication.

All medication must carry a pharmacy label with the student's name and be accompanied by a letter from the doctor stating the dosage and the times to be given. All medication must be left at the Administration Office with the exception of asthma puffers. If students need to carry any other medication, they will require permission from the Principal.

Mobile phone and personal electronic technology devices policy summary

It is strongly recommended that mobile phones and personal technology devices (iPods, MP3 players, Nintendo DS, PSP etc.) are not brought to school. If a student chooses to bring these to school, the school cannot accept responsibility for them if lost, stolen or damaged. Devices are only permitted to be used before/after school or during break times. At all other times they must be out of sight and switched off or on silent. Headphones and other accessories related to the device must also be out of sight. If a student does not satisfy school rules the electronic device will be confiscated and handed to the office where it will be held for a period of 7 days. First and second offence – item can be collected by the student at the end of the confiscation period, subsequent offences – item to be collected by parent.

To avoid any chance of a breach of the Invasion of Privacy Act, students are NOT permitted to record sound or images of other students or staff. Any student who records sound or images of students in school uniform or staff and then posts them on the Internet will face serious consequences from the school and/or police action. Mobile phones do not meet the criteria for "Bring your own device"

Refer to Appendix 1 of the Student Code of Conduct for the full policy

Outside of school hours

Students are permitted to be on school grounds outside of school hours for authorised purposes only E.g. tutoring, athletics training. Students are not permitted to ride bikes, scooters and/or skateboards through the school grounds at any time.

Parent enquiries

Windaroo Valley State High School has a tradition of providing a holistic education for our students. In order to strengthen this further we wish to improve our partnerships and communication with parents. From time to time you will have enquiries about your child's academic progress, behaviour or general wellbeing at school. Below is a guide to the staff who can optimise your child's education:

For all questions or queries related to curriculum, homework or classroom behaviour:

- Contact the Classroom teacher.
- If your question or query cannot be resolved by the Classroom teacher the Head of Department for that subject will be able to assist you

For all questions related to student welfare, bullying, uniform and truancy:

- Head of Department Engagement



More detailed contact information is available on the school website and in the student planner.

Payment procedures

The Payment Office is open Tuesday – Thursday 8.00am – 1.45pm.

Monday and Friday – CLOSED.

Payments can also be made via:

- **Internet banking** - Internet banking is the preferred payment option for all activities. Payments made must be clearly identified to ensure that the correct outstanding invoices are credited against the correct student. The reference code used must commence with your student's EQ ID number. (This number is recorded on their Student ID card.) This should be followed by a description of the activity (where possible). For example: EQ ID No – 1234567893Q excursion.

The school account details are as follows:

BSB: 064-401
Branch: Beenleigh, QLD
Bank: Commonwealth Bank of Australia
Account Number: 10078860
Account Name: Windaroo Valley State High School – General Account

- **Centrepay** - Centrepay is a free direct bill paying service available to customers who receive a Centrelink payments. Windaroo Valley SHS is registered as a provider to offer this service to the school community. It is the easy way to ensure your school financial commitments are met. For further information please contact the payment office, Centrelink, or visit the Centrelink website at www.centrelink.gov.au
- **BPoint** – Parents can pay online using their credit card via the BPoint secure website (www.bpoint.com.au/payments/dete). BPoint information is located at the bottom of the Invoice. When paying by BPoint it is important to use the invoice number as the reference number to ensure that payments are allocated correctly. Phone 1 300 631 073
- **Cash** – In person at the Finance window. Money is only accepted during opening hours.

When making payments for excursions or activities, students are required to hand in their permission and medical forms with the money. If payments are made over the phone, permission forms are still to be handed to the Payment Office for validation.

Refund Policy

At Windaroo Valley State High School, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the School Council.

State schools are able to charge a fee for:



- ❑ An educational service including materials and consumables not defined
- ❑ As instruction, administration and facilities for the education of the student;
- ❑ An education service purchased from a provider other than the school where the provider charges the school; and
- ❑ A specialised educational program
- ❑ A school fee directed to the purpose for which it was charged.

School fees for excursions and camps calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/ carer.

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

All refunds of \$25.00 and under will be credited to the student's account for future use. However, students who have school fees and accounts outstanding will have all refunds credited to the account to minimise the debt. Students who do not have any accounts outstanding will have refunds over \$25.00 direct deposited into the nominated bank account as directed by the parent/caregiver.

QParents

QParents is an online portal available for parents to access information about their child. The information, which is available on QParents, includes:

- ❑ Student academic reports
- ❑ Student timetable
- ❑ Student enrolment and contact information

Parents can also use the portal to change their contact information on line.

Access to QParents is via e- mail invitation and online registration sent from the QParents system by the school. Email invitations are sent to the first listed parent; however other parents can be issued invitations on request.

QSchools

QSchools is a free app available to parents which allows up to the minute information from and about Queensland Government Schools. Parents can nominate more than one school within the app if they have children at multiple state schools. The app allowing users to:

- ❑ find and favourite your school by searching for the school by name, searching a map or by searching for schools near your current location
- ❑ receive real-time notifications about state-wide emergency alerts as well as school push notifications and important updates through the app (to receive notifications you have each school set as a favourite)
- ❑ access the latest news, events and newsletters from your school
- ❑ easily access your school's tuckshop and uniform shop information

Reporting to Students and Parents



Reports will be issued via e-mail for:

- Term 1
- Semester 1
- Term 3
- Semester 2

Parents who do not have access to e-mail should contact the school to make other arrangements. Parent - Teacher Interview evenings will be held early in Term 2 and Term 3. Parents are able to book Parent Teacher interviews online via an online booking system.