GENERAL INFORMATION

VERSION 3
Vision

QUALITY and EQUALITY

Core Values

Teachers at Woree State High School are committed to the provision of quality learning experiences through equality of opportunity.

Woree State High School is a learning organisation that supports the right of all students to learn in a safe and supportive environment.

To ensure this happens we have developed clearly defined standards and expectations. These standards and expectations reflect our core values of:

- Respect
- Responsibility
- Fairness
- Honesty
- Commitment
- Quality.

School Address Details and Directory

Street Address: Rigg Street, WOREE
Postal: P O Box 12026 CAIRNS DC. 4870
Phone: 4081 5222
Fax: 4081 5200
Absentee Hotline: 4081 5260
Email: admin@woreeshs.eq.edu.au

Website: www.woreeshs.qld.edu.au

QUEENSLAND TERM DATES FOR 2019

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Tuesday 29 January - Friday 5 April</td>
<td>10 weeks</td>
</tr>
<tr>
<td>Term 2</td>
<td>Tuesday 23 April - Friday 28 June</td>
<td>10 weeks</td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday 15 July - Friday 20 September</td>
<td>10 weeks</td>
</tr>
<tr>
<td>Term 4</td>
<td>Tuesday 8 October - Friday 13 December</td>
<td>10 weeks</td>
</tr>
</tbody>
</table>

School starts Monday 28th January 2019

Student Free Days for 2019
- Thursday 24th and Friday 25th January
- Monday 21st October

Finishing dates for 2019
- Year 12 – Friday 15th November
- Year 10 and Year 11 – Friday 29th November
- Year 7, 8 and 9 - Friday 13th December

The information above was correct at the time of publication (November 2018) but may be subject to change.
The “WOREE 4”

At Woree State High School, we apply our core values by following four codes of behaviour, as outlined below:

1. **RESPECT** School community members will treat each other with courtesy and consideration at all times, being mindful of the rights and responsibilities of each person. Such courtesy will be reflected in both action and communication.

2. **SAFETY** School community members will act in a responsible manner that presents no danger to the physical or emotional security of themselves or others.

3. **EFFORT** School community members will be mindful of the fact that the primary aim of schooling is student learning. Each member will actively fulfill their role in this process to the best of their ability.

4. **SELF-RESPONSIBILITY** School community members will endeavour at all times to make appropriate behaviour choices and accept accountability for the outcomes of their actions.

Denotes a form requires completing.
### A Self Directed Learner
A self-directed learner is someone who effectively plans and manages their own learning to achieve their goals.

They do this by:
- Questioning
- Challenging
- Persevering
- Clarifying
- Seeking help
- Organising time and resources

### A Complex Thinker
A complex thinker is someone who effectively deals with concrete and abstract challenges by applying a range of skills, processes and strategies.

They do this by:
- Applying higher order thinking skills
- Applying lateral thinking skills
- Drawing from a broad information base
- Reflecting critically
- Understanding that knowledge is constructed differently by different groups
- Posing problems and solving them in innovative ways

### A Collaborative Worker
A collaborative worker is someone who effectively uses individual, interpersonal and group skills to achieve shared goals.

They do this by:
- Actively participating
- Accepting responsibility
- Displaying acceptance, inclusivity and empathy
- Understanding and applying group roles and skills

### A Community Contributor
A community contributor is someone who respects, seeks to understand and adds value to the communities with which they interact.

They do this by:
- Participating in an active and informed manner
- Advocating for themselves, others and the environment
- Valuing diversity
- Promoting inclusivity

### A Quality Producer
A quality producer is someone who consistently produces work of a high personal standard which meets agreed benchmarks.

They do this by:
- Re-evaluating and redefining their performance
- Purposely extending knowledge
- Striving to achieve personal excellence
- Using a range of strategies effectively
- Communicating effectively

### A Self Actualising Person
A self-actualising person is someone who has insight, a strong sense of self-worth and who works to become everything of which they are capable

They do this by:
- Engaging in self development
- Developing and displaying positive instincts and intuition
- Taking an enthusiastic approach to one’s life
- Displaying compassion and concern for the welfare of others
- Accepting a high degree of personal responsibility
Learning Expectations of a Student of Woree State High School

Organisation & Management
An organised learner is someone who manages their time and resources effectively. It means being responsible for one’s personal learning items.

They do this by:-
- Arriving for lessons on time and attending school regularly
- Having books/equipment for all classes
- Maintaining and regularly using the school planner, diary and calendar
- Completing homework tasks when set
- Using term/semester calendars
- Completing assessment tasks by due dates

Persistence
A persistent learner is someone who keeps working at a task until it is completed to the best of their ability

They do this by:-
- Continuing to try even when school work is hard
- Staying on task and not being distracted by others
- Editing work through a drafting process to ensure it is correct
- Completing draft and final assignments to the best of their ability

Confidence
A confident learner is someone who believes in their ability to complete set work tasks. They are capable of working independently and learn from mistakes

They do this by:-
- Attempting work that is set by the teachers
- Learning from mistakes
- Actively participating in class activities
- Questioning for clarification and assistance
- Displaying a readiness to learn

Responsibility
A responsible learner is someone who accepts the classroom expectations set by teachers and strives to work within these expectations.

They do this by:-
- Understanding and following both the classroom and school rules/expectations
- Actively listening when someone else is speaking
- Respecting the physical environment and resources of the classroom
- Cooperating with other students in the class and following teacher instructions.
- Demonstrating appropriate behaviours which respect the rights of others
Rights and Responsibilities of a Student of Woree State High School

**RIGHTS**

To undertake my duties as a member of the school community

**RESPONSIBILITIES**

- It is my responsibility to:
  - Arrive in time for roll marking each morning
  - Be prepared for my lessons
  - Attend, on time, all my timetabled classes
  - Be co-operative – follow staff directions
  - Complete work to the best of my ability
  - Work without interfering with the learning of others
  - Practise what I have learnt and study in my own time

To be safe

** responsiveness to:**

- Wear school uniform as written in school policy
- Observe safety rules
- Be alert to, and stay mindful of, potentially hazardous situations
- Report any observed hazard or danger
- Stay on the school grounds throughout the school day
- Act in a manner which does not threaten others
- Report any bullying

To safeguard property

**responsibility to:**

- Refrain from bringing valuables to school
- Look after my own property
- Respect the property of others
- Report theft or damage of property
- Access mobile phones and other electronic devices according to the school policy

To be respected and to have opportunities to express my opinion

**responsibility to:**

- Treat others with respect and courtesy and not seek to put others down
- Treat others without prejudice (regardless of religion, race, ethnic background, nationality, ability, gender, age, physical traits, financial position, sexuality etc)
- Speak about others without smearing their reputation or the reputation of their families, friends or associates
- Speak without inciting anyone to violence or behaviour prejudicial to the good order of the school
- Refrain from swearing at or abusing any student, staff member or visitor to our school
- Listen actively when others express their views
- Listen tolerantly to viewpoints being expressed by others

To know what is acceptable behaviour and know the consequences of unacceptable behaviour

**responsibility to:**

- Be familiar with Woree State High School’s Code of Behaviour
- Follow the school code of behaviour and where necessary seek clarification of the code
- Take responsibility for my actions
- Accept consequences of my behaviour

To have a pleasant, clean, healthy and safe environment

**responsibility to:**

- Care for the school environment
- Avoid unhealthy and dangerous practices
- Assist in keeping the school environment clean and tidy

To be in a school which is conscious of the value of a good reputation and which works hard to be well-regarded by the community

**responsibility to:**

- Accept that I represent my school at all times when in school uniform
- Behave in a way which reflects well on myself and my school
- Use language that encourages mutual respect
- Encourage others to speak and behave in ways which reflect well on the school
ABSENCE FROM SCHOOL – ATTENDANCE POLICY

Your student's learning is important, and students are expected to be here ALL DAY EVERY DAY unless there is a legitimate reason for being absent. The School must be notified of the reason for any absence. This can be done by:

- Emailing absences@woreesh.eq.edu.au
- Making a phone call to the Absence Line 4081 5260 or
- Sending a signed and dated note to the School in your student’s planner (diary).

Any student late for school MUST sign in at the Office. If they do not, they are marked absent for the day until their presence has been verified. Lateness without a note will result in repaying learning time with a detention during break times.

ACCEPTABLE USE OF INFORMATION TECHNOLOGY POLICY

Woree State High School offers Internet access for student’s educational use. This document contains the Acceptable Use Policy for your use of Woree State High School computers and associated software and hardware. Woree State High School aims to develop students as competent, responsible, independent users of information technology.

ACCESS TO STUDENTS

Only custodial parents, carers or nominated emergency contacts will have access to students at any time. This information is obtained from your enrolment form. All alterations are required in writing.

In certain situations, where access is required by someone other than the people nominated, written or verbal permission is to be given directly to the School by the parent/carer.

AFTER SCHOOL DETENTION POLICY

As per the Education (General Provisions) Act Chapter 12 Part 3 Section 283, a student may be detained as a consequence for disobedience, misconduct, wilful refusal to engage with the program of instruction or for other breaches of school discipline.

Students may be detained for twenty (20) minutes during recess or for thirty (30) minutes after the end of the normal school day if a breach occurs.

Your student will receive a printout stating details of their proposed detention before it occurs. Detention is held on Wednesdays and Thursdays from 3.15pm at the Library.
ANTI- BULLYING POLICY

Woree’s **STOP, WALK, TALK** program has a simple message; bullying is unacceptable and must be dealt with. It is not OK to tell someone, “Just ignore it/them. They will stop.” The reality is bullies usually don’t. Our message is: **STOP, WALK, TALK.** — STOP the interaction, WALK away and towards someone who can help, and TALK with this person.

People to talk with include teachers, HODs, HOSES, Student Support Services Officers, Deputy Principals, Student Support Services Team members (the GO, the CEC, the YSCs, the Chaplain, the SBYHNs and the School Based Police Officer). Always let us know if you believe your student is bullied. They don’t always report it.

ASSEMBLY and YEAR LEVEL PARADE

Full school assembly occurs on the first school day of each week and is led by our School Leaders. Each year level has an additional parade once a week.

ASSESSMENT POLICY

Assessment is the purposeful, systematic and ongoing collection of information for use in making judgements about student progress and performance. Assessment provides students with the opportunities to demonstrate their knowledge, abilities, and skills, and to gain feedback and reflect on their progress.

**OUR AIM:**

To design and implement relevant and effective assessment tasks which provide:

1. Students with the best opportunities to:
   - Demonstrate their knowledge, abilities and skills;
   - Gain feedback and reflect on their progress.

2. Teachers with relevant information to:
   - Make decisions about student needs, the learning and teaching process and resource requirements
   - Make judgements about student performance for reporting purposes.
ASSESSMENT CALENDAR

All students will be issued with a calendar of all assessment items and due dates (relevant to their year level) by week 3 of each Semester. Students can access their own assessment calendar via their OneSchool account and parents/carers can access via QParents. Changes to the calendar can occur only when the relevant Head of Department recommends the change and it is approved by the Deputy in charge of Assessment Calendars. Students will need to be given reasonable notice (1-2 weeks) of the change in due dates. Amendments will be published as necessary.

ATTENDANCE POLICY

Woree State High School recognises that, for students to achieve high quality results, they must attend every class, every school day including sporting days and special events up to and including the last day of school.

Each parent/carer of a child who is of compulsory school age must ensure that the child is enrolled and attends school on every school day for the education program in which the child is enrolled unless the parent/carer has a reasonable excuse. A parent/carer of a young person in the compulsory participation phase must ensure the young person is participating full-time in an eligible option, unless the parent/carer has a reasonable excuse.

LEGAL EXPECTATION OF ATTENDANCE

1. Under the law, “Each parent/carer of a child of compulsory school age (i.e. under 16 years old) must – ensure the child is enrolled at a … school; and ensure the child attends…school, on every school day…unless the parent/carer has a reasonable excuse” [Education (General Provisions) Act 2006. Chapter 9 Compulsory schooling. Part 1 Compulsory schooling requirement. Division 1 Parents/carers obligations. Section 176 Obligation of each parent/carer. Subsection (1)]

2. Under the law a “reasonable excuse” for a parent/carer not ensuring their child is enrolled and attending school is:
   a. the child is living with another parent/carer who ensures the child is attending school
   b. the “parent/carer is not reasonably able to control the child’s behaviour to the extent necessary to” ensure the child is attending school

BANNED ITEMS

Any item which is likely to interfere with student learning, pose a safety risk to other students, risk being stolen or create a problem for our environment are not to be brought to school. These items include:

- White Out and Oil based felt pens
- Spray cans of any type – including deodorant
- Chewing Gum
- Any potentially dangerous objects
- Any items that potentially interfere with student learning
**BELLS TIMES**

<table>
<thead>
<tr>
<th>SESSION</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>WARNING</td>
<td>08:40</td>
<td>08:40</td>
<td>08:40</td>
<td>08:40</td>
<td>08:40</td>
</tr>
<tr>
<td>Parade/Form</td>
<td>08:45</td>
<td>08:45</td>
<td>08:45</td>
<td>08:45</td>
<td>08:45</td>
</tr>
<tr>
<td>Lesson 1</td>
<td>09:00</td>
<td>09:00</td>
<td>09:00</td>
<td>09:00</td>
<td>09:00</td>
</tr>
<tr>
<td>Lesson 2</td>
<td>09:55</td>
<td>09:55</td>
<td>09:55</td>
<td>09:55</td>
<td>09:55</td>
</tr>
<tr>
<td>Lunch 1</td>
<td>10:50</td>
<td>10:50</td>
<td>10:50</td>
<td>10:50</td>
<td>10:50</td>
</tr>
<tr>
<td>Lesson 3</td>
<td>11:40</td>
<td>11:40</td>
<td>11:40</td>
<td>11:40</td>
<td>11:40</td>
</tr>
<tr>
<td>Lunch 2</td>
<td>01:30</td>
<td>01:30</td>
<td>01:30</td>
<td>01:30</td>
<td>01:30</td>
</tr>
<tr>
<td>WARNING</td>
<td>01:55</td>
<td>01:55</td>
<td>01:55</td>
<td>01:55</td>
<td>01:55</td>
</tr>
<tr>
<td>Lesson 5</td>
<td>02:00</td>
<td>02:00</td>
<td>02:00</td>
<td>02:00</td>
<td>02:00</td>
</tr>
<tr>
<td>BUS DUTY</td>
<td>02:55</td>
<td>02:55</td>
<td>02:55</td>
<td>02:55</td>
<td>02:55</td>
</tr>
</tbody>
</table>

**BEHAVIOUR POLICY**

Woree State High School aims to support all students with clear expectations and consequences in regard to behaviour.

Whilst it is possible to generalise with a set of actions, it is not always possible to predict all behaviour incidents that may occur or be aware of the individual circumstances of each student prior to a behaviour incident.

We believe that our approach to student behaviour management should primarily be an educative one. That is, the fundamental aim of our behaviour management philosophy and practice should be for students to learn to be responsible for themselves and their actions and to make genuine, positive contributions to their community.

Woree State High School aims to foster and develop a safe and supportive environment by:

- Promoting a positive school climate and developing a pleasant environment
- Maintaining a good working relationship among all members of the school community
- Recognising and positively reinforcing appropriate behaviours
- Ensuring consequences for unacceptable behaviours are logical and appropriate
- Developing and applying procedures to support victims, counsel offenders and provide appropriate behaviour management strategies
- Encouraging all members of the school community to accept personal responsibility for their behaviours and
- Teaching a curriculum that is inclusive and allows personal development in a broad range of academic, cultural and sporting activities.
BICYCLES

Bike racks are located inside the school grounds and all bikes are to be secured. Bicycles are left at the risk of the owner so please ensure students have an adequate lock to secure their bike.

Scooters, skateboards, rip sticks etc. are not encouraged to be brought to school as the School has no adequate storage facility.

Bikes must be walked once inside the school grounds.

BOOKLISTS

Refer to the Student Resource Scheme and Stationery List for relevant year level.

BUDDY CLASS REFERRAL POLICY (Year 7-10)

Building quality relationships is a whole school responsibility and there may be times when a students’ behaviour has an impact on the classroom teaching and learning. It is unreasonable to expect that all students will develop the ability to make well-reasoned judgements about behaviour at all times – some will take much longer than others. The Buddy Class Referral System offers an opportunity for the teacher to ensure quality teaching and learning occurs by removing the offending student to a senior class.

BUS TRANSPORT

Students are eligible for subsidised bus travel if they reside more than 4.8 kilometres by the shortest trafficable route from their nearest state secondary school. The school bus service is run by Loves Bus Service (phone 4035 4500) website www.lovesbusservice.com.au. Students who are eligible, need to apply for a subsidised bus pass through the bus company.


The designated School Bus pickup zone is Windarra Street. Many of our students also use public bus transport. These bus stops are situated on the Service Road which runs parallel to the Bruce Highway at Woree.

CHAPLAINCY PROGRAM

Woree’s Chaplaincy Program is endorsed by the school’s Parents and Citizen’s Association and is available on a voluntary basis to all students.

The Chaplain is involved in a range of activities which are free of religious, spiritual and/or ethical content. These activities are available to all students on a voluntary basis unless a parent/carer requests in writing that this is not to occur for their student. When the activities offered have religious, spiritual and/or ethical content, consent must be given by the parent/carer for student involvement in these specific activities.
COMMUNICATION

Education does not happen in isolation and ongoing communication, interaction and sharing is the key to success. We want you to become fully involved in your student’s education and we cannot know of your concerns if you do not tell us.

The School uses a variety of communication methods to keep parents/carers informed, including newsletters, letters, phone calls, emails, report cards, parent/teacher evenings and parent/teacher interviews. Teachers will contact you if they have concerns and many parents/carers like to establish email communication with their student’s teachers.

Please keep us informed regarding changing circumstances (change of email address, phone numbers etc.), perceived educational problems, illness, change of family situation etc. by phone call, letter or meeting.

CONCERNS AND COMPLAINTS

We can only deal with those things we know about. Please let us know of any concerns you have. The little things are often easy to address. If left to fester, they become more difficult to solve.

Parents/carers are encouraged to discuss classroom issues/concerns with the class teacher first.

If the issue is not able to be resolved, parents/carers are encouraged to make an appointment with the Deputy Principal Student Services to discuss the matter further.

CONSENT TO USE COPYRIGHT MATERIAL, IMAGE, RECORDING, NAME OR PERSONAL INFORMATION (see Enrolment Agreement – pink form)

If you are happy for your child’s image to appear in photos, for his/her work to be used in school newsletters, or for his/her name to be released, please sign the Consent Form included in your enrolment pack.

DRUG EDUCATION POLICY

Woree State High School aims to create an environment:

- Where students participate in a range of learning experiences about drugs and drug use within the context of harm minimization (refer CRP-PR-005: Drug Education and Intervention in Schools).
- Where refusal of harmful or illegal drugs is promoted.
- Where drug use as authorized by a medical practitioner occurs in controlled circumstances.
- Where the global outcomes of the school are reflected in the implementation of the drug education policy.

The school discourages all drug use that is detrimental to the health and well-being of students and which is not authorized by medical practitioners. Through this document, the goal is to reduce the harmful and/or inappropriate use of drugs by managing incidents in a positive and supportive manner in the best interests of students, staff, parent/carers and other parties concerned.
EARLY DEPARTURES

If your student needs to leave school during the school day, a note needs to be brought to school. (You can use the communication section of the diary). Students must come to the office to sign out before leaving the School grounds.

EMERGENCY CONTACT (Accidents or Illness)

All parents/carers must provide emergency contacts at enrolment. If your student becomes ill or requires medical attention at school, emergency contacts will be called only if a parent/carer cannot be reached.

If an accident happens at school and no contacts can be made, the Principal will act *in loco parentis* to make a decision about treatment. parents/carers are responsible for expenses involved if medical assistance is required. All children are covered for Ambulance.

Please be aware that children SHOULD NOT be sent to school if they are sick.

EMERGENCY SCHOOL CLOSURE – (CYCLONES, FLOODING)

In the event of an Education Queensland direction that school be closed because of an imminent threat (e.g. a tropical cyclone is expected to cross the coast within the next few hours) public announcements will be broadcast over the local radio stations.

If this occurs before school opens, children should be kept at home.

If the announcement occurs during the school day, parents/carers will be contacted by local radio. Our focus will be on ensuring student safety and parents/carers will be notified as to how the School plans to dismiss the student body so as to ensure their protection. Any parents/carers collecting students MUST sign their student out the office to enable all students to be accounted for.

**IT IS CRITICAL THAT YOU KEEP ALL CONTACT DETAILS CURRENT**
ENROLMENT AGREEMENT

The enrolment agreement sets out the responsibilities of the student, parent/carers and the School staff about the education of students enrolled at Woree 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 all staff
- abide by school rules, meet homework and assessment requirements
- wear the school uniform and abide by the school dress code
- respect the school environment

Responsibility of parents or carers to:
- attend parent/teacher interview evenings and parent information evenings
- let the school know if there are any problems that may affect your child’s ability to learn
- inform school of reason for all absences from school
- 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
- encourage your child to accept and follow school policies and procedures

Responsibility of school to:
- provide opportunities to develop each individual student’s talent as fully as possible
- inform parents/carers regularly about how their child is 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/carers to become involved in the school community
- clearly articulate the school’s expectations regarding the responsible behaviour plan for students and the school’s dress code policy
- advise parents/carers of extra-curricular activities operating at the school in which their child may become involved
- ensure that parents/carers are aware of the school’s record-keeping policy
- set, mark and monitor homework regularly in keeping with the school’s homework policy
- contact parents/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/carers on any major issues affecting students
- treat students, parents/carers with respect and tolerance

All members of the school community are expected to conduct themselves in a lawful, ethical, safe and responsible manner that recognises and respects the rights of others.
ENROLMENT PROCESS

All enrolments occur through an interview process. Information included in your enrolment package needs to be read and all forms completed prior to interview.

You will need to bring to the enrolment interview a copy of a birth certificate, and past report cards where appropriate.

The interview will be conducted with the relevant Deputy Principal or Head of Junior Schooling. The interview may include additional school staff e.g. Guidance Officer or HOSES etc. where appropriate.

ENROLMENT AGREEMENT

Before a student is enrolled, the parent/carer will be asked to sign an Enrolment Agreement. This agreement sets out the rights and obligations of students, parents/carers and staff at the school and will require all parties to abide by The Code of School Behaviour as well as school policies provided in this General Information Booklet.

EQUIPMENT / INSTRUMENT LOAN

Students may need to borrow equipment, eg cameras, or musical instruments, for short periods of time in order to complete a piece of assessment.

A completed Loan Agreement form is required prior to any equipment being borrowed. Students/parents/carers will be required to pay for repairs or replacement costs where damage or loss to equipment occurs during the loan period.

Students in the instrumental program can loan an instrument for the year.

EXCURSIONS

Throughout the year excursions are organised as a curriculum, co-curricular or extracurricular experience. Parents/carers will receive written advice of the intended excursion detailing travel details and any associated costs.

Payments are to be made at the office. No late payments will be accepted and refunds will only be given in cases of illness (medical certificate required) or other exceptional circumstances. If the school has had to pay for the excursion in advance no refund will be applicable.

When representing in the outside community, students MUST be on ‘Good Standing’ and in full school uniform unless otherwise stated. Appropriate behaviour is expected, and any breaches of rules can result in parents/carers being asked to collect the student at their own expense from the activity.
FACILITIES

Our school is in close proximity to an Olympic pool and a golf course. These facilities are accessed in our HPE programs.

All classrooms are air-conditioned and our fully equipped Resource Centre is open daily.

SPECIALIST CLASSROOMS

- ‘State of the Art’ Commercial Hospitality Kitchen
- University standard Sports Science Laboratory
- Drama Theatre equipped with lights, PA and Data projector for professional presentations
- Industry standard Technology & Design Workshops
- Music Room equipped with Keyboard lab, class set of Guitars and Recording studio (Digital Video Editing Suite)
- Specialist Marine Science laboratory
- Newly renovated Visual Arts Studios and gallery

SPORTING

- A Weights and fitness gymnasium
- An 8 lane athletics track
- Four Athletic Jump Pits
- Four throwing circles
- An enclosed sporting hall including Basketball, Volleyball and Badminton
- Extensive grass playing fields with two football/soccer fields, two touch fields, training grids and shade.
- Three outside Basketball courts
- Two outside Netball courts
- Two all-weather surface cricket nets

FIRST AID POLICY

First Aid will be administered for minor injuries sustained while at the School by our trained First Aid Officer, however, injuries sustained at home eg. sores, boils etc. should be treated and covered by a parent/carer before sending their student to school. The First Aid Officer will not treat any injury which has occurred at home or on the weekend, but will phone the parent/carer if deemed necessary.

Due to the nature of litigation in our society today, schools are very limited in what can be used to treat minor wounds or injuries.

If a student is ill and is unable to participate in the School program of the day, a parent/carer will be called to either collect their student or give permission for their student to make their way home. Students are not to remain in the Sick Bay area for more than half an hour unless waiting for a parent/carer to collect them. In an emergency situation, an ambulance will be called. Parent/Carer will be notified as soon as possible.

We take this issue seriously and would like to take this opportunity to remind parents/carers to keep the School informed of any change of details as they arise. It is imperative that the School has at least one person who can be contacted for your student if any of the above occurs.

MEDICATION

Strict new guidelines have been developed by the Queensland Government regarding prescription and over-the-counter medication in Schools as per Guideline HLS-PR-009. Our School is committed to working closely with parents/carers and students to highlight the risk of students misusing these medications.

All parents/carers must:

- Notify the School in writing of a health condition requiring medication taken at home
- Notify the School in writing of a health condition requiring medication at school
- Request in writing if school staff are to administer medication or assist in the management of a health condition
- Notify the School in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions
- Provide the medication in the original labelled container to the nominated staff member

Z:\9_PARENT AND COMMUNITY ENGAGEMENT\9b. Enrolment System\Enrolment Packages\General Information\2019\General Information Booklet V3.docx
• Ensure the medication is not out of date and has an original pharmacy label with Doctor’s name and instructions including students name, dosage and time to be taken
• Notify the School in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner
• Advise the School in writing and collect the medication when it is no longer required at school
• Provide a letter from a medical practitioner authorising the administration of any over-the-counter medications, including analgesics and homeopathic medications if the medication is required for any on-going reason. This includes all forms of paracetamol.
• Any medication required to be taken for a short time eg. Course of antibiotics etc. MUST be provided in original container with the original pharmacy label with Doctor’s name and instructions including students name, dosage and time to be taken. A request in writing to the school must accompany this medication and a parent/carer is required to hand it over to the designated school officer at the school. (First Aid Officer)
• Parents/carers to sign in/sign out medication given/taken. Nominated school officer to do same. (First Aid Officer)

Students MUST NOT carry any over-the-counter medications on their person at ANY time.

FOOD FOR MORNING TEA and LUNCH

Growing bodies and brains need good nutrition. Parents/carers are requested to provide healthy food for lunch times.

In accordance with Education Queensland’s Smart Choices Healthy Food and Drink Strategy, children should only bring healthy food and drink to school.

FUNDRAISING

During the normal process of the school year, all fundraising at our school is reserved exclusively for the school's Parents’ and Citizens’ Association or Student Council who are fundraising for a class/school project or for charity.

GOOD STANDING POLICY

To achieve our vision of Quality and Equality it is important that we focus on positive and productive relationships. We also need to continually raise expectations and improve student achievement. As part of the Woree State High School “Responsible Behaviour Plan for Students”, we will continue to focus on improving student performance and rewarding positive behaviours. This will be achieved through the Good Standing Guidelines.

HEAD LICE

Head Lice can be a problem in North Queensland. If head lice are detected, parents/carers will be notified by telephone and by letter. Students will be sent home until treatment has commenced.
HOMEWORK

At Woree State High School, there is no such thing as “NO HOMEWORK”.

Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. It is important that students develop good work and study habits and the ability to plan and use their time efficiently. However, it is equally important that any study and homework plan take into account the need to have a balanced lifestyle. This includes sufficient time for family, recreation, cultural and employment where appropriate.

STUDENT RESPONSIBILITIES

Homework and study are part of a student’s daily routine and non-completion will put them at a disadvantage. Students are expected to:

- Use their planner (in conjunction with their assessment calendar) to plan daily, weekly and monthly task completion.
- Bring their planner to school every day and record each lesson’s homework at the end of each period.
- Check their planner either the night before or the following morning and use it to pack the equipment and books that will be needed for the day’s lessons.

PARENTS/CARERS can support their student by:

- ensuring an appropriate location to complete homework, preferably away from TV and other distractions.
- encouraging them to organise their time and take responsibility for their learning;
- helping them to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and engaging in other recreational activities;
- helping them to complete tasks by discussing key questions or directing them to resources, encouraging them to read and to take an interest in and discuss current local, national and international events;
- taking advantage of local library facilities;
- contacting the relevant teacher to discuss any concerns about the nature of homework and their children’s approach to the homework.

GUIDELINES

- While the amount of time will vary according to year level, course of study and learning needs, all students will be assigned homework.
- On average, time allocation should be as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Hours per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 7</td>
<td>up to 4-6 hours per week</td>
</tr>
<tr>
<td>Year 8</td>
<td>up to 5-6 hours per week</td>
</tr>
<tr>
<td>Year 9</td>
<td>up to 6-7 hours per week</td>
</tr>
<tr>
<td>Year 10</td>
<td>up to 7-10 hours per week</td>
</tr>
<tr>
<td>Year 11</td>
<td>up to 10-15 hours per week</td>
</tr>
<tr>
<td>Year 12</td>
<td>up to 10-15 hours per week</td>
</tr>
</tbody>
</table>

REMEMBER: IT IS THE QUALITY OF THE TIME THAT COUNTS

HOMEWORK INCLUDES:

- Consolidation exercises and practice for mastery (e.g. mathematics or grammar exercises, spelling, facts recall)
- Revision of current class work
- Preparation for forthcoming classroom learning (collecting relevant materials, items, information, reading of set text, novel, etc.)
- Assignment completion, preparation for oral presentations
- Research, including internet research
HOUSE GROUPS

Students are allocated to a house group. The houses are Apollo (yellow), Gemini (green), Pindar (blue) and Trojan (red).

IDENTIFICATION CARDS (ID CARDS)

The Student ID card shows the student's name, date of birth, photograph and the student's school identification barcode. As the ID card is funded through the Student Resource Scheme, financial eligibility is required prior to issue of cards.

ID Cards are used when borrowing books from the Resource Centre, and collecting books and materials distributed under the Student Resource Scheme. It is also used to sign in and out electronically at the attendance counter.

The ID card expires:
- Year 12: 31st December current year
- Years 7 to 11: 31st March the following year

Replacement cost for a lost or stolen ID card is payable at the office.

LOST PROPERTY

Lost property is stored in the Attendance office until end of each term. If not collected all items are donated to a charity.

PLEASE NAME ALL ITEMS TO REDUCE THE CHANCE OF LOST PROPERTY NOT BEING RETURNED TO THE RIGHTFUL OWNER.

MEETINGS

Should you require a meeting with a member of the Executive or a member of the teaching staff, please make an appointment. This helps us to ensure that we are available for the amount of time you need for productive discussion.

Teachers cannot accept telephone calls during class time, but messages will be relayed.

Parent/Teacher meetings are scheduled twice a year to discuss student progress (please refer to the school calendar for dates).

MESSAGES

In the event of an emergency, messages will be delivered to students, subject to school operations.

Messages will only be delivered from custodial parents/carers.

NEWSLETTER

A monthly Newsletter is distributed through email to parents/carers.

Please ensure that you receive and read the Newsletter as this is the main form of communication between school and home.

NON-UNIFORM DAYS

Throughout the year non-uniform days are held to raise money for Student Council.

Dress inappropriate for a workplace, including clothing which has offensive or suggestive messages is unacceptable and should not be worn.

Safety guidelines cannot be compromised and the wearing of thongs, sandals and singlets will not be accepted.
PAYMENTS

All payments (fees, excursions etc.) are to be made directly to the administration office.

If students are making payments by cash this should be done before school. A receipt will always be issued.

EFTPOS is available for your convenience.

PERSONAL ELECTRONIC DEVICES POLICY

We recommend that personal electronic devices not be brought to school. The School accepts no liability for loss/ theft / damage of any electronic device. Students bringing mobile phones to school must have them off and in their bags during class times so as not to disturb learning.

P & C ASSOCIATION

Our hard working P&C meet on the third Tuesday of each month at 5.30pm in the library building. We encourage you to get involved to support your student. Enquiries can be made via their Facebook page or by emailing: pandc@woreeshs.eq.edu.au

PICK UP / DROP OFF

We strongly encourage drop off and pick up at Windarra Street as there is a No Standing zone on Rigg Street and often congestion of traffic accessing the primary school at the same time.

The Administration car park is NOT to be used as a drop off or pick up area.

POST COMPULSORY PHASE OF LEARNING ENROLMENT REQUIREMENTS

All Year 11 and 12 students will be required to meet this Senior Enrolment Agreement

The Post Compulsory Phase of Learning compulsory participation requirement means that you must participate in either learning or earning:

- for two years after you have completed compulsory schooling (i.e. completed year 10 or turned 16 years of age) or
- until you have turned 17 years of age or
- until you have completed a Queensland Certificate of Education (QCE), or Queensland Certificate of Individual Achievement (QCIA), or Senior Statement

In choosing to complete your Post Compulsory Phase of Learning at Woree State High School, you are agreeing to meet the School’s expectations of Senior Student, namely:

- To respect the Woree Ethos and abide by all aspects of the Woree 4 Code
- To be accountable for managing personal behaviour, aspiring to do your personal best in all your learning and demonstrating involvement and leadership in co-curricular activities
- To fulfill all obligations attendance, class work, home study and assessment
- To be accountable for absences, provide explanations of absences, and medical certificates if required
- To be a positive role model and promote a positive image by correctly wearing the full school uniform, behaving in accordance with our Woree Code and assisting younger members of the School community
- To maintain the good reputation of yourself, your family and the School
Section 316 of the Education (General Provisions) Act of 2006 provides for the Cancellation of Enrolment of students above the age of Compulsory Schooling if not satisfying expectations.

In order to maintain your enrolment at Woree State High School, you must maintain participation by satisfying the following conditions:

- Maintaining full-time attendance
- Being on time for school and all classes
- Attending all your timetabled classes as per your timetable
- Maintain satisfactory classroom participation (in class, on task)
- Maintain satisfactory classroom behaviour
- Complete all assessment for all of your subjects as scheduled in the assessment calendar.

**Persistent failure to comply with these expectations will lead to the School actioning the process of Cancellation of Enrolment.**

**RESPONSIBLE BEHAVIOUR PLAN**

Woree’s Responsible Behaviour Plan for Students outlines the processes and procedures in place to manage student behaviours for learning in the classroom and playground.

A full copy of our Responsible Behaviour Plan is available on our website and issued in all enrolment packs.

**REWARDS POLICY**

To achieve our vision of Quality and Equality it is important that we focus on positive and productive relationships, but we also need to continually raise expectations and improve student achievement. As part of the Woree State High School “Responsible Behaviour Plan for Students”, we will continue to focus on improving student performance and rewarding positive behaviours. This will be achieved through the ‘Rewards ("VIVO")’ Policy.

Woree State High School has been using an innovative reward scheme as part of our Responsible Behaviour Plan for Students called “VIVO” since 2015. It supports our whole-school focus on Respect, Effort, Safety and Self Responsibility. It also adds an important element to the ‘Good Standing’ and ‘Rewards’ Systems we have in place to acknowledge achievement at the end of Semesters or the ability to represent the school in extra- curricular activities such as sport, debating, leadership opportunities, etc.

The “VIVO” system encourages students to raise attainment levels and also enhance their learning experience by promoting positive behaviours. It also encourages students to become active members of the school community as well as take greater responsibility for their own learning.
SCHOOL SECURITY - GATES

To ensure the safety of all members of Woree State High School all perimeter gates will be locked at 8.45am and be re-opened at 3.00pm on each school day. General entry will ONLY be through the pedestrian gate located on Rigg Street. All visitors MUST report to the Administration building on arrival to be signed in.

SCHOOL WATCH

School and community members, who see any persons in the grounds out of school hours, are urged to ring School Watch on 131 788 (toll free) or Edmonton Police on 4045 9111. Access to the school outside gazetted operational hours is not permitted without the Principal’s permission and trespassers may be prosecuted.

SENIOR EDUCATION AND TRAINING PLAN (SET PLAN)

Prior to commencing Year 11 and 12 each student is required to have a Senior Education and Training Plan showing their planned pathway for further education, training or employment following completion of Year 10.

Each year 10 student will have an individual SET Plan interview with a member of the Executive team, the Guidance officer or a Head of Department/HOSES.

SPECIAL EDUCATION PROGRAM @ WOREE

All students with disabilities are welcome in the Special Education Program at Woree State High School. The Special Education Program delivers high quality programs for students with one or more of the disability areas recognised by Education Queensland. Woree High Special Education Program is equipped and uses the latest technology, including Smartboards, iPads, laptops and a Multi-Sensory room.

Programs are developed through the Individual Curriculum Program (ICP) process and the Individual Student Plan (ISP). Support for the planning and implementation of individualised programs is offered by a variety of personnel including Special Education and Advisory teachers, Occupational Therapists and Physiotherapists, Behaviour Support Team, Guidance Officer and the School Nurse.

Programs are individualised to suit student needs. Students can be supported by Special Education staff in mainstream classrooms, in alternate programs or a combination of both. Some of the programs delivered by Special Education teachers include Literacy, Numeracy, Social Skills, Communication and Living Skills. Certificate I Accessing Vocational Pathways and Certificate I in Active Volunteering are also delivered to senior students (where appropriate) by fully accredited staff.

Special Education students at Woree State High School also have the opportunity to participate in extra-curricular activities each year. Swimming and Hydrotherapy programs, Community Access programs and events such as the Challenge Games held in Townsville, all contribute to a well-rounded curriculum for our students.

The Special Education Program at Woree State High School places particular focus on transitioning senior students from school into the workplace. Community based programs are designed to assist students in this transition. These programs can include Work Sampling or Work Experience programs. Some students can become involved in school-based traineeship or apprenticeships, which can provide an excellent pathway to employment.

Parents/carers are very welcome partners in the planning process for students with disabilities and are actively encouraged to participate in meetings and activities hosted by the Special Education program such as community access. To find out more about how the Special Education Program at Woree State High School may assist your child please contact the Head of Special Education Services for an appointment on 40 815219.
STUDENT DEFIANCE TO A STAFF MEMBER POLICY

At various times, a student may be requested by a staff member to complete or do something that they may not wish to comply with at that time. The request is not unreasonable it is just that the student just does not want to do it as it does not suit them personally. The request could be as simple as move a seat, take your personal electronic device to the administration building, etc. When a student does not comply, and the situation escalates the teaching and learning process is interrupted. For such a simple request a major incident can develop.

When all staff use the same consistent phrase the instant the student is non-compliant, the student clearly understands that there is a policy. It can desensitize a situation and ensure an opportunity for the student to take time to think through their actions or words rather than be reactionary.

STUDENT DRESS CODE POLICY

QUALITY and EQUALITY, we ensure that students understand the workplace practices that are held within our community. This includes maintaining a workplace dress code, including the wearing of uniform.

In line with the Education (General Provisions) Act 2006, the Woree Dress Code endorses an agreed standard of personal presentation and uniform requirements. It defines:

1. The standards of what is acceptable in relation to the clothing worn by the students, including headwear and footwear
2. The standards of what is acceptable in relation to other aspects of the personal presentation of the students
3. Promotes a safe environment for learning, by enabling ready identification of students and non-students of the school
4. Promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school
5. Promotes a supportive environment at the school by fostering a sense of belonging
6. Fosters mutual respect among individuals at the school, by minimising visible evidence of economic, class or social differences.

The Dress Code applies to students when:

- Attending school on a daily basis
- Travelling to and from school
- Representing the School (including both uniform and non-uniform contexts)
- Engaging in School activities out of school hours (including both uniform and non-uniform contexts)

Dress Code in Uniform Contexts:

Woree State High School is a uniform school. with the policy endorsed by the P&C committee (16 December 2004) and amendments (on 21st March 2011)and School Council and the Education (General Provisions) Act 2006 has made School Dress Codes and Uniform standards enforceable by law. The expectation is that the uniform is worn in full. The specifics of our uniform requirements are outlined in this policy.
STUDENT PLANNER

The Student Planner is a homework diary with specific information on Woree State High School. It is issued to all students on their first day of attendance. Student must take their diary to all classes for the recording of their homework.

It contains important school related information for parents/carers and students, such as the Assignment Policy, School Calendar, and the Code of Behaviour and it is also a valuable means of communication between students, teachers and parents/carers.

Student planners are to be used for school purposes and not as a personal diary.

SSST (Student Support Services Team)

The objectives of the Woree State High School Student Support Services Team is to:
- enable all students to develop self-confidence, optimism, high self-esteem, respect for others and achievement of personal excellence
- ensure effective behaviour management strategies are identified and implemented
- provide supportive strategies for all students whilst ensuring that gifted and talented students, students from various cultural groups, students with learning disabilities and students with disabilities are identified and catered for

The following support services are available to students and parents/carers of Woree State High School and are also available for pre-arranged appointments.

Guidance Counsellor – Phone 4081 5206 - offers a confidential service available to all students, staff, parents/carers and other school community members, for personal counselling and career guidance.

Youth Health Nurse – Phone 4081 5264 - support and assist students, families and staff regarding any health concerns including physical health, emotional health issues and mental health.

Youth Support Coordinators – Phone 4081 5259 and 40815256 - provide a confidential service offering information, support and referral for students and families.

Community Education Counsellors - Phone 4081 5234 and 4081 5316 - are available to provide support to Aboriginal and Torres Strait Islander students and their families and the community. They assist students and parents/carers in the area of attendance and general schooling aspects. Home visits are conducted if necessary to assist and support the Aboriginal and Torres Strait Island families. They also organise and lead regular meetings, programs and family functions within the community.

School Based Police Officer – provides support and direction to students and is available to work with class teachers and individual students.

Chaplain – Phone 4081 5264 – provides non religious, spiritual support and direction to the school community. Another key role is to build positive relations with students and work closely with staff and other services to nurture and care for students.

Head of Department Support 4 Students and Responsible Behaviour Officer – Phone 4081 5209 - will track student attendance and investigate and follow-up school incidences.

Student Attendance Officers – Phone 4081 5240 - tracks students’ attendance.

SCHOOL ABSENCE LINE (message bank) – Phone 40815260

Students and families are able to access all support services by booking appointments through the direct phone numbers detailed above or the main office on 40815222. If the matter is urgent, students can report immediately to the main office and the appropriate support person will be contacted.

Individual members of the team work with students either one on one or in small groups, and often make referrals to outside agencies such as Head Space, Child & Youth Mental Health, FLC (Flexible Learning Centre), etc. Students are identified through referral, and parents/carers are part of this process.

If your child is experiencing any social, emotional or behavioural difficulties, please let us know.
SSSO (Student Support Services Officers)

The Student Support Services Officers work across Year 7-12 students. They are responsible for monitoring student welfare, attendance, uniform and ‘Good Standing’ status.

STUDENT SUPPORT SERVICES - SEP, LEARNING SUPPORT, VET

Other Student Support Services available include:

Special Education Program – Head of Special Education Services (Phone 4081 5219) The SEP provides a support network for students with disabilities at school. Special Education staff develop and deliver highly individualised work programs, ensuring all students opportunities for meaningful learning.

Learning Support Team – Head of Department Learning Support (Phone 40815 302) The team coordinates the provision of literacy and numeracy support for students with appraised learning difficulties. Short and long term support for students experiencing learning difficulties within the classroom can be arranged.

VET Coordinator – (Phone 4081 5233) is responsible for Work Experience, School Based Traineeships & Apprenticeships for our students.

STUDENT RESOURCE SCHEME

A Student Resource Scheme operates at Woree State High School offering parents/carers who elect to participate, an economical alternative to the purchase of resources.

The scheme is endorsed by the P & C but managed by the school as a service to parents/carers to ensure all students have the required resources for their education, as well as saving parents/carers time and money in sourcing resources including textbooks.

Participation in the scheme is voluntary, with parents/carers who join the scheme paying a fee in return for access to the materials and resources managed by the scheme. Students supply personal requirements and consumables – as outlined in the Year Level Stationery Lists (parent to purchase section).

Please see the Student Resource Scheme Application Form.

Students will not be issued with any textbooks, ID cards, equipment, consumable resources, allowed to attend excursions etc. If a payment plan is not in place and up-to-date or full payment is not made.

STUDENT WORK EXPERIENCE

Student Work Experience is an ideal opportunity for students at Woree State High School to have the first hand opportunity to sample career options that cannot be provided in the classroom. Work Experience also offers students to make the connection of what they have learnt in the classroom with the ‘world of work’.

Work Experience prepares students for post school options and choices. They refer to a wide variety of activities that are designed to:

- develop in students the attitudes and skills to participate in both paid and unpaid work
- increase students' understanding of the current and future labour market
- to increase students' understanding of the dynamic nature of work.
STUDY CENTRE

The Study Centre is a free service that operates Wednesday and Thursday afternoons in the Library for Woree State High School students between 3.15 and 4.30pm. All students are welcome to come along and complete their homework or assessment items with the assistance of tutors and teachers.

SUBJECT SELECTIONS

Course Handbooks are included in the Enrolment Packages for all year levels.

Subject Selection Forms need to be completed for students enrolling in Years 9 to 12. These will be discussed at your enrolment interview.

TUCKSHOP

Woree’s P&C operates a Canteen under the joint Queensland Health and Education Queensland Smart Choices Policy. The P&C employs a convenor, but relies on volunteers to maintain affordable food prices.

The Tuckshop opens at 7.30am and operates during both lunch breaks. Orders can be made before school. “Red Food Days” occur twice per term as determined by the P&C. Menus and prices are advertised regularly on the website.

EFTPOS is available for your convenience.

USE OF SCHOOL COMPUTERS AND ACCESS TO THE INTERNET

There are guidelines for student use of computer equipment at school, including appropriate use of the internet.

The Agreement Form is included in the enrolment pack and is to be completed and signed by both student and parent/carer and brought to the interview.

VOLUNTEERS

All volunteers must organise with staff person prior to commencement and are asked to present at the office on arrival and departure. Paperwork will be produced on each visit to identify the volunteer as per child protection regulations.

WEBSITE

Our website is a great source of School information. Please visit www.woreeshs.eq.edu.au.

WORKING TO KEEP WOREE SAFE POLICY

We can work together to keep weapons out of school. At Woree State High School:

- Every student has the right to feel safe and be safe at school
- No weapons including a knife, shank, lighter, firearm, etc. are allowed to be taken to school by students.

It is against the law for a student to have a weapon of any kind at school.
Accept the opportunity of a lifetime at a great Cairns school where every student counts"