

GENERAL INFORMATION

2022



**Welcome
to
Woree State High School**





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 Details and Term Dates

Street Address:	Rigg Street, WOREE		
Postal:	PO Box 12026, CAIRNS DC QLD 4870		
Email:	admin@woreeshs.eq.edu.au		
Website:	www.woreeshs.qld.edu.au		
Phone:	4081 5222	Fax:	4081 5200
Absentee Hotline:	4081 5260 (message bank only)	Absentee Text:	0416 905 317
Absentee email:	absences@woreeshs.eq.edu.au		
Enrolments:	enrolments@woreeshs.eq.edu.au		

QUEENSLAND TERM DATES FOR 2022

Term	Dates	Length
Term 1	Monday 24 th January – Friday 1 st April	10 weeks
Term 2	Tuesday 19 th April – Friday 24 th June	10 weeks
Term 3	Monday 11 th July – Friday 16 th September	10 weeks
Term 4	Tuesday 4 th October – Friday 9 th December	10 weeks

School is expected to commence for all students Monday 24th January 2022

Student Free / Staff Professional Development Days for 2022

- Thursday 20th January and Friday 21st January
- Friday 2nd September

The information above was correct at the time of publication (June 2021) but may be subject to change.

General Information

ACADEMIC REPORTING & PARENT/TEACHER FEEDBACK EVENINGS

Student school reports reflect the student's learning based on evidence collected during the reporting period.

Woree State High School issue three (3) school reports each year:

1. End of Term 1 (all year levels) - Interim Report shows the student's achievement (7 – 11), effort, behaviour & parent/teacher feedback interview request

Years 7 – 10 reports will be issued at the end of Semester 1 and Semester 2

Years 11 & 12 reports will be issued at the end of Unit 1 and Unit 2

2. End of Semester 1 / Unit 1 - this report shows the student's achievement level, effort, behaviour, homework, attendance & parent/teacher feedback interview request
3. End of Semester 2 / Unit 2 - this report shows the student's achievement level, effort, behaviour, homework & attendance

Parent/teacher feedback interviews are held twice yearly and offer parents/carers the opportunity to discuss their child's achievement, effort and behaviour and their future aspirations with their child's teacher.

ACCESS TO STUDENTS

Only custodial parents, carers or nominated emergency contacts will have access to students at any time. This information is obtained by the school 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.

ASSEMBLY and YEAR LEVEL PARADE

Junior and Senior Assemblies occur on the first school days of each week and are led by our School Leaders. Each year level has an additional parade once a week.

ASSESSMENT CALENDAR

All students will be emailed a copy of their personal assessment items and due dates by week 3 of each Semester. Parents / Carers can access their student's assessment calendar via QParents.

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.

The following items are explicitly prohibited at Woree State High School and will be removed if found in a student's possession:

- aerosol / spray cans (deodorant, paint, etc.)
- any items that potentially interfere with student learning
- any potentially dangerous objects – including metal rulers / Vapes
- chewing gum / bubble gum / Cool C
- explosives (e.g. fireworks, flares, sparklers)
- fast food delivery items etc.
- flammable solids or liquids (e.g. fire starters, mothballs, lighters, matches)
- hand held computer games
- illegal items or weapons (e.g. guns, knives, throwing stars, brass knuckles, chains) imitation guns or weapons
- inappropriate or offensive material (e.g. racist literature, pornography, extremist propaganda)
- MP3 / iPods / Wifi Speakers
- poisons (e.g. weed killer, insecticides)
- potentially dangerous items (e.g. blades, rope)
- those things prohibited by the State Law (e.g. drugs ** - including tobacco, alcohol, cigarettes, pornographic material)
- white out and oil based felt pens (liquid paper / permanent markers)

BELL TIMES

Semester 1

SESSION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WARNING	08:45	08:45	08:45	08:45	08:45
PARADE / FORM	08:50	08:50	08:50	08:50	08:50
PER 1	09:00	09:00	09:00	09:00	09:00
PER 2	10:10	10:10	10:10	10:10	10:10
LUNCH 1	11:20	11:20	11:20	11:20	11:20
WARNING	12:05	12:05	11:45	12:05	12:05
PER 3	12:10	12:10	11:50	12:10	12:10
LUNCH 2	01:20	01:20	01:00	01:20	01:20
WARNING	01:45	01:45	01:45	01:45	01:45
PER 4	01:50	01:50	01:50	01:50	01:50
BUS DUTY	03:00	03:00	03:00	03:00	03:00

Semester 2

SESSION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WARNING	08:45	08:45	08:45	08:45	08:45
PARADE / FORM	08:50	08:50	08:50	08:50	08:50
PER 1	09:00	09:00	09:00	09:00	09:00
PER 2	10:10	10:10	10:10	10:10	10:10
LUNCH 1	11:20	11:20	11:20	11:20	11:20
WARNING	12:05	12:05	12:05	12:05	12:05
PER 3	12:10	12:10	12:10	12:10	12:10
LUNCH 2	01:20	01:20	01:20	01:20	01:20
WARNING	01:45	01:45	01:45	01:45	01:45
PER 4	01:50	01:50	01:50	01:50	01:50
BUS DUTY	03:00	03:00	03:00	03:00	03:00

BICYCLES & SKATE BOARDS etc.

Bike racks are located inside the school grounds and all bikes & helmets 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. There is a cage at the rear of the administration block, and although it is locked between 9am and 3pm, items are also left at the risk of the owner.

Bikes and scooters, skateboards etc. must be walked once inside the school grounds.

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.

By law, the school's **Student Code of Conduct Policy** applies while travelling to and from school. A booklet, Queensland Transport The Code of Conduct for School Bus Travel - A Guide for Parents and Students is available from their website <https://www.tmr.qld.gov.au/schooltransport>.

Children travelling on buses MUST behave appropriately or risk having bus passes withdrawn.

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 (P&C) 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 facebook, WSHS website, newsletters, letters, phone calls, text messages, 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.

COMPLIMENTS AND COMPLAINTS

We are committed to fostering a school environment that is supportive, respectful, compatible with human rights and provides all students with opportunities to engage in quality learning. Effective partnerships with parents, carers, students and school staff is an essential part of us achieving this goal. We want to know what we are doing well, but also if there are any areas where we can improve or do things differently. A Complaints form can be found at the bottom of our website in the Quick links section.

CONSENT TO USE COPYRIGHT MATERIAL, IMAGE, RECORDING, NAME OR PERSONAL INFORMATION

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 State School Consent Form included in your enrolment pack.

The State School Consent Form is included in the enrolment packs and allows parents to indicate limitations and provide authorisation to release particular student information.

DETENTION

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 thirty (30) minutes after the end of the normal school day if a breach occurs.

Parents will be advised of the proposed after school detention day & date via a phone call from the Head of Department Support 4 Students or delegated officer.

DRUG EDUCATION & INTERVENTION

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 minimisation (refer CRP-PR-005: Drug Education and Intervention in Schools).
- where refusal of harmful or illegal drugs is promoted.
- where drug use as authorised 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 authorised 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

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. 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.

IT IS CRITICAL THAT YOU KEEP ALL CONTACT DETAILS CURRENT

ENROLMENT

ENROLMENT PROCESS

All enrolments occur through an Expression of Interest followed by an enrolment interview if accepted.

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 your child's birth certificate, and past report cards where appropriate.

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

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 on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities with a minimum of 95% attendance
- 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 as outlined in the school's Responsible Behaviour Plan for Students, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear the school uniform
- complete all assessment tasks
- respect the school property

Responsibility of parents or carers to:

- ensure your child attends school on every school day for the educational program in which they are enrolled
- attend open meetings for parents
- let the school know if there are any problems that may affect your child's ability to learn
- ensure your child completes homework regularly in keeping with the school's homework policy
- inform school of student absences and reasons for absences in a timely manner
- treat school staff with respect

- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self discipline and self control
- not allow your child to bring dangerous or inappropriate items to school
- abide by the school's instructions regarding access to school grounds before, during and after school hours
- advise the Principal if your student is in the care of the State
- keep school informed of any changes to student's details, such as student's home address and phone number
- give permission for your student to leave the school grounds to attend neighbouring sports facilities, swimming lessons, and to visit Woree State School for concerts, and when necessary travel on the transport provided, for the purpose of interschool sport (for all additional excursions, a letter requesting permission will be sent by the class teacher)

Responsibility of school to:

- design and implement engaging and flexible learning experiences for individuals and groups
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- clearly articulate the school's expectations regarding the Responsible Behaviour Plan for Students and the school's Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example program of Chaplaincy services, sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework 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 in accordance with departmental procedure, Complaints Management – State Schools
- treat students and parents with respect

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

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 fulfil all obligations including 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 4 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.

EQUIPMENT / INSTRUMENT LOAN

Students may need to borrow equipment, e.g. 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 school 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 information 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 Woree State High School 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, P.A. 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 for 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

First Aid will be administered for minor injuries sustained while at the school by our trained First Aid Officer, however, injuries sustained at home e.g. 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/cares 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
- 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
- parents/carers to sign in/sign out medication given/taken. Nominated school officer to do same. (First Aid Officer)

Students MUST NOT carry any medications on their person at ANY time

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.

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.

HEALTHY FOOD

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.

IDENTIFICATION CARDS (ID CARDS)

The Student ID card shows the student's name, date of birth, photograph and the student's school identification barcode.

ID Cards are used for external use including identification for travelling on buses, planes etc.

The school 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 the 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 FOR STUDENTS DURING SCHOOL HOURS

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 twice per term Newsletter (end of Week 5 and end of Week 10) is distributed via the SkoolBag app to parents/carers. This app is available for download from the Apple App or Google Play Store.

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

The Newsletter is also available through our Facebook page and Website.

P & C ASSOCIATION

Our hard working P&C meet on the third Tuesday of each month at 5.45pm in the library building. We encourage you to get involved to support your student.

Woree's P&C operates a Canteen and Uniform Shop (please refer to Woree State High School website for more information).

Enquiries can be made by emailing: pandc@woreeshs.eq.edu.au

PAYMENTS

In Person: (Also refer School Office Hours)

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.

Electronic Banking:

B-Point - details are on the bottom of statements

Internet Banking – please ask at the school office for bank details.

PICK UP / DROP OFF

In the interest of safety and to reduce congestion it is requested that Woree State High School students are picked up from Windarra Street and NOT from the Woree State School pick up zone on Rigg Street. The Administration car park is NOT to be used as a drop off or pick up area.

POLICIES – STUDENT GUIDES

The following policy documents are available on the school website - <http://www.woreeshs.eq.edu.au> under the tab “Enrolments/ Enrolling at our school/ Guides and Policies to Read”.

ACCEPTABLE USE OF ICT SYSTEMS AND COMPUTERS

Woree State High School offers Internet access for student’s educational use. The **Acceptable Use Of ICT Facilities and Devices Policy (V5)** includes expectations 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.

There are strict guidelines and expectations for students to abide by whilst using computer equipment, computer software, the internet etc. at school.

Acceptable use of ICT systems and Third Party Website (Online Services Consent Survey Information) is included in the enrolment pack and is to be completed and signed by both student and parent/carer and brought to their enrolment interview.

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 students with the best opportunities to:

- demonstrate their knowledge, abilities and skills
- gain feedback and reflect on their progress
- 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

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 [*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 (2)]

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@woreeshs.eq.edu.au**](mailto:absences@woreeshs.eq.edu.au)
- SMS – **text message to 0417 478 925**
- Making a phone call to leave a message - **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.

GOOD STANDING and RECOGNITION 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 **Student Code of Conduct** 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.

STUDENT DRESS CODE POLICY

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 a uniform.

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

- The standards of what is acceptable in relation to the clothing worn by the students, including headwear and footwear
- The standards of what is acceptable in relation to other aspects of the personal presentation of the students
- Promotes a safe environment for learning, by enabling ready identification of students and non-students of the school
- Promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school
- Promotes a supportive environment at the school by fostering a sense of belonging
- 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. 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.

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.

STUDENT WORK EXPERIENCE POLICY

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. These activities 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
- increase students' understanding of the dynamic nature of work

STUDENT CODE OF CONDUCT

Woree State High School is committed to providing a safe, respectful and disciplined learning environment for all students, staff, parents and visitors.

The Woree State High School *Student Code of Conduct* sets out the responsibilities and processes we use in our school to promote a productive, effective whole school approach to discipline.

Its purpose is to facilitate high standards of behaviour from all in the school community, ensuring learning and teaching in our school is prioritised, where all students are able to experience success and staff enjoy a safe workplace.

A full copy of our *Student Code of Conduct* is available on our website and issued in all enrolment packs.

APPROPRIATE USE OF SOCIAL MEDIA POLICY

The internet, mobile phones and social media provide wonderful opportunities for students to network and socialise online. While these technologies provide positive platforms for sharing ideas, they also have the potential to cause pain and suffering to individuals, groups or even whole communities.

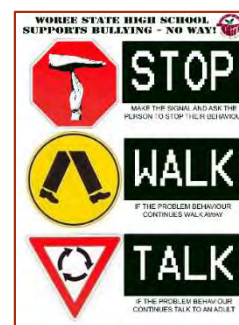
It's important to remember that sometimes negative comments posted about the Woree State High School community have a greater impact than expected. This guide offers some information about how to use social media in relation to comments or posts about the school community. Reputations of students, teachers, schools, principals and even parents can be permanently damaged — and in some cases, serious instances of inappropriate online behaviour are dealt with by police and the court system.

PREVENTING AND RESPONDING TO 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, Heads of Department - Curriculum, Head of Junior Schooling, Head of Senior Schooling, Deputy Principal Inclusion, **Student Support Services team members**: Head of Engagement, Guidance Officers, Community Education Counsellors, Youth Support Coordinators, Chaplain, School Based Youth Health Nurse, School Based Police Officer, or the Deputy Principals.



Always let us know if you believe your student is bullied. They don't always report it.

TEMPORARY REMOVAL OF STUDENT PROPERTY POLICY

We can work together to keep prohibited items out of school. At Woree State High School

- Every student has the right to feel safe and be safe at school
- No prohibited items are allowed to be brought to school

It is against the law for a student to have a weapon of any kind at school.

USE OF MOBILE PHONES & OTHER 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.

QPARENTS

QParents is a web and mobile app that provides a more convenient, and easy way for parents and legal guardians of students to interact with their child's school. Parents will have secure online access to their student's attendance and absence details, academic reports, assessment calendar, viewing and updating personal details including change of address etc.

More information about QParents can be found at <https://qparents.qld.edu.au/#/about>

To register, go to the QParents login page at <https://qparents.qld.edu.au>

REFLECTION ROOM

Building quality relationships is a whole school responsibility and there may be times when a student's 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 Reflection Room system offers an opportunity for the teacher to ensure quality teaching and learning occurs by removing the offending student to a senior class.

SCHOOL OFFICE HOURS

Monday	8am – 3:45pm
Tuesday	8am – 3:45pm
Wednesday	8am – 3:15pm
Thursday	8am – 3:45pm
Friday	8am – 3:45pm

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.

SPORT HOUSES

Upon enrolment students are allocated into a sports house group.

The houses are:

Apollo (yellow)	Gemini (green)	Pindar (blue)	Trojan (red)
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STATIONERY LIST

Refer to relevant year level of the Stationery List for items required to be purchased by parent/carer.

STUDENT PLANNER (DIARY)

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.

STUDENT SUPPORT SERVICES

Student Support Services Officers (SSSO)

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 Team (SSST)

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 — offers a confidential service available to all students, staff, parents/carers and other school community members, for personal counselling and career guidance.

Phone 4081 5206

Youth Support Coordinators — provide a confidential service offering information, support and referral for students and families.

Phone 4081 5259 and 4081 5256

Community Education Counsellors — 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.

Phone 4081 5234 and 4081 5316

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

School Based Youth Health Nurse — support and assist students, families and staff regarding any health concerns including physical health, emotional health issues and mental health.

Phone 4081 5264

Chaplain — 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.

Phone 4081 5264

Student Attendance Officers — tracks students' attendance.

SCHOOL ABSENCE LINE (message bank) – **Phone 4081 5260.**

Phone 4081 5240

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 4081 5222. 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 advise the school.

Other Student Support Services available include:

STUDENT ENGAGEMENT AND RESPONSIBLE BEHAVIOUR

- **Head of Department Student Engagement** offers support and advice to parents, staff and students regarding behaviour and engagement. The HOD oversees the day-to-day support for students who have difficulty meeting school learning expectations, liaises with members of the SSST, teachers and outside agencies to support students, and ensures that engagement plans for students are current and responsive to individual needs.

- **Responsible Behaviour Officer** tracks student attendance, investigates and follows-up school behavioural incidents.

Phone: Head of Student Engagement or Responsible Behaviour for an appointment on 4081 5209

INCLUSIVE LEARNING @ WOREE

All students with disabilities are welcome in the Diverse Learning Program at Woree State High School. The Diverse Learning Program delivers high quality programs for students with one or more of the disability areas recognised by Education Queensland. Woree State High School Diverse Learning area uses the latest technology, including, 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.

Diverse Learning 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 inclusive events such as the Woree State High School athletics and swimming carnivals, which all contribute to a well-rounded curriculum for our students.

The Diverse Learning 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 Diverse Learning.

Phone: Deputy Principal Inclusion for an appointment on 4081 5219

VET – VOCATIONAL EDUCATION TRAINING

Vocational Education and Training Coordinators (VET Coordinators), are staff experienced in school to work pathways, and overseeing vocational education and competency based learning within a traditional school environment.

Students are encouraged to have regular contact with the VET Coordinator to discuss training and employment opportunities, school-based apprenticeships and traineeships, SET Plan goals and certificate courses available.

Phone: VET Coordinator for an appointment on 0448 244 108.

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

SUBJECT SELECTIONS

Course Handbooks are included in the Enrolment Packages for Years 8 to 12.

Subject Selection Forms need to be completed for students enrolling in Years 8 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.

UNIFORM SHOP

Woree's P&C operates our uniform shop alongside the tuckshop.

Please refer to the website - <http://www.woreeshs.eq.edu.au> for opening hours.

VISITORS TO THE SCHOOL

It is a requirement of the Department of Education that all visitors to the school, including parents, carers and tradespeople report to the Administration office upon entry into the school to enable Departmental procedures for student protection to be followed and adhered to.

VOLUNTEERS

All volunteers must organise with staff 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. A blue card is required.

WEBSITE

Our website is a great source of School information.

Please visit <http://www.woreeshs.eq.edu.au>

“ Accept the opportunity of a lifetime at a great Cairns school where every student counts ”

Rigg Street, Woree | PO Box 12026, Cairns QLD 4870

P 4081 5222 | F 4081 5200 | Absentee Hotline 4081 5260

admin@woreeshs.eq.edu.au | <http://www.woreeshs.eq.edu.au>

