



PROSPECTUS

BOWEN STATE HIGH SCHOOL

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PRINCIPAL'S WELCOME

Bowen State High School is an outstanding school striving to meet the requirements of students who have multiple, diverse and ever-changing needs.

Our school is a well-established centre of learning with a history spanning five decades. We are committed to attaining high levels of excellence for our students and I am very proud of all of our accomplishments

As a National Partnership School, our aim is to ensure that:

- All students are successfully engaged in learning;
- Young people at our school are meeting basic literacy and numeracy standards and that these standards are improving overall;
- Our school promotes social inclusion and reduces educational disadvantage;
- Our students excel by international standards;
- Our young people make a successful transition from school work and further study; and
- The community is confident in the ability of our school to meet their requirements.

We are dedicated to providing all students with the opportunity to fulfil their goals by assisting them to become self-motivated, self assured, disciplined and responsible young adults, capable of facing the challenges of this era.

The mission statement of Bowen State High School is to provide a *quality education in a caring, disciplined environment*. We are also motivated by, and focused on, the school motto.

Our School Motto is:

“AD OMNIA PARATUS”

The common language translation from the Latin is

“Prepared for all Things”.

SCHOOL INFORMATION

To enrol students at Bowen State High School please telephone the office to make an appointment with one of the Deputy Principals.

ADMINISTRATION TEAM:	Mrs Pamela Prichard	Principal
	Mr Rob Harris	Deputy Principal (Senior)
	Mr Stuart Butwell	Deputy Principal (Junior)
	Mrs Catherine Derrick	Business Services Manager
OFFICE HOURS:	8.00am to 4.00pm	(Monday - Friday)

SCHOOL ROUTINE

8.37am	Warning Bell
8.43 – 8.53	Form Meeting
8.55 –10.05am	Lesson 1
10.05 – 11.15am	Lesson 2

Lunch... 11.15 am – 11.40am

11.40 am	Warning Bell
11.45 – 12.55pm	Lesson 3

Afternoon Tea... 12.55pm – 1.30pm

1.30pm	Warning bell
1.35 – 2.45pm	Lesson 4

Full school assembly will be held in McKenna Hall on the first school day of each term and every Monday (Tuesdays following Public Holidays or Student Free Days). Year level parades are held every Wednesday in the following locations:

Year 7 – Covered Area

Year 8 – Cyclone Shelter

Year 9 – Under C Block

Year 10 – Mc Kenna Hall

Year 11 – L5

Year 12 – Library

SPECIAL NOTIFICATIONS

Whole School Parade = 3 short rings of the school bell repeatedly.

Evacuation = Continuous ringing of the school bell and wailing siren.

Lock Down = Recurring mid pitch beep similar to a vehicle reversing sound.

VISITORS TO THE SCHOOL (INCLUDING PARENTS)

Procedures are in place to assist in the protection of your children whilst attending this school.

If you are coming into the grounds for any reason, you must report to the Administration block (situated along the concrete path from the Argyle Park Road car park) where you will be attended to by a member of the Office staff.

If you are leaving the Administration block to go elsewhere in the school grounds, you must "sign in" in the Visitors' Book located on the front counter. You will then be issued with a Security Pass to be carried on your person in full view (preferably on your pocket) for the duration of your stay.

On your way out of the grounds, your Pass is to be handed back into the office where you will be "signed out".

Your signature in the Visitor's Book indicates acceptance of the following conditions: -

- Your Pass must be worn at all times and returned upon departure.
- All visitors are subject to Bowen State High School and Education Queensland's Health and Safety regulations and should not place others at risk.
- Visitors must confine their presence at this school to their area of business only.
- Protective clothing and footwear shall be worn in appropriate areas.
- Contractors are to see that areas where work is being undertaken are cordoned off so as to protect the well being of all persons in the school. Visitors must observe the area safety instructions at all times. In some areas the wearing of certain types of protective equipment is mandatory and in others is advised.
- Smoking is prohibited within the school grounds.
- Leave the buildings immediately on hearing a continuous signal (fire alarm) and follow staff and students to the Cyclone Shelter.
- Report all emergencies, accidents, injuries and/or safety concerns to the Business Service Manager immediately.
- Noise is to be minimised in consideration of operating of classes.
- All areas are to be kept clean and tidy.
- Make contact with students only when organised by a member of the staff.
- Parking – Visitors are asked to park only in designated areas.

We also remind parents they must act in an appropriate manner while on the school grounds. Any person whether parent or other member of the community must not disrupt others or treat public servants in a demeaning or abusive way. Under the Education Act, the Wilful Disturbance provisions allow the school Principal to direct a person or persons to leave the school grounds and prevent them from returning for up to and including 30 days. If individuals breach this directive they are liable for a \$1500 fine.

RESPONSIBLE BEHAVIOUR PLAN

Courtesy, consideration and co-operation between all members of the school population are necessary to create a school wide positive atmosphere and an environment conducive to learning. Bowen State High School operates within a system of positive behaviour support. The Behaviour Expectations at Bowen State High are:-

As a learner:

I AM RESPONSIBLE

I AM RESPECTFUL

I AM SAFE

I AM ENGAGED

SELECTION OF STUDENT LEADERSHIP

1. Students will self-nominate or be nominated for student leadership positions.
2. Nomination involves students completing a series of questions to outline why they wish to nominate for the positions indicated and what school/community activities they have been involved in to demonstrate leadership.
3. Nominations will then be considered according to criteria. Students will be informed as to whether their nomination has been successful or not according to the criteria and feedback from school staff.
4. Students nominating for School Captain will be required to give a brief presentation to the whole school.
5. Voting will then take place (staff and students)
6. School Captains and Student Council Executive positions will be announced on Awards Night
7. Sporting House Captains will be announced at Sports Awards Night.
8. Once elected, students will be monitored and reviewed to ensure they are still fulfilling their roles and being appropriate leaders in the school.

BEHAVIOUR MANAGEMENT

A Behaviour Management Policy underpinned by the Education Department's Supportive School Environment Policy is in place. Bowen State High School is a "**Hands Off**" school.

The school's Behaviour Management Policy is available on the school Website.

Bullying

Bullying usually has five common features:

- it is deliberate, hurtful and/or threatening behaviour
- it is repeated often over a period of time
- it is difficult for those being bullied to defend themselves
- it is difficult for those who bully to learn new social behaviours
- the person who bullies has, and exercises, power inappropriately over the victim

There are four main types of bullying:

- **physical:** hitting, kicking, taking belongings
- **verbal:** name-calling, insulting, racist remarks
- **indirect:** spreading nasty stories, excluding from groups
- **electronic:** emailing, text messaging, audio/visual messages

A bully is "a person/group trying to exercise control or manipulation of another person or group".

EVERYONE has the RIGHT to FEEL SAFE

The victim is “a person or group who is harmed physically or emotionally by the behaviour of others and who does not feel safe or confident because of the bullying situation”.

1. TELL SOMEONE

SENSIBLE AND TRUSTWORTHY FRIEND

who will not control or inflame the situation, but instead will provide support and even advice.

OR GUIDANCE OFFICER

Will support you and listen to your concerns.

OR TEACHERS will support and act only with your consent.

OR YEAR LEVEL COORDINATOR will support and act only with your consent.

OR FAMILY MEMBERS

who will give you support and advice

2. REACTIONS/ACTIONS

You can choose to ignore a **single or minor case** of teasing.

or

You choose to calmly and clearly tell the bully how you feel, tell them about how their actions are affecting you.

It is better to do this in a 'non-public' manner where others will not try to take control of the situation from you.

or

You choose to use a friendship network to your advantage to 'weather' the bullying if you choose to ignore it. Secretly keep a diary, which contains factual and dated information about each of the bullying incidents, and do not allow yourself to be provoked into retaliation.

or

You choose to make a formal request to an adult for intervention if you do not want to deal with it yourself.

The adult (e. g. teacher) could talk to the perpetrator alone or even conduct a mediation session between the bully and the victim.

3. OUTCOMES

A relationship that involves no provocation or conflict of any type between the two students.

Follow up checks are made.

Absence from School

Students are required to provide a note detailing the reason for absence upon their return to school. If a family intends to take a student out of school for a planned activity, then a note detailing the dates and reasons requesting the Principal's permission, should be forwarded to the school prior to the absence. Should you require work to be sent home for your absent student (for long term absences only), please request this when leaving your details. We will telephone you when the work is ready to be collected.

All notes must be signed by the parent/caregiver.

Late Arrivals

Students arriving late to school (**after 8.55am**) must report to the office **before going to class**. A note including the student's name and form class, should be presented explaining the reason for his/her late arrival. A student "Late to School" slip will then be issued to the student who will give it to the relevant teacher.

Leaving the School Grounds

Leaving the school grounds during morning recess is not permitted.

Students who are allowed to go home for lunch must present a note from a parent/caregiver to obtain a **lunch pass**. This will take 7 days for approval and a lunch pass to be issued.

Please Note: Students being collected from school during the day due to illness, appointments, etc., are to be met by their parent/caregiver at the office where they will be "signed out".

If a parent/caregiver is not available, we may need to phone someone on your student's emergency contact list. For safety reasons, if the person collecting your student through the office is not known to us, we may request they produce identification such as a Driver's Licence, or similar.

Students Driving Cars to School

Students driving to and from school are required to complete a form (available from the office) requesting permission to do so. Keys are to be handed in at the Office upon arrival and collected at the end of each day - refer to "**School Rules**" for further details.

Internet & Email Access

All students will be given access to the Internet and E-mail for school purposes on completion of a "Student Internet/Network Access Agreement" signed by both student and parent/caregiver.

It is the student's responsibility to change the password and ensure that the confidentiality of their logon details is maintained. All students are required to use the technology provided in accordance with the conditions contained in the agreement.

SUPPORT AT SCHOOL

Year Level Co-ordinators' Program

At Bowen State High School we have endeavoured to develop a student welfare and pastoral care system of the highest quality. Year Level Co-ordinators for each of the six year levels work closely with the Deputy Principals to oversee the school's Year Level Co-ordinators' program. Designated Heads of Department, together with the Year Level Co-ordinators, are responsible for the monitoring of student progress, academic performance and social behaviour.

Parent Meetings

Parents are encouraged to visit the school to discuss a student's progress or any problems he/she may be experiencing. It is advisable to arrange an interview in advance, so that information can be gathered relating to the student. This can be done by contacting your student's Year Level Co-ordinator or the appropriate Deputy Principal (via the Office).

Parent-Student-Teacher Meetings

Parent-Student-Teacher meetings are usually held two times a year, usually in the second or third week of Terms 2 and 3, following the distribution of reports. Parents will be advised of the dates and procedures through the Bowen High Newsletter and in letters accompanying reports.

Student-Led Conferences

Student-led conferences are held once a year for Senior students. Students will lead the conference where they will identify their strengths and areas to improve in relation to criteria for subjects.

Year 11 and 12 OP students will have a conference every term to discuss criteria to improve and strategies to allow them to achieve a useable OP.

Financial Assistance

Parents may be eligible for Government Financial Assistance under the following schemes:

- Textbook and Resource Allowance – the Principal at Bowen State High School claims this assistance directly from Education Queensland on behalf of parents (which is paid to the School)
- Living Away from Home Allowances Scheme (LAFHAS), Assistance for Isolated Students and Travel Assistance – further information can be obtained from School Financial Services on free call 1800 248 997.
- Transport Assistance for daily access to school - contact your nearest Queensland Transport Office (6 Herbert Street Bowen) or telephone 132380
- Youth Allowance - for students 16 years and over – contact your nearest Centrelink Office (Williams Street Bowen)
- Abstudy - for Aboriginal and Torres Strait Islander students – contact your nearest Centrelink Office (Williams Street Bowen).

Guidance

A Guidance Officer is available to assist students with concerns about their schooling. These may include course selection, further study and careers, and personal/interpersonal difficulties. Parents are encouraged to accompany students to interviews, which can be arranged through the School office (4786 9888).

Chaplain

The school chaplain is available to assist students and their families through times of difficulty and distress. The Chaplain does not actively promote any particular religious affiliation. Their primary focus is to give support to young people and provide pathways to other organisations or other support personnel to manage various situations.

School Nurse

Bowen State High School has the services of a school based Youth Health Nurse for three days a week. The goal of this program is to increase the capacity of State Schools to develop structures and environments for young people undertaking secondary education. The program hopes to enable and reinforce the young person's ability to maintain health and wellbeing, thereby facilitating a safe and healthy transition into adulthood by promoting the adoption of positive health behaviours and attitudes that continue throughout their lifespan.

The objective is to provide appropriate, effective, high quality evidence based practice that:

- improves access to health information, advice, support and referral to relevant government and non-government services and agencies by young people, their families and the school community, with particular emphasis on geographical locations with the highest identified youth needs
- focuses on early identification, prevention and brief intervention activities
- supports school communities to develop and maintain a holistic approach to health which involves: curriculum, teaching and learning activities which promote health; an organisation, environment and ethos supportive of health and the development of effective partnerships internal and external to the school, and linkages with relevant health services (Health Promoting Schools)
- engages and supports the whole community to identify and address areas impacting on the health and wellbeing of young people.

Students can make appointments with the School Nurse at the main office.

Community Education Counsellor

A Community Education Counsellor (C.E.C.) serves the Bowen High School in the area of Aboriginal and Islander (indigenous) education.

A C.E.C.s duties include:-

- the provision of counselling and support services to indigenous students within the School
- participation in the development of activities (in and out of school) likely to enhance the involvement in education of indigenous students and their families
- utilise school based programs that focus on indigenous students and their families
- the provision of advice and information to school administrators regarding the indigenous community's social and cultural protocols in order to meet the needs of schools and their communities
- to ensure that relevant information concerning the indigenous community's social and cultural issues is readily available to all members of the school community
- to assist develop productive partnerships between members of the school community
- to establish and maintain links with "out of school" sources of information and support services to assist in the advancement of indigenous secondary students.

Youth Support Coordinator (Year's 10, 11, and 12)

The Youth Support Coordinator:

- is to provide support to senior students with a focus on attendance, attainment and retention
- is to support students to obtain their QCE (Queensland Certificate of Education)
- can assist with programs, resources, tutoring, personal/school issues.



School Based Police Officer

The School Based Policing Program seeks to enhance community safety, security and increase community confidence and satisfaction with Police by building positive relationships with members of the school community. Members of the school community include students, staff, parents, carers and other interested community members and organisations.

School Based Police Officer can be located in A2 8:00am – 4:00pm Monday to Friday

What is my role?

- To promote positive relationships with students, staff, parents and other school community members.
- Respond to police related matters within the school.
- Give young people an understanding of the legal/law process and procedures
- Plan and prepare presentations, information and advice to students, staff, parents and other school community members.

Student Learning Support

The school has invested significant resources to meet the individual needs of students. All students may exhibit needs at some time during their secondary schooling. However, the focus is on literacy, numeracy, and learning how to learn.

The school also offers students after school homework and tutorial programs.

Special Education Programs

Teachers and teacher-aides provide additional in-class and out-of-class support for students with disabilities under the EGPA (Education General Provisions Act). A Special Education Program operates for students with diagnosed disabilities. This unit is run by the “Head of Inclusive Practices” in conjunction with the School’s Administration.

Ways in Which Parents Can Assist the School

The Staff at Bowen High School value highly the interest parents take in their student’s school life, the programs they follow, the work they do, the friends they make, and the teachers who teach them. We urge, and most sincerely invite you, to continue to take a keen interest in your student(s). As well, we actively seek parental co-operation in encouraging the good habits of punctuality, neat appearance, suitable language and effective homework and study habits.

Membership of Parents' & Citizens' Association

Parents are encouraged to attend Parents' and Citizens' Association meetings. These are held in the Resource Centre on the third Monday of each month commencing at 6:00pm. The Annual General Meeting is held each year in February.

Parent & Community Volunteers

We openly welcome and encourage parent and community volunteers in our school. Areas of the school where volunteers can assist include the tuckshop and in a number of our classrooms. If you wish to volunteer, please contact the school office so that mutually convenient arrangements can be made. All volunteers need to sign a register upon arrival at the school for Workplace Health & Safety requirements and may require a working with children blue card.

SCHOOL RULES

The school is a large community in itself and needs a system of rules of conduct to enable it to function efficiently and for the benefit of all who work within it. All rules are made with two aims in mind:-

- (a) to ensure that students have the best possible conditions for learning and
 - (b) to protect persons and property.
1. At all times, members of the school community should treat each other with respect and dignity.
 2. The correct school uniform (as outlined in this Prospectus) including school hat and the required footwear, should be worn at school and to and from school.
 3. Students will enter classrooms only in the presence of a teacher. They will not remain in classrooms during breaks. Bags are to be left always in the allocated areas.
 4. Students will not bring food or drinks into classrooms or change rooms. Food is not to be eaten on verandahs. All food scraps, waste paper, drink containers, etc. are to be placed in the bins provided. We take pride in our workplace. The Student Council has recommended "litter" parades, if required, to clean up the grounds.
 5. Students are not to enter the grounds before 8:00am. All students should be at school by first bell (8.37 am).
 6. If not using the sporting facilities under supervision of a teacher, students will leave the grounds promptly on being dismissed in the afternoon, under supervision from a teacher.
 7. Students are to report any breakages or damage done to school property immediately to the school office. Public or personal property deliberately broken by a student, or as a result of a breach of school rules, must be paid for by the student concerned.
 8. Students are not to loiter or misbehave on the streets going to and from school or during the lunch break.
 9. Students are not to leave the school grounds between arrival and dismissal without presenting a note signed by a parent and obtaining permission from a member of Administration.
 10. Students arriving late to school must report directly to the Office and present a note of explanation. They will then be issued with a "Late to School" pass to hand to their teacher.
 11. Bicycles must be placed in the racks provided. They should not be ridden in the grounds.
 12. Students who drive to and from school should:

- Inform the school that he/she intends driving to and from school and complete the necessary paperwork.
- not transport other students in their car unless parental permission is given by all parents including the driver's. The exception is siblings.
- not bring the vehicle into the grounds
- **LEAVE HIS/HER CAR KEYS AT THE SCHOOL OFFICE FOR SAFEKEEPING**
- **UNDER NO CIRCUMSTANCES USE THEIR VEHICLES DURING THE DAY** - this includes the lunch break.

The School accepts no responsibility for students driving to/from school, or their passengers (see the form).

13. For many years, Bowen SHS has had a policy of limiting the number of family members or friends attending the Senior Graduation Dinner. The sole reason is the lack of catering facilities in Bowen which can accommodate the numbers. Only two tickets other than the student will be issued. The School reserves the right to refuse participation of individuals in/at the Graduation. Students who have outstanding Student Resource Scheme fees or Subject Levies will not be permitted to purchase tickets or attend the dinner until outstanding fees are paid. However, "Special Circumstances" may be negotiated with the Principal.
14. Spitting of any nature within the school grounds is prohibited.
15. Smoking by students is forbidden at school, or when the school uniform is worn in public, or at any time students attend any function associated with the school. Students are not to have cigarette lighters or dangerous objects in their possession (including any weapons).
16. Touching, whether fun, friendly or fighting is not acceptable behaviour. **This is a "Hands Off" school.**

BANNED ITEMS

The possession and/or use of the following items at school or while travelling to or from school may result in suspension or exclusion of the offender/s. Items may be confiscated

Lasers, water balloons, dangerous or immoral items, prescription/other medication unless stored at school office, except Asthma medication/Epipens.

Chewing/bubble gum, felt marking pens, rubber bands, permanent pens/markers and all forms of liquid paper/white-out other than white-out tapes.

Aerosol deodorants, alcohol, cigarettes, tobacco, illegal substances, lighters and matches and weapons are prohibited.

OUT OF BOUNDS AREAS

- all ovals – before school, at morning tea and before 1.00pm at lunch time
- the basketball court and multicourts – at morning tea and before 1.00pm at lunch time
- the area below the multicourts at all times, including before school
- McKenna Hall
- bike racks

- classrooms, except when accompanied by a teacher
- verandahs, before school or at breaks
- near staff cars/car parks
- the area behind the Library (except between 1:00pm and 1:30pm). Note that students must keep away from the Memorial Grove at all times.
- the Argyle Park Road side of K Block, T Block, the Machine Shop, and the Construction Court.
- between K Block and the Admin car park
- area between D block and McKenna Hall

DRESS CODE

Non-compliance with dress code

(1) If a student of a State school does not comply with a dress code for the school's students, developed under section 360, the school's principal may only impose one of the following:

Sanctions:—

- (a) detention of the student for a period mentioned in section 283(3);*
- (b) prevent the student from attending, or participating in, any activity for which the student would have been representing the school;*

The Bowen State High School community supports the wearing of a school uniform. While the uniform has been designed for **economy** and **safety**, we also believe that it helps build a sense of belonging and team spirit. Students in uniform assist us to readily identify any person who should not be in the school grounds. Students must wear a school hat while in the sun at morning tea, lunch breaks and outdoor classes. Our dress code reflects our school community standards and is consistent with Occupational Health and Safety, Anti-Discrimination Legislation and the Sun Safety Strategy.

Your co-operation in ensuring students attend school correctly dressed and well-groomed is appreciated. If, for any reason, your child is unable to attend in full correct uniform on any day, your child will then be issued with an emergency uniform including shoes. If one is not available, a blue "Uniform Slip" will be completed for the day and consequences may be applied dependent on individual circumstances. Parent's notes are appreciated to help us understand such circumstances.

Boys' Formal Uniform

Hat The Bowen State High School hat is to be worn at all times when students are in the sun. Only the authorised school hats are acceptable. If a student loses his hat, a replacement will need to be purchased.

Shirt Sky blue shirt, in Cesarine No. 138 or headcloth, or poplin of the same colour, with two-way collar, one pocket, no flap, short sleeves. 100% cotton sky blue King-Gee shirts are also acceptable.

Shorts Navy blue long legged rigger shorts or navy blue tailored shorts or navy blue tailored long pants in polished cotton or terylene.

Please note: Shorts are NOT to be worn below the knees or low on the hips. **Cargo pants are not to be worn at any time by any student.**

Socks Short ankle length, dark grey socks. Long, dark grey socks must be worn up in the accepted fashion.

Shoes **Black polishable** lace-up shoes with black laces should be worn at all times. These shoes should be made of leather (full leather hide **not** suede leather). Black jogger type shoes, with leather uppers, are acceptable and may also be worn for Physical Education. Boots are not to be worn and are not the required uniform footwear. Footwear such as thongs, sandals, etc. are not to be worn. Suede “surf shoes” or “skate shoes” do not meet uniform requirements. If a student has a medically diagnosed foot injury, a medical certificate can be produced to seek exemption. However, it is advisable to still wear protective covered shoes as feet can easily (accidentally) be trodden on in a school environment. At no time are scuffs/thongs without a back or back-strap acceptable.

Sports Uniform

On Wednesdays and Fridays, **all boys** must wear the Bowen State High School day polo shirt with the **plain BSHS black shorts**. It is acceptable to wear navy school shorts or long pants as outlined above.

Black leather joggers (as described in the shoe section above) and **white** ankle-length socks or formal uniform socks should be worn.

- Day polo shirt is required for representative school sport with black shorts, predominantly white socks, and appropriate enclosed sports shoe and school hat.
- For sport or during HPE/Outdoor Activities classes, students have always had and will continue to have the option of changing clothes and footwear. It must be changed at the end of the lesson. Shorts are NOT to be worn below the knees or low on the hips. As mentioned above, **cargo pants are not to be worn at any time by any student.**

Girls' Formal Uniform

Hat The Bowen State High School hat is to be worn at all times when students are in the sun. Only the authorised school hat is acceptable. If a student loses her hat, a replacement will need to be purchased.

Blouse White background and blue pin stripe cotton and terylene or poplin. Material used for blouse must be non-transparent. Girls' blouses are available from local suppliers. (All buttons must be done up). Coloured underwear is not to be worn under the white blouse.

Skirt Pleated skirt in navy blue school crestalene. Skirt length should be **no shorter than 13 cm above the top of the kneecap**. A hidden pocket (if included) should be incorporated into the side seam, or a fob pocket (for carrying money) put into the waistband.

Culottes/Skort

Culottes/skorts navy blue can also form part of the uniform. Skirt length information (above) also applies to the culottes/skorts.

Socks Short ankle length, plain white socks.

Shoes **Black polishable** lace-up shoes with black laces should be worn at all times. These shoes should be made of leather (full leather hide not suede leather). Black jogger type shoes, with leather uppers, are acceptable and may also be worn for Physical Education. Boots are not to be worn and are not the required uniform footwear. Footwear such as thongs, sandals, etc. are **not** to be worn. Suede “surf shoes” or “skate shoes” do not meet uniform requirements. If a student has a medically diagnosed foot injury, a medical certificate can be produced to seek exemption. However, it is advisable to still wear protective covered shoes as feet can easily (accidentally) be trodden on in a school environment. At no time are scuffs/thongs without a back or back-strap acceptable.

Sports Uniform

On Wednesdays and Fridays, all girls must wear the Bowen State High School day polo shirt with **plain BSHS black shorts**. Shorts are to reach the mid-thigh area of the leg. Shorts that reach just below the buttocks are not permitted. Short length should be **no**

shorter than 13 cm above the top of the kneecap. Bike pants are not permitted. Cargo pants are not to be worn at any time by any student. Girls are permitted to wear their navy skirts/culottes if preferred. Black leather joggers (as described in the shoe section above) and predominantly **white** ankle-length socks should also be worn.

Day polo shirt is required for representative school sport with black shorts, predominantly white socks, and appropriate enclosed sports shoes and school hat.

For sport or during HPE/Outdoor Activities classes, students have always had and will continue to have the option of changing clothes and footwear. It must be changed at the end of the lesson.

For Winter (boys and girls)

A plain navy blue pullover/windcheater/cardigan may be worn. "Hoodies" are not acceptable.

Jackets associated with representative school sports or other events related to **school** are acceptable. Seniors may wear their current Senior Jersey.

Black or navy tracksuit pants may be worn **in Term 3 or when the weather is extremely cold.**

Wearing Of Sunglasses at School

While students are permitted to wear sunglasses when they are out in the sun, students are not permitted to wear them in classrooms nor are students permitted to wear non prescription contact lenses. When in class, sunglasses are to be kept in the student's pocket or in a case on the student's desk. No responsibility will be accepted for damage to or loss of sunglasses at school. No coloured contact lenses are to be worn.

Grooming

Extremes of hairstyle and the use of cosmetics, including nail polish, are **not permitted**. Hair must not be brightly dyed or coloured with unnatural colours. Students are entitled to wear hair bands to keep their hair in place but these must be no more than 5 cm in width and must be plain black or in one of the school colours **blue, gold or white**. Students are not permitted to wear other hair adornments (e.g. fancy hair clips, flowers, or hair bands which are for decorative purposes only).

Jewellery

The wearing of jewellery is discouraged. For pierced ears, small plain sleepers or small plain studs are permitted (**one earring only in each ear**). A wristwatch may be worn. Any other jewellery items which can be seen, should not be worn. One plain, flat ring is acceptable. One plain necklace is acceptable if it has religious significance and **cannot be seen**. Pierced body jewellery on the face is **NOT** permitted e.g. no studs, rings or bars are to be worn on the eyes, nose, ears, or lip area.

Learning Journals

Learning Journals should be used by students and checked by parents regularly. Teachers will be regularly viewing them as well. These journals are **not** personal diaries and should not be used for this purpose.

Students are encouraged to develop regular patterns of study, spread over at least five days of the week. Besides completing any set exercises or assignments, students should regularly review the work covered in class.

Homework

There are two (2) types of homework:

1. **Set Homework:** Work that has been set by the class teacher which should be completed for the day and period for which it has been set (set assignments are included in this category); and
2. **Study Homework:** During this time, work should be revised, spelling learnt, and preparation made for future lessons.

Homework Policy

1.0 Rationale

1. There are several excellent reasons why high school students should be involved in a realistic, relevant and meaningful homework program.
 - Labour market research has clearly shown that one of the major characteristics of the contemporary employment scene is the short term nature of most jobs. A major feature of existing and future employment is the requirement for workers to study, often in their own time and at their own expense, to update existing skills and to learn new ones. This habit and expectation needs to be fostered at secondary school.
 - An obvious starting point to improve academic performance is to increase their amount of learning time. Homework will do this.
 - High achievers need homework to extend their potential and abilities.
 - Under-achievers need homework to bring their academic performance up to a reasonable standard. Most under-achievers appear to receive poor grades at school because they do not hand in work or do not complete work rather than receive poor results because they cannot do the work.
 - Average achievers need homework to consolidate the work they do in class.

2.0 Time-Realistic expectations

1. Homework may be given each lesson where practicable.
2. Teachers spend time with their classes clearly explaining homework tasks, detailing expectations and providing instruction on how homework is to be completed.

ASSESSMENT

Early examinations will not be permitted.

A list of assignments (Assessment Calendar) is issued early each term so that parents and students are aware of these commitments and can plan study programs accordingly. An excerpt from the School's Assignment Policy is produced below. Excerpts are also printed in the students' Learning Journal.

Assessment Policy

Extract From School's Assessment Policy

*The following policy is designed so that **all** students are treated fairly and equitably in relation to assessment.*

1. It is expected that students will complete **all** assessment in each of their subjects to allow them to successfully achieve learning outcomes/competencies/credit, associated with each. A maximum of three assessment tasks will be required for each subject in the Junior School. The minimum number of assessment tasks required by QCAA Year 11 & 12 will be the maximum for students in each subject in these year levels at Bowen High.

For the complete policy please refer to Bowen State High School's website.

Policy on Special Provisions for School-based Assessments in Authority and Authority-registered Subjects

This policy defines the responsibilities, principles and guidelines to be applied for special provisions in school-based assessments for Authority and Authority-registered subjects.

Parents are welcome to contact the school for further information.

Assignments

1. Assignments must be the student's own work and proved to be so, through the first draft. The first draft must be attached to the final copy of the assignment.
2. If a student has had an extended absence prior to the due date, or a bereavement/family upset, he or she may request an extension of the due date. All such requests are made to the Head of Department (HOD). The required proforma (available from the office) should be used.
3. Any application for an extension of the due date must be made in advance at least two days before the due date. Only in extreme circumstances verified by parents (e.g. unexpected illness) can an extension be requested on the due date. A parent letter **MUST** be received. Absence due to illness on the due date must be supported by a Medical Certificate for Years 11 and 12. Trivial reasons, which indicate a lack of effort or commitment by the student, are not acceptable reasons for making a request to extend the due date.
4. Students who do not submit their assignment (and have not had an extension approved) on the due date will receive a grade based on their first draft.
5. Absence on the due date requires the following:
 - a. The work must be delivered to the school on the due date
 - b. Contact with your teacher must be made if the work cannot be delivered
 - c. Students in Years 11 and 12 must produce a Medical Certificate to support their absence on that day
 - d. Absence due to bereavement or other special circumstances on the due date must be supported by written parental communication if it is not possible to send the assignment to school with a friend or relative

Exams/Oral Presentations

1. Students are required to sit exams on their scheduled day.
2. If a student is absent on the day of an exam, they must contact their teacher/office on the day of their return to school to find out when they are to do their late exam. Students in Years 11 and 12 must produce a Medical Certificate (valid for the original date of the exam) to be able to sit a late exam. Students in Years 8, 9 & 10 must provide a note from parents to be able to sit a late exam.

CONSEQUENCES FOR BREACHING ASSESSMENT POLICY

Teachers are aware of the avenues available to students wishing to gain credit for assessment without putting in the effort required. The school also has access to an internet program that will check for plagiarism in pieces of assessment. Any student caught plagiarising an assignment or cheating in an exam will face severe consequences, which may result in an "E" rating for that particular piece of assessment.

Reports

Mid-Semester Progress Reports are issued to students at the end of Terms 1 and 3 with “full” Semester Reports issued at the end of Semesters 1 and 2 (Terms 2 &4). Year 12 students do not receive a Semester 2 report.

Semester 2 Reports for students in Years 8, 9, 10 & 11 are emailed, generally the week after students finish school.

Queensland Certificates of Education are issued (by the QCAA, Brisbane) at the end of Year 12.

Junior Certificates of Education are issued at the end of Year 9 to eligible students.

GENERAL INFORMATION

Resources

Parents are directly responsible for providing students with textbooks and other resources for students to use while attending school. As a service to assist parents with the cost of these educational resources, schools across Queensland operate student resource schemes. The purpose of these schemes is to provide parents with a cost effective alternative to purchasing textbooks, resources, consumables, and/or materials from elsewhere, through reduced prices gained from the school's bulk purchasing processes.

Parents wishing to take advantage of the services provided by the voluntary **Student Resource Scheme (SRS)** at Bowen High School enter into a written agreement and pay an annual participation fee. ***Please refer to the Participation Agreement Form and the conditions therein for further details of the Scheme. Fees are \$280 (Years 7 – 10) and \$330 (Year 11 & 12).***

Before a student can be considered for participation in an optional school activity, a parent who has joined the Scheme is expected to have:

- fully paid the student resource scheme participation fee, or
- paid the student resource scheme participation fee up to and including the term in which the school activity takes place, or
- made regular on-going payments towards the student resource scheme annual participation fee, as previously arranged with the principal.

We ask parents, who do not intend joining the Scheme, to complete the Participation Form (ticking “No”). Paragraphs 12 and 36 of the Participation Form should be read carefully prior to parents/caregivers making this decision. An appointment should be made with the Principal as soon as possible, to discuss the approximate costs of non-participation in the Scheme.

The parent/caregiver is then responsible for providing all necessary textbooks and resources. If payment of charges is outstanding from a previous year, the Parents and Citizens' Association or school may refuse to include a student in its student resource scheme until payment is received from the parent/caregiver.

Students cannot participate in extra-curricular activities unless they **pay before** the activity. This includes admission costs, bus fares and materials. Students who have chosen to join the Scheme but **have not** paid the participation fee **WILL NOT** be allowed to participate in extra-curricular activities EVEN if they are prepared to pay.

PAYMENTS

Receipts are issued for all payments made to the school. Please keep these receipts, as they may be required as proof of payment. Failure to produce a receipt when querying an account, may result in the School not acknowledging that payment has been made.

COURSES AND SUBJECTS

See Junior or Senior Subject Selection Booklets.

EXTRA-CURRICULA ACTIVITIES

Sport

Students are divided into four House Groups: **Cook, Flinders, Kennedy and Sturt**. These Houses elect leaders (usually from the Year 11 & 12 groups) each year. These leaders are active in the Athletics and Swimming Carnivals, lunchtime inter-class activities and cross-country to name a few.

NOTE: All students are expected to participate in these Carnivals.

Culture

Participation in public speaking and debating, art, the Opti-MINDS Challenge and other academic competitions is encouraged. Teachers have volunteered to coach individuals and teams. Visits by the Arts Council and other groups sanctioned by the Education Department are actively sought. These costs are covered by the All-Inclusive Levy component of the Resource Management Scheme.

Students may have the opportunity to participate in a major musical event, Arts Festival and Visiting Artist program, as well as various functions connected with school Arts subjects.

The Music Department presently includes a singing group, concert band and stage band. The Concert Band and Stage Band consist of members of the Instrumental Music Program. These students receive free tuition during school time from the Education Department's Instrumental Music Instructor. A levy may also apply. A number of school instruments are issued to students. Other students purchase their own. The program enhances the good skills established in the district primary schools under the same program.

Pathways

Social Emotional Learning (SEL) endeavours to develop certain career and personal skills and abilities in young people.

These include: -

- (a) decision making, questioning, participating and reflecting, to ensure informed life choices;
- (b) the ability to determine modes of behaviour in different social/cultural settings; and
- (c) the ability to adopt roles compatible with their values.

These skills will be developed through: -

- **Values**
- **Sexuality**
- **Relationships**
- **Communication**
- **Self Concept**
- **Career Planning**
- **Health**
- **SET Planning**
- **Community Involvement**

AWARDS NIGHT

AWARDS NIGHT is held each year in McKenna Hall, in Term 4. It provides an opportunity for Bowen High School students to showcase their achievements from the previous nine months. Prizes/bursaries are awarded to those who have excelled academically. Encouragement prizes are also awarded.

Academic Awards

The three academic awards presented on the night are:

- Academic Excellence;
- Academic Attainment and
- Senior Subject prizes

Academic Excellence awards require a student to obtain at least three “A”s, two of which must be in the “core” subjects of English, Maths, Science and Social Science (in the junior school), with no result below a “B”. In the senior school students must attain two “A”s with no less than a “B”.

Academic Attainment awards are based on academic achievement, with the results from Semester 1 and Term 3 only being taken into account. The criteria for these awards are based on a grade point average where each level of achievement is given a numerical value. When a student reaches a predetermined level they automatically receive the award irrespective of individual subject grades.

Senior Subject Awards are awarded to students who attain an “A” rating in their individual subject and are also the top student of the cohort.

Special Awards

Are awarded to students who meet certain criteria. The criteria for the awards are as follows:

Year 7

Year 7 Encouragement Awards donated by either local businesses or community service groups are awarded to a female and male Year 7 student for dedication to all facets of school life.

CRITERIA

Respectful to teachers.

May struggle with curriculum but always works conscientiously and to the best of his/her ability.

Academic results reflect the awardees’ capabilities.

Demonstrates a positive work ethic.

Behaviour is of the highest standard.

Participates in some sport/school activities and/or attends school carnivals/functions.

Year 8

Year 8 Encouragement Awards donated by either local businesses or community service groups are awarded to a female and male Year 8 student for dedication to all facets of school life.

CRITERIA

Respectful to teachers.

May struggle with curriculum but always works conscientiously and to the best of his/her ability.

Academic results reflect the awardees' capabilities.

Demonstrates a positive work ethic.

Behaviour is of the highest standard.

Participates in some sport/school activities and/or attends school carnivals/functions.

Year 9

Year 9 Encouragement Awards donated by either local businesses or community service groups

CRITERIA

Respectful to teachers.

May struggle with curriculum but always works conscientiously and to the best of his/her ability.

Academic results reflect the awardees' capabilities.

Demonstrates a positive work ethic.

Behaviour is of the highest standard.

Participates in some sport/school activities and/or attends school carnivals/functions.

MARGARET WADSWORTH Memorial Award

Awarded to a Year 9 student for dedication to all facets of school life.

CRITERIA

Respectful to teachers.

May struggle with curriculum but always works conscientiously and to the best of his/her ability.

Academic results reflect the awardees' capabilities.

Demonstrates a positive work ethic.

Behaviour is of the highest standard.

Participates in some sport/school activities and/or attends school carnivals/functions.

Year 10

Year 10 Encouragement Awards donated by a Service Club

CRITERIA

Respectful to teachers.

May struggle with curriculum but always works conscientiously and to the best of his/her ability.

Academic results reflect the awardees' capabilities.

Demonstrates a positive work ethic.

Behaviour is of the highest standard.

Participates in some sport/school activities and/or attends school carnivals/functions.

Year 10 Bursary donated by local industry sponsors

CRITERIA

Student who was previously working well and, through additional personal effort and commitment, improved throughout the year and attained a steep increase from Term 1 to Term 3. The recipient must be supportive of school programs and be a co-operative/well-mannered student adding value to the social and academic character of the school.

Year 11

Year 11 Encouragement Award donated by local service club and/or local business

Awarded to a female and male Year 11 student for dedication to all facets of school life.

CRITERIA

Respectful to teachers.

May struggle with curriculum but always works conscientiously and to the best of his/her ability.

Academic results reflect the awardees' capabilities.

Demonstrates a positive work ethic.

Behaviour is of the highest standard.

Participates in some sport/school activities and/or attends school carnivals/functions.

Year 12

Year 12 Bursary donated by local industry sponsor/s

CRITERIA

High academic achievement.

Outstanding commitment to the school and community demonstrated by involvement in school and community affairs.

Intention to undertake higher education.

School Citizenship Award donated by a local service club and local business/es

CRITERIA

Academic results reflect the awardee's capabilities.

Demonstrates a positive work ethic.

Is a positive role model.

Behaviour is of the highest standard.

All Rounder – Year's 8 - 12

CRITERIA GUIDELINES

The following criteria are the guidelines for selections:

- | | |
|-------------------|------------------------------------------------------------------------------------------|
| Academic | - Scholastic achievement across a range of subjects. |
| Attitude | - Willingness to assist others, make selfless contributions and committed to excellence. |
| Conduct | - Outstanding at all times. |
| Leadership | - Role model to other students. |
| Service | - Participates in school and community activities. |
| Sport | - Represents the school in sport, without necessarily being a champion. |

Sports Awards Night

An annual **SPORTS AWARDS NIGHT** is held each year in Term 4, to recognise the participation and outstanding sporting achievements of our students.

SENIOR SPORTSMAN AND SPORTSWOMAN OF THE YEAR

The title of Senior refers to the Years 10-12. To be nominated for Senior Sportsman or Sportswoman of the Year the student must have obtained a significant number of points earned through;

- Participation in school teams
- Age Champion wins at School or Whitsunday level
- Most Valuable Player for a team sport
- NQ/ QLD or NATIONAL representation in a sport or event
- Attendance at all school sporting carnivals

Above all else, the nominees will have conducted themselves in a sports person like manner at all times both on and off the sporting field.

JUNIOR SPORTSMAN AND SPORTSWOMAN OF THE YEAR

The title of Junior refers to the Years 7-9. To be nominated for Junior Sportsman or Sportswoman of the Year, the student must have obtained a significant number of points earned through;

- Participation in school teams
- Age Champion wins at School or Whitsunday level
- Most Valuable Player for a team sport
- NQ/ QLD or NATIONAL representation in a sport or event
- Attendance at all school sporting carnivals

Above all else, the nominees will have conducted themselves in a sports person like manner at all times both on and off the sporting field.

Music Awards

Held in the final few weeks of the school year the **MUSIC AWARDS and SHOWCASE** is an evening where the musical talents of the instrumental and classroom music students are on display. This evening also acknowledges the continuous hard work the students devote to their music studies by awarding them with encouragement certificates and trophies.

FACILITIES / PERSONAL CARE

Water Bottles

Students will be allowed to carry and drink from a clear water bottle during classes. The water bottles should be left near the door in classes where water could compromise equipment and health and safety, as directed by teaching staff. Bottles can only be re-filled at break times.

Tuckshop

Our school tuckshop provides an excellent range of food (self-serve) at very competitive prices. Volunteers are required and welcome. Your support would be much appreciated. Phone: 4786 9841.

Sporting Facilities After Hours

Students, accompanied by an adult, may use the school sporting facilities after hours, **with the Principal's permission**. Forms for this are available at the office – when approved, applicants will be issued with a Security Pass to be carried at all times.

Authorised users are requested to keep away from buildings and to leave bicycles in the bicycle racks. **No skateboards are permitted inside the school grounds.**

Care of Valuables

All property should be clearly marked with your student's name. In a school of 550 students, it is virtually impossible to trace unmarked equipment. Money must never be left in clothing or school bags. We encourage students to hand in money/valuable items at the office for safe keeping.

No responsibility will be accepted by the school to replace lost or stolen items from students.

Electronic Equipment

Students are advised not to bring **ANY** electronic equipment to school unless directed by the Principal.

If students choose to ignore this directive and they use electronic equipment inappropriately, there may be consequences as described in the Responsible Behaviour Plan for Students. **See website for policy.**

- All personal listening devices are NOT permitted to be used during educational instruction/supervised activities.
- If students and parents ignore the advice of the school and bring mobile phones to school they must be stored in the special office room or place set up for this purpose the entire time the student is in the school each day.
- It is **prohibited** for students to make auditory recordings, photograph, take pictures or video individuals on school premises/school activities, unless directed by a staff member to do so, and must be directly related to school-sanctioned activities. This includes all forms of electronic, digital and analogue methods.
- Students are not permitted to use electronic equipment to harass or bully students or teachers. This includes emailing, text or picture messaging or any other electronic form of transmitting communication.

Mobile Phones

Outlined above is the school's (Education Queensland approved) policy on electronic equipment. This is enforceable under the Education General Provisions Act 2006 (EGPA 2006) as part of the School's Responsible Behaviour Plan for Students. Over recent years there have been an increasing number of students who are choosing to ignore the school's electronic equipment policy. This has caused disruption in class and mobile phones have also been used to bully students. Due to this increase in student misbehaviour, the school will enact a process to minimise disruption to student learning.

If you as a family have chosen to allow students to carry a mobile phone to and from school as a safety measure, then the students are required to lodge the phone with the school office before school and collect it after school. Any student not following this procedure will have their phone confiscated (enforceable under EGPA 2006) and returned to them at the end of the day. If this occurs again, the mobile phone will be confiscated again and the parent must attend the school to collect the phone. This will happen for each and every confiscation and the student will be subject to additional consequences for failing to follow school policy (such as suspension from school).

We take this action not because we want to confiscate student property, but to allow every student the opportunity to feel safe, protect valuable property (which we suggest shouldn't be brought to school) and minimise the distractions to the learning environment.

Privacy

Students are not permitted to make public comment nor upload any images onto the internet which relates to Bowen State High School's community members. This includes, but is not limited to, students, staff (both past and present) nor any other member of the school community. These comments include defaming, derogatory, inflaming and vexatious claims about/toward members of the school's community. Any allegation against staff or students needs to be conveyed to the school Principal or their delegate. School disciplinary action will be taken against individuals who post this information to the internet even if the allegations are substantiated. Consequences for breaches of this policy may result in exclusion from Bowen State High School.

Illness At School

Facilities for students who become ill at school are very limited. If your child has symptoms of illness before leaving home, he/she should spend the day at home. Parents will be notified if students become ill and will be requested to collect them. It is important that we have a telephone number to contact a parent, relative or friend in case an emergency arises. In most instances, students will only be permitted to remain in sick bay for 15 mins.

Please Note:

As mentioned previously, students being collected from school during the day due to illness, appointments, etc., are to be met by their parent/caregiver/emergency contact at the office where they will be "signed out".

Students are reminded that they are not to leave "sick bay" without letting the office staff know. If students are going home we need to speak with the person collecting them. If they are going back to class they will need a "Student Late to Class" pass.

Injuries

Where injuries are of a serious nature, or there is doubt as to the nature of the injury, the Ambulance will be called. If parents cannot be contacted from information contained in student files, the School authorities will give permission for treatment. The ambulance will transport the student to the Hospital. **Students WILL NOT be kept untreated in the school.**

Insurance Indemnity

Please be aware that when students are involved in activities, there is an inherent risk of physical injuries occurring. Injuries may occur without any negligence on the part of the school and, in such circumstances, the responsibility for the injury and any associated costs will rest with you (the parent/caregiver) and not the school. Please take this into consideration in deciding whether or not to allow your child to participate in activities. You may choose to obtain private insurance coverage, and the school would appreciate details of any medical/accident insurance you have in place for your child.

Medication

Students must lodge their medication (with the pharmacist's written instruction on the container bearing the student's name) together with the completed Medication Form at the office. The form is to be signed by his/her parent/caregiver detailing the medication and dosage. If students need to take Panadol/Paracetamol, the same conditions apply. Where students need ready access to asthma sprays/Epipens and the like, parents should ensure that such items are clearly labelled and left **permanently** with the School. These students should also ensure that they have one with them at all times, especially at sporting events. Medication (will not be administered) to a student without written permission from a parent/caregiver (this also applies to all analgesics).

Supervision

No student is to enter the grounds prior to 8:00am. Supervision of the grounds is provided at morning recess and during the lunch break.

Buses: All buses leave from Richmond Road. All students must remain in the grounds until the teacher signals that it is time to move (to the buses).

No student is to re-enter the grounds after leaving, unless he/she has the Principal's permission.

SCHOOL MAP

