PROSPECTUS
2016
Moura State High School

“Strive Today to Build Tomorrow”

PO Box 224
MOURA Q 4718

4997 5888
Fax: 4997 5800
E-mail: admin@mourashs.eq.edu.au
“Strive Today to Build Tomorrow”

**School Community Values**

<table>
<thead>
<tr>
<th>Value</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Care &amp; Compassion</td>
<td>Doing Your Best</td>
</tr>
<tr>
<td>Fair Go</td>
<td>Freedom</td>
</tr>
<tr>
<td>Honesty &amp; Trustworthiness</td>
<td>Integrity</td>
</tr>
<tr>
<td>Respect</td>
<td>Responsibility</td>
</tr>
<tr>
<td>Understanding, Tolerance &amp; Inclusion</td>
<td></td>
</tr>
</tbody>
</table>

**OFFICE HOURS:** 8.00 a.m. - 4.00 p.m.

**SCHOOL HOURS:** 8.45 a.m. - 3.00 p.m.

**TERM DATES:**

- **Term 1**: Tuesday 27 January 2016 – Thursday 24 March 2016
- **Term 2**: Tuesday 11 April 2016 – Friday 24 June 2016
- **Term 3**: Monday 11 July 2016 – Friday 16 September 2016
- **Term 4**: Tuesday 4 October 2016 – Friday 9 December 2016

**END OF YEAR 12:** 18 November 2016

**END OF YEAR 11 & 10:** 25 November 2016

**SCHOOL YEAR COMMENCES:** 27 January 2016

**STUDENT FREE DAY:** Monday 17 October 2016

---

**PHILOSOPHY**

*It is our belief that by striving to promote the ideals of co-operation, self-respect, respect for and tolerance of others, we as a school community are striving in our efforts to build a better tomorrow.*

*We recognise the worth of all individuals and actively encourage the development of the whole person. The school will therefore support all students in their endeavour to derive the benefits of a broad education.*
"Strive Today to Build Tomorrow"

### MOURA STATE HIGH SCHOOL STAFF

as at 08 June 16 and is subject to change, pending any staff changes

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Dept/Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>MILLER</td>
<td>Ian</td>
<td>Principal</td>
</tr>
<tr>
<td>PARSONS</td>
<td>Norah</td>
<td>HOD - Curriculum - Senior Secondary</td>
</tr>
<tr>
<td>DUFF</td>
<td>Joshua</td>
<td>HOD - Curriculum – Junior Secondary</td>
</tr>
</tbody>
</table>

### Teachers for 2016

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Dept/Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRIGGS</td>
<td>Michelle</td>
<td>Catering, HEC, English Communication, Hospitality</td>
</tr>
<tr>
<td>CONWAY</td>
<td>Sarah</td>
<td>Chemistry, Learning Support</td>
</tr>
<tr>
<td>CRANE</td>
<td>Kelli</td>
<td>English, Humanities, Modern History, English Communication, Writing</td>
</tr>
<tr>
<td>DANZIGER</td>
<td>Jordan</td>
<td>HPE, Science, Numeracy, Recreation Studies</td>
</tr>
<tr>
<td>DUFF</td>
<td>Joshua</td>
<td>HPE, Humanities, Reading</td>
</tr>
<tr>
<td>GARNER</td>
<td>Teri</td>
<td>English, Humanities, Writing</td>
</tr>
<tr>
<td>HAYES-O’SULLIVAN</td>
<td>Liam</td>
<td>HPE, Maths, Numeracy</td>
</tr>
<tr>
<td>HUTCHINSON</td>
<td>Veronica</td>
<td>Reading, Art, English</td>
</tr>
<tr>
<td>JENSEN</td>
<td>Abby</td>
<td>English, Humanities</td>
</tr>
<tr>
<td>MAY</td>
<td>Katherine</td>
<td>ICT, Legal, Writing, BCT, VDM</td>
</tr>
<tr>
<td>MULLER</td>
<td>Chloe</td>
<td>Humanities, Maths, Reading, Science</td>
</tr>
<tr>
<td>OPPERMANN</td>
<td>Emma</td>
<td>Ag, Science, Rural Studies, Biology</td>
</tr>
<tr>
<td>PAAP</td>
<td>Lynn</td>
<td>HPE, Junior Science</td>
</tr>
<tr>
<td>PARSONS</td>
<td>Norah</td>
<td>Maths, Maths A &amp; B, Numeracy</td>
</tr>
<tr>
<td>SMITH</td>
<td>Jasmine</td>
<td>SWD</td>
</tr>
<tr>
<td>VAUGHAN</td>
<td>Dan</td>
<td>ITD, Geography, Writing</td>
</tr>
</tbody>
</table>

### Admin

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Dept/Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGEL</td>
<td>Margaret</td>
<td>Business Services Manager</td>
</tr>
<tr>
<td>JACKSON</td>
<td>Dot</td>
<td>Administration Officer</td>
</tr>
<tr>
<td>SWAFFER-SELFFF</td>
<td>Nichole</td>
<td>Administration Officer</td>
</tr>
<tr>
<td>HETHERINGTON</td>
<td>Sue</td>
<td>Technology Support</td>
</tr>
<tr>
<td>MOSK</td>
<td>Trish</td>
<td>Teacher Aide / Resource Centre</td>
</tr>
<tr>
<td>SUTTLE</td>
<td>Shelly</td>
<td>Teacher Aide / Scientific Assistant</td>
</tr>
<tr>
<td>DOWDEN</td>
<td>Belinda</td>
<td>Teacher Aide / SEP</td>
</tr>
<tr>
<td>McGEACHIN</td>
<td>Sandra</td>
<td>Teacher Aide / Learning Support</td>
</tr>
<tr>
<td>REYNOLDS</td>
<td>Kathleen</td>
<td>Teacher Aide / Jnr School</td>
</tr>
<tr>
<td>WRIGLEY</td>
<td>Amanda</td>
<td>Teacher Aide / Jnr School</td>
</tr>
</tbody>
</table>

### Ancillary

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Dept/Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>OGDEN</td>
<td>Lyn</td>
<td>School Officer – Facilities</td>
</tr>
<tr>
<td>ALLEN</td>
<td>Ray</td>
<td>School Officer – Grounds</td>
</tr>
<tr>
<td>COUGHLIN</td>
<td>Tom</td>
<td>IT Support</td>
</tr>
<tr>
<td>ALLEN</td>
<td>Kim</td>
<td>Cleaner</td>
</tr>
<tr>
<td>ANDREWS</td>
<td>Roscel</td>
<td>Cleaner</td>
</tr>
<tr>
<td>COUGHLIN</td>
<td>Sandra</td>
<td>Cleaner</td>
</tr>
<tr>
<td>FOLEY</td>
<td>Anne</td>
<td>Cleaner</td>
</tr>
<tr>
<td>EARL</td>
<td>Rae</td>
<td>Agricultural Assistant</td>
</tr>
<tr>
<td>THYSSEN</td>
<td>Wendy</td>
<td>Tuckshop Convenor</td>
</tr>
<tr>
<td>EDMINSTONE</td>
<td>Sharon</td>
<td>Tuckshop Convenor</td>
</tr>
</tbody>
</table>

### Visiting Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Dept/Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>GALOS</td>
<td>Judy</td>
<td>HOSES</td>
</tr>
<tr>
<td>WESTBROOK</td>
<td>Karen</td>
<td>CHAPLAIN</td>
</tr>
<tr>
<td>WILLIAMS</td>
<td>Michelle</td>
<td>GUIDANCE OFFICER</td>
</tr>
<tr>
<td>WILSON</td>
<td>Hilary</td>
<td>NURSE</td>
</tr>
</tbody>
</table>
SCHOOL PLANNING

In our current educational system schools have greater power to make decisions for themselves. Schools make these decisions co-operatively by involving members of the school community, students and staff. These decisions are being made by various committees under the umbrella of the School Strategic Plan and the Annual Implementation Plan and are monitored by our P & C Committee.

PARENT GROUPS

Parents who are interested in becoming a member of our active Parents and Citizens Association need to attend a meeting and fill in an application form. All new members are most welcome to attend. Attendance at the Annual General meeting in March and the completion of an application for membership provides immediate voting rights. Thereafter all applications for membership are processed at the completion of the general meeting entitling applicants to voting rights at the next meeting. Meetings, dates and times are advertised in the school newsletter which is published each fortnight. Meetings are held on the second Tuesday of the month, excluding school holidays.

COMPLAINTS

Feedback, both positive and negative, is essential in order to provide quality education services that meet community needs. Therefore complaints will be responded to as a matter of priority and will be used as a mechanism for improving services to students and parents/carers. Complaints procedures will be available to all students, parents and members of the public.

GUIDANCE OFFICER

All students may access the services of the Guidance Officer for a variety of needs from career advice to personal counselling. Student welfare is a priority and students are encouraged to seek help whenever necessary.

The Guidance Officer services Moura State High School one day a week, when available, and is available for parent and student consultation. Please make appointments at the office.

SCHOOL CHAPLAIN

Our School Chaplain works alongside other caring professionals. Scripture Union Qld Chaplains care for young people’s needs through pastoral care, activity programs, community events and adventure-based learning. Most importantly, the Chaplain provides a personal point of care and support for students, teachers and their families within their school.

The Chaplain is at Moura State High School when available; appointments can be made at the school office.

VOLUNTEER WORKERS

The school has very much appreciated the assistance that volunteer workers have given in the past. This assistance has been in the form of library work, learning assistance programs and so on. Any parent who would like to assist in these types of work is very welcome. Upon arrival at the school, please register at the office or in the case of tuckshop workers, at the tuckshop. All volunteer workers must read the Evacuation Drill, Sexual Harassment and Safety Procedures and complete a volunteer’s security check. Schools are now required by law to follow this practice. Volunteers must also hold a Blue Card.
SAFETY

Under the Workplace Health & Safety Act, schools are viewed as workplaces and therefore are obliged to behave in accordance with the Act. As parents, you should be aware of the following points:

• Access to practical areas is not permitted unless under direct teacher supervision.

• All access to the school for non-students must be through the main entrance and then via the staff in the administration building. All visitors to our school must sign in on arrival and out on departure. Signs presenting this information are located at all school entrances.

• Our Workplace Health & Safety Officer is Mrs Michelle Briggs. Our Workplace Health and Safety representative is Ms Trish Mosk. We have an active Safety Committee and you are invited to offer suggestions at any time in respect to improving school safety.

• You should be aware that practical lessons in this school involve machinery and situations not unlike work environments eg. Metal work, cookery, etc. Despite the care of teachers, these environments are potentially dangerous.

• We urge you to rigidly support our covered shoes, safety glasses and other uniform requirements (as well as aprons etc) as without this equipment students will be denied access to practical areas and instruction.

SCHOOL AUXILIARY/TUCKSHOP

The tuckshop operates each weekday, with a full menu for morning tea and lunch. This level of service can only be maintained with assistance from volunteer parents. It is appreciated if lunch orders can be lodged at the tuckshop before first bell every day.

An invitation is issued to all willing parents, both male and female, to contact the school or the tuckshop convenor, by telephoning 4997 5834, if you are able to assist in this vital service.

NEWSLETTERS

A weekly school newsletter is published with details of school activities and student successes. Copies are only distributed to those students who do not receive an electronic copy. The school emails the link to the newsletter every Tuesday afternoon. Please contact the school if you would like to access the link to the newsletter.

SCHOOL EXCURSIONS

School excursions are initiated, organised and supervised by the school and approved by the Principal and when more than one school is involved, Principals of participating schools. If excursions involve overseas travel, additional procedures are mandated through Education Queensland. Duty of care will be extended to all students whilst on school excursions.
“Strive Today to Build Tomorrow”

CURRICULUM & LEARNING

YEAR 7 & 8
Year 7 & 8 students undertake a broad curriculum. The aim is for students to experience a wide variety of subjects so that they are better able to make informed choices in later years. All students study the five Key Learning Areas (KLA), which includes: English, Mathematics, Science, Humanities (Geography & History), Health & Physical Education (HPE). Additionally students will experience Catering, Home Economics, Art, Industrial Technology & Design (ITD), Business/IT, Agriculture and Japanese. During Years 7 & 8, emphasis is focussed on literacy and numeracy upskilling. Wherever possible, curriculum is linked to the Australian Curriculum.

YEAR 9
Students continue to study the compulsory Key Learning Areas of English, Mathematics, Science, Humanities and Health & Physical Education. Students also choose a minimum of two elective subjects to complement their studies. Emphasis on literacy and numeracy is maintained semester long within the curriculum delivery. It is important that students keep their career and educational options open when they make subject choices at Year 9 level. Subject choices should reflect a student’s interest and aptitudes. Emphasis at this level is on a broad, general education. Wherever possible, curriculum is linked to the Australian Curriculum.

YEAR 10
Year 10 is the beginning of the senior phase of learning. In this year, students will commence planning their intended senior phase of learning education and/or training options.

Year 10 students make important decisions about study for Years 11-12; achieving a Queensland Certificate of Education (QCE) or a Queensland Certificate of Individual Achievement (QCIA), aiming for a vocational education and training (VETis) Certificate, seeking employment or pursuing further education by gaining an Overall Position (OP) for tertiary entrance. Many students choose a combination of these pathways.

Year 10 will establish the foundation on which young people can make decisions about their choices in Years 11 and 12. The syllabus developed for Year 10 students will do this by:

- linking key aspects of the Australian Curriculum to the disciplinary concepts, facts, procedures and processes in the senior syllabuses
- building familiarity with assessment principles and techniques that are consistent with the senior phase of learning
- providing curriculum that enables depth and complexity in learning.

There are 9 learning areas in Year 10. These learning areas strengthen the transition from Junior Secondary years to the Year 11 and 12 senior syllabuses.

The available learning areas are:

- The Arts
- Business
- English
- Humanities (Geography & History)
- Health & Phys Ed
- Mathematics
- Science
- Technology
“Strive Today to Build Tomorrow”

SENIOR SCHOOL

In Years 11 & 12, the school offers Authority (OP) and Authority Registered (Non OP) subjects. Students study a minimum of six subjects at this level, which must include an English and a Mathematics subject.

If students wish to qualify for an O.P. (Overall Position), they must study a minimum of

- three continuous Authority Subjects for four semesters and
- must have a total of twenty semesters of Authority Subjects during the two years (i.e. equivalent of five subjects)

Subject Options delivered face to face at Moura SHS

A. Authority (OP subjects)

- English
- Geography
- Modern History
- Maths A
- Maths B
- Chemistry
- Biology
- Phys Ed
- Business Communication and Technologies

B. Authority Registered (Non OP subjects)

- English Communication
- Hospitality Studies
- Recreation Studies
- Building & Construction Skills
- Agricultural Practices
- Visual Arts in Practice

C. VETis (Certificate courses)

- Cert I in Information, Digital Media & Technology (RTO Code 30412 - Course Code ICT 10115)
- Cert II in Information, Digital Media & Technology (RTO Code 30412 – Course Code ICT 20115)
- Cert II in Tourism (Course Code SIT20112) Year 11 only

ADDITIONAL LEARNING OPTIONS

Moura State High School offers a range of Authority and Authority-Registered subjects delivered through the Brisbane School of Distance Education and external courses by RTO’s.

The cost of all materials and tuition for these courses must be met by the student, although many providers have reduced costs for secondary students.

LEARNING SUPPORT

Learning Support assistance is provided by the Learning Support teacher, by classroom teachers using modified teaching techniques (developed with the support of the Learning Support teacher) and by Teacher Aides. Learning Support services are primarily for Junior Secondary students.
SPECIAL EDUCATION PROGRAM (SEP)

Moura State High School provides an inclusive learning environment for students that have been identified and verified with an impairment/s. Students are also catered for in a combination of mainstream classes and the Special Education Program (SEP). The Special Education Program supports students within their Individual Education Plan (IEP) through intensive one on one and small group instruction.

Students who require the highest level of support are mainstreamed for some of their timetable, either with a Special Education Co-teacher or Teacher Aide support. All students verified with a disability have a program that best suits their needs and is based on their Individual Education Plan (IEP) designed by their Case Manager and Parents.

Student support is provided in a variety of ways depending on individual support needs:
- One on one instruction
- Small group instruction
- In class support
- Consultation – SEP teacher/subject teacher, and student/teacher
- Program planning and supervision

Students participate in a range of real world, functional programs depending on their individual support needs:
- Functional Literacy and Numeracy
- Daily Living Skills
- Social Participation
- Human Relationships
- Community Access
- Road Safety and Learn to drive
- Personal Care

Advisory Visiting Teachers/Therapists

Diagnosed students are supported by Advisory Visiting Teachers for Speech Language Impairment/Hearing Impairment/Vision Impairment and Physical Impairment wherever possible. Students also have access to Education Queensland’s Occupational Therapist, Physiotherapist and Speech Language Pathologist. These services are co-ordinated through the Head of Special Education Services and provided by EQ staff from Gladstone.

Work Experience

All year 10 students are involved in work experience. Students may have one or more placements at various businesses around Moura as well as opportunities away from the Moura community. Additionally students in year 11 and 12 may have opportunities to access work experience either as a block of time or on a regular day per week basis.

SCHOOL BASED APPRENTICESHIP/TRAINEESHIPS (SATS)

School based Apprenticeship / Traineeships are organised in partnership between school, businesses/industry, training providers, parents and students. Possible arrangements can be made for students to study five subjects during year 11 or 12.
HOMEWORK

As part of the levy fees all students are issued with a school homework diary. In this homework book there are sections for teachers and parents to sign and make comments. We ask parents to monitor this book. Students are expected to keep this diary clean and graffiti free.

Completion of assignments and home study are essential if a student is to be successful. Students should set aside time each weekday for homework. All students are expected to have their homework diary each day and to list any homework, assignment work, study or revision designated by teachers from each lesson. Suggested minimum times for home study at each year level is:

- Year 7 & 8: 1 hour daily
- Year 9 & 10: 1 - 2 hours daily
- Year 11 & 12: 2 - 3 hours daily

ASSESSMENT POLICY

RATIONALE
The Assessment Policy exists in order to ensure that students and staff have clear and consistent guidelines for the setting, completion and collection of all assessment items which enhance access, participation and equity of outcomes for the range of students across all year levels.

OBJECTIVES
The Assessment Policy applies to all year levels and:

- ensures that student assessment loads are not excessive
- provides that students receive specific information as part of the assessment process
- provides that the class teacher is supportive of the assessment process by providing learning experiences that are appropriate for the completion of the assessment task
- provides that the class teacher monitors student progress throughout a staged process of assignment development
- includes details to ensure that submission conditions are fair and equitable, including provision for exceptional circumstances.

GUIDELINES

1. The Principal, on advice from the Heads of Department, has the responsibility of ensuring that excessive assessment does not occur in any school area at any one time.

2. Heads of Department will ensure that assessment loads placed on students within their subject area are manageable.

3. At the beginning of each Semester, details of all assessment (exams and assignment tasks) and due dates are entered on the School Assessment Calendar.

4. The School Assessment Calendar aims to be provided to students no later than Week 2 of each term.

5. Only Heads of Department may change the published due date of an assessment task, due to unforeseen circumstances. Students are to be notified directly. Heads of Department will ensure conditions for assessment are fair and equitable for all students.

6. Assignment monitoring dates and due dates, wherever possible, will be in the first half of the week, so that follow-up procedures can be implemented if necessary. It is mandatory for students to present some form of Draft assignment at monitoring. If this is not presented, the student will be expected to create a Draft during lunch breaks and/or after school.
7. No assignment should be due in the first or last week of a school term, unless under exceptional circumstances. This must be approved by the Principal in consultation with Heads of Department.

8. Assignment deadlines must always be 4.00pm on the specified due date. Assignments will normally be handed in during the class lesson; however the absolute deadline will be 4pm. Assignments that are handed in after 3.00pm must be handed in at the front office. A member of the school administration will sign, date and indicate the time of submission and will provide proof of receipt to the student. This proof of receipt must be retained by the student and produced if requested by the teacher.

9. Whether an assessment piece is kept for assessment purposes or not, students will be allowed the option to take it (or a photocopy) home for a short period of time so that it can be viewed by parents or caregivers. Senior assessment must be retained by the school for state-wide moderation purposes.

10. Information provided for a particular assignment will include:
    - a clear and specific description of the task
    - a clear and specific statement of the process for completion – including drafting
    - the due date
    - conditions for completion
    - criteria for assessment.

11. The processes required for the completion of an assignment will be explicitly taught as part of lessons at school.

12. Assessment which contributes to decision making about students’ level of achievement will satisfy the following criteria:
    - it must be the student’s own work; plagiarism will not be tolerated (refer to point 16)
    - it must be completed and submitted by the specified Due Date, unless an Extension has been granted by the Head of Department.

13. Request for Extension of the Due Date for Assignments
    - where exceptional circumstances exist, an Extension of the Due Date may be sought by a student by collecting an Extension Request form from the school office. Wherever possible, this should be done prior to the due date. This form, accompanied by a parental letter of explanation and/or medical certificate is presented to the student’s teacher. This passes to the Head of Department, who may grant or deny the extension request. If the request is denied, the student may seek a review from the Principal.
    - exceptional circumstances include: extended absences due to illness, supported by a medical certificate or through parental communication, absence due to illness or bereavement or other special circumstances on the due date, supported by a medical certificate or through parental communication, where it was not possible to convey such during the assignment writing process.
    - exceptional circumstances do NOT include: work or sporting commitments or last-minute technology malfunction. Students must ensure they have a back up copy or email work to school.

14. Assignment Not Submitted by due date without Extension (applies to all year levels)
    - When a final assignment is not submitted by the due date, without prior arrangement and/or an Extension the student will be awarded a grade based on the work seen or demonstrated up to and including the due date; in most circumstances, this will be the Draft mark.
    - the teacher will collect evidence of work completed, attach the Assessment Task and Criteria Sheets, annotate Criteria Sheet accordingly, and place in student’s folio. This grade is used when determining overall Level of Achievement for the subject.
    - the teacher will notify the parent of non-submission of the final copy - where no evidence is available for collation in student’s folio, the student, under the teacher’s direction, will attempt and submit the task at the next available opportunity eg. the next lesson, lunch
break, after school. This will be marked and graded by the teacher and placed in student’s folio, for the purpose of determining overall Level of Achievement in the subject.

- It is an expectation that every student attempts and submits all set assessment tasks, unless exemption has been granted.
- Failure to submit an assessment item (without an Exemption) will result in an NR for that item. Refer to Point 16 for additional requirements for Senior School.

15. Plagiarism
Plagiarism is the appropriation or imitation of another’s ideas to be passed of as one’s own. For example, it can amount to copying part or all of another student’s work; taking a segment/s of published work and incorporating it, without referencing, into the student’s work.

Where plagiarism is suspected:
- firstly notify the Head of Department
- HOD / teacher discusses specific concerns with the student, using evidence
- contact parent
- assess the component of the work that is the student’s own (if any), against the assessment criteria, and record the appropriate Grade.

16. Additional information for Senior students (in accordance with QCAA policy)
- In order to be awarded a standard (A – E) for an assessment item, the student must provide evidence to demonstrate the descriptors stated in the exit criteria and standards. An E standard for a particular piece of assessment cannot be awarded where there is no physical evidence for it. Such a piece would receive a Not Rated (NR)
- Students who frequently fail to submit assessment items may not be awarded a level of achievement for a course of study, if they do not complete the substantive requirements of the syllabus. In this case, the QCAA will be notified that no result for that subject will appear on the Senior Certificate
- Where substantive requirements of a syllabus have been met, but summative assessment requirements are incomplete, a student may still receive a level of achievement, but consideration may be given to the number of semesters of credit awarded for the course. This may impact on OP eligibility. Consequently, students will be made aware that all summative assessment is mandatory.

Example 1. A student does not submit all items of assessment:
- determine a Level of Achievement based on available evidence
- teacher to advise HOD person responsible for QCAA data, preferably prior to Verification
- the number of semesters of credit on SDCS is adjusted to reflect relative coverage of the course
- advise student of adjustment.

Example 2. A student has virtually no assessment or evidence of achievement (ie. the student has not substantially covered the course and has not been adequately assessed):
- student does not receive an Exit result
- teacher advises HOD responsible for QCAA data
- student is not included on R6
- student’s details for that subject are removed from SDCS
- the QCAA will give the student a ‘show cause notice’ with an invitation to query why this decision should not be made.
COPYRIGHT

Copyright is a law that protects all original written, artistic, audio and visual works produced by individuals or groups. Under Australian Copyright and Privacy Laws the following are protected:

- Your child’s name as associated with the school
- Images of your child at school or involved in school activities, including still and moving pictures
- Recordings of your child’s speech when involved in school activities
- Original written and artistic works produced by your children as a part of school curriculum activities.

The Education Act makes provision for use of this material within the classroom and school. Classroom and school use of copyright material includes:

- Displaying your child’s name, image and work within classrooms
- Displaying your child’s name, image and work in the school library or administration block
- Announcing your child’s name on school parades etc.

The school cannot, however, use any items in public, without written consent from each child’s guardian. Public use of copyright material includes:

- Publication of your child’s name, image and work in the school newsletter and other school publications
- Media releases to newspapers, radio and television which may include your child’s name and image.

Under current laws copyright children retain copyright in their own original work. Schools need to seek permission from parents and guardians to reproduce this work in publications that promote the school.

Reason for Introduction

A positive public image is now essential to the continuing existence of individual state schools. Principals and teachers use every avenue available to promote the school to the immediate school community and wider public community. This includes publishing information about the school, its activities and pupils in the school newsletter, community displays, newspapers, radio and television broadcasts, school web pages, etc.

To protect the children in our school, written permission is required before making use of any child’s image or schoolwork.

Until recently when Moura State High School has wanted to release information to the media or publish photographs in the school newsletter, we have sought verbal consent from parents. This is extremely time consuming and inefficient. A written “Copyright Release” is the preferred option of Education Queensland.

Purpose

Agreeing to the conditions of the “Copyright Release” form allows our school and Education Queensland to make use of your child’s image, name and work for school promotional purposes. Some parents, for personal reasons, do not want information about their children released to the public. The school needs to document these requests to protect your wishes.
It is not an attempt to remove the rights of your children or yourself. It is not our intention or desire to release any personal information about members of our school community. It includes only the name, image, voice or work of your child as related to school activities.

Basically it does not change what our school has done in the past. It does provide the school with written confirmation of your wishes and releases us from making phone calls requesting permission in the future.

Return of the Form

We would encourage ALL families to return the copyright release indicating whether you agree or do not agree with statements as presented. Only by returning the completed form can we record your request.

SPECIFIC EXAMPLE

The following are provided as examples ONLY and do not include every possible situation.

<table>
<thead>
<tr>
<th>If you sign the Copyright Release and AGREE to the statements on that form it means that the school may:</th>
<th>If you sign the Copyright Release and DO NOT AGREE to the statement on that form it means that the school may:</th>
</tr>
</thead>
</table>
| SCHOOL NEWSLETTER
  - Publish a photograph of your children
  - Include your child’s name as a part of school activity reports |
| SCHOOL NEWSLETTER
  - Not publish photographs of your child
  - Not include your child’s name in any school activity reports including student of the week |
| SCHOOL DISPLAYS – Set up in Library/Office/Community Venues
  - Copyright release not required |
| SCHOOL DISPLAYS – Set up in Library/Office/Community venues
  - Copyright release not required |
| OFFICIAL SCHOOL PHOTOGRAPHS
  - Include your child in official school photographs for displays and media releases (eg. school captains, sports captains, choirs) |
| OFFICIAL SCHOOL PHOTOGRAPHS
  - Omit your child from official school photographs such as school captains, sports captains, choirs etc. Your child’s image will be blacked out in any previous official photographs before they are displayed. This includes class photographs |

REPORTING TO PARENTS

Students receive a report containing levels of achievement and comments at the completion of each semester.

An Interim Report is issued at the end of Term 1 and Term 3.

End of Semester reports are issued in June and December.

Two Parent-Teacher evenings are held throughout the year, so that student progress and/or problems can be discussed.

Many subject areas send home result slips or criteria sheets after testing, as well as teachers checking and commenting in exercise books or homework books. Parents are urged to check these, as well as student diaries, to ascertain progress.

Should you have any concerns about your student's progress at other times, an interview with the teacher concerned or with a member of the Administration team should be arranged through the school office.
VARIOUS PROCEDURES / POLICIES

ABSENCE
If a student is absent for any reason, either a telephone call to the office or a note of explanation must be brought to the Care Teacher or the office personnel on the day of return.
All absences must be explained.

LATE ARRIVAL AT SCHOOL
Students are required to arrive at school prior to 8.45am each morning and attend Care Group. Students arriving late to Care may attract consequences from their Care teacher unless a signed note from a parent is provided.
Students arriving at school after 9.00am must:
- provide a note of explanation signed by a parent/guardian
OR - have their parent/guardian ring the school to explain the lateness.
All late students must sign in the Late Book at the office.

LEAVING THE SCHOOL GROUNDS
Students are not permitted to leave the school grounds unless a parent/guardian is present at the front office to escort them home. If the parent/guardian is unable to be at the school, telephone contact with the school office is required to discuss the situation. This may result in the student receiving permission to leave the grounds. The student must sign out and report back to the office and sign in, on return. Appointments during school time should be kept to a minimum. Students who are ill will be admitted to sick bay and parents contacted.

I.D. CARDS
All students are issued an identification card. These cards are used for the purpose of borrowing equipment and resources and as proof of student status and as such should be with the student at all times. Lost cards must be replaced immediately to enable borrowing to continue. The cost of a replacement card will be met by students.

SEXUAL HARASSMENT/FREEDOM OF INFORMATION/ANTI-DISCRIMINATION
Government Legislation requires that all workplaces ensure that the above policies are developed and implemented. Moura State High has developed such policies. Copies are available for perusal and copies may be obtained from the school upon request.

STUDENT MANAGEMENT WITHIN A SUPPORTIVE SCHOOL ENVIRONMENT
Our school has co-operatively developed a Responsible Behaviour Plan based on “The Code of School Behaviour”, which includes a set of "Rights and Responsibilities". These are at the core of our school activities. Parents will be provided with a copy.

INTERNET & EMAIL ACCESS POLICY
As a school, we understand that the Internet is an essential tool to allow our students to access relevant information to support their learning.
While students have access to the Internet at Moura State High School they;

- Will use it only for educational purposes
- Will not look for anything that is illegal, dangerous or otherwise inappropriate
- Will not reveal home addresses or telephone numbers – theirs or that of any other person
- Will not use the Internet to annoy or offence anyone else
- Will only use their own user name and password.
- Will not connect a personal network device on school grounds
If students accidentally come across something that is illegal, dangerous or offensive, they should:

a) clear any offensive pictures or information from the screen, and
b) immediately, quietly inform the teacher

Should a student contravene this policy, appropriate action will be taken. This may include loss of Internet access for some time.

**MOBILE PHONE POLICY**

Moura State High School acknowledges and embraces the advances in technology and is committed to providing the opportunity for our students to utilize these advances. We recognise that mobile phones have become a valuable technology ‘tool’ for our society and that they provide a range of benefits to students and parents alike.

Our responsibility is also to provide a learning environment that allows all students the opportunity to reach their potential. The intent of this policy is to provide such an environment where our young people can achieve without the interruption of issues relating to inappropriate use of this technology.

**To support these responsibilities mobile phones are NOT accepted at school.**

(Refer to special circumstances below):

**Consequences**

Students with phones seen at school outside the designated area will be sent to the school office to hand in their phone. The student’s name will be listed in the school mobile phone register.

**1st incident:**

Student will receive their phone back at the end of the school day. They will be reminded of the school policy.

**2nd incident:**

Phone will not be returned to the student. Parent will be required to collect the phone (or organise for the collection of the phone). Student will be reminded that if the phone is confiscated again they will be suspended.

**3rd incident:**

Student will be suspended for 2 days. Parents are required to collect the phone.

**Further Incidents:** Further suspensions, parent meetings, alternative arrangements investigated.

**Special circumstances:**

- permission may be granted for an individual student to have a phone at school
  - this requires the student to take a “Mobile Phone Permission Form” home for parents to fill out and return to school. The school administration will then decide whether the reason supports the need for the phone at school.

If permission is granted the following expectations apply:

- they are switched off at all times
- the phone can be used to check messages and contact parents during lunch breaks only
- this can only occur in the ‘green room’ at the administration building
- if the phone is **SEEN** outside of this area, the above consequences will be enacted

**Responsibilities**

**Students:**

- are **NOT** to bring phones to school
- in some individual circumstances students may be permitted to have a mobile phone at school
- ensure the appropriate permission has been granted
“Strive Today to Build Tomorrow”

- use in a responsible manner (calls from school should be limited, non offensive) in the designated area of the office
- take responsibility for the security of their phone
- communicate with home for school issues through the office.

Parents:
- advise students on responsible use
- help the school manage this policy
- communicate through the office rather than directly to the student.

Staff:
- manage mobile phone issues as part of normal school management issues
- support the policy in the general school community
- respond to breaches of this policy on an individual basis
- role model responsible use by not using phones during class time
- limit mobile phone calls to work related calls during rostered duty time.

For more information on the Mobile Phone Policy, hard copies are available at the school office or check our website mourashs.eq.edu.au

EXTRA-CURRICULA ACTIVITIES POLICY
Below is an extract from this policy.

**SELECTION OF STUDENTS IN EXTRA-CURRICULA ACTIVITIES POLICY**

**Definitions:** Extra-Curricula activity is an activity organised outside the normal classroom curriculum routine. Eg school dance, school tour, sporting teams, debating competition. It does not refer to curriculum excursions.

Sometimes sporting activities are classified as curriculum and or extra curricula activity. In this case where clarification is required, the appropriate HOD will advise and consult with admin.

**Guidelines**
Students will be evaluated in relation to their behaviour, attitude, work ethic, dress, manners, sportsmanship, attendance at school or training, respect for the rights of others. All of these are of paramount concern and the manner in which students conduct themselves must reflect this importance.

1. Students would not be permitted to attend extra-curricula activities including (list not conclusive) end year functions, debating, public speaking, sporting teams etc if they:

   - Are currently suspended
   - Have been suspended within the 10 weeks prior to the event.
   - If they have had consistent breaches of the code of conduct, poor attitude or have three or more removals from classrooms within the last 10 week period.
   - If they are considered a health and safety risk by the school
   - If they have had one or more 6-20 day suspensions in that year.
   - Poor attendance to training, rehearsal or school, ie <85% minimum attendance requirement
   - Are considered a safety risk - If they are considered a possible danger to other students or themselves, if he or she were to take part in the particular activity -based on the teachers risk assessment.

2. The organiser of the extra-curricula activity will provide the Head of Department and the relevant year coordinator with a list of proposed student participants to identify those that do not meet the required criteria listed above.
SCHOOL UNIFORM

The P & C of Moura State High School resolves that it supports a student dress code for Moura High School because it believes that a student dress code promotes objectives of Education (General Provisions) Act 2006. SMS-PR-022 Student Dress Code. In particular, the P & C of Moura State High supports the intention of a student dress code in providing a safe and supportive teaching and learning environment by:

- ready identification of students and non-students at school;
- eliminating distraction of competition in dress and fashion at school;
- fostering a sense of belonging; and
- developing mutual respect among students through minimising visible evidence of economic or social differences.

SUMMER UNIFORMS BOYS AND GIRLS

**Shirts:** Blue / Black / White polo with school emblem

**Shorts:** Black mid thigh length shorts embroidered with school emblem

**Football shorts, silky or nylon, shorts carrying designer logos and cargo shorts are not acceptable for Work Place Health and Safety reasons.**

**Socks:** Short white sports socks

**One day a term is set aside for students to wear representative shirts of any kind, as long as they are school related**

**Denim is not acceptable at Moura State High School.**

WINTER UNIFORMS

Boys and Girls may wear their summer uniform with the following.

- Plain black tracksuit pants
- School spray jacket
- Plain royal blue sweatshirt
- Plain Black sweatshirt
- School black jumper (with white bands)

FORMAL UNIFORM

Boys and Girls may wear the formal uniform at school in summer or winter but must wear it as a complete uniform. Therefore, no polo shirts with the skirt or shorts and the formal shirts are not to be worn with the normal school shorts.

- Navy pleated skirt (girls)
- Knee length formal shorts (boys)
- White collared buttoned shirt (a different style for girls and boys)

All school uniforms are available at the ‘Culture Shack’, Gillespie Street, Moura with the exception of the sports shirt & school shorts. See over page.
**WHAT TO WEAR AND WHEN**

<table>
<thead>
<tr>
<th>Every day of the week</th>
<th>Blue polo shirt with emblem and black school shorts with emblem. <strong>Shorts only available from the P&amp;C for $25 each.</strong> Enquiries: <a href="mailto:PandC@mourashs.eq.edu.au">PandC@mourashs.eq.edu.au</a> or Formal uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics / Swimming / Cross Country Carnivals</td>
<td>School specific house shirt. <strong>Only available for sale at the school office for $35 each.</strong></td>
</tr>
</tbody>
</table>

Above: Formal uniform  
Left: Black jacket with emblem  
Right: Standard school polo shirt  
Below: Black shorts
General Points:
Safety is an important consideration in respect to the uniform. Therefore, the following policies apply.

1. Sun safety is an increasing concern for everybody. The school encourages all students to wear a cap or hat and slip, slop, slap when participating in outdoor activities. We seek the assistance of parents with regard to sun safety. All students in designated outdoor HPE classes are required to wear a cap or hat during class time, on the oval and during lunch breaks to play sport.

2. Excess jewellery is a safety hazard at school, particularly when using equipment and playing sport. It also inhibits the administration of first aid. For these reasons, jewellery is limited to the following items. A watch, studs or sleepers for all piercings with a maximum of one facial piercing, one plain ring and a thin, gold or silver neck chain.

3. Shoes: Black shoes are preferable however, both black and white leather or vinyl shoes are acceptable. In practical subjects such as Industrial Skills, Science, Art, Home Economics and Agriculture the tops of shoes must be completely leather or vinyl. Again, this is to comply with safety guidelines.

4. Students in Science and Industrial Skills classes must wear protective glasses before any practical work can be undertaken. Students not wearing correct safety equipment will not be able to participate in any practical class activities.

5. If for special reasons a student is unable to satisfy the dress code a note to explain the circumstances should be presented to the Principal or HOD’s on that day.

NOTE: The Workplace Health and Safety Act 1989 (Qld) applies to schools. Your support in having students adhere to uniform policy will help to reduce the chances of injury as a result of wearing inappropriate clothing.

STUDENT ASSISTANCE

A. YOUTH ALLOWANCE

From 1 January 2002 students who
– turn 16 years old on or after 1 January
– attend secondary school
– do not qualify for the Austudy Independent or Away from Home rate
Will remain with the Department of Social security Family Payments System until they turn 17 years of age or age 21, if full time student.

Students may be eligible to apply for Youth Allowance in 2016 as soon as they turn 16 years of age.

The amount of Youth Allowance your child will receive in 2016 is calculated on your taxable income for 2014/2015 and the amount of assets you own. If you are not sure whether your child is eligible, you should apply anyway. Applications are available from the nearest CENTRELINK office, or by phoning Youth Allowance on 132490. Students whose parents receive drought relief allowance are automatically eligible for Youth Allowance if 16 years old.
B. ASSISTANCE FOR ISOLATED STUDENTS

Financial assistance is available for students who qualify under special provisions relating to isolation, special course provisions or disability. There is a Financial Assistance booklet available on line at:
or alternatively contact Centrelink on 132490.

C. TRANSPORT ASSISTANCE

Kilometric and conveyance allowances are available to certain students under the following conditions. Kilometric allowance is available for secondary students if they live more than 4.8 km by the shortest trafficable route from the nearest State Secondary School.

Students who meet all of the following criteria are eligible to receive conveyance allowance, classes A, B and/or C.

a) The student lives more than 4.8 km from the nearest State school.
b) The student cannot travel free to the nearest State school by train or a road transport service.
c) The student's residence is more than 1.6 km from the nearest railway station providing travel to and from school.

Information and relevant application forms can be obtained from the Department of Transport, 6th Floor, QIDC House, Rockhampton, 4700 or phone (07) 49311538.

D. ABSTUDY

Three types of Abstudy payments exist. For students attending secondary schools the following criteria apply. Form A should be used for students who live at home and who are under the age of 16 and Form B should be used for all students 16 and older or for all students who have to live away from the family home.

Information and application forms can be obtained by:

Student Resource Scheme

The Student Resource Scheme (SRS) is designed solely to benefit students and parents by substantially reducing the financial burden of purchasing expensive resources. It is a non-profit scheme that provides each participant with textbook, resource book and materials, computer and internet access and many other school resources.

Textbooks and other resources provided for temporary student use by the scheme shall be kept in good condition by the student. The school Administration Office shall be notified immediately of the loss or negligent damage to any issued item. Where an issued item is lost or negligently damaged, parents will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken.

Our scheme is fully endorsed by the Moura State High School Parents and Citizens Assoc

Please refer to the ‘Student Resource Scheme’ appendix for detailed information.
ADDITIONAL SUBJECT SPECIFIC LEVIES / FEES

Annual Fees

All Years 7 - 12 $120-00 – General Levy

PLUS

Year 7 & 8’s $70-00 (1 term cooking ingredients & 1 term sewing materials) Students will have to provide own sewing fabric.
$20-00 Materials for Industrial, Technology & Design

Year 11’s $76-00 for Art
$130-00 for Furnishing
$30-00 for Hospitality
$20-00 for Home Economics

Year 12’s $76-00 for Art
$130-00 for Furnishing
$30-00 for Hospitality
$30-00 for Home Economics

Semester Fees

Year 9 & 10 $26-00 for Art
$30-00 for Industrial Technology & Design

Design $20-00 for Home Economics

Invoices will be posted in February.
Payment of above fees is due no later than Friday 04 March 2016.

Please make an appointment with the Principal or the Business Services Manager as soon as possible if problems are envisaged with meeting payments. Special payment arrangements can be made. All contracts of this nature are absolutely confidential.

WHAT IS NOT PROVIDED?

Student personal consumables – writing materials, stationery, pens, biros, folders, rulers, personal photocopying and printing, excess Internet usage and personal calculators. A comprehensive list is available to parents.

Enrolments after the 4th February 2016 will be subject to variation to charges according to eligibility and pro rata allocation basis.

WILL I BE ASKED TO PAY MORE?

Optional activities, excursions and publications are not included in the Scheme. You will be notified of such things via consent forms sent home and through the newsletter. Arts Council events, individual State competitions, structured work placement or work experience, school camps, local area excursions, sporting trips are examples of such activities.

WHAT IF I LEAVE?

Students who leave during the school year can apply for a pro-rata refund of their Scheme payment. This is worked out on a forty school week year.
WHAT IF I DON’T WANT TO JOIN THE SCHEME?
If you choose not to participate in the Student Resource Scheme, you will have to supply all books used by your student. This list is available from the school, including costs. You would apply for the Textbook and Resource Allowance due to your student by completing the relevant section of the Agreement Form. You would still have to pay a fee to cover the supply of sporting equipment, technology, newsletters, reports, consumables and other resources funded by the Student Resource Scheme.

HOW DO I JOIN?
1. Sign the Agreement Form, agreeing to participate in the Scheme.
2. On enrolment your Hire Charge will be calculated and payment of this should be made to the school office. Cheques can be made payable to: MOURA STATE HIGH SCHOOL. A receipt will be issued.

EFTPOS facilities are available at school. Credit card payments can also be made at the school.
Direct Deposit
BSB - 064 – 701
Acc No. 10094067
Acc Name: Moura State High School
Reference: Student Name and Levy

If insufficient information is supplied, payment will be applied to the oldest debt.

BPoint Online Card Payments are now also available at the school. See the staff at the school office for more information re: payment of fees.

PLEASE NOTE:
Students will only be issued with resources/texts after the return of the signed Agreement Form accompanied by either payment in full, minimum deposit of $70.00 or signed repayment schedule approved by the Principal.

BENEFITS OF THE STUDENT RESOURCE SCHEME
- The school attracts a sizeable discount for bulk purchases of texts and reference books
- Texts and reference books are provided with a protective contact covering to ensure the school will have the use of such books for a minimum of three years
- Students will be provided with text and/or reference books for the whole or part of the year dependent on course/subject requirements
- Class sets are purchased to supplement learning experiences across all year levels to ensure all students have access to learning materials. This provides enormous savings to parents
- With such cost saving factors, additional resource and reference material is available to students to assist in subject knowledge development. This is available to all students across all year levels.
- The scheme is not a new idea. Most schools operate a hire scheme either through the school or by the Parents and Citizens Association. It has proven to be very popular with parents due to the financial saving and access to appropriate learning materials it affords.

The Student Resource Scheme is operated by the school and all enquiries can be direct to the school. As with all financial operations within a school the Scheme will undergo an external audit each year.
EMERGENCY PROCEDURES: If the alarm sounds (siren) leave the building by the nearest outer exit point as shown on map. Report to the evacuation area on oval.

A - ENG/SOC SCIENCE/RESOURCE CENTRE/OUTSIDE DECK/ SCIENCE LAB/VIRTUAL SCHOOLING/ GENERAL CLASSROOMS
B - ADMINISTRATION OFFICE
C - SCIENCE/SCIENCE LABS/MATHEMATIC/COMPUTER LAB
D - ART ROOM/GENERAL CLASSROOMS/SEU
E - AMENITIES BLOCK /TUCKSHOP
F - MANUAL ARTS BLOCK
G - HOME ECONOMICS BLOCK
It is expected that any such illnesses be reported to the school and the child be kept home for the required period of convalescence. Department regulations specify details of the time a child is to be kept from school for various illnesses.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Period of Exclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Exclude until full recovery or at least 5 days after the eruption first appears</td>
</tr>
<tr>
<td>Conjunctivitis (Acute infections )</td>
<td>Exclude until discharge from eyes has ceased</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until diarrhoea has ceased</td>
</tr>
<tr>
<td>Glandular Fever</td>
<td>Exclusion is not necessary</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until receipt of a medical certificate of recovery but not before 7 days after the onset of jaundice</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion is not necessary</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion is not necessary</td>
</tr>
<tr>
<td>Human Immunodeficiency Virus infection (H.I.V.)</td>
<td>Exclusion is not necessary unless person has secondary infection requiring exclusion in its own right</td>
</tr>
<tr>
<td>Impetigo (School Sores )</td>
<td>Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a dressing</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least 4 days from the appearance of the rash.</td>
</tr>
<tr>
<td>Meningitis (Bacterial)</td>
<td>Exclude until well</td>
</tr>
<tr>
<td>Meningococcal Infection</td>
<td>Exclude until well</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for at least 9 days after onset of symptoms</td>
</tr>
<tr>
<td>Ringworm, Scabies, Head Lice, Trachoma</td>
<td>Exclude until the day after treatment has commenced</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Exclude until full recovery or for at least four days after the onset of the rash</td>
</tr>
<tr>
<td>Streptococcal Infection (including Scarlet Fever)</td>
<td>Exclude until person has received antibiotic treatment for at least 24 hours and person feels well</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Exclude for 5 days after starting antibiotic treatment</td>
</tr>
</tbody>
</table>