



Clermont State High School

Prospectus

2019

Clermont State High School

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Principal

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Ms Carly Bell

Head of Department – Junior Secondary

Ms Jenni Moriarty

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TBA

Office Hours

8:00am - 3:30pm

Semester 1:	Tuesday, 29 January	-	Friday, 28 June
Semester 2:	Monday, 15 July	-	Friday, 13 December

Vacations

(Dates are inclusive)

Easter:	Monday, 8 April	-	Monday, 22 April
Winter Vacation:	Monday, 1 July	-	Friday, 12 July
Spring Vacation:	Monday, 23 September	-	Monday, 7 October
Summer:	Monday, 16 December	-	Monday, 27 January 2020

Pupil Free Days occur on 24 and 25 January, 21 October 2019.

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1. Clermont State High School

1.0 Welcome to Our School

Our school is firstly a place of learning. We value achievement, being respectful and responsible. As a result, our school is focused on: individual achievement, student wellbeing, positive behavior for learning, leadership, and celebration of success. At Clermont SHS we are very proud of the range and quality of educational experience that we offer to provide quality learning for all our students.

1.1 Mission Statement

Our school aims to promote quality learning excellence in a rural setting for all, utilizing community and school resources to develop the necessary skills needed for life.

1.2 Positive Behaviour for Learning (PBL)

At CSHS, we encourage positive behaviour by using a behaviour management model called PBL. The PBL is headed by a team consisting of volunteer administrative, teaching, support staff, and parent representatives. The team meets regularly to review students' behaviour incidents and develop strategies for improving engagement, behaviours and outcomes. The goal of the PBL to maximise student engagement and success by fostering a positive learning environment.

The PBL supports students across all year levels by establishing clear expectations for appropriate behaviours in all learning environments by acknowledging and reinforcing positive behaviours through frequent recognition and long term incentives and rewards.

Students who demonstrate our school rules (**RESPECTFUL, ACHIEVING, RESPONSIBLE**) are awarded 'RAR stamps' which can be exchanged for a small reward or accumulated towards a larger reward at during each term. Through tracking of 'RAR stamps' the PBL team is able to determine effective behaviour management strategies resulting in student engagement and improved educational outcomes.

For more information about the school's Responsible Behaviour Plan, please see our school website or the school office.

1.3 Communication

Clermont State High School connects with the community in a number of communication methods:

Fortnightly school newsletters on our website and emailed to parents

- Newsworthy events publicized through the local papers
- School website and Facebook page
- SMS service for student absences – respond by SMS or by calling the school office

Parents also have the option to access information about their child and their schooling through the QParents website. Some features of the app include access to your child's:

- Attendance details
- Payment and invoices details
- Report cards

For more information about QParents, please visit qparents.qld.edu.au

2. School Procedures - 2019

2.0 Enrolments

An application form for enrolment must be completed and submitted to the school before any enrolment can be processed and approved. Once this has been completed, the student and parent/caregiver are required to attend an enrolment interview with the Principal or Head of Department.

The completed application for enrollment form must be returned to the office as well as the following items –

- Original birth certificate, original Australian citizenship certificate, passport or some other appropriate form of identification
- Latest school report card
- Visa information and passport for international students
- If in year 10, 11 or 12, a copy of student's SET plan
- If applicable, a copy of current court order or Registered Parenting Plan that contains limitations in relation to parental access
- Any VET certificates being studied with competencies completed

2.1 Reports

Students will be issued electronically with four reports during the year:

April - Mid-Semester I

June - Semester I

September - Mid-Semester II

December - Semester II

Parent-Teacher interviews are available by request and conducted three times each year on the following dates:

Term 2: Wednesday 17th and 24th April

Term 3: Wednesday 17th and 24th July

Term 4: Wednesday 9th and 16th October

2.2 Year 12 Students

Year 12 students will be issued with a school reference if requested, at the end of the school year. School Reference packages will be distributed in Term 3 and references will be available, if students have submitted all relevant forms, in Term 4.

A Senior Statement will be issued by the Queensland Curriculum & Assessment Authority (QCAA) as well as any earned VET certificates. These will be forwarded to the student's home address at a later date. QCAA will issue a Statement of Results to any students who have left prior to completing Year 12.

Students who are eligible will receive a Queensland Certificate of Education (QCE).

2.3 School Routine

School Timetable	
Warning Bell	8:45am
Form Class	8:50am
Period 1	9:00 – 10:10am
Period 2	10:10 – 11:20am
Morning Break	11:20 – 12:00pm
Warning Bell	11:55am
Period 3	12:00 – 1:10pm
Afternoon Break	1:10 – 1:50pm
Warning Bell	1:45pm
Period 4	1:50 - 3:00pm

- A whole school parade is held once a week on Wednesday mornings.
- Junior Secondary parade for the students in Years 7, 8 and 9 is held once a week on Monday mornings.
- Senior Secondary parade for students in Years 10, 11 and 12 is held once a week on Friday mornings.
- All parades are held during Form Class timeslot

3. Curriculum

3.0 Subject Offerings

In all cases, final course offerings will depend on staff availability.

Year 7 and 8

All students study the following core subjects - English, Mathematics, Science, Health & Physical Education, Geography, History, LOTE and Social and Emotional Wellbeing (SEW). Students also sample the following electives – Technologies, Art and Drama.

Year 9 and 10

Please refer to current subject selection handbook available on our school website.

Year 11 and 12

Subjects offered in Years 11 and 12 are of three types – General Subjects, Applied Subjects and Vocational Education & Training Courses. Entrance to tertiary institutions is based on an ATAR (Australian Tertiary Admissions Rank). The calculation of an ATAR will be based on a student's:

- Best five General subject results or
- Best results in a combination of four General subject results plus an Applied subject result or a Certificate III or higher VET qualification
- The Queensland Tertiary Admissions Centre (QTAC) has responsibility for ATAR calculations.

A limited range of subjects are available through Brisbane School of Distance Education and Capricornia School of Distance Education. Some students studying through Distance Education will be part of innovative classrooms which allow them to chat “on line”, with their teachers. Students undertaking courses through the Distance Education are expected to pay tuition fees. Please refer to the current subject selection handbook available on our website.

3.1 Student Activities

As well as undertaking a formal curriculum, students may wish to select other activities from the following:

- Camps and excursions
- Interhouse sport
- Subject-related competitions
- Work Experience (Year 10, 11 and 12 only)
- Student Council
- Staff vs student competitions
- Student leadership training
- Enrichment and extension opportunities (eg. Robotics Club / Motivational Media / Technology challenges)
- QMEA

3.2 Assessment Policy

The Assessment Policy of Clermont State High School is designed to ensure that students are awarded a result that reflects the work they have completed and that no student gains an unfair advantage over fellow students. Please refer to the assessment policy on our school website.

3.3 Planner – Student Organiser

All students will be provided with a Student Planner at the beginning of the year. This student planner has been provided with three principle purposes in mind.

- It provides a means by which students can organise their homework and study. All students are regularly given homework and this should be recorded in the appropriate pages of the planner. Assignment submission dates and examination dates should be recorded in the assessment calendar. The information relating to effective study found in the planner should be read and understood by both parents and students.
- The planner contains a wealth of information that will be the platform for our weekly SEW classes.
- It provides a means of communication between the school and parents. It will convey home to parents information about occurrences at the school on an almost day to day basis and encourage parents to play an active role in the school community.

3.4 Excursions

Where students are required to travel (on foot/car/bus) away from the school for any educational, sporting or cultural activity, written parental/guardian permission is required.

Costs to transport students to educational, sporting or cultural activities are high. Costs are calculated per head so that costs recouped cover transport costs. Where students withdraw from these activities without a valid reason, no refund will be given.

3.5 Homework Policy

Home study is a vital part of student success at school. Home study consists of set homework and study carried out at the student's own initiative. This will include project or assignment work or research activities.

The purposes of homework are:

- to ensure that the work taught in class is understood, learnt, and practiced.
- to give practice in creative thinking.
- to provide time for learning and memorising facts.
- to provide time for revision of knowledge already gained.
- to provide the opportunity to learn to work alone, to help oneself, to struggle with academic problems and to learn academic self-discipline.
- to reveal weaknesses in knowledge and understanding, so that teachers may help overcome such problems.

What is Homework?

There are two types of homework.

Set Homework ie: work that is set from day to day and is to be done before the next lesson for that subject; and

Study Homework which is learning or revising work. It may involve reading or learning notes, making summaries or researching additional information. It is very important that you study regularly in a subject even if it is not set as homework.

How should I organise my homework?

- Homework must be entered into your Student Planner at the end of the lesson, on the day it is given.
- Have a set time to do your homework taking into account

- the family organisation
- your sport/music/job etc., commitments
- your social activities
- When you have completed your homework, rule a neat line through your entry in your planner.

How much homework should I do per night?

The following are suggested time allocations. The time allocations are based on students doing both set homework and study homework. Some nights you may spend more time on homework – sometimes less.

However, you must get into the habit of doing some homework every weeknight. Every attempt must be made to ensure that set homework is done.

Year 7	-	30 mins per subject per week
Year 8	-	45 mins per subject per week
Year 9	-	50 mins per subject per week
Year 10	-	50 mins per subject per week
Year 11/12	-	At least 1 ½ hours per subject per week

Where should I do my homework?

- In a room that is well-lit and well-ventilated.
- Where you are likely not to be interrupted regularly.
- At a table and chair that are comfortable.
- Where you can spread out.

What should I do if I am unable to do or complete my homework?

Present your subject teacher with a signed note before the lesson. This note may be written into your Student Planner. The teacher will then make alternate arrangements for that homework to be done.

What happens if I don't bring a note of explanation?

You will face an appropriate consequence determined by your subject teacher.

4. General Information

4.0 Behaviour

Clermont SHS is committed to providing a safe, supportive school environment that facilitates effective teaching and learning and the acquisition of values to promote positive global contributors to the community.

The Responsible Behaviour Plan for Students document is the means by which we ensure that our school environment allows for all members of the school community to feel safe, supported and valued. This document is given to parents upon enrolment at the school and further copies can be accessed via the school website or at the school office. This document should be read and understood by all parents and students prior to enrolment at Clermont SHS.

4.1 Uniform

Our school has agreed through the P & C Association that we are a “uniform school” and, as such, we expect students to present themselves with pride.

Being a uniform school promotes the following:

- A safe environment by enabling easy identification of students from non-students and school spirit.
- An effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school.
- A supportive environment at the school by fostering a sense of belonging and a mutual respect between individuals.

Junior Secondary (for Students in Years 7, 8 & 9)

The Clermont State High School **Junior Secondary** uniform is outlined below.

Girls Uniform:

- School issue maroon polo shirt with maroon, gold and white stripes
- School issue black unisex shorts of a suitably modest length
- Enclosed footwear such as joggers or runners
- White ankle socks
- Black polar fleece jumper
- Plain black trousers (optional during winter)

Boys Uniform:

- School issue maroon polo shirt with maroon, gold and white stripes
- School issue black unisex shorts
- Enclosed footwear such as joggers or runners
- White ankle socks
- Black polar fleece jumper
- Plain black trousers (optional during winter)

Uniform for Formal Occasions

Girls and boys must be **immaculately** attired in the uniform on all formal occasions, including the Leadership Investiture Ceremony, Encouragement Awards Ceremony, Academic Awards Ceremony and Speech Day. Junior Secondary Captains must wear enclosed black shoes with their formal uniform.

Senior Secondary (for students in Years 10, 11 and 12)

The Clermont State High School Senior Secondary uniform is outlined below. This new uniform was phased in during 2015 and become mandatory for all students in Years 10, 11 and 12 in 2016.

No cardigans or hoodies allowed. All jumpers must be school approved design purchased through the school office.

Girls Formal Uniform

- School issue light yellow shirt
- School issue black pleated skirt
- Black lace up shoes
- White ankle socks
- Black stocking (optional during winter and on formal school occasions)
- School issue tie
- Black polar fleece jumper

Boys Formal Uniform

- School issue light yellow shirt
- School issue black shorts
- Black lace up shoes
- White ankle socks
- Black trousers (optional during winter and on formal school occasions)
- School issue tie
- Black polar fleece jumper

The current polo shirt and taslon shorts will continue to be worn at sports carnivals and where required for class participation in specialist subjects such as Physical Education.

4.2 Footwear

Fully enclosed lace-up shoes with protective uppers must be worn for health and safety purposes. Shoes should be black or white. Socks should be plain short white and visible. No coloured socks are to be worn.

Brightly coloured shoes and canvas/cloth shoes are not acceptable. (eg. Vans, Converse gym boots, All-star sneakers, grandpa slip-ons)

4.3 Personal Presentation

Hats

Hats must be removed when indoors as a sign of respect. Students who spend an extended period of time in the sun must wear a hat – **NO HAT NO PLAY.**

Jewellery

Safety, security and Workplace Health and Safety Legislation demand that only basic jewellery be worn.

- Maximum of two pairs of earrings in each ear (small sleepers and studs only). No dangly earrings, plugs, stretchers or tunnels.
- One discreet necklace. No large chains or leather necklaces.
- No facial rings permitted. Only one discreet/small nose or facial piercing permitted at any time.
- A watch or fitness monitor

No other facial piercings allowed, including tongue, eyebrow, mouth and chin. If students have a piercing other than ears, it must remain covered at all times while on school grounds.

Hair, Make Up & Nails

- Natural hair colour with discreet colouration only. No bright colours/bold, obvious streaks.
- Neutral make up only
- No coloured nail polish permitted. Nails must be netball length.

Facial Hair

Facial hair needs to be well groomed/shaved.

Other

- Neutral toned under garments are to be worn under school shirts. No boxer shorts are to be visible.
- Special garments needed for sports and physical educations are not to be worn with the uniform. These should be brought to school and worn only in the appropriate lesson.
- Students must remove hats and sunglasses before entering a classroom as a sign of respect.
- Shirt sleeves must be rolled down for sun safety.
- Torn, tattered, stained/marked clothing and clothing in need of repair is not to be worn to school.
- Any clothing that falls outside these parameters will not be permitted.

Tattoos are not permitted and students are expected to completely cover any body ink so that it is not visible.

The school uniform is compulsory dress for school and the school has no option but to discipline students who do not wear the correct clothing. Uniforms are available at the office for purchase.

4.4 Workplace Health and Safety Issues

Technologies

Students should ensure that hair is tied back and wear appropriate PPE's. These may include work boots, long pants, long sleeved shirts, wide brimmed hats and impervious upper shoes. In some cases, aprons and hats are required which will be provided. Science laboratory work requires that students' feet should be adequately covered to prevent accidental injury.

Visual Art

Students may be required to tie back long hair when it is likely to get caught. Students must wear impervious upper shoes.

4.5 Student Council Free Dress Days

On specified days students may be permitted to wear free dress as part of a fundraising effort for charities, etc. Students must wear appropriately modest clothing; any inappropriate clothing must not be worn. The usual safety regulations regarding the wearing of closed in shoes and approved jewellery also applies on free dress days.

4.6 Procedures to Follow For Non-Uniform

The following non-compliance process should be undertaken during the students' free time, not during lessons which are part of the essential education program of the school.

Where a student is inappropriately dressed

- The student will be offered a choice of correct uniform items from the bank of clothing/uniforms held at the school for the day (to be returned to the school at the end of the day). Students are referred to the office to correct the uniform item.
- If they refuse to accept the offer of a correct uniform item, the student will be referred to HoD who will ring the students home to explain the uniform policy requirements to parents, request parental cooperation in requiring their child to accept the uniform items or, where possible, request that the items be brought to the school for the student to change into.
- If, after this, the student is non-compliant, they will be dealt with in accordance with the sanctions for non-compliance.
- In circumstances where the principal is satisfied that the student's non-compliance is beyond the students control, disciplinary sanctions will not be applied.

Sanctions for non-compliance

Students who are non-compliant, despite the managing non-compliance process above, will be subject to the following consequences for each instance of non-compliance:

- Detention and/or
- Preventing the student from attending or participating in any activity for which the student would have been representing the school
- Preventing the student from attending or participating in any school activity that, in reasonable opinion of the principal, is not part of the essential educational program of the school (including excursions or extra-curricular activities)
- Continued non-compliance reverts to the school discipline policy

Parents are asked to ensure that these regulations are complied with at all times. As a condition of enrolment, you will be signing the Enrolment Agreement to say you have read and agree to abide by this policy.

4.7 Accidents or Illness

Minor injuries and illnesses are treated at school; however **no** non-prescription medication can be administered. Parents must provide in writing a full outline of dosage and times for administration of medication. Medication **must** carry prescription details on the chemist's label. If your student requires staff to administer medication to them while at school, please contact the school office in the first instance to discuss your child's requirements. Please note that school staff will only administer medication that:

- Has been prescribed by a qualified health practitioner (eg. doctor, dentist)
- Is in its original container
- Has an attached pharmacy label with the student's name

Office staff will ask the parent to complete and sign Section 1 of the Administration of medication at school record sheet. If your student requires more than one medication, you will need to complete a form for each medication.

Students who present to the office as ill will be given an opportunity to lay down in the sick bay. If after 20 minutes the student is still unwell, parents will be contacted. In the case of a more serious accident/illness, every attempt will be made to contact parents to arrange further treatment. If necessary the ambulance will be contacted.

4.8 Absences, Illnesses

At Clermont State High School, our attendance goal is 95%.

It is a legal requirement that all students attend school from the ages of 5-17 on the designated contact days under Section 231 of the School Education Act 2006. Parents need to be aware that they are legally not allowed to let their child stay home from school without reasonable cause, i.e. sickness.

Consistent non-compliance with expectations relating to non-attendance may result in cancellation of enrolment for students in the post-compulsory years of schooling.

School days include school events such as Inter-house and Inter-school carnivals. Students need to be aware that these events build team spirit and a sense of community within the school. Attendance is a compulsory school requirement. *Students are expected to be punctual and attend all classes.*

Absences

All absences are to be explained by contacting the school via a phone call, written and signed note or reply text to our SMS service. Notes are to be given to the office staff on the first day of return to school. Alternatively a telephone call, using the School's Student Absence Hotline 4983 4340 before 9:00am on the morning of the absence, is acceptable.

Written notes or SMS must state the day/date absent and signed by a parent/guardian, explaining the reason for the absence. Parents may contact the school personally to explain student absences as soon as possible from the date of absence.

Parents will be alerted every day of a student absence (including late arrival without parental approval) by SMS. Monthly letters detailing any unexplained absences are sent to parents listing every unexplained absence for the year to date. If the student's absences are below 90%, a notice will be sent home which may require a parent/teacher interview to discuss any potential issues.

For students receiving benefits, poor attendance is reported to Centrelink through regular data sweeps.

Students who have been absent must report to the office the morning of their return (prior to first bell) to hand in a note or check that a phone call has been received.

Attendance Rates

Percentage	Approximate days missed per year
99% - 100%	0 - 2
95% - <99%	3 - 10
90% - <95%	11 - 20
85% - <90%	21 - 30
<85%	>30

4.9 Late Arrival – School/Class

Lateness to Class

Students are required to be punctual to classes throughout the day. Students who are consistently late will be followed up by Year Coordinators or Heads of Department. Consequences will be assigned.

Students arriving after 8:45am must sign in through the office to receive a late slip. If the student is late without the school receiving a notification from the parent/carer, a late SMS will be sent to the selected parent/carer. Follow-up may include detention to catch up on missed time.

4.10 Leaving School Grounds

Students involved with work commitments as part of educational programs, may be required to exit the school grounds due to individual arrangements with particular employer requirements endorsed by the school administration.

When a student has entered the school grounds they are to remain at school. It is expected that all students will remain at school during both designated lunch breaks, to enable their involvement in extra-curricular activities, as well as to patronise our school tuckshop (thus supporting our school P & C Association).

Lunch passes are not accepted.

4.11 P & C Association

There is an active body of parents who meet every 3rd Monday of the month at 5:00pm. At these meetings, many aspects of school life are discussed. All parents/carers are welcome to attend.

4.12 Resource Centre Notes

Overdue and Lost Resources

- Please avoid having overdue resources as this disadvantages your fellow students.
- Students are responsible for all resources issued in their name.
- Students with overdue items will be advised.
- If the item is lost, the student will be asked to pay the replacement cost. Should the book be found later, the money will be refunded. Please keep your receipt.

Students will not be allowed to borrow until all of their overdue items are returned.

Resource Centre Times

8:30 – 3:00 pm Monday – Friday.

4.13 Sun Protection Policy

Students must wear suitable hats at all times when outdoors. It is advisable that students should also use a reputable sunscreen when involved in outdoor activities. The school provides SPF 30+ Sunscreen for student use during Health & Physical Education lessons.

4.14 Support Services

Learning Support

The support team at CSHS aims to deliver quality support services that promote equity in education for all students with disability. We strive to support teachers in the development of teaching and learning programs that build on students' interest and strengths. The support team regularly liaises with DET and external specialists to ensure programs developed address the cognitive, physical, emotional, social, language and learning needs of each student.

The support team consists of our Head of Special Services (HoSES), Students with Disabilities Teacher (SWD Teacher) and Support Teacher for Literacy and Numeracy (StLAN). This support team works closely with teachers, parents and students to provide the following services:

- Case management – oversee student wellbeing through the identification, assessment and monitoring of students with disability
- In class support
- Development and implementation of individual programs and support plans – social skilling, Individuals Curriculum Plans and QCIA
- Support teaching in making adjustments suited to the student and their needs to ensure equitable access
- Links to post school work and study providers
- Provision of training for support staff

How can the Learning Support Team help me?

Apart from assistance with identifying, diagnostic testing and programming for students with special needs and learning difficulties, the learning support team also offers support in other areas.

Teacher Aides

Teacher aides provide direct support to teachers in the classroom, Teacher aides can help students with identified needs or the whole class, Small groups of students may be taken by the teacher aides to the learning support room to complete a set task or worksheet etc, Teacher aides can be requested for specific lessons or exam assistance.

Guidance Officer

Guidance Officer services are available each week. Students and parents may make an appointment to speak with the Guidance Officer through the school office.

Youth Support Co-Ordinator

A Youth Support Co-Ordinator works at our school one day a week and is available to meet with students on a confidential basis for personal or school-related issues.

VET Project Officer

Our VET Project Officer oversees students with Traineeships and Apprenticeships, liaising with employers and TAFES. The VET Project Officer assists with VET audits and organizes work placement for students and supports students undertaking school-based apprenticeships and traineeships.

4.15 Textbooks/Resources

A Student Resource Scheme operates in the school for all year levels. The charges cover both textbook hire and other resources throughout the year. General material lists will be issued to students at the end of the previous year. Please refer to the Student Resource Scheme document on our website, the Financial Assistance section on page 19 or contact our Business Manager for more information.

4.16 Tuckshop

A school tuckshop currently operates until first lunch on Mondays and Fridays, manned by volunteers. All foodstuffs sold in our tuckshop conform to the Smart Choices – Healthy Food & Drink Supply Strategy for Queensland schools, which seeks to promote healthier and more nutritious choice by students.

4.17 Safety

Under Education Queensland's Workplace Health and Safety guidelines students are required to:

- adhere to all safety instructions and directions given in relation to the activity and use of equipment.
- secure or remove any loose apparel, jewellery and other ornaments which, in the opinion of the teacher, may cause injury to themselves and/or other participants.
- secure long hair if it is likely to impair vision or become entangled in equipment.
- display responsibility and skill that indicates the ability to safely operate the equipment without endangering their own or others' health and safety.

Education Department instructions on safety procedures clearly state that students' footwear must provide adequate protection and cover their entire feet. Footwear such as thongs, sandals and open weave shoes must not be worn. This regulation will be enforced, particularly in designated 'workshop' areas, namely: woodwork, metalwork, technical drawing room, Art room, Science laboratories, Home Economics kitchen, dress making room and computer rooms. Students who do not comply will be withdrawn from classes in these areas. *Students whose dress is deemed to present a safety risk in these areas will be excluded from these classes.*

4.18 Smoking

A non-smoking policy operates in all Queensland Government buildings and grounds.

4.19 Students Driving Cars to School

Students who drive themselves to school must park in the car park area in Kitchener Street near the Department residence.

They must complete a Notification of Use of Private Motor Vehicle form – available from the office.

Students are not permitted to carry passengers unless a signed permission slip has been received by the school from:

- the parent/guardian of the driver identifying the passenger; and
- from the parent/guardians of the passenger permitting the student to travel with a specific student driver.

Students who drive will not be allowed to drive themselves or other students on excursions or for other school activities (for example, Afternoon Activities, Sport, Arts Council) without written permission from parents/guardians.

Students are not to access vehicles during the day unless they have permission to leave the grounds.

4.20 Valuables – Money, Mobile Phones and Electronic Devices

Large sums of money or other valuables should not normally be brought to school. If unavoidable, these items should be left at the office for safekeeping.

For security reasons the school cannot assume responsibility for mobile phones and other items of value brought into the school. Students who need to bring mobile phones to school eg. for contact with a parent after school, are required to lodge them at the office on arrival at school.

Students caught with mobile phones in school will have them confiscated until the end of the week. Parents are required to pick up the phones on Friday of the week.

Personal Belongings

Care of personal property is each student's responsibility. Bags and other belongings should be clearly identified and left in bag racks during lessons.

All students should carry their bags with them from lesson to lesson to guard against theft. Bags must be placed in bag racks or designated areas outside each classroom. Bags left in walkways will be removed and may be collected from the office. *Although all care will be taken with confiscated items, the school accepts no liability for confiscated items.*

4.21 Prohibited Items

Students must not bring the following items to school:

- Chewing gum/bubble gum
- Cutters / Stanley knives / Pen or any knives
- Skate boards
- Weapons (objects that could harm or threaten another person)
- Laser pointers
- Alcohol/drugs
- Cigarettes / lighters / matches / tobacco
- Cameras / personal computers / Computer games / Blackberry's or personal organizers
- Aerosol cans
- Soft drinks and substances with a high sugar and/or caffeine content
- Permanent markers
- Bottled white-out or white-out pens

NB: Mobile Phones and other devices are allowed, but must be left at the school office during the day.

4.22 Bicycles/Scooters

Bicycles and scooters are to be left in the racks adjacent to the Administration Block. Bicycles and scooters:

- Must be LOCKED onto the racks
- Must not be ridden through the school grounds

- Students must wear a bike helmet
- Bike racks are out of bounds between 8:40am and 3:00pm

4.23 Emergency Procedures

Emergency procedures include evacuation procedures and intruder/external threat lockdown procedures. In the event of an emergency, students and staff on the grounds are notified of the relevant procedure required to be actioned and this is practiced on a termly basis.

5. Financial Assistance

There are a range of payments available to individuals to assist them financially while studying or training. These are listed below and can be found at the Centrelink website www.centrelink.gov.au.

Payments while you are studying or training

- Youth Allowance - For full-time students or Australian Apprentices aged 16 to 24 and people aged under 21 who are undertaking job search or a combination of approved activities.
- Abstudy - Offers a range of allowances to assist Indigenous students and Australian Apprentices.
- Pensioner Education Supplement - Helps certain income support recipients with education expenses.
- Assistance for Isolated Children - For families with a child who cannot attend school locally because of distance or special needs.
- Fares Allowance - For tertiary students who are living away from their permanent home to study.

Note: If you are receiving payment from Centrelink to support you while you are studying, you may continue to receive this payment during semester breaks and between courses.

Student Resource Scheme

The Clermont State High School P & C Association has decided that our school operates a voluntary student resource scheme. The key elements of this scheme are that the text book and resource allowances for each student are paid directly to the school and that each student is levied an amount per year, respective of their year level and curriculum, to cover all major text and resources requirements.

Advantages of participating in the text hire scheme include:

- Cheaper than purchasing texts/materials individually as items are bought in bulk
- No need to purchase expensive new textbooks each year
- No resale issues on completion of schooling

Materials covered by the scheme include:

- All text books and class sets
- Student Planner
- All printed class notes
- Various materials (eg. Art supplies, Technologies project materials)
- Student ID Card

Parents who opt not to participate in the scheme will be expected to purchase all texts and materials and pay for all additional activities currently covered by the scheme. If you do not wish to participate in the Student Resource Scheme, contact the school for more information.

A time payment scheme exists for the parent contribution scheme. Parents who wish to take advantage of this must contact our Business Manager, Peta Duncan.