INDEX

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAFF DIRECTORY</td>
<td>5</td>
</tr>
<tr>
<td>PRINCIPAL’S WELCOME</td>
<td>6</td>
</tr>
<tr>
<td>SCHOOL PROFILE</td>
<td>7</td>
</tr>
<tr>
<td>VALUES &amp; BELIEFS</td>
<td>9</td>
</tr>
<tr>
<td>CODE OF BEHAVIOUR</td>
<td></td>
</tr>
<tr>
<td>CURRICULUM FRAMEWORK</td>
<td>12</td>
</tr>
<tr>
<td>Subjects on offer</td>
<td></td>
</tr>
<tr>
<td>VET - Sharing of Data</td>
<td></td>
</tr>
<tr>
<td>Independent Study Permission</td>
<td></td>
</tr>
<tr>
<td>Work Experience Program</td>
<td></td>
</tr>
<tr>
<td>Instrumental Music Program</td>
<td></td>
</tr>
<tr>
<td>Sport &amp; Physical Education</td>
<td></td>
</tr>
<tr>
<td>Insurance Cover for Students</td>
<td></td>
</tr>
<tr>
<td>FINANCIAL MATTERS</td>
<td>18</td>
</tr>
<tr>
<td>School Budget</td>
<td></td>
</tr>
<tr>
<td>Subject Requirements</td>
<td></td>
</tr>
<tr>
<td>Calculators</td>
<td></td>
</tr>
<tr>
<td>Textbook Allowance Scheme and Subject Fees</td>
<td></td>
</tr>
<tr>
<td>Payment of Fees</td>
<td></td>
</tr>
<tr>
<td>Student Planner</td>
<td></td>
</tr>
<tr>
<td>BYOx Computer Program</td>
<td></td>
</tr>
<tr>
<td>Free Computer Software</td>
<td></td>
</tr>
<tr>
<td>Refund Policy</td>
<td></td>
</tr>
<tr>
<td>Bus Transport/Conveyance Allowance</td>
<td></td>
</tr>
<tr>
<td>Austudy</td>
<td></td>
</tr>
<tr>
<td>Sporting and Cultural Subsidy</td>
<td></td>
</tr>
<tr>
<td>GENERAL INFORMATION</td>
<td>22</td>
</tr>
<tr>
<td>Compulsory Schooling Requirements</td>
<td></td>
</tr>
<tr>
<td>Academic</td>
<td></td>
</tr>
<tr>
<td>Academic and Teacher Awards</td>
<td></td>
</tr>
<tr>
<td>Assessment Policy</td>
<td></td>
</tr>
<tr>
<td>Homework Policy</td>
<td></td>
</tr>
<tr>
<td>Student Services</td>
<td></td>
</tr>
<tr>
<td>General Permission</td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td></td>
</tr>
<tr>
<td>Appeals/Complaints Procedures</td>
<td></td>
</tr>
<tr>
<td>Parents and Citizens’ Association</td>
<td></td>
</tr>
<tr>
<td>School Canteen</td>
<td></td>
</tr>
<tr>
<td>Items Not Welcome at School</td>
<td></td>
</tr>
<tr>
<td>OTHER SCHOOL DETAILS</td>
<td>34</td>
</tr>
<tr>
<td>Code of School Behaviour</td>
<td></td>
</tr>
<tr>
<td>Student Dress Code</td>
<td></td>
</tr>
<tr>
<td>School Uniform</td>
<td></td>
</tr>
<tr>
<td>Daily Routine</td>
<td></td>
</tr>
<tr>
<td>Resource Centre Information</td>
<td></td>
</tr>
<tr>
<td>Technology – Design &amp; Technology Arts Projects</td>
<td></td>
</tr>
<tr>
<td>Student Governance</td>
<td></td>
</tr>
<tr>
<td>Discos</td>
<td></td>
</tr>
<tr>
<td>Student Medication</td>
<td></td>
</tr>
<tr>
<td>Medical Forms</td>
<td></td>
</tr>
<tr>
<td>Injury and Serious Illness</td>
<td>7</td>
</tr>
<tr>
<td>Illness</td>
<td></td>
</tr>
<tr>
<td>Sun Protection</td>
<td></td>
</tr>
<tr>
<td>Personal Property</td>
<td></td>
</tr>
<tr>
<td>Lost Property</td>
<td></td>
</tr>
<tr>
<td>Valuables</td>
<td></td>
</tr>
<tr>
<td>Mobile Phone Policy</td>
<td></td>
</tr>
<tr>
<td>Information on Network usage</td>
<td></td>
</tr>
<tr>
<td>LPC (Learning, Performance, Citizenship) Week</td>
<td></td>
</tr>
<tr>
<td>GUIDE TO POSITIVE CITIZENSHIP</td>
<td>43</td>
</tr>
<tr>
<td>IMPORTANT DATES</td>
<td>44</td>
</tr>
<tr>
<td>MAP OF THE SCHOOL</td>
<td>45</td>
</tr>
</tbody>
</table>
**STAFF - 2019**

**ADMINISTRATION**

**Principal:** Mr Frank Kingma – B.A., M.Ed.

**Deputy Principal:** Mr Stephen Buttsworth – B.Ed.

**Heads of Department**
- L S Clark - B.Ed.
- R Gall - B.Ed.
- R J Scalia - B.Ed

**Head of Special Education Services**
- A E Armstrong – B.Ed

**Support Teacher – Literacy & Numeracy**
- M Sladden

**Teacher Librarian**
- L J Todeschino – B.Ed.

**Instrumental Music**

**Teaching Staff**
- A M Becke – B.Ed.
- M Fritsch – B.A., Dip.Ed
- B D Gall – B.A.(Hum.), Dip.T.
- W T Hung - B.Ed., B.A.
- E Poli – B.Ed.
- R Roberts – B.Ed., B.A.
- R J Scalia - B.Ed.
- R Williams-B.Ed, Cert IV TAE, Cert II Hospitality
- J C Whitby – B.Ed.
- J Young – B.Ed.

**Staff on Leave**
- A L Kerr – Dip.T.(H.Ec.)
- R E Williams - B.Ed.
- M Shackell – BNewMediaA, Dip. T

**Business Manager:** Jenny Santacaterina

**Guidance Officer**
- T Munro - M.Ed (Guidance & Counselling), B.Ed, A.T.C.L.

**School Chaplain**
- J L Dowie – BA. Psych.

**Youth Support Coordinator**
- A J Coldstream

**School Based Health Worker**
- S M Wilkie

**Indigenous Education Worker**
- S M Payard-Lampton

**Community Education Counsellor**
- O Henaway

**Administrative Officers**
- A J Coldstream
- S J Fabbro
- M Y Musumeci

**Local Area Co-ordinator - Housing**
- S G Doyle

**Schools Officer - Facilities**
- A Styles

**Schools Officer - Grounds**
- W Young

**Tuckshop Convenor**
- V Cerqui

**Teacher Aides**
- M A Barbagallo – B.A.
- H Becker
- J C Harper
- S Karagkiozis
- J Lewty
- S Machin
- S M Payard-Lampton

**Scientific Assistant**
- V Vasta

**Cleaners**
- P Haller
- C Katona
- V M Licciardello
- E Morris
- K Riggs
- S M Ziliotto
Welcome to our school!

Home Hill State High School has a strong academic record, regularly graduating students with excellent OP scores, but also with a broad range of vocational certificates which allow students to continue on with further study, gain apprenticeships or move into the workforce.

This school provides amazing opportunities in terms of academic subjects, linkages to, TAFE, student leadership, sport, community engagement and involvement in activities such as Lions Youth of the Year, Rostrum, Voice of Youth and the Science and Engineering Competition.

We are a relatively small secondary school and with that comes the personal attention needed to understand the hopes, needs and aspirations of our very important young people. Our staff work hard to give students excellent service, providing quality, differentiated instruction, detailed feedback and after hours tutorials.

*Our school is committed to Excellence in Learning, Maximum Performance and Quality Citizenship. The following details what this means in practice:*

**Learning**
- Quality curriculum and assessment
- Excellent pedagogy catering to all students through inclusive and targeted practice
- Literacy, numeracy and technology
- Pathways for all students – academic and vocational
- Facilities and resourcing to support learning

**Performance**
- Strategic planning with clear, achievable objectives
- Recognition of success
- Developing high performance (staff and students)
- Explicit expectations with embedded accountability measures to monitor progress
- Excellence in school administration, finance and operations
- Strong instructional leadership
- High expectations

**Citizenship**
- The 5Cs – Common Sense, Courtesy, Consideration, Cooperation, Commitment
- Positive school culture supporting safety and wellbeing of all students and staff
- Student leadership and participation in extra curricular activities
- Strong community profile and engagement with the community
- Sport
- Cultural engagement
- Personal development, career and futures guidance
- School image and pride

*This prospectus provides the essential information about our school for parents and students and our website ([www.homehillshs.eq.edu.au](http://www.homehillshs.eq.edu.au)) complements this document, whilst also providing up to date details.*

Frank Kingma  
Principal
At Home Hill State High School our purpose is to provide students with the knowledge, skills and confidence to maximize their potential, become active informed citizens and lifelong learners in a technological society. Our school motto *Finis Coronat Opus* meaning *The End Crowns the Work* underpins our core values. These values are also evident in our Code of Behaviour: Common Sense, Courtesy, Consideration, Cooperation and Commitment.

Home Hill State High School prides itself on delivering high quality secondary education. In its small rural context, south of the Burdekin River in North Queensland, the school provides quality education to all learners, whether they are students with special needs or students receiving state and national awards. As a result of its focus on student outcomes and flexible pathways, the school has a proud and respected record of student achievement. In the junior school, curriculum variety is offered through a combination of compulsory and elective subject offerings designed to meet the personal requirements of learners. The curriculum is differentiated through the provision of resources, complementary classroom activities, alternative modes of delivery and varied assessment tasks. Throughout the school, the learning of students is enhanced by support from specialist teaching staff and integrated curriculum programs targeting literacy and numeracy skills.

Multiple curriculum pathways are offered in the senior school despite our relatively small size. Students are provided with a range of Queensland Curriculum and Assessment Authority and Authority-Registered subject options. There is considerable curriculum depth to allow for personalisation of curriculum choices, for example, we offer two English options, three Mathematics subjects as well as a variety of Science, Humanities, Business, Technology, Physical Education and Arts subjects. Vocational Education and Training is available through the school with Certificates I and II in Business and Certificate I in Information Digital Media and Technology on offer. Additionally students enrolling in Hospitality have the opportunity to complete Certificate I in Hospitality through courses provided by an external training organisation as part of the course structure. Virtual Schooling and Distance Education programs provide students with the opportunity to study in subject areas not currently offered at a classroom level.

The school maintains strong partnerships with the local TAFE, providing further opportunity for students to enrol in the VET in Schools program in a variety of courses. Many students elect to undertake these certificate programs. A number of students choose to begin a school based apprenticeship and traineeship. The school has developed strong partnerships with the business community to provide work experience opportunities to students in years 10 each year. Students at Home Hill State High School have achieved significant success in the Science and Engineering Challenge at both local and state levels. Student success in national competitions is significant and highlights the quality of student achievement at our school.

Home Hill State High School is an Agribusiness school, with a range of agricultural aspects embedded across the curriculum and a focus on encouraging students in a wide range of careers in the industry.

In addition to achievements in the academic arena, students at Home Hill State High School are encouraged to pursue success in sporting and cultural endeavours. The school provides opportunities for participation in a variety of individual and team sports, at school, interschool and regional levels. Sports including touch football, netball, cricket, soccer and rugby league attract significant student interest across all year levels. The school’s history of success in the sport of netball is noteworthy and reflects a strong partnership with the local association.

A range of cultural activities is also afforded to students including the Burdekin Inter-school Drama Festival, public speaking competitions, a Toastmasters’ program and Lions’ Youth of the Year Quest. The school
secures annual performances by external agencies, for example the Queensland Arts Council, to ensure all students are provided with access to cultural experiences. There is an annual fete, strongly supported by the community. The school conducts a senior leadership camp and civics excursion, as well as an annual year 9 physical education adventure camp.

Home Hill State High School is an active member of the local community with wide ranging involvement in community events such as ANZAC Day ceremonies, Relay for Life, Clean-up Australia Day, Pink Stumps Day and Growers’ Race Day clean-up. Many of these events are organized by the Student Council or the Interact Club. Our school has a strong association with NQ Astronomy, having conducted numerous events on site, including providing the world wide vision of astronomical events such as the Transit of Venus.

At Home Hill State High School we pride ourselves on the work done by staff, students and parents in the school as well as in the wider community.
STATEMENT OF PURPOSE

To provide students at Home Hill State High School with the knowledge, skills and confidence to maximise their potential, become active, informed citizens and lifelong learners in a technological society.

RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS

based on The Code of School Behaviour

1. Purpose

Home Hill State High School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing.

This Responsible Behaviour Plan for Students is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community.

2. Consultation and data review

Home Hill State High School developed this plan in collaboration with our school community. Broad consultation with parents, staff and students was undertaken through survey distribution, community meetings and staff professional development meetings.

Development of this plan included a review of important data sets relating to:

- attendance;
- unexplained absence;
- suspension and exclusion;
- cancellation of enrolment;
- behaviour incidents including bullying and cyber-bullying;
- other inappropriate online behaviour or inappropriate use of mobile phones or other electronic devices.

The Plan was endorsed by the Principal and the President of the P&C in June 2017, and will be reviewed as required in legislation.

3. Learning and behaviour statement

Essential to effective learning is a safe, supportive and disciplined learning environment that respects the following rights:

- the rights of all students to learn;
- the rights of teachers to teach;
- the rights of all to be safe.

Students are expected to:

- participate actively in the school’s education program;
- take responsibility for their own behaviour and learning;
- demonstrate respect for themselves, other members of the school community and the school environment;
- behave in a manner that respects the rights of others, including the right to learn;
- co-operate with staff and others in authority.
All areas of Home Hill State High School are learning and teaching environments. We consider the Responsible Behaviour Plan to be an opportunity for valuable social learning as well as a means of maximising the success of student learning programs.

Our Responsible Behaviour Plan is based on Responsible Thinking and outlines our system for facilitating positive behaviours and responding to inappropriate and unacceptable behaviours. Through our school plan, shared expectations for student behaviour are plain to everyone, assisting Home Hill State High School to create and maintain a positive and productive learning and teaching environment, where ALL school community members have clear and consistent expectations and understandings of their role in the educational process.

This code of behaviour has been agreed upon and endorsed by all staff and our school P&C. The code of behaviour is aligned with the values, principles and expected standards outlined in Education Queensland’s Code of School Behaviour.

Our school community has identified a code of behaviour to teach and promote our high standards of responsible behaviour. At Home Hill State High School we expect students to demonstrate:

- COMMON SENSE
- COURTESY
- CONSIDERATION
- COOPERATION
- COMMITMENT

At Home Hill State High School, we have also identified a core set of rights and responsibilities for all members of the school community:

<table>
<thead>
<tr>
<th>RIGHT</th>
<th>RESPONSIBILITY</th>
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<tbody>
<tr>
<td>All students have the right to learn without being disrupted by others.</td>
<td>No student should disrupt the learning of others.</td>
</tr>
<tr>
<td>All members of the school community should be treated with courtesy and respect.</td>
<td>All members of the school community should treat others with courtesy and respect.</td>
</tr>
<tr>
<td>Every member of the school community has the right to work in a safe environment.</td>
<td>No member of the school community should use any form of harassment or any form of discriminating words or actions. All members of the school community are to adopt a ‘hands off’ policy to avoid physical confrontations.</td>
</tr>
<tr>
<td>All individuals have the right to take pride in their school.</td>
<td>All individuals should act in ways that help to build a good public image of the school within the community.</td>
</tr>
<tr>
<td>All members of the school community have the right to be supported by other members of the school community.</td>
<td>All members of the school community should perform their roles in a way that supports others while upholding and maintaining the school’s Responsible Behaviour Plan.</td>
</tr>
</tbody>
</table>
The Home Hill State High School community holds the following beliefs about behaviour:

- High standards of personal achievement and behaviour are expected.
- Mutual respect is the basis of any code of responsible behaviour.
- Most students will respond positively if expectations about behaviour are published and clearly communicated.
- The achievement of self-discipline is a worthwhile goal in the overall management of behaviour.
- Self-discipline occurs when people assume responsibility for, and ownership of, their own behaviour.
- The value of all individuals in the school community should be recognised.
- Communication with parents/carers is a valuable component of the behaviour management process.
- Teachers and administrators should have the discretion to make professional judgements about behaviour management.
- Teachers should endeavour to accept responsibility for, and ownership of, classroom behaviour management strategies.
- Strategies for handling major behaviour problems should always involve the school Principal.
- Student Disciplinary Absences and Exclusions are viable options for managing serious infringements of the Code of Behaviour.
- Legislative and departmental guidelines and policy will be adhered to and reasonable discretion exercised.
- The school motto: “The End Crowns the Work” is a value that should underpin all school actions, including behaviour.
## SCHOOL-WIDE CITIZENSHIP EXPECTATIONS MATRIX

<table>
<thead>
<tr>
<th>WHOLE SCHOOL CONTEXT</th>
<th>CLASSROOM</th>
<th>PLAYGROUND and OVAL</th>
</tr>
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<tbody>
<tr>
<td><strong>COMMON SENSE</strong></td>
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<tr>
<td>Think before you speak or act - make safe, sensible, acceptable choices</td>
<td>Follow safety requirements at all times</td>
<td>Ensure your actions will not endanger yourself or another person</td>
</tr>
<tr>
<td>Consider the consequences of your actions and behaviour</td>
<td>Act in a responsible manner at all times</td>
<td>Walk rather than run around buildings</td>
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<tr>
<td>Use equipment appropriately</td>
<td>Help to solve problems rather than to create them</td>
<td>Keep walkways and stairwells clear</td>
</tr>
<tr>
<td>Abide by safety instructions at all times</td>
<td>Be honest</td>
<td>Wait for buses behind the fence and line up for buses in an orderly manner</td>
</tr>
<tr>
<td>Conduct yourself in a lawful, ethical, safe and responsible manner</td>
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<td>Leave the school grounds immediately after 3pm unless otherwise instructed</td>
</tr>
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<td><strong>COURTESY</strong></td>
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<tr>
<td>Recognise and respect the rights of others before, during and after school</td>
<td>Line up quietly for your teacher</td>
<td>Follow the directions of all staff</td>
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<tr>
<td>Treat everyone with respect</td>
<td>Ask permission to leave the classroom</td>
<td>Treat tables and chairs, trees and grounds with respect</td>
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<tr>
<td>Use good manners at all times</td>
<td>Put up your hand to ask and answer questions</td>
<td>Keep the grounds free of litter</td>
</tr>
<tr>
<td>Use polite language with appropriate tone and volume when speaking</td>
<td>Speak to other students only when allowed by the teacher</td>
<td>Use language that is not offensive</td>
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<tr>
<td>Act in a non-threatening manner</td>
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<tr>
<td>Respect the privacy of others</td>
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<tr>
<td><strong>CONSIDERATION</strong></td>
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<tr>
<td>Ensure your actions support a safe and respected environment at all times</td>
<td>Allow others to contribute to activities</td>
<td>Line up in an orderly manner and wait your turn at the tuckshop and taps</td>
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<tr>
<td>Respect the property of others</td>
<td>Respect the right of others to learn</td>
<td>Clean up after yourself</td>
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<tr>
<td>Display courtesy, consideration and respect for others whenever using personal technology devices</td>
<td>Respect others’ feelings</td>
<td>Allow others to participate</td>
</tr>
<tr>
<td>Consider the welfare of others at all times</td>
<td>Encourage the participation of others</td>
<td>Assist staff conducting extra-curricular activities for students</td>
</tr>
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<td></td>
<td>Maintain a supportive classroom environment</td>
<td>Return sports equipment on time</td>
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<td><strong>COOPERATION</strong></td>
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<tr>
<td>Cooperate with those in authority</td>
<td>Enter and exit rooms in an orderly way</td>
<td>Avoid out of bounds areas at all times</td>
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<tr>
<td>Follow the instructions of staff</td>
<td>Follow instructions immediately without questioning</td>
<td>Follow directions of staff on playground duty without question</td>
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<tr>
<td>Abide by school policies and procedures</td>
<td>Abide by teacher seating plans</td>
<td>Follow sun safety rules – wear a hat</td>
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<tr>
<td>Accept ‘We See – You Lose’ phone policy</td>
<td>Follow all class rules</td>
<td>Help to keep all areas free from litter by using bins for rubbish</td>
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<tr>
<td>Take responsibility for your behaviour</td>
<td>Accept the consequences of your actions in the classroom context</td>
<td></td>
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<tr>
<td>Accept the consequences of your actions</td>
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<tr>
<td>Report bullying/harassment to staff</td>
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<tr>
<td><strong>COMMITMENT</strong></td>
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<tr>
<td>Arrive at school and your class on time</td>
<td>Participate actively in the school’s education program</td>
<td>Commit to fair play</td>
</tr>
<tr>
<td>Move quickly between classes</td>
<td>Be prepared for each class by bringing required and appropriate equipment</td>
<td>Commit to a safe and litter free school</td>
</tr>
<tr>
<td>Commit to our school uniform and behaviour expectations</td>
<td>Complete classroom work, homework and set tasks to the best of your ability</td>
<td>Care for the school environment by reporting vandalism, graffiti or other damage</td>
</tr>
<tr>
<td>Participate in extra-curricular activities</td>
<td>Participate fully in classroom activities</td>
<td></td>
</tr>
<tr>
<td>Get involved - make a positive contribution to the school and wider community</td>
<td>Complete assessment in accordance with task requirements</td>
<td></td>
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<tr>
<td>Act in ways that uphold our school motto - “The End Crowns the Work”</td>
<td>Ensure all work is your own</td>
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CURRICULUM FRAMEWORK

At Home Hill State High School the school day begins at 8.45am. We offer 20 lessons per week, 4 lessons per day. The lessons are 70 minutes in length. The day begins with Form Class. Lessons 1 and 2 are in the morning session. There is then a lunch break of 50 minutes. Lesson 3 is the middle session, followed by recess (30 minutes) and lesson 4. The school day concludes at 3pm.

School work programs in each subject are based either on the Australian Curriculum, Education Queensland C2C curriculum documents or Queensland Curriculum and Assessment Authority syllabi.

YEAR 7:

Some subjects are offered for the full year while others may be offered for 1 Semester or 1 Term only. Students will undertake study in each of the listed subjects.

Incorporated into the Health and Physical Education program is a Well-being and Futures Program called ‘TOP – Tapping Our Potential’.

YEAR 8:

Some subjects are offered for the full year while others may be offered for 1 Semester or 1 Term only. Students will undertake study in each of the listed subjects.

Incorporated into the Health and Physical Education program is a Well-being and Futures Program called ‘TOP – Tapping Our Potential’.

YEAR 9 and 10:
In Year 9 and 10 students must study English, Mathematics, Science and Humanities for 3 lessons per week. Students also study Health and Physical Education.

Students must also select 2 elective subjects. Elective subjects may include: Art, Business Education, Digital Technologies, Drama, Graphics, Home Economics, Industrial Technology and Design and Japanese.

Undertaken in Year 9 is a Well-being and Futures Program called ‘TOP – Tapping Our Potential’.

Students in Year 10 undertake SET – Senior Education and Training planning, a program designed to assist students plan their pathway into the senior school and to plan for life after school.

YEARS 11 and 12:
Students study six subjects in Years 11 and 12. The subjects are all studied for 3 lessons per week. Students do SET/Sport for 1 lesson per week and have Independent for 1 lesson a week.

Year 11
Students must select either English or Essential English. Students must also select one of General Mathematics, Mathematical Methods or Essential Mathematics. Students then choose 4 further subjects.
Year 12
Students must select either English or English Communication. Students must also select one of Mathematics A, Mathematics B or Prevocational Mathematics. Students then choose 4 further subjects.

The subjects offered at Home Hill State High School are listed below. Subjects may be added or deleted depending upon student interest/enrolment.

Students may also select a subject offered by a Brisbane School of Distance Education. Historically students at Home Hill SHS have studied Ancient History, Dance, Economics, Geography, Japanese, Modern History and Music, but a full list of subjects offered by the Brisbane School of Distance education is on their website.

Subjects in Year 11 in 2019 fall into two types: General or Applied subjects.
Subjects in Year 12 in 2019 fall into two categories: Authority or Authority Registered subjects.

A student who wishes to obtain an OP score (2019) or an ATAR score (2020) must ensure s/he meets the eligibility requirements to obtain the OP or ATAR. Further information regarding eligibility rules is available at the school from the Principal, Deputy Principal or the Guidance officer.

Year 11 General Subjects:

Ancient History, Dance, Economics, Geography, Japanese, Modern History and Music are General Subjects that may be studied through the Brisbane School of Distance Education.

Year 11 Applied Subjects:
Certificate III: Students may also select a Certificate II in Sport and Recreation.

Year 12 Authority Subjects:

Ancient History, Dance, Economics, Geography, Japanese, Modern History and Music are Authority Subjects that may be studied through the School of Distance Education.

Authority Registered Subjects:

TAFE VET in Schools program:
Students may attend the TAFE College to complete courses offered through the VET in Schools program.
Other VET courses may be offered at the school and are available for students to select.
Year 10 and 11 participating in Vet course please read the following and sign the Student Policy and Agreement document.

VET – STUDENT DECLARATION – SHARING OF PERSONAL DATA
Privacy Notice
Under the Data Provision Requirements 2012, Home Hill State High School is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

A student’s personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Home Hill State High School for statistical, regulatory and research purposes. Home Hill State High School may disclose a student’s personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER’s website at www.ncver.edu.au).

Additional Subjects:
SET is offered one lesson per week in both Year 11 & 12. SET is Senior Education and Training planning.

INDEPENDENT STUDY PERMISSION FORM – YEAR 11 & 12 STUDENTS ONLY

Dear Parent/Caregiver

An initiative of Home Hill State High School enables senior students to gain a flexible afternoon once per week. This occurs on Tuesday for Year 11 students and Tuesday for Year 12 students. This is one of the school strategies aimed at assisting your student to develop responsibility for his/her own learning.

Flexibility in this context means choice of activity. No normal classes have been scheduled for these year levels on these afternoons. This does not mean a reduction in tuition time, but rather a reorganisation of lesson schedules. This time has been allocated for senior students to choose the learning activity which will best assist them at that time. The types of activities envisaged may include SET planning, TAFE, QCS preparation, exams, tutorials, access to individual teachers, research, assignment writing and study, class/year meetings, "catch up" lessons. Many of these will be performed in the school grounds but students may choose to access other parts of the community for research or home for individual study.

There is no automatic right of any Year 11/12 student to be given Tuesday afternoons for free activities. Students will earn the flexibility by demonstrating attitudes in keeping with autonomous learning. For those students who cannot demonstrate appropriate attitudes/actions, supervised activities will be timetabled at school.
PROCEDURES TO APPLY TO INDEPENDENT STUDY PROGRAM

**Tutorials:** Teachers not scheduled on classes on Tuesday afternoons may be available for tutorial assistance.

**Rolls:** A separate Tuesday afternoon roll system will operate. Students should not be deducted time from QCAA commitments because of Tuesday afternoon absences.

**Signing Out:** A sign out system will operate. Students will (usually) not return after leaving the premises on Tuesday.

**Consent:** Parental consent for unsupervised activities will be required.

**PARENT AGREEMENT**

I give my permission for my child to be considered for a flexible attendance commencing from 1.20pm on Tuesday during 2019

I understand that:

1. the student will not be engaged in timetabled, supervised activities at Home Hill State High School during normal school hours after 1.20pm on Wednesday if a flexible block is warranted. I also understand that he/she may be absent from the school premises.

2. the school will not be responsible for the students’ whereabouts, well being, or safety once they leave the school premises for Independent Study. I am prepared to accept such responsibilities.

3. no automatic right exists for any Year 11/12 student to gain a flexible block. Student attitude and performance will dictate whether such flexibility is warranted.

4. tutorial assistance may be provided by the school on Wednesday afternoons.

5. certain programs of an administrative nature will need to replace the flexible block at times throughout the year and that student attendance at these programs will be compulsory.

6. whole of class tests may sometimes be conducted during Independent Study. This includes QCS preparation for Year 12 students.

7. it is recommended that tests missed through student absences should be taken during Independent Study.

8. it is recommended that visits to medical specialists should, as far as possible, be scheduled during Independent Study time.

**WORK EXPERIENCE PROGRAM 2019**

In 2019 all year 10 students will participate in a work experience program. The program involves students being placed in a work environment for 5 days, in order to help them decide on a future career path, or to begin the phase of transitioning into the workplace.

Owing to the introduction of the New QCE system, students in years 11 and 12 will no longer participate in a formal work experience program. However, the school will consider individual placements for students during their school holidays if requested.

**INSTRUMENTAL MUSIC PROGRAM (YEARS 7 TO 12)**

This program is designed to allow selected students the chance to participate in brass, woodwind, or percussion instrumental tuition once per week. The program offers an opportunity to develop musically through instrumental instruction. Students will gain performance experience in school-based ensembles. They can expect to develop skills and knowledge in relation to the care of the instrument, correct playing posture, instrument tone, tuning, musical symbols and terms, pitch range, rhythmic and melodic exercises, articulation, sight-reading, memorisation, as well as solo and ensemble performance. Teaching is by withdrawal from selected lessons. A commitment to home practice with school ensemble work and out-of-hours functions is necessary.
SPORT AND PHYSICAL EDUCATION

School sport forms an integral part of the school curriculum. It offers a range of learning experiences to promote the development of students. This development is physical and social. Through application and dedication to sporting endeavours, students learn self-discipline, perseverance and self-denial. In addition, through their own success at their own levels, students gain self-esteem and social confidence.

Students at Home Hill State High School have the opportunity to participate in physical activity at many levels. At school level all students in years 7 to 10 attend core Health and Physical Education classes allowing them to experience a variety of games, sports and other physical activities, including aquatics, touch, dance, orienteering, athletics and netball.

In the senior school, students have the opportunity to engage in Recreation Studies or Senior Physical Education. Participation in activities in HPE classes is mandatory, unless a medical condition prevents this. Parents must provide suitable advice to the school. Hats must be worn by students for all outside activities.

An active lifestyle is also encouraged during lunch times with the Year 11 & 12 Physical Education students, supervised by staff, issuing sports equipment to students and organising sporting competitions during recess. An inter-form cricket competition is the highlight of the final week of the year for Year 9 students.

Seniors selected as House Captains have a leadership role during the annual Inter-house Swimming, Cross Country and Athletics Carnivals where every member of the house is encouraged to participate and support his/her house.

As a member of the Burdekin School Sports Association, Home Hill High enables its students to compete as representatives of the school at Burdekin Inter-school Cross Country and Athletics Carnivals as well as a variety of inter-school competitions in sports such as netball, rugby league, soccer, touch, cricket, volleyball and softball. Further opportunities to experience sports such as soccer and netball are provided through the school’s participation in the Bill Turner Cup and the Vicky Wilson Cup respectively.

Students also have the opportunity to represent the Burdekin at district level in all sports offered by the North Queensland Secondary School Sports Association and if successful, they can represent the Northern region, Queensland and Australia.

The sporting achievements of Home Hill State High School students at school, district and regional levels are recognised at the Sports Awards Night held in term four of each year.

INSURANCE COVER FOR STUDENTS

Physical activity and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the Department of Education Training and Employment does not have Personal Accident Insurance cover for students. Education Queensland has public liability cover for all approved school activities and provides compensation for students injured at school only when the Department is negligent. If this is not the case, then all costs associated with the injury are the responsibility of the parent or caregiver. It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.
FINANCIAL MATTERS

THE SCHOOL BUDGET - 2019

The 2019 school budget has been drafted in collaboration with the P & C Association. The school grant component reflects the estimated enrolment for 2019. The government Textbook Allowance in 2019 will be paid directly to the school. Parent and P & C Association contributions will complement these amounts.

The 2019 school budget will be presented for adoption at the February 2019 meeting of the P & C Association.

In general the State Government provides most of the physical facilities together with recurrent expenditure for salaries and some grants for equipment.

Other necessary resources are provided from local funds. These local funds come from Student Resource Scheme charges and P & C contributions and fundraising.

SUBJECT REQUIREMENTS LIST

A list for each year level will be distributed to all students at the end of the school year or on enrolment.

CALCULATORS

It is necessary that each high school student has his/her own scientific calculator so that the student can become familiar with its method of operation. These calculators are used for class work, homework and examinations. The Casio FX100 calculator is recommended for students intending to take Physics or Extension Mathematics. The Casio FX82 calculator is suitable for all other high school courses. These are recommended models only. Other scientific calculators may also be suitable, however they must be “non-CAS”. CAS Calculators are not permitted in exams. Programmable calculators are also not allowed. Casio calculators may be purchased from HOME HILL NEWS. It is advisable to purchase calculators at the start of the year when they are usually heavily discounted.

Graphing Calculators will be used by senior students studying Senior Mathematics. It is not necessary to purchase one as these will be on loan from the school. Home Hill SHS uses the Texas Instruments TI-84+ GC. Graphing calculators are expensive items and students are expected to be very careful with them. It is expected that lost or damaged calculators be paid for.

TEXTBOOKS ALLOWANCE SCHEME AND SUBJECT FEES

The school operates a Student Resources Scheme which is funded by the Government Textbook and Resource Allowance and contributions by parents and carers. Under this arrangement the Government Textbook and Resource Allowance is paid to the school in bulk and class sets of books and other resources are purchased for individual student use. Details of the scheme (including conditions, what is provided and payment details) will be given to all parents on the first day of school in January. A parent may choose not to be part of this scheme.

In this case, the parent would receive the Government Textbook and Resource Allowance and purchase all textbooks and other materials needed by their child, though this will prove a more expensive option. Any parent considering this course of action should contact the Principal.

It is important for all fees to be paid as the school budget relies on all families making the relevant financial contributions. If this does not occur the school will not be able to provide all the resources for a quality education that is fair and equitable for all. If family contributions are not paid, then the children of these families will not be permitted to participate in non-educational activities that incur costs. These non-educational activities include, but are not limited to, Discos, Students’ Ball, Senior Shirt and Jersey, Valedictory Dinner and End of Year Activities. All outstanding financial contributions must be finalised or special arrangements made before payment will be accepted for these non-education experiences.
The basis of funding the scheme has been that the school receives the Government Textbook and Resource Allowance cheque along with the parent charge.

Home Economics – a fee of $30 for food studies in years 9 & 10 and $40 for Hospitality in years 11 & 12 is charged to all Home Economics students to cover the cost of ingredients for cooking demonstrations, as well as communal ingredients such as paper to line baking dishes, alfoil, cling wrap, condiments etc. Students will also be expected to provide cooking ingredients and sewing materials for items they produce in class. These items would then be taken home by the students.

Students may get the opportunity to complete units of competency towards a Certificate II in Hospitality. Students and parents will be advised of dates and costs associated with this next year.

**Student Resource Scheme Charges**

**General Fee:** Years 7 - 12 - $130

**Subject Fee:**

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<thead>
<tr>
<th>SUBJECT</th>
<th>YEAR LEVEL</th>
<th>FEES</th>
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<tr>
<td>Art</td>
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<td>Years 11 &amp; 12</td>
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<td>TEXTILES AND FOOD STUDIES</td>
<td>Years 9 &amp; 10</td>
<td>Food Studies</td>
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<td>HOSPITALITY</td>
<td>Years 11 &amp; 12</td>
<td>Hospitality</td>
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<tr>
<td>INDUSTRIAL TECHNOLOGY &amp; DESIGN</td>
<td>Year 9 &amp; 10</td>
<td>Industrial Technology &amp; Design</td>
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<td></td>
<td>Years 11 &amp; 12</td>
<td>Industrial Technology Skills</td>
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**Government Textbook and Resource Allowance**

In 2019 the Government Textbook and Resource Allowance will be paid directly to the school and will be calculated as follows:

- Year 7, 8, 9 & 10: $127 per student
- Year 11 & 12: $276 per student

**PAYMENT OF FEES**

Payment of resource scheme fees can be made by:

- In person by EFTPOS, Cash or Cheque payable to “Home Hill High School”
- BPoint – details are on Statements
- Centrepay Deduction – Payment by Centrepay can be arranged through the office.

Payment plans can also be set up to distribute the costs over the school year.

*Final collection date for all grades is **Friday 23 February 2019**.*

**STUDENT PLANNER**

Home Hill SHS students are required to have a student planner. This planner is issued as part of the Student Resource Hire Scheme, and is a critical part of our processes. Students use the planners to put in Homework, Assignment information and details of school activities. Planners are issued in the first week so that students have access to it immediately and start to get used to them.

Parents and carers are encouraged to look at the planner, and we know you will be as impressed as we are with the quality of content in them. We will be using the planners consistently with students, and various sections will form part of lessons delivered to students. Students must bring the planners with them to school each day and be prepared to use them each day. Parents can use the planner as a communication tool with teachers if necessary.

Should a student lose their planner, they must buy a new one from the office for approximately $12. We know this planner will prove to be a great asset for students, helping them with their organisation.
BYOX – STUDENT LAPTOPS

Bring your own device (BYOx) is a pathway supporting the delivery of 21st century learning. BYOx is a term used to describe a process where students or staff use their privately owned device to access the internet and information systems saved on the server at Home Hill High.

Benefit of Connecting to the Home Hill SHS Network

- Student gets wireless access to the internet through their own device.
- Student gets access to their school H drive, school software associated with their subjects and printers while connected on their device at school.
- Students get a laptop locker (lockable) to store their computer in at school.

Cost of the BYOx Program

The cost of connecting to the BYOx Program and accessing a laptop locker is $45 per year

- Payment includes:
  - one year access to the network
  - rental of a laptop locker
  - a lock to the laptop locker (there is a $10 replacement fee if the lock is lost/damaged)
  - Free Software as part of the roll out process for the BYOX program. The following software arrangements are available to students at Home Hill SHS.
  - FREE Microsoft Office installation
  - Discounted Symantec Antivirus

For students commencing Year 11 in 2019 (where we believe access to a device is an important contributor to successful engagement with a student’s course of study under ‘New QCE’ conditions) this $45 payment will be reduced to a $10 fee which covers the cost of the lock. Should the lock need replacing (lost/damaged) there will be an additional $10 replacement fee.

How to Get Access

- Collect a BYOx Charter from the office. This document is to be signed by the student and their parent/carer, acknowledging that they understand the terms and conditions associated with the BYOx program at our school.
- Return the signed BYOx Charter, together with a payment of $45 to the office (Note: Students commencing Year 11 in 2019 who take up the BYOx are exempt from the full payment, with only a $10 payment for a lock to the laptop locker).
- On site Storage. Each Form class has a bank of laptop lockers for students. Students who participate in the program are given a lock and allocated a locker in which they can store their laptop. The school maintains the right to inspect the laptop lockers at any time, and have a master key that will override the student lock.

Students and parents need to be aware that it is the responsibility of the student to ensure the safety of their laptop while it is at school

Free Software

Log into the following website http://students.learningplace.eq.edu.au/middle/Pages/default.aspx

This will take you to a page in the Learning Place, where you will see two items, as shown below. Simply follow the hyperlinks to install Microsoft Office, or to take advantage of the discounted Symantec antivirus offer. Students will log on using the same username and password they use at school.

Specifications

Some students may already have a laptop and it may connect to our network. When purchasing a new laptop for your student there are a variety of options available. However, for full functionality and compatibility with the school IT infrastructure, a Microsoft Windows system is recommended. There are no set minimum specifications, however we offer the following as a guideline:

- Processor – Core i5
- Memory – 4GB-8GB RAM
- Hard drive – 1TB HDD or 256 GB SSD
- USB Port
- Protective case
- Full keyboard (detachable is suitable as well)

We recommend a Windows laptop with Windows 10. Apple laptops can be connected, however they will only get internet access and no access to the school software or printers.

**REFUND POLICY**
If a student leaves a subject before completion of the course, the parent charge will be refunded on a prorata basis.

**BUS TRANSPORT/CONVEYANCE ALLOWANCE**
These are available under certain conditions to students who live beyond 4.8km from the school and also where parents are required to convey students to the bus or to the school. Details are available from the bus company.

**AUSTUDY**
Means tested assistance exists for students from their 16th birthday. Details are available from Centrelink.

**SPORTING & CULTURAL SUBSIDY**
The P & C provides subsidies to students who travel away as part of a school sport representative sporting team (eg. NQ team). Details are available at school. Students selected for other representative activities may also apply for subsidy from the P & C.
GENERAL INFORMATION

COMPULSORY SCHOOLING REQUIREMENTS

The requirements of Education (General Provisions) Act 2006 are designed to ensure that all young people are given every opportunity to prepare themselves, though active involvement in education and training, for the world of work and a lifelong contribution to the community. There are two elements to the law: compulsory schooling and the compulsory participation phase.

1. Compulsory schooling
   A child is compulsory school age if the child is at least 6 years and 6 months, and less than 16 years. However, a child is no longer of compulsory school age if the child has completed year 10. Each parent of a child who is of compulsory school age must ensure the child is enrolled at a state school or non-state school; and ensure the child attends the state school or non-state school, on every school day, for the educational program in which the child is enrolled, unless the parent has a reasonable excuse.

2. Compulsory participation phase
   A young person’s compulsory participation phase starts when he/she stops being of compulsory school age (ie. turns 16 or completes year 10 whichever comes first) and ends when the person:
   - gains a Senior Certificate, Certificate III or Certificate IV or
   - has participated in eligible options for 2 years after the person stopped being of compulsory school age, or
   - turns 17

3. Cancellation of Enrolment
   Cancellation of Enrolment may occur if the Principal considered that the behaviour of the student who is older that the compulsory school age amounts to a refusal to participate in the educational program provided at the school.

4. Student Learning
   Year 10, 11 and 12 students will receive a LUI (Learner Unique Identity) number while in year 10. They will also receive a password to enable them to log on to the Student Connect website www.studentconnect.qcaa.qld.edu.au to check personal details and enrolments in their learning account. During SET in years 10, 11 and 12, students will access and check their Learning Accounts.

5. USI Number
   All students in years 10, 11 and 12 will be required to obtain a USI (Unique Student Identification) number. Please visit the USI website for more information: www.usi.gov.au.

ACADEMIC

Course Information
Subject selection booklets:
- Contain information on all subjects offered at particular year levels. These are available at the school office.

Subject selection evenings are:
- Information evenings to assist in the selection of subjects to suit the needs of individual students
- Attended by staff, parents, students
- Held in Term 3
- Advertised in the newsletter and by a letter distributed to parents.
**Course Selection Procedures**

Parents, students, staff and the Guidance Officer are all involved in these procedures:

- The Guidance Officer visits the school three days per week and appointments with the Guidance Officer can be made through the office. The Guidance Officer provides valuable advice in the course selection process.
- Parents should work closely with students in selecting appropriate courses.
- The Deputy Principal, HOD’s and Guidance Officer will examine these selections and discuss them with students and parents if necessary.

**Course Changes**

Students are permitted to change courses if they:

- Complete a change of subject form or bring a note of intention from their parents
- Present this for the approval of the Deputy Principal.

**Interviews with the Administration - for New Students**

These may be arranged by making an appointment through the Office. Please telephone before you arrive. Enrolment interviews are usually undertaken by the Principal.

**Interviews – Teachers**

The school schedules two formal parent/teacher evenings during the school year. At other times when parents wish to discuss progress or behaviour of their student with staff, they should telephone the general office in the first instance and make arrangements to speak with the relevant staff member.

Staff interviews may be conducted in the conference room in the Administration building.

**Reporting**

Organised reporting of progress for Years 7-10 and Year 12 occurs five times throughout the year as follows:

- Mid Semester One: Written progress report – March
- Mid Semester One: Parent/teacher interviews to be held in March
- End Semester One: Written report issued in July
- End Semester One: Parent/teacher interviews to be held in August
- End Semester Two: Written report issued in November/December

Year 11 reporting of progress will occur as per QCAA requirements. Parents will be notified of the exact dates closer to the times. Reporting need not be restricted to these formal occasions. An invitation is extended to all parents/caregivers to obtain a progress report on your child at other times which suit you. To organise this, simply contact the office to arrange an interview. Office staff will then make arrangements on your behalf with the teacher(s) concerned. These additional parent/teacher interviews are held in the administration building.

**Academic and Teacher Awards**

Student academic achievement in subjects studied will be recognised at the school’s Annual Presentation of Awards which is held in October each year. Students who achieve high standards academically and meet a range of criteria receive Academic Awards. Those students who demonstrate high levels of commitment and industry in class but are ineligible for Academic Awards may receive a Teachers’ Award.

**Year 7/8**

Students do 10 subjects – English, Maths, Humanities, Science, HPE, ITD, TFS, Drama, Visual Art, LOTE, Digital Tech

- Level 1 – 6 x A LOA; 2 x B+ LOA
- Level 2 – Total of 6 at or above B+
- Level 3 – Total of 5 at or above B+

Teacher Award – Students must be nominated by 7
Years 9/10
Students do 7 subjects – English, Maths, Science, Humanities, HPE, and two electives
Level 1 – 5 x A LOA; 1 x B+ LOA
Level 2 – Total of 5 at or above B+
Level 3 – Total of 4 at or above B+
Teacher Award – Students must be nominated by 5

Years 11/12
Students do 6 subjects – English, Maths and four electives
Level 1 – 4 x A LOA; 1 x B+ LOA
Level 2 – Total of 4 at or above B+
Level 3 – Total of 3 at or above B+
(Cert III completed = A standard)
Teacher Award – Students must be nominated by 4

ASSESSMENT POLICY
The requirements for assessment and moderation in Queensland schools are specified in the P-12 Curriculum, Assessment and Reporting Framework. Home Hill State High School will follow this framework. Home Hill SHS will also be guided by the policies of the Queensland Curriculum and Assessment Authority, especially for assessment in Year 11 and 12. There are a variety of forms of assessment used at Home Hill SHS. These are listed below:

Summative assessment
Summative assessment provides evidence of student learning against the relevant achievement standards for each learning area and/or subject. Summative assessment is designed in relation to the assessable elements for the learning area and/or subject and provides opportunities for students, in the context of the task, to demonstrate:
- depth of content understandings
- sophistication of skills
- application of communication and/or practical performance skills appropriate to the audience and purpose.

Summative assessment provides opportunities for students to:
- interrelate understandings and skills derived from aspects of the achievement standard being assessed
- demonstrate a range of performance against each aspect of the achievement standard being assessed.

Teachers should administer summative assessment that includes a task sheet, which specifies the assessment conventions, and a marking guide.

Formative assessment
Formative assessment provides evidence to monitor and provide feedback on student learning; and informs differentiation of teaching and learning. Student progress is monitored using formative assessment, including: monitoring tasks; diagnostic tools; and standardised assessment.

Monitoring tasks: Teachers plan and design a range of formal and informal monitoring tasks in each unit to track student progress and provide the curriculum in ways that meet the needs of learners. It is incorporated as a regular part of teaching and learning.

Diagnostic tools: Teachers administer diagnostic tools when more detailed information is required about discrete skills that relate to learning. Diagnostic assessment data informs differentiation of teaching and learning. It is not used in reporting of student academic achievement.

Standardised assessments: Standardised assessments (eg NAPLAN) measure students’ understandings and skills, developed over time by teaching the curriculum, against national standards. Standardised assessment data is used by:
• students and parents/carers to compare performance against national benchmarks
• teachers to identify student performance and triangulate against assessment and reporting data
• schools to map student progress, identify strengths and weaknesses in systematic curriculum delivery and set improvement goals
• school systems and governments to support teaching and learning, and resource allocation for school improvement.

Assessment Calendar
All Home Hill SHS students are provided with an assessment calendar, usually within the first two weeks of each semester. The calendar provides valuable information for use in time management over the semester. It also enables parents to be informed of the nature and timing of the semester’s assessment in each subject. Copies of the assessment calendar are available at the school office and on the school website.

Late Submission of Student Assessment
In line with Queensland Curriculum and Assessment Authority policies, Home Hill SHS requires that student assessment is submitted on the due date. Where a genuine reason exists that would cause a student to submit assessment after the due date, then the student must complete an Assessment Consideration Request.

The Queensland Curriculum and Assessment Authority policies on late submission and non-submission are as follows and are especially important for Year 11 and 12 students:

Late Submission and Non-submission of Student Responses to Assessment Instruments:
To ensure the integrity of the levels of achievement reported for senior certification, students must meet the mandatory requirements of a syllabus for Authority and Authority-registered subjects. The mandatory requirements are stated in all syllabuses.

Late submission of student responses to an assessment instrument:
This relates to students not submitting a response to an assessment instrument by the due date. The practice of awarding a lower standard as a penalty for lateness is not valid in a standards-based system of externally moderated school-based assessment. Judgments of student achievement are made by matching a body of evidence provided by students’ responses to assessment instruments to the standards associated with exit criteria outlined in the relevant syllabus.

In cases where students do not submit a response to an assessment instrument by the due date, judgments should be made using evidence available on or before the due date.

Non-submission of student responses to an assessment instrument:
This relates to the non-submission of student responses to an assessment instrument. A standard can only be awarded where evidence has been demonstrated. In cases of non-submission of student responses, an “E” standard cannot be awarded where there is no evidence for it. Judgments of student achievement subjects are made by matching a body of evidence provided by students’ responses to assessment instruments to the standards descriptors outlined in the relevant syllabus.

Assessment consideration
If assessment cannot be completed at the time indicated on the calendar, the student must apply for Assessment Consideration.

a) Four categories of reason are generally acceptable:
   ○ Illness (supported by a medical certificate for students in Years 11 and 12)
   ○ Compassionate
   ○ School approved/related activities, eg. NQ sport representation
   ○ Other – any reasonable situation will be treated on individual merit.

b) Procedure:
   ○ Student obtains Assessment Consideration form and completes appropriate section before the due date unless illness or other circumstances prevents
   ○ Student attaches medical certificate / documentation to this form. Parent signs and dates form
o Student asks subject teacher to complete teacher section
o Student reports to Principal who completes form. Student reports to teacher with completed form
o Teacher attaches form to assessment or retains for records.

If assessment is not completed at the time indicated and Assessment Consideration does not apply, then consequences will be applied on an individual basis and students may be required to complete the assessment in lunch or after school detention.

Students can obtain a copy of the Assessment Consideration Request form at the office or by logging onto: G:\Curriculum\Common\ASSESSMENT CONSIDERATION

HOMEWORK POLICY

The Home Hill State High School homework policy has been:
• developed and reviewed in consultation with the school community
• disseminated to the school community

Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation, cultural pursuits and employment where applicable.

At Home Hill State High School homework is most effective when it:
• is clearly related to class work
• is appropriate to particular years of schooling
• is varied and differentiated to individual learning needs
• consolidates, revises and/or applies students’ classroom learning
• develops students’ independence as a learner through extension activities
• assists students to prepare for upcoming classroom learning
• is monitored by the teacher.

At Home Hill State High School we aim to provide homework that
• is purposeful and relevant to students’ needs and appropriate to the phase of learning
• is appropriate to the capability of the student & develops his/her independence as a learner
• is varied, challenging and clearly related to class work
• is balanced across all learning areas while allowing for student commitment to recreational, employment, family and cultural activities
• does not disadvantage students whose circumstances result in a lack of access to resources such as computers and the internet outside school.

The implementation of homework should be consistent and effective, including a consistent approach to the amount of time students are to spend in completing homework (at particular year levels and in particular learning areas). Such guidelines are included in the school prospectus.

At Home Hill State High School homework must be utilized to effectively support learning. Homework can engage students in independent learning to complement work undertaken in class through:
• revision and critical reflection to consolidate learning (practising for mastery)
• applying knowledge and skills in new contexts (a topic of interest, an authentic local issue)
• pursuing knowledge individually and imaginatively (investigating, researching, writing, designing, making)
• preparing for forthcoming classroom learning (collecting relevant materials, items, information)
• preparing, planning and/or producing information for upcoming assessment tasks

LEARNING – PERFORMANCE – CITIZENSHIP
- 25 -
Home Hill State High School teachers
- set homework on a regular basis & clearly communicate the purpose, benefits and expectations of all homework.
- check homework regularly and provide timely and useful feedback.
- explicitly teach strategies to develop organisational and time-management skills, providing opportunities to practise these
- give consideration to student’s other academic and personal development activities (school based or other) when setting homework
- discuss with parents and caregivers any developing problems concerning their child’s homework and suggest strategies to assist with their homework
- establish and follow up with clearly articulated consequences for failure to complete set homework and contact parents as needed if homework is not regularly completed.

Home Hill State High School students
- be aware of the school’s homework policy & discuss with parents or caregivers homework expectations
- accept responsibility for the completion of homework tasks within set time frames
- follow up on comments made by teachers & seek assistance when difficulties arise
- organise time to manage home obligations, participation in physical activity and sports, recreational and cultural activities and part-time employment
- complete detentions set by the teacher for failing to do homework set and catch up on work missed.

STUDENT SERVICES

Support Staff: Appointments with the following support staff may be made at the school office. After arranging a suitable time, students will be given an appointment slip which is to be presented to the teacher of the class that will be missed. The teacher will sign the slip before the student attends the appointment.

Guidance Officer: available 3 days per week
School Based Youth Health Nurse: available 2 days per week
Youth Support Coordinator: available every day of the week

YOUTH SUPPORT COORDINATOR INITIATIVE INFORMATION FOR STUDENTS

A student may be asked to meet with the Youth Support Co-ordinator (YSC) or be referred by a staff member. It is up to the student if they wish to participate or not, the student can stop at any time. After the first meeting a written agreement (consent) is needed to continue using the service.

What does the YSC do?
The purpose of the YSC role is to provide individual support and, at times, group support to students to assist their engagement with education and training. They may refer students to other support services that may help in overcoming barriers to education. The YSC might assist with:
- Attendance at school
- QCE/learning support
- Relationships/social skills
- Social/emotional/physical wellbeing
- Drug and alcohol support needs
- Suspension/exclusion/referral for behaviour support
- Conflict with family/peers/teachers
- Financial difficulties/homelessness
Collecting your personal information

When you have ongoing meetings with a YSC they have to collect some of your ‘personal information’. Personal information is information or an opinion, whether true or not, about a person whose identity is known, or can be determined, from the information or opinion. There are laws to protect the privacy of your information. Below is an explanation for the way the YSC will collect, use, store and/or share your personal information.

Case notes

• Notes may be written by the YSC during or after a meeting to make a record of what happened or was said in meetings. These are case notes.
• You are able to see your case notes at any time and ask that changes be made.
• All YSC case notes will be stored securely and privately at the school.
• YSCs may be required to share some of your personal information or case notes with the school’s student support team, or the Principal. • The same limits to keeping your information private (confidentiality limitations) apply to all those who have access to your information.

Who might be told that you are meeting with the YSC?

• The YSC will let the school’s student support team know that you are using the YSC service.
• Sometimes the YSC works for a Youth Service and they may need to discuss their work with their manager.
• The Principal may also access this information in order to keep you and others safe.
• The Principal may sometimes decide to let your parent know you are meeting with the YSC. First they have to decide if telling your parent is in your best interests; and they must have your agreement to inform your parent (unless you or others are at risk of harm).
• You do not have to give your agreement. However, if you do not agree, you are unable to continue using the YSC service.

Sharing your information

• The YSC may need to talk to, or refer you to, other people for more specialised help.
• This will only be done with your permission and will be discussed with you each time (unless you or others are at risk of harm).
• This sharing of your information is to help the YSC provide the best service to you.

Confidentiality limitations

• There are times when staff cannot keep your information private (confidentiality limitations). If the YSC believes that any of the following circumstances apply, the principal will be informed:
  ➢ you or another person is at risk of harm, or being harmed;
  ➢ you plan to, or are, harming yourself;
  ➢ you have harmed, or are planning to harm, another person; or
  ➢ a law has been broken.
• The YSC will let the Principal know, and the Principal may need to inform the Queensland Police Service or Child Safety Services. If the YSC cannot keep your information private, it will be discussed with you first, where possible. However, there may be times when this is not possible.

School Chaplain: available 3 days per week

VOLUNTARY STUDENT PARTICIPATION IN PROGRAM OF CHAPLAINCY SERVICES AT HOME HILL STATE SCHOOL

The local community of this school provides a program of chaplaincy services which is available to all students. Chaplaincy services is an additional program in the school which operates with the endorsement of the school’s Parents and Citizens Association.

The chaplain is involved in the following activities which happen at this school:

Voluntary Student Activities Free of Spiritual and/or Ethical Content
• Informal Playground Contact: Meeting and interacting with students during lunchtime. This may include chatting, playing handball etc

• In Class/Activities Encouragement: Helping students with activities within the classroom e.g. cooking classes, sporting classes, discos, sports carnivals.

• Lunchtime Sporting Activities: The Chaplain will be involved in running lunchtime activities which may include sports such as volleyball, handball, cricket, soccer etc.

These activities are available to all students who may VOLUNTARILY participate unless a parent or caregiver requests in writing that this is not to occur for their child.

Voluntary Student Activities with Spiritual and/or Ethical Content

• One to one pastoral care: If requested by student or administration regular one to one meetings with a student may include talks about spirituality, wellbeing & prayer.

• Weekly Lunchtime Prayer/Faith groups: These groups will include bible reading, devotionals, prayer & discussions about students faith.

• Visiting Ministry Teams: From time to time the Chaplain will facilitate the visits to the school of Ministry teams. These teams will present Christian messages that are relevant & are in partnership with the aims & values of the school. Examples of visiting ministries are YWAM, Motivational/Christian speakers & bands.

Indigenous Education Worker: available 4 days a week

Community Education Counsellor: available 1 day per week.

Learning Support:
Learning support is available for verified students. A learning support teacher is on staff for assistance.

Student Council:
A student forum for discussion and raising pertinent issues exists through the Student Council. Each year level has representatives who may be approached to take issues to meetings.

Form class/Form teacher:
Communication of information regarding school procedures and activities is through daily notices. Daily notices are read and rolls marked in the morning by the Form class teacher.

GENERAL PERMISSION FORM

Each year the school is required to gain parent permission and/or parent assistance for a number of activities.

Please realise that during the year any special educational events requiring your signature will be addressed separately.

1. From time to time the school takes students into the Home Hill community for elements of the school timetable. In general, these include cultural events, sporting functions, physical education, religious education, special ceremonies. Proper care will be taken and active supervision provided. This includes these sites in Home Hill: Greek Hall, Memorial Hall, Swimming Pool, Squash Courts.

2. During the year Home Hill State High School will be required to billet students for sporting/cultural activities. If you would be willing to billet students at some stage during the year, please indicate your willingness on the form below. It is realised that no specific dates are given, and the completion of this form does not commit you to billeting students if circumstances do not permit. Please do not let unavailability of transport during the day deter you as this will either be pre-organised or negotiated at the time.

3. Parents are advised that asthmatic children who are responsible for taking their own medication at home should have ready access to their asthma medication during school hours, provided that written permission from a parent or legal guardian is presented to the school initially.
COMMUNICATION

Assemblies
Assemblies are held each Monday at 8:45am for approximately 10 minutes. These are to allow the Principal, staff and visitors to address the students. There may also be year level assemblies held once per week.

Student Notices
Student notices are issued every day, Monday to Friday. These have been designed to allow communication from the teaching staff to students, as well as communication from students to students.

Parent Access
During the day, only parents, carers or their advised agents may have access to students at school. Visitors to the school are required to sign in at the school office. Parents should always make contact with their children by arrangement with the office, including when bringing items for their children. Fast food is not to be brought by parents to students at school.

Newsletters
Newsletters are produced monthly and are distributed just prior to the P&C meetings. P&C meetings are held on the second Tuesday of each month. It is intended that the newsletters be given to your children on the Friday before the P&C meeting. Students are instructed that they are to deliver the newsletter to their parents on the day they receive it. Those parents that have elected to have the newsletter emailed will receive it on Friday morning.

Newsletters usually contain reports and photos on school activities for the preceding month, together with date claimers and explanations of any matters of policy or procedure. They are very worthwhile and we encourage you to inquire of their whereabouts if you don’t receive one at the beginning of each month.

Attendance 85% or better
Students are required to attend school every day unless illness or a valid reason prevents attendance. All absences are recorded and are noted on report cards. Every day counts! The research (and common sense) indicates students who have good attendance get better results. At Home Hill SHS, the target attendance rate is 95%. Students who fall below 85% attendance become ineligible for extra-curricular events (unless very special circumstances exist). Students with perfect attendance or over 97% attendance each semester receive a Platinum or Gold Principal’s Award which can be used in a resume. Employers value these awards highly.

Explaining Absenteeism
Text messaging to parents allows the school to notify parents of any unexplained absence in the morning of it occurring. After teachers mark class rolls prior to 9am, any absences are recorded and a text message will be sent to parents. This will be followed up until a response is received from parents. This can be done by ringing the administration staff advising of the reason for the absence.

Alternatively absentees can be explained in advance by
- Phoning 4790 5666 and talking to office staff or leaving message on answering machine if student becomes ill out of school hours
- Advising administration staff of a student’s absence in person
- Sending a note advising of absence on the previous day

Illness at School
If your child is ill during school hours, office staff will make contact with a parent or nominated emergency contact to arrange for the student to leave the school. Students must not phone or text their parent.

Request for Lunch Pass
All requests for lunch passes must be made directly to the Principal using the request form available from the office. This request must be made by the parent/caregiver, not by the student.

LEARNING – PERFORMANCE – CITIZENSHIP
- 29 -
Once the initial request has been approved students will be asked to collect and return a form which must be signed by the parent/caregiver. When this is returned a lunch pass will be issued.

Please note:
- A lunch pass request is for the student to be allowed to leave the school grounds between 11.20am and 12.05pm for the purpose of having lunch
- This request does not allow any student to:
  i) go into town or to nearby food outlets
  ii) go to another residence other than their home
  iii) travel without permission in another student's vehicle.
- This request does **not** give permission for the student to travel home for **afternoon recess** or during any other time in the school day
- If a student is cycling home, a helmet must be worn
- Students are not to drive other students.

**Requesting Leave**
Requests for students to be allowed to leave the school grounds for medical, dental or other short absences should be made in writing. These are to be signed by the administration **before period one** and the information recorded in the Attendance Record. **No other teacher** is authorised to grant permission to leave school.

Parents of students who are away for more than 10 school days must complete an ‘Application for Exemption from Compulsory Schooling’. This document is to be completed for any reason including medical. The school Principal must approve this leave and it will be recorded on the students file. This form can be obtained from the administration office or found on our website. [www.homehillshs.eq.edu.au](http://www.homehillshs.eq.edu.au)

**Leaving School**
Students must go straight home immediately upon release at 3.00pm, unless they have been detained by a teacher or are involved in an extra-curricular activity or tutoring. Students who wait for buses after 3pm must sit quietly near the front of the school.

Students may not leave the school grounds during the day unless:
- they have a valid lunch pass
- they have a note from their parents sighted by the administration **before period one**
- their parent personally calls to the school to collect them.

Students must **not** enter school grounds in the morning before 8.00am.

**Notes from Parents**
Parents are asked to send notes to school for variations to usual procedures and routines. For example:
- Attendance
- Lunch Passes
- **Medications** (See student medication)
- Change of details eg. address, phone numbers.

**Websites & Facebook**
Our school maintains a comprehensive website which is regularly updated with news and information. We invite you to explore the site at [www.homehillshs.eq.edu.au](http://www.homehillshs.eq.edu.au) to find out more about our school and to appreciate how the “Home Hill Way” encourages students to perform at the highest levels. The school also has a careers website to assist students with future pathways. Look up [www.homehillshscareers.com/](http://www.homehillshscareers.com/) to find information on Careers, Courses and University. Education Queensland has also released the QSchools ap that
allows the public to gain easy access to various school websites. The school also has a Facebook page “Home Hill State High School”, where up to the minute notifications can be found.

**QSchools**
The mobile device app “QSchools” can be freely downloaded. The app provides information about the school which is updated regularly by Education Queensland.

**Notification of School Activities**
Parents will be notified of school activities in the monthly newsletter, Home Hill State High School’s Facebook page, on the events section of our website, or by separate communications including email.

**APPEALS/COMPLAINTS PROCEDURES**
Student complaints and appeals will be dealt with in a timely and constructive manner. Students may approach classroom teachers, Heads of Department, Deputy Principal or Principal to voice a complaint in a respectful tone and manner. Parents should make contact via the school office.

**PARENTS AND CITIZENS’ ASSOCIATION**

**Parents and Citizens’ Association Meeting**
This Association meets at the school on the second Tuesday of the month, at 7.45 p.m. in the staff common room. Reminders are placed in the monthly newsletter. Educational matters of particular interest are introduced by staff and/or parents and comments or questions are sought.

**Parents and Citizens funding for Sporting, Academic and Cultural Representation**
If your student is representing the school in sporting (e.g. NQ sport), academic (e.g. NYSF) and cultural pursuits (e.g. Rostrum state final), the P&C are prepared to consider applications to provide financial assistance towards associated travel costs. To apply for assistance the student must submit a written request prior to their travel together with the detailed costings of the travel. Approval is granted upon consideration by the P&C. After the student has participated in their event a further requirement is that they submit a brief oral report at a P&C meeting.
SCHOOL CANTEEN

Home Hill High School promotes the ‘Healthy Choices’ strategy of the Queensland Government. The Healthy Food and Drink Supply policy applies to the school canteen, ensuring that healthy foods only are provided.

The canteen is open Monday to Friday for the first break only. Lunch can be ordered in the morning before school.

The P & C runs the school canteen at which students may purchase a wide range of foodstuffs and drinks. All profits go to the P & C Association to benefit the school.

Many parents find their involvement as a tuckshop volunteer an enjoyable social occasion and an opportunity to gain insights into the education the school is providing. If you can spare just 2 ½ hours one morning a month and would be able to volunteer please contact the school office.

The assistance provided by volunteers in maintaining this service is greatly needed and appreciated. Tuckshop begins on the first day of school and a P & C letter requesting assistance and asking for volunteers is distributed to all students at the start of the year.

ITEMS NOT WELCOME AT SCHOOL

<table>
<thead>
<tr>
<th>Alcohol/Drugs/Cigarettes/Tobacco</th>
<th>Cutters/Stanley Knives/Pocket Knives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cameras (except on special occasions)</td>
<td>Electronic Devices eg Mobile phones, iPods etc</td>
</tr>
<tr>
<td>Chewing gum/ Bubblegum</td>
<td>Trading Cards</td>
</tr>
<tr>
<td>Permanent Pens/Paint Pens</td>
<td>Steel Rulers</td>
</tr>
<tr>
<td>‘Energy’ drinks</td>
<td>Restricted Magazines</td>
</tr>
<tr>
<td>Softdrinks containing caffeine</td>
<td>Fidget Spinners</td>
</tr>
</tbody>
</table>
CODE OF SCHOOL BEHAVIOUR

Home Hill SHS has adopted a Responsible Behaviour Plan for Students. This plan is endorsed by the school’s P&C Association. A full copy of the plan is available at the school office. It is also available on the school website.

STUDENT DRESS CODE

Statement of Intent
The student dress code consists of an agreed standard and items of clothing. It includes a school uniform that Home Hill High School students wear when:

- Attending or representing their school
- Travelling to and from school
- Engaging in school activities out of school hours.

Code in Times of Non-Uniform
At certain times of the school year, eg. attendance at some ceremonies, some sports carnivals and non-uniform days, the dress code applies without the requirement to wear the school uniform. On such occasions students are required to dress appropriate to the occasion and time of day, with consideration of Workplace, Health and Safety (WHS) issues.

Appropriate clothing must be worn:
- Broad brimmed hat
- Closed in shoes must
- Shirts and dresses must have sleeves
- No inappropriate words or pictures on garments
- Dresses/skirts/shorts must be a reasonable length
- Exposure of undergarments is not permitted
- Bike shorts or leggings must not be worn with brief shirt
- Reasonable makeup
- Reasonable jewellery, i.e. maximum two earrings per ear, no chains, bracelets or rings

Shirts or dresses which expose the midriff, cleavage, or bare shoulders must not be worn.

Acceptable or reasonable dress refers to clothing or apparel that would be socially acceptable. Appropriate refers to matching the dress to the occasion eg sports day, school day or evening ceremony.

SCHOOL UNIFORM

School Uniform

<table>
<thead>
<tr>
<th>Item</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirt:</td>
<td>Green/grey polo shirt with yellow trim, school emblem and school name on collar.</td>
</tr>
<tr>
<td>Shorts:</td>
<td>For everyday wear students may choose plain bottle green drill shorts with HH logo or plain bottle green sports shorts with HH logo. Minimum short length must be halfway between hip and knee.</td>
</tr>
<tr>
<td>Shoes:</td>
<td>The preferred shoe colour is black. Shoes are to have minimal fluoro or colour inserts.</td>
</tr>
<tr>
<td>Skirt Option:</td>
<td>Bottle green skirt with inverted pleats and HH logo (instead of shorts). Minimum skirt length must be halfway between hip and knee.</td>
</tr>
</tbody>
</table>
For more formal occasions, such as Leaders’ Investiture, students may wear bottle green drill shorts with HH Logo.

**Formal Uniform:** The school has a formal school uniform which is worn by student leaders and presenters at formal ceremonies and at times when students participate in public speaking. The formal school uniform consists of:

- Charcoal grey trousers, long sleeved plain white business shirt with school tie or charcoal grey skirt, white formal blouse with school tie
- Jacket: The school has bottle green jackets available for student use should the need arise
- Shoes: Black shoes must be worn with the formal uniform
- Tie: Bottle green/ gold stripe.

The purchasing of a formal uniform is voluntary. The school does maintain a small selection of sizes in the formal uniform for students who represent the school in an official capacity and are required to wear the formal uniform, but do not have one of their own. If you wish to order a formal uniform, please contact the office or visit the website for the order form.

**Sports Uniform**
There is an option for students to wear the sports uniform which is as follows:

- Shirt: Bright yellow polo shirt
- Shorts: Plain bottle green sports shorts with HH logo.

**Suppliers**
School uniforms and sports uniforms are available from Home Hill News and Sibby Savers in Ayr. The school hat will be available for purchase at the school.

**Miscellaneous**
Other elements of the dress code are:

- **Winter clothing:** Jumpers and track pants must be bottle green. Black trouser/tights are permitted
- **Socks** for all uniforms are short white crew socks or short white crew socks with green and gold stripes (not ankle socks)
- **Shoes** with secure fastenings (laces/velcro) should be worn by all students. For safety reasons, it is highly recommended that shoes have impervious uppers. Students are expected to comply with WHS regulations in relation to footwear, within specific work areas. Black shoes preferred
- **Hats** are green and gold, with embroidered school name. The wearing of a hat is a compulsory requirement for all sporting activities
- **Head bands** must be plain and one colour
- **Jewellery** is limited to a watch and plain gold/silver small sleepers or studs or a plain black spacer. Piercings are restricted to ears only, with no facial piercings or bolts. A maximum of two earrings per ear is allowed. Chains, necklaces, bracelets, rings and anklets are not permitted
- **Hair Colour** must be natural colours only
- **Nail colour** must be clear and natural only
- **Tattoos** – any visible tattoos must be covered
- **Health and Physical Education** - to minimise damage to school uniform and to save extra washing of sports uniforms, students are allowed to wear suitable clothes of any type for Physical Education lessons. These clothes are for the particular lesson only - they are not to be worn to and from school.

Any item of apparel that poses a risk to the Workplace, Health and Safety of students and staff is not permitted. We trust that parents/carers will support the school’s endeavours to uphold high standards in relation to the school’s dress code.

**Exceptional Circumstance**
Should a student need to wear jewellery for significant medical reasons, exemption must be sought by a parent/guardian through the Principal.
DAILY ROUTINE
Current period times are as follows:

- Assembly Monday 8.45am - 9.00am
- Form (Tues-Friday) 8.50am - 9.00am
- Period 1 9.00am - 10.10am
- Period 2 10.10am - 11.20am
- Lunch 11.20am - 12.10pm
- Period 3 12.10pm - 1.20pm
- Recess 1.20pm - 1.50pm
- Period 4 1.50pm - 3.00pm

Most lessons in all year levels will be 70 minutes.

THE RESOURCE CENTRE/ LIBRARY
The Resource Centre is available for use by students, staff, parents and the general community. The Resource Centre:

- Provides resources to meet the information needs of students and staff of the school
- Opens on regular school days from 8.30am until 3.10pm (later by arrangement)
- Lends resources. Borrowing follows normal school procedures. Librarian and library assistants/teacher aides are available for assistance in locating information as required
- Offers access to a reference service, photocopier, computers, internet, audio and video equipment, curriculum materials (including books, videos, newspapers, magazines, maps, games, CDs, DVDs, kits, pamphlets) and recreational and educational reading material to suit all tastes, interests and reading levels
- Provides a photocopier/ printer/scanner for student use

For further information or details contact the Teacher Librarian.

TECHNOLOGY – INDUSTRIAL DESIGN AND TECHNOLOGY PROJECTS
Parents need to be aware that the products made by students in Industrial Technology classes are a result of a teaching exercise only. They do not and were never intended to conform to Australian Standards and should not be used for their normal practical purpose. Legal opinion suggests that parents would be under an onus to issue a similar warning to any other party who might try to use the products.

A fee applies to this subject. Students are permitted to take home projects once the fee has been paid.

STUDENT GOVERNANCE
A Student Council operates within the school, led by an executive of four students. Regular meetings are held and the results communicated to the Principal through regular meetings.

Two School Captains and two Junior Secondary Captains and an Indigenous Student Leader are elected each year. The senior and junior students form a number of committees in order to perform particular tasks throughout the year.

Sporting House Captains and Vice Captains are elected each year.
DISCOS
School discos are usually conducted three times per year. They are conducted under the following guidelines:

Policy for Discos:

- **Times:** Usually 6.30pm – 10.00pm. No one will be admitted after 7.00pm unless written advice has been given to the organising teachers in advance.
- **Attendance:** Only students who attend this school may attend. If a student is absent from school on the day of the disco (other than absence due to a school excursion or other approved event) they cannot attend the disco unless permission has been granted by the Principal.
- **Admission:** This will usually be by ticket only/door sales.
- **Dress:** Students must wear modest dress. No midriffs or short skirts/shorts. Boys must wear a shirt with sleeves.
- **Behaviour:** As it is a school function the behaviour of students must be beyond reproach e.g. all aspects of the school’s Code of Behaviour are expected and will be insisted upon. Smoking and alcohol are not permitted. **No chewing gum or ‘Glo’ products are to be taken into the hall. Drinks are to be consumed away from the dance area. No students are to enter the kitchen of the Greek Hall.**
- **Supervision:** Teacher supervision will be provided for the entire disco. Parents are invited to come along and assist with the supervision.
- **Arrival:** 6.30pm. Students are not to visit other business premises without parental supervision.
- **Closure:** The discos will end at 10.00pm sharp. Students are expected to disperse immediately. Parents are asked to be prompt in collecting students at the close of the discos. Students will not be permitted to leave the disco before 10.00pm unless collected by a parent. **A mobile phone call from parent/guardian is not sufficient.**

STUDENT MEDICATION
Reproduced below is the departmental instruction concerning medications. The co-operation of parents and students in the strict adherence to these instructions is requested.

Administration of Medication to Students:

- Notify the school in writing of a health condition requiring medication at school
- Request the school in writing to administer prescribed medication or to assist in the management of a health condition
- Notify the school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions
- Provide the medication in the original labelled container to the nominated staff member
- Ensure the medication is not out of date and has an original pharmacy label with the student’s name, dosage and time to be taken
- Notify the school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner
• At all times medication must be kept in a secure place at the school office
• One exception to the above information in selected cases is that of an inhaler therapy for asthma. On written permission from a parent/legal guardian, and with the approval of the Principal, the student may be responsible for the inhaler
• Advise the school in writing and collect the medication when it is no longer required at school.

**MEDICAL FORM**
Home Hill State High School requires students who are attending sporting events, general excursions or camps to have notified the school about medical conditions at time of enrolment. These medical details are used by the teachers supervising to ensure that in the case of illness or an emergency that student details are present and accurate for treatment to occur. Every time a student is required to leave the school grounds for an extended period these medical forms will be taken with the supervising teacher.

Permission notes regarding each individual activity will state:

**IF YOUR CHILD HAS ANY NEW OR CURRENT MEDICAL CONDITIONS OTHER THAN SPECIFIED ON THE ORGINAL ADVICE TO THE SCHOOL YOU WILL BE REQUIRED TO UPDATE THIS INFORMATION WITH THE SCHOOL OFFICE.**

**INJURY AND SERIOUS ILLNESS**
If the student has to be taken to the doctor’s surgery or the hospital, every effort will be made to contact the parents immediately. However, in an emergency, the ambulance will be called to provide treatment and/or transportation as required. The well-being of the student will be our first priority.

**ILLNESS**
If your student is unwell before school, please do not send him or her to school. Please advise the administration staff as soon as possible about the student’s absence.

If a student becomes ill to the extent that it is considered he/she would be better cared for at home, parents will be contacted and so advised, wherever possible.

**SUN PROTECTION**
The school implements the departmental Sun Protection Policy. This includes a range of measures to increase student awareness of the damages of over-exposure to the sun and actions to minimise the same. The school hat is to be worn when participating in outdoor activities. Sun-screen is available at all times from the HPE staff and students are encouraged to use it.

**PERSONAL PROPERTY**
All personal property brought to school should be clearly marked with the student’s name. The school cannot accept responsibility for personal articles. Students are expected to look after their own property.

**LOST PROPERTY**
Students finding lost property should report to the janitor or office staff. Students must hand any valuables to the office or the Deputy Principal.
VALUABLES
Valuables or large sums of money should not be brought to school. If they are necessary, they can be handed into the office for safekeeping. Any money to be paid to the school office should be paid as soon as the student arrives at school.

MOBILE PHONE AND ELECTRONIC DEVICES POLICY
At Home Hill SHS, it is strongly recommended that all electronic devices such as mobile phones and iPods be left at home. They are not part of any curriculum undertaken at this school and are therefore not an essential learning tool. They have the potential to cause disruption and interfere with the learning/teaching process. They may also be stolen or damaged.

It should be noted that during school hours, while under the protection and guidance of teaching and administration staff, students must communicate with parents/guardians/outside personnel through the school office. Messages, be they informative or urgent, will be conveyed to students at an appropriate time. Students who might be feeling unwell must make arrangements through the school office, not directly with parents/guardians. School practice allows students to use the school phone, at no cost, should they need to contact home in an urgent situation.

Students do not need their mobile phones during school hours. Our Policy is “We See, You Lose”.

The school acknowledges, however, that there are times when it is appropriate and beneficial for students to have access to a mobile phone or other electronic device before and after school.

Guidelines for Use:

- Mobile phones and all other electronic devices including iPods, iPhones, iPads, MP3s and PDAs are not to be seen and are not to be heard during the school day (8.00am until 3:00pm).
- These devices will be taken from the student if they are seen or heard. Parents will be requested to collect these devices from the office, by appointment with the Principal. If the device has previously been returned to the student/parent, the device may be held until the end of the term.
- Under no circumstance are earphones to be worn or be visible.
- Teachers will advise students if these devices are to be used on excursions, camps or for specific education experiences.
- The school takes no responsibility for the loss of mobile phones and other electronic devices.
- Any device issued by the school is exempt from this policy.

SCHOOL COMPUTER AND BYOX ACCEPTABLE USE AGREEMENT
When a student enrols at Home Hill High, they are connected to the school’s curriculum computer network system. They are issued with a user name and password, which will enable them to access all of the computers located in various classrooms and multi-use areas throughout the school. Below is an information sheet provided by Education Queensland regarding student ICT use. We ask that you read this statement and then complete the ICT student agreement following.

INFORMATION FOR STUDENTS AND THEIR PARENTS ON SCHOOL NETWORK USAGE

Dear Parents and Students

When a student enrols at Home Hill High, they are connected to the school’s curriculum computer network system. They are issued with a user name and password, which will enable them to access all of the
computers located in various classrooms and multi-use areas throughout the school. Below is some information provided by Education Queensland regarding student ICT use. We ask that you read this statement and then complete the ICT student agreement.

Why are schools providing students access to ICT facilities?

To ensure young Queenslanders are well equipped to contribute fully to the information economy, the education sector is responding to the innovation directions of the Smart State Strategy through Smart Classrooms. This strategy focuses innovative programs and resources towards schools, teachers and students. An essential tool for schools in the provision of innovative educational programs is the utilisation of intranet, internet and network services. Therefore, access to these technologies is an increasingly essential part of the modern educational program provided in schools.

What is acceptable/appropriate use/behaviour by a student?

It is acceptable for students to use school computers and network infrastructure for: assigned class work and assignments set by teachers; developing literacy, communication and information skills; authoring text, artwork, audio and visual material for publication on the Intranet or Internet, solely for educational purposes as supervised and approved by the school; conducting research for school activities and projects; communicating with other students, teachers, parents or experts in relation to school work; and access to online references such as dictionaries, encyclopaedias, etc. Students can also collaborate, research and learn through Education Queensland’s e-learning environment.

What is unacceptable/inappropriate use/behaviour by a student?

It is unacceptable for students to: download, distribute or publish offensive messages or pictures; use obscene or abusive language to harass, insult or attack others; deliberately waste printing and Internet resources; damage computers, printers or the network equipment; violate copyright laws which includes plagiarism; use unsupervised internet chat; and use online email services without teacher permission (e.g. hotmail), send chain letters or Spam e-mail (junk mail). It is unacceptable to attempt to access Home Hill SHS network locations without appropriate permissions, or to install software that is capable of accessing protected sections of the school network. Usernames and passwords are to be kept by the student and not divulged to any other individual (e.g. a student should not give their fellow students their username and password). Students cannot use another student or staff member’s username or password to access the school’s network, including not trespassing in another person’s files, home drive or e-mail. Additionally, students should not divulge personal information (e.g. name, parent’s name, address), via the internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school. No attempt should be made to avoid scrutiny by teachers of work in progress.

What is expected of schools when providing student’s with access to ICT facilities?

The school reserves the right to restrict/remove student access to the intranet, extranet, internet or network facilities if parents or students do not adhere to the school’s network usage and access guideline/statement.

What awareness is expected of students and their parents?

Students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school’s ICT network facilities and ensure they have the skills to report and discontinue access to harmful information if presented via the internet or e-mail;
- be aware:
  - that the ICT facilities should be utilised with good behaviour as stipulated under the Code of School Behaviour
  - students breaking these rules will be subject to appropriate action by the school. This may include restricted network access for a period as deemed appropriate by the school
  - access to ICT facilities provides valuable learning experiences, therefore giving the student educational benefits in line with the school’s educational program
  - the Internet gives access to information on and from a wide variety of organisations, subjects, people, places with origins from around the world; the school can not control information accessed through the internet; and information may be accessed or accidentally
displayed which could be illegal, dangerous or offensive, with or without the student’s immediate knowledge;

- teachers will always exercise their duty of care, but protection, mitigation and discontinued access to harmful information requires responsible use by the student; and
- Before a BYOX device is connected to the school network the student and parent must sign a Student BYOX Charter. This is available from the school office.

**LPC (Learning, Performance, Citizenship) Week**

The last week of Term Three is unique. Year 9 students attend the adventure camp at Terrible Creek while the Year 7 and 8 students participate in a week of Learning, Performance and Citizenship (LPC) activities. Year 10 students are involved in work experience. With the new QCE Senior introduction in 2019 the year 11 and 12 program is under review.

The activities for the Year 7 and 8 students have been developed to support and enhance the curriculum program. They provide educationally valuable experiences outside the normal school routine (such activities usually include a barbecue for parents, excursions to relevant venues, in-class competitions, and instruction by members of the community). Each year these activities are reviewed and amended to ensure that they achieve the desired learning outcomes. There is a cost for the week’s activities; however, it can vary depending on several factors including the activities organised and student participation rates. Parents can expect to be advised in term three of the program, cost and methods of payment available.

Parents, students and teachers who have been involved in this week of LPC activities have been impressed with its success and have come to value it as an important part of the quality education program offered at Home Hill State High School.
GUIDE FOR POSITIVE CITIZENSHIP

PLEASE DON’T
- Sit on port racks, railings and stairways
- Loiter on verandas
- Leave the grounds without permission
- Loiter in toilets
- Bring valuables
- Wear jewellery
- Use mobile phones at school
- Bring energy and caffeine drinks to school

PLEASE DO
- Wear your uniform proudly
- Greet staff, students, visitors, when you meet them in the grounds
- Stay home and recover if ill
- Bring a note explaining your absence on the first day back
- Report to the office when late to school
- Report damage
- Inform office of any change of details eg. change of address or contact numbers

STUDENT FREE ZONES
- Equipment and tractor sheds
- Car parks
- Teacher aides’ room
- Public foyer
- Jump pit area
- Bike racks
- Staff rooms
- Corner of 14th Avenue & 1st Street

FOR THOSE WITH PROBLEMS
Solve problems quickly by talking them through with:
- Guidance Officer
- Principal or Deputy Principal
- Class Teacher
- School Based Health Nurse
- School Youth Support Coordinator
- School Chaplain
- Community Education Counsellor

ENVIRONMENT CODE
These have no place at school:
- Litter
- Chewing gum
- Cigarettes

Help keep your environment clean and pleasant.

PLEASE BEHAVE APPROPRIATELY
- All students are to abide by the Home Hill State High School Responsible Behaviour Plan for Students at all times.
- Essential to effective learning is a safe, supportive and disciplined environment that respects the following rights:
  - The rights of all students to learn
  - The rights of teachers to teach
  - The rights of all to be safe.
- Follow our Code of Behaviour - the 5Cs

COMMON SENSE – COURTESY – CONSIDERATION – COOPERATION - COMMITMENT
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>21 January</td>
<td>School office opens</td>
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<tr>
<td>28 January</td>
<td>Australia Day Holiday</td>
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<tr>
<td>29 January</td>
<td>Term 1 begins</td>
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<tr>
<td>12 February</td>
<td>First P&amp;C meeting</td>
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<tr>
<td>12 February</td>
<td>TAFE begins this week</td>
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<tr>
<td>13 February</td>
<td>School Photographs</td>
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<tr>
<td>23 February</td>
<td>Student Resource fees due</td>
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<tr>
<td>21 February</td>
<td>Leaders Investiture</td>
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<tr>
<td>06 March</td>
<td>Year 7 &amp; 10 Vaccinations</td>
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<tr>
<td>05 April</td>
<td>Last day Term 1</td>
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<tr>
<td>19 April</td>
<td>Good Friday</td>
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<tr>
<td>22 April</td>
<td>Easter Monday</td>
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<tr>
<td>23 April</td>
<td>Term 2 begins</td>
</tr>
<tr>
<td>25 April</td>
<td>Anzac Day</td>
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<tr>
<td>03 May</td>
<td>Drama Festival</td>
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<tr>
<td>06 May</td>
<td>Labour Day</td>
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<tr>
<td>25 May</td>
<td>St Colman’s Debutante Ball</td>
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<tr>
<td>15 June</td>
<td>St Colman’s Debutante Ball (to be confirmed)</td>
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<tr>
<td>26 June</td>
<td>Show Holiday</td>
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<tr>
<td>28 June</td>
<td>Last day of Term 2</td>
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<tr>
<td>15 July</td>
<td>Term 3 begins</td>
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<tr>
<td>16-20 September</td>
<td>LPC Week, Year 9 camp, Work Experience</td>
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<tr>
<td>20 September</td>
<td>Last day of Term 3</td>
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<tr>
<td>07 October</td>
<td>Queens Birthday holiday</td>
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<tr>
<td>08 October</td>
<td>Term 4 begins</td>
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<tr>
<td>09 October</td>
<td>Year 7 second vaccination</td>
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<tr>
<td>21 October</td>
<td>Student free day</td>
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<tr>
<td>22 October</td>
<td>Sports Awards Night</td>
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<tr>
<td>29 October</td>
<td>Awards Night</td>
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<tr>
<td>15 November</td>
<td>Last Day Year 12</td>
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<tr>
<td>29 November</td>
<td>Last Day Year 10 &amp; 11</td>
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<tr>
<td>13 December</td>
<td>Last Day Year 7, 8 &amp; 9</td>
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**Dates as at 24/01/2019 (dates may change. Changes will be advised via our website, Facebook page and newsletters)**

Dates to be confirmed:
- NAIDOC Day
- P&C Meetings – usually 2nd Tuesday in every month
- School Fete
- Parent/teacher Interviews

**QUEENSLAND SCHOOL HOLIDAYS AND STUDENT FREE DAYS 2019**

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<tr>
<td>29 January</td>
<td>8 April – 18 April</td>
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<tr>
<td>28 June</td>
<td>23 September – 7 October</td>
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<tr>
<td>21 October</td>
<td>13 December – 28 January</td>
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<tr>
<td>23 September</td>
<td>7 October</td>
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<td>13 December</td>
<td>1 January</td>
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<tr>
<td>8 April</td>
<td>21 April</td>
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