**MAKING CONTACT WITH THE SCHOOL**

From time to time you may have concerns about your child at school or the operations of the school. These concerns may grow into bigger issues if you don’t talk to the school staff. Education Queensland is committed to ensuring that all parents have their concerns dealt with in a fair and equitable manner and that there are processes and support structures in place to enable parents to work through any issues they may have.

The following school staff are provided below as a guide for making contact over certain issues relating to your student. Contact the school on 4154 5333 and ask to speak to the relevant staff member. Please be aware that members of the teaching staff may be actively engaged in teaching for the whole school day and may not be able to return your call until later that afternoon or the following morning.

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance / absences / Uniform issues</td>
<td>Noela Shortman (Attendance Clerk)</td>
</tr>
<tr>
<td>Payment of monies for excursions / fees &amp; trips</td>
<td>Janice Taylor (Cashier)</td>
</tr>
<tr>
<td>Subjects / Course Selection</td>
<td>Lynda Cook (Guidance Officer)</td>
</tr>
<tr>
<td>Career Options / Traiineeships</td>
<td>Lynda Cook (Guidance Officer)</td>
</tr>
<tr>
<td>Vocational Education</td>
<td>Narelle Curd (Vocational Placement)</td>
</tr>
<tr>
<td>Health Concerns</td>
<td>Gayle Schmidt (School-Based Health Nurse)</td>
</tr>
<tr>
<td>School-Based Police Officer</td>
<td>Constable Nat Rickards</td>
</tr>
<tr>
<td>Indigenous Affairs</td>
<td>Clint Thompson (Community Education Counsellor)</td>
</tr>
<tr>
<td>Personal Counselling</td>
<td>Lynda Cook (Guidance Officer)</td>
</tr>
<tr>
<td>Subject Content / Homework etc…</td>
<td>The Student’s Class Teacher</td>
</tr>
</tbody>
</table>

**P & C (Parent’s & Citizens Association) MEETINGS**

The dates for our P & C meetings are included in our school calendar. Please consider coming along, as we provide ‘school information segments’ at each meeting presented by various staff members. Meetings are held at 7:30pm in the Resource Centre.

**REPORTS**

Students receive two official school reports each year (in June and December), and one INTERIM Report at the end of first term. Formal Parent/Teacher interviews are conducted each Semester, but information about student progress can be requested from teachers at any time by phoning the school and asking to speak with either the subject teacher or the appropriate Year Level Coordinator. Students are encouraged to keep their Reports in a safe place for future reference. A charge will be made for the re-printing of student reports and a ‘Request for Re-Printing of Official School Documents’ Form should be obtained from the office and accompany payment which should be made to the cashier.

**STUDENT RESOURCE SCHEME**

A Resources Hire Scheme levy is payable by each student in the school and covers the provision of a student diary and I.D. Card, use of the Internet, consumable items used in some practical subject areas, the provision of photocopied notes and Newsletters as well as the use of textbooks used in each subject area. Renewal notices for continuing students will be issued in October/November, and payments should be made before the first week of the new school year. If the student leaves the school for employment or transfers to another school, ALL textbooks and equipment MUST be returned before any refund will be issued. The cost to join the scheme in 2012 was $130.00 per student in Years 8, 9 & 10, and $140.00 per student in Years 11 & 12, together with the Government allowance. It is anticipated this amount will be similar in 2013. In subjects where students complete projects to take home (ie Senior Art and Manual Arts [Year 9-12]), a SUBJECT LEVY will be charged.

Payment may be made in instalments on a pre-arranged contract with the Business Services Manager if you are not in the financial position to pay in a lump sum. Payments can be made by cash, cheque, all major credit cards, or EFTPOS. It is also possible to organise direct payments from Centrelink. Students should pay money at the Cashier’s window outside the main administration building during the following hours:

- **Before School**
  - Morning Tea: 7:20am – 7:30am
  - Breakfast: 7:20am – 7:30am
- **Lunch**
  - 12:45pm – 1:25pm

Parents/caregivers may pay at any time; 8:30am – 1:30pm and 2:00pm – 3:00pm. CHEQUES - made payable to ‘BUNDABERG STATE HIGH SCHOOL’.

Students studying through DISTANCE EDUCATION will also be charged a fee. This fee is payable directly to the Brisbane School of Distance Education.

**SOCIALS**

School socials MAY be held once a term in a venue determined by the Social Committee. Socials usually run from 6:30pm – 9:30pm and are supervised by members of the teaching/administrative staff. A current Student ID Card is required for entry along with a pre-paid ticket available from the cashier. A student may be prevented from attending a school social if the student’s behaviour has been identified as breaching the RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS.

**TUCKSHOP**

The school tuckshop opens for morning tea and lunch - Monday to Friday and is run by the P & C. New helpers are always welcome and offers of assistance can be made to the tuckshop convenor Pam Driver - Phone 4154 5331.

**VISITORS to THE SCHOOL**

Any person who is not a student or staff member of the school is not allowed on school premises without permission from Administration. The school is vigilant with regard to trespassers and the entry of other unauthorised persons into the school grounds. Students are not permitted to associate with outsiders who may be loitering outside school fences. Students must not invite non-student friends into the grounds at any time. Visitors – including parents and contract workers - MUST report to the Administration building upon arrival.

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEAR 8</td>
<td>Mrs Di Shaw</td>
</tr>
<tr>
<td>YEAR 9</td>
<td>Mr Ian Tranent</td>
</tr>
<tr>
<td>YEAR 10</td>
<td>Mr Warren Duxbury</td>
</tr>
<tr>
<td>YEAR 11</td>
<td>Ms Sarah Myles</td>
</tr>
<tr>
<td>YEAR 12</td>
<td>Miss Amanda Grimes</td>
</tr>
</tbody>
</table>

**100 Years of Excellence in Education**

1912 – 2012

Operational Details 2012

**PRINCIPAL.................................................................Ms Raelene Fysh**

**DEPUTY PRINCIPAL...[Yr 11]........................................Mr Chris Gill**

**DEPUTY PRINCIPAL...[Yrs 9 & 11]..............................Mrs Desley Kirby**

**DEPUTY PRINCIPAL...[Yr 10].................................Mr Anthony Lanskey**

**DEPUTY PRINCIPAL...[Yr 8].................................Mrs Deanne Wallwork**

**GUIDANCE OFFICERS........................................Mr Lynda Cook**

**.............................Mrs Michelle Wilde**

**STREET ADDRESS..........................173 Maryborough Street**

**POSTAL ADDRESS..............................PO Box 1041**

**TELEPHONE..............................(07) 4154 5333**

**E-MAIL..............................the.principal@bundabergshs.eq.edu.au**

**OFFICE HOURS 2012**

8:00am – 4:00pm Monday to Friday

The office will be open from January 16th 2012

Note - office will only open 1:00pm to 4:00pm on Pupil Free Days

**SCHOOL COMMENCEMENT DATES 2012**

Monday 23rd January 2012

School commences for Years 8 and 9

Tuesday 24th January 2012

School open for ALL students

Note – Thursday 26th January is a public holiday

**PUPIL FREE DAYS 2012**

22nd October 2012

Note - office will only open 1:00pm to 4:00pm on Pupil Free Days

**HOURS OF INSTRUCTION 2012**

8:35am – 2:35pm Daily

**VACATIONS 2012**

Easter..................................................MARCH 31 to APRIL 10

Winter...................................................JUNE 23 to JULY 9

Spring..................................................SEPTEMBER 22 to OCTOBER 7

Summer..............................................from DECEMBER 15
SCHOOL STANDARDS

Bundaberg State High School strives to provide each student a safe and supportive school environment. The emphasis will be on the needs of the learner. In meeting this obligation, parents are asked to appreciate the need for standards that help support and maintain such an environment.

Each school community has the right to establish standards of expectation in issues that impact on the learning process. As a reminder, here are some of the standards supported by our community and why they have been adopted.

As part of the enrolment process you will be asked to sign an ENROLLMENT AGREEMENT (Attachment 'A') which signifies you have read, understand and support these Standards and Policies.

ABSENCE or LATE ARRIVAL

Student absences are carefully monitored at Bundaberg State High School. A student’s regular non-attendance at school may result in a phone call/text message being made to parents or guardians on the day of the absence. It is suggested to parents/guardians that a phone call is made to the Attendance Clerk on the day of the absence on 4154 5360 stating the reason and possible duration of the absence. Medical Certificates (originals) should be provided for periods of prolonged absences and when students miss assessment.

In the case of a late arrival, a note of explanation properly certified by a parent/guardian is required, and must be presented to the Attendance Clerk upon arrival at school. The arrival time will be documented and a slip provided to the student to enter the classroom. Similarly, a phone call to the Absentee Clerk could be made. Phone numbers to remember:

- Absentee Message Bank (24 hours) - 4154 5360
- Absentee Desk (8:30 to 12:30pm) - 4154 5340
- Main Office (8:00 to 4:00pm) - 4154 5333

Parents / Carers seeking approval in advance for their child’s absence from school for extended periods (10 days or more) should apply for an exemption from school on the approved form. Once the Principal approves the exemption, the student’s enrolment will be finalised for that period. The student will need to re-enrol upon their return to school.

ACCIDENT or ILLNESS at SCHOOL

When students have an accident, or become ill at school, then a witness must report immediately to the First Aid Room. In the Student Services building (F Block) or to a teacher on playground duty. Minor injuries are treated at school and the first-aid room is used in cases of mild illness where a short recovery period is envisaged. The first-aid room is for genuinely sick students only. The health staff will encourage students to either return to class after resting for a short time, or be picked up and taken home. In more serious cases, every attempt will be made to contact parents/guardians or an emergency contact, to arrange further treatment. It is recommended that parents have up-to-date contact details supplied to the school immediately a change is made. If necessary, an ambulance will be called to transport the student to hospital.

BANNED ITEMS

The following items are NOT to be brought into this school under any circumstances – they will be confiscated:

- Those things prohibited by law – knives or other weapons (including replica).
- Chew gum / bubble gum.
- Cigarettes / matches / lighter.
- Nikko Pens / Aerosol spray cans.
- Offensive literature / pornographic materials.
- Cigarettes
- Liquid Paper

[Smoking is considered an illegal activity on Government premises. The school deems it inappropriate for students to be smoking outside in school uniform – this includes walking to and from school, on buses or at school activities. Students will be suspended if in possession of cigarettes, lighters or other smoking implements.]

BUS TRAVEL

Parents may organise bus transport to and from Bundaberg State High School by contacting the relevant bus company directly.———

DUFFY’S BUSES – 4151 4230
Bargara, Burnett Heads, Bonna Road, Avoca, Branyan, Sandy Hook, Kallek, East Bundaberg, West Bundaberg
SOUTH GUM – 4122 4646
South Kolan, Bingera, Oakwood, Sharon, Booyan, Moore Park, Tantitha, Riverview, Innes Park, Coral Cove, Elliott Heads, Dahl’s Road, Windermere Estate, Wises Road, Cooran Road, Pacific Palms Estate, Keenock, Walkervale, Thabeban, Walker Street
RICHARD HAYES BUS SERVICE – 4155 3271
Parklands, Cedar’s Road, Pine Creek Road, River Park Estate

A BUS TRAVEL ASSISTANCE APPLICATION FORM for students enrolled in the SPECIAL EDUCATION PROGRAM can also be obtained from the Bundaberg State High School Office or from the Department of Transport.

SCHOOL CHAPLAIN

Bundaberg State High School has benefitted from the pastoral care support of a Scripture Union Queensland school chaplain since the mid 1990s. In 2008, with the help of Federal Government (NSCFP funding, the school was able to extend this service putting on an extra chaplain for 2 days a week to work primarily with the year 7 into 8 transition allowing students to settle in and find their feet in the high school setting.

Under the new NSCWP (National Schools Chaplaincy and Social Workers Program) Bundaberg State High School will be able to continue this valuable service to our school community.

The school is proud to have 2 School Chaplains operating in our school to provide support to students, staff and parents - supporting individuals or groups through all year levels. They support various school programs eg: social skills, leadership, social and emotional learning, in class support, lunch time activities such as Craft, Sport, and ‘Chappy Hour’. Chaplains provide spiritual support to individuals as required and work with larger groups in programs such as ‘The Daniel Quest’, as well as facilitating behaviour management programs.

At Bundaberg State High School Chaplains are also involved in running breakfast club which operates daily in the school’s Assembly Hall. ‘Brekky Club’ is just as much about the social aspect (playing games, chatting etc) as it is to provide nutritious food to students who may require nutritious dinner or a free breakfast while coming to school. Our Chaplains are pro-active in the ongoing promotion and fund raising for the School Chaplain Program to ensure they remain in the school supporting students.

DIARY

Each student is provided with a DIARY on their first day of attendance. Students should make a copy of their timetable and place it in the diary immediately. The diary should also be used to record all homework set. Homework is monitored in the diary on a regular basis. Parents are requested to sign the diary on a weekly basis. The DIARY also contains other information for both school and home.

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Replacement diaries can be purchased by paying $6.00 to the cashier.

EXCURSIONS & SPORT TRIPS

Bundaberg State High School conducts many excursions over the school year, ranging from overseas trips lasting weeks to local sporting excursions. In order to reduce administrative paperwork, free up teacher time and reduce the burden on parents to fill in forms, our P&C has approved the creation of two categories of excursions as defined below.

Category A Excursions: Are large-scale trips/camps/excursions which have the following features:

- They are annual events and are included in the school’s calendar
- Students are from whole year levels
- There is a considerable travel component
- There is considerable cost component to parents or students
- Over-night stays are required
- Significant risk assessment is required
- P&C approval is required
- Specific parent permission is required
- There are many staff members absent from normal duties
- Examples include Educaful Biology trip / Ski Trip etc.

Category B Excursions: Are Medium/small trips/camps/excursions which have the following features:

- They have a curriculum, cultural or sporting basis
- They may be included in the school’s calendar (often at short notice)
- Students may be from more than one class, but often from one class
- There is some travel component but no over-night stay is required
- There is little/no cost to parents or students
- There is a brief risk assessment required
- Only Administration approval is required
- Parents may sign a generic ‘Category B’ trip approval on enrolment or at the start of each year.

If you choose to sign the ‘Generic Category B Excursion Permission Form’ (ATTACHMENT B), you will still be notified via an information notice home or through the newsletter of any excursions your child will be involved in, however, your permission will be assumed unless you notify us otherwise by letter or phone. You will also be required to contact the school as soon as you are aware of any change in your child’s medical condition or contact details so that our teachers have access to current information from our computer records.

Prior to all excursions and sport trips, permission forms outlining the purpose, cost, itinerary and standard of dress will be sent home for parent perusal and signature. Information should be given on the Medical Forms regarding any special conditions which students could affect excursions/sport trips. Students not complying with the designated dress standard will be denied permission to participate.

EXTRA CURRICULAR INVOLVEMENT

Many activities are available at Bundaberg State High and students are encouraged to participate as much as possible. We have a strong tradition for participation and success.

Activities include:

- Sport
- Co-curricular
- Excursions/Sport trips

Sports:

- Netball, soccer, basketball, hockey, cricket, tennis, football, cross-country, volleyball, tennis, equestrian, sailing, Aussie rules, touch, swimming, volleyball, tennis, equestrian, sailing, Aussie rules, ten-pin, rowing and rugby league.

Other activities include:

- Library, debating, public speaking, army cadets (based at Kepnock SHS), instrumental music, subject competitions, chess club, school socials.

IDENTITY (I.D.) CARDS

All students require an identity card for borrowing textbooks and library books, entry to school sports, applying for rail travel, paying money to the cashier and for general identification. Photos are taken during Term One and Term Three. Replacement I.D. cards can be purchased by paying $4.00 to the cashier.

LEAVING THE SCHOOL GROUNDS

Should a student need to leave the school grounds FOR ANY REASON during a school day, a signed note or a phone call from home MUST be presented to the Attendance Clerk in administration before leaving the premises. It is not appropriate for a student to leave the school grounds without a note or a phone call from home.

NEWSLETTERS

An informative Newsletter, Bundy Highlights is published fortnightly and will be sent home via students and posted on the school web-site. Students and parents are encouraged to read the Newsletter carefully to remain informed.