



Parent Information Handbook

Please remove and keep this section for reference



Queensland
Government



Contents

General Information

Bus Travel.....	4
Change of Address/Telephone/Family Situation/Access	4
Concerns	4
Damage to School Property	4
Detention after school	4
Emergency Contact	4
First Aid and Illness	5
Late Arrivals	5
Medication (Administration to students at school).....	5
Newsletter	5
P & C Association	5
Personal Property/Lost Property	6

Student Resource Scheme

Annual Parent Information Letter	7
SRS Participation	7
Resource Inclusions	8
Costing Methodology.....	8
The Textbook and Resource Allowance	8
The SRS Participation Fee	8
Financial Hardship.....	9
Payment Arrangement	9
Payment Method	9
Additional Charges for Specific Subject Resources	9

Resource Scheme (2024) 11

Non Participation in Resource Scheme – Years 7 & 8 (2024)	13
Non Participation in Resource Scheme – Years 9 (2024).....	14
Non Participation in Resource Scheme – Years 10 (2024).....	15
Non Participation in Resource Scheme – Years 11 (2024).....	16



Non Participation in Resource Scheme – Years 12 (2024)..... 17

Refund Guidelines 18

Homework Policy 19

ICT Devices Policy..... 20

Attendance Policy 22

Uniform Policy 24

Third Party Web Providers – Register..... 28



General Information

Bus Travel

Students are expected to maintain the highest behavior standards on school buses and public transport while travelling to and from school. Students who use school buses remain in our school grounds until the bus arrives each afternoon. Bus passes are issued only to those students who live further than a 4.8 kilometer radius from the school. Students who breach the Bus Travel Code of the bus company may have bus travel denied by the bus company.

Enquiries regarding the bus passes should be directed to Sunbus directly by phone or website. The School Behaviour Management plan applies to students travelling to and from school on buses.

Change of Address/ Telephone/ Family Situation/ Access

If your address, telephone or other family details change, please report this to the office. This information is necessary so that official records can be updated. Copies of any relevant court orders limiting normal access to students by others must also be provided for our records. This is very important in case of illness or injury at school so that we can contact parent/guardians efficiently.

Concerns

If you have a concern, please let us know. Concerns should be directed to the school. Please contact the school office so you can talk directly to the teacher involved, a Year Level Coordinator, Head of Department, Deputy Principal or Principal. Written concerns should be addressed to the Principal.

Damage to School Property

Students are expected to treat all school property with respect and care. Where students cause damage to buildings, books or other property through negligence or willful actions, they will be expected to make restitution by paying to repair or replace the affected item. Payments are to be made through the office. Receipts will always be issued.

Detention after school

Under the Education Act, students can be detained after school for breaches of school discipline. Parents will be given 24 hours prior notice. Parents will be contacted by the Year Level Coordinator, Head of Department or Administration team member if students are involved in this. Contact is normally by letter, phone or text message.

Emergency Contact

When you enroll a student we ask for an emergency contact number. So that parents/guardians can be reached easily in an urgent situation. It is essential that the school has access to an up-to-date contact number. Accidents may happen – we need to be able to reach a responsible member of the family or a friend of the family as quickly as possible. Keep that number up-to-date so we can contact carers in an emergency.

First Aid and Illness

Since we are unable to look after sick children at school, parents are requested not to send students who are already unwell. Students who become ill at school must report to the office where arrangements will be made for them to rest for a short period or parents will be asked to come and collect them. Medical opinion may be sought or an ambulance called if it is deemed in the student's best interest and parents cannot be contacted quickly, so it is imperative that the information on student's admission forms is updated regularly (especially addresses, telephone numbers). Student who become ill at school must not leave the grounds without first gaining permission from the office and signing out. They will be issued with a leave pass.

Late Arrivals

Students who arrive late must, in every case obtain a "late pass" from the main office, before being admitted to class. A note from the parent/guardian is expected (handed to the office staff). Students should be at school by 8.30am allowing time to prepare themselves before school starts at 9.00am. Students who are late are expected to make up the lost time.

Medication (Administration to students at school)

Any student who has medication prescribed by their doctor to take while at school will need to adhere to the Education Queensland regulations relating to this. The parent or guardian must, in the first instance, notify the school and complete a medical form to administer. Administration of that medication will be supervised by an adult staff member designated by the Principal.

At all times medication must be kept at the school office. One exception, in selected cases, is that of inhaler therapy for asthma. On written permission from a parent/legal guardian and with the approval of the school Principal, the student may be responsible for the inhaler.

Non-prescribed medications, e.g. analgesics, cough medicines and the like, should not be brought to school and will not be administered by school staff. Stated below is the minimum information which parents will need to inform the school, in writing, before medication can be administered:

- Student's name and TAG class
- Name of medication
- Dosage
- Times of administration
- Doctor who prescribed medication and contact details
- Probable period of treatment
- Parent/guardian contact numbers

***Any medication brought to school must have written instructions provided on the medication package by the pharmacist at the doctor's direction. A permission form is valid for one week unless there is permanent medication where special negotiation will take place.**

Newsletter

A newsletter is available on the Friday proceeding the P & C meeting of each month. This is sent to the email address supplied and is also available through the school website.

P & C Association

The Parent and Citizens' Association promotes the welfare of students and the development of the school. Meetings are held on the third Tuesday of each month at 6.00pm in the Administration Block. Parents are encouraged to come along, even if you are unable to come every time. Your attendance is always welcome.



Personal Property/ Lost Property

All students are expected to take care of their personal property. Do not bring unnecessary items to school. Money, wallets, pens, instruments, calculators, watches etc. should not be left unsupervised. The school is not able to accept responsibility for lost items. Marking of school uniforms and personal equipment is essential.

*** Parents who wish to see the Principal, Deputy Principals, Reef Coordinators, Guidance Officers, Year Level Coordinators or teachers are expected to call and make an appointment as these personnel may not always be readily available. Meetings are generally arranged in the administration block. Visitors leaving the office building must sign our visitors register and sign out on departure. A system of visitor's badges is in place for when visitors need to move to another area. The visitor's badge must be worn prominently while on the premises outside the main office.**

Student Resource Scheme

Annual Parent Information Letter

Dear Parents/ Guardians,

This letter contains important information about the 2024 Student Resource Scheme (SRS) including how the scheme operates and the annual participation fee.

The Queensland Government supports students' education by providing funding for:

Instruction, e.g. teachers

Facilities, e.g. buildings, amenities, furniture

Administration, e.g. staffing and resources to administer the operations of the school.

Funding does not extend to individual student resources such as textbooks, computer or musical equipment for personal use, and many items used/consumed by the student in the classroom. Supply of these items is the responsibility of parents.

To provide parents with a cost effective alternative to purchasing textbooks and/or resources elsewhere, Townsville State High School operates a SRS for 2024.

The scheme ensures that students have the resources required for them to engage with the curriculum for their education, and saves parents time and money in sourcing the prescribed materials elsewhere. Savings are gained through the school's bulk purchasing practices and hiring arrangements. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the resources and operation of the scheme.

The scheme's operation, resource inclusions and participation fees were approved by the school's P&C Association at the meeting held on 19th October 2021.

SRS Participation

The objective of the scheme is to provide a convenient and cost-effective way for students to access the educational resources necessary to enhance their learning experience at school. The Department encourages parents to participate in the scheme. Participation in the SRS is optional, and no obligation is placed on a parent to participate. Participation is for the duration of your child's enrolment at the school.

Student is new to the school.....

Parents are required to complete and return the SRS Participation Agreement Form when joining the scheme for the first time. If no participation form is received by the end of Week 2, Term 1, the school will take the view that the parent has chosen to opt out of the SRS. The parent is then required to provide the educational resources listed in the SRS for their child by the start of the school year. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

Continuing student of the school.....

A parent's participation or non-participation in the scheme will continue as per their previously completed Participation Agreement Form. A parent can opt in or out of the scheme in subsequent years by completing another Participation Agreement Form.

If a parent has opted out of the scheme the parent is required to provide the educational resources listed in the SRS for their child by the start of the school year.



Resource Inclusions

All resources included in the SRS are detailed in the attached SRS Resource list. This list is also available on the school's website. This is a comprehensive list of all resources included in the scheme and their associated costs. Parents must inform the school if items on the list or resources are not received by their child when resources are distributed.

Type of Resources provided

Generally, the three types of resources that could be included are:

- **Owned** - these items are retained by the student and used as required (e.g. stationery, exercise books, student diary).
- **Used** - these items are used/consumed in class by the student (e.g. industrial technology/cooking/art supplies).
 - Work/items produced from these resources will remain the property of the student
- **Hired / Loaned** – these items are hired / loaned to the student for their personal use for a specific period of time (e.g. textbooks, musical instruments).
 - Hired items must be returned to the school in good condition at the end of the hire period or if the student leaves the school.
 - A repair or replacement cost may be charged to the parent for any hired items that are damaged or not returned.

Costing Methodology

The schools SRS fee is calculated based on:

A flat fee for all students in the school, OR

A flat fee for a cohort group of students (e.g. year level), OR

A fee determined by the subjects selected by the individual student.

Please refer to the [SRS Resource list](#) for the associated costings.

The Textbook and Resource Allowance

The Department of Education provides a Textbook and Resource Allowance (TRA) to assist parents with the cost of textbooks and other education resources for eligible Years 7 to 12 students. For those students who are eligible to receive the TRA, the TRA will be applied to reduce the cost of participation in the SRS.

Information on the TRA can be found on the department's website (<https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>).

Year Level	TRA Rate 2023	TRA Rate 2024
Years 7 to 10	\$146	\$155
Years 11 to 12	\$317	\$337

The TRA rates change on a yearly basis, updated rates are published on the department's website.

The SRS Participation Fee

The SRS fee payable for the year is available in the attached information and published on the schools website. This also includes the TRA component which has been deducted to reduce the SRS fee payable.

* If the cost of the SRS is equal to the TRA rate, no SRS Fee is payable.

Financial Hardship

Parents experiencing financial hardship who are currently participating or wish to participate in the SRS should contact the school to discuss available options in confidence.

Payment Arrangement

Several payment options including a single payment for the full year's fee or term instalments are available.

An instalment plan can also be negotiated with the school.

Any unpaid invoices, will be managed according to the department's Debt Management Procedure and may result in the student being excluded from the scheme and/or from participating in non-curricular activities until payment is made (<http://ppr.det.qld.gov.au/corp/finance/accounts/Procedure%20Attachments/debt-management/debt-management.pdf>).

Payment Method

SRS payments can be made by QParent/BPOINT, BPAY, EFTPOS (Credit/Debit Card), Cheque, Cash.

- Payment may be made through the QParents portal using a credit card. Payment will be directed from the QParents portal to BPOINT where relevant outstanding invoice information may be selected.
- When paying by BPOINT, please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school. If unsure of the CRN, please contact the school.

Contact Us

For all queries regarding the SRS and its inclusion, please contact The Financial Team at the School.

LISTED BELOW ARE ADDITIONAL CHARGES FOR SPECIFIC SUBJECT RESOURCES PAYMENT OF SUBJECT RESOURCES ARE DUE BY THE END OF MARCH 2024

	Please Tick	Amount per year
YEAR 11 – CERTIFICATE II IN HOSPITALITY		\$150
YEAR 12 – CERTIFICATE II IN HOSPITALITY		\$150
YEAR 11 / 12 AQUATIC PRACTICES (SNORKLING)		\$100
YEAR 11 – INDUSTRIAL SKILLS		\$150
YEAR 12 – FURNISHINGS		\$150
CERTIFICATE III IN FITNESS (May be eligible for subsidy)		\$400
CERTIFICATE III IN AVIATION (UNMANNED)		\$75
RESOURCE HIRE SCHEME FEES FOR YR 11 AND YR 12 (ALL STUDENTS)		\$200
TOTAL AMOUNT TO BE PAID		\$

NOT INCLUDED:

ALL STUDENT RESOURCE SCHEME FEES DO NOT INCLUDE ANY OF THE FOLLOWING:

- INTERSCHOOL SPORT
- EXCURSIONS/CAMPS
- EXTRA CURRICULAR ACTIVITIES
- ANY ITEMS LISTED ON THE STATIONERY LIST
- ANY EXTERNAL STUDIES e.g. CERT. COURSES

THESE ARE OPTIONAL EXTRAS AND WILL BE INVOICED SEPARATELY AS REQUIRED.

OUTSTANDING DEBTS:

Students who have not paid Resource Hire Scheme fees or who have outstanding debts with the school may be ineligible to attend non-compulsory education and school organised activities. This



includes but not limited to – purchasing a Senior Jersey, Senior Formal, Recreational Trips, Tours and Excursions, Sponsorship support from the P & C Association, use of the school bus (charge per trip of \$10 will be payable), extra-curricular activities including sporting teams and TAFE Courses.

Resource Scheme (2024)

To assist parents in meeting the costs of textbooks and other resources, Townsville State High School together with the Parents and Citizens Association offers a Resource Scheme involving the temporary use of text books and other equipment and the purchase of consumables and materials for their children in return for a specified fee.

**YOUR CONTRIBUTION: \$180 Yrs 7 - 9
\$200 Yrs 10 - 12**

Participation in the Resource Scheme is voluntary. Any parent who does not wish to participate in the scheme is still responsible for providing their student with the necessary items and covering the cost of activities for engaging in the curriculum.

Your contribution of \$180 Yrs 7-9 and \$200 Yrs 10-12 plus the Government Textbook and Resource Allowance cheque forwarded directly to the school for students in Years 7 to 12 will provide the following towards your student's education:

- Use of a variety of textbooks, specialized reading resources, dictionary and class sets
- All printed class worksheets and handouts, excluding colour photocopies and student's personal photo copying
- Basic materials, equipment and consumables used for The Arts, Industrial Design and Technology, Hospitality, Health
- Materials used for classroom projects
- Printing, software. (Print Manager will record and control printing for your student)

The Resource Scheme provided in this package is for a set contribution. It is not available in part. You may be eligible to claim this cost on your tax return so please retain your receipt for proof of purchase.

Townsville State High School provides a Resource Scheme to benefit all student and parents. Participation in the Resource Scheme is voluntary, however, the school can provide the best value for money through bulk purchasing of quality products. Participation in the Resource Scheme also ensures that teachers can distribute resources to students immediately, thus improving the quality of teaching and learning time for all.

The following conditions apply to the Resource Scheme:

- Students will provide their own personal stationery requirements
- Resources issued to students are to be kept in good condition
- Students may be responsible for up to the full cost of books that are negligently damaged or lost. The school should be immediately notified of the loss of any books.
- Students must return resources prior to leaving the school and/or at the end of each year
- If a student starts during the school year, the contribution is reduced on a pro-rata basis
- If a student exits the school having paid a fee, a pro-rata refund will be made. Refunds are based on the full charge (which include the textbook Allowance and parent/carers charge), less cost of consumed materials and/or cost of replacing lost or damaged textbooks
- Resources provided under the Resource Scheme cannot be issued to students whose parents/caregivers choose not to participate
- The Principal may refuse to admit a student to the Resources Scheme if there are outstanding payments from the previous year.

In accordance with procedures for the operating of a Resource Scheme, parents/caregivers are required to sign a formal agreement of participation. This may be completed on enrolment.



Payment can be made by cash, direct Internet payment, BPoint/QParents, Visa, MasterCard or EFTPOS. A receipt will be provided. This payment is requested to be made in full by the end of March 2024. Parents/caregivers experiencing financial difficulty, or who cannot make payment by this time, are asked to complete a payment plan with our Finance Team.

****** If you do not wish to participate in the scheme, please advise the school via**

accounts@townsvilleshs.eq.edu.au

Parents will be expected to provide all necessary textbooks and resources above for their student's as required for all courses of study.

****Resource lists are accurate at time of printing; please confirm classroom requirements with staff prior to purchasing.***

Please contact our Finance Team if you have any questions or concerns about this scheme



Non Participation in Resource Scheme - Years 7 & 8 (2024)

Year 7	Price	Year 8	Price
Art		Art	
Photocopied Resources	\$15.00	Photocopied Resources	\$15.00
IT Software Resources	\$15.00	IT Software Resources	\$15.00
Equipment(Journal, Canvas etc)	\$30.00	Equipment(Journal, Canvas etc)	\$30.00
Drama		Drama	
Photocopied Resources	\$15.00	Photocopied Resources	\$15.00
IT Software Resources	\$15.00	IT Software Resources	\$15.00
Equipment	\$15.00	Equipment	\$15.00
English		English	
Photocopied Resources	\$10.00	Dictionary	\$25.00
IT Software Resources	\$15.00	Photocopied Resources	\$10.00
Black Snake: The Daring of Ned Kelly	\$20.00	Novel – Boy Overboard	\$20.00
Novel – Black Cockatoo	\$12.00	Novel – Wonder	\$20.00
Health & Physical Education		Novel – The Giver	\$20.00
Photocopied Resources	\$15.00	Novel – Hitler’s Daughter	\$20.00
Equipment	\$15.00	Novel – Don’t Call Me Ishmael	\$20.00
Hat	\$10.00	IT Software Resources	\$15.00
Humanities		DVD – The Sapphires	\$20.00
Photocopied Resources	\$15.00	Health & Physical Education	
IT Software Resources	\$15.00	Photocopied Resources	\$15.00
Instrumental Music		Equipment	\$15.00
Photocopied Resources	\$15.00	Hat	\$10.00
Equipment	\$60.00	Humanities	
Japanese		Photocopied Resources	\$15.00
Photocopied Resources	\$15.00	IT Software Resources	\$15.00
IT Software Resources	\$15.00	Instrumental Music	
Equipment	\$15.00	Photocopied Resources	\$15.00
Mathematics		Equipment	\$60.00
Photocopied Resources	\$10.00	Japanese	
IT Software Resources	\$ 5.00	Photocopied Resources	\$15.00
Textbook MyMath Yr 7 (Oxford)	\$69.95	IT Software Resources	\$15.00
Equipment (Calculators, Protractors, Compass etc)	\$10.00	Equipment	\$15.00
Graph Paper	\$ 2.00	Mathematics	
Music		Photocopied Resources	\$10.00
Photocopied Resources	\$15.00	IT Software Resources	\$ 5.00
IT Software Resources	\$15.00	Textbook MyMath Yr 8 (Oxford)	\$69.95
Equipment	\$15.00	Equipment (Calculators, Protractors, Compass etc)	\$10.00
Science		Graph Paper	\$ 2.00
Photocopied Resources	\$10.00	Music	
IT Software Resources	\$15.00	Photocopied Resources	\$15.00
Textbook Science Yr 7 (Pearson)	\$75.00	IT Software Resources	\$15.00
STEM		Equipment	\$15.00
Photocopied Resources	\$10.00	Science	
IT Software Resources	\$15.00	Photocopied Resources	\$10.00
Technology - Digital		IT Software Resources	\$25.00
Photocopied Resources	\$15.00	Textbook Science Yr 8 (Pearson)	\$65.95
Equipment	\$104.65	STEM	
IT Software Resources	\$15.00	Photocopied Resources	\$10.00
Technology – Home Economics		IT Software Resources	\$25.00
Textbook – Food by Design	\$65.95	Technology – Digital	
Photocopied Resources	\$15.00	Photocopied Resources	\$15.00
Equipment	\$53.25	Equipment	\$215.00
Ingredients	\$40.00	IT Software Resources	\$10.00
Technology – ITD		Technology – Home Economics	
Photocopied Resources	\$15.00	Textbook – Food by Design	\$65.95
IT Software Resources	\$15.00	Photocopied Resources	\$15.00
Equipment	\$15.00	Equipment	\$53.25
General Items		Ingredients	\$40.00
Student Diary	\$25.00	Technology – ITD	
Student ID Card	\$5.00	Photocopied Resources	\$15.00
Printing Credit	\$20.00	Equipment	\$25.70
Administration of the Scheme	\$25.00	IT Software Resources	\$15.00
		General Items	
		Student Diary	\$25.00
		Student ID Card	\$5.00
		Printing Credit	\$20.00
		Administration of the Scheme	\$25.00
Possible total cost for non-participation in the resources scheme Year 7	\$1047.80	Possible total cost for non-participation in the resources scheme Year 8	\$1287.80



Non Participation in Resource Scheme – Year 9 (2024)

Year 9	Price	Price	
Art		Mathematics	
Photocopied Resources	\$15.00	Photocopied Resources	\$10.00
IT Software Resources	\$15.00	IT Software Resources	\$ 5.00
Equipment(Journal, Canvas etc)	\$30.00	Textbook MyMath Yr 9 (Oxford)	\$69.95
Economics and Business/Civics and Citizenship		Equipment (Calculators, Protractors, Compass etc)	\$10.00
Resources	\$15.00	Graph Paper	\$ 2.00
Photocopied Resources	\$15.00	Music	
Drama		Photocopied Resources	\$15.00
Photocopied Resources	\$15.00	IT Software Resources	\$15.00
IT Software Resources	\$15.00	Equipment	\$15.00
Equipment	\$20.00	Science	
English		Photocopied Resources	\$10.00
Photocopied Resources	\$15.00	IT Software Resources	\$25.00
IT Software Resources	\$15.00	Textbook Science Yr 9 (Pearson)	\$65.95
Novel – Harry Potter and the Philosopher’s Stone	\$20.00	STEM	
Novel – The Bone Sparrow	\$20.00	Photocopied Resources	\$10.00
Novel – Nowhere Boy	\$20.00	IT Software Resources	\$25.00
Play – Twelve Angry Men	\$12.00	Technology – Digital	
Health & Physical Education		Photocopied Resources	\$15.00
Photocopied Resources	\$15.00	Equipment	\$141.00
Equipment	\$15.00	IT Software Resources	\$15.00
Hat	\$10.00	IT Software Resources	\$15.00
History/Geography		Technology – Home Economics	
Photocopied Resources	\$20.00	Textbook – Food by Design	\$65.95
IT Software Resources	\$20.00	Photocopied Resources	\$20.00
Humanities		Equipment	\$57.00
Photocopied Resources	\$15.00	Ingredients	\$150.00
IT Software Resources	\$15.00	Technology – ITD	
Instrumental Music		Photocopied Resources	\$15.00
Photocopied Resources	\$15.00	IT Software Resources	\$15.00
Equipment	\$60.00	Resources	\$60.00
Japanese		General Items	
Photocopied Resources	\$15.00	Student Diary	\$25.00
		Student ID Card	\$5.00
		Printing Credit	\$20.00
		Administration of the Scheme	\$25.00
Possible total cost for non-participation in the resources scheme Year 9		\$1363.85	



Non Participation in Resource Scheme – Year 10 (2024)

Year 10	Price	Price
Art		Japanese
Photocopied Resources	\$15.00	Photocopied Resources
IT Software Resources	\$15.00	IT Software Resources
Equipment(Journal, Canvas etc)	\$30.00	Equipment
Economics and Business/Civics and Citizenship		Mathematics
Resources	\$15.00	Photocopied Resources
Photocopied Resources	\$15.00	IT Software Resources
Drama		Textbook Essential 10/A
Photocopied Resources	\$15.00	Equipment (Calculators, Protractors, Compass etc)
IT Software Resources	\$15.00	Graph Paper
Equipment	\$20.00	Music
English		Photocopied Resources
Photocopied Resources	\$10.00	IT Software Resources
IT Software Resources	\$15.00	Equipment
Novel – Animal Farm	\$20.00	Science
Novel – Tomorrow When the War Began	\$20.00	Photocopied Resources
Novel – Of Mice And Men	\$20.00	IT Software Resources
Novel – The Wave	\$20.00	Textbook Science Yr 10 (Pearson)
Novel – Raw	\$20.00	Technology – Digital
Novel – The Outsiders	\$20.00	Photocopied Resources
Novel – Deadly, Unna?	\$20.00	IT Software Resources
Play – Taming of the Shrew	\$11.00	Resources
DVD – Ten Things I Hate About You	\$15.00	Technology – Graphics
Play – Romeo and Juliet	\$21.00	Photocopied Resources
DVD – Romeo and Juliet (Baz Luhrmann)	\$20.00	IT Software Resources
DVD – Romeo and Juliet (2013 Version)	\$20.00	Equipment
Poetry Text – Appreciating Poetry	\$20.00	Technology – Home Economics
Poetry Text – Tapestry	\$20.00	Textbook – Food by Design
Poetry Text – New Ways into Poetry	\$22.00	Photocopied Resources
Poetry Text – Poets and Poetry	\$20.00	Equipment
Health & Physical Education		Ingredients
Photocopied Resources	\$15.00	Technology – ITD
Equipment	\$15.00	Photocopied Resources
Hat	\$10.00	Equipment
History/Geography		General Items
Photocopied Resources	\$20.00	Student Diary
IT Software Resources	\$20.00	Student ID Card
Instrumental Music		Printing Credit
Photocopied Resources	\$15.00	Administration of the Scheme
Equipment	\$60.00	
Possible total cost for non-participation in the resources scheme Year 10		\$1627.85



Non Participation in Resource Scheme – Year 11 (2024)

Year 11	Price		Price
Aboriginal & Torres Strait Islander Studies		Modern History	
Photocopied Resources	\$15.00	Photocopied Resources	\$30.00
IT Software Resources	\$15.00	Music	
Business		Photocopied Resources	\$20.00
Photocopied Resources	\$20.00	IT Software Resources	\$15.00
Textbook – Business: Creation and Growth 1 & 2	\$77.95	Equipment	\$20.00
Textbook – QCE Business Diversification and Growth 1 & 2	\$79.95	Physical Education	
Business Studies		Photocopied Resources	\$15.00
Photocopied Resources	\$20.00	IT Software Resources	\$15.00
IT Software Resources	\$15.00	Textbook – Physical Education for QLD 1&2(Oxford)	\$72.00
Drama		Hat	\$10.00
<i>Talking to Brick Walls</i> – Claire Christian	\$24.95	Equipment	\$20.00
<i>Wolf Lullaby</i> – Hilary Bell	\$23.99	Science – Aquatic Practices	
<i>Chasing the Lollyman</i> live performance DVD	\$108.00	Photocopied Resources	\$25.00
<i>Paper Sky</i> – Red Leap Theatre – live performance recording on Vimeo	\$60.00	IT Software Resources	\$20.00
Live performances and excursions as they arise	\$25.00	Equipment	\$20.00
Photocopied Resources	\$15.00	Science – Biology	
IT Software Resources	\$15.00	Photocopied Resources	\$15.00
Equipment	\$20.00	IT Software Resources	\$5.00
Drama in Practice		Textbook – Biology Units 1 & 2 (Oxford)	\$75.00
Snagged – Robert Kronk	\$23.95	Science – Chemistry	
Snagged live performance DVD	\$130.00	IT Software Resources	\$10.00
<i>Paper Sky</i> – Red Leap Theatre – live performance recording on Vimeo	\$60.00	Photocopied Resources	\$15.00
The Scene Project registration	\$20.00	Textbook – Chemistry Units 1 & 2 (Oxford)	\$75.00
Live performances and excursions as they arise	\$25.00	Science – Physics	
Photocopied Resources	\$15.00	Photocopied Resources	\$15.00
IT Software Resources	\$15.00	IT Software Resources	\$10.00
Equipment	\$20.00	Textbook – Physics Units 1 & 2 (Oxford)	\$75.00
Early Childhood		Science in Practice	
Photocopied Resources	\$15.00	Photocopied Resources	\$20.00
IT Software Resources	\$15.00	IT Software Resources	\$10.00
Equipment	\$25.00	Equipment	\$20.00
English Essential		Social and Community Studies	
Photocopied Resources	\$25.00	Photocopied Resources	\$20.00
IT Software Resources	\$15.00	IT Software Resources	\$15.00
Inspiration Theme Film (Class Specific)	\$10.00	Sport and Recreation	
Dictionary	\$25.00	Photocopied Resources	\$20.00
English		IT Software Resources	\$15.00
Photocopied Resources	\$20.00	Hat	\$10.00
IT Software Resources	\$15.00	Equipment	\$20.00
Novel – Fahrenheit 451	\$20.00	Technology – Certificate III in Aviation (Unmanned)	
Novel – Cellist of Sarajevo	\$20.00	Photocopied Resources	\$20.00
DVD – The Book Thief	\$15.00	Equipment	\$190.00
DVD – Blade Runner	\$15.00	IT Software Resources	\$15.00
Australian TV Series (Class Specific)	\$20.00	Technology - Design	
Play – The Crucible	\$20.00	Textbook – Design for QCE	\$79.95
Instrumental Music		Photocopied Resources	\$20.00
Photocopied Resources	\$15.00	IT Software Resources	\$15.00
Equipment	\$60.00	Equipment	\$20.00
Legal Studies		Technology – Certificate II In Hospitality	
Photocopied Resources	\$20.00	Photocopied Resources	\$20.00
Investigating Legal Studies for Queensland	\$199.95	Equipment	\$84.00
Mathematics – Essential		Ingredients	\$360.00
Photocopied Resources	\$15.00	Technology – ICT	
IT Software Resources	\$15.00	Photocopied Resources	\$15.00
Textbook – Yr 11 Essential Maths	\$74.90	IT Software Resources	\$50.00
Equipment (Protractors, Compass etc)	\$10.00	Equipment	\$15.00
Graph Paper	\$10.00	Technology – Industrial Skills	
Mathematics - General		Photocopied Resources	\$20.00
Photocopied Resources	\$15.00	Equipment	\$190.00
IT Software Resources	\$15.00	IT Software Resources	\$15.00
Textbook – Yr 11 General Maths	\$89.95	Visual Art	
Equipment (Protractors, Compass etc)	\$10.00	Photocopied Resources	\$20.00
Mathematics - Methods		IT Software Resources	\$15.00
Photocopied Resources	\$15.00	Equipment (Journal, Canvas etc)	\$50.00
IT Software Resources	\$15.00	Visual Art in Practice	
Textbook – Yr 11 Maths Methods	\$89.95	Photocopied Resources	\$20.00
Casio Graphics Calculator	\$180.00	IT Software Resources	\$15.00
Mathematics - Specialist		Equipment	\$50.00
Photocopied Resources	\$15.00	General Items	
IT Software Resources	\$15.00	Student Diary	\$35.00
Textbook – Yr 11 Specialist Maths	\$72.68	Student ID Card	\$5.00
Casio Graphics Calculator	\$180.00	Printing Credit	\$20.00
		Administration of the Scheme	\$25.00
Possible total cost for non-participation in the resources scheme Year 11			\$4362.17



Non Participation in Resource Scheme – Year 12 (2024)

Year 12	Price		Price
Aboriginal & Torres Strait Islander Studies		Mathematics - Specialist	
Photocopied Resources	\$15.00	Photocopied Resources	\$15.00
IT Software Resources	\$15.00	IT Software Resources	\$15.00
Business		Textbook – Yr 12 Specialist Maths	\$72.68
Textbook – Business: Creation and Growth 3&4	\$79.95	Casio Graphics Calculator	\$180.00
Textbook – QCE Business Diversification and Growth 1&2	\$79.95	Music	
Business Studies		Photocopied Resources	\$20.00
Photocopied Resources	\$20.00	IT Software Resources	\$15.00
IT Software Resources	\$15.00	Equipment	\$20.00
Drama		Recreation	
Macbeth – William Shakespeare	\$18.95	Photocopied Resources	\$20.00
Romeo and Juliet – William Shakespeare	\$16.95	IT Software Resources	\$15.00
Medea – Euripides	\$26.00	Hat	\$10.00
Hoods – Angela Betzien	\$26.39	Equipment	\$20.00
Hoods – RealTV – live performance on Vimeo	\$130.00	Science – Aquatic Practices	
Boy Girl Wall – Live performance on DVD	\$75.00	Photocopied Resources	\$25.00
Paper Sky – Red Leap Theatre – live performance recording on Vimeo	\$60.00	IT Software Resources	\$20.00
Live performances and excursions as they arise	\$25.00	Equipment	\$20.00
Photocopied Resources	\$15.00	Science – Biology	
IT Software Resources	\$15.00	Photocopied Resources	\$15.00
Equipment	\$20.00	IT Software Resources	\$5.00
Drama in Practice		Textbook – Biology Units 1 & 2 (Oxford)	\$89.00
Romeo and Juliet – William Shakespeare	\$16.95	Science - Chemistry	
Live performances and excursions as they arise	\$25.00	Photocopied Resources	\$15.00
Photocopied Resources	\$15.00	Textbook – Chemistry Units 3 & 4 (Oxford)	\$89.00
IT Software Resources	\$15.00	IT Software Resources	\$10.00
Equipment	\$20.00	Science – Physics	
Early Childhood		Photocopied Resources	\$15.00
Photocopied Resources	\$15.00	IT Software Resources	\$10.00
IT Software Resources	\$15.00	Textbook – Physics Units 3 & 4 (Oxford)	\$89.00
Equipment	\$25.00	Science in Practice	
English Essential		Photocopied Resources	\$20.00
Photocopied Resources	\$20.00	IT Software Resources	\$10.00
IT Software Resources	\$15.00	Equipment	\$20.00
Dictionary	\$25.00	Social and Community Studies	
DVD – Cinderella	\$15.00	Photocopied Resources	\$20.00
DVD – Aladdin	\$15.00	IT Software Resources	\$15.00
DVD – The Addams Family	\$15.00	Technology - Design	
English		Textbook – Design for QCE	\$79.95
Photocopied Resources	\$20.00	Photocopied Resources	\$20.00
IT Software Resources	\$15.00	IT Software Resources	\$15.00
Novel – The Great Gatsby	\$15.00	Equipment	\$15.00
DVD – The Greatest Showman	\$15.00	Technology – Furnishings	
Play – Macbeth	\$20.00	Photocopied Resources	\$20.00
Poetry Text – Appreciating Poetry	\$20.00	Equipment	\$190.00
Poetry Text – Tapestry	\$20.00	IT Software Resources	\$15.00
Poetry Text – New Way into Poetry	\$20.00	Technology – Certificate II In Hospitality	
Poetry Text – Poets and Poetry	\$20.00	Photocopied Resources	\$20.00
Instrumental Music		Equipment	\$84.00
Photocopied Resources	\$15.00	Ingredients	\$360.00
Equipment	\$60.00	Technology – ICT	
Legal Studies		Photocopied Resources	\$15.00
Photocopied Resources	\$20.00	IT Software Resources	\$15.00
Mathematics – Essential		Equipment	\$15.00
Photocopied Resources	\$15.00	Visual Art	
IT Software Resources	\$15.00	Photocopied Resources	\$20.00
Textbook – Yr 12 Essential Maths	\$72.68	IT Software Resources	\$15.00
Equipment (Protractors, Compass etc)	\$10.00	Equipment (Journal, Canvas etc)	\$50.00
Graph Paper	\$ 2.00	Visual Art in Practice	
Mathematics - General		Photocopied Resources	\$20.00
Photocopied Resources	\$15.00	IT Software Resources	\$15.00
IT Software Resources	\$15.00	Equipment	\$50.00
Textbook – Yr 12 General Maths	\$72.68	General Items	
Equipment (Protractors, Compass etc)	\$10.00	Student Diary	\$25.00
Mathematics - Methods		Student ID Card	\$5.00
Photocopied Resources	\$15.00	Printing Credit	\$20.00
Textbook – Yr 12 Maths Methods	\$72.68	Administration of the Scheme	\$25.00
Casio Graphics Calculator	\$180.00		
Possible total cost for non-participation in the resources scheme Year 12			\$3658.81



Refund Guidelines

At Townsville State High School we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student;
- An education service purchased from a provider other than the school where the provider charges the school;
- A specialised educational program, and
- A school fee is directed to the purpose for which it is charged.

School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an extra-curricular activity is indicated through payment of the fee and provision of a permission form completed by the parent.

As the school budget cannot meet any shortfalls in funding for an extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an extra-curricular activity may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent wishes to apply for a refund due to their child's non-participation in an extra-curricular activity, they may do so by completing a Request for Refund form available from the School Office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student's account at the school, and used to offset any future charges.

REFUNDS:

All refunds of \$25.00 and under will be credited to the student's account. If students have school fees or other outstanding debts with the school, this refund will be offset against the debt/s. Refunds over \$25.00 without any outstanding debts to the school will be refunded via EFT, Cheque or credit on student's account.

Education (General Provisions) Act 2006
SCM-Pr-002: School Excursions
FNM-PR-019: State Education Fees

Homework Policy (Version 1- Edited September, 2022)

RATIONALE

Homework provides students with opportunities to consolidate their classroom learning and to develop healthy learning behaviours required for learning beyond the classroom. School occupies just 13% of a child's waking hours from the ages of 0-18 years, making homework necessary for the forming of good habits.

The setting of homework also takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation, cultural pursuits and employment where appropriate.

Homework that enhances student learning:

- is purposeful and relevant to student's needs.
- is age appropriate.
- is appropriate to the capability of the student.
- develops the student's independence as a learner.
- is varied, challenging and clearly related to class work.
- allows for student commitment to recreational, employment, family and cultural activities.

PURPOSE

Homework engages students in independent learning to complement work undertaken in class through:

- revision and critical reflection to consolidate learning (practising and deepening).
- applying knowledge and skills in new contexts (a topic of interest, an authentic local issue).
- pursuing knowledge individually and imitatively (investigating, researching, writing, designing, making)
- preparing for forthcoming classroom learning (collecting relevant materials, items, previewing information).
- daily independent reading.

IMPLEMENTATION

Homework is set in three ways:

- by the teacher with a set time for short-term completion.
- by the assessment program where an assignment is completed over a longer period of time.
- by the student as they study, preview and review classwork, find alternative explanations of content.

Teachers will:

- set homework on a regular basis.
- clearly communicate the purpose, benefits and expectations of all homework and ensure that this links to the learning goals.
- check homework regularly and provide timely and useful feedback.
- use homework that is varied, challenging and directly related to class work and appropriate to students' learning needs.
- explicitly teach strategies to develop organisational and time-management skills and providing opportunities to practice these strategies through homework.
- give consideration to other academic and personal development activities (school based or other) that students could be engaged in when setting homework, typically providing completion times that are more than one night.
- discuss with parents and guardians any developing problems concerning their child's homework and suggesting strategies to assist with their homework



ICT Devices Policy

RATIONALE

We believe in preparing students for the future and that electronic communication devices have a place in society, but should not deter from one's learning or positive social interactions. In consultation with the broader school community, Townsville State High School has determined that explicit teaching of responsible use of mobile phones and other ICT devices is a critical component of digital literacy. The knowledge and confidence to navigate and use these technologies safely while developing digital literacy is a responsibility shared between parents, school staff and students.

PURPOSE

Responsible and safe use is encouraged for all devices. Our ICT Devices Policy has been aligned to "Advice for state schools on acceptable use of ICT facilities and devices". For the purposes of this document, 'ICT devices' are defined as any device, which can transmit, store or record information in a digital format. This includes, but is not exclusive to mobile devices such as phones, smart watches, iPads and tablets, laptops, digital cameras, and ear pods/headphones. External speakers are not permitted. We believe that the behaviours modelled in school should reflect common practices in greater society, including expectations and conduct relating to the use of devices.

IMPLEMENTATION

Students are permitted to bring ICT devices to school under the conditions outline below:

- Devices remain the responsibility of individuals at all times. No liability will be accepted by the school in the event of the loss, theft or damage of any device.
- Switch off and place out of sight the device during classes, where these devices are not being used in a teacher directed activity. They may only be used in class with teacher consent (teacher-approved and planned device use is aimed to assist and enhance learning experiences).
- Devices must not be brought into examination rooms or be present during formal assessment.
- In phone cameras must not be used to invade someone's privacy by taking photos, video or voice recordings of students or staff and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such
- Use devices before school, during lunch breaks, and after school for personal use only (must not impact upon others).

As outline in the Student Code of Conduct, students who use ICT devices in a manner that is not appropriate will be subject to disciplinary action by the school. These actions may include confiscation of the devices, device bans, suspension and in extreme cases, referral to Police.

While using ICT facilities and devices supplied by the school, students will be required at all times to act in line with the requirements of the Townsville State High School Student Code of Conduct. In addition students and their parents should be aware that:

- Access to ICT facilities and devices provides valuable learning experiences for students and supports the school's teaching and learning programs.
- The school is not responsible for safeguarding information stored by students on departmentally-owned student computers or mobile devices.
- Schools may remotely access departmentally-owned student computers or mobile devices for management purposes.
- Students who use the school's ICT facilities and devices in a manner that is not appropriate may be subject to disciplinary action by the school, which could include restricting network access.



- Despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed.
- Teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.



Attendance Policy

RATIONALE

All schools in Queensland are committed to providing safe and supportive learning environments for all students which address their educational needs.

Townsville State High School expects all students to attend school every day. Townsville State High School is aware that the issue of absenteeism is complex and covers a range of behaviours including chronic absenteeism, school refusal and truancy. Partnerships between the school, parents and the local community can assist in reducing absenteeism

The Townsville State High School attendance Policy aims to:

- Develop a positive school culture,
- Identify absences quickly,
- Follow-up promptly, and send clear messages to students and parents that attendance is vital.

The importance of attending school

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. At Townsville State High School:

- We are committed to promoting the key messages of Every Day Counts
- We believe all children enrolled at our school attend school all day, every school day
- We monitor, communicate and implement strategies to improve regular school attendance
- We believe truanting can place a student in unsafe situations and impact on their future employability and life choices
- We believe attendance at school is the responsibility of everyone in the community.

Student Responsibilities

- Attend school every scheduled school day (including all sports days and carnival days)
- Arrive to school on time every day
- Provide an explanation for any absences

Parent Responsibilities

- Support and encourage their child to attend school every day
- Ensure their child arrives to school on time every day
- Provide an explanation for any student absences or late arrivals

The Education Act (2006) requires that students of compulsory school age (at least 6 years and 6 months and less than 16 years) attend school until the completion of Year 10 or until they turn 16 years of age, (whichever comes first). Students are then required to participate in the Compulsory Participation Phase in education or training until they either:

- Gain a Certificate of Achievement, Senior Statement, Certificate II or Certificate IV or
- Participate in eligible options for 2 years after the person stopped being of compulsory school age or
- Turn 17

Strategies

At Townsville State High School, we support 100% attendance by:

- Rewarding outstanding attendance (95% and above) and improved attendance
- Supporting Positive Behaviour for Learning initiatives



- Ensuring consistent follow up of absences with parents/ caregivers
- Providing intervention and support to individual students and families to reduce absenteeism

Attendance Targets

At Townsville State High School, we are committed to achieving the following targets in improving attendance:

- 100% explained absences
- Continually improve the School's attendance rates each year.

Reporting of Student Absences

At Townsville State High School, reports of absence or truanting are taken seriously. Students, parents, members of community and school staff may report an absence in the following ways:

- Telephone the School: (07) 47218 777
- Email the Administration Office: absencesadmin@townsvilleshs.eq.edu.au
- Signed/dated note sent with the student
- In person to the Administration Office
- In person to the Attendance Officer before 9.30am

Unexplained or Unauthorised Absences

- Referral to Student Support Services Team and/or outside agencies
- Meeting with parents/guardians
- Student being placed on an Attendance Monitoring Card
- Formal processes as per Education Queensland policy up to and including referral by the Director General for prosecution under the Education (General Provisions) Act 2066 (Queensland).

Authorised Absences

If a student is unable to attend school for a period longer than 10 consecutive school days, an exemption is required. Please contact the school for further information.

Enforcement of Compulsory School Attendance

Townsville State High School will refer to and comply with the Department of Education and Training processes for enforcing parental obligation that a child of compulsory school age attends on every school day, for the educational program in which the child is enrolled.

Some Related Resources

Every Day Counts

<https://education.qld.gov.au/initiatives-and-strategies/initiatives/every-day-counts>

Departmental Policies and Procedures

Managing Student Absences and Enforcing Enrolment and Attendance at State Schools

Roll Marking in State Schools



Uniform Policy

PURPOSE

Townsville State High School dress standards reflect the community expectations and standards as determined by the Principal in consultation with school community representatives. This policy has been written in accordance with section 360 of the Education (General provisions) Act 2006 (Qld).

The school believes that a clearly stated and sensibly implemented Uniform Policy is important for the following reasons:

- To provide a disciplined learning focus, setting the scene in a classroom environment.
- To provide a sense of identity for students attending the school.
- To provide an opportunity for parents and staff to instil in students a sense of pride in their appearance.
- To provide a united team and increase school spirit.

IMPLEMENTATION

Students must be in school uniform at all times unless indicated otherwise.

At all times when travelling to and from school, and at school, the **school uniform**, as defined in the Uniform Policy, **is to be worn**. This includes when participating in school excursions; travelling to and from sport; travelling to sports training in the morning and leaving training in the afternoon; being spectators at after school sport or activities.

Sports/HPE

- Sport specific attire **MUST** only be worn in training/playing periods only.
- Students who have HPE lessons during the day must change from their sport specific attire into their day uniform prior to attending their next lesson.

Sun Safety

A hat must be worn at all times when in sunlight (this includes dappled sunlight), including HPE lessons and lunch time activities.

GENERAL

JUNIOR SCHOOL (Years 7 to 9)

Tops:

- School polo style shirt in bottle green and navy blue with the school logo on the pocket (long or short sleeve);
- *Visible undershirts are not permitted.*



Junior Polo



Long Sleeved



SENIOR SCHOOL (Years 10 to 12)

Tops:

- Green and white striped school shirt with school logo (long or short sleeve). Must be worn buttoned up.
- Students who identify as female must also wear a clip-on tie in navy blue and green.
- *Visible undershirts are not permitted.*



**Senior Boys
Shirt**



Senior Girls Shirt



Senior Girls Tie

ALL STUDENTS (Years 7 to 12)

Bottoms:

- Navy blue shorts with TSHS on the short leg; or
- Navy blue skirt with inverted box pleats (All skirts should be worn from the waist to near the knee); or
- Navy blue ankle-length skirt; or
- Navy blue tailored long pants
- Navy coloured tights may be worn under a skirt



Boys Shorts



Girls Shorts



Girls Skirt

Jumpers:

- The school jersey; or
- Navy blue zip-up fleecy lined; or
- Plain navy blue jumper without any logos; or
- Tropics basketball jumper (*NOT Townsville Basketball*)
- NQ or QLD school sport representative jackets may be worn.

Socks:

- White sports socks; or
- black sport socks

Shoes:

- Lace up sports shoes (See attached pictures for acceptable styles); or
- black school shoes
- *Slip-on shoes are not permitted.*

Acceptable shoe styles**Headwear:**

- A hat must be worn at ALL times when in sunlight, including HPE lessons and lunch time activities.
- Hijabs / head coverings, worn for religious or cultural reasons, are to be no longer than shoulder length and must be navy blue in colour.

Hair:

- Hair must be of a conservative style which meets school community standards.
- Hair must only be dyed in naturally occurring shades, and must still be conservative and meet school community standards.
- Any re-growth that makes the hair look unnatural must be re-dyed to a naturally occurring shade.
- Bright, non-natural or fluorescent hair colours are not acceptable.

Jewellery:

- Jewellery must be compliant with appropriate safety standards as listed.
- If ears are pierced, a maximum of two sleepers or studs may be worn in each ear. Sleepers must be small enough that a finger cannot fit into them. Studs that are not positioned in the earlobe must be plain, small and discreet.

- *Dangling earrings are not permitted for safety reasons.*
- One plain, small and discreet stud worn as a facial piercing.
- One plain ring.
- One simple necklace. This must be worn inside the shirt for safety reasons.
- One plain bangle or bracelet, no wider than 1cm. It must be small enough that a finger cannot fit between it and the arm.
- One wrist watch.

Make-up: *Noticeable make-up is not permitted.*

False nails: *Noticeable false nails are not permitted.*

Tattoos: *Visible tattoos are not permitted*

NON-COMPLIANCE WITH DRESS CODE

If there are medical reasons that prevent a student from complying or an emergent situation, a parent may contact the relevant Deputy Principal to explain why a student is not able to comply with the Dress Code on a particular day. This may be done in person, via telephone or note. Contact is expected on each day that the student has the medical or emergent reason. *Please note that emergent situations are expected to be addressed in a timely manner, and in some circumstances consequences for non-compliance may still be issued.*

Under the school's Student Code of Conduct and the Education (General Provisions) Act 2006, permitted sanctions for non-compliance of the dress code include:

- Detention of the student for a period mentioned in the Education (General Provisions) Act 2006;
- Preventing the student from attending, or participating in, any activity for which the student would have been representing the school;
- Preventing the student from attending, or participating in any activity that, in the reasonable opinion of the school's Principal, is not part of the essential educational program of the school.

When a student is able to comply with the school's Dress Code (e.g. by removing a non-compliant item), but chooses not to when requested, this will be considered as an act of wilful disobedience by the student and may be dealt with according to the Student Code of Conduct. Students will be offered compliant uniform items to change into whenever possible.



Third Party Website Providers – Register

Service name:	ABC.net	Data hosting:	Offshore
Url:	https://www.abc.net.au/		
Purpose of use:	ABC (Australian Broadcasting Corporation) hosts news, popular culture content, education resources and games		
Terms of use:	https://about.abc.net.au/terms-of-use/		
Privacy policy:	https://about.abc.net.au/abc-privacy-policy/		
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Other: This service features advertising and/or offers to users. This may result in exposure to promotional materials, add-ons, in-app purchases from other parties which may not be appropriate for users under 18 years.		

Service name:	Scratch	Data hosting:	Offshore
Url:	https://scratch.mit.edu/		
Purpose of use:	Scratch is a visual programming tool and online learning community that allows users to program and share interactive media such as stories, games and animations		
Terms of use:	https://scratch.mit.edu/terms_of_use		
Privacy policy:	https://scratch.mit.edu/privacy_policy		
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published publicly. <input checked="" type="checkbox"/> Student works are stored and published publicly. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: Month and year of birth, Gender		

Service name:	ACER Online Assessment and Reporting Platform (OARS)	Data hosting:	Onshore
Url:	https://oars.acer.edu.au/		
Purpose of use:	ACER Online Assessment and Reporting Platform (OARS) provides a suite of educational assessment and reporting tools for schools. NOTE – This assessment is based on the following School Assessments only: ACER General Ability Tests (AGAT), Abstract Reasoning Test (ART), Assessment of Languages Competence (ALC), Attitudes and Values Questionnaire (AVQ), Compass, PAT (Maths, Reading, Vocabulary, Grammar and Punctuation, Spelling, Science, Inquiry and Problem Solving), Social-Emotional Wellbeing Survey (SEW) and School Life Questionnaire (SLQ).		
Terms of use:	https://oars.acer.edu.au/terms-conditions		
Privacy policy:	https://www.acer.org/privacy		
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, Surname, Gender, Date of Birth, Year Level, Well-being information		



Service name:	ClickView Australia	Data hosting:	Onshore
Url:	https://www.clickview.com.au/		
Purpose of use:	Clickview produces curriculum-aligned video and interactive content for teachers and students. Educators can search the video library, including recorded free-to-air TV programmes, for relevant clips or to create their own interactive video content and activities.		
Terms of use:	https://www.clickview.com.au/terms-and-conditions/		
Privacy policy:	https://www.clickview.com.au/privacy-policy/		
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, Surname		

Service name:	Grok Learning Pty Ltd	Data Hosting:	Onshore
Url:	https://groklearning.com/		
Purpose of use:	Online platform for learning programming and computational thinking skills.		
Terms of use:	https://groklearning.com/policies/terms/		
Privacy policy:	https://groklearning.com/policies/privacy/		
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored. <input checked="" type="checkbox"/> Student works are stored. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, Surname, Gender, Responses – Online Learning		

Service name:	Education Perfect	Data Hosting:	Offshore
Url:	https://educationperfect.com/		
Purpose of use:	Education Perfect allows teachers to create 'learning journeys' for classes and individual students. Teachers can choose from a range of curriculum aligned resources and review analytics to understand student progress.		
Terms of use:	http://www.educationperfect.com/wp-content/uploads/2019/01/education_perfect_-_standard_terms_and_conditions_2018-07-26.pdf		
Privacy policy:	https://www.educationperfect.com/legal/		
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, Surname, Academic Testing <input checked="" type="checkbox"/> The following parent personal information is disclosed: Email Address		

Service name:	IXL Learning	Data Hosting:	Offshore
Url:	https://au.ixl.com/		
Purpose of use:	IXL provides learning activities for Mathematics and English. Teachers can monitor students' progress using diagnostic information and learning analytics.		
Terms of use:	https://au.ixl.com/termssofservice		
Privacy policy:	https://au.ixl.com/privacypolicy		
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, Surname, Email Address, Responses – Online learning, Academic testing, Unique ID number <input checked="" type="checkbox"/> The following parent personal information is disclosed: Email Address		



Service name:	Kahoot!	Data Hosting:	Offshore
Url:	https://kahoot.it/		
Purpose of use:	Kahoot! is a game-based learning platform. It provides the ability to create, discover, play and share fun learning quizzes, surveys and activities for any subject, in any language, on any device, for all ages.		
Terms of use:	https://kahoot.com/terms-and-conditions/		
Privacy policy:	https://kahoot.com/privacy-policy/		
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student works are stored and published publicly. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: Date of Birth		

Service name:	Literacy Planet	Data Hosting:	Offshore
Url:	https://www.literacyplanet.com/au/		
Purpose of use:	Online literacy application with assessment, diagnostic and reporting capabilities which allows teachers to assign curriculum-aligned interactive games and activities based on students' needs.		
Terms of use:	https://www.literacyplanet.com/au/about/privacy-policy/schools-terms/		
Privacy policy:	https://www.literacyplanet.com/au/about/privacy-policy/		
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> The following additional student personal information is disclosed: Student personal information may be collected, used or disclosed through use of the service <input checked="" type="checkbox"/> Other: Service provider requires parent consent for users under 13 years		

Service name:	Padlet	Data Hosting:	Offshore
Url:	https://padlet.com/		
Purpose of use:	Padlet is an online collaboration tool used to share resources online between educators and students.		
Terms of use:	https://padlet.com/about/terms		
Privacy policy:	https://padlet.com/about/privacy		
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, Surname <input checked="" type="checkbox"/> The following parent personal information is disclosed: Email Address		

Service name:	SurveyMonkey	Data Hosting:	Offshore
Url:	https://www.surveymonkey.com/		
Purpose of use:	SurveyMonkey is an online survey tool that supports the creation, deployment, analysis, and administration of surveys.		
Terms of use:	https://www.surveymonkey.com/mp/legal/terms-of-use		
Privacy policy:	https://www.surveymonkey.com/mp/legal/privacy		
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, Surname <input checked="" type="checkbox"/> The following parent personal information is disclosed: Responses – surveys, forms		



Service name:	YouTube	Data Hosting:	Offshore
Url:	https://youtube.com/		
Purpose of use:	YouTube is a free community platform for video content.		
Terms of use:	https://www.youtube.com/t/terms		
Privacy policy:	https://www.youtube.com/yt/about/policies/#community-guidelines		
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published publicly. <input checked="" type="checkbox"/> Student works are stored and published publicly. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, Surname <input checked="" type="checkbox"/> Other: Some YouTube search results may contain inappropriate or explicit videos, including thumbnails, search results and comments which may not be deemed suitable for student use. These thumbnail images, results and comments cannot be blocked or removed by the department without blocking the whole application.		

Service name:	Edrolo Standard Resource	Data Hosting:	Onshore
Url:	http://edrolo.com.au/		
Purpose of use:	Curriculum-aligned digital resources to support teaching and learning in secondary schools through self-paced learning and analytics featuring video lessons, practice exams, online activities, study notes, quizzes and solution videos.		
Terms of use:	http://edrolo.com.au/terms/		
Privacy policy:	https://edrolo.com.au/privacy		
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published publicly. <input checked="" type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, Surname, Academic testing, Responses – Online learning		

Service name:	Studyladder	Data Hosting:	Offshore
Url:	https://www.studyladder.com.au/		
Purpose of use:	Free online educational activities created by Australian teachers to support teachers and students.		
Terms of use:	https://www.studyladder.com.au/about/terms		
Privacy policy:	https://www.studyladder.com.au/about/privacy		
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, Surname		

Service name:	Tinkercad	Data Hosting:	Offshore
Url:	https://www.tinkercad.com/		
Purpose of use:	Tinkercad is a free 3D design, electronics, and coding application.		
Terms of use:	https://www.autodesk.com/company/legal-notices-trademarks/terms-of-service-autodesk360-web-services/terms-of-service-for-tinkercad		
Privacy policy:	https://prismic-io.s3.amazonaws.com/tkv3/b8d327a5-6b2a-481e-92aa-2d5b75a9d139_2020.03.18+-+Tinkercad+DPA+%28non-US%29.pdf		
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published.		



Service name:	Twinkl	Data Hosting:	Offshore
Url:	https://www.twinkl.com.au/		
Purpose of use:	An educational resource providing schools with digital teaching materials including lesson plans, assessments and interactive activities.		
Terms of use:	https://www.twinkl.com.au/page/terms-and-conditions-schools		
Privacy policy:	https://www.twinkl.com.au/legal		
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, Surname <input checked="" type="checkbox"/> The following parent personal information is disclosed: Email Address, First name, Surname <input checked="" type="checkbox"/> Other: Responses – online learning stored against user when not using de-identified information		

Url:	https://www.arduino.cc/		
Purpose of use:	Arduino is an electronics platform allowing users to learn coding and programming through writing code, configuring Arduino boards, and sharing projects.		
Terms of use:	https://www.arduino.cc/en/Main/TermsOfService		
Privacy policy:	https://www.arduino.cc/en/Main/PrivacyPolicy/		
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Other: Account registration is required to access this service. In doing so, information is disclosed to a third-party service not managed by or contracted to the department. This increases exposure to risks associated with legislative compliance (e.g., information privacy, information security, child/student safety etc.). When creating an account using the standard account creation process, the following mandatory information is disclosed: • Email address • Username		

Service name:	Learn English Teens	Data hosting:	Offshore
Url:	https://learnenglishteens.britishcouncil.org/		
Purpose of use:	Learn English Teens provides ways to improve and learn the English language. It allows reading, writing and listening practice, tips for exams, grammar and vocabulary exercises, games and videos		
Terms of use:	https://www.britishcouncil.org/terms?_ga=2.30042431.1649689010.1655184470-688557085.1655184470		
Privacy policy:	https://www.britishcouncil.org/privacy-cookies?_ga=2.58265002.1649689010.1655184470-688557085.1655184470		
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Other: Student personal information may be collected, used or disclosed through use of the service if they sign up to the website. In doing so, information is disclosed to a third-party service not managed by or contracted to the department. This increases exposure to risks associated with legislative compliance (e.g., information privacy, information security, child/student safety etc.).		



Service name:	Learn English Kids	Data hosting:	Offshore
Url:	https://learnenglishkids.britishcouncil.org/		
Purpose of use:	Learn English Kids is created by the British Council, it provides ways to improve and learn the English language. It allows reading, writing, songs and listening practice, tips for exams, grammar and vocabulary exercises, games and videos		
Terms of use:	https://www.britishcouncil.org/terms		
Privacy policy:	https://www.britishcouncil.org/privacy-cookies		
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Other: Student personal information may be collected, used or disclosed through use of the service if they sign up to the website. In doing so, information is disclosed to a third-party service not managed by or contracted to the department. This increases exposure to risks associated with legislative compliance (e.g., information privacy, information security, child/student safety etc.).		

Service name:	Cambridge dictionary	Data hosting:	Offshore
Url:	https://dictionary.cambridge.org/		
Purpose of use:	Provides online dictionary - Cambridge University Press has been publishing dictionaries for learners of English since 1995. Cambridge Dictionaries Online began offering these dictionaries completely free of charge in 1999		
Terms of use:	http://www.cambridge.org/about-us/terms-use/		
Privacy policy:	http://www.cambridge.org/about-us/legal-notices/privacy-notice		
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Other: Student personal information may be collected, used or disclosed through use of the service if they sign up to the website. In doing so, information is disclosed to a third-party service not managed by or contracted to the department. This increases exposure to risks associated with legislative compliance (e.g., information privacy, information security, child/student safety etc.).		

Url:	https://cad.onshape.com/		
Purpose of use:	Onshape is a Computer Aided Design(CAD)and design management service with real-time collaboration tools and business analytics..		
Terms of use:	https://www.onshape.com/en/legal/terms-of-use		
Privacy policy:	https://www.onshape.com/en/privacy-center/privacy-policy		
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, Surname, Gender <input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published.		

Service name:	Canva for Education(Canva Pty Ltd)	Data Hosting:	Offshore
Url:	https://www.canva.com/education/		
Purpose of use:	Creative design tools; Graphic design / Drawing / Illustrating; Image libraries; Presentation tools; Concept mapping/ Mind mapping / Brainstorming		
Terms of use:	https://about.canva.com/terms-of-use/		
Privacy policy:	https://about.canva.com/privacy-policy/		
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> The following additional student personal information is disclosed: First name, Surname <input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published. <input checked="" type="checkbox"/> Student works are stored and published.		



Service name:	Molview	Data Hosting:	Offshore
Url:	https://molview.org/		
Purpose of use:	MolView is an intuitive, Open-Source web-application to make science and education more awesome! MolView is mainly intended as web-based data visualization platform		
Terms of use:	https://molview.org/legal		
Privacy policy:	https://molview.org/legal		
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Other: site uses a client-side local storage technology (WebStorage) in order to save user preferences. Site uses its own Matomo Analytics instance for data aggregating and analyzing the actions taken by the user. No personal data is stored however all analytics can be disabled if the user wishes to do so.		

Service name:	Padlet	Data Hosting:	Offshore
Url:	http://padlet.com		
Purpose of use:	Padlet is an online collaboration tool used to share resources online between educators and students.		
Terms of use:	https://padlet.com/about/terms		
Privacy policy:	https://padlet.com/about/privacy		
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Student image, video, and/or recording are stored and published publicly. <input checked="" type="checkbox"/> Student works are stored and published. <input checked="" type="checkbox"/> The following additional student personal information is disclosed: Email Address		

Service name:	Tracker	Data Hosting:	Offshore
Url:	https://physlets.org/tracker/		
Purpose of use:	Tracker is a free video analysis and modelling tool built on the Open Source Physics (OSP) Java framework. It is designed to be used in physics education.		
Terms of use:	https://www.compadre.org/osp/webdocs/Terms.cfm		
Privacy policy:	https://www.compadre.org/osp/webdocs/Privacy.cfm		
Additional consent is being sought for the following reasons: (as per Section 2b)	<input checked="" type="checkbox"/> Other: Student personal information may be collected, used or disclosed through use of the service if they sign up to the website. In doing so, information is disclosed to a third-party service not managed by or contracted to the department. This increases exposure to risks associated with legislative compliance (e.g., information privacy, information security, child/student safety etc.)..		



*Information as at January 2024

