



# KINGAROY STATE HIGH SCHOOL

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**2026  
Prospectus**

**Updated November 2025**





**Office Hours 8:00am to 4:00pm**

**Address:**

**15 Toomey Street**

**PO Box 356**

**KINGAROY Q 4610**

**Phone: (07) 4160 0666**

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**Email: [enquiries@kingaroyshs.eq.edu.au](mailto:enquiries@kingaroyshs.eq.edu.au)**

**Facebook: <https://www.facebook.com/KingaroySHS/>**

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## **ADMINISTRATIVE STAFF**

### **PRINCIPAL**

Mr David Thomson

### **DEPUTY PRINCIPALS**

Mr Jackson Mackay – Learning Engagement

Mr Trent Cluff – Operations (Lead DP for Year 10)

Mr Andrew Maddern - Educational Achievement – Senior Secondary (Lead DP for Year 11 & 12)

Ms Helen Maudsley – Educational Achievement – Junior Secondary (Lead DP for Year 9)

Mr Steve Perrett – Belonging and Engagement (Lead DP for Year 7 & 8)

### **HEADS OF DEPARTMENT**

Mrs Jade Cluff – Humanities and Business

Mrs Cath Glennly – Learning Engagement

Mr Paul Hutton – English and LOTE

Mr Ken Lee – Mathematics

Mrs Krysty Connelly – Staff and Community Engagement

Ms Kathryn Radunz – The Arts and Year 9 Student Engagement

Mrs Carissa Sempf – Technologies - Design

Mr Jamie Shirlaw – Science and Agriculture

Ms Amy Stevens – Year 7 Student Engagement

Mr Rob Turner – Health and Physical Education

Mrs Jenny Underwood – Technology - Food and Textiles

Mrs Alysha Walker – Senior Schooling and Year 10 Student Engagement

Ms Chelsea Woodard – Teaching and Learning and Year 8 Student Engagement

### **GUIDANCE OFFICERS**

Mr Sean Wicks (Years 7, 9, 11)

Mrs Rebecca Zischke (Years 8, 10, 12)

### **BUSINESS MANAGER**

Mrs Gabrielle Flanigan



## STATEMENT OF PURPOSE

Kingaroy State High School  
prepares students for life

The school community  
believes that:

1. The school is a place of high-quality learning.
2. The school equips students with knowledge and skills to meet the needs of a changing society.
3. The school operates as a caring environment and recognises the worth of every member.
4. Every student has the opportunity to participate in the learning process that recognises their individual needs and abilities in an atmosphere that encourages them to develop to their best potential.
5. High personal standards, including honesty and working to the best of one's ability, are essential.
6. Each person contributes to the achievement of common and individual goals.



## GENERAL SCHOOL INFORMATION

### SCHOOL MOTTO

*Integer et Diligens - Integrity and Diligence - Honest and Hardworking*

### SCHOOL SPORTS HOUSES

The school houses have been named after four outstanding Queenslanders:

		House Colour
Dr John <b>BRADFIELD</b>	Outstanding Engineer	<b>Red</b>
Sir John <b>LAVARACK</b>	Soldier who became Governor of Queensland	<b>Blue</b>
Vance <b>PALMER</b>	Author and Poet	<b>Green</b>
Henry <b>YOUNGMAN</b>	Pioneering Farmer of "Taabinga", via Kingaroy	<b>Gold</b>

### PARENTS' AND CITIZENS' ASSOCIATION

Meets on the fourth Tuesday of every school month at 6.00 pm in the Meeting Room of the Community Building. All parents and interested community members are invited and encouraged to attend. New members are always welcome.

### CALENDAR 2026

Term 1:	Tuesday 27 January to Thursday 2 April
Term 2:	Monday 20 April to Friday 26 June
Term 3:	Monday 13 July to Friday 18 September
Term 4:	Tuesday 6 October to Friday 11 December
Student free day:	Friday 4 September

All students commence school on **Tuesday 27 January 2026**. There will be a normal full day program on the first school day for all students.

### NEW ENROLMENTS

Parents and caregivers seeking to enrol new students should complete an Application for Student Enrolment, which can be found on the [school website](#). Anyone with enquiries about new students can call the school from Monday 19 January 2026 and speak to the Enrolment Officer.

### THE NETWORK OF STUDENT SUPPORT

At Kingaroy State High School there is a team approach to behaviour support. This team includes staff, students, members of the school community and wider community, administration team, Heads of Department (HODs), Senior Schooling Team, Year Level Coordinators (YLCs), Guidance Counsellors, Youth Support Coordinator (YSC), Clontarf Academy staff, School-Based Youth Health Nurse as well as Youth Workers and other community agencies as needed. Any combination of these can work to support a student, depending on their needs.

### QLEARN

A key enabler of the department's [Equity and Excellence strategy](#), QLearn connects students to digital learning opportunities.

For school staff, QLearn provides:

- a streamlined automated process for course shell creation and automated enrolment management based on the school's OneSchool timetable
- ability to connect and collaborate with peers and students
- integration with the Microsoft Office suite and other applications
- recognition of teachers as experts, helping embed their future-focused teaching practices
- opportunities to engage learners through personalised, collaborative and integrated digital learning experiences
- ability for teachers to share content.

For students, QLearn provides:

- a modern and intuitive interface
- data protection and privacy.

As the QLearn ecosystem is 'evergreen', meaning it will be continuously updated and improved, new features and functionality are regularly released to ensure the product remains current and incorporates relevant enhancements that benefit schools and students.

As part of the QLearn package QParents is the department's application created to provide parents with digital access to administrative processes and a range of their children's OneSchool data.

QParents provides a parent anytime access from a computer, tablet or smartphone to:

- view their child's timetable and assessment planner
- update attendance records
- pay invoices, view outstanding payments and payment history
- view their child's report cards
- give consent for excursions
- update medical information.

Establishing this digital connection with parents and caregivers enables schools to achieve significant workload reductions, particularly in administrative processes, such as attendance and consent management.

Find out how to get started with QParents via the [Parent Poster](#) or by making contact with the school.

## PARENT-TEACHER COMMUNICATION AND CO-OPERATION

It is important that parents and caregivers should be aware of the school's aims and procedures and that teachers should know of parents' attitudes and aspirations.

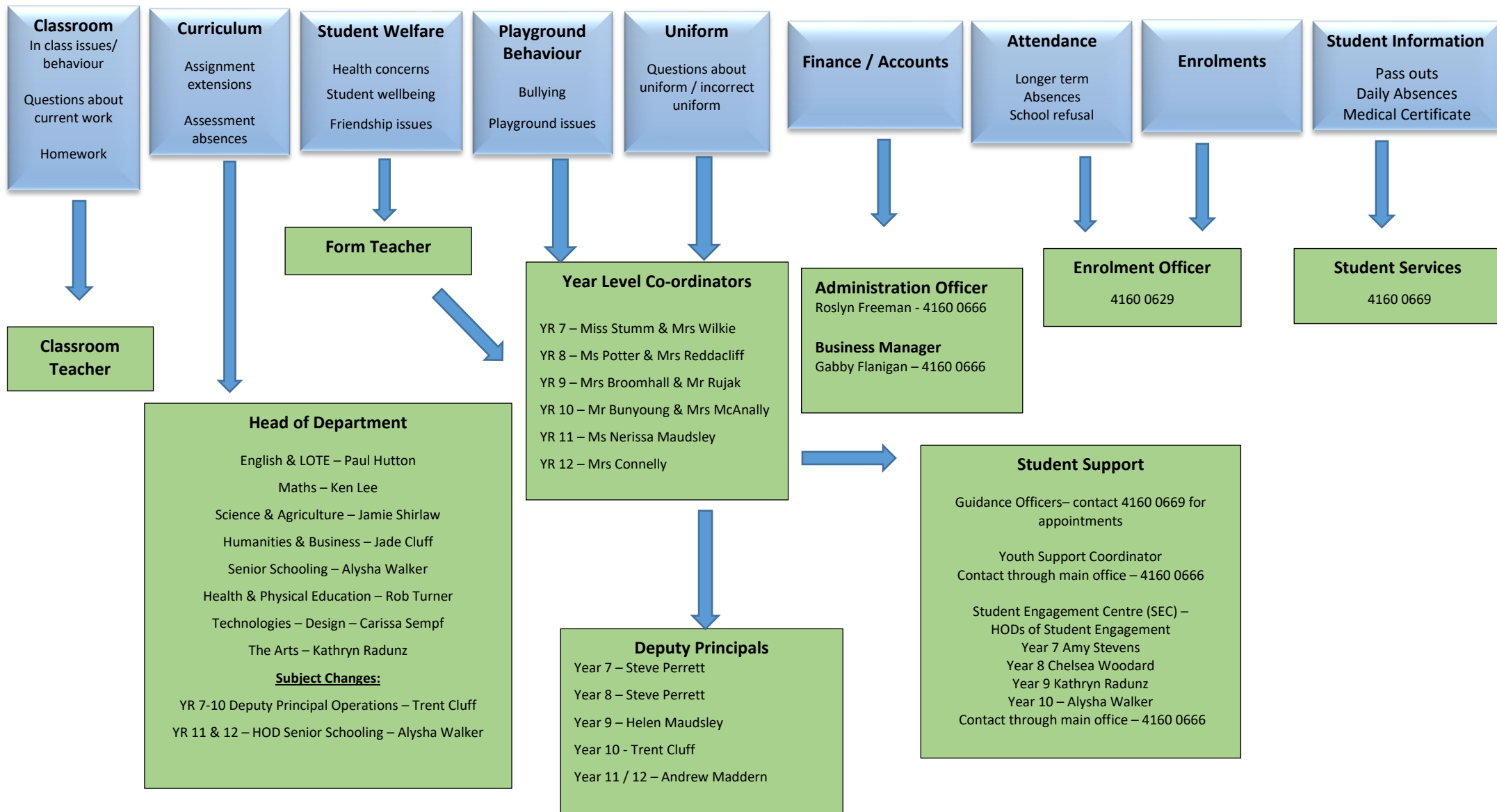
Facilitating this relationship can be achieved by:-

- personal discussions with Administration, HODs and Teachers at Parent/Teacher Consultations or at other suitable times by arrangement through the school office;
- attending the regular meetings of the Parents' and Citizens' Association where school policy and happenings are discussed and reports on school activities are given;
- attending school functions such as: Speech Night, student drama performances, sports days, Sports Night, Flair, Instrumental Music Night and other music celebrations, choir performances and art shows.
- attending special information meetings arranged for parents and caregivers of students in particular year groups;
- participation in School committees set up for specific purposes (e.g. Instrumental Music)
- using QParents as a quick and easy communication tool and to stay informed of school and student activity

Students improve at school if their parents/caregivers show an interest in their child's schooling experience and in the schoolwork they are doing. Parents are encouraged to discuss the progress of their student with the Administration, HODs or the appropriate class teachers. **Phone the school for an appointment**, to ensure you can see the staff member concerned.



# CONTACT INFORMATION FOR KINGAROY SHS



To contact any of the above staff without numbers listed, please call the main office on 4160 0666

## NEWSLETTERS

Newsletters provide the latest information about school events and are emailed to families fortnightly. The School Newsletter is also posted on the school's website: [www.kingaroyshs.eq.edu.au](http://www.kingaroyshs.eq.edu.au). Frequent updates of most school news and upcoming events are posted on the [Kingaroy State High School Facebook page](#) for your more immediate interest and information.

## ATTENDANCE

- (a) Compulsory school age for students is until they finish Year 10 or turn 16, whichever comes first. Compulsory participation phase comes after that, and if not working at least 25 hours per week, young people need to:
  - Stay in education or training for 2 more years,
  - Get a Queensland Certificate of Education (QCE),
  - Get a Certificate III Vocational qualification or higher, or turn 17, whichever comes first or
  - All young people must be registered with the Queensland Curriculum and Assessment Authority (QCAA) in Year 10 or in the year before turning 16. This is done automatically by the school.
- (b) Parents/caregivers are required by law to ensure that their children attend school on all days including sports days and excursion days, unless a valid reason for absence exists, e.g. illness.
- (c) We ask for parents' cooperation in arranging medical, dental, hairdressing appointments, driving lessons and tests to be out of school hours. It is also not permissible for students to stay home to study for tests or examinations or to complete assignments. Absences for these purposes are not considered acceptable by the Queensland Curriculum and Assessment Authority under the set requirements for student attendance in relation to the issue of Authority Certificates.
- (d) Students must attend punctually. All students are required to be at school by 8.55am. Late arrivals require a parental notification with a reason. This is acceptable by phone on **4160 0660** or written note.

## ABSENCE FROM SCHOOL

The school should be notified of any absence and reason for that absence before school begins at 9am, by phoning our **Absence Line: 4160 0660** (where a message can be left 24 hours a day) or **via SMS 0428 977 748** or by notifying through the QParents App. Alternatively, after an absence, a student should bring a properly addressed and dated letter to Student Services, which clearly explains the reason for the absence. If a student needs to have an extended absence for reasons other than illness, this should be discussed with the Year Coordinator for that year level prior to the absence occurring, ensuring that teachers are notified and assessment and class work missed is taken into consideration. It is the student's responsibility to catch up all class work missed due to absence.

In the case of an absence of over ten (10) days, parents/caregivers must apply for an Exemption through the Principal in advance of the intended absence.

## LATE ARRIVAL

Students arriving late to school for any reason, are to report to the Student Services Building immediately, to be issued with a "Late Admission" slip which they hand to their teacher. Parents or caregivers are required to notify the absence line (4160 0660) stating the reason and the expected time of arrival. Alternatively, a note signed by a parent or caregiver must be submitted to Student Services. Students who are consistently late will be required to meet consequences for lateness.

## COLLECTIONS DURING SCHOOL TIME

If you need to collect your student from school early, or require a message to be given to your student, we ask that you adhere to the following procedures:

1. If you know that your student has an appointment etc during the day, please send a note to school with your student. They will take that note to Student Services on arrival at school and be issued with a 'Leave Request', which will allow them to leave their classroom at the correct time.
2. If you discover early in the day that your need to collect your student early, please phone **before 1:00pm**. This will allow time for office staff to get the message and 'Leave Request' to the student.
3. If you have a message for your student about how they are getting home that day, please call **before 1:00pm**. This will allow time for office staff to get the message to the student.

We will only call students over the PA system during break times. Break times are **11:30 – 12:15** and **1:25 – 1:55**. Our campus is quite large, and it can take some time for office staff to deliver messages and 'Leave Requests' to students.

### **ILLNESS**

Students who become ill are to report immediately to the office with a note in their diary from their class teacher. The office staff will contact parents/caregivers. At no time should students contact home themselves.

### **LUNCH PASSES**

Indiscriminate and unsupervised movement from the school grounds during the lunch hour is not permitted. A canteen is available for lunches at school. Term by term permission to go downtown or to another venue for lunch cannot be given. In exceptional circumstances, a pass to go home for lunch is issued. Letters from parents of students residing in Kingaroy are required to be handed to the Deputy for that year level for consideration.

### **PERSONAL PROPERTY**

The owner's name must be marked clearly on all books and articles of clothing. Calculators should be engraved with the student's name. The school accepts no responsibility in the search for lost property that is unnamed. If a student loses any article at school, they should check immediately with one of the Facilities staff, who store all lost property in F block.

### **MONEY AND VALUABLES**

Under no circumstances should a student leave money or valuables in school bags. Any money or valuables should be carried on the student at all times. If money is brought to school to pay for subject contributions, field trips or other excursions and activities, it should be paid at the Office upon arrival at school. The school accepts no responsibility for the loss of any money or valuables left in a school bag, or inadvertently left by the owner anywhere in the school. Mobile phones and iPods or similar (as well as earphones or similar) are away for the day from gate to gate at the school. The school is a mobile phone free zone. This applies when the student enters the gate until they leave in the afternoon. If needed for an outside school activity, or the rare in-class activity, they must be stored at the Student Services office and collected on leaving school.

### **PROHIBITED ITEMS**

The health and safety of students and staff is a priority at Kingaroy SHS. Certain items are prohibited for students to bring or use at school. Prohibited items include but are not limited to: chewing gum, energy drinks, permanent markers, metal rulers, liquid correction fluids, fidget spinners, spray cans (such as deodorant, hairspray), personal devices (such as mobile phones, iPods etc), e-cigarettes, knives (including pocket knives), cigarettes, vaping substances or devices, alcohol, illicit drugs. If students are found with these items, they will be asked to surrender them to the staff member or Student Services for collection at the end of the school day. Depending on the item,

further consequences may apply. It is also prohibited to have take-away food/drinks delivered to the school, or for students to consume food/drinks, except water, in classrooms.

#### **VISITORS**

Persons wishing to talk to students during school hours must apply at the Administration Office. This includes lunch breaks and recesses. Students will not be permitted to receive telephone calls. If URGENT, a message will be relayed.

#### **USE OF CARS BY STUDENTS**

Students may not travel to and from school in their own or in other students' cars unless written permission from the student driver's parent/caregiver, as well as a letter from the parent/caregiver of the passenger giving specific permission are received by the Year Level Coordinator. For legal reasons, it is vital that students comply with this.

It is also vital that the only travel/transporting in this manner is directly to school at the start of the day and to return home at the end of the school day. At no time are students to drive cars to attend sporting, music, competitions, excursions or any similar events.

#### **YEAR 12 FORMAL**

The Year 12 formal may be a privilege granted to Year 12 students to celebrate the successful completion of Year 12. Permission is granted at the discretion of the Principal given that students have an attendance percentage greater than 90% as determined by the School, completed the Career Education course, a good behaviour record, no Ns or Es at exit, outstanding fees are paid, and all required assessment has been completed, including the attainment of a QCE/QCIA.

#### **OUTSTANDING FEES**

In any year level, students wishing to participate in any non-curriculum/non-compulsory activities or purchases such as a social trip to Dreamworld, Senior camp, School Formal or purchasing a Senior jersey, must have paid all outstanding fees. For example, this includes previous sporting or other extra-curricular activities.

#### **INSTRUMENTAL MUSIC**

An Instrumental Music Program operates in the school, and students have the opportunity to participate in one or more of the School Bands. Lessons are held during usual school time and are on a rotational basis so that students miss different classes each time.

A student contribution of \$30 per year is required to cover costs incurred in this activity. A hire fee of \$100 per annum will apply to school owned instruments. Students entering a School Band will be required to purchase a band uniform.

#### **VOCATIONAL EDUCATION AND TRAINING SUBJECTS**

In 2026, Kingaroy State High School (RTO Number 30385) is offering a range of Vocational Education and Training (VET) subjects. Stand-alone VET subjects, which are competency based, are offered in Basic Financial Literacy; Financial Services; Hospitality; Work Place Skills; Active Volunteering; Skills for Work and Vocational Pathways; (RTO – Blue Dog Training RTO Number 31193); Construction and Engineering: (RTO Binnacle Training – RTO Number 31319) Fitness. All of these subjects use nationally endorsed Training Packages and at the end of the course the students will receive a nationally recognised Certificate or Statement of Attainment.

Students also have the opportunity to take up a School-based Apprenticeship or Traineeship which provides paid employment while completing a vocational qualification. However, they should be looking at this industry as their career/employment option while completing further study after school to be considering this option. Please contact the HOD Senior Schooling for further information.

#### **WORK PROGRAMS**



Parents/caregivers and students are advised that Work Programs are available for perusal from the relevant subject Head of Department. These indicate the full course of study in each subject and assignment requirements. Parents are able to read these during school hours by contacting the front office.

### **TEXTBOOKS AND EQUIPMENT**

The textbooks and equipment required for each subject can be found on the school book lists and the [school website](#).

Parents/caregivers are responsible for providing textbooks and other personal resources for their children while attending school. However, in recognition that these costs can be high, the Government operates a Student Resource Scheme that enables a parent/caregiver to enter into an agreement with the school so that an allowance is given from the Government to subsidise text and resource costs, providing for the temporary use by the student of prescribed textbooks and/or other resources, and/or the purchase of consumables and materials for the students. The cost for 2026 is \$220/year level/student.

The scheme ensures that students have personal resources for their education and saves the parent/caregiver time and money in sourcing the prescribed materials elsewhere.

Parents of students at Kingaroy State High School are invited to participate in the Student Resource Scheme which is approved by the P&C. Some additional costs will be incurred in some subjects e.g. Furnishing, Aquatic Practices.

### **ASSIGNMENT / EXAMINATION POLICY**

1. The school's assessment policy is developed from the Queensland Curriculum and Assessment Authority's QCE and QCIA policy and procedures handbook v6.0.
2. This policy applies for all assessment conducted for students in Year 7 through to Year 12.
3. Refer to [Assessment Policy Years 7-12](#) on the school website.
4. The policy is based on students providing 'timely evidence' to the teacher and the teacher applying a 'standard' or mark to the piece of work. 'Timely evidence' means the student submits work by the close of business on the due date set down by the school.  
(Please note that 'close of business' is 5:00pm. Also note that it is expected that all students submit a hard copy of their final task to their teacher for marking).  
Oral presentations are due at the beginning of the lesson on the due date.
5. If the student fails to submit a final response to an assessment, teachers will make judgements based on evidence of student work collected for the purpose of authentication (e.g., drafts, conferencing etc.) during the assessment preparation.
6. For students who do not produce evidence on or before the due date as specified by the school, and NO evidence is available, 'Not Rated' (NR) will be entered as a result.
7. If a student receives a 'Not Rated' for an assessment task, this may impact on ATAR eligibility, QCE attainment and subject results.
8. Special provisions may still be considered under the QCAA Access Arrangements and Reasonable Adjustments policy (AARA).
9. Parents/caregivers will be sent a text message indicating that students have not submitted a draft or final.

### **HOMEWORK**

Regular homework and revision of schoolwork is necessary if a student is to be successful. Parents are asked to assist the staff by seeing that this work is done well and consistently, and under the best conditions.

It is important that definite times for homework be fixed for each night, taking into account family and student commitments. The approximate times to be devoted to homework will vary:

- |                |   |  |
|----------------|---|--|
| Year 10,11,12  | → | approximately 1.5 to 3 hours per night |
| Years 7, 8 & 9 | → | approximately 1 to 1.5 hours per night |

All students must have and use a homework diary, and these should be checked and signed by parents regularly, as should actual homework. Homework forms an important part of the learning process and, except in the purely practical subjects, will be set on a regular basis. The homework diary must not have any graffiti or other social items (e.g. photos) on the covers, nor inside the diary.

Homework is basically of three types:

- (a) **SET HOMEWORK** which can take the form of either written work or learning/research work. It is important that such homework is regularly checked, or some students will soon come to neglect it.
- (b) **PRIVATE STUDY** which may take the form of revision, working on ahead or wider reading. Students should be encouraged to do this type of study and plan their own study program.
- (c) **ASSIGNMENTS** which are set well in advance of the due date. Regular checks should be made on the progress in these major tasks. The job can be subdivided with several due dates.

## SCHOOL REPORTS

School issues two distinct types of reports:

### (a) REPORT ON STUDENT PROGRESS (Years 7 – 10)

Formal reporting to parents/caregivers will occur three times during the year:-

- with a report at the end of both semesters;
- with an interim report at the end of Term 1;
- parent-teacher interviews scheduled in Term 1 and Term 3;
- reports on a request basis or face-to-face dialogue are also available for parents seeking additional information.

### (b) REPORT ON STUDENT PROGRESS (Year 11 & 12)

Formal reporting to parents/caregivers will occur three times during the year:-

Year 11

- Interim report Unit 1 (Week 2 Term 2)
- End of Unit 1 report (Week 7 Term 2)
- End of Unit 2 report (Week 2 Term 4)
- Parent teacher interviews scheduled for Term 1 and Term 3

Year 12

- End of Unit 3 report (Week 3 Term 2)

Queensland Certificates of Education and Queensland Certificates of Individual Achievement are issued by the Queensland Curriculum and Assessment Authority to those students who have satisfied the requirement of the QCE or QCIA.

## REFERENCES

The school will supply a reference for Year 12 students, who apply for it, when they leave school. If requested at any other time, it is at the discretion of the Principal if a reference is provided, and at least two weeks' notice for a reference is required under these circumstances.

## STUDENTS WITH ADDITIONAL NEEDS

Kingaroy State High School promotes the personal and academic development of all students. Support is provided in the following way:

1. Provision of alternative programs where required
2. Provision of modified resources for students where required
3. Provision of in-class support
4. Cooperative planning with teachers working with students with learning difficulties/students with disabilities
5. Provision of functional life skills programs
6. Program planning and implementation for students with disabilities.

## **CAMPS AND EXCURSIONS**

Field trips or excursions may be used when they are the most effective means of curriculum delivery. The educational outcomes of an excursion will be closely related (assessment task) to education objectives in the program of work the students are currently accessing and provide experiences for the students that are not readily available on site.

There are some camps and excursions that relate to the overall wellbeing of the students, rather than the curriculum content such as:

Year 12:	3-day leadership camp for eligible Year 12 students
Years 7-12:	Rewards Days
Years 7-12:	Various subject related camps and excursions
Year 7,10,11:	Leadership Days by UPP (Unleashing Personal Potential)
Year 9 and 12 Leaders and all Form Captains:	Leadership Day by UPP (Unleashing Personal Potential)

## **CLONTARF**

The Clontarf Foundation exists to improve the education, discipline, self-esteem, life skills and employment prospects of young Aboriginal and Torres Strait Islander men, and by doing so, equips them to participate more meaningfully in society.

## **COMMUNITY EDUCATION COUNSELLOR**

Support for all Indigenous students is provided by a Community Education Counsellor.

## **HPE**

Physical Education is part of the Junior curriculum. It is expected that all students participate in both theory and practical lessons. It is, however, understood that at times students may have legitimate reasons for not participating in practical sessions due to illness or injury. Should such a situation arise, it is expected that a note be presented to the student's HPE teacher, at the start of the lesson, detailing the reason they will not be participating: (e.g. bad influenza, sprained ankle, etc.) Should a student be incapacitated for an entire term, a Medical Certificate will be required. All notes are to be written and signed by the parent/caregiver and addressed to the Health and Physical Education Head of Department.

Students are required to wear a school hat when participating in outdoor activity. See Sunsafe Policy on page 36 for additional information.

## **SPORT AND OTHER ACTIVITIES**

The school takes part in interschool and regional competitions such as netball, football, rugby league, volleyball, futsal and touch.

Students are able to play representative sport through teams from the school, South Burnett District, Wide Bay Region, Queensland and Australia. Opportunities exist for students to represent in:

- Swimming
- Cross Country
- Triathlon
- Athletics
- One Summer sport (as grouped by Wide Bay School Sport Board)
- One Winter sport (as grouped by Wide Bay School Sport Board).

The Sports Coordinator has further details concerning sporting opportunities.

A range of co-curricular activities are offered at the school. Activities include:

- Public speaking
- Duke of Edinburgh Award Scheme
- Subject Area Competitions – Local, State and National
- Dance, Drama & Choir activities
- Legal Studies Youth Parliament
- Mooting Competitions
- Extension Programs across a variety of areas
- Instrumental Music Program
- Exchange Program with Fudooka High School, our Sister School in Japan.



## **FACILITIES**

### **CLASSROOMS AND SPECIALIST AREAS:**

The school provides extensive general learning areas, as well as specialist areas which include the following:

- Computer laboratories and portable trolleys of laptops
- Home Economics kitchens and textile rooms
- Hospitality Trade Training Centre
- Design Technology workshops and drawing rooms
- Trade Training Centre
- Art rooms
- Music rooms for groups and individuals
- Agricultural workshops
- Science laboratories and demonstration rooms
- Student Services building
- Community building
- Indoor Sports Centre
- Assembly Hall: Year 12 Centre
- Performing Arts Centre for Drama, Dance and Instrumental Music.
- KPAC – Kingaroy Performing Arts Centre
- iLibrary

### **PERFORMING ARTS CENTRE:**

This contemporary facility offers a Drama workshop and small performance space; a Dance studio with cushioned vinyl floors, wall mirrors and a classroom area; a large Instrumental Music room suitable for band rehearsals and two instrumental music practice rooms. This air-conditioned building is industry standard and provides a central location for Performing Arts activities.

### **JUNIOR SECONDARY BUILDING:**

Opened in 2015, the Junior Secondary building is a custom-made building for the Junior Secondary years, focusing mostly on the Year 7, 8 and 9 students. There are eleven general classrooms, two flexible learning areas, one collaborative learning area, as well as two indoor/outdoor classrooms. On the ground level, there is a large, covered play area with multiple handball courts and seating. This opens to a tiered seating area. All of these areas, as well as the E block toilets, are part of the Junior Secondary precinct. As such, Year 7 students are the only students permitted in this area at break times.

### **iLIBRARY AND DIGITAL HUB:**

The materials collected here cover all subjects studied at the school, and most interests of the students. Most of the resources are available for borrowing. iLibrary staff will provide assistance in locating and using these resources. This centre is also home to the iRead program for Year 8 students, three virtual reality stations, a robotics laboratory and sky theatre. Students also have access to a printer and photocopier in the iLibrary.

Day-to-day device hire is \$2 a day for a minimum time of 10 days. Students pay the office and can collect and return the laptop to the iLibrary.

Materials may be borrowed by students for use at home. Loan times are:

- One week: non-fiction books for assignments, recreational reading from the non-fiction section
- Fortnight: Fiction reading
- Variable: Text books

Overdue lists are emailed directly to students. Any loan may be extended by returning the materials to the iLibrary for re-dating. Students who borrow materials and lose them are required to pay for their replacement before borrowing rights can continue. It is the student's responsibility to take reasonable care of items they have borrowed.

#### **INDOOR SPORTS CENTRE:**

The Indoor Sports Centre is one of the largest of its kind, and is the venue for whole school parades, physical education lessons and various extra-curricular sports, other activities and special school functions. It features a sprung timber floor, climbing wall, electronic scoreboards, and caters for a range of school and community sports, including basketball, netball, indoor bowls, volleyball, badminton, futsal and gymnastics. Lighting is to international standards for sport. Additional facilities include canteen, toilet/change/locker rooms, classroom, aerobics area and staff room. Community organisations can hire the centre by contacting the school office.

#### **ASSEMBLY HALL:**

The School Assembly Hall is being used as a Year 12 Centre, with comfortable seating, microwave etc. It may be used for Year Level assemblies from time to time.

#### **SCHOOL CANTEEN:**

The Parents' and Citizens' Association is responsible for the school canteen. The canteen operates on each school day, except the last day of the school year. It is open at both break times, with a breakfast and hot beverage menu also being available before school. At any time through the school year, **volunteers** wanting to work in the canteen can contact the school to offer their services.

#### **KINGAROY PERFORMING ARTS CENTRE (KPAC):**

KPAC is a new facility to KSHS, only being completed in September 2018. The facility has an auditorium with 620 retractable seats. It is available for whole school assemblies, lessons and special school functions. Additional features include a canteen, classroom and backstage change rooms. Community organisations, with approval from the Principal, may apply to hire KPAC by contacting the school.

#### **AGRICULTURAL FACILITIES**

Kingaroy State High School is proud to offer outstanding Agricultural Science facilities that give students hands-on, real-world learning experiences. Our Ag precinct includes well-maintained paddocks, a working cattle herd, cattle yards, sheds, and productive crop and garden areas.

# SCHOOL UNIFORM

## RATIONALE:

The Education Queensland policy is that the Principal, in consultation with the school community, will determine school policy on student dress standards.

Kingaroy State High School P & C Association has resolved that it supports a student dress code policy for Kingaroy State High School because it believes that it promotes the objectives of the *Education (General Provisions) Act 2006*, and in particular that it:

- promotes a safe environment for learning by enabling ready identification of students and non-students of the school;
- promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school;
- promotes a supportive environment at the school by fostering a sense of belonging;
- fosters mutual respect among individuals at the school by minimising visible evidence of economic, class or social differences.

## EVERYDAY UNIFORM: (BOYS AND GIRLS)

### ▪ Junior Polo Shirt

- "Kingaroy State High School" in white lettering on the collar.
- Sky blue sleeves and side panels.
- Sky blue school logo on front left chest.

### ▪ Senior Polo Shirt – worn from Year 10 onwards

- Navy sleeves and sky blue side panels
- Logo on front as per polo shirt, with "Senior School" underneath.

### ▪ Shorts

- Navy (to be worn mid-thigh to knee length) with no coloured logos

### ▪ Skirt/Skorts

- Navy A-line knee length skirt

### ▪ Socks

- Mid crew black socks with no other colour or markings

### ▪ Shoes

- All black laced school shoes with impervious uppers e.g. leather or vinyl with no other coloured logos/stripes

### ▪ Spray Jacket

- Navy and sky blue with Kingaroy High embroidered top left

### ▪ Jumper

- Sky blue, V Neck with small navy school logo on front left chest

### ▪ Tracksuit pants

- Navy, no trim

### ▪ School Bucket Hat

- Students are provided with one school hat. Replacement cost is \$15
- Caps and other hats including beanies are not allowed and will be confiscated

\* ***Please remember to label all clothing articles clearly with your student's name, especially spray jackets and jumpers.***



Junior shirt



Senior shirt

## Jewellery:

Jewellery is to be kept to a minimum to avoid losses and possible injuries. Large ornate jewellery, as well as large earrings, plastic or otherwise are not allowed.

Due to the danger of injury to the wearer, or others engaged in sport, it is strongly recommended that students do not wear any jewellery when playing sport.

#### **Body and Face Piercings and Makeup:**

It is not appropriate, for health and safety reasons and for reasons of positive image for the entire school body, for students to have any visible body piercing while they are at school.

This includes piercings on the face, mouth, eyebrows, nose, tongue or neck. If a student needs to wear a spacer it must be clear in colour. One fine sleeper or stud for ear piercings are acceptable. Decorative jewellery is not allowed.

Any face makeup must be minimal and must not draw unnecessary attention to the student.

#### **Tattoos:**

These must be completely concealed at all times.

#### **Hair Styles:**

- Neat simple styles are required. Hair should be back from eyes at all times. Long hair needs to be secured for practical activities.
- Any hair colour which draws unnecessary attention to the student is not permitted.

#### **SPECIAL NOTES ABOUT UNIFORM**

1. Other coloured socks are not acceptable. Neither are other coloured shoes.
2. Shoes and shorts must not have other coloured logos
3. Year 12 jersey may be worn for current year only.
4. Jeans of any colour are not accepted as part of the school uniform.
5. Sports T-shirts in any style, other than the prescribed style, are not acceptable.
6. Corduroy, knits or shiny style shorts are not considered appropriate.
7. Students are encouraged to wear protective sunglasses for outdoor activities.
8. Students must wear the school-supplied bucket hat for outdoor activities. Caps, beanies etc. are not permitted.
9. Cargo-type pants (pockets, and either long or short) are **not** acceptable.
10. Shorts (boys and girls) are required to be **mid-thigh to knee length** only.
11. Active wear tights are not accepted as part of the school uniform.

**Please note that School references comment on grooming and dress.**

#### **STRATEGIES TO DEAL WITH STUDENTS NOT WEARING UNIFORM:**

1. Assistance with uniforms is available for families experiencing financial hardship. Students and/or parents need to contact the Administration to access this assistance.
2. A bank of school uniforms items is held at the school so that a student who presents without being dressed according to the student dress code (major items of uniform) will be offered the opportunity to wear one. Students will access this uniform bank by:
  - reporting to the Admin Officer at Student Services immediately upon arriving at school, or
  - being sent to the Admin Officer by their form teacher during form/assembly or by their first teacher of the day.
  - all uniform items lent to the student will be recorded, and only removed from the loan register on return.



3. If for any reason a student cannot be supplied with an item of clothing from the uniform bank, they will be given a uniform pass to show they have made a legitimate attempt to comply with the dress code. Students must be able to present this uniform slip on request.
4. If, when offered an item to comply with the dress code, a student unreasonably refuses to put it on, the student can be sanctioned for non-adherence to a school policy and dealt with according to the Student Code of Conduct.

**NOTE:** It is NOT okay for a parent/caregiver to send a student out of uniform with a note to cover them for the day or longer. This will still need to be verified by the school.

## POSITIVE REINFORCEMENT

Positive reinforcement is a well-documented means of promoting and maintaining acceptable and appropriate behaviours. At Kingaroy State High School, energy is directed by classroom teachers, administration and support staff into reinforcing positive behaviours through actions such as:

- Praise
- Encouragement
- Appointment of Form Captains
- Use of positive rewards for expected and exceptional behaviours through Kingaroy Merit Points rewards system
- Attendance awards
- Year level Awards
- Recognition of Achievements on year level or School Assemblies
- Appointment of Year 12 school leaders and Year 9 Junior leaders.

Free and Frequent	Short to Medium	Long Term
<p>Adult attention:</p> <ul style="list-style-type: none"> <li>• Non-contingent – smile, thumbs up, conversations</li> <li>• Contingent – specific positive feedback</li> </ul> <p>Tangibles:</p> <ul style="list-style-type: none"> <li>• KMPs are earned by students who demonstrate school expectations</li> <li>• Class specific e.g., stickers/stamps</li> </ul>	<ul style="list-style-type: none"> <li>• KMP incentives are provided at the end of term</li> <li>• Positive Postcards</li> <li>• Triple R Awards</li> <li>• Report Card</li> <li>• Triple A Awards</li> <li>• Attendance Challenges</li> </ul>	<ul style="list-style-type: none"> <li>• Reward Activities / Day</li> <li>• KCE / KJCE parade</li> <li>• Speech Night</li> </ul>

## Positive Behaviour for Learning (PBL)

Kingaroy State High School aims to prepare students for life in a safe and supportive learning environment. Every student has the opportunity to participate in the learning process that recognises their individual needs and abilities in an atmosphere that encourages them to develop to their best potential. Staff and students have the right to work in an environment free from disruption, abuse or threat. The Positive Behaviour for Learning (PBL) framework guides the selection, integration and implementation of our academic and behaviour systems and practices. The aim of all procedures is to build, maintain and restore relationships through which all members of the school community can achieve their goals.

We believe that our students respond best to positive behaviour support. The school has three school wide values: **Respect, Responsibility, Resilience.**

Building positive relationships is key. At Kingaroy State High School, we acknowledge the positive impact that a meaningful relationship between teacher and student can have on student's academic and social outcomes. These relationships are fostered by creating a safe and supportive environment and promoting a culture of mutual respect between students and staff. All stakeholders contribute to the positive learning environment at KSHS.

## **KINGAROY STATE HIGH SCHOOL UNIVERSAL EXPECTATIONS OF BEHAVIOUR**

### **The 3 Rs**

#### **Respect – Responsibility – Resilience**

The Six Kingaroy State High School Virtues of Responsibility, Respect, Tolerance, Honesty, Commitment and Self-Discipline are embedded in the 3 Rs.

These expected behaviours are communicated to the school community through:

- form lessons conducted by form teachers.
- reinforcement on school assemblies.
- explicit instruction during Wellbeing lessons
- active supervision by staff during classroom and non-classroom activities
- school communications with parents, caregivers and the broader community.
- 5 Classroom rules

## **STUDENT CODE OF CONDUCT**

### **Whole-school behaviour support**

At Kingaroy State High School there is an agreed Code of Conduct. Whole school behaviour support procedures and processes apply to all.

#### **All Members of the School Community should:**

- Respect the rights, responsibilities and property of others, and take action when their own/others' rights are being infringed.
- Have consideration, courtesy and common sense when working or dealing with others.
- Be punctual and prepared for all commitments.
- Work toward providing a safe, secure, caring and non-threatening environment within the school.
- Do their best by striving for excellence.
- Contribute to the pleasant nature of Kingaroy State High School.
- Foster close alliance with parents and staff and communicate with them

#### **Staff should:**

- Be aware of the diversity within student backgrounds, social values, maturity and learning capabilities
- Show respect for others as individuals

- Be a role model by setting a positive example for the school community
- Be consistent, firm but fair with students
- Be understanding, considerate, courteous and be prepared to listen
- Support and uphold all policies
- Award Kingaroy Merit Points regularly in recognition of good, expected behaviours of students
- Recognise and correct behaviour problems as they arise with the resources and support that is available to them
- Promote good behaviour and therefore discourage poor behaviour
- Support each other in a professional manner
- Create an environment in which all students can reach their potential
- Foster close alliance with parents/caregivers and students and communicate with them
- Use positive language

#### **Students should:**

- Show respect for individuals and their property
- Show respect for groups (class, team, house, etc)
- Adhere to school rules and obey all instructions
- Wear correct uniform as determined by the school community
- Use only appropriate language
- Work to the best of their ability, and take responsibility for their own learning
- Cooperate with other students and teachers (including relief teachers) to provide a productive working environment
- Bring to school all items required for classes
- Take responsibility for their own actions and accept consequences of poor behaviour
- Behave in a fashion which would not cause harm to themselves or others

#### **Parents/Caregivers Should:**

- Support students by provision of uniforms, books, student's fees and requirements, and participation in school excursions where possible
- Offer encouragement, be understanding of problems and show interest in their student's work
- Take time with their student to encourage and compliment their students on their positive rewards
- Maintain lines of communication to be able to discuss problems with staff as needed
- Maintain open-mindedness in problem situations and be prepared to support students and staff where necessary
- Support the efforts of the school in terms of classroom discipline, P & C activities, extra- curricular events and parent-teacher interviews
- Provide a supportive home environment to enable the student to complete work/study

#### **Procedures for teaching school-wide expectations:**

##### **Social Skilling**

At Kingaroy State High School, a strong focus on positive relationships, respect and values is reinforced on a weekly basis through the Life skills program. These values are taught during Form lessons specifically, but also through all class lessons generally. The school also follows the reinforcement of good behaviour by rewarding all those who display expected behaviours – the 3 Rs – Respect, Responsibility and Resilience.

##### **Engaging Curriculum and Effective Teaching**

Classroom teachers have a duty of care to monitor and promote standards of behaviour of students in their classes. Engaging curriculum, inclusive practices and effective teaching are the starting point of our behaviour support strategies.

## Responding to Inappropriate Behaviour

At Kingaroy SHS, all students and staff have a right to learn and right to teach in a safe and supportive environment. Staff use a range of strategies such as ESCMs (Essential Skills for Classroom Management), explicit teaching and positive reinforcement, but sometimes students' behaviours require further actions and follow ups.

### Response to low level, minor behaviours:

- Teacher uses ESCMs
- Continued minor behaviours – discussion, close talk, give choices.
- Teacher to consider learning environment – seating plan, lesson structure, individual learning needs, support options
- Teacher consequences – time out in the room, detention (by teacher), parent contact, referral to HOD (if behaviours continue), buddy class.
- Teacher is responsible for recording continued minor behaviours on OneSchool, referrals and parent contact on OneSchool.
- Playground – continued behaviour – refer to YLC using OneSchool
- Reset Days – students complete a one day at home reflection activity

**Student Feedback:** Teachers provide students with immediate and encouraging feedback regarding their class performance, submitted assignments and homework. This may be formal or informal, in writing or spoken. A more formal reward can be posted home in the form of a certificate, letter or Positive Postcard.

## Consequences for Inappropriate Behaviour

When responding to inappropriate behaviour consequences should:

- take into account the individual's characteristics, social and emotional status, circumstances,
- address behaviour being displayed, be timely, be meaningful to the student rather than the person/s applying the consequence.

### Response to continued minor behaviours and major behaviours:

- As above
- Referral to HOD – HOD will use various strategies, not limited to, and including; conferencing with the student, detention, buddy class, parent contact, Monitoring Sheet, referral to Engagement team, suspension.
- HOD discussion with DP before suspension is applied.
- HOD discussion with DP of Inclusion re: academic/support class if required.
- DP can initiate Individual Support Plan – compiled in consultation with HOD/YLC. Parent meeting arranged.
- Referral to YLC – YLC will use various strategies not limited to and including; conferencing with the student, detention, parent contact, Monitoring Sheet, referral to Engagement/Wrap around team, suspension
- YLC discussion with DP before suspension is applied.
- Engagement/Wrap around Team can refer to GO, organise FBA, refer to outside agencies (with GO consultation).

### Minor behaviours

- disrupt learning of self and others,
- impact the orderly conduct of the school,

Minor behaviours are managed by staff (playground), teacher (classroom).

### Major behaviours

- significantly violate the rights of others,
- put others or self at risk of harm,

Major behaviours are those that significantly violate the rights of others or put others at risk or harm. Consideration is always given to student individual circumstances.

## PROCEDURES

### Suspension

During the Suspension

- Contact with HOD/YLC
- Case Manager appointed where necessary
- HOD/YLC/Case Manager meet to discuss conditions/expectations for student's re-entry.

After the Suspension Period

- Student meets with the HOD/YLC/DP (and, if possible, teacher) who outlines conditions/expectations for re-entry
- Student may be put on Student Monitoring Sheet for approximately one week
- Student will meet with the Guidance Officer if necessary
- Parent/caregiver contact is maintained as appropriate
- Teachers and students will be supported via appropriate processes, to re-establish positive relationships.
- Student Engagement Centre support if required or other support measures

Please note:

1. The student is monitored until Student Monitoring Sheets are satisfactory.
2. Where student's behaviour is not satisfactory, other consequences will be implemented.
3. The HOD/YLC will review student progress for one-two weeks after the completion of the Daily Reports and consider other consequences.
4. **If the problem continues**, the student will be case managed by the appropriate Deputy Principal who will:
  - Investigate patterns of behaviour with GO and others
  - Also manage longer suspensions (11-20 days) and exclusions in consultation with the Principal.

## SCHOOL RULES

1. In order to "do the right thing" students are expected to:
  - attend school, class, parade, form meeting and any other meetings on time.
  - place litter in bins.
  - adhere to the school's code of behaviour on school buses and in public places.
2. For safety reasons students must:
  - not sit on bag racks.
  - remain outside classrooms before school or during recess periods unless permission has been granted by a teacher.
  - remain outside staff rooms at all times.
  - not run or engage in rowdy behaviour in, around buildings, or on seated surfaces.

- refrain from consuming foodstuffs on verandahs or in classrooms
  - not play contact sports and activities unless supervised by a teacher or other authorised person.
  - remain within the school grounds at all times, unless permission is given by the school.
  - not have chewing gum, cigarettes, e-cigarettes, vapes, liquid correction fluid, Nikko oil pens, metal rulers, alcohol, any drug (except prescription medication), mobile phones or dangerous implements, such as knives or pocketknives, in their possession while at school, in school uniform or at school functions.
3. When attending Kingaroy State High School, students are expected to practise the 3Rs – Respect, Responsibility and Resilience. In order to show these values, the following actions are not acceptable at school:
- fighting
  - throwing any object in a reckless manner
  - threatening harassment or intimidation of others
  - obscene actions (verbal, written, gesture) towards another person
  - swearing
  - vandalism and destruction of property.

## **HANDS-OFF POLICY**

### **Rationale:**

As a school, we have a responsibility to promote a safe and supportive environment within our school community. All members of the Kingaroy State High School community realise the importance of respecting the rights of others. This policy is to promote an atmosphere and general conduct which discourages/limits the opportunities for harassment and promotes student and staff safety and security.

### **Guidelines**

- i. No student is to touch another student in a manner judged inappropriate by staff.
- ii. No student is to use any form of physical violence against other students, even in “fun” or as a “practical joke”.
- iii. Bullying or any other kind of stand-over tactics will not be tolerated.
- iv. These principles and/or guidelines will be espoused by the Principal and other school leaders and staff at school assemblies, in the classroom and around the school.
- v. During Form lessons, teachers will remind students of this Hands-off policy.
- vi. School leaders and Senior students are to model these guidelines at all times.
- vii. All students should be involved in reinforcing this policy in their dealings with others in all aspects of school life, including travel to and from school and during extra-curricular activities.

## **OUT OF BOUNDS AREAS**

1. All classrooms and store rooms, Interview Rooms in Student Services/Community Building, unless a teacher is present or with a teacher's permission.
2. Verandahs and stairwells except when moving to or from classrooms, port racks or organised activities.
3. Sick Room, except with the authority of the Office Staff.
4. The Agricultural areas and general farm area, except when directly supervised.
5. The gully running through the school grounds.
6. Bike racks.
7. All gardens within the school grounds.
8. Gate and cul-de-sac at the main entrance to the school.
9. The lift in the Food Technology block and Junior Secondary building unless authorised.
10. Car parking areas.
11. Oval areas unless supervised.
12. The western (oval) side of the Sports Hall including around the tanks.
13. The Junior Secondary precinct where only Year 7 students are permitted at break times.

## **USE OF MOBILE PHONES AND OTHER ELECTRONIC DEVICES BY STUDENTS**



## Our rationale

In line with Queensland Government policy, the Kingaroy State High School community has deemed that **personal electronic devices (PED) including mobile phones are “Away for the day” at school**. Every member of the school community should be confident in participating fully in all aspects of school life without concern that personal devices are being used to record them without their knowledge or consent. The school community also believes that all students have the right to learn, and teachers have the right to teach in a distraction free environment.

## Student expectations

**The student use of personal electronic devices including, but not exclusively limited to, mobile phones, smart watches, cameras, digital video cameras, MP3 players, ear pods, headphones and iPods, are away for the day at Kingaroy State High School, from when students arrive at School until they leave the School grounds at the end of the School day.**

The recording of any conversation, function, or incident without the prior consent of all parties involved, is considered to be in breach of school policy. Furthermore, the school will not tolerate images being captured by PEDs on school grounds, including those that are then forwarded to others, posted on the internet or published any other way.

Using PEDs or any other device to underhandedly record events builds a culture of distrust and disharmony. It is considered to be conduct prejudicial to the good order and management of the school. For further information see **Private Conversations and the Invasion of Privacy Act 1971** below.

Additionally, PEDs and other electronic devices are often valuable and there is an associated risk of damage or theft. Should the student choose to bring such a device to school, Kingaroy State High School accepts no responsibility for loss of, or damage. In the event that PEDs or other electronic devices are brought to school, they are required to be handed in to Student Services for collection at the end of the day.

## Consequences

Students who use PEDs or any other electronic device are deemed to be in breach of School policy and will be directed by staff to hand in their PED to Student Services. If a student refuses to follow this direction, the student is breaching the School’s Student Code of Conduct Inappropriate use of PED, and additional consequences may apply.

The sharing of inappropriate images with others and/or posting them on the internet, is considered an inappropriate use of a PED with or without the person’s permission. If such publicity adversely affects the well-being of another and/or brings the school into disrepute, consequences as per the Student’s Code of Conduct may be applied, and where applicable, the incident will be reported to the Queensland Police Service.

The sending of text messages at school (or on the way to, and from school, or away from the school site on a school day but involved in a school activity) that contain obscene language and/or threats of violence is potentially a breach of the Telecommunications Act. If a student receives such a message at school, they should ensure the message is kept as evidence and bring the matter to the attention of their relevant Year Level Coordinator or HOD of Student Engagement. In these cases, the matter may be referred to the Queensland Police Service and will be investigated in line with the School’s Code of Conduct. (Advice concurred by Legal Branch at Department Education, Training & Employment)

## **Private Conversations and the Invasion of Privacy Act 1971**

It is important that all members of the school community understand that under the *Invasion of Privacy Act 1971*, which deems, 'a person is guilty of an offence against the Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation'. Furthermore, it is an offence under the Act for a person who has recorded a conversation to which he/she is not a party, to publish or communicate the conversation.

Students need to understand that some conversation in schools are deemed private and therefore to capture images/record conversation in these cases may be deemed to be in breach of this Act.

# POLICY AGAINST BULLYING

## Rationale:

At Kingaroy State High School, all members of the school community have the right to feel safe and accepted as they undertake their day-to-day activities. All individuals are expected to show tolerance of personal differences. Consequently, bullying and harassment, in any form, has no place within this school community. Therefore, keeping silent when personal differences are not being respected is not acceptable. Keeping silent when an individual's right to safety is being abused is also not acceptable.

## Definition:

The school community defines "bullying" as "when a more powerful person or group repeatedly and, deliberately or intentionally acts, so as to hurt another person in some way." It can take many forms: physical, verbal, gesture, extortion and exclusion. It also includes cyber bullying, such as misuse of text messaging, email, social networking sites e.g. Facebook.

## Strategies:

This requires students to refuse to be involved in any bullying situations. If you are present when bullying occurs...

- (i) if appropriate, take some form of preventative action;
- (ii) report the incident to a staff member e.g. Teacher, Year Coordinator, Guidance Officer, and help break down the code of secrecy;
- (iii) report through Stymie.

**If students who are being bullied or know of someone being bullied, have the courage to speak out, they may help to reduce pain for themselves and other potential victims.**

**STYMIE is an online anti-bullying program used in our school (<https://stymie.com.au/>)**

The school recommends that parents and caregivers:

- watch for signs of distress in their son/daughter e.g. unwillingness to attend school, a pattern of headaches, missing equipment, requests for extra money, damaged clothes or bruising
- take an active interest in your son's/daughter's life and acquaintances
- advise your son/daughter to tell a staff member about the incident. If possible, allow them to report and deal with the problem themselves. He/she can gain much respect through taking the initiative and dealing with the problem without parental involvement
- inform the school if bullying is suspected
- keep a written record (who, what, when, where, why, how)
- do not encourage your son/daughter to retaliate
- communicate to your son/daughter that parental involvement, if necessary, will be appropriate for the situation
- be willing to attend interviews at the school if your son/daughter is involved in any bullying incidents
- be willing to inform the school of any cases of suspected bullying even if your son/daughter is not directly affected.

## Consequences:

In major cases of refusal to cease bullying, students should be referred to Year Level Coordinator or HOD Student Engagement.

# COMPLAINTS MANAGEMENT AT KINGAROY STATE HIGH SCHOOL

## Statement of Values

Kingaroy State High School's approach to handling concerns and complaints is based on the values of:

1. Providing a safe and supportive learning environment
2. Building relationships between students, parents and staff
3. Providing a safe working environment for staff and learning environment for students.

We recognise concerns and complaints as a valuable part of a continuous process of improvement.

We are committed to developing and implementing processes so that concerns and complaints are managed efficiently and fairly with impartiality, confidentiality and transparency in a manner that is responsive to, and respectful of, the needs, rights and obligations of each person who is involved in the process.

## Our Expectations

The school expects a person raising a concern or complaint to:

1. Do so promptly, as soon as possible after the issue occurs
2. Provide complete and factual information about the concern or complaint
3. Maintain and respect the privacy and confidentiality of all parties
4. Recognise that it would not be appropriate to make comments about the matter on social media
5. Acknowledge that a common goal is to achieve an outcome acceptable to all parties
6. Act in good faith, and in a calm and courteous manner
7. Show respect and understanding of each other's point of view and value difference, rather than judge and blame
8. Deliver the complaint in a calm and reasoned manner
9. Recognise that all parties have rights and responsibilities which must be balanced
10. Recognise that, when a concern or complaint is raised about a person, the school has an obligation to afford natural justice to the person. The school must provide details of the concern or complaint to the person (which may include the name of the complainant together with details of the specific allegations that have been raised.) The person will be given an opportunity to respond to the allegations
11. Raise any concerns about the process promptly, directed to the school personnel managing the matter

## Expectations of the School

The school aims to address concerns and complaints:

1. Courteously
2. Efficiently and promptly (or within the agreed timeline)
3. Fairly
4. In accordance with the principles of natural justice
5. In accordance with legislative and regulatory frameworks and guidelines

## INFORMATION TECHNOLOGY AT KSHS

### Device Options 2026

So we can assist in ensuring students have access to a dedicated electronic device to enhance their learning experiences, both at home and at school, we have chosen to implement an affordable One to One Device Program. From 2023, students across all year levels will have the option to take part in either the BYOD program or the new One to One Device Program.

#### Option One: One to One School Device Program - \$220 Student Resource Scheme + \$300/year for One to One device

- Single device – a tablet style device or iPad with protective carry case - that meets the requirements of all subject options and is fully EQ complaint and preloaded with relevant software
- A yearly loan/hire fee with the option of a payment plan
- Connected to the school network before handover – no further action is required for access to school network, internet or printing
- 3 years warranty including accidental damage (may incur a claim cost). Loan device available while repairs are undertaken.
- Technical Support from the school.

One to One Device Configuration:

#### One Education Infinity (Intel N200, 12"Touch)

CPU Processor	Intel® N200 (6MB Cache, up to 3.70 GHz)
CPU Family	Intel® Alder Lake-N
Memory	8GB DDR4
Hard Drive	128GB M.2 SATA SSD
Video Input	Intel® UHD Graphics
Network	Realtek® RTL8852BE WiFi 6 802.11ax, PXE support (USB Ethernet)
Bluetooth	Realtek® Bluetooth 5.2
Card Reader	Micro SD
IOPorts	1x USB Type-C (full-function), 2x USB-A 3.2, 1x HDMI, DC-IN, combo audio jack
Laptop Screen	12" LCD IPS (1366x768) with 10-point multi-touch digitizer and stylus support
Camera	Screen and keyboard HD camera
Keyboard	Full size keyboard with low profile keys, spill resistant
Mouse	Precision touchpad with gesture support
Battery	5900mAh Li-ion w/ fast charging support, up to 10 hours battery life
Form Factor	287 (W) x 199 (D) x 19.9 (H) mm, 1.3KG
Default Warranty	3-year return to school
Accidental Protection	3-year accidental damage protection (excess applies)

Or

#### 11-inch iPad (11th Gen) 11" Wi-Fi 128GB

CPU Processor	A16
CPU Family	5-core CPU
Hard Drive	128GB
Network	802.11ac Wi-Fi 6 wireless networking IEEE 802.11a/b/g/n/ac compatible
Bluetooth	Bluetooth 5.3 wireless technology
IOPorts	USB-C
Monitor	11" LED-backlit Multi-Touch display, IPS technology, 2360-by-1640-pixel resolution
Camera	12MP wide camera, f/2.4 aperture
Battery	28.93-watt lithium-polymer battery, 10 hours of surfing the web or watching videos
Default Warranty	3-year return to school
Accidental Protection	3-year accidental damage protection (excess applies)

[SRS One to One Device Participation Agreement Form](#)

**Option Two:** Daily hire of a school device from the iLibrary. Hire costs \$2/day, with a minimum upfront payment of \$20 to be able to hire the laptop. Payment is to be made in the front office prior to collecting a device from the iLibrary.

**Option Three: Bring Your Own Device Program (BYOD) - \$220 Student Resource Scheme + Cost of BYO Device**

- Option of any device that meets the appropriate subject requirements
- Requires enrolment in school's BYOD program to access network, internet and printing
- Limited support from the school around upkeep and software. No repairs by school on these devices

Kingaroy State High School's BYOD program operates on a minimum-specification model, which means that no single make of device is preferred over another. Provided the device meets the [minimum specifications](#), your student's device should connect to the school's technologies and allow your student to access online curriculum resources.

The use of a BYO device and participation in the school's BYOD program is subject to acceptance of the terms and conditions outlined in the [Digital Technologies and BYOx Link Acceptable use Agreement](#) document.

**Choosing a device - Online Portals**

To assist you in purchasing a device for your student/s, major computer vendors have worked with our school to provide information through purchasing portals. These portals allow parents to purchase the devices at discounted education prices and may include interest free payment plans and other arrangements to suit any budget. The school does not endorse or recommend any particular brand of device and parents are free to choose to purchase from any vendor of their choice.

- [ACER portal guide](#)
- [HP portal guide](#) (Access Code KingaroySHS)
- [One Education](#)

**Connecting to the school network**

BYOD connection to the school network is through BYOx Link, a purpose-built system for Queensland state BYOD schools. It provides a secure, efficient platform that enables Bring Your Own Devices access to internet, mail and learning resources on the school network.

To use the new BYOD service, students will need to enrol their device into Microsoft Intune. Devices can be prepared at home by following the relevant help guide for your Device operating system (Windows, MacOS or iOS)

Before you begin, please ensure you have completed the [Pre-Enrolment checks](#)

**Connect Guides (video - YouTube):**

**APPLE**

- Apple Mac Laptop - [Connecting Apple macOS devices to Education QLD - Youtube Video External link](#)
- Apple iPad - [Connecting Apple iOS - iPad devices to Education QLD - Youtube Video External link](#)

**Windows**

- Windows 11 - [Connecting Windows 11 Device to Education QLD - Youtube Video](#)

**Office 365 software**

All students enrolled at a state school (from Prep – Year 12) can access Microsoft Office 365 software free of charge. If your device does not have the Office programs installed, or if your software subscription has ended, students can log into Microsoft Online via <https://m365.cloud.microsoft/apps/> using their school email and password to download and install the Office programs.

The Minimum Device Specifications for devices for all Students are:



<b>Specifications</b>	<b>Minimum</b>	<b>Recommended</b>
<b>Processor</b>	Intel i5 or equivalent	Intel i5 or equivalent
<b>RAM</b>	8 GB	16 GB+
<b>Operating System</b>	Windows 11	Windows 11
<b>Screen Size</b>	11 inch	13 inch
<b>Hard Drive</b>	250 GB	500 GB
<b>Wireless</b>	802.11 n Dual Band (2.4/5 Ghz)	802.11 n Dual Band (2.4/5 Ghz)
<b>Ports</b>	USB, Audio	USB 3, Audio
<b>Warranty</b>	3 years	3 years
<b>Accidental Damage Protection (ACP)</b>	Yes	Yes
<b>Insurance</b>	Yes	Yes
<b>Virus Protection</b>	Yes	Yes
<b>Apple devices dual boot to Windows</b>	No	Yes
<b>Battery Life (no chargers to be brought to school)</b>	Suitable for a full school day	Suitable for a full school day
<b>To install AUTOCAD</b>	512 MB Graphics Card	1 GB Graphics Card + 16GB

#### **Notes:**

- For students studying design subjects (e.g. Cert II IDMT, Digital Arts, Graphics), increased RAM and Hard Drive space are highly recommended
- Hard and/or well-padded protective case for the device is recommended
- Windows R/T (a cut down version of Windows) is not supported
- Windows Surface tablets are currently unable to join the network
- No IOS printing is supported
- No Android device is supported
- No Atom/Celeron etc devices
- Full versions of Mac OS are supported
- Current generation iPads are also supported.

#### **APPROPRIATE USE OF IT AT KSHS**

##### **The following are exemplars of irresponsible use and behaviour by a student:**

It is irresponsible for students to:

- use the IT resources of our school in an unlawful manner;
- download, distribute or publish offensive messages or pictures;
- insult, harass or attack others, or use obscene or abusive language;
- deliberately waste printing and internet resources;
- damage any electronic devices, printers or network equipment;
- commit plagiarism or violate copyright laws;
- use unsupervised internet chat;
- send chain letters or Spam e-mail (junk mail).

##### **Lost / Stolen / Damaged Devices:**

Any personal electronic device brought into the school grounds remain the responsibility of the student at all times. Kingaroy SHS takes no responsibility for any personal electronic devices that are lost, stolen or damaged.

## **Digital Learning expectations**

All students use technology to support their learning at Kingaroy State High School and are required to comply with the following expectations regarding their use. The laptop is a learning tool that students are expected to bring to lessons as directed by individual class teachers. Please note that there will be lessons where students in Years 7-10 will NOT use their device. This will be determined solely by the classroom teacher. Students not meeting these expectations will be dealt with according to the School's Code of Conduct.

### **As a Learning Tool**

We expect all students to arrive at school ready and prepared to learn. This includes ensuring your device is functional and in good working order.

This means that you must:

- Ensure that your device is fully charged before school and have enough battery life for all class periods to complete required work.
- You must only ever run the device through the school network. Hot-spotting or other means of access to internet is not permitted.
- Devices should be stored in school bags when moving between classes or around the school
- While at school, devices must only be used for educational purposes. This includes the use of camera and video device elements of the laptop, which are only permitted to be used if instructed by a teacher.
- To avoid damage, food and drinks should be kept away from ICT equipment.
- Your device is for your use only. Do not share it with others.
- Regularly check that all ICT equipment, including USBs and home devices, are tested for viruses and other threats.
- Ensure at least 1GB of storage capacity is available at all times for use in learning activities
- Update your device and apps regularly. Running the latest versions of approved and officially released versions of all software (including apps and anti-virus software) ensures you can make the most of your device.
- Ensure that the device is well maintained and in good working order.

### **During Lessons**

A laptop is a valuable teaching and learning tool. To make the most of learning time, the following routines for the use of your device have been adopted.

- Wait to use your device or open apps/sites until your teacher instructs you to do so. Use your device ONLY under direct instruction from your class teacher.
- Communicating with other students during learning time is only to occur with explicit teacher direction.
- Your device may only be used during exams if expressly instructed by your class teacher.
- Students are not permitted to connect their device (including USB or similar) to any projecting device or similar, unless directly instructed by a teacher
- Students are not permitted to take a photo of any assessment task sheet or exam without approval.
- At no time are students permitted to plug their laptop or similar device in to charge during class time. They must access the iLibrary or F15 during break times to ensure there is sufficient battery.

### **Communicating with others**

Your device will be an invaluable tool for connecting you to vital information within and beyond the school. Again, there are some routines and procedures required to ensure the most appropriate use of the device in an educational setting.

- Remember respectful communication conventions are to be used at all times either, on the laptop or similar.
- Students have been supplied with an EQ email address. This must be the ONLY email used between students, teachers and other students when communicating or transferring documents.
- Email or other forms of communication, including through Bluetooth (e.g., airdrop), may only be used during class time if directly instructed by a teacher.

### **TRUANCY**

Queensland law requires parents to ensure their compulsory school age child attends school for the educational program on every school day. Failure to meet this obligation may lead to prosecution and penalties. Parents will be contacted by the HOD of Engagement where there are regular or unauthorised absences. Late arrivals and early departures will also be noted.

## **CHILD ABUSE**

We are required, by law, to report suspected child abuse or neglect. The Principal must be notified when a student at our school has suffered harm or may require protection from harm.

## **CONSIDERATION OF INDIVIDUAL CIRCUMSTANCES**

Consideration of a number of factors must always take place. These include the gender, age, socio-economic, religion of the student. Also considered is the severity of the behaviour, their involvement and prior behaviours. Such consideration also needs to be given to the rights of other students, staff and the whole school community.

## **SAFETY REQUIREMENTS**

As the school is a Registered Workplace under the Workplace Health and Safety Act, all students, staff and visitors to the school are required to act in such a way as not to breach the Act. Safety requirements will vary for different activities and situations. Action will be taken by staff at the school to remediate unsafe student behaviour.

## **FINANCIAL INFORMATION**

There are a number of allowances payable to parents of Secondary School Students:

**Text and Resource Allowance:** Students attending approved secondary schools are eligible to receive a State Government text book allowance each year.

These amounts are paid directly to the School and are deducted from the amount payable by students in Subject Contributions.

### **Payment Option for Textbook and Resource Levies:**

#### **QParents:**

- Invoices will be sent to parents through the QParents App and can be paid directly in the App with a credit card.

#### **Paying via Qkr!**

- Qkr! is a payment app that you can download from the app store. Choose Kingaroy State High School and you are on your way. Should you need any assistance with this payment method, please contact the school.

#### **BPoint:**

- Log into <http://www.bpoint.com.au/payments/dete> and complete the online form, specifying which invoice the payment applies to.

### **Payment Plans through Centrepay:**

- Contributions can be paid directly to the school through Centrepay. Parents can nominate a fortnightly amount, not less than \$20, and this is credited to the school account until the fees are fully paid. Please contact the Business Manager to arrange.

#### **In Person:**

Payment by Credit Card, Debit Card, Cash or Cheque

- Payment can be made at the School Office, Monday to Friday between the hours of 8:00am and 4:00pm.
- EFTPOS facilities are available.
- Credit Cards and Debit Cards (EFTPOS), Cash, Cheques are accepted

Please note that we can't take credit card payments over the phone.

#### **Refunds:**

- If a parent wishes to apply for a refund for their child's non-participation in an extra-curricular activity due to illness, they may do so by completing a Request for Refund form available from the school office. The request should include the receipt relating to the payment for which a refund is being sought. Some activities have a non-refundable deposit.
- Refunds can only be made by EFT or as a credit against the student's account. Any amount less than \$20 will be a credit.

## SUN SAFE POLICY

### Rationale

Queensland has the highest rate of skin cancer in the world. Given that students are at school during peak ultraviolet radiation times throughout the day, between 10am and 3pm, schools play a major role in both minimising a student's UVR exposure and providing an environment where policies and procedures can positively influence student behaviour.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Research shows severe sunburn contributes to skin cancer and other forms of skin damage such as sunspots, blemishes and premature aging. Most skin damage and skin cancer is therefore preventable.

As students will spend a portion of their day outdoors, we are committed to protecting them from the harmful effects of the sun. With that in mind, Kingaroy SHS realises the need to protect student's skin and educate them about Sun Safety behaviour, thus reducing the risk of skin damage from exposure to the sun.

### Policy

Our Sun Safety Policy seeks to provide ongoing education that promotes personal responsibility for skin cancer prevention. We aim to provide a safe environment for students, staff and volunteers to learn and work. Through the implementation of sun safety practices, it is our goal that students develop life-long sun safe habits that influence future generations.

### Implementation

#### 3.1 Education

- Parents are informed of the school's Sun Safety Policy when they enrol their student.
- Each new student enrolled at KSHS is issued a school bucket hat (kindly donated by the school's P & C).
- The Sun Safe Policy is included on our website, and references made to Sun Safety in our school diary.
- We encourage our teachers to act as positive role models of Sun Safe behaviour by wearing their school issued bucket hat for all outdoor activities, including playground duty.

#### 3.2 Uniform/Clothing

- There is a school wide expectation that students wear the KSHS issued bucket hat whilst outdoors in the playground. **Caps are banned at the school.**
- The school uniform is sun smart as per the Cancer Council Qld recommendations
- Free Dress Days adhere to a Sun Safety clothing policy.

#### 3.3 Sunscreen

- Students and staff are actively encouraged to apply SPF50 broad-spectrum, water-resistant sunscreen regularly e.g., prior to school, before lunch, PE lessons, sports carnivals and excursions.
- Sunscreen is easily available in each staffroom for staff and at the administration office or Physical Education staff room for student use.

#### 3.4 Curriculum

- Students are expected to wear the KSHS bucket hat for all classroom outdoor activities.

- The school's sport uniform includes shirts with collars; singlets are discouraged from being worn for outdoor sporting events.
- For outdoor swimming carnivals and swimming lessons, students are encouraged to wear a rash vest. The use of sunscreen SPF50 is encouraged and provided for staff, students and volunteers. School bucket hats are required to be worn when not swimming.
- For athletic carnivals and excursions, students are required to wear shirts with sleeves; no singlets allowed. School bucket hats are required, and the use of SPF50 sunscreen encouraged and provided for staff, students and volunteers.
- Where possible, outdoor activities/events will be scheduled to minimise time in direct sun e.g., earlier in the morning or later in the afternoon. The use of indoor and shaded facilities will be considered at other times where possible.
- Physical Education teachers are required to wear a broad brimmed hat and encouraged to wear sun appropriate clothing.
- Programs on sun protection are incorporated into appropriate areas of the curriculum.

### 3.5 Break Times

- Students must wear their KSHS bucket hat if they are playing, with or without sporting equipment, in an outdoor area or oval during break time.

### 3.6 Camps and Excursions

- A risk assessment relating to sun exposure is conducted for the planning of outdoor activities and excursion.

### 3.7 Shade

- The school ensures shade provision is considered in plans for future buildings and grounds.
- The school ensures shade is available in the school grounds, particularly in areas where students congregate – for example, lunch areas, canteen and outdoor lesson areas. If this is not possible, the school is working towards increasing and/or maintaining shade (built, portable or natural) in the school grounds.
- Where shade is otherwise not available, temporary shade structures are used for events such as sports carnivals.

### 3.8 Workplace Health & Safety

As part of OHS UV risk controls and role modelling, all staff are encouraged to use a combination of sun protection measures (sun protective clothing, broad brimmed hats, sunglasses, sunscreen and shade) when outside.

- The WH & S Committee monitor and review the effectiveness of the sun protection policy (at least every three years) and revise the policy when required.

### 3.9 General Awareness and Reminders

The school actively promotes a positive culture around sun protection i.e. via school newsletters, assembly announcements and the school website.

### 4.0 Professional Learning

- All new staff are advised of the Sun Safety Policy as part of their induction.
- Teaching staff are encouraged to complete Cancer Councils free online professional learning modules at [www.GenerationSunSmart.com](http://www.GenerationSunSmart.com)

### 5.0 Relevant Documents and Links

- Achievement Program for secondary schools: sun protection benchmarks

- Australian Radiation Protection and Nuclear Safety Agency: Radiation protection standard for occupational exposure to ultraviolet radiation (2006)
- Australian Professional Standards for Teachers (APST) – Standards 4.4 and 7.2
- Department of Education and Training (QLD): Guidelines for School Playgrounds (2012) – Section 3.2.5
- Department of Education and Training (QLD): Outdoor activities
- Safe Work Australia: Guidance note for the protection of workers from the ultraviolet radiation in sunlight (2008)
- AS/NZ Standard 4399:2017 Sun protective clothing – Evaluation and classification
- AS/NZ Standard 2604:2012 Sunscreen products – Evaluation and Classification
- AS/NZ Standard 4174:2018 Knitted and woven shade fabrics

## ***Kingaroy SHS***

***Where students are welcome and belong, so they can learn and grow to prepare them for life.***