

Prospectus 2018

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Principal's Welcome

On behalf of the students, staff and parents of Burnside State High School, welcome to our school community. Since we opened in 1979, Burnside State High School has gone through many changes as we endeavour to keep in line with changes in curriculum and technology. All aspects of school culture should reflect our school motto "Smaller, Smarter, Safer".

Burnside High School strives to look to the future on meeting the changing needs of a changing society, while striving to meet individual needs of preparing young adults for their future place in society.

Our school offers all students the following advantages:

- Small school setting
- Productive partnerships with the community
- Zero tolerance of harassment and bullying
- A safe school environment
- Quality, caring teachers
- Well maintained grounds and facilities
- Vocational Education and Training
- High standards and expectations
- Firm, fair and consistent student management
- School-wide approach to teaching
- Small classes
- Breadth of subject choices for a small school

Burnside State High School is the only state high school on the Sunshine Coast where 100% of Year 12 students have completed school with a QCE, OP, or VET qualification. Burnside State High School has achieved this six years in a row.

Burnside State High School is ready for your challenge in providing your child with quality outcomes now and into the future. Our school's values of care, consideration and co-operation ensure a supportive environment to achieve success. 100% of parents state that their child feels safe at Burnside State High School.

Kerri Dunn
Principal

P & C President's Welcome

On behalf of the Parents' and Citizens' Association, I welcome both new and existing members of our school community to Burnside State High School.

This prospectus is designed to give both parents/guardians and students a clear and concise understanding of the goals and expectations of our school.

The P&C actively supports the goals of both the school and the aspirations of each individual student. We believe that Burnside State High School has a supportive learning environment that provides students with every opportunity to achieve to their potential.

The Principal and teachers encourage input from parents/guardians and believe and practice an inclusive style of learning.

The P&C meets on the second Wednesday of each month at 5.30pm in the Jacaranda Room. We aim to keep the meetings as brief as possible, while still achieving a good business discussion. We look forward to your contribution to the future of your school community.

Best wishes to all new students as you continue your learning experience with us here at Burnside State High School.

Gayre Christie
President

A Snapshot of Burnside High

Burnside State High School currently has approximately 800 students in years 7 to 12. Our school services the surrounding areas of Burnside, Perwillowen, Nambour, North Arm, Yandina, Coolum, Bli Bli, Coes Creek, Mapleton and Woombye.

Our school is staffed with 81 teachers and 37 support personnel, all highly qualified and experienced educators. They are committed to providing quality public education. Additional support is provided by a fulltime Guidance Officer, a school chaplain and a school nurse.

The school buildings and playing fields occupy an extensive area of land (approximately 30 acres) between Blaxland and Windsor Roads. Our school buildings are Education Queensland standard in design and include general teaching areas and specialist areas for home economics, art, industrial technology, science, social studies, information technology, physical education and business studies. A modern resource centre, administration block and newly upgraded computer laboratories complete the school's suite of facilities.

We also have on site, the Burnside Professional Learning Centre which provides a conference facility for up to 80 people.

STEMM: the Supporting Teenagers with Education, Mothering and Mentoring program is based at Burnside State High School. The students come from across the Sunshine Coast and usually have disengaged from their previous school before they enrol at STEMM. STEMM was awarded an Australian Excellence in Teaching Award in 2009 and a National Australia Bank Schools Impact Award in 2010 for community partnerships. STEMM was also a Showcase State Winner for Innovation in 2012.

Burnside SHS offers a quality education in a caring, safe, small-school setting. We see our relatively small enrolment as being advantageous for the following reasons;

- Small class numbers
- Wide selection of subjects
- More personal attention
- Greater access to support services, including career and guidance
- Greater access to education services, such as computers, sporting equipment and library resources
- A more thorough knowledge and understanding of each student by staff
- Increased contact between the school and families

Burnside State High School has been acknowledged in 2011 and 2012 for having a leading senior school curriculum by being awarded a Showcase Award in Senior Phase and being a Showcase finalist. In 2016 we were awarded a highly commended for connecting globally for our international program.

We are often applauded for our staff's commitment to the students and the school's more holistic approach to education. We aim and succeed at finding positive outcomes for all our students. Our flexible approach, coupled with a determination to develop our students into good citizens, means that every student at Burnside has the opportunity for success. *Smaller, Smarter, Safer*, that's Burnside State High School.

Smaller, Smarter, Safer

our values: care, consideration and co-operation

Smaller, Smarter, Safer



Our values: care, consideration and co-operation

To effectively **manage students** (for learning to occur):

- **All staff** must be aware of the student engagement policy and implement it firmly, fairly and consistently
- **Teachers** must plan lessons that engage and challenge students
- **Students** must take responsibility for their behaviour.

Assessment practices are open and accountable, and will reflect the work completed during the course of study. The reporting that follows will indicate outcomes achieved to parents/caregivers, students and EQ authorities, and identify specific areas of strength, and areas requiring further development

Students who have satisfied their **basic needs** (e.g. respect and being valued), and are motivated, will choose to engage in learning. Children **learn effectively** if they are interested, challenged and motivated.

Our students will be well-adjusted individuals who are confident, communicative, independent, motivated, enthusiastic, mature, achieving, skilled, knowledgeable, future-oriented and socially aware.

The **role of the teacher** is to be motivator and facilitator, and an up-to-date professional who provides direction in a flexible and dynamic way using a variety of resources to enhance the learning environment

Effective learning and teaching practices occur when teachers

- Connect with students and cater for different learning styles
- Engage and motivate students with a variety of tasks
- Build on prior knowledge and understanding of basic principles and processes of subject areas

The **role of the parent/caregiver** is to:

- Support and encourage students to value Education
- Assist students to develop responsibility for learning
- Provide support for educational issues within the school

Students need to develop the **motivation** to enhance self-responsibility and independence for their own learning, and respect for the rights of others to learn.

The **teacher is a catalyst** for effective and independent learning through developing a supportive and dynamic classroom environment.

Positive relationships, mutual respect and cooperation between students and teachers produces better outcomes.

The Burnside SHS Transition Program

Burnside State High School has an extensive transition program in place with our local feeder primary schools.

Schools include:

- Burnside SS
- Chevallum SS
- Eudlo SS
- Mapleton SS
- Nambour SS
- North Arm SS
- Palmwoods SS
- Woombye SS
- Yandina SS

The schools above visit at least once each term to build a rapport with teachers and support staff, gain valuable insights into the subjects they may study in high school, plus discover the general orientation and procedural set-up of our school. The regular visits culminate in two very important events on the transition calendar; the subject expo evening (August) and transition day (last week of school in December).

The transition to high school can be a daunting proposition even for the most confident student. We aim to make this transition as seamless as possible. Further development of our transition program includes a senior mentor program, where our grade 11 mentors become 'transition buddies' for our incoming grade 7's and 8's. Activities include getting to know you games, orientation, reading a timetable and general question/answer sessions, all aimed at making the transition to our school as non-threatening and as seamless as possible.

In addition, the following is an overview of other transition activities undertaken between Burnside SHS and our feeder primary schools.

- Mentor reading program with Burnside SS
- Transition visits throughout the year by feeder schools with activities in art, drama, home economics, manual arts, music, volleyball, science, social studies, Japanese and Indonesian
- Burnside SS science partnership
- Burnside SS volleyball mentor program
- Burnside SS horizons laptop partnership
- Cluster primary schools gifted and talented program
- Burnside SS secondary experience program

School Calendar - some main events

Term 1 MONDAY 22 JANUARY - THURSDAY 29 MARCH (10 Weeks)

SFD – Thursday 18 January 2018

SFD – Friday 19 January 2018

Swimming Carnival

North Zone Junior Sports

Term 2 MONDAY 16 APRIL 2018 - FRIDAY 29 JUNE 2018 (11 Weeks)

SFD – Wednesday 11 April 2018

SFD – Thursday 12 April 2018

SFD – Friday 13 April 2018

SFD – Monday 16 April 2018

North Zone Junior Sports

Anzac Day Ceremony

Term 3 MONDAY 10 JULY - FRIDAY 21 SEPTEMBER 2018 (10 Weeks)

Athletics Carnival

Faculty Showcase

School Musical or Arts Expo

Term 4 MONDAY 8 OCTOBER - FRIDAY 14 DECEMBER 2018 (10 Weeks)

SFD – Monday 22 October 2018

Awards Night

Transition Day

Australian Volleyball Titles Tour to Melbourne

Grade 12 Formal – Final week of Year 12 (week 6)

Grade 12 Graduation – Final week of Year 12 (week 6)

Final Day Year 12 – Friday 16 November 2018

Final Day Year 10 and 11 – Friday 30 November 2018

Final Day Year 8 and 9 – Friday 16 December 2018

Daily School Routine

The School Administration makes provision for the supervision of the school grounds from 8.15am, at morning tea, during lunch breaks and while boarding buses.

Daily lesson times are:

Early Start <i>(Seniors)</i>	8.20 – 8.55am	Commencement of early start classes For Year 11 and 12	Year 11 and 12 students attend four days per week from 8.20am to 2.50pm. Years 7, 8, 9 and 10 students attend five days per week from 8.55am to 2.50pm. Year 11 Non Timetabled day – Thursday Year 12 Non Timetabled day – Wednesday
Period 1	8.55 – 10.05am	Period 1 for all	
<i>Recess</i>	<i>10.05 – 10.55am</i>	<i>First break</i>	
Period 2	10.55 – 12.05am	Period 2 for all	
Period 3	12.05 – 1.15pm	Period 3 for all	
<i>Recess</i>	<i>1.15 – 1.40pm</i>	<i>Second break</i>	
Period 4	1.40 – 2.50pm	Period 4 for all	

As Year 11 and 12 students are in classes from 8.20am every morning, junior students are restricted to well defined areas near the front of the school to reduce noise near classrooms.

Senior Non Time-Tabled Day

Wednesday is the non time-tabled day for Year 11 and Thursday for Year 12 students.

From time to time, activities are organised for students on their non time-tabled day. There may be workshops, tutorials or extension activities. These will be arranged by relevant teachers.

Students may also make arrangements to come into the school to work on assignments etc. This must be arranged with a teacher beforehand. Students must be in full school uniform and sign-in at student administration.

New Enrolments

All students under the age of 18 must be enrolled by a parent or legal guardian. An appointment needs to be made beforehand. These enrolments are carried out by members of the administration team.

Year 6 students from feeder primary schools are enrolled during Term 3 and 4.

For new enrolments at the beginning of 2018, the school office will be open in the last week of the school holidays. Please contact the school to arrange an appointment.

Parents who would like their sons/daughters to repeat a year must arrange an interview with the principal. For Year 12 students who wish to repeat, re-enrolment is not automatic. Applicants who wish to repeat must meet re-enrolment criteria to the satisfaction of the principal and must apply in writing each year.

Mature age students (over 18) and students who have left school for a period of time will only be enrolled by the principal and **only at the beginning of the school year**. Mature age students cannot commence their enrolment at Burnside SHS until they receive a Positive Notice from the Department of Education and Training.

Appointments

In a school it is often not possible to see the principal, a deputy principal, a head of department or the guidance officer unannounced. All parents who wish to speak to the principal, a deputy principal, a head of department or the guidance officer are advised to phone and make an appointment. This will avoid disappointment.

A parent teacher interview evening is organised by the school in semester one. Parents are also encouraged to visit the school to discuss a student's progress or any problems that may arise. For interviews with subject teachers, it is advisable to arrange an interview a few days in advance so that information can be gathered relating to the particular student.

Transport

The following bus companies service Burnside State High School, providing student transport to and from various locations in Burnside and surrounding areas. Please contact them for your individual arrangements.

BusLink Mooloolaba	5476-6622	Coolum Coaches	5351-1165
West's National	5445-9724	Glasshouse Coaches	5496-9249

Attendance

From 2006, the Youth Participation in Education and Training Act 2003 will make it compulsory for young people to remain at school until they finish Year 10 or turn 16, whichever comes first.

Unless they are in full-time work, young people who have finished Year 10 or turned 16 will then be required to participate in education and training for:

- A further two years, or
- Until they have gained a Senior Certificate, or
- Until they have gained a Certificate III vocational qualification, or
- Until they have turned 17

Young people who turned 15 or completed Year 10 before 1 January 2007 have met their compulsory schooling obligations and are not affected by the new laws.

Parents will be advised through the school newsletter or by special notice of any unscheduled holidays, as well as student free days.

Absence from School

Rolls are marked electronically in each lesson by the class teacher.

All absences must be explained by a note from a parent or guardian, to be given to the student administration; or by telephoning the absence line on **5459 7366**. Alternately, you can email the student absentee email address which is ***student_absences@burnsideshs.eq.edu.au***. Students arriving late to school must report to the student administration, located in the middle phase building. Parents are also urged to support the school in ensuring that students attend swimming, athletics and cross-country sport carnivals – this is not a day to make dental/doctor appointments. After 2 consecutive days of unexplained absences a letter or phone call will take place to obtain a reason for the absence.

This school takes very seriously its responsibility of care for students and parents will appreciate that it is important to everyone that all student absences be accounted for. A medical certificate or appropriate alternative is required if students are unable to sit for examinations as a result of illness.

Students are removed from the roll if they are absent for 15 consecutive school days without explanation.

Leaving the School Grounds

Students wishing to leave the school at any time during the day must bring written permission from a parent/guardian – to be shown to the teacher to leave the classroom, and before leaving the school must have their names entered via OneSchool at Student Admin or the main Admin office. Permission will only be granted for legitimate reasons eg. medical, dental appointments. Lunch passes are not available and under no circumstances are students to leave the school grounds to purchase lunch.

Textbooks and Equipment

The school with full support from the Parents' and Citizens' Association operates a Student Resource Management Scheme. The State Government's Textbook and Resource Allowance funds are paid directly to the school. For students in Years 7 – 10 the amount is \$123, and for students in Years 11 and 12 the amount is \$266.

Under this scheme, students hire textbooks rather than purchasing them. The advantages include allowing a wider variety of reference material to be provided and allowing students greater access to learning materials. The scheme represents a considerable saving to parents who are spared the total expense of buying a wide variety of text and reference books.

The scheme does not cover exercise books, writing paper, pens etc; nor does it cover the cost of materials for some practical subjects. Some subjects may require a students' subject fee to be paid. Stationery lists are distributed to continuing students before school finishes for the year or are available upon enrolment.

The conditions of participation are outlined on the Resource Use Scheme Contract form which is distributed to students at the beginning of the school year or supplied to parents upon enrolment. Parents who choose not to take part in this scheme are required to supply all necessary textbooks and resources at their own expense.

Refund Policy

The school has a refund policy. This is available on request from the office. In general terms, the policy covers pro rata refunds for the resource use scheme and the conditions under which refunds will be made for excursions, camps and other variations to school routine.

Care of Equipment

ALL PROPERTY SHOULD BE CLEARLY AND PERMANENTLY MARKED WITH THE STUDENT'S NAME.

Students are responsible for the care and maintenance of their textbooks and possessions. In a school it is virtually impossible to trace unmarked equipment. Money must never be left in clothing or in bags. Large sums of money and certain valuables should be left at the office for safe-keeping. Mobile phones are not to be used or seen at school. They may, however, be left at student administration for collection at the end of the school day for safe keeping.

Illness and Injury

Illness at School

Facilities available to students who become ill while attending school are very limited. If your child has shown symptoms of any illness before leaving for school it is recommended that he/she spend the day at home. If a student is ill, parents will be notified by telephone and will be requested to come to the school to take him/her home.

It is important that we have a phone number to ring so that we can contact a parent, relative or friend in case an emergency arises. No medication will be administered by mouth unless special arrangements are made by parents/guardians. All medication

must be stored in the administration building and administered by an Administration Officer. The school does not distribute or administer any pain relievers eg. aspirin, paracetamol.

Parents should inform the school of allergies or physical limitations or disabilities both temporary and permanent, which may affect a student's well being or progress at school.

Injuries

In the event of injuries that are beyond the competence of staff or where there is doubt as to the nature of the injury, an ambulance will be called. Where the ambulance officer advises that further medical treatment is necessary, every effort will be made to contact the parent by telephone to advise of such action. If it is impossible to contact the parent from information contained on the school record card, permission for necessary treatment will be given by the school authorities. The Ambulance will transport your child to the nearest suitable medical facility which will treat the injury received and they will be accompanied by a staff member.

Parents wishing to follow other procedures must advise the school in writing. Procedures requested must be acceptable to the school. AT NO TIME WILL INJURED STUDENTS BE KEPT UNTREATED IN THE SCHOOL.

Medication

Should medication prescribed by the student's medical practitioner be required to be administered while the student is at the school or involved in school-approved activities, a parent/legal guardian must, in the first instance, bring the medication to the Admin Office and sign a medication form. At all times, medication must be kept in a secure place at the office. The medication must have the pharmacy's label with student's name and administering dosage required. (One exception, is that of an inhaler therapy for asthma; the student may be responsible for the inhaler). At no times are students to keep medicines with them.

Responsible Behaviour Plan for Students

Education Queensland is committed to provisions that ensure all young Queenslanders have a right to and receive a quality education.

The Burnside State High School community aims to develop an environment which is supportive of all students and which provides all with opportunities for future success in an ever-changing world. Essential to the establishment of this school environment is the partnership that exists between students, teachers, parents and the general community; a partnership which will encourage students' self-discipline, is responsive to student needs, and which models positive and productive attitudes.

The Burnside State High School community partnership attempts to ensure, not that the school reflects the community but rather, that it reflects what is best in the community.

As a school, we aim to establish a practical and effective responsible behaviour plan which is integral to the school's culture. This plan is also intended to provide a practical and effective framework which supports parents in a working partnership with staff and students to ensure that Burnside State High School continues to be an excellent school where students do quality work and achieve success.

Rights and Responsibilities

Within the parameters of our school community and partnership, the rights and responsibilities of students, teachers and parents have been identified as:

	RIGHTS	RESPONSIBILITIES
STUDENTS	<ul style="list-style-type: none"> • <i>be forgiven for occasional temporary lapses of misbehaviour and allowed opportunities to improve.</i> • <i>be treated with respect, courtesy and civility eg. speech, body language.</i> • <i>“reasonable” access to teachers outside class time.</i> • <i>be listened to in relation to grievances by following the appropriate procedures.</i> • <i>clearly state educational and social aims of their schooling.</i> • <i>expect teachers to be punctual for class.</i> • <i>reasonable “turnaround” time in marking.</i> • <i>fair and valid assessment procedures.</i> • <i>opportunities to make responsible decisions about their own behaviour.</i> 	<ul style="list-style-type: none"> • <i>to be prepared for school.</i> • <i>to respect the Code of Behaviour and Burnside considerations.</i> • <i>to respect parents, teachers and other people.</i> • <i>to look after personal and public property.</i> • <i>to expect consequences to follow misbehaviour.</i>
TEACHERS	<ul style="list-style-type: none"> • <i>students are punctual in all respects.</i> • <i>students do not interfere with other students’ right to learn.</i> • <i>students’ should show courtesy, civility and respect in and out of the classroom, eg. manners, speech, body language.</i> • <i>students should show a willingness to participate in group work and activities.</i> 	<ul style="list-style-type: none"> • <i>to help students and parents in their dealings with school.</i> • <i>to respect students and parents.</i> • <i>to be fair and consistent.</i> • <i>to encourage and reinforce good results and behaviours.</i> • <i>to apply consequences to misbehaviour.</i> • <i>to be good role models.</i> • <i>to be conscientious in the duties.</i> • <i>to ensure the Code of Behaviour is upheld.</i>
PARENTS	<ul style="list-style-type: none"> • <i>a fair hearing of grievances.</i> • <i>be treated with respect, courtesy and civility.</i> • <i>be presented with clear, comprehensible assessments of student performance.</i> • <i>timely notification of problems both social and scholastic.</i> • <i>participate in the management structure of the school.</i> 	<ul style="list-style-type: none"> • <i>to help students in their organisation.</i> • <i>to respect their children.</i> • <i>to be fair and consistent.</i> • <i>to encourage and reinforce good results and behaviours.</i> • <i>to apply consequences to misbehaviour.</i> • <i>to be good role models.</i> • <i>to help enforce the Code of Behaviour.</i> • <i>to respect school staff.</i>

Teachers always have the authority to ensure that students' rights are protected and that students carry out their responsibilities. No student has the right to prevent a teacher from carrying out the teaching duties for which they are employed and are legally obliged to fulfil. School staff are expected to treat students and parents with respect, parents are expected to treat staff with respect.

Each parent and student will receive a brochure about the code of behaviour at the beginning of each school year or upon enrolment. This brochure also contains specific school rules. Several of these are outlined here.

Smoking

Smoking by students is forbidden at school or when the school uniform is worn in public or at any time students attend any function associated with the school. Students are not to have cigarettes, matches or lighters in their possession at school. Students who contravene this policy will be given a suitable consequence.

Care of School Property

It is clearly the task of all students to keep clean and tidy the place where they live for five or six hours each day - their school. School grounds and equipment should be treated with respect and care. Chewing gum is not permitted inside the school grounds. Permanent marker pens, correcting fluid, "white out" and spray anti-perspirants are not to be brought into the school grounds by students. If so they will be confiscated and need to be collected by parents.

Student Drivers

Students under 18, who have obtained a driver's licence, are permitted to drive to school provided that they bring a permission form signed by their parents giving consent. Other students cannot be carried on an ad hoc basis. Student drivers (under 18 years) are not allowed to carry other students as passengers without the written permission of their parents and the separate written permission of the parents of any passengers.

Students over the age of 18 do not need to provide a permission form except when they carry passengers under the age of 18. A letter must be presented stating the names of the students who will travel in their car.

Permission forms are available from the main office and completed forms are to be returned to the main office.

Students are not permitted to drive other students on school excursions or to events which are a part of the school routine.

Students are also not permitted to drive themselves to school excursions or events for which a bus has been organised. Minimising bus costs per student relies upon the maximum number of students travelling by bus.

NB: In the event that a parent wishes to provide alternative transport for a student to a venue, the student will still be required to pay the nominated costs of the excursion to be eligible to participate.

Bicycles, Skateboards and Scooters

Bicycles should be locked in the school's bike rack, which is located behind the main administration building. Parents are reminded that students who ride bikes are required to wear helmets, and students bring bikes to school at their own risk. Skateboards and scooters can be stored on the racks in the administration block.

Visitors

All visitors to the school are requested to call at the administration office and sign in. Our administrative staff will then assist visitors to locate personnel, buildings, etc.

Excursions

Parents must give written permission for all excursions. Students who wish to go on excursions must meet the school's requirements concerning appropriate dress and grooming, safety gear and standard of conduct. Parents are required to meet all costs associated with excursions, unless otherwise advised.

Mobile Phones

Mobile phones have become a widely used method of communication. Many families give their children a mobile so that contact can be easily and readily maintained. This is often essential in the busy lifestyles of many families.

Our position is that students are encouraged not to bring mobile phones to school. However, if preferred by parents, they should be handed into the student administration and collected each afternoon. If students are seen with a mobile phone at any stage it will be confiscated for collection at the end of the day. On the third occasion the phone will need to be collected by a parent/guardian.

Courses of Study

Year 7, 8 and 9 students belong to Junior Secondary. Our Junior Secondary school is designed to respond to the needs of young adolescents aged between 11 and 15 years.

This period is one of intense growth and change and our school recognises the developmental factors that affect students in Years 7, 8 and 9.

To cater for this our teachers have developed a range of strategies that enhance the nature of learning and student engagement. Our aim is for students to develop higher order thinking and deep knowledge. Our teachers provide the leadership and direction to facilitate and develop learning opportunities.

In addition to the learning programs following, every Year 7 and 8 student will do 3 x 35 minute literacy lessons and 2 x 35 minute numeracy lessons, which are conducted during core classes.

YEAR 7 and 8

All students have 4 core subjects.

Core Learning Areas		Subjects
CES	6 lessons	Core English and Study of Society and Environment
CMS	6 lessons	Core Mathematics and Science
CPE	2 lessons	Core Physical Education
LOTE	(80 hours per year) 3 lessons	Japanese, Indonesian

Students will do 2 of the subjects below per Term.

Key Learning Area		Subjects
Technology	3 lessons	Industrial Technology Home Economics Information Technology Business Studies
The Arts	3 lessons	Visual Art Drama Music
Sports Excellence lessons (plus additional training sessions)		Pursuit of Excellence: Volleyball (commences Semester 2)
SOSE	3 lessons	History, Geography and Civics
Literacy	3 x 35 min lessons	Literacy Program
Numeracy	2 x 35 min lessons	Numeracy Program

There is also the Horizons Laptop Program class in years 7, 8 and 9. Admission to the program is through an application and interview process.

YEAR 9

All students have 3 core subjects.

Core Learning Areas		Subjects
CES	6 lessons	Core English and Study of Society and Environment
CMS	6 lessons	Core Mathematics and Science
CPE	2 lessons	Core Physical Education

Students choose 2 electives per semester.

Key Learning Areas		Subjects
LOTE	3 lessons	Japanese, Indonesian
The Arts	3 lessons	Visual Art Drama Music Dance
Technology	3 lessons	Home Economics Industrial Technology – Wood/Metal Business Studies, Tourism Studies Information Technology, Computer Studies Engineering Construction Metal Construction Graphics
Sports Excellence (for successful applicants)		Pursuit of Excellence: Volleyball

YEAR 10

Year 10 students study 6 subjects.

Students must study Maths, English, Science (3 lessons per week), Core Physical Education (2 lessons per week).

Key Learning Areas				
	English	Mathematics	Sciences	Physical Education
Subjects	English or English Communication	Mathematics or Prevocational Maths	Science	Core PE

In choosing their optional subjects for year 10, students are to study two subjects for a minimum of two semesters.

Key Learning Areas				
	Technology	The Arts	Science	Studies of Society and The Environment
Subjects	Hospitality Construction (wood) Engineering (metal) Early Childhood Studies Information and Processing Technology (IPT) Business and Communications Technology (BCT) Graphics	Art Drama Music Tourism Media Studies Dance	Biology Physics Chemistry Marine Studies	History Geography Social and Community Studies Physical Education Recreation Studies Physical Education Studies

Pursuit of Excellence – Volleyball (for Grades 7, 8, 9 and 10)

Volleyball has been a major sport at Burnside SHS for more than 18 years. The creation of Pursuit of Excellence – Volleyball in 2003 has brought volleyball into the mainstream curriculum, giving students an opportunity to pursue sporting excellence within a school environment.

Over the past 19 years, Burnside has won state and national gold Medals, is currently ranked number 1 in Queensland for volleyball as a school and has produced an astonishing 185 regional, 42 state and 14 national players.

For more information about this outstanding program, contact Co-ordinator Tony Schwieso on 5459 7333.

YEARS 11 and 12

All students in years 11 and 12 at Burnside State High School study six subjects.

Please Note:

The senior curriculum booklet explains curriculum information in greater detail. Mandatory requirements include one English and one mathematics subject studied by each student.

	Languages	Mathematics	Sciences	Study of Society & Environment
Authority Subjects	English Japanese	Mathematics A Mathematics B Mathematics C	Biology Chemistry Physics Marine Studies	Modern History Social and Community Studies
Authority Registered and/or VET Subjects	English Communication	Pre Vocational Maths		Tourism

Distance Education options may be available upon application.

	Technology	Arts	Health & Physical Education
Authority Subjects	Business Studies (BCT) Legal Studies Graphics Home Economics Information Processing Technology (IPT)	Visual Arts Music Drama Dance Film, Television & New Media Studies	Health Studies Physical Education
Authority Registered and/or VET Subjects	Construction Studies Engineering Studies Early Childhood Studies Hospitality Studies	Visual Art Studies Music (Cert III)	Recreation Studies

Horizons Excellence Program

The Horizons Excellence Program provides students with one on one access to a state of the art computer. Students who participate in the Horizons computer program will have sole use and 24/7 access to a computer device. The Horizons Excellence Program is offered to students who have shown an interest in using technology in the classroom. Students will use technology intensively in their core subjects of English, Study of Society and the Environment, Mathematics and Science. The use of technology is incorporated into many of the elective subjects as appropriate.

Each device is fitted with an approved school image which enables student access to the Burnside State High School network. This allows for students to be immersed in an intensive digital environment and creates an extension of curriculum opportunities. The program provides a different way of learning traditional curriculum that emphasises technology, its understanding and its responsible use. The computer device is a powerful tool to engage students in learning, but certainly is not the only learning tool engaging students. Hands on activities, pen and paper work and writing skills will still be an essential part of the Horizon student's day.

Students are participants in the National curriculum framework, however teaching and learning as well as assessment is tailored to the digital classroom environment. Assessment techniques will include extensive usage of digital media.

The Horizons Excellence Program is not specifically designed to meet the needs of students who wish to enter computing fields, although it may be helpful for these aspirants. The rationale of the program is to prepare all students to develop knowledge, skills, practices and attitudes necessary to be active citizens in the C21st. Our goal is to produce engaged, robust citizens and life-long learners capable of being able to control and use global technologies.

The Horizons program will enhance student's technology skills and would be a valuable addition to the skills and processes required in all senior subjects.

National Secondary Computer Fund (NSSCF)

This program only supports school-procured and owned ICT assets funded under the NSSCF, being provided to students for educational use at school and at home. In order to maintain the security of the department's network and support Managed Operating Environment (MOE), privately owned devices cannot be connected to the network.

Loan equipment

The equipment, referred to in this charter, consists of a laptop computer and power pack; crush-proof carry case; 3G connectivity; and the department's standard suite of software, this includes Microsoft Office.

For the purpose of this document, all of these items are referred to collectively as the 'laptop'.

Each laptop will be:

- protected by anti-virus tools and automated updates
- covered by a four-year warranty including the battery
- covered by accidental damage protection (excess applies)
- able to be connected to the school network and have filtered internet and email
- provided with 3G connectivity
- able to be used at home and at school for student learning
- installed with the department's standard suite of productivity software
- protected by Computrace theft protection

Equipment ownership

At the end of the loan period, all laptops are returned to the school and will be removed from the school network. The laptops will have all licensed software and data removed and will be restored to their original factory state. The Department of Education and Training will make a decision regarding the disposal, sale or recycling of the used laptops, as appropriate at that time.

If the student leaves the school, transfers to a non-government school, moves interstate or overseas, the laptop must be returned to the school. If the laptop is not returned, reimbursement will be sought.

It is also a requirement of using the laptop that students provide authorised school staff with access to the laptop and personal holdings associated with the use of the laptop if requested.

Fee for provision of laptop

To participate in the laptop home-use program parents and/or guardians may be required to make a contribution. This will cover additional costs incurred by the school in providing and supporting the laptop.

Considerable funding has been made available by the Federal and State Government for the implementation of the program, however schools may choose to provide extra management and support in addition the standard NSSCF package.

International School

Burnside is an accredited International School. The majority of our international student intake comes from Scandinavian, Northern European and South American countries. International students are hosted by Burnside families and attend a full-time program of study in the Junior or Senior Phase of Learning. Their stay in Australia ranges from 3-12 months, with post-secondary school options available. Hosting an international student is a culturally enriching experience for everyone involved. For those wishing to host an international student for shorter periods, Burnside State High School also hosts a number of Study Tours. Study Tour students are usually from our sister schools in Japan or Indonesia or from high schools in countries such as Hong Kong and China. The study tours are for shorter stays from two to four weeks. Families are remunerated for hosting international students. Families wishing to host an international student should contact our International Homestay Co-ordinator, Mrs Kylie Postan, or Head of International School, Ms Jo Byrne, for more information.

Indigenous Programs

Burnside State High School is very proud to offer programs which support the progress and achievement of Indigenous students.

ARTIE (Achieving Results Through Indigenous Education)

The ARTIE Academy began working with students at Burnside State High School in 2011. It is an initiative that aims to inspire and encourage Indigenous students to achieve success through consistent attendance and effort. The ARTIE Academy (named after Former Origin Great Artie Beetson) is an initiative developed through the Brisbane Broncos and the Former Origin Greats. The program provides rewards to support student achievement, brings Indigenous role models and mentors into the school and provides tutoring for students. The ARTIE Academy uses innovative approaches to capture the attention of Indigenous students and supports Burnside State High School in creating high expectations for student effort, behaviour, achievement and commitment.

Burnside State High School is proud to be an ARTIE school.

S.T.E.M.M

Supporting Teenagers with Education, Mothering and Mentoring

This program commenced at Burnside in Semester 2, 2008. The program aims at giving teenage mums and mums-to-be the opportunities young parenthood may have initially removed for them. At Burnside we believe in inclusive education and as such have developed a benchmark education program, unique to Queensland. Students enrol in STEMM to complete year 10, senior school, TAFE courses or university entry courses. Below is an overview of the STEMM program. For enrolment information, contact Jacqui Deane on 5459 7333.

Supporting - pregnant girls and young mothers in a safe, non-judgmental environment with individual support plans developed by trained case managers.

Teenagers – Will be given the opportunity to develop life skills, parenting, self-worth, healthy relationships, and pre and post natal care.

Education – In partnership with Education Queensland, TAFE and the University of the Sunshine Coast, girls will be able to re-engage with learning pathways towards certified outcomes.

Mothering – All girls are given the opportunity to develop mothering skills through access to a variety of experts in maternity services, breast feeding and child Health.

Mentoring – Girls are individually matched with carefully selected and trained mentors.

Vocational Education and Training (VET)

Burnside State High School offers a range of VET subjects and units. These take the form of Queensland studies authority registered subjects (also known as study area specifications), VET units embedded in Queensland studies authority subjects or VET certificate courses.

As required under the Australian Quality Training Framework (AQTF), Burnside State High School has a set of clearly defined policies and procedures for the implementation of the AQTF standards.

These policies and procedures are available for perusal on request. In accordance with these policies and procedures, parents should be aware that they include information about the recognition of prior learning and student complaints/appeals.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) refers to the determination on an individual basis of competency of a person through previous formal or informal training, work experience or life experience. All students at Burnside SHS have access to RPL in VET related subjects, units and/or certificate courses.

Student Complaints/Appeals

The school is committed to providing a learning environment in which complaints and appeals are responded to promptly and with minimum upset/distress and maximum protection to any parties concerned and ethical responsible management of complaints/appeals, transparency in decision-making processes and a visibly accessible and fair complaints process.

Vocational Education and Training Disclaimer

If, for whatever reason, the school cannot maintain the relevant resources to deliver the training package or course, the school will attempt to provide students with alternative opportunities to complete the course and the related qualification. The school retains the right to cancel the course if it is unable to meet requirements. The standards, policies and procedures are available for perusal at Burnside State High School.

Anti-Bullying and Harassment Policy

Building a Safe and Supportive School to PREVENT Bullying

At Burnside State High School, every member of the school community has the right to a safe, tolerant, harassment free, environment that promotes purposeful schooling. Our core values of care, consideration and co-operation ensure a supportive school environment.

Our policy reflects the THREE BASIC RIGHTS of our Code of Behaviour:

1. To be treated fairly and with courtesy and respect
2. To feel safe and to be safe
3. To participate in the learning process in a supportive environment

At Burnside we:

- Provide a safe and tolerant environment
- Educate students, staff and the wider community about bullying and harassment
- Empower students to deal with bullying and harassment
- Provide appropriate levels of protection
- Discourage bullying behaviour and harassment through clearly set out consequences which are linked to our Responsible Behaviour Plan

Supportive Actions

- We teach and model positive communication, a culture of inclusion
- We promote mutual respect through our whole school programs
- We celebrate diversity
- We promote fairness and quality
- We promote non violence and diversity
- We train our staff to deal with bullying
- We believe in continuous and ongoing improvement
- Staff who can assist
 - Guidance Officer
 - Principal, Deputy Principals

Our school also has a number of specially trained student peer mediators and student service staff who provide advice and support for anybody experiencing bullying and harassment and counselling for bullies (who also, where appropriate, receive firm consequences under the school student engagement policy).

Gifted and Talented

Burnside State High School will provide for the gifted and talented through various enrichment programs offered by studies areas. Such activities include days of excellence, tournament of minds, debating, public speaking, mathematics, English, computing, geography and science competitions, and extended opportunities in a variety of study areas.

Special Needs and Support Services

Our special needs teachers can assist students with specific learning difficulties (for example, difficulties in reading, spelling or an inability to cope with basic mathematics) by collaboratively designing and implementing educational programs more suited to a student's individual needs.

Students ascertained with special needs may receive:

- in class support
- an individual support program
- withdrawal sessions
- individual student help with class work and assignments

All options are aimed at increasing the student's competency in mathematics and language skills.

Work Experience

Students over the age of 14 are eligible to participate in work experience. Work experience can be organised at appropriate times through the deputy principal.

Work Placement

Work placement is available to students in Years 10 to 12. The four day senior timetable makes this possible one day each week. See the deputy principal

School Based Traineeships

Year 10, 11 and 12 students may be eligible to participate in school based traineeships. These are usually of 400 hours duration over two years and are associated with the four day senior timetable. See the Deputy Principal.

Work Education

Work education is for every student irrespective of whether they are heading directly to university or straight to the work force. Senior school students are given the opportunity to complete a VET certificate in this area as well as participating in structured work placement. Students may also gain a school based traineeship and will be notified of opportunities in various industries throughout the year. These experiences will contribute to formal vocational education qualifications of at least a certificate one standard.

Instrumental Music

Our instrumental music teacher visits 1 day per week for students who are interested in playing strings or brass musical instruments.

Sport

Sport Education is an integral part of the School Curriculum and a logical extension of the Health and Physical Education Key Learning Area.

Sport Education at Burnside State High School encompasses:

- Sporting / recreational activities that exist as part of the school's regular timetable
- Carnivals and events that operate as annual inter-house competitions
- Activities occurring as part of inter-school sporting competitions or systems
- Student involvement in District / Regional / State / National trials and carnivals

Inter-House Carnivals

All students are encouraged to participate in our Annual Swimming Carnival, Cross Country run and Athletics Carnival.

School-based Sporting Teams

Year 7, 8 and 9's have the opportunity to represent the school in the sports of Touch and Volleyball through the North District Interschool Competition which is conducted during school time during Terms 1, 2 and 3.

Burnside SHS is also involved in a large array of school-based sporting competitions conducted after school hours. Teams are fielded in sports including Rugby League, Cricket, Futsal and Aussie Rules.

Special mention must be made of the school's Volleyball program, which now operates both as part of the Year 8, 9 and 10 Curriculum as well as an extremely successful extra-curricular activity.

Secondary School Sport Representative System

All students are eligible to nominate for involvement in the various sporting trials conducted at the District level. Burnside SHS students regularly gain Regional sporting representation in their chosen sports, with many progressing on to earn State / National honours.

Student achievements in sport are recognised through a comprehensive system of sports awards that are presented during our Speech Night Celebrations.

Internet

The World Wide Web is an important source of information for students and email is a common and accepted form of communication. All computers in the school have internet access. Use of the internet is now a common and necessary information skill integral to many subjects. The student enrolment form has a clause for parental approval of their child's use of the internet.

We are very conscious of the need to monitor student use of the internet and to prevent students accessing inappropriate sites or using email inappropriately. A range of filtering and blocking software is used and the computer technicians randomly check the account logs on a regular basis.

Assessment Policy

	Policy
Drafting	<ul style="list-style-type: none"> ○ Drafting assignments is a consultative process – it is essential that assignment progress is checked. Teachers need to assign a ‘general’ result for draft. ○ All assignment task sheets should have a ‘check date’ written on them with ‘minimum requirements’ indicated. ○ Teachers need to provide adequate class time to complete assignments to a ‘sound’ standard.
Submitting assignments	<ul style="list-style-type: none"> ○ Assignments should be submitted in the subject lesson on the date indicated on task sheet. ○ Unless specifically indicated assignments will not be accepted by email. ○ The loss of data or failure of computer hardware will not be accepted as grounds for a late assignment. ○ Assignments may be submitted earlier than the due date.
Late assessments	<ul style="list-style-type: none"> ○ If appropriate documentation is attached – full credit can be given. Seniors require a medical certificate. ○ A “Special Consideration” form needs to be filled in and attached to documentation. ○ If no documentation, achievements are based on draft work only.
Non-submission of work	<ul style="list-style-type: none"> ○ The teacher should attach to the criteria sheet, draft notes, work from detention time or photocopying of book work. Levels of achievement are based on the quality of draft work. ○ After a week if the student still has no assessment to submit, consult with HOD. ○ In extreme cases of non-submission or lack of evidence to award a LOA, consult with Principal.
Plagiarism	<ul style="list-style-type: none"> ○ If evident in student work, student should be given an ‘E’. If two students involved both students should be penalised.
Extensions of time for assessment work:	<ul style="list-style-type: none"> ○ Extensions must be negotiated (on the ‘Special Consideration’ form available at office) with Principal/DP. Administration will consult with teacher. ○ Application for extension should be made prior to the due date. ○ Some ‘special consideration’ circumstances can be applied for ‘after the event’.
Selective updating	<ul style="list-style-type: none"> ○ Syllabus’ outline the conditions under which this can happen. This usually involved submitting additional tasks when students have achieved atypical or unrepresentative results.
Communication	<ul style="list-style-type: none"> ○ Teachers are to communicate to parents if drafts for assignments are NOT completed (proforma letters available). ○ If assignments are still not submitted or tests/orals not completed, contact (via HOD) should be made with home. ○ (2006) All non-submissions, failure to complete drafts or late assignments should be recorded in the database.

Examinations

Senior students who are absent from summative exams through illness or other special circumstances, must provide a medical certificate or a previous note from parents detailing the reason for the absence. On return to school, the student will sit the exam (if possible). The school will also reserve the right to give additional assessment to determine the student's achievement in certain criteria. Individual students are not to sit exams before the main cohort.

Disadvantage

Special consideration in assessment may be given to students with a disability or who suffer from a recognisable educational disadvantage.

Special Consideration: is the granting of exemption to, or provision of special arrangements for students with special needs.

Exemption: fairness to all students and integrity of results reported on certificates requires that no student be exempted from meeting any of the substantive requirements of the syllabus, for any reason. However, in cases of special consideration, schools may decide to exempt students from non-substantive subject requirements.

Special Arrangements: refer to practical arrangements to vary the conditions under which assessment occurs in order to enable students with special needs to have equal opportunity to demonstrate their knowledge and skills in a subject.

Reporting and Certificates

Year 7 – 11 students are issued with two progress semester reports in April and October and a semester report at the end of semester one and two. Year 12 students are issued with a progress report in April, a semester report at the end of semester one, and a Certificate in December.

QCE Information Summary for Parents

Queensland Certificate of Education

From 2006, students in senior school will work towards a new school qualification. It is the Queensland Certificate of Education (QCE).

Eligibility for a QCE

To be eligible for a QCE, a student must be enrolled with a school and registered with the Queensland Studies Authority. For most students the QCE will be achieved over Years 11 and 12. It is an enrolment requirement that all senior students remain eligible at all times during senior school

The total amount of learning required is at least twenty credits. This reflects an amount of learning that could be reasonably achieved by most young people over a two-year, full-time program of study in the senior phase of learning.

What is a Credit?

A credit is the minimum amount of learning at the set standard that can contribute to the QCE. A credit has two elements: an amount of learning and a set standard.

For example, a credit for a school subject is one semester (amount of learning) at sound achievement (set standard) or a credit for a certificate II qualification is 25% (amount of learning) of the competencies (set standard).

Some learning achievements will be recorded in the learning account but will not be a credit because they either do not have the required amount of learning or they do not meet the set standard.

For example, a very limited achievement in a school subject does not meet the set standard to be a credit.

New Flexibility

The new qualification will recognise more learning options. Students can design a program of study to match their career goals. There is more flexibility in what, where and when learning occurs.

Not all the learning need take place at school. Some learning can be with a registered training provider, in a workplace or with a community group.

The Senior Statement

The senior statement is an official record of all the learning achievements in a learning account. It details what learning was attempted, the standard achieved and, where and when the learning took place.

The QSA will issue the senior statement to young people who:

- have met the requirements for the Queensland Certificate of Education, or
- are attending a school, and have banked at least one achievement in their learning account, and are enrolled at a school until the prescribed date at the end of Year 12, or
- have completed a pattern of study which makes them OP eligible.

New Laws

The QCE complements the governments “learning or earning” laws which mean everyone will be required to complete Year 10 at school and go on to complete a further two years of education and training.

For more information:

- contact your school
- visit the QSA website at www.qsa.qld.edu.au
- visit the Careers Information Service at www.cis.qsa.qld.gov.au for information about school-based apprenticeships and traineeships.

Parent Teacher Interviews

A formal parent teacher interview afternoon is available following the term interim reports so that any problems a student is encountering can be addressed. Parents are invited to phone the school to request an interview at other times during the year if they wish to have further discussions concerning any aspect of their child's progress.

Homework

Introduction

We believe that regular homework and home study are valuable aspects of the learning process:

- a) building confidence and success in subjects
- b) re-enforcing class work
- c) motivating students to achieve and to become more independent learners
- d) developing regular study habits
- e) providing information about each student's progress

What is Homework?

Homework is set by teachers for students to practise work already dealt with in class or for them to cover a certain section of the course on their own.

What is Home Study?

Home study is set by the students themselves. It is in this area that the students show responsibility by developing good habits. Developing consistent home study habits will pay off in the long run.

Types of Homework

- ✓ The amount of homework set in each subject will vary according to age and learning needs.
- ✓ While the amount of homework will vary according to age and learning needs, every student will be assigned some homework regularly, with an emphasis on the curriculum in Years 7, 8, 9 and 10.
- ✓ Different subjects often have the need to set different types of homework, and at different intervals. **The focus in Years 7, 8, 9 and 10 however, is the development of literacy and numeracy.** Also, depending on the theoretical or practical nature of the unit or subject being studied, the amount of "written" homework will vary.

The main types of homework are:

1. Finishing work commenced in class.
2. Doing practice exercises to reinforce work being done in class.
3. Assignment or project work (which generally requires work done over a number of nights.)
4. Set reading eg. for class discussion.

Types of Home Study

The main areas of home study requiring student application are:

1. Revising work covered that day (eg. making summaries).
2. Revising work done in previous weeks.
3. Preparing for tests and exams (**not** left to the last few days).
4. Learning formulae, rules etc (this is a continual process).
5. Doing extra reading (research) and note-taking to support information learnt in class.

How Much Homework and Home Study?

As a general rule the following amounts are the recommended amounts of homework **and** study that a student can be regularly expected to do to a **MINIMUM** each night.

- Year 7 and 8 - 1½ hours
- Year 9 and 10 - 2 hours
- Year 11 - 2½ - 3 hours
- Year 12 - 3+ hours

School Dental Service

The School Dental Service has a mobile dental van providing free dental care to school children aged from 4 years up to and including Year 10.

When medical-dental consent forms are issued, parents/carers are asked to complete the form if they wish their child to have a dental examination.

If treatment other than of a diagnostic or preventive nature is required, another form will be issued advising of treatment needed. If you would like to proceed with treatment, you will need to sign and return this form. Parents/Carers may choose to attend with their child.

If problems or concerns arise after the dental van has left the school parents can access the service by phoning the dental van on 0407 126 138 or the dental clinic on 5441 2763.

Guidance Officer

The guidance officer is available to assist students with concerns which arise during their secondary schooling. These concerns include course selection, further study and career exploration and counselling regarding personal and interpersonal matters. The guidance office is located in the administration block and is available Monday to Friday.

School Health Nurse

The school health nurse is available on Tuesdays, Thursdays and alternate Mondays for the individual pastoral care of students and she deals with needs of a personal, interpersonal or perhaps spiritual nature. The health nurse is based in the administration block; appointments can be made directly with her.

School Chaplain

The school chaplain provides support, understanding and spiritual advice to students when required. The school chaplain is available Monday to Thursday for pastoral care of students. The chaplain is based in the student services staffroom, in the student administration block; appointments can be made with him there.

Student Representative Council

The Student representative council is a most important forum for student representatives to express opinions and resolve student issues. Student representative council links directly with the administration team through meetings between principal and the school representative executive. The student representative council have been responsible for some excellent initiatives at Burnside State High School.

Student Recognition

Burnside State High School encourages recognition of students who achieve success or outstanding endeavour in any field of academic, sporting, cultural or community involvement. Certificates and awards are presented regularly at full school assemblies and at awards night which is held in late October where recognition is made to students of all year levels for achievement in all aspects of school life. Regular articles appear in the school newsletter and local media. The school administration team also sets aside time each day to encourage and counsel individual students.

Student Activities

Extensive opportunities exist for student participation in a range of extra-curricular activities.

School Excursions

Many subject areas have one day field trips where students can gain practical skills in their area of interest.

Sporting Teams

Our school has a strong tradition of involvement and success in sports. A variety of sporting activities are offered to male and female students – an important aspect of which is that most are team sports. The school expectation is that once students made a commitment to sport or any other activity, that commitment is followed through. This extends to attendance at interhouse carnivals such as swimming, cross country and athletics. Every student is expected to attend. School and house spirit and pride are very strong.

School Social Events

These are organised by the student representative council and take place periodically during the year. All students of Burnside State High School are invited to attend.

School Musical and Arts Expo

Burnside State High School has an excellent arts faculty. The arts faculties will hold an arts showcase evening, with live performances and visual displays highlighting the terrific work of our students. Other opportunities to showcase the rich talent of our students include lunchtime concerts, items at assemblies and performances for our primary schools and the general public.

Year 12 Graduation

A formal is held for year 12 students, their parents and staff in November of each year. The formal is organised by a committee made up primarily of Year 12 students.

Resource Centre

The resource centre is open for study and for recreational purposes from 8.00am to 3.00pm.

Transfers

When students transfer to another school a Clearance Form is issued from the office. All textbooks, resources and laptops/tablets must be returned, and outstanding fees paid before a student leaves.

Insurance

Education Queensland does not have any form of insurance to cover injury or accident for students at school. Parents who wish to have such an insurance cover should contact their own private insurance agent.

Parents and Citizen's Association

Our partnership agreement encourages and welcomes the participation of parents in the running of the school. This participation ranges from contributing to the decision making and management policies of the school, through to providing practical voluntary assistance in a range of aspects of school affairs.

P&C Meetings are held in the Jacaranda Room on the first Wednesday of each month at 5.30pm. All parents are welcome to attend. Parents are encouraged to attend P&C meetings to make a practical contribution to the life of the school.

A family contribution scheme has been established by the Parents & Citizens to minimise fund raising during the year. Although the scheme does not remove completely the need for fund raising projects, it does mean that the Parents & Citizens Association does not have to run lots of raffles etc, and so can concentrate on one or two major fund raising projects during the year.

School Canteen

Students may purchase food and drink at the school canteen run by the Parents and Citizens Association. The canteen is open for lunch and afternoon tea each day. The P&C Association determines the selection of nutritious food and the reasonable prices. Parent assistance on the tuckshop roster is greatly appreciated. The canteen can be contacted by phoning 5459 7329.

Parent Involvement and Communications

Ways in Which Parents May Assist the School

Apart from specific instances listed below, the administration and staff of Burnside State High School value highly the interest parents and guardians take in their children's school life – the programs they follow, the work they do, the friends they make, the teachers who teach them and the extra curricular activities in which they take part. We urge and most sincerely invite you to take a keen interest in your student(s). It will help them and us tremendously as we all continue to encourage good habits such as punctuality, neat appearance, suitable language, completion of effective homework, good study habits and responsibility for equipment.

Membership of Parents' and Citizens Association

All parents are encouraged to attend parents' and citizens Association meetings. These are held at the school on the second Wednesday of each month. Committees for areas such as uniforms operate within the P & C.

Voluntary Assistance

We hope that many parents of Burnside High students will enjoy joining with teachers to improve the opportunities offered to our students. There are several areas where voluntary help would be much appreciated. Please contact the school if you are able to give a small amount of your time to any of the following areas:

- Canteen (weekly, monthly or on call)
- Assisting with sporting activities
- Assisting with reading difficulties
- Assisting on school camps
- Library – cataloguing, shelving, covering new books
- Subject Areas – filing, collating, typing (at home or school)
- Providing/helping with lunchtime or after school activities
- STEMM Program
- SEP
- Learning Support

We are eager to tap the wide variety of skills which exist amongst our parents. If you can give us any time to help with your students' education, please phone 5459 7333 or watch the newsletter for periodical request for assistance.

Communication with Parents

Parents are given an insight into the day to day operation of the school through our school newsletter, mailed home on a monthly basis and also available on the website. Parent contributions to this newsletter are welcomed.

Communications Between School and Home

Teachers are expected to inform parents early of any concerns or problems regarding a student's progress or behaviour.

We encourage parents to contact the school immediately if they have any concerns regarding progress at school. We also appreciate being informed of any circumstances which may affect a student's progress or behaviour at school.

A wide range of avenues exists to provide parents with the opportunity to access staff and information about the school.

- ✓ Newsletter
- ✓ Parents' and Citizens' Association Meetings
- ✓ Various Committee Meetings
- ✓ Reports
- ✓ Parent/Teacher Interviews
- ✓ Career/Subject Selection Evenings
- ✓ Year 7/8 Induction
- ✓ Special Events eg. Speech Night
- ✓ Handbooks eg. Prospectus
- ✓ School website

Uniform (School Dress Code)

ALL STUDENTS: To achieve our school goals there must be expectations and standards maintained with regard to uniform and personal presentation. Students attending Burnside State High School are required to wear the correct school uniform at school, including excursions and sport and while going to and from school.

Under (Part 10 of chapter 12) of the *Education (General Provisions) Act 2006*, the Parents' and Citizens' Association of Burnside State High School has resolved that students attending Burnside State High School must comply with the student dress code policy. The Parents' and Citizens' Association believes that a school dress code policy at Burnside State High school 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; and
- fosters mutual respect among individuals at the school by minimising visible evidence of economic, class or social differences.

Any student genuinely unable to comply with the school uniform requirements is expected to furnish a note of explanation from their parent or guardian; arrangements will be made at school to assist the student to comply with the dress code. The determination about school student dress code policy also includes standards regarding jewellery, hairstyles and make up.

HAIR: Neat clean and tidy. Long hair must be tied back. Exotic, unnaturally coloured hairstyles are not acceptable; this includes features such as extravagant ornamental hair clips and decorations, hair extensions and excessive braiding/plaiting.

JEWELLERY: 1 x stud or sleeper sized earrings in each ear and 1 x watch. No bracelets or anklets are permitted. No necklaces should be visible at any time.

Please note: No visible body/facial piercings eg. Nose, brow, lip studs or rings. If a student does have a facial piercing, it must be removed for school, covered with protective tape for a period of 6 weeks while it heals, and then be maintained by the use of a 'retainer', available at piercing suppliers.

MAKE UP: The wearing of make up to school is not permitted. This includes coloured nail polish.

The uniform shop will be open Monday, Tuesday, Wednesday and Friday from 8.00am – 9.00am to purchase new uniforms. They can also be ordered online through the Mr Charles website (mrcharles.com.au). The uniform shop can be contacted by phoning 5459 7332.

DAY UNIFORM

Girls

Burnside polo shirt
Burnside blue shorts or long pants
Or formal uniform

Boys

Burnside polo shirt
Burnside blue shorts or long pants
Or formal uniform

FORMAL UNIFORM

Girls

Burnside formal white shirt
Burnside tartan below knee length skirt

Boys

Burnside white formal shirt
Burnside blue shorts or long pants

Socks - White (short)

Shoes

Completely black or a black multi-purpose shoe with black laces. No coloured logos, designs or white/coloured soles are permitted. No boots of any type are permitted.

Hat/Caps

Burnside SHS supplies all year 7, 8 and year 9 students with a Burnside cap. Any plain navy sun-smart hat or cap may be worn. Beanies are not permitted.

Note

Volleyball Excellence shirts are only to be worn on the day those classes take place. Volleyball dress uniform is not part of the school uniform.



Sun Protection Policy

It is a Burnside State High School policy that all students should wear a school hat or school cap to participate in outdoor activities. Supplies of sunscreen are also readily available for students. The school hat is also worn by students with the formal uniform when participating in excursions.

Formal Uniform

The formal uniform is worn by students when participating in excursions and for very important occasions at school eg. awards night. The formal uniform is also required to be worn by all students every Monday, as this is formal assembly day.

NOTE: If specialist shoes are required for athletics or sporting activities, students will be required to change into these for the activity. Volleyball uniforms are only to be worn on the days in which volleyball classes are on.

Financial Assistance

Youth Allowance

Youth allowance is a commonwealth scheme which offers financial support to students 16 years of age or over (or in special circumstances from the 15th birthday) who are studying approved full-time secondary and tertiary courses. As you know, a good education means that your children will be better qualified and more likely to get a good job. Youth allowance can help with the cost of keeping your child in secondary or tertiary study.

Youth allowance helps to pay for things like books, rent, food and clothing. It is paid every fortnight. Usually, youth allowance is not paid to the student. However, if the student is a 16 or 17 year old dependent secondary student and living at home, certain conditions can be met such that the student can receive the money direct. Youth allowance is income and assets tested because it is designed to assist those full-time students who are most in need. Youth allowance payments vary depending on each student's situation. For example, the amount will be higher for students who have to live away from home to study (special conditions apply). There are various youth allowance rates, these include; Standard Rate, Away-From-Home Rate and Independent Rate.

- The Independent Rate is for students who meet certain criteria and are not dependent on their parents
- The Away-From-Home Rate applies to students if they need to live away from home to study (conditions apply)
- The Standard Rate applies to all other students

To be eligible for youth allowance there are a number of general criteria most students must meet. Certain exemptions apply.

They must:

- ✓ be 16 years or older
- ✓ be studying full-time in an approved course
- ✓ be an Australian citizen (for permanent residents, special conditions apply)
- ✓ not be in legal custody (in prison or on remand)
- ✓ not be receiving other Commonwealth assistance, eg. Abstudy or Veterans Children's Education Scheme

Inquiries about Youth Allowance can be made on 132 490.

Abstudy

If you are an Aboriginal or Torres Strait Islander who is:

- doing secondary education;
- doing full-time or part-time study after you have left school; or
- studying part-time or doing a correspondence course; then ABSTUDY may be able to help you. ABSTUDY also helps if; you have residential school or field trips as part of your course work or if there is an approved conference related to your course that you would like to attend.

ABSTUDY provides money to assist with a wide range of items, such as fares to and from boarding school and money towards school fees. Many students can get a Living Allowance to help meet the cost of clothes, books and other student needs. Applications are handled by ABSTUDY staff at Centrelink offices. Conditions for ABSTUDY eligibility are similar to those for youth allowance.

Inquiries about the YOUTH ALLOWANCE can be made to a toll free Hotline 132 490. For Abstudy enquiries or for more information contact Centrelink on 132 317. Internet – www.youthallowance.centrelink.gov.au