PRINCIPAL
.................................................................................................................................. Mrs Leasa Smith

DEPUTY PRINCIPALS
.................................................................................................................................. Ms Kerri Furlong
.................................................................................................................................. Ms Nicole O’Hearn
..................................................................................................................................... Mr Peter Keen
...................................................................................................................................... Mr Joe Bucher

BUSINESS SERVICES MANAGER
..................................................................................................................................... Ms Jodie Blunt

HEADS OF DEPARTMENT
SENIOR SCHOOLING: ................................................................. Mr Ken Simpson
JUNIOR SCHOOLING: .............................................................. Mr Paul Little
SPECIAL EDUCATION: .......................................................... Miss Lindy Stokes
STUDENT SERVICES: .............................................................. Ms Donna Whyte
MATHEMATICS: ................................................................. Mrs Jane Irvin
ENGLISH: ................................................................. Mrs Verushka Torrens
TEACHING AND LEARNING .......................................... Mr Warren Steel
THE ARTS: ................................................................. Mrs Elizabeth Rigby
SOCIAl SCIENCE: ................................................................. Ms Teena Norman
TECHNOLOGY: ................................................................. Mr Darren Kerr
BUSINESS & INFORMATION TECHNOLOGY: ............................................................. Mr Bill McIntyre
SCIENCE: ................................................................. Mr Robert Balfe
HEALTH & PHYSICAL EDUCATION: ................................................................. Mr Bill Schneid

SUPPORT STAFF
GUIDANCE OFFICERS: ................................................................. Mr Simon Braiden and Ms Chenoa Matthews
SCHOOL BASED YOUTH HEALTH NURSE ................................................................. Ms Helen Baxter
SCHOOL CHAPLAIN ................................................................. Mr Jesse Davis
SCHOOL BASED YOUTH SUPPORT OFFICER ........................................................ Mr Tavita Timaloa
SCHOOL BASED POLICE OFFICER ................................................................. Snr Constable Kris Parker

CONTACTS
ENROLMENT OFFICER: ................................................................. Miss Rebecca Malone (07) 5428 5555
ABSENTEE OFFICER: ................................................................. Mrs Lyndal Balfe (07) 5428 5522
CANTEEN CONVENOR: ................................................................. (07) 5428 5539
CASHIER: ................................................................. Ms Julie Hill (07) 5428 5553
## SCHOOL DETAILS

### Address Details

| Postal Address     | P O Box 835  
|                   | CABOOLTURE  4510  
| Address            | Visentin Road  
|                   | MORAYFIELD  4506  
| School Location Code | 2154  
| E-Mail             | admin@morayfieshs.eq.edu.au  
| Website            | www.morayfieshs.eq.edu.au  

### Telephone Details

| Telephone        | 5428 5555  
| Student Absentee Line | 5428 5522  
| Fax                | 5428 5500  
| Canteen           | 5428 5539  

### School Hours

| Office Hours | 7.45 am to 3.45 pm (school term)  
| Cashier Hours | 8.00 am to 1.30 pm daily  

### School Year 2017

| Semester 1 | Term 1 | Monday 23 January - Friday 31 March  
| Term 2    | Tuesday 18 April - Friday 23 June  
| Semester 2 | Term 3 | Monday 10 July - Friday 15 September  
| Term 4    | Tuesday 3 October - Friday 8 December  

### Commencement Days 2017

| Junior Schooling (7, 8, 9) | Monday 23 January  
| Senior Schooling (10, 11, 12) | Monday 23 January  

### Final Dates for 2017

| Year 12 | Friday 17 November  
| Year 10, 11 | Friday 24 November  
| Year 7, 8, 9 | Friday 8 December  

PRINCIPAL’S WELCOME

It is my pleasure to work with the students, staff and parents of the Morayfield school community as Principal. Morayfield State High School is a dynamic, growing and ambitious school where we seek to gain the best educational, vocational and social outcomes for our students. We provide high quality education that is relevant to the needs of individual students, provides multiple pathways to engage our learners and is focused on building a culture of success. Our goal is to ensure each of our graduates leaves with the skills and qualifications to be successful in the next step of their life journey.

Students choosing to attend Morayfield State High School will have the opportunity to:
* Engage with a diverse range of quality educational, co-educational and extra-curricular opportunities and programs.
* Be part of a school culture that values high achievement, ongoing improvement and student ownership of learning within a safe and supportive environment.
* Work with experienced staff who are committed to supporting the educational and wellbeing needs of students to ensure they reach their full potential.

At Morayfield State High School students are expected to:
* Attend school every day with a positive attitude and be ready to learn.
* Take personal responsibility for their learning and aim high to achieve their learning goals.
* Show respect for fellow students, staff, parents and the local community in their thoughts and actions.
* Cooperate with staff and students by contributing positively to the school’s culture and achieving the high standards expected for behaviour and performance.

We are continuing to build strong partnerships with the local community, service providers, educational institutions and businesses to provide enhanced study and practical training experiences for our students. We are also committed to continuing our successful partnership with the Morayfield Coalition of Schools where we work closely with our local primary schools to promote public education and to produce better outcomes for students as they transition from primary to secondary education.

At Morayfield State High School we are focused on maximising student achievement. We are committed to supporting all of our graduates to leave school with:
* Attainment of a QCE
* Attainment of a VET qualification
* Attainment of an OP aligned to course entry requirements (where relevant)
* Literacy, numeracy, thinking and technology competencies and
* A strong sense of social and emotional wellbeing and resilience.

Morayfield State High School is a great school which is working proactively to ensure every student succeeds!

Regards,

Leasa Smith
Principal
SCHOOL VISION AND VALUES

Our Vision Statement
Achieving excellence through innovation and integrity; leadership and community

Our School Values
Learning
• We learn from our experience and use this to improve things for the future.

Respect for Ourselves and Others
• Viewing and treating others and ourselves as individuals of worth.

Working Together
• People working in a harmonious and co-operative manner to focus on solutions and positive outcomes free from criticism and blame.

Honesty and Fairness
• Communication and behaviours that reflect truthfulness and openness and equitable treatment for all.

A Pleasant and a Safe Environment
• Attractive physical surroundings that are: clean, well maintained and safe. An environment that values the expression of diverse opinions, free from intimidation, bullying and harassment.

Our School Code
Aim High – Respect, Responsibility, Cooperation

Our School Motto
Strength Through Integrity

Our Statement of Purpose
Our school is committed to the development of each individual and the economic, social and cultural contribution that each person can make to our community. We aim to provide a high quality education that is relevant to the needs of individuals, provides multiple pathways for students and engage student interest. Our goal is to instil in students a love of learning, to have all students learn well and become life-long learners. We will achieve this by focusing on:
• Improving literacy and numeracy.
• Success in subjects.
• Vocational training.
• Personal growth.
• Communication skills.
• Sporting skills.
• Informed citizens.
• Social skills.
ENROLMENTS

Morayfield State High School has an Enrolment Management Plan to manage our school capacity and regulate growth in our area. This plan sets out the conditions under which students may be enrolled into Morayfield State High School. A copy of the plan and the catchment map are both available on the school website (https://morayfieshs.eq.edu.au).

Years 8-12

All new enrolments are by interview only. A Parent/Guardian and the enrolling student are required at the enrolment interview. A copy of your student’s most recent report card and birth certificate as well as any other relevant information is required. After your completed paperwork has been sighted, a suitable appointment time can be arranged.

Year 7

Due to the large number of students transitioning, Year 7 Enrolments will not require an enrolment interview unless their enrolment is being processed after the start of Week 3. Below are some important dates for our transitioning Year 7 students.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 18 May</td>
<td>Why Morayfield SHS Information Session - 3.30pm at Q Block</td>
</tr>
<tr>
<td>Thursday 19 May</td>
<td>Begin accepting 2017 Enrolment Applications for Year 7</td>
</tr>
<tr>
<td>Wednesday 25 May</td>
<td>Year 5/6 Visit Morayfield State School - 2pm</td>
</tr>
<tr>
<td>Wednesday 1 June</td>
<td>Year 5/6 Visit Minimbah State School - 2pm</td>
</tr>
<tr>
<td>Thursday 9 June</td>
<td>Year 5/6 Visit Morayfield East State School – 2pm</td>
</tr>
<tr>
<td>Wednesday 20 July</td>
<td>Why Morayfield SHS Information Session – 6.00pm V Block</td>
</tr>
<tr>
<td>Friday 26 August</td>
<td>2017 Enrolment Applications due at Morayfield State High School</td>
</tr>
<tr>
<td>Friday 21 October</td>
<td>Enrolment Confirmations posted</td>
</tr>
<tr>
<td>Friday 2 December</td>
<td>Orientation Day for enrolled students – Year 6 (Year 7 2017)</td>
</tr>
<tr>
<td></td>
<td>Students 9.00am – 2.55pm</td>
</tr>
<tr>
<td></td>
<td>Parents 2.00pm – 2.55pm (Tours from 2:00pm)</td>
</tr>
</tbody>
</table>
SCHOOL ROUTINE – Bell Times

The following represents the basic structure of the school day.

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday – Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning Bell</td>
<td>8.40am</td>
<td>8.40am</td>
</tr>
<tr>
<td>Form Class</td>
<td>---</td>
<td>8.45 – 8.55am</td>
</tr>
<tr>
<td>Transition</td>
<td>---</td>
<td>8.55 – 9.00am</td>
</tr>
<tr>
<td>Period 1</td>
<td>8.50 – 10.10am</td>
<td>9.00 – 10.10am</td>
</tr>
<tr>
<td>Morning Tea</td>
<td>10.10 – 10.40am</td>
<td>10.10-10.40am</td>
</tr>
<tr>
<td>Warning Bell</td>
<td>10.35am</td>
<td>10.35am</td>
</tr>
<tr>
<td>Period 2</td>
<td>10.40-11.50am</td>
<td>10.40-11.50am</td>
</tr>
<tr>
<td>Transition</td>
<td>11.50-11.55am</td>
<td>11.50-11.55am</td>
</tr>
<tr>
<td>Period 3</td>
<td>11.55-1.05pm</td>
<td>11.55-1.05pm</td>
</tr>
<tr>
<td>Lunch</td>
<td>1.05-1.45pm</td>
<td>1.05-1.45pm</td>
</tr>
<tr>
<td>Warning Bell</td>
<td>1.40pm</td>
<td>1.40pm</td>
</tr>
<tr>
<td>Period 4</td>
<td>1.45-2.55pm</td>
<td>1.45-2.55pm</td>
</tr>
</tbody>
</table>

Flex Time for Senior Students
During 2016 a Flex afternoon was implemented for students in Year 11 and 12. This Flex afternoon was for students who met criteria for participation and who had also decided not to participate in the sports program. The Flex afternoon has been designed to give responsible senior students the opportunity for extra study time. All students who meet the criteria and have parental permission were eligible for Flex. The Flex program will be under review for continuation in 2017.
CURRICULUM

Junior School
All students in Years 7-9 complete studies from the Key Learning Areas of English, Mathematics, Science, Humanities, Health and Physical Education, Technology, The Arts and Languages Other Than English. Literacy and Numeracy classes are also available in Years 7-9. Teaching and learning experiences are planned using the National Curriculum and draw on the principles of the Junior Secondary Agenda. In Junior School, students develop the knowledge and skills to engage effectively in learning across a range of subject disciplines in a range of learning environments. A key feature of the Junior Secondary curriculum is also focused on ensuring students have the Literacy and Numeracy skills to engage in the Senior Curriculum.

Senior School
Senior Education and Training (SET) Plans are developed for all students in the Senior School, identifying a designated pathway to Tertiary Studies, further training or employment. Students in Year 10 select a course of study that prepares them for studies in Years 11 and 12. Year 11 and 12 students complete studies in English and Mathematics and a selection of Authority Subjects, Authority Registered Subjects and Vocational Education and Training Certificates. Traineeships and school based apprenticeships are also available.

Instrumental Music
Instrumental Music (string, wind and percussion) instruments are available for students from Year 7. Entry into this program is determined by student interest, aptitude and the availability of instruments. Students who have their own instruments may join the program. An annual tuition fee applies. When an appropriate standard is achieved, students will be invited to join one of the school ensembles.

Sport
Sport is part of our school curriculum. It is linked directly to our school motto *Strength Through Integrity*; healthy lifestyles and wellbeing of individuals. Throughout the year students have the opportunity to be involved in interschool sporting events, organized sport, lunchtime sporting competitions and recreational programs. There are also a wide range of interschool sporting teams that students can participate in. In addition to this, there are opportunities for students to be involved in full day carnivals and special events throughout the year such as Athletics Carnival, Cross Country and Swimming Carnival. These events foster participation, school/house spirit, community spirit and challenge and learning in a different environment. We encourage parent/guardian support for these programs.

House Structure
Morayfield State High School's House structure is clearly visible through the school. Our four houses, named after islands in Moreton Bay, are Bribie Bears (Blue), Moreton Mustangs (Green), Russell Rhinos (Yellow) and Stradbroke Scorpions (Red). These four teams compete on a regular basis in lunch activities, school events and our annual carnivals. Students can also receive points for attendance and achievement. These points are tallied and at the close of each year the winning house is awarded the Morayfield State High School House Cup.
MAXIMISE LEARNING

To get the most out of their learning our students need to:

- Be at school every day.
- Be at every lesson on time.
- Have all necessary textbooks, writing books, materials and technology at each lesson.
- Use the homework diary to record all homework, assignments and research requirements.
- Do all class work as the teacher requests.
- Hand all assignments in on time to an acceptable standard.
- Work on assignments as soon as they are received. Never leave them until the last minute.
- Keep all books neatly, with ruled lines and no other scribble.
- Build in regular sessions to revise work.

Student Responsibilities

- Develop a plan for completing tasks on time and add due dates to your student diary.
- Set up a home study plan.
- Complete all work by due dates (including drafts and final products).
- Ask for assistance when needed.
- Use class time efficiently.
- Special consideration including extension requests are to be negotiated with the appropriate Head of Department BEFORE the due date.
- A medical certificate is required for incomplete or late work in the Senior Secondary, to comply with QSA requirements. An explained absence (note from parents) will be sufficient in Junior Secondary.

Parent/Guardian Responsibilities

- Discuss with student tasks/assignments due for the term.
- Encourage student to plan and work towards task completion through appropriate time management.
- Assist student in accessing resources needed for task completion.
- Contact class teacher for support if required.

Teacher Responsibilities

- Support students in planning to complete tasks by due dates.
- Provide some class time for completion of tasks.
- Provide detailed task and criteria sheets for student reference.
- Contact parents/guardians for support when work is incomplete or late.
- Liaise with Heads of Department and Deputy Principals for persistent incomplete or late work.
- Provide feedback to students about performance in tasks/assignment.
HOME LEARNING EXPECTATIONS

The classroom is the place where much of the learning takes place. However, real understanding (and transferring knowledge from short to long term memory) is achieved when students:

- Revise the work introduced in class.
- Revise work covered in class or on any one day – revision involves more than just reading the material – it involves note taking i.e. looking for main ideas of the speaker/writer and then writing them out in your own words – be concise which does not mean just writing down main headings but includes the explanation and/or information – notes should be neat, orderly and legible and should be a summary of the main facts.
- Test their understanding.
- Apply their newly acquired knowledge/skills.
- Extend their reading.
- Summarise the information obtained in class or from the textbook.

This additional work comes under the heading of home learning and also includes:

- Set homework – this is negotiable and will be checked by the teacher.
- Assignment work and test/exam preparation.

Home learning provides students with an opportunity to work independently and develop greater responsibility for their own learning. For home learning to be effective students should:

- Have a regular routine and time for study.
- Develop a weekly home learning planner/study plan (modify it after two weeks if there are problems).
- Have an area where they can learn without unnecessary distractions.
- Have a short break every 45 – 60 minutes.
- Focus on what they are doing.
- Ask for teacher assistance if, after reading and thinking about a section of work, they still have difficulty understanding it.

Recommended times for home learning:

- The general expectation for students in Years 7-9 is approximately 5 hours a week depending on the individual.
- The amount of time devoted to home learning will vary for students in the Senior Phase, dependent on their learning needs, abilities, individual strengths, course of study, assessment load and other commitments.
- Year 10 is a transition year so students should be increasing the amount of time spent on home learning. Generally, students in Year 10 should be spending between 1 ½ to 2 hours a night.
- To achieve solid results in Year 11 and 12 students should be spending an average 10 to 12 hours per week on home learning. We recommend spending at least two hours per week on each Authority subject. Students studying Authority Registered subjects and VET Competencies also need to make a substantial commitment of time to ensure all work is complete.
A LEARNING FRAMEWORK

Morayfield State High School has adopted the Art and Science of Teaching model to assist teachers in planning and sequencing their learning experiences for their students. It is based on extensive research led by Dr Robert J. Marzano about learning and how the mind works. Using this model allows the school to create an environment for students where there is a consistency and commonality within curriculum language and learning processes.

There are 10 Design questions within the framework that underpin good teaching and learning practices. They are:

1. What will I do to establish and communicate learning goals, track student progress and celebrate success?
2. What will I do to help students effectively interact with new knowledge?
3. What will I do to help students practice and deepen their understanding of new knowledge?
4. What will I do to help students generate and test hypotheses about new knowledge?
5. What will I do to engage students?
6. What will I do to establish or maintain classroom rules and procedures?
7. What will I do to recognise and acknowledge adherence and lack of adherence to classroom rules and procedures?
8. What will I do to establish and maintain effective relationships with students?
9. What will I do to communicate high expectations for all students?
10. What will I do to develop effective lessons organised into a cohesive unit?

While these design questions represent separate parts of the total learning process, they work together in successful learning in the manner depicted in the diagram below that has been adapted to suit the requirements of our school:
APPROPRIATE BEHAVIOUR

We believe that all students are responsible for their own actions and must respect the rights of others and model our school values. Students have a right to learn and teachers have a right to teach. No student has the right to disrupt the good order and management of the school, or prejudice the good name of the school in a public place, regardless of where they are, especially if they are preventing other students from learning or threatening the safety or rights of others.

Please refer to the “Responsible Behaviour Plan for Students” available on our website for information about how student behaviour is managed.

THE AIM HIGH PROGRAM

Learning is maximised in environments that are structured, positive, orderly, courteous and safe. At Morayfield State High School we pride ourselves on providing a holistic education for all of our young people and ‘AIM HIGH’ is a significant part of our educational program. The program is based on sound academic research into Positive Behaviour for Learning (PBL). It is a multi-tiered approach that provides a continuum of positive behaviour support strategies. PBL is comprised of a three tiered approach to the prevention of behaviour that impacts upon the good order of the school.

i. Preventing development of new cases of problematic behaviours.
ii. Reducing the number of existing cases of problem behaviour.
iii. Reducing the intensity and complexity of extremely challenging cases.


The program has an emphasis on instruction and the acknowledgement of positive behaviour whereby specific behavioural expectations and skills are explicitly taught to all students and acknowledged when displayed. It is also a function-based approach to better understand and manage the variables (times, places, relationships, skill deficits) leading to problem behaviour. The required behaviours have been clearly defined at Morayfield State High School and students are being taught these expectations within a variety of settings at the school. At Morayfield State High School, the three behaviour expectations are:

Be Respectful
Be Responsible
Be Cooperative

Within the school, these behaviour expectations translate into the following behaviour matrix within the various settings.
<table>
<thead>
<tr>
<th>Rule</th>
<th>ALL SETTINGS</th>
<th>CLASSROOM</th>
<th>LIBRARY</th>
<th>ASSEMBLIES</th>
<th>CANTINE</th>
<th>OFF-SITE ACTIVITIES</th>
<th>BREAK PERIODS</th>
<th>AMENITIES (TOILETS)</th>
<th>TRANSITION</th>
</tr>
</thead>
</table>
| **BE RESPECTFUL** | ✓ Correctly wear full school uniform  
✓ Be mindful and considerate of others  
✓ Hands off policy  
✓ Remove headphones  
✓ Be on time and on task at all times | ✓ Remove hats  
✓ Speak politely  
✓ Be considerate of others  
✓ Follow directions  
✓ Listen when the teacher is teaching | ✓ Ask library staff politely for assistance  
✓ Share resources  
✓ Work quietly | ✓ Applaud appropriately  
✓ Listen attentively  
✓ Remove hats before entering  
✓ Participate in singing the national anthem | ✓ Use good manners  
✓ Wait patiently and keep hands to yourself  
✓ Represent the school with pride  
✓ Respect community members and their property  
✓ Use good manners | ✓ Encourage fair play  
✓ Be tolerant  
✓ Use appropriate language  
✓ Use school facilities in an appropriate manner | ✓ Have one person per cubicle  
✓ Respect others right to privacy | ✓ Follow safe travel and transport procedures  
✓ Respect school and public property  
✓ Speak politely to everyone |
| **BE RESPONSIBLE** | ✓ Maintain a safe environment  
✓ Use resources appropriately  
✓ Look after people and property and report issues  
✓ Be a positive role model for other students  
✓ Have your student diary with you at all times | ✓ Honour internet agreement  
✓ Bring all required resources  
✓ Use resources appropriately  
✓ Complete all assessment and homework on time  
✓ Participate fully in all lessons | ✓ Select resources quickly and return to allocated areas  
✓ Return resources by due date  
✓ Follow library procedures | ✓ Correctly wear formal uniform  
✓ Sit in designated areas  
✓ Arrive on time | ✓ Line up in an orderly fashion  
✓ Leave bags at exit  
✓ Return consent forms/money by required date | ✓ Be safe in all areas  
✓ Place all rubbish in the provided bins  
✓ Follow out of bound rules  
✓ Wear your hat when on ovals or courts  
✓ Report unsafe behaviour | ✓ Maintain a clean environment  
✓ Observe hygienic practices  
✓ After use, leave promptly  
✓ Use amenities during breaks | ✓ Once at school, stay at school  
✓ Arrive on time  
✓ Move to class on the bell  
✓ Access lockers in an orderly manner |
| **BE COOPERATIV E** | ✓ Follow directions given  
✓ Work in a cooperative manner with all students and staff  
✓ Give your best effort at all times | ✓ Put hand up to speak  
✓ Leave classroom tidy  
✓ Wait for teacher direction before entry and exit  
✓ Turn off and put away all electronic devices | ✓ Place bags and hats in racks prior to entry  
✓ Follow entry and exit signs | ✓ Leave bags, hats, sunglasses and electronic devices in classrooms prior to attending assembly  
✓ Assist with pack up and set up when required | ✓ Be ready with order and money  
✓ Follow instructions of canteen and supervising staff  
✓ Abide by conditions of venue/facility  
✓ Be actively involved in the activity  
✓ Follow directions given by all staff | ✓ Assist peers to ensure school grounds are clean and tidy  
✓ Follow directions given by all staff | ✓ Report smoking and damage  
✓ Use facilities appropriately | ✓ Keep left and follow the arrows on pathways/walkways |
RECOGNISING POSITIVE BEHAVIOUR

Summit Club
Students can collect AIM HIGH STAMPS from their teachers for displaying positive behaviours in the classroom and throughout the school. If students reach the benchmarks below they are awarded either GOLD or PLATINUM Summit Club card which entitles them to significant discounts at the Morayfield Shopping Centre. To achieve the Gold and Platinum Levels students must collect:
GOLD – 75 stamps AND have above 90% attendance
PLATINUM – 150 stamps and above 95% attendance
The PLATINUM SUMMIT CARD allows students more significant discounts than the GOLD SUMMIT CARD
We are also using VIVO for students in Year 10-12 to track positive behaviour for rewards.

<table>
<thead>
<tr>
<th>Store</th>
<th>Gold Card Offer</th>
<th>Platinum Card Offer</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMART SPORTS</td>
<td>10% off full priced items.</td>
<td>20% off full priced items.</td>
</tr>
<tr>
<td></td>
<td>Free upsize on drinks.</td>
<td>Free upsize on drinks.</td>
</tr>
<tr>
<td></td>
<td>10% off. Excluding body piercing service, jewellery and sale items.</td>
<td>10% off. Excluding body piercing service, jewellery and sale items.</td>
</tr>
<tr>
<td></td>
<td>20% off all sunglasses including Rayban and Oakley.</td>
<td>30% off all sunglasses including Rayban and Oakley.</td>
</tr>
<tr>
<td></td>
<td>10% off any item at original retail price. *Not in conjunction with any other offer. Excludes catalogue &amp; gift cards.</td>
<td>15% off any item at original retail price. *Not in conjunction with any other offer. Excludes catalogue stock &amp; gift cards.</td>
</tr>
<tr>
<td></td>
<td>15% off any purchase including Rayban &amp; Oakley.</td>
<td>25% off any purchase including Rayban &amp; Oakley.</td>
</tr>
<tr>
<td></td>
<td>10% off original size Boost.</td>
<td>15% off original size Boost.</td>
</tr>
<tr>
<td></td>
<td>10% off any sunglasses.</td>
<td>15% off any sunglasses.</td>
</tr>
<tr>
<td></td>
<td>Free Warrior Bite with the purchase of 2 sushi rolls and a bottle of water.</td>
<td>10% discount off the total bill.</td>
</tr>
<tr>
<td></td>
<td>Free can of soft drink with any Pide or Pizza purchase.</td>
<td>Free choice of ANY drink with Pide or Pizza purchase.</td>
</tr>
<tr>
<td></td>
<td>5% off full priced items - <strong>Can be used with family members.</strong></td>
<td>10% off full priced items - <strong>Can be used with family members.</strong></td>
</tr>
<tr>
<td>Mobile Independence</td>
<td><strong>Supporting (Best Community)</strong></td>
<td></td>
</tr>
<tr>
<td>Ozi Pide &amp; Chevapi</td>
<td>Free can of soft drink with any Pide or Pizza purchase.</td>
<td>Free choice of ANY drink with Pide or Pizza purchase.</td>
</tr>
</tbody>
</table>

*Offers valid until 30th June 2016**Updated every 6 months*

Student Leadership
Students at Morayfield State High School are encouraged to participate in all aspects of school life. Many are nominated and selected as Student Leaders in Years 7-11 who participate in school committees and represent their fellow students on the Student Representative Council (SRC). Year 12 students are nominated as School Prefects with key roles of leadership around the school. Some of these include the positions of School Captain and Vice-Captain, Student Council President, House Captains, Cultural Captain and Chairs of School Committees.
GENERAL INFORMATION

Visitors
Maintaining a safe and secure school environment is a priority at Morayfield State High School. It is important that all visitors in the school grounds are easily identified. All visitors (classroom helpers, library aides, volunteers, and workers) must report to the office and sign in. A name tag will be provided that must be displayed predominantly.

While on site, visitors are to sign out on departure. We ask that all parents/guardians and visitors support these measures in the interest of the security of our students. Staff and students are encouraged to report anyone on school grounds who they cannot identify.

Blue Card

Volunteers in the school community need to have a Positive Blue Card. The Commission for Children and Young People and Child Guardian Act 2000 requires people providing regulated services or conducting activities with children under 18 years to obtain a blue card. For further information please visit the website: https://www.bluecard.qld.gov.au/

Blue cards for volunteers are valid for three years and there is no application fee. A volunteer or trainee student must not commence regulated child related work until they hold a valid blue card. Volunteer parents/guardians are exempt under certain categories when providing services or conducting activities that relate to their own children. If you do not require screening under one category, you might still need screening under another. Please check all categories. Volunteers under 18 are exempt from requiring a blue card unless they are a trainee student doing a practical placement as part of their studies with an education provider.

Photos and Videos
Please be aware that some parents/guardians have requested that their students not be photographed or videoed. Check with staff before using cameras and videos to record events at school and help to maintain the confidentiality of all our families.

Assemblies
On alternate Mondays the Junior School and the Senior School gather together to celebrate the efforts and achievements of students. Students will be responsible for leading these assemblies to develop skills in leadership and public speaking. Assemblies are an opportunity for us to celebrate the success of students – academic, sporting, social and cultural achievements. Year level assemblies are also scheduled when required to address year level specific issues.
**ATTENDANCE**

Students must attend School regularly in order to ensure satisfactory learning outcomes. It is essential that our students learn to value every lesson and every day as an integral to their developing good study habits that promote learning for life. Our target is for all students to have attendance above 90%. If your student is absent from school, please notify the school on the day of absence:

- By phoning the student absence line on the day of absence on 54285 522
- Or by email on the day of absence at admin@morayfieshs.eq.edu.au

If your student has a prolonged absence of more than 10 days due to illness or family commitments, please contact the school to apply for an Exemption from Compulsory Schooling. It should be noted that there is no guarantee that exemption requests will be granted.

**Absenteism**

Teachers will report unexplained student absences to the Administration, assuming no other communication has been made. Formal correspondence will be sent home every fortnight if any absences have been unexplained. Text messages will be sent to the nominated parents/guardians mobile each morning if a student has been marked absent or late (without contact from a parent/guardian) from school. The Administration team will request that communication be made and will target support structures where required. If school communication is not responded to, the school may engage with other government agencies and take disciplinary actions to ensure your student reengages with school.

**Late Arrivals and Early Departures**

In order to ensure accurate school attendance records and to provide a safe and secure environment, students who arrive late must sign in at Administration with the Attendance Officer. There should be an explanation provided in writing upon late arrival. If late arrivals are unexplained, students will be required to make up any missing class time in their breaks.

If departure prior to the end of the school day is required students must sign out through the Administration. Students should have a letter from a parent/guardian explaining this variation, once again ensuring their safety. This letter should be provided to the Attendance Officer at administration in the morning and an early departure slip will be provided to the student so they can be released from class early, once again ensuring their safety.

Late arrivals and early departures from school are recorded as a half day absence in line with departmental procedure.

**Students Who Become Sick**

When a student becomes sick during the day, the student should see their class teacher. If necessary, the class teacher will refer the student to the Office who will then contact the parent/guardian to collect the student.

**Students Who Are Absent From Class Without A Reason**

Class teachers keep records of attendance in their classes and check for absences. Students who are out of class without a valid reason will be required to make up missed work and complete detentions.
Youth Allowance

Some students are eligible for Youth Allowance. This is paid to students to help them attend school and to assist with the cost of uniforms, school charges and appropriate books and materials. Youth Allowance requires full-time attendance. Youth Allowance is withdrawn for any unauthorised or unaccounted absence in excess of five days per term, and the student will incur an additional deduction of two weeks’ allowance. This does not occur immediately and students must be aware that any unaccounted absences are included in the five days. It is not possible to change attendance records at a later date. It is therefore essential that Youth Allowance students attend regularly and account for any absence from school.

COMMUNICATION BETWEEN SCHOOL AND HOME

Ongoing communication between school and home plays a vital role in each student’s learning experience. We encourage you to be involved and to communicate with teachers about your student’s progress. It is important to notify us if you have a concern or if you believe your child is experiencing a problem. Some ways of communication are:

- Parent/Teacher meetings - You are welcome to discuss your student’s progress with the teachers concerned. Please organise a mutually agreeable meeting time. Teachers are unable to meet with you while they are responsible for supervising students. Please telephone or email to coordinate a mutually agreeable time.
- Student – Parent/Teacher interviews - Parent/Teacher interviews are arranged twice per year. These interviews provide an opportunity for teachers to discuss student progress, classroom procedures, issues and teachers’ student expectations. Students are encouraged to be in attendance at these interviews.
- Parent – Administration and Support Personnel interviews - Parents/Guardians are welcome to discuss their child’s progress with any of the school’s support personnel. Each year level has an assigned Deputy Principal team to support communication and consistency.
- Messages - Contact with the school can always be made by telephone, email or letter. Letters that contain sensitive information should be sealed and addressed to the intended reader. Phone messages will be relayed to teachers.
- Student Recognition – The school recognises students and advises parents of positive behaviour in a number of ways. These include AIM High Postcards, student awards and email contact from teachers.

Reporting to Parents

The school issues an interim report to parents at the end of Term One and semester reports at the end of each semester. Parent/Teacher interviews are held each semester. Parents and students are also encouraged to meet with staff regularly to monitor student progress.

Contacting Students

Parents are advised to contact their students only through the Office should an emergency arise. All students are required to have mobile phones turned off and away during classes. Unless an emergency, students should remain in classes for the day as this disrupts their learning and that of the class.

Contact details must be kept up to date to ensure that you, or the emergency contacts you have submitted on your enrolment form, can be contacted in an emergency. You should also update any medical information relevant to your student’s health and safety.
Newsletters
Newsletters are issued three times per term, in Weeks 3, 6 and 9. Newsletters are available on our website [https://morayfieshs.eq.edu.au](https://morayfieshs.eq.edu.au), the QSchools app or parents can access our E-Newsletter by providing an email address. A limited number of hard copies are available at the Office.

QSchools and QParents
The QSchools app gives parents access to newsletters, school calendar, canteen and push notifications for emergency messages. The app can be downloaded from the iTunes or Google Play store and requires no registration.

To register for QParents please fill out the QParents Preparation form and return it to the school office. Once registered you will have access to your student’s timetable and positive behaviour and will be able to make payments and amend medical details and absences. For any further information please contact the office on 5428 5555 or visit the QParents website.

STUDENT HEALTH

Accidents and Illness
Students who are sick or injured received treatment from staff trained in First Aid and will be monitored at the Office until parents/guardians are able to collect them. Parents/Guardians will be notified where a condition cannot be treated by First Aid.

If a sudden illness or suspected serious injury occurs, the Ambulance will be called and if necessary will take the student to the nearest hospital or doctor. Parents/Guardians are contacted to inform them of serious injuries. If you cannot be contacted, your child will still receive treatment.

Medical Conditions
If your child has a serious medical condition, please inform the school administration during enrolment and of the emergency procedures required. This information is collated into health plans and provided to staff for quick reference.

Medication
If medication is to be administered during school hours, parents must complete a medication form available from the Office. All medication (including Panadol and other over the counter medication) must have a pharmacy label that has been prescribed by a doctor with the student name, dosage and specific time medication is to be administered included on the label. Any homeopathic medications must be accompanied by a letter from your practitioner. If these guidelines are not adhered to school staff cannot be authorised to give medication to a student.

Asthma Medication
Students who have notified the school and have permission from their parent/guardian are able to self-administer their asthma medication. This is noted on the student’s record. We have two spare inhalers at the Office for emergency situations.
Health Plans
An overarching term describing documents completed by medical practitioners or qualified health practitioners which provide the school with directions or guidelines to support students with specialised health needs. Health plans include Action Plans, Emergency Health Plans and Individual Health Plans.

Action Plans
Developed by a medical or qualified health practitioner to provide guidelines to support a student with their specialised health need/s, for example anaphylaxis or asthma. There are a variety of nationally approved and standardised Action Plan preforms developed by peak medical organisations available for medical or qualified health practitioners to complete.

Emergency Health Plans (EHP)
Developed when a student’s health needs may require a response from school staff that extends beyond basic first aid. It provides clear step-by-step directions of how to safely manage a predictable medical emergency specific to certain chronic health conditions and the correct use of emergency medication. The plan is developed by a qualified health practitioner, in consultation with the school staff, parent/guardian, student, medical and other health professionals. The plan is developed and risk assessed for the context of the school or school related activities and is for use in these settings only.

Individual Health Plans (IHP)
Provides school staff with an understanding of a student’s health condition and the reasonable adjustment required to accommodate the student on a daily basis at school and to inform school planning. The plan is developed by a qualified health practitioner, in consultation with the school staff, parent/guardian, student, medical and when necessary, other health professionals. The plan is developed and risk assessed for the context of the school or school related activities and is for use in these settings only.

STUDENT SUPPORT SERVICES
We have a strong commitment to supporting our students in every way and have people who can assist students with academic and personal issues and access outside services.

Behaviour Support Team: Donna Whyte, Steve Moody and Steve Mabb
- Co-ordinate the Student Support resources.
- Provide coaching and mentoring to staff and students around behaviour.
- Facilitate mediations with a restorative justice framework to strengthen relationships.

Guidance Officers: Simon Braiden and Chenoa Matthews
- Provide counselling and guidance support to individuals and families.
- Support the mental health and wellbeing of students through: identification, referral, collaborative work with clinical care providers and family support.
- Consult/Refer and work collaboratively with external agencies.
- Provide specialist career advice.

Chaplain: Jesse Davis (Mon-Thu)
- Coordinates religious education activities each term.
- Attends and organises camps/activities.
- Provides spiritual guidance.
- Funded through Chaplaincy Funding and fundraising activities.
School Nurse: Helen Baxter (Mon, alt Tue and Wed)
- Supports students with information about health problems both physical and emotional particularly related to adolescence.
- Assists with the health curriculum.

Indigenous Education Coordinator: Karen Scott
- Coordinates Literacy Intervention and support.
- Student support and welfare.
- Liaises with families.
- Cultural awareness and enterprise
- Accessing school and tertiary scholarships.
- Pushes the ‘Closing the Gap’ agenda.

Year Level Coordinators
- Maintain two-way communication between staff and student bodies.
- Monitor student wellbeing and welfare.
- Monitor student Dress Code requirements.

Special Education Program / Special Needs Support: Lindy Stokes
- Provides programs for students with learning difficulties.
- Assists students with integration in classes, work experience and outside courses.
- Provides tuition in literacy and numeracy.

Senior Schooling Head of Department: Ken Simpson
- Assists students with workplace training.
- Monitors student progress and study plans.
- Monitors Queensland Certificate of Education Progress.
- Academic Review.

Youth Support Coordinator: Tavita Timaloa
- Service provided by Intercept Youth and Family Service, Caboolture for Years 10-12.
- Individual student support.
- Networking with staff and support agencies.
- Specialised support and intervention programs.

School Based Police Officer: Snr Constable Kris Parker
- Promotes positive relationships between the school community and police.
- Develops crime prevention and problem orientated initiatives, engaging community and inter-agency partnerships.
- Assists with the understanding of law/legal process and procedures, particularly in relation to young people.
- Attends to police-related matters within the school community, where appropriate.

Yrs 7/8 Alternative Education Program
- Provide focussed educational intervention for students at risk of disengaging from schooling.
- Promote positive relationships and social skilling.
- Assist in transitioning students back to mainstream schooling or to an appropriate external education provider.
PUBLIC LIABILITY

Education Queensland has public liability cover for all approved school activities and provides compensation for students injured at school only when the Department is negligent. If this is not the case, then all costs associated with the injury are the responsibility of the parent/guardian. Some school activities and physical education, particularly contact sports, carry inherent risks of injury.

Parents/Guardians are advised that the department does not have Student Accident Insurance cover for students. If your student is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the student or parent/guardian. Some incidental medical costs may be covered by Medicare. If parents/guardians have private health insurance, some costs may also be covered through their private health insurance. Any other costs would be borne by parents/guardians.

Student Accident Insurance is an insurance policy that pays certain benefits in certain circumstances should your student have an accident. It is a personal decision for parents/guardians as to the types and levels of private insurance they arrange to cover their student for any accidental injury that may occur. Parents should contact their insurer or an approved Australian insurance broker for more information about student personal accident insurance cover for their student.

TRAVEL TO AND FROM SCHOOL

Students organise their own yearly bus and train passes through their local train station or bus company. Train and bus travellers must move straight into the school grounds on arrival.

- Students waiting for buses in the afternoon are required to wait inside the school grounds in the designated area until the bus arrives.
- Students catching the train home after school are to go straight to the station and catch the first train home.
- There is a waiting area near the grounds for students awaiting collection by parents.

Students who are travelling to and from school wearing school uniform are representing our school and therefore are required to meet school behaviour expectations.

Contact Numbers

Bus Companies

- **Kangaroo Bus Lines** 1300 287 525
- **Caboolture Bus Lines** 5495 4744

Trains

- **Caboolture Train Station** 5498 3680
- **Morayfield Train Station** 5498 6730
- **Burpengary Train Station** 3888 3005
- **Narangba Train Station** 38883543

Bicycle Riders

Students bring bicycles to school at their own risk. All riders must obey all road rules and wear helmets at all times. The school provides bicycle racks to store bicycles. Entry to the bicycle racks is made from Visentin Road. Students should secure their bicycles to the racks individually with a chain and lock, not with another student’s bicycle. Bicycles must not be ridden in school grounds at any time and is enforced by staff. Students who fail to abide by the school bicycle policy face consequences from Administration.
**Skateboard/Scooter Riders**

Skateboards and Scooters are **not permitted** at school. Infringement will result in the skateboard/scooter being confiscated and parents/guardians contacted to collect the item. Skateboards/scooters will not be stored in the office. They present a Workplace Health and Safety issue on school grounds.

**Student Drivers**

Students with driver’s licenses are permitted to drive registered vehicles to and from school and park in the in the Council car park or legal on-street parking, during the period they are at school. To ensure the safety of all students, the following procedures should be followed:

- Student drivers must obey all road and school rules.
- All student drivers must register vehicle details with the office.
- Students park only in the Council car park or legal street parking.
- Students must never carry more passengers than there are seatbelts in the car and must never carry passengers in the back of a utility, truck or station wagon.
- Students are not permitted to drive to sport, recreation or excursion venues when school organised alternatives are provided i.e. buses

**DRESS CODE 2016**

The school community, through the P&C Association endorse the student dress code, which reflects the values of that school community. The Morayfield State High School community has determined that our school is a **full uniform school**. Our school community believes that our uniform is important in instilling a sense of self-esteem, pride in our school and self-discipline in students.

Our school uniform is designed to create a sense of purpose for students, which lends itself to the process of education. The wearing of a school uniform also ensures that outsiders to our school community are readily identifiable.

We believe through community consultation we have designed a uniform that enhances elements of comfort, climate, modesty, cost efficiency and social equity. All students are expected to observe the details of correct attire while on their way to, during and from school.

Our school and school community have agreed that the Dress Code outlines expectations of students with regard to uniforms and personal appearance. These expectations are explained at the enrolment interview and are agreed to by parents/guardians and students.

See also the **Dress Code** on the Morayfield State High School website for further explanation of this code.

The Education (General Provisions) Act 2006 section 360 states

1. A state school’s Principal may develop a dress code for the school’s students
2. The dress code may provide for the following –
   a. Standards of what is acceptable in relation to the clothing worn by the students, including headwear and footwear.
   b. Standards of what is acceptable in relation to other aspects of the personal presentation of the students. Morayfield State High School’s Dress Code is endorsed by the Parents and Citizens’ Association. It is the express wish of the P&C that the Principal require all the students to wear the correct uniform and insist on staff monitoring student compliance. The wearing of the uniform is a key safety issue. Any attempted infiltration by “outside people” is dealt with in a more effective manner when legitimate students are in full uniform. Full details of the uniform are explained to students at the time of their enrolment. Completion of the enrolment form commits parents/guardians and students to supporting the dress code.
Students who are “out of uniform” are required to present a note of explanation to their Deputy Principal or Year Level Coordinator on each occasion. Students who regularly or continually breach the Dress Code will have consequences imposed.

The uniform provides some choice for students. However, students must wear the correct combinations of uniform items and must wear uniform as it is intended to be worn. Students in all year levels must wear the formal uniform at Formal Assembly, on excursions and at other formal occasions. School uniforms should be worn at school and when travelling to or from school. Students should change out of school uniform upon arrival at home. They should not wear parts of the school uniform with casual clothing at other times.

Uniform

Formal Uniform – Set One
- Striped dress with tie (length must be no shorter than knee length).
- Plain white socks or flesh or black coloured pantyhose or tights.
- Shoes: The minimum standard is plain, flat, black, lace-up leather or vinyl sport shoes with leather or vinyl tongue and substantive uppers to meet WHS requirements (no canvas, no mesh or coloured logos) and black laces.
- The school badge (can be worn on the tie).

Formal Uniform – Set Two
- Green skirt with striped blouse and tie (skirt length must be no shorter than knee length).
- Plain white socks or flesh or black coloured pantyhose or tights.
- Shoes: The minimum standard is plain, flat, black, lace-up leather or vinyl sport shoes with leather or vinyl tongue and substantive uppers to meet WHS requirements (no canvas, no mesh or coloured logos) and black laces.
- The school badge (can be worn on the tie).

Formal Uniform – Set Three
- Navy blue trousers or shorts.
- White business shirt with school logo on pocket worn out or tucked into trousers or shorts with a plain black belt for special events.
- Tie.
- Socks: short black or white socks with formal shorts (must be visible), black socks with trousers
- Shoes: The minimum standard is plain, flat, black, lace-up leather or vinyl sport shoes with leather or vinyl tongue and substantive uppers to meet WHS requirements (no canvas, no mesh or coloured logos) and black laces.
- The school badge (can be worn on the tie).

Casual Uniform
- Plain Navy blue unisex shorts with school logo (approved shorts are available from uniform shop). These must not display brand names, motifs, logos or ‘cargo’ side pockets.
- School polo shirt.
- Plain white or black ankle socks (must be visible).
- Shoes: The minimum standard is plain, flat, black, lace-up leather or vinyl sport shoes with leather or vinyl tongue with substantive uppers to meet WHS requirements (no canvas, no mesh or coloured logos) and black laces.
Other Uniform Items
- Plain navy blue sweat shirt, knitted jumper OR jacket.
- Plain navy blue long pants OR track pants.
- Hat or cap compulsory for outdoor activities.
- School scarf.

School Footwear
- The minimum standard is plain, flat, black, lace-up leather or vinyl sport shoes with leather or vinyl tongue and substantive uppers to meet WHS requirements (no canvas, mesh or coloured logos) and black laces. Families need only have one outlay to serve the purposes of both the formal and sport uniform. This standard provides arch support and a heel counter to keep active, growing adolescent feet healthy; a nonporous protective barrier for science labs, kitchens, and workshops and support for sport, physical education and general walking.
- For specialized sport and/or Health and Physical Education classes students may bring football boots or sports shoes to wear during that lesson only.

School Bag
- Of an appropriate size to carry necessary school equipment.
- Should be made of an appropriate material and be able to be sealed so as to protect school equipment.
- No handbags.
- Bags should not display any inappropriate or offensive words or images.

Unacceptable items include, for example, but are not limited to:
- The wearing of any item of clothing which is visible beneath appropriate dress.
- Black clothing including shorts, shirts and jumpers.
- Hoodies.
- Clothing with motifs, logos or writing.
- Jeans, denim.
- Shorts which extend below the knee.
- Board shorts, basketball shorts, checked shorts or cargo side pockets.
- Baggy trousers and pants.
- Beanies and bandannas.
- Netball skirts.
- Ruggers and stubbies – “short” or revealing shorts.
- Visible leggings, under skirts.
- Unenclosed shoes, thongs or slip-ons, skate shoes, mesh sports shoes, canvas shoes of any description.

Make-up and nail polish
- Make-up and nail polish worn should be of a protective nature (eg tinted sun-block, clear nail polish) and not of a decorative nature (eg bright/dark nail polish, eye shadow, mascara).

Jewellery
- Permitted items include a watch and two sets of sleepers or plain studs (5mm diameter) worn in the ear. Other jewellery items such as necklaces, bracelets, rings and anklets must not be worn. Necklaces of religious or cultural significance must not be visible.
- Facial or other piercings must have a small, flat, clear stud or must be covered or removed at all times. Spacers and spikes must be removed.

Other Approved Shirts
- Faculty shirts can only be worn during class lesson or at specific functions.
- Senior shirts can only be worn by Year 12 students and can only be worn with the casual uniform.
Hair
• Natural hair colours only.
• A neat, well-groomed appearance is to be maintained at all times.

Senior Jersey
• Worn with casual uniform only and during Term 2 and Term 3 only.

Non-Uniform Days
• May take place up to four times each year to raise money for worthy causes. This decision is at the discretion of the Principal.
• School dress on such days must adhere to sun-safety, workplace health and safety and must not cause offence or embarrassment.
• Students are not permitted to wear singlet tops, spaghetti straps or mid-riff tops. Symbols or slogans on clothing items need to be appropriate.
• Normal school rules apply to the wearing of shoes, jewellery and make-up.

PROCEDURES FOR NON-COMPLIANCE WITH DRESS CODE

Students who are in breach of the Dress Code, as per the student diary, will attend the attendance/uniform window between 8.15am and 8.45am to receive a uniform slip. If a student does not go to the window during the prescribed time, class teachers will mark student uniform infringements in ID_Attend as an unauthorised uniform infringement. Students who receive unauthorised uniform infringements will be required to attend a lunchtime detention, monitored by the Administration.

If a student fails to attend lunchtime detentions or develops a pattern of non-compliance, further consequences will be imposed which will include meetings with Year Level Coordinators, Deputy Principals and parent intervention.

NOTE: Students who consistently do not dress appropriately or as requested for particular events/excursions, will not be permitted to participate.
SCHOOL POLICIES

Current school policies as listed below can be accessed at www.morayfieshs.eq.edu.au or by contacting the school office.

- Assignment Policy
- Attendance Policy
- Block Exam Policy
- Bullying Policy
- Complaints Policy
- Dress Code
- Drug Education and Intervention
- Electronic Devices Policy
- Home Learning Policy
- ICT Guidelines
- Plagiarism Policy
- Prohibited Items and Confiscation Policy
- Refund Policy
- Responsible Behaviour Plan for Students
- Smoking Policy
- Study and Flex Lesson Policy
- Sun Safe Policy
- Travel To and From School Policy

MOBILE PHONES/MEDIA PLAYERS

While there are reasons to provide your student with a mobile phone for safety outside school hours, these phones can disrupt the learning environment. Phones/Media players may be brought into the classroom, but must be turned off during class time and be out of sight. Phones/Media players being used during class time for any purpose will be removed and sent to the office where they may be collected at 2.55 pm. If students choose to bring these items to school it is at their own risk and the school accepts no responsibility for loss or damage. No loss or damage will be compensated by the school.

Please do not make arrangements to contact your student during school time using a mobile phone. Please make your contact directly through the Office.

Please see our BYOX Charter for information on approved devices for the classroom.

*Mobile phones and other electronic equipment must not be used to record the visual images or conversations of other students or teachers as it is breach of the Commonwealth Privacy Act 1988.

PERSONAL AND LOST PROPERTY

Please ensure that every item your student brings to school is clearly named. Any items of clothing that are lost are brought to the Office. Valuable items or electronic equipment should not be brought to school. If it is necessary to bring valuable items, please ensure that your student hands them in at the office at the beginning of the day for safekeeping.
PARENTS & CITIZENS’ ASSOCIATION INFORMATION

The Parents and Citizens’ Association (P&C) meets on the second Monday of every month unless holidays interfere. The meetings start at 6.30 pm in J Block. Items for inclusion on the agenda for any meeting may be left at the school and we look forward to seeing you at our meetings. We welcome new parents to the school and invite them to join the P&C.

The executives for 2016-2017 are:

PRESIDENT: Stephen Sly
VICE PRESIDENT: Catherine Rowe
VICE PRESIDENT: Neil Hoddinett
SECRETARY: Gail Martin
TREASURER: Cathy Malone

The Parents and Citizens’ Association runs the Tuckshop at the school.

Tuckshop
To run a successful tuckshop we rely on the valuable assistance of parents and friends of the school to assist us on a voluntary basis. We need helpers on a stand by basis to cover for illness or special events such as sports days. Our tuckshop operates on a “self serve” basis and helpers do not have to handle money. If you can help us in any way, please contact the Tuckshop Convenor on 5428 5539.

Hours of Operation
8.30 am to 1.40 pm

Uniform Shop
Uniform shop supply options are currently under review. Final arrangements and supply details will be made available by 1st September 2016.

FINANCIAL COMMITMENTS

The following information will assist you in planning your financial commitments for the school year, and ensure that your child is equipped to commence the school year. These commitments will include stationery items and may also include participation in the Morayfield State High School Student Resource Scheme.

Stationery Items
Students/parents/guardians are required to purchase stationery items. Please refer to the stationery list for a full list of items required by the student. Generally these may include: paper on which to write, e.g. exercise books, graph paper, calculators and drawing equipment, protective clothing, display folders, binders, refills, inserts, biros, pencils.
**Student Resource Scheme**

The information provided will assist you in planning your financial commitments for the 2017 school year. By taking action on this information you will be able to ensure that your student is fully equipped for the school year.

The P & C Association, in partnership with the school has endorsed the continuation of a Textbook and Resources Management Scheme in 2017. The Textbook and Resource Scheme is discussed at the March meeting of the school’s Parents and Citizens Association. Parents/Guardians are invited to attend this meeting and express their opinions. A vote is taken annually at this meeting on the continuation of this Scheme.

Parents/Guardians are directly responsible for providing students with textbooks and other resources for the student’s use while attending school. As a service to assist parents/guardians with the cost of these education resources, the school operates a Student Resource Scheme. The purpose of the scheme is to provide parents/guardians with a cost effective alternative to purchasing textbooks, resources, consumables and/or materials from elsewhere, through reduced prices gained from the school’s bulk purchasing processes.

The Queensland Government Textbook and Resource Allowance supports this Scheme. The Textbook and Resource Allowance is paid only once in any calendar year, regardless of the number of schools the student attends. Current allowance rates are available at:


Our Parents’ and Citizens’ Association has currently approved direct payment of all Text & Resource Allowances to the school in bulk.

While the scheme is fully endorsed by the P&C, the scheme is run by the school.

In return for a hire fee of $200, this Scheme provides:
- Long term loans of textbooks for classroom and/or home use.
- Short term loans for classroom and/or home use (eg. Plays or novels studied in English)
- Use of class sets (eg. Textbooks, atlases, dictionaries, maths resources etc).
- Use of reference materials including CD software programs and on-line programs.
- Teacher prepared booklets/worksheets.
- Reproduced class materials which compliment textbooks or substitute for textbooks.
- Student reference books.
- Minor equipment, such as graphical calculators, cameras.
- Reference audio/video tapes.
- 1 Student Diary.
- 1 Student ID Card.
- Access to and use of the Internet for class work and/or research and provision of additional computer based programs (various) outside class time.
- Basic printing costs associated with computer use. (Additional costs apply to those exceeding initial allocation).

Additional Subject fees will be charged for Certificate Courses provided by external providers.

This Scheme provides the entire package for a set fee and is not available in parts.

The Textbook and Resource scheme does not include:
- Voluntary contributions to supplement the instruction, administration and facilities provided at the school; and
- School activities, such as school excursions, camps, formals and semi-formals, inter-school sport, Regional and State sporting teams, extra-curricular activities e.g. competitions.
Before a student can be considered for any of the above school activities, a parent/guardian who has joined the scheme is expected to have:

1. Fully paid the textbook and resource fees; or
2. Paid the textbook and resource fees up to and including the term in which the school activity takes place; or
3. Have made regular on-going payments towards the textbook and resource fees, as previously arranged with the school Principal/Business Services Manager.
4. In the event that an activity is cancelled, parents/guardians will be given the option of
   1. direct credit to bank account
   2. to have monies transferred to outstanding debt or
   3. if no outstanding debts exist, have a credit balance applied to their account for future use.
   4. a refund payment

It is preferred that refunds be made as a credit against the student’s account at the school, and used for any costs in the future. It is recommended that refunds be made via means other than cheque to reduce the possibility of lost or unpresented cheques.

Under the terms and conditions of the Textbook and Resource Scheme the school will not be permitting students to participate in activities not included in the Textbook and Resource scheme unless they are financially eligible.

Conditions of Participating in Scheme

- Students will supply their own personal requirements - as outlined in the relevant year level Stationery Requisites Lists.
- Books issued to students are kept in good condition.
- Students may be responsible for up to the full cost of books that are negligently damaged or lost before any further issues can be made.
- School Administration Office to be notified immediately of the loss of any textbook.
- All textbooks provided under the Scheme remain the property of the Scheme and must be returned when the student leaves or at the end of the school year.
- All fees received by the school will be banked into the school's general account, which is subject to annual audit.
- If a student starts school after first term, the fee is reduced on a pro-rata basis.
- If a student leaves school having paid a fee, a pro-rata refund will be made. Refunds are based on the full charge (which include the Textbook Allowance and parent/guardian charge), less cost of consumed materials and/or cost of replacing lost or damaged textbooks.
- Books and resources provided under the Scheme will not be issued to students whose parents/guardians choose not to participate.
- School Principals may refuse to admit a student to the Scheme if there are payments overdue from the previous year.

Non-participation in Scheme

Membership of the Textbook and Resource Scheme is voluntary and there is no obligation to join the Scheme, however, once joined a fee will be charged.

Parents/Guardians who do not wish to participate in the Student Resource Scheme are required to inform the school by completing the Student Resource Scheme Participation Agreement Form and indicating that you do not wish to participate in the scheme.

A parent/guardian who chooses not to participate in the scheme is responsible for providing the student with all items that would otherwise be provided to the student by the scheme as detailed on the Year Level Subject Requirements list to enable the student to engage with the curriculum. Year Level Subject Requirements list are available from the Administration Office or from the school website.
Payment Options Available

Cashier Window
Paying in Person: Payment by Credit Card, Debit Card or Cash Payment can be made at the Cashier Window, Monday to Friday 8.00am – 1.30pm. EFTPOS facilities are available.

Direct Deposit
Paying by Internet Banking: Direct Payment into School Bank Account
BSB: 064-405 Account Number: 00090567 Morayfield State High School
Please ensure you use your student’s EQ ID number (found on timetable or ID card) and what payment is for as the reference
eg. 123456789A SRS
eg. 123456789A Yr 9 camp

Credit Card Instalments
Complete Credit Card details on SRS Participation Form. Tick the required payment schedule box. Return form to Cashier.

Phone Payments
Phone payments to the Cashier by credit/debit Monday to Friday 8.00am – 1.30pm.

Centrepay
Available for eligible families receiving payments from Centrelink. This form is available from the Cashier upon request.

BPoint
Paying by B-POINT Direct Payment into School Bank Account - your details for each student can be found on the lower half of your invoice or alternatively by completing the BPoint direct debit request attached to the SRS participation agreement form.

Payment Plans
Where there is genuine parental financial hardship, parents/guardians can make an appointment with the Business Services Manager to discuss how they can meet their financial obligations. Individual Payment Plans to suit your personal circumstances can be negotiated. All discussions will be held in confidence.

Whist these plans remain active students are eligible to participate in extracurricular activities.

If you have any questions or require further clarification in relation to the Student Resource Scheme please do not hesitate to contact the Business Services Manager.

Related Policy
Student Resource Scheme:
State Education Fees:
Education (Gen. Provision) Act 2006:
MORAYFIELD STATE HIGH SCHOOL REFUND POLICY

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

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

State schools are able to charge a fee for:

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

A school fee is directed to the purpose for which it is charged.

School fees for excursions and camps are calculated on a cost recovery only basis (cost neutral), according to the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer.

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

Cost neutral school activities may at times result in a surplus for an activity, i.e. total revenues exceed total expenses for the activity. Any surplus funds in cost neutral cost centres must be accounted for appropriately. If the surplus is significant a credit will be issued to students involved and applied against outstanding amounts or future invoices.

If a parent/guardian wishes to apply for a refund due to their student’s non-participation in an excursion or camp activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the original receipt relating to the payment for which a refund is being sought. A Request for Refund must be made within 20 working days of date of activity.

- In the event that an activity is cancelled, all payments under $20.00 will be automatically credited to a student’s school account to be used against outstanding fees or a credit balance applied to students school account for future use. For payments over $20.00, parents will be given the option of:
  1. to have monies transferred to outstanding debt or
  2. if no outstanding debts exist, have a credit balance applied to their account for future use.
  3. a refund cheque/a credit to a bank account.

Department of Education and Training policy references:

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