

Attendance

Daily attendance at school by each child is necessary for satisfactory progress to be made. We ask parents to ensure that their child is in daily attendance at school. Rolls are marked each morning in House Group meetings and class rolls are marked for each class. If a student is absent from school, parents and carers are asked to call the student absentee line 3906 7360 before 10.00 a.m. This service is available 24 hours a day. Alternately, the school will ring daily if we do not hear from parents and carers concerning a student's unexplained absence. However, it is the responsibility of the family to inform the school of a student's absence.

If you know beforehand that your child is going to be away please contact Ingrid Hansen, Teacher Aide in charge of student attendance on 3906 7374. Alternatively a note can be sent to your child's House Group teacher.

Students in the senior school must be in attendance at school at all timetabled activities. Students are expected to attend all classes and are expected to participate in all subject lessons and other commitments.

Absence – Parents are asked to ring the school on the Student Absentee Line – 3906 7360 before 9.30 am on the day of an absence to explain the absence. The school rings daily all unauthorised absences in the senior school. Students receiving Youth Allowance need to be aware of the rules with regard to unauthorised absences. The school will not authorise any absence it does not feel is appropriate. Students must be in attendance at least 80% of the school academic year.

Late Arrival – Students arriving late to school are expected to bring a note explaining their lateness. This is a matter of common courtesy. Parents may alternatively ring the school to explain the lateness. Failure to do this will result in students being required to make up the time with the Deputy Principal.

Signing Out – Students in the senior school *may not* leave the school grounds during the school day without the permission of their parents/carers and the administration of the school. Students who need to leave during the school day will bring a note of explanation from their parent or carer and ask the Deputy Principal to sign this note. The student is then required to sign out at the school office.

Class rolls are marked each lesson and class teachers, Year Coordinator and the Deputy Principal, monitor attendance. The school will ring all unexplained absences after 11:00am each day.

Leaving during the school day and Lunch passes – If a student needs to leave during the school day for an appointment, parents and carers must write a note of explanation. This note is to be handed to one of the Deputy Principals who will sign your note to leave. Students are to take the note to the office and sign out. The student retains the signed note on their person.

There are some students who live within close proximity to the school and we have requests, at times from parents and carers who wish their child to have a daily lunch pass. Please send a note to a Deputy Principal explaining your reasons for the request. The school expects that parents will be at home to supervise their child during the lunch break. Students must keep their pass on them at all times.

Camps

Year 8 students are offered the opportunity to participate in a camp at the beginning of each new school year. This is a great experience for all new students and staff to get to know each other in a very informal and varied environment. The purpose of this experience is often an invaluable way for students to begin their high school years. The Year 8 Coordinator provides information about camps at the Orientation Day. If because of costs and students numbers the Year 8 camp is not feasible, an alternate social experience program will be run at school.

One of the biggest events in the Year 11 calendar is the camp at the end of Year 11. The camp is held at the Kindilan Outdoor Educational Centre at Redland Bay. It runs for four days and students participate in activities such as abseiling, canoeing, high rope and low rope courses, dancing and orienteering.

There are many opportunities for students to learn more about themselves and to develop their interpersonal skills. Year 11 camp is a worthwhile experience for all students who attend as students also develop skills that they can take with them beyond their school years.

The cost of approximately \$200 includes fully-qualified outdoor education staff for all daytime activities, an insurance levy, use of equipment, 5-6 meals per day (prepared by a qualified chef), drinks at mealtimes and very comfortable sleeping quarters. More information will be supplied to you regarding camp closer to the date.

Daily Routine

Students in Years 8, 9 and 10 have timetabled classes five days per week. Monday starts at 8.40am and all on other days school begins at 9.00am. School finishes each day at 3.00pm. All students in Years 8, 9 and 10 have timetabled sport on Wednesday afternoon.

Senior students have timetabled classes four days per week. School begins at 8.05am on Monday and Tuesday morning and 8.20am on Thursday and Friday morning for Year 11 and 12 students. School finishes each day at 3.00 p.m. Wednesday is WAAVES day in the senior school. Please see the WAAVES section.

Field Trips and Excursions

Certain subject areas have full day school excursions and field trips. The cost of these activities is not included in the Resource Hire Levy. Excursions are very valuable learning tools as they provide students with practical and real learning experiences. Written notification of excursions and field trips is given to parents and carers. Parents, in order for students to participate in the excursion, must complete permission slips. The school will invoice students separately for excursions.

Homework

In order to strive for academic excellence it is important that students develop good home study habits, the ability to organise themselves well and work without supervision. A guide to the amount of time students should spend on homework is as follows:

Year 8	1 hour per night
Year 9	1½ hours per night

Homework may involve reading, writing, speaking tasks as well as thinking and memory activities. It needs to be noted that practical classes such as Practical Workshop, Food Technology, Business Technology may not always give homework because of the *hands on* and *practical nature* of the subject matter. Each Department has a Homework Policy specific for their subject/s and this is given to students at the beginning of each semester.

Homework is to be recorded in the Student Planner which is provided to all students who join the Resource Hire Scheme. It is to be taken to all lessons so that homework can be entered. Parents are requested to check that set homework has been thoroughly completed and to initial the Planner each night. Parents can also assist their children with the completion of homework by:

- arranging a regular time in a suitable atmosphere, away from major distractions such as television
- checking for adequate effort
- commending and encouraging good effort
- contacting the class teacher if students have difficulty grasping the work
- contacting the class teacher if you have any concerns at all

House Group

The House Group system of our school is based on our four sports houses. Students are organised into sports houses according to their surnames.

A – D	Cunningham
E – K	Kennedy
L – S	Mitchell
R – Z	Oxley

In the Middle School each House Group contains students from Year 8 and Year 9. They meet each morning to mark attendance rolls and to have daily notices read. House Groups aims to build a family atmosphere where students know each other in the Middle School.

In the Senior School each House Group contains students from Year 10, 11 and 12. They meet each morning to mark attendance rolls and to have daily notices read. The verticality of House Group helps to build cohesiveness across the senior school and allows relationships to develop with students of differing age groups. House Groups aim to build a family atmosphere where students know each other across the senior years.

ID Cards

Every student *must* have a school I.D. card. This card is necessary for;

- borrowing Library books
- obtaining books through the Resource Hire Scheme
- admission to school socials

The card is commercially produced. It is supplied to all students in the Resource Hire Scheme free of charge. Other students may purchase a card for \$3.50. Information regarding new and replacement ID Cards can be obtained from the Resource Hire Scheme room. New students should see Mrs Pontaks in the Resource Hire Room to organise their ID Card.

Illness and accidents at school

If a student becomes ill or is involved in an accident at school, they firstly will report to Sickbay. Sickbay is located in the main Administration Block and is staffed by Teacher Aides with first aid training. If a student is too sick to remain at school parents will be contacted. If it is a serious accident an ambulance will be called. Students who need to take medication during the school day must bring a note from the doctor and parents giving clear instructions for the administering of medication. This medication must be left with the Teacher Aide in charge of Sickbay.

Under **NO** circumstances are we able to administer Panadol or paracetamol to students.

Late to School

If students arrive at school after House Group, they are asked to sign in at the main school office. Students must bring a note of explanation for lateness. No written explanation of lateness or repeated lateness may result in student's having to make up time lost.

Lost Property

Lost property is kept at the Resource Hire Room. Students are asked to check with staff there for lost property. Confiscated property is kept in the Administration Office. Clothing can be collected by the student at the end of the day. Items such as mobile phones, walkman, MP3's etc can only be collected by a parent/carer.

Mobile phones

It is appropriate for schools to make reasonable rules about what can or cannot be brought to school. Objects which are illegal, dangerous or disruptive to the smooth running of the school and education of students are prohibited. The use of mobile phones in schools is becoming increasingly disruptive to learning. We have situations where students disrupt lessons by phoning or texting each other and their parents.

In order that all students have the maximum opportunity for optimal use of class time, mobile phone usage is banned during school hours. Parents are asked to discourage their student from bringing a mobile phone to school. In instances where parents have a safety concern and feel that their son or daughter needs to have a phone or requires it for after school use, their phones need to be switched off and out of sight during school hours. In circumstances like this the student should be reminded to keep the phone with them at all times but make sure it is out of sight.

In all instances where a student is seen with a mobile phone or a phone is heard it will be confiscated and placed in a box at the school office for collection by that student's parents only. Students will not be able to collect the phone.

This policy is supported by Education Queensland.

The school accepts no responsibility for mobile phones being stolen.

Diskmans and MP3 Players

These should never be brought to school. Considerable amount of time is lost when these items are stolen. There is never any valid reason for bringing these items to school. Any such items used at school will be collected and stored in the office and can only be collected by parents.

This policy is supported by Education Queensland.

Newsletters

The school produces a newsletter each week called the *Wynnum Wire*. Parents and carers can expect a copy to come home from school every Monday with students. Similarly, the *Wynnum Wire* can be emailed to parents for convenience. Please contact the school office for more details about this service.

It is very important that parents and carers see this weekly communication. It is our main source of communication with our school community.

Physical Activity and Sport

All students in Years 8 - Year 12 must participate in some form of physical activity provided by the school. This physical activity is provided via classroom practice in HPE classes in the middle school and Year 10, the sport program in Years 8 – 10 and the core PE program for Year 11 and Year 12 students.

Wynnum High is a part of the Active Australia Schools Network. This is a national initiative to encourage more Australians to be involved in sport and physical activity and to create better places in which people can do this.

Sport on Wednesday afternoon is a compulsory activity for all year levels except Year 12. Year 12 students participate in a core physical education class once per week and have the option of participating in sport if they wish to do so. A wide range of physical activities is available to students and the program offers both competitive sports and recreational activities.

Wynnum High has a proud and distinguished sporting history and these successful athletes were students of Wynnum High:

Samantha Riley (1996)	Olympics Swimming
Caroline Hildreth (2000)	Olympics Swimming
Robert Peden (1996)	Olympics Boxing
Robyn Forbes (2000)	Olympics Trampoline
Caroline Crudgington (1996)	Olympic Softball
Craig Greenhill	State of Origin Rugby League
Paul Green	State of Origin Rugby League

Students have many opportunities to represent the school in competitive sport. We offer the following:

Basketball, Cricket, Cross Country, Golf, Netball, Rugby League, Soccer, Softball, Squash, Swimming, Tennis, Touch, Track and Field, Volleyball. In addition there are opportunities to represent the district and the region in Baseball, Hockey, Orienteering, Rugby Union, Surfing, Triathlon and Water Polo.

Some activities that are regularly offered as a part of the recreational program are:

Aquarobics, Badminton, Beach Volleyball, Bushcare, Golf, Gymnastics, Trampoline, Indoor Cricket, Jazz Ballet, Just Walk It, Self Defence, Sports Video Production, Squash, Swimming, Tennis, Table Tennis, Royal Life Saving Society Awards, Weight Training.

Students who absent themselves from interschool or recreational sport without satisfactory explanation will be required to make up the lost time.

Students are responsible for the cost of their sporting choice. Students have to pay for interschool sports buses and certain recreational activities cost money. A full cost breakdown for each sport is given to all students before sign-up. Sport fees are payable each season. Students may not enter a paying sport in a season without having met their financial commitments from the previous season. For further information, please contact the Sportsmaster.

References

A formal school reference is provided to all Year 12 students at the end of their schooling. These references are by application and provide a comprehensive record of student achievement in academic and cultural endeavours, sporting achievements and social development in their time at school.

Students who specifically need a reference, for example, for a part time job may approach individual teachers for a personal reference. The school will provide only one official school reference at the end of Year 12.

Reporting

In the junior school we report to parents and carers three times per year. Because our curriculum is organised into discrete semester units, the first report is a progress report. Formal reporting of outcomes achieved for each key learning area unit studied is provided at the end of semester.

End of unit reports are expressed in an outcomes framework.

In the senior school we report to parents and carers at the end of each semester. There is also an interim report in semester 2 for Year 11 students. Senior reports are expressed as levels of achievement:

VHA	Very High Achievement
HA	High Achievement
SA	Sound Achievement
LA	Low Achievement
VLA	Very Low Achievement

Parent Teacher Interviews are held twice per year, but parent teacher contact is welcomed and encouraged by staff at all times.

Travelling to and from school

Students should note carefully that the school assumes some responsibility for their movement to and from school. They should wear their school uniform with pride and conduct themselves appropriately so that the public formulates the best impression about the school.

Moreton Coaches and Brisbane City Council buses service Wynnum High. For more particular information about bus times and bus passes parents need to contact the bus company directly. The same applies to students who travel by train. Parents and students need to contact Queensland Rail at Manly Train Station directly for student rail passes.

School Grounds

Handball is the only ball game that may be played around buildings or under F block. Large ball games are restricted to the oval and within the guidelines (as posted) of the Multipurpose Shelter.

Chasing games must not be played under and around buildings because of the risk of accidents

The school oval is the site for all team games. Tackle games must *not* be played unless under the direct supervision of a teacher.

Bat and ball games may be played provided a tennis ball is used. Cricket with hard ball may only be played at the cricket nets.

At all times all students have a responsibility to keep the grounds clean. Students are required to use the rubbish bins provided and accept, without question any teacher's direction to assist with keeping the grounds neat and tidy.

Students are not permitted to use the school grounds for any activities after hours except by prior arrangement with the Principal.

Socials

Socials are organised and managed by the Social Committee of the Student Council. Only current students of Wynnum State High may attend. Students will be required to show proof of enrolment by presenting their ID card.

The school social commences at 6.30 p.m. and concludes at 9.30 p.m. There is a social held each term in the school hall. Students must arrive promptly and are *not* permitted to leave early. The usual cost of entry is \$6.00. Students are asked to dress modestly and appropriately, whatever the theme for the evening. Teachers, including members of Administration, are in attendance at the socials.

No dangerous or banned items are to be brought into the school socials, for example, cigarettes, matches, lighters, chewing gum, liquid paper, marking pens, aerosol cans, alcohol or illegal drugs. Smoking is prohibited at socials. If you are found smoking or are with another student/s who are smoking at the social, consequences will be as per the behaviour management policy as outlined in the Behaviour Management Policy.

Students must not present at the school social in an intoxicated state caused from alcohol consumption. Parents will be contacted to collect their child. Consequences will be as per the Behaviour Management Policy and the student will be banned from attending socials for the remainder of the school year.

Students who are placed on Orange or Red Behaviour Levels at the time of the social are not permitted to attend.

Students with cars

Students are not permitted to travel in a vehicle driven by another student unless written permission has been received by the Principal from parents. The Principal must be provided with details of the vehicle. Parking is not permitted within the school grounds.

Sun Safety

The high incidence of sun cancer in the sub tropics makes sun safety a major concern for all parents and teachers. Research evidence suggests that much of the damage to skin occurs before the age of 15 years, even though it may take years for this to surface.

Through the school's HPE department the school:

- Teaches and develops clear understandings about the dangers and nature of skin cancer.
- Teaches a range of strategies to prevent skin cancer.
- Teaches students to develop healthy attitudes towards the dangers of skin cancer.
- Provides learning experiences for students to apply the strategies necessary to protect themselves from skin cancer

Wynnum Alternatives in Academic, Vocational Education and Sport day - WAAVES

This program occurs on a Wednesday. The purpose of this day is to offer flexibility to students to plan and manage their school and life schedules in a realistic manner. Many students engage in part-time work during the school week as well as attending school full time. Senior students may utilise the following resources on a Wednesday:

- Sport training for rugby league
- Research or independent study in the library
- Student council meetings and committee meetings
- YAA – Young Achievers Australia
- Gifted and Talented Science Program
- Home study
- Appointments with Health Nurse or Guidance Counsellor
- Catch up work in individual subjects by student/teacher negotiation
- Subject Tutorials

It is our aim to have students of Wynnum High utilise the many facilities and options available at our school on WAAVES day for their educational benefit. It is not the policy of Wynnum High for WAAVES to be seen as a day off. Obviously we rely on students' maturity and the support of parents for the full utilisation of the flexible options to be realised. There are many options available to students in the senior school on this day. The following policy on compulsory tutorials however, takes precedence over all options.

Compulsory subject tutorials - the following categories of students will be required to participate in compulsory tutorials as a part of the Wednesday WAAVES Program:

- Students who have failed to submit assessment items and assignments on time
- Students who have failed to meet weekly work commitments in practical areas. For example, Hospitality, Lifesaving, Furnishing and Engineering
- Students who are not working in class time or completing homework satisfactorily

Sport – Sport is not compulsory for students in Year 11 and Year 12 on a Wednesday. Year 11 and Year 12 students who wish to participate in Interschool sport or Intraschool physical activities on Wednesday afternoons may do so as long as they commit to the activity for the whole season/program. Students wishing to gain selection in QSSS representative teams, that is District level and above must commit to participation in Interschool sport activities for at least one entire season. Year 12 QCS practice tests will occur on a Wednesday and these are compulsory for OP eligible students.

Year 12 Formal

The Senior Formal is an annual celebration of the final year of schooling for Year 12's. There is a Pre-formal gathering held in the school grounds between A and I Blocks. This is a wonderful opportunity for the school community, friends and families, to come together and see our students in their finery. As has become a tradition, the students gather on the staircase of A Block for their final senior group photo. As this is one of the last opportunities our Year 12 students have to socialise as a student body, the following guidelines apply to ensure the success and enjoyment of the evening.

The Formal is by invitation only to students in Year 12. To be eligible for attendance students must:

- be enrolled at Wynnum State High School as at the date of the formal
- all school debts must be cleared. This includes all fees for Resource Hire, Sport, Excursions, Workshops and Library fines etc.
- students on Behaviour Management Level Red will not be permitted to attend

School rules apply with regard to smoking, alcohol and drugs. These substances are not permitted under any circumstance regardless of the age of the student. Any student who chooses not to adhere to these guidelines, or appears to be under the influence of any of these substances, will either not be permitted to attend or will be sent home at their own expense.

To ensure the safety of all students in attendance at the formal, no one is permitted to leave the venue until the close of the function. Under extreme circumstances the Principal or Deputy Principal prior to the day of the event may grant permission for early departure.

Whilst a lot of planning goes into the arrangement of transportation to the formal venue, students are reminded of the need to arrange for reliable transportation home.