Performers for every stage expressing talents in every field

POLICIES
&
PROCEDURES
2019
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<tr>
<td>Lesson 4</td>
<td>1.45 – 2.55</td>
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</tbody>
</table>

**NOTE:**
*Students in interschool teams or attending outside recreational venues leave at end of period 3.*

**FULL SCHOOL ASSEMBLIES / WRAP**

- Friday Morning WRAP 8.50am – 9.40am
- Full School Assembly 9.40am – 10.10am

**YEAR LEVEL PARADES**

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
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<td>Year 7/8 - Hall</td>
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<td></td>
<td>FULL SCHOOL</td>
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<td>Year 11 – PAC</td>
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<td>ASSEMBLY</td>
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</table>
Rochedale State High School uses ID Attend, an electronic roll marking system to monitor attendance. If a student is sick or unable to attend school due to some exceptional circumstances parents are asked to contact of school via SMS on 0427 263 283 with details explaining their child’s absence. Alternatively, a note of explanation from a parent/caregiver covering the period of absence must be presented to the office on the first day the student returns to school, parents are asked to telephone the school on the day of absence to inform the school, or respond to the SMS that is sent by ID attend if your student has been marked absent in period 1 on any school day. The school will also automatically send a letter to parents or make some type of contact after three days of unexplained absence. The absentee SMS mobile number for students is 0427 263 283 or the phone number to call is 3340 0460.

Students receiving YOUTH ALLOWANCE and ABSTUDY are reminded that unexplained absence from school may result in loss of payments.

Students are reminded that they must remain at school until they either:
- gain a Senior Statement, Certificate III or Certificate IV
- participate in eligible options for two years after they turn 16 or complete year 10 (whichever comes first) or
- turn 17

Various exemptions apply and can be discussed with the Principal.

Students who arrive at school after starting time MUST report to the school office and sign in. Students are also required to bring a note from a parent/caregiver explaining the reason for lateness, or parents can phone the school. Students will then receive a late note for class.

Students who are consistently late to school will be required to make up time in detention.

Students must present a note from home requesting permission for them to leave school prior to the scheduled finishing time. The note should:
- be dated
- state the student’s Care Group
- give the reason for leaving early
- state the time for departure
- be signed by a parent/guardian.

Notes are to be handed to the Office Staff before school who will issue a “Leave Early Pass” with the approval from Administration. Prior to leaving the school grounds, students are required to sign out at the Office.

No student is allowed to leave the grounds without permission.

The school does not issue permanent lunch passes. Temporary lunch passes will be issued in emergent situations after consultation with parents/caregivers.
Participation in Tuesday (Year 7, 8 and 9) and Wednesday (Year 10, 11 and 12) afternoon sport is a strong tradition at Rochedale State High School. We value sport as a compulsory part of the curriculum and as such, all students are expected to participate. Students are therefore not permitted to go home during sport except in exceptional circumstances. It is requested that medical appointments not be made during sport times.

**SICKNESS OR INJURY**

Students who become ill throughout the day are to report to the office. Parents will be informed of their student’s illness whenever possible, students are not to contact parents themselves to request them to collect them from school. If parent contact is unable to be made, the student will be placed in the sick room. Students are not to enter the sick room without permission. If the sickness or injury appears serious, the ambulance will be called.

**LOST PROPERTY**

All items of clothing or equipment should be clearly labelled so that property found can be returned to the owner. If property is lost check the Uniform Shop or School Office.

Bags should not be left unattended and all valuables should be deposited in the office for safekeeping. We suggest that students avoid bringing valuable property to school.

**JEWELLERY**

Students are permitted to wear a wrist watch and two small pairs of earrings (plain studs or sleepers only). Chains, or any additional jewellery, are not to be worn as they are not part of the school Uniform Policy. Students will be required to remove excess jewellery and it will be deposited for safekeeping at the office. Students may collect it at the end of the term. Alternatively, a parent/guardian can collect the item from the school.

**VALUABLES**

Valuable items should not be brought to school unless it is for a specific reason related to a particular lesson. In this case, the item(s) should be taken to the teacher involved at the commencement of the school day. iPods, MP3 Players and other music devices etc are not to be brought to the school. If required, students can leave valuable items in the office and collect them after school each day. The school takes no responsibility for the security of such devices.

Mobile Phones: As per the Mobile Phone Policy, Mobile Phones are not to be seen or used once the students enter the school grounds. The need for students to bring mobile phones to school should be an exception rather than the rule. If a student chooses to bring a mobile phone to school then they do so on the understanding that:

- *The school takes no responsibility for the security of mobile phones;*
- *Mobile phones must be switched off.*
- *If mobile phones are seen: consequences maybe applied as outlined in the Responsible Behaviour Plan.*

The school office will make appropriate arrangements in situations where contact between students and parents/caregivers is required during the school day.

Students are reminded that large amounts of money should not be left in school bags. Provision is made at the main office for the safekeeping of monies.
SKATEBOARDS, SCOOTERS AND BIKES

Skateboards and in-line skates are not to be ridden to school and are not permitted on school property. If choosing to ride a bicycle or scooter a helmet must be worn, and then must be able to be secured in the bike rack area.

STUDENT DRIVERS

Students who choose to drive to and from school are expected to do so in a manner that is consistent with safe motoring practices. Drivers are not to convey other students, to or from school, unless they have obtained permission from their parents and the parents of the passenger. Students are not permitted to park on school premises. Student drivers are not permitted to drive to sport venues or excursions etc. Students must hand in a completed Student Driver Permission form to Administration BEFORE they start driving to and from school.

SHOULD YOU CHANGE YOUR ADDRESS OR PHONE NUMBER

Please contact the office immediately so that our records are kept up to date. Should we have to contact parents/caregivers in time of illness or an emergency, it is important that we have current phone numbers.

MEDICATION

Should your son or daughter be prescribed by their medical practitioner to take medication whilst at school, the parent must make a written request to the school. Forms are available from the school. A medical register is maintained, and students who take medication regularly, report to the office to collect and take their medication.

UNIFORM SHOP

The Parents and Citizens’ Association operates a Uniform Shop. This shop operates throughout the year selling uniforms, socks and school badges. The uniform shop opens for extended hours at the end of the January break, and during the first week of the school year. The hours of business are as follows:

EVERY SCHOOL DAY from 8.00 am to 9.00 am and Morning Tea
OPEN STUDENT FREE DAYS (18/1 & 19/1) from 2.00 pm to 5.00 pm
PHONE: 3340 0405

TECHNOLOGY AND RESOURCE SCHEME

The school operates a Technology and Resource Scheme. All parents and prospective parents will be informed Semester 2, 2017 of the Year Level contributions payable for 2018.

The joining of the Technology and Resource Scheme is voluntary and if parents and carers do not wish to join this scheme, appropriate resource and book lists will be provided by the school. The school operates a Text and Resource room which is located in the Communications Block. Students are issued with their texts via their ID cards. The Text and Resource room is open:

MONDAY to FRIDAY 8.00 am – 9.00 am and 1.10 pm – 1.40 pm

When texts are issued to students they become the responsibility of the student.
Students are issued with a current ID card at the beginning of each year which allows them to access the Resource Centre and Text and Resource Room for the borrowing of books.

HOW PARENTS CAN CONTRIBUTE

At Rochedale State High School we see parental involvement as playing a valuable and important role in school life. As a parent you can assist by:

- Placing your name on the Canteen Roster.
- Attending Parents' and Citizens' Association meetings. The Association meets at the school on the third Tuesday of the month at 5.30 pm.
- Assisting with Work Placement Programs as an employer.
- Attending Parent-Teacher Evenings.
- Ensuring that correct, neat uniforms are worn.
- Keeping communication channels open with the school.
- Attending Special Functions, for example Awards' Evening.
- Reading the fortnightly Newsletter (sent by email).
- Contacting school via SMS in timely fashion of student absences.

COMMUNICATION

A School Newsletter is emailed home every third week. It is through the Newsletter that the school can keep parents informed on current issues, policies and general "school news". A school calendar with details of significant school events is distributed to each family at the beginning of the school year. Newsletters are sent via email. Please contact the school office to arrange this if you do not receive one. If you have no access to no email at home, newsletters will be provided to those families.

BRING YOUR OWN DEVICE – BYOD LAPTOP PROGRAM

Bring Your Own Device (BYOD) is a program where students bring their privately owned laptop to school and connect it to the school's network to access the Internet and school resources. BYOD will enable students to seamlessly transition between work at school and home, and will provide greater opportunities for innovative teaching and learning. Our goal is to ensure all students have the opportunity to be effective digital learners who are confident, creative and productive in an increasingly digital world.
Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. (Ed. Qld. TRIM 06/7260)

Rochedale State High School considers that homework enhances the student’s ability to learn by promoting the practices of consolidation, reflection, revision and enhancement. Homework is an integral part of the teaching and learning process.

Homework can engage students in independent learning to complement work undertaken in class. It may take many forms, depending upon such issues as subject being studied, preparation required to complete tasks, revision required to confirm knowledge and understanding, time of year (e.g. exam timetables, assignment due dates, etc.). Forms of homework may include:

- Written work
- Oral work
- Reading
- Research – pursuing knowledge individually and imaginatively
- Summarising
- Memorising
- Assessment, Assignment or Project Work (Preparing for forthcoming classroom learning.)
- Study (Revision and critical reflection – practising for mastery.)

Parents and caregivers can help their children by:

- Reading to them and talking with them
- Helping them to complete tasks by discussing key questions or directing them to resources
- Encouraging them to organise their time and take responsibility for their learning
- Encouraging them to read and to take an interest in and discuss current local, national and international events
- Helping them to balance the many demands on their time – school and social
- Contacting the relevant teacher to discuss any concerns about the nature of homework and their children's approach to the homework.

If no formal homework is set by the class teacher, students should look over the content of the day’s lessons:

- Check understanding
- Recall facts, definitions, etc.
- Plan to see the class teacher to clarify uncertainties.

Formal homework is to be recorded in the Student Planner at the end of each lesson. This Student Planner may be checked by the class teacher, the Head of Department, the Year Co-ordinator, or a member of Administration to ensure that homework is being recorded. The recording of homework is part of being prepared for the school day.
As a **GUIDE**, students should dedicate the following times each day/night to completing homework:

- **Years 7, 8 and 9** 1 – 1 ½ hours
- **Year 10** 1 – 2 hours
- **Years 11 and 12** 1 – 2 ½ hours

### RESULTS OF INABILITY TO FOLLOW HOMEWORK POLICY

1. Disadvantages students in their attempts to achieve high quality outcomes by
   a. Interfering with their ability to be an active and contributing member of the class;
   b. Making it difficult for them to absorb new information which is dependant upon prior learning;
   c. Limiting opportunities for teachers to provide quality feedback and re-direction.

2. Breaches the school’s *Responsible Behaviour Plan for Students*, which requires that students “complete all set tasks and assessment”. Breaches of this policy will result in consequences as outlined in the Behaviour Plan. Possible consequences:
   - **Initial offences:**
     1. Warning and negotiated completion with teacher.
     2. Lunch-time detention.
     3. Parent/s notified – note or telephone.
     4. Incident recorded on school data base.
   - **Continuing refusal to complete set work:**
     1. Referral to HOD.
     2. After school detention/s.
     3. Step letter to parents.
     4. Incident/s recorded on school data base.
   - **Continued escalation could result in:**
     1. Referral to Administration at HOD’s discretion.

When no formal homework is set, students should consider the following questions – they are designed to reinforce understanding of work taught in class.

- Did you learn any formulae today?
- Did you learn any new definitions or concepts?
- What preparation do you need to complete for upcoming assessments?
- If you answered no to the above questions, you should be completing 20 minutes of extra reading each day.

### STUDENT PLANNER

Each student is issued with a school Student Planner in which the homework set for the night is to be recorded. The book may also be used by staff and parents as a means of communicating short memos to each other relating to homework requirements or other school issues. Student diaries are the responsibility of the student and subsequently replacement copies will cost $15.00 which is payable at the school office.
The following strategies can be employed to encourage your student(s):

- request that your student(s) show you what work has been done in class; what notes have been taken; what handouts have been given; what worksheets have been given; what chapter of the text they are working on; what exercises (problems) have been set.
- check where student(s) write down their homework and assignment dates and check their assessment planner. (All students are issued with a Student Planner through the Resource Scheme)
- assist in setting up a wall planner which takes into account all subjects, homework tasks including assignment due dates, other commitments and birthdays.
- provide a specified space in which student(s) complete their homework and develop a regular schedule that takes into consideration school, sport, social and part-time work commitments.
- encourage regular reading and review of class notes and relevant text and other materials.
- assist them in developing an individual assessment schedule so that they can plan to meet assessment timelines. A year level assessment schedule is provided early each semester to students to assist in developing study timetables.

**PART-TIME WORK**

Students who have part-time jobs should ensure that a balance is arrived at, where time is available not only for part-time work but study, sport, religious, family and social commitments.

Extensive work commitments have the potential to adversely affect student academic performance.

**RESPONSIBILITY**

Teachers and parents have an important role in fostering the development of motivation and the desire to learn in students. Ultimately however, students must accept responsibility for their learning and progress.

To support students in their learning and in accepting responsibility for their progress, teachers may from time to time feel it necessary to put in place consequences for incomplete homework or classwork. Consequences will vary dependant upon each individual situation. Persistent failure to meet classwork or homework expectations will result in parent contact and/or referral to the Head of Department.
1. **INTRODUCTION**

It is mandatory at Rochedale State High School that all students complete and submit all assessment items including drafts. The school’s assessment policy has been developed to achieve consistency, fairness and predictability so students know what will happen based on the choices they make. The policy is consistent with Queensland Curriculum & Assessment Authority policies (policies can be found on the QCAA website - https://www.qcaa.qld.edu.au/downloads/senior/snr_qa_mod_a-z.pdf)

2. **ASSESSMENT**

All assessment tasks are designed to meet the following principles:

1. **Validity** – the extent to which an assessment accurately measures what it is intended to measure.
2. **Accessibility** – the extent to which the assessment provides all students with a clear understanding of how to demonstrate their learning.
3. **Reliability** – the extent to which an assessment will produce the same consistent result.


2.1 **Teacher Responsibility**

- Ensure that assessment task loads are reasonable and the amount of time allocated in class is a reflection of the time and effort needed to complete the task.
- Ensure that assessment tasks do not impose a significant financial cost to parents and/or guardians.
- Ensure that adequate resources are available and accessible to students.
- Ensure all processes are taught and assessed developmentally.
- Ensure sufficient time for the task to be completed.
- Set due dates that will be adhered to for draft and final due dates. HOD will be consulted before any due date changes can be made.
- Provide adequate task details, conditions for the assessment and evaluation criteria to the students in ample time for them to complete the task by the due dates.
- Teachers refer to Section 6 with regard to non-submission of assignments.

2.2 **Student Responsibility**

- Ensure that all tasks are the original work of the student.
- Reference according to the school’s referencing policy – APA referencing.
- Present a rough draft to teachers for each assessment piece by the due date where required.
- Complete all assessment tasks by the due date:
  - Hard copy - Assessment tasks must be submitted by 4:00pm on the due date.
  - Electronic copy - Assessment tasks must be submitted by 11:59pm on the due date.
  - Year 11 and 12 (and for Yr 7 – 10 as directed by teacher) - Electronic submissions – must be submitted using Safe Assign (via elearn.eq.edu.au)

3. **ACADEMIC INTEGRITY AND ACADEMIC MISCONDUCT**

Rochedale State High School and QCAA promotes academic integrity. Academic integrity is how a person approaches their academic responsibilities in an honest, moral and ethical way. Teachers,
parents/guardians and others who support students in their learning must adhere to the guidelines for academic integrity.

Plagiarism, the copying of another person’s ideas, text, or other creative work and presenting it as one’s own, is not tolerated. Examples of plagiarism include:

- Copying or closely paraphrasing sentences or paragraphs.
- Copying ideas, concepts, tables, designs, sounds, images, music, scripts, research data, mathematical workings etc.
- Copying or adapting another student’s work.
- “Cutting and pasting” statements gathered from a variety of sources.
- Submitting work produced by someone else on the student’s behalf.
- Students will use Safe Assign (via elearn.eq.edu.au) for electronic submission of assessment for Year 11 and 12, and as directed by teacher for Years 7 to 10.

### 3.1 Types of Academic Misconduct defined by the QCAA

Academic misconduct incorporates a broad range of behaviours in which students inappropriately and falsely demonstrate their learning. Academic misconduct may be considered along a continuum of breaches that range in the significance of misconduct and intent.

<table>
<thead>
<tr>
<th>Type of misconduct</th>
<th>Examples</th>
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</table>
| Cheating while under supervised conditions                | • beginning to write during perusal time or continuing to write after the instruction to stop work is given  
• using unauthorised equipment or materials  
• having any notation written on the body, clothing or any object brought into an assessment room  
• communicating with any person other than a supervisor during an examination, e.g. through speaking, electronic device or other means such as passing notes, making gestures or sharing equipment with another student |
| Collusion                                                 | • when working in a group, submitting a response that is not individual (the response submitted by each student must be the student’s own work)  
• assisting another student to commit an act of academic misconduct |
| Contract cheating / significant contribution of help      | • asking for help on an assessment item from a tutor or a person in a similar supporting role that results in the tutor/other person completing or significantly contributing to the response  
• paying for someone or a service to complete a response to an assessment |
| Copying work                                              | • deliberately or knowingly making it possible for another student to copy responses  
• looking at another student’s work |
| Disclosing or receiving information about an assessment   | • giving or accessing unauthorised information such as the answers to an examination prior to completing a response to an assessment  
• making any attempt to give or receive access to secure assessment materials |
| Fabricating                                               | • inventing or exaggerating data  
• listing incorrect or fictitious references |
| Impersonation                                             | • allowing another person to complete a response to an assessment in place of the student |
| Misconduct during an examination                          | • distracting and disrupting others in an assessment room |
Plagiarism or lack of referencing

- completely or partially copying or altering another person’s work without attribution (another person’s work may include text, audio visual material, figures, tables, images or information)

Self-plagiarism

- duplicating work or part of work already submitted as a response to an assessment

Academic consequences for students caught plagiarising include: Students will be given credit only on their own work or student may be required to re-do the assessment piece (conditions and setting at school’s discretion).

Behavioural consequences for academic cheating and plagiarism are described in the Responsible Behaviour Plan for Students, which state students caught cheating or plagiarising can expect to be given detention(s) or suspension for their behaviour.

4. ACCESS ARRANGEMENTS AND REASONABLE ADJUSTMENTS (AARA)

The Queensland Curriculum and Assessment Authority (QCAA) recognises that some students have disability, impairment and/or medical conditions, or experience other circumstances that may be a barrier to their performance in assessment. Access Arrangements and Reasonable Adjustments (AARA) are designed to assist these students.

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Ineligibility</th>
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<tbody>
<tr>
<td>AARA’s are provided to minimise, as much as possible, barriers for a student whose disability, impairment, medical condition or other circumstances may affect their ability to read, respond to or participate in assessment.</td>
<td>Students are not eligible for AARA on the following grounds:</td>
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<tr>
<td>These barriers fall into three broad categories:</td>
<td>- unfamiliarity with the English language</td>
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<tr>
<td>- permanent</td>
<td>- teacher absence or other teacher-related difficulties</td>
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<tr>
<td>- temporary</td>
<td>- matters that the student could have avoided (e.g. misreading an examination timetable, misreading instructions in examinations)</td>
</tr>
<tr>
<td>- intermittent</td>
<td>- matters of the student’s or parent’s/carer’s own choosing (e.g. family holidays)</td>
</tr>
<tr>
<td>The QCAA uses broad application categories for AARA eligibility:</td>
<td>- matters that the school could have avoided (e.g. incorrect enrolment in a subject).</td>
</tr>
<tr>
<td>- cognitive</td>
<td></td>
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<tr>
<td>- physical</td>
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<tr>
<td>- sensory</td>
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<tr>
<td>- social/emotional</td>
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4.1 Instructions for AARA Applications

- To be considered, an AARA Application Form must be submitted at a minimum of 2 days before the due date (where possible).
- The granting of AARA is at the discretion of the QCAA, the Principal, Principal’s delegate and approved only:
  1. When the student successfully meets eligibility criteria; and
  2. The student’s circumstance provides a barrier for eligible students to demonstrate their knowledge and skills in their assessment.

AARA application forms can be found on the school’s website at rochedaleshs.eq.edu.au/Supportandresources/Formsanddocuments/Pages/Documents.aspx
5. LATE OR NON-SUBMISSION OF ASSESSMENT TASKS

Students must ensure that they take the opportunity provided to submit drafts and conference with their teacher within the given timelines of the assessment item. In the event of non-submission by due date or late submission of an assessment item – the drafts or planning evidence will be used in awarding a level of achievement. This is in accordance with the QCAA Policy on Late or Non-Submission in A-Z of Senior Moderation (July, 2015 - p2), which states “In cases where students do not submit a response to an assessment instrument by the due date, judgments should be made using evidence available on or before the due date.”

Details of coursework and assessment requirements within specific subject areas are provided by teachers in a timely fashion in order to allow students to plan their study program and take responsibility for managing their study time and habits. Students will be emailed their assessment calendar each semester and it lists due dates for all subject areas.

5.1 Academic Consequences for Late or Non-Submission of Assessment Tasks

If there is no evidence available to award a judgement, an assessment item is recorded as a ‘Non-Submit’ as a standard can only be awarded where evidence has been demonstrated. In cases of non-submission of student responses, an ‘E’ standard cannot be awarded where there is no evidence for it. Students who do not submit assessment risk not being given credit for completing that semester in the subject. This may impact on their Exit Level of Achievement in the subject, and correspondingly their ATAR and QCE eligibility.

5.2 Behavioural Consequences for Late or Non-Submission of Assessment Tasks

As described in the Responsible Behaviour Plan for Students, which state students failing to submit assessment, can expect to be given detention(s) and parental contact home. Students in Year 11 and 12 (post-compulsory) may also face Cancellation of Enrolment for persistent failure to complete assessment.

6. EXAM AND ASSESSMENT TASK PROCEDURES FOR ABSENCES

6.1 Absence for an Exam

An examination/test is a formal piece of assessment conducted under supervised conditions at a set time and place.

If a student misses an exam for unforeseen circumstances (eg illness), they must notify the school’s Attendance Officer of their absence and also email the Faculty Head of Department (HOD) as soon as possible on the day of the missed exam. An AARA must also be submitted on the same day. If a student becomes aware they will miss an exam due to unavoidable absence, they must provide advanced notice to their teacher and Faculty Head of Department (HOD) as soon as possible after they become aware of it. An AARA must also be submitted as soon as possible.

Documentary evidence must be supplied for both advanced notice and unforeseen circumstances. Evidence might include: medical certificate, letter explaining reason or other suitable documentary evidence.
<table>
<thead>
<tr>
<th>EXTENDED FAMILY TRAVEL</th>
<th>ADVANCED NOTICE</th>
<th>UNFORESEEN CIRCUMSTANCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit email to Principal <a href="mailto:info@rochedaleshs.eq.edu.au">info@rochedaleshs.eq.edu.au</a></td>
<td>Student advises their teacher as soon as they become aware of the absence</td>
<td>Student advises Administration of absence on 33400400 or text 0427 263 283</td>
</tr>
<tr>
<td>Complete AARA Application Form at earliest opportunity and attach documentary evidence. Submit the completed AARA to Administration or email to <a href="mailto:assessment@rochedaleshs.eq.edu.au">assessment@rochedaleshs.eq.edu.au</a></td>
<td>Faculty HOD advises student of alternate arrangements as soon as possible.</td>
<td>ON SAME DAY OF EXAM Notify Faculty HOD via email at <a href="mailto:assessment@rochedaleshs.eq.edu.au">assessment@rochedaleshs.eq.edu.au</a></td>
</tr>
<tr>
<td>Student will complete exam under supervised conditions (Time &amp; date to be set by Faculty HOD/Teacher).</td>
<td>Include in email: Student name, grade, teacher name and subject.</td>
<td>ON SAME DAY OF EXAM Year 10, 11 and 12 students MUST complete the AARA Application Form and submit to administration.</td>
</tr>
<tr>
<td>External Exams - QCAA will advise result of AARA application</td>
<td>Student will complete exam under supervised conditions immediately on return to school.</td>
<td>External Exams - QCAA will advise result of AARA application</td>
</tr>
<tr>
<td>Entered onto One School in Contacts.</td>
<td>Entered onto One School in Contacts.</td>
<td></td>
</tr>
</tbody>
</table>

Non Compliance with Assessment Policy Procedures – Referred to Faculty HOD.
6.2 Assessment Task Extensions

If a student wishes to apply for an extension, it must be submitted where possible, 2 days prior to the assessment task due date. To apply for extension, complete an AARA Application Form and submit to the school. Documentation of circumstances must be provided. Extensions for extended family travel must be applied for through the Principal: info@rochedaleshs.eq.edu.au.

<table>
<thead>
<tr>
<th>ASSESSMENT TASK EXTENSIONS APPLIED FOR BEFORE DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXTENDED FAMILY TRAVEL</strong></td>
</tr>
<tr>
<td>Submit email to Principal <a href="mailto:info@rochedaleshs.eq.edu.au">info@rochedaleshs.eq.edu.au</a></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Non Compliance with Assessment Policy Procedures – Referred to Faculty HOD.

6.3 Absence on the Due Date of an Assessment Task.

If students are absent on the due date because of illness or special circumstances. Refer to Section 6.1 if the absence is in regards to an exam.

<table>
<thead>
<tr>
<th>ABSENCE ON THE DUE DATE OF AN ASSESSMENT TASK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student advises Administration of absence on 33400400 or text 0427 263 283 AND emails the assessment task to <a href="mailto:assessment@rochedaleshs.eq.edu.au">assessment@rochedaleshs.eq.edu.au</a> or where available submits via eLearn. Include in email: Student name, grade, teacher name and subject.</td>
</tr>
<tr>
<td>Assessment task submitted on due date.</td>
</tr>
<tr>
<td>All task sheets and drafts to be handed in on first day back to school to classroom teacher.</td>
</tr>
<tr>
<td>Student submits the assessment task to teacher on first day back at school or via the negotiated outcome.</td>
</tr>
</tbody>
</table>

Non Compliance with Assessment Policy Procedures – Referred to Faculty HOD.
ACCESS ARRANGEMENTS AND REASONABLE ADJUSTMENTS APPLICATION FORM (AARA)

Granting of AARA is at the discretion of the QCAA, Principal, or Principal’s delegate and approved only:

- When the student successfully meets eligibility criteria;

AND

- The student’s circumstance provides a barrier for eligible students to demonstrate their knowledge and skills in their assessment.

Date of application: Click or tap to enter a date.

Student’s Name: Click or tap here to enter text. Roll Class: Click or tap here to enter text.

Subject: Click or tap here to enter text. Teacher: Click or tap here to enter text.

Reason for application: Choose an item.

Eligibility criteria (select from the conditions and categories below):

<table>
<thead>
<tr>
<th>Time-frame of condition</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ temporary</td>
<td>☐ Cognitive</td>
</tr>
<tr>
<td>☐ intermittent</td>
<td>☐ Physical</td>
</tr>
<tr>
<td>☐ permanent</td>
<td>☐ Sensory</td>
</tr>
<tr>
<td></td>
<td>☐ Social/emotional</td>
</tr>
<tr>
<td></td>
<td>☐ Illness</td>
</tr>
<tr>
<td></td>
<td>☐ Bereavement</td>
</tr>
<tr>
<td></td>
<td>☐ Misadventure</td>
</tr>
<tr>
<td></td>
<td>☐ Other</td>
</tr>
</tbody>
</table>

Statement explaining reason for application: Click or tap here to enter text.

Supporting evidence (please attach to application): Choose an item.

Parent Acknowledgement
I have discussed the grounds for this application with my child and I support the request for additional support for my student. I acknowledge that this is merely a request only and is subject to approval from the Principal (or delegate) in line with school and Queensland Curriculum and Assessment Authority policies and procedures.
Signature: _______________________________ Date: _________________________

Application Submission
- Applications can be submitted in person and delivered to the front office at Rochedale State High School.
- Applications can be submitted electronically to assessment@rochedaleshs.eq.edu.au
I am satisfied that this application meets the requirements as set down in the school Assessment and AARA policy:

Yes ☐   No ☐

I have checked class progress and the notes and/or draft completed by the student:

Yes ☐   No ☐

I am happy to support this application:

Yes ☐    No ☐

Comments:

Signature: ___________________________               Date: ___________________________

This section to be completed by the Guidance Officer or Deputy Principal

Approved: Yes ☐    No ☐   Date entered on One school:

Comments:

________________________
Students with Diverse Learning Needs (previously identified as students who have been appraised for learning difficulties)

The Achievement and Development Centre (ADC) provides learning support for students identified as having diverse learning needs. Students are identified in a variety of ways that might include some or all of the following:

- NAPLAN test results
- The student’s individual learning history
- Guidance Officer reports and assessment
- Diagnostic testing
- Current assessment by classroom teachers

A range of support options are available for those students who are not meeting age cohort expectations. These might include:

- Additional in-class support
- Scaffolding to support access to the curriculum
- Adjustment to assessment
- Adjustment to programs
- Lunchtime tutorials
- Study groups
- Homework club
- After school tutorials

Rochedale State High School’s Achievement and Development Centre (ADC) has been identified by Education Queensland as managing a Special Education Program which provides educational programs for students with verifiable disabilities in the areas of Autism Spectrum Disorder, Speech Language Disorder and Intellectual Impairment. As well, Rochedale State High is a cluster school for students with a Physical Impairment. The ADC provides support for students with a verified disability through special small group classes which focus on some or all of the following:

- Literacy and numeracy skill development
- Social skills development
- Anxiety management
- Living skills development

As appropriate, the ADC also provides:

- Liaison with therapists and specialist visiting teachers
- Access to in-class teacher aide support
- Work experience opportunities
- Transition to post-school options
The Shared Resources Scheme provides text and study materials, student planner, equipment and other resources necessary for students wishing to participate in the scheme. Exercise books, folders, writing materials, material used in some practical areas, for example Industrial Technology and Design or Home Economics, and recreational trips and educational excursions are not included in the scheme. Students undertaking specific projects in Industrial Technology and Design will be required to pay extra if the costing of these projects is above the average projects amount.

Students have textbooks, traditional and electronic class notes and handbooks to take home for study whenever this is necessary, and in many cases are issued with those books for the whole of the academic year. For the period that they are needed other materials and books are issued.

The Shared Resources Scheme is endorsed by the Parents and Citizens’ Association and has as its main function the reduction in cost for parents of the purchase of texts and resources for the education of their student/s. Additional assistance in the form of a textbook allowance is provided by Education Queensland to the school, on behalf of parents, in a bulk payment.

**REASON FOR THE IMPLEMENTATION OF THE SCHEME**

- Textbooks and teaching aids have become very expensive for parents to purchase.
- Students have access to a greater range of textbooks and teaching aids without extra costs.
- Parents are not outlaying money for expensive books which may only be needed for a short time each week.
- All students in the scheme have their textbooks and equipment from the beginning of the school year assuming the necessary charges have been paid.
- The total cost to parents is significantly less than the cost if each student buys his/her own texts and equipment.
- The school is able to purchase in bulk and thus attract significant discounts which can be used to purchase additional learning materials

**IS THE SCHEME COMPULSORY?**

- Parents/guardians are under no obligation to join the Technology and Resource Scheme, participation is entirely voluntary. However, because the scheme represents good value almost all parents have indicated their willingness to join the scheme.
- Non-participating families will be required to pay a charge for the use of resources and equipment and will not be issued with textbooks or resources.
- A complete list of all textbooks needed with current prices is available from the school administration if you decide not to participate in the scheme.

**APPLICATION FOR CONSIDERATION**

Parents may apply for consideration in relation to an extended period of time over which to honour the calculated charges. If approved the scheduled payments must be received by the school in accordance with the agreement. A condition of the granting of consideration is that the Government Textbook Allowance be assigned to the school. School References and Exit Statements are only issued to students whose scheduled charges are fully paid.
Students leaving the school during the year are required to complete a “Clearance Form” and to return ALL BOOKS, RESOURCES and EQUIPMENT before a transfer is given. A pro-rata refund will then be forwarded within 14 days to the parent/guardian of the student concerned.

**SPECIAL NOTES**

- Students cannot be issued with any Textbooks, Resources or Equipment until the FULL AMOUNT OWING is paid (unless an Application for Consideration has been approved).
- Students losing a book will be asked to replace the book or pay the full price of the book before a new one is issued. Wilfully damaged books will have to be replaced at full cost to parents. Students habitually damaging books may be excluded from the scheme.
- The scheme provides each student with a Student ID Card and Student Planner. Lost or Stolen cards are to be purchased by the student at a cost of $5.00 each.
- Monies for non-education activities cannot be accepted by the school unless all financial accounts at the school have been settled.

**FUNCTIONS AND CEREMONIES**

Rochedale State High School has a strong tradition of celebrating student achievements and of providing a broad range of extra curricula opportunities for students. Some of our ceremonies and school functions include:

- Future Technology and Learning Expo
- Academic Excellence Parades
- Academic Effort Parades
- Top Ten Parade
- Senior Student and Leadership Inductions
- STEM activities
- School Tours
- Parent Teacher Evenings
- Subject Selection Night
- Australian Maths Competition
- Australian Science Competition
- Subject Excursions
- Arts Expo
- Awards Evening
- Sports Awards Ceremony
- Cultural Awards Evening
- Senior Graduation
- Senior Formal
- Performing Arts Showcase
- Agricultural Science Show Exhibition
- Open Day
- Ski Trip
- Travelling Performing Arts Show
- Maestro Performance nights
- SET Planning Day
This policy reflects the importance Rochedale State High School places on students displaying Be Safe, Be Respectful and Be Responsible whenever they are using personal technology devices.

For further information on BYOD laptop devices, please refer to the Bring Your Own Device Information and Charter.

Responsibility for Personal Technology Devices
Students must carefully consider the risk of damage to or theft of personal technology devices like mobile phones, smart watches, cameras, wireless speakers, iPods or MP3 players. Responsibility for the safety of personal technology devices rests solely with the student.

No liability will be accepted by the school in the event of the loss, theft or damage of any personal technology device brought to school.

School Expectations on Use of Personal Technology Devices
Bringing personal technology devices to school is not encouraged by the school (except BYOD laptop) because of the potential for theft and general distraction and/or disruption associated with them.

Expectations for Personal Technology Devices
- Personal technology devices in the classroom are “NOT SEEN OR HEARD”. Students are required to switch off electronic technology devices (or on silent) and place them in their bag as soon as they enter school for the day. Exception is BYOD laptop.
- Students ARE NOT to be making phone calls or text messages on their mobile phone, smart watch or BYOD laptop. Students can contact parents (or others) via the Administration block.
- Teacher discretion applies in the use of personal technology devices in the classroom for learning purposes. Use in one class does not imply permission to use the device/s in other classes.

Expectations at All Times
Students must not use personal technology devices to record:
- images anywhere that recording would not reasonably be considered appropriate (e.g. in change rooms, toilets or any other place where a reasonable person would expect to be afforded privacy).
- inappropriate behaviours or incidents (such as vandalism, fighting, bullying, staged fighting or pranks etc) to disseminate to others (including distribution by phone or internet posting).
- events in class is not permitted unless express consent is provided by the class teacher.

Certain personal technology devices banned from school
Students must not bring valuable personal technology devices like cameras, digital video cameras, wireless speakers or MP3 players to school as there is a risk of damage or theft. Such devices will be confiscated by school staff and may be collected at the end of the day from the school office. Breaches of this prohibition may result in discipline as per the Responsible Behaviour Plan for Students.
Confiscation
Permitted personal technology devices (eg. mobile phones) used contrary to the school expectations will be confiscated by school staff. Students will be required to hand the offending personal technology device to the teacher (or staff member) immediately upon request due to contravention of the school’s expectations. The teacher (or staff member) will present the confiscated personal technology device to the Administration building (at their earliest convenience) and sign the item into ID Attend. The personal technology device will be placed into a clearly marked and sealed envelope, and then placed in the secure lockup. The item will be made available for collection from the school office at the end of the school day, unless the item is required to be kept for purposes of disciplinary investigation, when it will only be returned in the presence of a parent. Student refusal to comply with this request will result in appropriate action being taken in line with the school’s Responsible Behaviour Plan.

Devices potentially containing evidence of criminal offences may be reported to the police. In such cases police may take possession of such devices for investigation purposes and students and parents will be advised to contact Queensland Police Service (QPS) directly.

Students who persist in the inappropriate use of a personal technology device may not be permitted to have a personal technology device at school for a period of time as deemed appropriate by the Principal.

Breaches of Personal Technology Device Policy
Students who have a personal technology device confiscated will incur the following consequences:
- **First offence:** Returned to student at end of day
- **Second offence:** Phone call to parent and student referral to Deputy Principal
- **Third offence:** 2 day suspension
- **Further offences:** Subject to further disciplinary consequences for non-compliance

For each breach students will be permitted to collect their device at the end of the day. All second or subsequent breaches will be recorded in OneSchool.

Recording voice and Images
Rochedale State High School upholds the value of trust and the right to privacy. Every member of the school community should feel confident about participating fully and frankly in all aspects of school life without concern that their personal privacy is being invaded by them being recorded without their knowledge or consent.

A school student who uses a personal technology device to record private conversations, ordinary school activities (apart from social functions like graduation ceremonies) or violent, illegal or embarrassing matter capable of bringing the school into public disrepute is considered to be in breach of this policy.

Even where consent is obtained for such recording, the school will not tolerate images or sound captured by personal technology devices on the school premises, or elsewhere, being disseminated to others, if it is done for the purpose of causing embarrassment to individuals or the school, for the purpose of bullying, including racial and sexual harassment, or where such intent a reasonable person would conclude that such outcomes may have or will occur.

Students involved in:
- recording; and/or
- disseminating material (through text messaging, display, internet uploading etc); and/or, knoingly being a subject of a recording

are in breach of this policy and may be subject to disciplinary action (including suspension and proposal / recommendation for exclusion).

Students should note that the recording or dissemination of images that are considered indecent (such as nudity or sexual acts involving children), is against the law, and if detected by the school will result in a referral to the Queensland Police Service (QPS).

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1 *Education Queensland does not tolerate bullying behaviour at schools. This includes bullying conducted by electronic means.*
Text communication
The sending of text messages or emails that contain obscene language and/or threats of violence may amount to bullying and/or harassment or even stalking, and will subject the sender to discipline and possible referral to QPS. Students receiving such text messages at school should ensure they keep the message as evidence and bring the matter to the attention of the school office.

Assumption of cheating
Personal technology devices may not be taken into or used by students at exams or during class assessment unless expressly permitted by staff. Staff will assume students in possession of such devices during exams or assessments are cheating. Disciplinary action will be taken against any student who is caught using a personal technology device to cheat during exams or assessments.

Recording Private Conversations and the Invasion of Privacy Act 1971
It is important that all members of the school community understand that under the Invasion of Privacy Act 1971, ‘a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation’. It is also an offence under the Act for a person who has overheard, recorded, monitored or listened to a conversation to which s/he is not a party to publish or communicate the substance or meaning of the conversation to others.

Students need to understand that some conversations are private and therefore to overhear, record, monitor or listen to such private conversations may be in breach of this Act, unless consent to the recording is appropriately obtained.

Special Circumstances Arrangement
Students who require the use of a personal assistive technology device in circumstances that would contravene this policy (for example to assist with a medical condition or other disability or for a special project) should negotiate a special circumstances arrangement with the Deputy Principal or Principal.

Inappropriate behaviour outside of school hours
Students may receive disciplinary consequences for bullying or cyberbullying or other inappropriate online behaviour that occurs out of school hours, and affects the good order and management of the school or students enrolled at the school.
Parents/Caregivers and members of our school community have consistently and strongly supported the enforcing of a dress code for students. Our school is a professional working and learning environment and the dress reflects our high standards for presentation and compliments our high expectations for work and behaviour.

The capacity for state schools such as ours to enforce a Dress Code is contained in the Education (General Provisions) Act of 2006. Consequences for non-compliance can be applied however, it is our desire to work with parents and caregivers to support them to have students meet expectations.

Rochedale State High School expects high standards with regard to dress, with an emphasis on the importance of personal and school pride. Students are expected to wear formal uniform at all times unless they have sports/HPE, or as directed by their teacher.

Details of the uniform are set out below. Students MUST wear full formal uniform at the following times:
- Weekly full school Assemblies, Assemblies for special events, Public Events and Ceremonies (including Graduation);
- Excursions (except where variations are approved);
- Activities in which students represent the school (except sports activities).

**GIRLS FORMAL UNIFORM**
- Navy Blue Skirt - Straight skirt/three knife pleat (below the knee length).
- Midford navy shorts or Midford navy long pants (staylor special order only)
- Long, grey trousers / Midford navy pants
- School scarf (purchased from Uniform Shop)
- School crest on pocket, blue trim, blue tie

**BOYS FORMAL UNIFORM**
- Tailored/Belted college grey shorts/trousers
- Junior Shirt – school crest on pocket and blue trim
- Senior Shirt – school crest on pocket and red trim
- No visible undershirts to be worn
- Plain White Socks. No anklets. (approx. 10cm)
- Tie (red) with school crest compulsory for Year 10, 11 and 12 students

**WINTER UNIFORM TERM 2 & 3**
- Navy Blue jumper, Navy Blue cardigan or Red/Blue trackjacket with school crest
- For Year 11 and 12 students they can wear their OWN Senior Jersey (Terms 2 & 3 ONLY)
- Long, grey trousers / Midford navy pants
- School scarf (purchased from Uniform Shop)
- School crest on pocket and red trim
- Navy taslon pants (with RSHS trim) – can be worn with sporting or formal shirt/blouse
- Signature program jacket

**SPORTS UNIFORM**
- Navy blue bermudas / basketball style shorts with RSHS trim
- Polo shirt with school crest
- Plain White Socks (Crew - approx. 10cm in length)
- No Anklet socks

**SHOES**
- Shoes: Plain Black (only black) leather college polishable formal shoes with black lace ups only OR plain black (only black) leather polishable joggers with black lace-ups only.
- Shoes MUST not cover any part of the ankle.

**HAIR**
- Hair must be kept off the face and long hair must be tied back and kept off the collar (shoulder length)
- Hair must be clean, neat and tidy
- Hair must be of single colour (preferably natural)
- Hair should not be dyed in colours that bring attention to the student (no streaks, no bright colours and no dreadlocks)
- No extreme hairstyles including Mohawks, and shaving undercut designs and/or words.
- Hair ribbons/scrunchies must be nude / neutral colour or school colour (red or blue)
- Boys are to be clean shaven

Students can only wear regulation school bucket hat with the Rochedale SHS crest embroidery, and no other hat can be worn at school and to/from school.

When participating in outdoor activities, students must wear the school hat. However, when participating in outdoor activities that require movement where the hat may fall off or it is unsafe to wear a hat, staff may allow students to remove their hat and 30+ broad spectrum sunscreen is to be applied.

Hatwear is compulsory for Health and Physical Education classes, on the oval, outdoor sporting activities, on the farm, excursions and for inter school sporting activities.

Hatwear is recommended around the playground and during recess.

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Hatwear is recommended around the playground and during recess.

**JEWELLERY**

Acceptable jewellery items include:
- School Badge
- A watch
- Two pairs of small studs or sleeper earrings at the bottom lobe of the ear only – ALL other ear piercings MUST be taken out.
- NO plugs, stretchers or extenders.
- NO long or dangling earrings
- NO other visible piercings including facial piercings or in the upper lobe of the ears
- Clear studs CANNOT be worn in place of facial or upper ear lobe piercings
- Medic alert bracelets/Medic alert necklaces (inside shirt)
- Other necklaces, bracelets, anklets, rings, multiple earrings or body piercings must NOT be worn.
- Devotional jewellery it is NOT to be visible.

Any infringement will result in detention as well as confiscation of any non-approved items.

**MAKE-UP**

Make-up is not part of the school uniform and must not be worn. This includes any forms of artificial colouring added to the face, eyes or nails.

NO FALSE EYELASHES OR FALSE NAILS
NO VISIBLE TATTOOS

Note: Students are however encouraged to make use of clear or colourless sun protection products at all times.

Students are expected to wear the uniform without variation.

All uniform items (excluding accessories and footwear/socks) are to be purchased from the Uniform Shop

Uniforms can be purchased from the School Uniform Shop, which is open on Monday to Friday mornings from 8.00am to 9.00am and first break. Extended hours are offered at other times eg. beginning of year.

Phone: 33340 0400 or email rshsuniforms@gmail.com

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For reasons of work place health and safety requirements, whilst in attendance at school, students are required to wear closed in shoes with non-pervious uppers. i.e. shoes that enclose the entire foot and are made of either leather, vinyl or other impervious material. This means the shoes CANNOT be:

- Shoes with canvas or mesh uppers;
- Shoes that do not cover the bridge (top) of the foot; i.e. open ballet type shoes;
- Shoes without enclosed heels.

Students in breach of this requirement are placing their safety at risk. In the interests of student safety, students with footwear that does not meet Workplace Health and Safety requirements will not be able to participate in practical classes in Science, Home Economics, Industrial Design and Technology, Health and Physical Education, Visual Art, Performing Arts, Agriculture and Sport. Students will be required to complete their learning in an alternate setting (eg Administration building).

If a student has an injury or medical condition that requires them to not be able to adhere to the uniform policy in regards to footwear, their re-entry into the classroom MUST BE negotiated with their year level Deputy Principal. This must be done PRIOR to re-entry to classes. Appropriate documentation from medical practitioner must be provided as well.

When purchasing school shoes, please ensure that:

- The black, polishable leather/vinyl shoe encloses the entire foot;
- The upper is made of leather/vinyl;
- The shoe is polishable (it cannot be suede).
- The shoe has black laces
- The shoe does not cover any part of the ankle (eg gym boots, boots, hi-top or mid-top are not acceptable)

It should also be noted that:

- Plain black polishable shoes are to be worn with the formal uniform and sports uniform;
- Brightly coloured sports shoes do not meet uniform expectations;
- Inappropriately coloured laces do not meet uniform expectations;
- Canvas, mesh, suede, ballet, Velcro, slip-on, multi-colour and zipper shoes are not acceptable.

Plain Black Joggers (Impervious Upper) are to be worn with both the formal and the sports uniform.
FORMAL UNIFORM FOOTWEAR POLICY/GUIDELINES

Plain Black leather lace up shoe (low cut) with plain white sport sock (crew length)

- Shoes that cover the ankle
  Eg Boots, Hi-top or Mid-top

- Canvas or suede shoes – lace up or slip on

- Anklet socks

- Open top ballet style shoes

- Black shoes with white stripes or patterns on upper or outer sole

- Shoes with mesh uppers

Note: Canvas or mesh shoes and/or anklet socks may **not** be worn with sports uniform.