

MORAYFIELD STATE HIGH SCHOOL

Respect • Responsibility • Cooperation



2024

Parent Handbook



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PRINCIPAL

..... Ms Katrina Larsen

DEPUTY PRINCIPALS

..... Mr Bronwen Schultz

..... Ms Kerri Furlong

..... Ms Melissa Herron

..... Ms Nicole O’Hearn

..... Mr Chris Smith

..... Mr Ryan Phillips

BUSINESS MANAGER

..... Ms Jodie Blunt

HEADS OF DEPARTMENT

STUDENT MANAGEMENT: Ms Lee Justice

ENGLISH: Ms Verushka Torrens

HEALTH & PHYSICAL EDUCATION: Ms Angie Greenslade

HUMANITIES AND BUSINESS: Mr Anthony Grimbergen

DESIGN AND TECHNOLOGY: Mr Darren Kerr

MATHEMATICS: Ms Ashlee Gardiner

SCIENCE: Mr Jamie Popham

SENIOR SCHOOLING: Ms Allie Jeffries

SPECIAL EDUCATION: Ms Lindy Stokes

STUDENT WELLBEING..... Mr Cameron Daniel

JUNIOR SECONDARY: Mr Liam Callaghan

THE ARTS: Ms Nicole Milosevic

BUSINESS INFORMATION, COMMUNICATION TECHNOLOGIES..... Mr Grant McDougall

VET :

SUPPORT STAFF

GUIDANCE OFFICERS: Mr David Pye, Ms Natane Kriedemann, Mr Liam Ritchie

SCHOOL BASED YOUTH HEALTH NURSE..... Ms Samantha Lines

SCHOOL CHAPLAIN Ms Caitlin Westaway

SCHOOL BASED YOUTH SUPPORT OFFICER..... Mr Beau Arnold

BEHAVIOUR SUPPORT CO-ORDINATORS Ms Mi-Chal Purcell, Ms Kate Tomlinson, Ms Megan Malaki

INDIGENOUS EDUCATION CO-ORDINATOR..... Ms Jaimee Davis



CONTACTS

ENROLMENTS OFFICER..... (07) 5428 5555
ABSENTEE OFFICER:..... (07) 5428 5522
TUCKSHOP CONVENOR: (07) 5428 5539
CASHIER: (07) 5428 5553

SCHOOL DETAILS

Address Details

Postal Address: PO Box 835, CABOOLTURE, 4510
Address: Visentin Road, MORAYFIELD, 4506
School Location: 2154
E-Mail: 2154_admin@eq.edu.au
Facebook: www.facebook.com/MorayfieldSHS

Telephone Details

Telephone: 07 5428 5555
Fax: 07 5428 5500
Student Absentee Line: 07 5428 5522
Canteen: 07 5428 5539
Cashier: 07 5428 555

Instagram: www.instagram.com/morayfieldshs

School Year 2024

Semester 1 Term 1 – Monday 22 January to Thursday 28 March
 Term 2 – Monday 15 April to Friday 21 June
Semester 2 Term 3 – Monday 8 July to Friday 13 September
 Term 4 – Tuesday 30 September to Friday 13 December

Final Dates for 2024

Year 12 Friday 15 November 2024
Year 10, 11 Friday 29 November 2024
Year 7, 8, 9 Friday 13 December 2024

School Hours-

Office Hours: 7.45am to 3.30pm (School Term)
Cashier Hours: 7.45am to 1.00pm (School Term)

Formal Uniform Days

Junior Students - Monday
Senior Students - Monday

Bell Times

	Every Day
Period 1	8.30am – 9.40am
Period 2	9.40am – 10.50am
Break	10.50am - 11.50am
Period 3	11.50am - 1.00pm
Transition to Class	1.00pm - 1.10pm
Period 4	1.10pm - 2.20pm



PRINCIPAL'S WELCOME

Welcome to Morayfield State High School. I am very proud to serve the community of Morayfield as its principal. Morayfield State High School is a dynamic and growing school. Our school has outstanding programs and strong relationships within our cluster and beyond. We are proud of our school and put the needs and wellbeing of our young people first.

Our vision of Achieving Excellence through Innovation, Integrity, Leadership and Cooperation is best achieved by parents, teachers and students working together through positive, respectful and supportive relationships to develop a mindful, caring and compassionate school community. We have an integrated approach to responding to student learning and needs and develop external networks and partnerships accordingly. Our school community celebrates and recognizes the achievements of its members.

We have high expectations about student achievement and we see it as our job to ensure that every child has a successful pathway through our school. Morayfield High has developed a strong reputation for the provision of high-quality educational opportunities across academic, sporting, cultural and citizenship areas. Our vision commits us to the concept of excellence. We believe passionately that every single student is capable of reaching their potential. Through hard work and a passion for learning, students are encouraged to strive for personal excellence – doing their very best.

This is a great school in which students can learn, grow and achieve. We are passionate about developing students and teachers and we model this by setting high expectations, exuding great optimism and believing that we can achieve so much together.

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.

Working in partnership with students, parents, staff and the community is important to me. Our highly qualified staff aim to inspire our students with a life-long love of learning and are characterised by their dedication, professionalism and care of our students. This is evidenced through their commitment to professional development, personal wellbeing and ongoing reflection and dialogue. As a school, we are committed to ongoing improvement and an unrelenting focus on excellence. Morayfield State High School is a great school which is working proactively to ensure every student succeeds.

Regards,

Katrina Larsen

Principal.



SCHOOL VISION AND VALUES

Our Vision

Achieving excellence through Innovation, Integrity, Leadership and Cooperation

Our School Values

Respect, Responsibility, Cooperation

Our School Motto

Strength through Integrity

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://morayfieldshs.eq.edu.au>)

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 Year 6 into 7 Orientation Day; or the student has an identified disability, major medical concern or complex circumstances e.g. care arrangements. When returning completed enrolment forms, a copy of your student's most recent report card and any other relevant information is required, along with the sighting of your student's birth certificate (if not having enrolled in a Queensland State School before). This information can include catchment documents, whether your student has an AIMS record and any medical practitioner's documentation regarding medical conditions.

Years 8-12

All new enrolments are by interview only. A Parent/Carer and the enrolling student are required at the enrolment interview. A copy of your student's most recent report card and any other relevant information is required, along with the sighting of your student's birth certificate (if not having enrolled in a Queensland State School before). Other relevant information can include catchment documents, whether your student has an AIMS record and any medical practitioner's documentation regarding medical conditions. After your completed paperwork has been sighted, a suitable appointment time can be arranged.



CURRICULUM

Year 7 - 10

All students in Years 7- 10 complete studies from the 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 to support students to meet an appropriate standard. Teaching and learning experiences are planned using the Australian Curriculum. Students develop the knowledge and skills to engage effectively in learning across a range of subject disciplines in a range of learning environments, this is a focus on the cognitive verbs.

Year 11 - 12

In Year 10 Senior Education and Training (SET) Plans are developed for all students, identifying a designated pathway to Tertiary Studies, further training or employment. Year 11 and 12 students' complete studies in English and Mathematics and a selection of General Subjects, Applied Subjects and Vocational Education and Training Certificates. School-based 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. Students can enter the school's instrumental music program to receive tuition from Education Queensland's Instrumental Music Teachers. An annual hire and participation fee applies. When an appropriate standard is achieved, students will be invited to join one of the school ensembles. Instrumental Music Program Enrolment Forms are available from the Arts Department.

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 a wide range of interschool sporting events, organised sport, lunchtime sporting competitions and recreational programs. 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/carer 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.



CONNECT

CONNECT is our whole school wellbeing and positive education program. The aim of the program is to equip our students with organisational, social and personal skills that enable them to become healthy and resilient individuals and members of the wider community. We educate our students about the amazing benefits of adopting an optimistic outlook in their lives and introduce them to the little positive actions they can do often so that they shine. Through this program we are able to prepare students to adopt growth mindsets to learn and try new things and as a result enhance their brain's ability to grow and develop. This program is delivered to all students on a Monday. Senior students on a Wednesday during Period 4 and Junior students on a Thursday during Period 4.

FLEXI PLACE

Flexi Place is a program that allows students who are experiencing difficulties that prevent them from engaging in their learning, to remain with their peers and friendship groups, keep a regular school routine, have a strong sense of belonging, be part of the school community and continue their schooling with an uninterrupted curriculum.

Flexi Place is a program that allows students to achieve success in a smaller, more personal learning environment. Students attend Flexi Place on **individual timetables** to access aspects of learning that reflect their **personalised learning needs**, and remain in their 'mainstream' classes for other subjects and electives.





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.
- Comply with all requirements of the Academic Integrity Plan.
- Ask for assistance when needed.
- Use class time efficiently.

Parent/Carer 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/carers 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.

ACADEMIC INTEGRITY PLAN

Morayfield State High School has an Academic Integrity Plan in place to clarify the student, staff and parent/carers responsibilities in relation to the preparation and submission of all formal assessments. The plan highlights the need for students to meet assessment deadlines, including drafting, with assessment which is a clear and authentic demonstration of their knowledge and skills.

Students who have experienced personal injury, illness, grief, loss or trauma or have a diagnosed disability which may be a barrier to their performance in assessment, may be eligible for assessment that has a modified access arrangement and/or reasonable adjustment. This, along with the AARA application process for short term and/or one-off situations, is also outlined in the Academic Integrity Plan. For further information, see the school website for details.



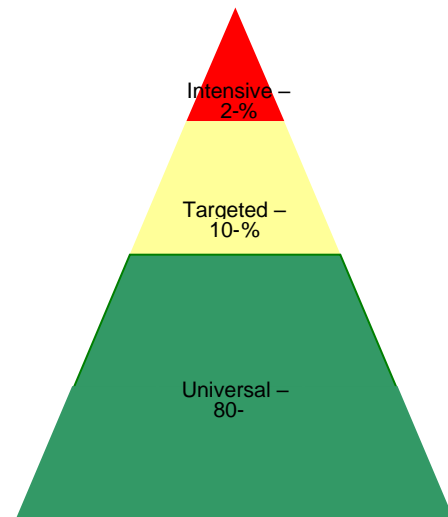
STUDENT CODE OF CONDUCT

Morayfield State High School uses multi-tiered systems of support (MTSS) as the foundation for our integrated approach to learning and behaviour. MTSS is a preventative, differentiated model grounded in practical strategies, targeted planning and data-informed decision-making. Based on a problem-solving model, in MTSS school staff match increasingly intensive interventions to the identified needs of individual students.

Effective behaviour management strategies require the creation of a positive whole school culture, quality learning and teaching practices, relevant and engaging curriculum and a range of provisions that are characterised by non-violent, non-coercive and non-discriminatory practices. They range from positive preventative action for all students, through to intensive intervention for specific individuals or groups.

Morayfield State High School implements the following proactive and preventative processes and strategies to support student behaviour:

- Explicit teaching of the CONNECT program and explicit term focus on school values;
- Design of engaging and relevant curriculum programs;
- High quality pedagogical practices informed by the Pedagogy Plan;
- Implementation of the Essential Skills for Classroom Management and Classroom Profiling;
- A structured recognition program to acknowledge and reinforce positive behaviour;
- Communication and consultation with the immediate and broader school community to gain rich and authentic feedback that ensures continuous improvement through social media, surveys, newsletters, school website, email, information evenings, flyers, letters, and direct conversation;
- Clearly defined policies and practices that are published for the whole school community and are consistently applied.





MORAYFIELD STATE HIGH SCHOOL



STUDENT BEHAVIOUR EXPECTATIONS

Rule	All Settings	Classroom	Library	Assemblies	Canteen	Off Site Activities	Break Periods	Amenities (Toilets)	Transitions
BE RESPECTFUL	<ul style="list-style-type: none"> ✓ 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 	<ul style="list-style-type: none"> ✓ Remove hats ✓ Speak politely ✓ Be considerate of others ✓ Follow directions ✓ Listen when the teacher is teaching 	<ul style="list-style-type: none"> ✓ Ask library staff politely for assistance ✓ Share resources ✓ Work quietly 	<ul style="list-style-type: none"> ✓ Applaud appropriately ✓ Listen attentively ✓ Remove hats before entering ✓ Participate in singing the national anthem 	<ul style="list-style-type: none"> ✓ Use good manners ✓ Wait patiently and keep hands to yourself 	<ul style="list-style-type: none"> ✓ Represent the school with pride ✓ Respect community members and their property ✓ Use good manners 	<ul style="list-style-type: none"> ✓ Encourage fair play ✓ Be tolerant ✓ Use appropriate language ✓ Use school facilities in an appropriate manner 	<ul style="list-style-type: none"> ✓ Have one person per cubicle ✓ Respect others right to privacy 	<ul style="list-style-type: none"> ✓ Follow safe travel and transport procedures ✓ Respect school and public property ✓ Speak politely to everyone
BE RESPONSIBLE	<ul style="list-style-type: none"> ✓ 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 	<ul style="list-style-type: none"> ✓ Honour internet agreement ✓ Use resources appropriately ✓ Complete all assessment and homework on time ✓ Participate fully in all lessons 	<ul style="list-style-type: none"> ✓ Select resources quickly and return to allocated areas ✓ Return resources by due date ✓ Follow library procedures 	<ul style="list-style-type: none"> ✓ Correctly wear formal uniform ✓ Sit in designated areas ✓ Arrive on time 	<ul style="list-style-type: none"> ✓ Line up in an orderly fashion ✓ Leave bags at exit 	<ul style="list-style-type: none"> ✓ Return consent forms/money by required date ✓ Be sun safe - wear a hat and sunscreen ✓ Wear correct footwear ✓ Ensure you are well prepared for the activities 	<ul style="list-style-type: none"> ✓ 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 	<ul style="list-style-type: none"> ✓ Maintain a clean environment ✓ Observe hygienic practices ✓ After use, leave promptly ✓ Use amenities during breaks 	<ul style="list-style-type: none"> ✓ Once at school, stay at school ✓ Arrive on time ✓ Move to class on the bell ✓ Access lockers in an orderly manner
BE COOPERATIVE	<ul style="list-style-type: none"> ✓ Follow directions given ✓ Work in a cooperative manner with all students and staff ✓ Give your best effort at all times 	<ul style="list-style-type: none"> ✓ Put hand up to speak ✓ Leave classroom tidy ✓ Wait for teacher directions before entry and exit ✓ Turn off and put away all electronic devices 	<ul style="list-style-type: none"> ✓ Place bags and hats in racks prior to entry ✓ Follow entry and exit signs 	<ul style="list-style-type: none"> ✓ Leave bags, hats, sunglasses and electronic devices in classrooms prior to attending assembly ✓ Assist with pack up and set up when required 	<ul style="list-style-type: none"> ✓ Be ready with order and money ✓ Follow instructions of canteen and supervising staff 	<ul style="list-style-type: none"> ✓ Abide by conditions of venue/facility ✓ Be actively involved in the activity 	<ul style="list-style-type: none"> ✓ Assist peers to ensure school grounds are clean and tidy ✓ Follow directions given by all staff 	<ul style="list-style-type: none"> ✓ Report smoking and damage ✓ Use facilities appropriately 	<ul style="list-style-type: none"> ✓ Keep left and follow the arrows on pathways/walkways

Student Learning Expectations

What are you learning? Why?	How are you doing?	How do you know?	How can you improve?	Where do you go for help?
<ul style="list-style-type: none"> I know what the Learning Intentions are for each lesson. I know what skills I need to learn and demonstrate to complete the assessment item. 	<ul style="list-style-type: none"> I know I am prepared for class each lesson. I am an active participant in all class activities and discussions. I know I am trying my best in all learning activities. 	<ul style="list-style-type: none"> I know what success looks like I can track my own progress by using success criteria. I am able to demonstrate the required cognitions and learning activities. 	<ul style="list-style-type: none"> I ask for and apply feedback from my teacher and peers to improve my work. I will improve by being at school every day. I will improve by being motivated and trying every day. 	<ul style="list-style-type: none"> I can add to my learning by researching areas I don't know. I know I can get help from my teachers. I can get help with responding to questions by: <ul style="list-style-type: none"> ✓ Asking a friend ✓ Asking teacher for more information. ✓ 50/50 option ✓ Ask for more time ✓ The Wall ✓ One Note



RECOGNISING POSITIVE BEHAVIOUR

The Student Code of Conduct outlines our approach for facilitating positive student behaviour based on PBL philosophy and supported by Essential Skills for Classroom Management, Classroom Profiling and Restorative Practices. Through our school plan, shared expectations for student behaviour are articulated to everyone to ensure consistent expectations in creating and maintaining a positive, calm, disciplined and productive learning and teaching environment.

Morayfield State High School community has identified the following universal behaviour expectations to teach and promote our high standards of behaviour:

Be Respectful.

Be Responsible.

Be Co-operative.

These values have been used in the development of this Student Code of Conduct, with the aim of helping shape and build the skills of all our students to be confident, self-disciplined and kind young people. Our school staff believe that communication and positive connections with other people are the most valuable skills our communities need now and in the future.

Student Leadership

Students at Morayfield State High School are encouraged to participate in all aspects of school life. As such, the Morayfield State High School Student Leader Development Program provides aspiring Student Leaders with a supportive learning environment that helps develop leadership skills through character-based learning opportunities. The program is tailored toward each year level's key focus area in Connect, developed with key leadership literature and best practice at its core. Students are nominated and selected as Student Leaders in Year 7-11 and it is our Year 11 and 12 students who take on the key positions of School Captain, Vice-Captain and Senior Lead

Student Learning Goals

Student learning goals are an integral part of the Connect program. At the start of each term, students are required to complete their Learning and Personal goals which can be found in their school diary. By working together and setting ISMART goals our students are able to activate and achieve their potential.





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 prominently.

While on site, visitors are to sign out on departure. We ask that all parents/carers 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 two 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/carers 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/carers have requested that their students not be photographed or filmed. Check with staff before using cameras, mobile phones or other recording devices to film events at school and help to maintain the confidentiality of all our families. Students are not permitted to take audio or video recordings or photos without direct teacher supervision

Assemblies

The school gathers together in an assembly to celebrate the efforts and achievements of students throughout each term. 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.



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 integral to their developing good study habits that promote learning for life. Our target is for all students to have attendance above 90% and all absences explained. 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 5428 5522
- By email on the day of absence at 2154_studentabsence@eq.edu.au.
- Via your QParents account
- Or by writing a note (signed and dated) and having it delivered to the school by the student or a sibling.
- Via Compass.

If your student has a prolonged absence of more than 10 days due to illness or family commitments other than a holiday, 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.



Absenteeism

Teachers will report unexplained student absences to the Attendance Officer, assuming no other communication has been made. Text messages will be sent to the nominated parent's/carer's mobile each morning if a student has been marked absent or late (without contact from a parent/carer) for school. The Administration team will request that communication be made and will target support structures where required if there is continued absenteeism. If school communication is not responded to, the school may engage with other government agencies and take disciplinary actions to ensure your student re-engages 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 the Student Services Centre. 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 Student Services Centre. Students should have a **letter from a parent/carer** explaining this variation, once again ensuring their safety. This letter should be provided to the Student Services Centre 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. However, if a student arrives at school between 8:30am and 9:00am they are to go straight to their Period 1 Class and have their name marked off the roll. Thereby not incurring the half day penalty.

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 Administration Office who will then contact the parent/carer 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 must carry an out of class pass or sick bay pass provided by their class teacher. Students without either of these items will be required to make up missed work and complete detentions.





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 student is experiencing a problem. Some ways of communication are:

- Parent/Carer/Teacher/Student Performance 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.
- Parent/Carer – Administration and Support Personnel interviews - Parents/Carers are welcome to discuss their student's progress with any of the school's support personnel. Each year level has an assigned Year Level Co-Ordinator, Behaviour Management Co-Ordinator and Deputy Principal 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, but please note that immediate responses may not be possible due to teaching and supervision responsibilities.
- 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.
- Morayfield State High School uses compass as our School Management System. This program allows the school to communicate live student attendance information as well as results and dates for student learning tasks. Compass is free to access and is available via the internet at <https://morayfieldshs-qld.compass.education/login.aspx> or can be downloaded via your mobile application store.

Reporting

Year 7 - 10

The school issues Semester Reports at the end of each Term.

Year 11 & 12

The school issues a report at the end of each unit of study. A range of interviews are held across the year to support students to achieve success.

Student Performance Meetings

The school informs students and parents/carers on their performance through school reports and a variety of performance meetings throughout the year. The expectation is that students of all year levels and their parent/carer will meet with staff at different junctures across the year to discuss student performance and ways to support student success.

Additional pathway meetings include:

- Year 10 SET Plan meetings
- Year 11 Pathway meetings
- Year 12 Pathway meetings
- At Risk meetings



Contacting Students

Parents/Carers are advised to contact their students only through the Student Services Centre should an emergency arise. All students are required to have mobile phones turned off and away during classes. 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.

QSchools and QParents

The QSchools app gives parents/carers 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. This form is contained in our enrolment pack. Once registered you will have access to your student's timetable, report card and positive behaviour and you 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.

Compass Parent Portal

The compass parent portal is an online portal that allows you the access up to date information about our school and your child's progress. The portal is accessible via the web and also via the **Compass School Manager App** (available for download via the App store on your device.)

Within the parent portal are many different features including the ability to:

- Add attendance notes.
- Communicate with your child's teachers.
- View Semester and Progress Reports.
- Book Parent Teacher Conferences.
- View your child's timetable and school calendar.

⌘ Our School will advise parents/carers when each of these features becomes available for parent use.



Accessing Compass:

Compass is a web-based system that is accessible on any modern web browser (Chrome, Firefox, Safari etc). Every family receives a separate login to our school's Compass site. This login information is provided to you by the school via email. If you need assistance locating the Compass site link for our school, go to <http://schools.compass.edu.au>

You will be able to search for our school and access the link.

How to login:

To login, you will require your unique family username and password. These details will be provided to you by the school however if you are yet to receive them, please email 2154_Compass@eq.edu.au

You will initially be provided with a temporary password that you will be prompted to update to one of your choosing when you login for the first time. Upon first login, you will be required to confirm your email and mobile number. These details may be used by the school for SMS/email communications and also password recovery.

A full guide for parents can be found on our school website.

Facebook and Instagram

Morayfield State High School's Facebook and Instagram pages can be found at -

<http://www.facebook.com/MorayfieldSHS>

<https://instagram.com/morayfieldshs/>

These pages are regularly updated to celebrate students sporting and academic success, our wellbeing and PBL activities as well as provide vital information for parents/carers

Email/SMS

A regular form of communication with parents is via e-mail and SMS. It is therefore important to keep the school informed of any changes to your contact details.

STUDENT HEALTH

Accidents and Illness

Students who are sick or injured receive treatment from staff trained in First Aid and will be monitored at the Office until parents/carers are able to collect them. Parents/Carers 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/Carers are contacted to inform them of serious injuries. If you cannot be contacted, your student will still receive treatment.



Medical Conditions

If your student 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 Administration 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/carer 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

Health Plans refer to 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

Action Plans are 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 Plans developed by peak medical organisations available for medical or qualified health practitioners to complete.

Emergency Health Plans

Emergency Health Plans are 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/carer, 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

Individual Health Plans provide 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

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/carer. Some school activities and physical education, particularly contact sports, carry inherent risks of injury.

Parents/Carers 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/carer. Some incidental medical costs may be covered by Medicare. If parents/carers have private health insurance, some costs may also be covered through their private health insurance. Any other costs would be borne by parents/carers.

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/carers as to the types and levels of private insurance they arrange to cover their student for any accidental injury that may occur. Parents/Carers should contact their insurer or an approved Australian insurance broker for more information about student personal accident insurance cover for their student.





STUDENT 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.

Student Management Team

- Provide coaching and mentoring to staff and students around behaviour.
- Facilitate mediations with a restorative justice framework to strengthen relationships.
- Investigate major behaviour incidents and support Deputy Principals.
- Deliver and coordinate behaviour programs e.g. Flexi

Guidance Officers

- Provide counselling and guidance support to individuals and families for a range of personal and educational issues.
- Support mental health and wellbeing of students through: identification, referral, collaborative work with clinical care providers and family.
- Provide specialist career planning and decision-making advice including: subject selection, post school course selection (TAFE, universities and other training providers).

Student Wellbeing Team

- Head of Department monitors student attendance.
- Provides a Connect program to support student links with self, school and community.
- Liaises with outside agencies to provide support e.g. RAGE

School Based Wellbeing Psychologist

- Attends the school one day per week (part of a cluster of schools).
- Provides therapeutic psychological services to students within M.S.H.S. only.
- Provides individual support to students with mild to moderate mental health concerns.
- Students engaging with the S.B.W.P are based on referrals from the Senior Wellbeing Team, Guidance Officers and Principal.

School Based General Practitioner

- Attends the school one day per week in order to run a clinic.
- Provides support for a range of students' physical health and wellbeing and mental health needs.
- Only students attending M.S.H.S can participate in this service.
- Their sessions are 100% bulk-billed for those students with a Medicare card.



School Based Police Officer

- Attends the school three to four days per week and is linked with Moreton District Crime Prevention Unit.
- Promotes positive relationships between the school community and the police.
- Attends school events, functions and participates in school life.
- Promotes the understanding of the law/legal process and procedures, particularly in relation to young people.
- Attends to police-related matters within the school community, where appropriate.
- The duties of the S.B.P.O. are supported and monitored by a local consultative team, which includes principal/s, the S.B.P.O. and the S.B.P.O.'s QPS supervisor.

Chaplain

- Provides support through one on one meetings
- Attends and organises camps/activities.
- Provides spiritual guidance.
- Funded through Chaplaincy Funding and fundraising activities.



School Nurse

- Supports students with information about health problems both physical and emotional particularly related to adolescence.
- Assists with the delivery of health curriculum.

Indigenous Support

- Coordinates Literacy Intervention and support.
- Student support and welfare.
- Liaises with families and outside agencies.
- Cultural awareness and enterprise.
- Accessing school and tertiary scholarships.



- Facilitates the 'Closing the Gap' agenda.
- Two CEC (Community Education Counsellor)
- Indigenous Teacher Aides
- Indigenous Co-ordinator
- ARTIE Program – Broncos FOGS

Year Level Co-ordinators

- Maintain two-way communication between staff and student bodies.
- Liaises with families.
- Monitor student wellbeing and welfare.
- Monitor and promote Student attendance.
- Monitor student Dress Code requirements.

Special Education or Learning Support

- Provides programs for students with learning difficulties.
- Assists students with integration in classes, work experience and outside courses.
- Provides tuition in literacy and numeracy.

Youth Support Co-ordinator

- Individual student support.
- Networks with staff and support agencies.
- Provides specialised support and intervention programs.

Industry Liaison Officer

- Supports student in years 10-12 to access work experience.
- Assists students in accessing school-based traineeships and apprenticeships.
- Supports students to transition to work partnerships.
- Builds links with employers and industry.

Link and Launch Officer

- Supports Graduates with a QCE to navigate a range of post school education, training and work options.
- Assists graduates to identify goals, aspirations and skills.
- Builds links with employers and Industry.



TRAVEL TO AND FROM SCHOOL

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

Contact Numbers

Bus Companies

Kangaroo Bus Lines: 1300 287 525

Caboolture Bus Lines: 5495 4744

Trains

Caboolture Train Station: 13 16 17

Morayfield Train Station: 13 16 17

Burpengary Train Station: 13 16 17

Narangba Train Station: 13 16 17

Bicycle and Scooter Riders

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

Skateboards

Skateboards are not permitted at school. Infringement will result in the skateboard being confiscated and parents/carers contacted to collect the item. Skateboards 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 Council car park or legal on-street parking, during the period they are at school. Students are not permitted to park on school premises. To ensure the safety of all students, the following procedures should be followed:

- Student drivers must obey all road and school rules.
- Students park only in the Council car park or legal street parking. Students are not permitted to park on school grounds.
- Students are not permitted to drive to sport, recreation or excursion venues when school organised alternatives are provided i.e. buses.
- Forms are available from student services to register vehicle details in the case of situations where a vehicles lights have been left on.

DRESS CODE

The School community, through their Parents Consultative Committee, decide their students' dress code, which reflects the values and unique qualities 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 and students.

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 and students to supporting the dress code.

Students who are “out of uniform” are required to present a note of explanation to their Year Level Coordinator, Head of Department or Deputy Principal on each occasion. Students who regularly or continually breach the Dress Code will have consequences imposed.

Where possible students who are “out of uniform” will be required to change into a loan uniform provided by Student Services. The loan uniform is to be returned to Student Services at the end of each loan period. Students who do not return the loan uniform at the end of the loan period will be invoiced for the purchase price of each uniform item outstanding.

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 (this also includes year level assemblies) on excursions and 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.

Formal Uniform Days

Junior Students - Monday

Senior Students - Monday

***All uniforms are available at The School Locker, North Lakes**



Welcome to The School Locker



Shop 4-6 Burke Crescent
North Lakes QLD 4509

3490 1400

www.theschoollocker.com.au

Monday: 8:30am - 5:00pm

Tuesday: 8:30am - 5:00pm

Wednesday: 8:30am - 5:00pm

Thursday: 8:30am - 5:00pm

Friday: 8:30am - 5:00pm

Saturday: 9:00am - 3:00pm

The School Locker is very pleased to be the official supplier of the Morayfield State High School uniform.

Your school uniform will be available to purchase from our retail superstore, located at Burke Crescent North Lakes, as well as online through our secure website: www.theschoollocker.com.au. Families can shop online from home and have purchases delivered to their nominated address. The North Lakes superstore is conveniently open 6 days a week. It is a one stop shop for all your Back to School and year-round top up school needs. We also stock a large selection from other products such as **Technology, Music, Stationery, Footwear and Sport**.

The School Locker – North Lakes

The School Locker – North Lakes provides all of the following benefits:

- Morayfield State High School uniform
- Open 6 days a week
- Plenty of parking
- Custom designed superstore, allowing a relaxed and professional experience
- A huge range of Technology, Music, Stationery, Footwear and Sporting goods
- Trained staff in all categories able to assist each student's specific requirements
- Flexible finance options such as Latitude Interest Free, and rental programs
- Student discounts and monthly specials on selected products for all Student Advantage card holders



2024 Price List

Customer Price List - Morayfield State High School

Formal Uniform Set 1		Casual Uniform	
Dress	\$ 69.95	Polo - Sport	\$ 35.95
Sock - White - 3pk	\$ 11.95	Short - Sport	\$ 27.95
Green Tie	\$ 11.95	Sock - White - 3pk	\$ 11.95
Badge (Compulsory with Tie)	\$ 4.00	Hat - Bucket	\$ 17.95
		Cap	\$ 17.95
Form Uniform Set 2		Additional	
Skirt	\$ 56.95	Short Rugby	\$ 28.95
Flat Front Formal Short	\$ 35.00	Socks Rugby	\$ 13.95
Flat front Pant	\$ 30.00	Track Jacket (New)	\$ 59.95
Blouse	\$ 44.95	Track Pant (New)	\$ 35.95
Sock - White - 3 pk	\$ 11.95	Pullover (New)	\$ 46.95
Green Tie	\$ 11.95	Blazer	\$ 105.95
Badge (Compulsory with Tie)	\$ 4.00		
Formal Uniform Set 3			
Shirt	\$ 30.95		
Short	\$ 35.00		
Navy Trouser	\$ 40.00		
Sock - White- 3pk	\$ 11.95		
Tie	\$ 20.95		



All prices correct as of 11/07/2023.

Prices subject to change.

Finance Options available.

Available at North Lakes Store,

4-6 Burke Cres, North Lakes, QLD



Apple Authorised Education Reseller





Uniform

Formal Uniform – Set One

- Striped dress (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 or white, 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), with laces the same colour as the shoes for example plain black shoes must have black laces and plain white shoes must have white laces.
- Green Tie.
- The school badge (compulsory) to be worn on the tie.

Formal Uniform – Set Two

- Green skirt or navy flat front shorts or flat front pants with striped blouse (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 or white, 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), with laces the same colour as the shoes for example black shoes must have black laces and white shoes must have white laces.
- Green Tie.
- The school badge (compulsory) to be worn on the tie.

Formal Uniform – Set Three

- Navy blue trousers or shorts.
- White business shirt with school logo on pocket. To be worn out or tucked into trousers or shorts with a plain black belt for special events.
- Socks: short black or white socks with formal shorts (must be visible), black socks with trousers.
- Shoes: The minimum standard is plain, flat, black or white, 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), with laces the same colour as the shoes for example black shoes must have black laces and white shoes must have white laces.
- Navy Tie.
- The school badge (optional) to 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 or white, 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), with laces the same colour as the shoes for example black shoes must have black laces and white shoes must have white laces.



Other Uniform Items


- Plain navy tracksuit pants, jerseys, or jumpers can be worn if School tracksuit is not available
- School bucket hat or cap compulsory for outdoor activities.
- School blazer.
- School tracksuit pants and school jacket/jumper.

School Footwear

- The minimum standard is plain, flat, black or white, 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), with laces the same colour as the shoes for example plain black shoes must have black laces and plain white shoes must have white 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 non-porous 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.


Morayfield State High School


Guide to correct footwear





Correct Footwear


✓























Incorrect Footwear


✗






















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 small handbags.
- Bags should not display any inappropriate or offensive words or images.

Unacceptable Items

Include, for example, but 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, cargo side pockets.
- Shorts which extend below the knee.
- Board shorts, basketball shorts or checked shorts.
- 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.
- Leggings or active wear.
- E-cigarettes, pop vapes, vape pens, box mods and vaporizer.

Make-up and Nail Polish

- Make-up and nail polish worn should be of a protective nature (e.g. tinted sun-block, clear nail polish) and not of a decorative nature (e.g. 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 be clear and flat or covered at all times. Spacers and Spikes must be removed.

Other Approved Shirts

- Senior shirts can only be worn by Year 12's and can only be worn with the casual uniform.
- Senior Shirts or Jerseys – Please note that we allow the senior jersey to be worn instead of the school jumper (i.e. with the formal uniform) `.

Hair

- Natural hair colours only.
- A neat, well-groomed appearance is to be maintained at all times.



Sun Safety

As part of the Morayfield State High School Sun Safety policy our students are required to wear protective clothing, including appropriate hats, when outdoors during the school day and during school related activities (for example, excursions/camps) to reduce students' exposure to the sun.

As a result, students are required to wear either our school broad brimmed hat, bucket hat or cap when outdoors or playing sport. When a hat cannot be worn either for safety reasons or when playing a particular sport, students are required to wear sunscreen.

For further information please refer to our sun safety policy on our school website. www.morayfieldshs.eq.edu.au

Procedures for Non-Compliance with Dress Code

Students who are in breach of the Dress Code as per the student diary/will report to the attendance/uniform window between 8.00 and 8.30am to be loaned the appropriate uniform. A note is required from home to explain each uniform infringement.

If a student does not go to the window during the prescribed time, class teachers will mark student uniform infringements in Compass as an unauthorised uniform infringement. Students who receive unauthorised uniform infringements will be required to attend a lunchtime detention, monitored by Student Services staff.

If a student fails to attend lunchtime detentions/or develop patterns of non-compliance further consequences will be imposed.

NOTE: Students who 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.morayfieldshs.eq.edu.au or by contacting the school office.

- Attendance Policy
- Complaints Policy
- School Dress Code
- Acceptable Use Policy
- Refund Policy
- Student Code of Conduct
- Assessment Integrity Policy



Morayfield State High School

Personal Digital Device Policy

At Morayfield State High School personal digital devices are seen as a distraction to learning at school. Personal digital devices are to be switched off and out of sight during scheduled class time.

The policy has been enacted because:

- educational outcomes are increased when students are actively engaged in the learning and not distracted by personal digital devices.
- the use of personal digital device cameras/videos invade students' and staff members' right to privacy.
- inappropriate content cannot be blocked by the school on personal digital devices using cellular networks.

Personal devices include but are not limited to: Mobile phones, headphones/ air pods, gaming devices, iPods/ media players, smart watches, fitness trackers. Note: Smart watches/ Fitness trackers are to be disconnected from the student's mobile phone during class time.

Outside Class Time

- The recording of sounds or taking video footage or still images of people without their authorisation or knowledge is not permitted.
- One earphone only is to be used while listening to music due to safety concerns.
- The use of a personal digital device to bully or harass is not permitted. Refer to the Student Code of Conduct.

Exceptions

- The only students who may have their mobile phones switched on and visible are those with a Medical Plan and authorisation from the Principal or Year Level Deputy Principal.
- Headphones can be used for specific curriculum use with HOD approval.



BRING YOUR OWN DEVICE (BYOx)

Morayfield State High School operates a BYOx (Bring Your Own Device) network. This means your student is encouraged to bring their own computer to school to use. All students are encouraged to bring a device that will be suitable for their learning needs. For the vast majority of students this would be a laptop device. A list of approved devices is outlined in the BYOx Student Charter.

In order to connect to our network, you will need to collect the 'Student BYOx Charter'. This document outlines all of the specific details you will need to select the right device. This document also clearly outlines all of the student and parent rights and responsibilities. The 'Student BYOx Charter' contains a permission slip that is to be returned to the school technicians in G Block who will schedule a time to assist the student to connect to the network for the first time.

Students are able to connect up to 3 devices simultaneously. For some students this could be a Laptop, and Tablet. Students once connected to the network are able to access local content off the server, access the departmental filtered internet, access email services and print.

STUDENT RESOURCE SCHEME LAPTOP PROGRAM

In 2021, a student laptop hire program was introduced. The program in 2024 will be open to interested students in all year levels. There are a limited number of devices available in the program.

The student laptop hire program has been designed to complement the current BYOx program. Students may still choose to BYOx but they **must** choose one of these options so that all students in the class have constant and consistent access to a computer.

All laptops used in the program have been set up for each individual student and are not to be used by others; the laptops are the property of the Queensland Department of Education and Training (DET), regardless of funding source. The school will take no responsibility for any theft or damage. Where the laptop is damaged or stolen, the school may invoice a student's parent/caregivers for the full cost of repair or replacement and the misuse of school laptops will be dealt with according to the Morayfield State High School's Student Code of Conduct.

Students will be required to pay a yearly fee of \$250.00 (pro rata based on enrolment) for the personal use of these laptops. This payment can be made upfront or paid in instalments across three (3) terms. At the end of each school year a Laptop Hire Agreement will need to be entered into by Friday November 24th and Laptop presented to the Technicians for checking and maintenance. Should this not occur, the device will be returned to the school for the Christmas holiday period.

The laptop will be covered for the standard manufacturer's warranty and accidental damage. The IT department at Morayfield State High School will manage any Accidental Damage or Warranty claims should they be necessary. *For full details of the program please refer to the Student Laptop Hire Agreement Charter.*

If parents feel that they are unable to engage in either of these programs, they will be required to meet with the Deputy Principal to discuss possible options or timing to access a device.

All laptops used in this program will be set up for each individual student and will come standard with the schools Managed Operating Environment (MOEv20H2 Windows 11 Education Edition), Microsoft Office 365, filtered internet, access to the school network and access to school software.



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 Student Services Centre. 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 Student Services Centre at the beginning of the day for safekeeping.

SMOKING

The Queensland Government has passed amendments to the Tobacco and Other Smoking Products Act (1998), banning the use of smoking products, including tobacco and electronic cigarettes (vapes), in all enclosed and outdoor areas at state and non-state schools in Queensland – including primary, secondary and special education facilities – and for five meters beyond the boundary of school land. The New laws apply at all times – during school and after school hours, on weekends and during school holidays. For information about Queensland's tobacco laws, contact 13 QGOV (13 7468) or visit www.qld.gov.au

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 3:00pm in the Library. 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 Parents and Citizens' Association runs the Tuckshop at the school.

Email: PandC@morayfieldshs.eq.edu.au



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. If you can help us in any way, please contact the Tuckshop Convenor on 5428 5539.

Hours of Operation.

7.00 am to 12:00 pm

FLEXISCHOOLS

Flexischools is the fast and secure way to order and pay for tuckshop lunches. Take advantage of this service by going to www.flexischools.com.au to register.

Step 1 – Register for Flexischools

Step 2 – Top-Up your Account

Step 3 – Order and Pay

Step 4 – Review Orders





FINANCIAL COMMITMENTS

The following information will assist you in planning your financial commitments for the school year, and ensure that your student 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/carers 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

Whilst in accordance with the Education (General Provisions) Act 2006, the cost of providing instruction (e.g. teachers), administration (e.g. staffing and resources to administer the operations of the school) and facilities (e.g. buildings, amenities, furniture) for the education of a student at a state school is met by the State, parents/carers are directly responsible for providing their student with textbooks and other resources while attending school.

Morayfield State High School offers a Student Resource Scheme (SRS) as an economical alternative for the provision of high-quality resources for their students. The SRS is organised by the school, operates under the policy and guidelines of the Department of Education, and is approved by the P&C Association. Participation in the scheme is optional, however before you make your decision, please read the following information to assist you in planning your financial commitments for the 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 Student Contribution to SRS is \$175 plus the Government Textbook Allowance. A comprehensive list of resources provided by the Student Resource Scheme for 2024 will be available upon request from the school or on our website in the documents store.

In 2024 the student laptop hire program will continue. The Student Laptop Hire Program Fee for is \$250. The laptop hire program has been designed to complement the BYOx program. Students may still choose BYOx but they must choose one of these options so that all students in the class have constant and consistent access to a computer. See Student Laptop Charter for further information.

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. This is to offset fees associated with the participation in the school SRS.



The indicative Government Textbook Allowance per student is adjusted annually and for 2024 is

Year 7 to Year 10	\$146
Year 11 to Year 12	\$317

Above figures correct at time of printing

The scheme is not used to raise funds for any other purpose other than to provide resources for your student. Participation fees are directly applied to fund the resources provided by the scheme. The scheme provides the entire package for the specified participation fee and is not available in part unless specifically discussed and signed by the Business Manager.

Items provided by the scheme vary from owned, hired or used in class. Some examples of items included in the SRS are student diary, ID card, textbooks, ebooks, educational resources, specialised equipment, consumables and materials that, in the absence of the scheme, would normally be purchased by the parent for the student to use at school. The scheme may also include printed materials such as workbooks and worksheets, produced by the school in lieu of prescribed textbooks.

Benefits of the Scheme

- Students have the required resources for their education whilst at school.
- The benefits from the saving that the school can secure through bulk purchase and discounts are passed onto families.
- The scheme saves parents/carers time and money in sourcing appropriate textbooks, e-learning resources and other materials supplied under the scheme.

Terms and Conditions

A full copy of the Terms and Conditions of the Student Resource Scheme is included on the reverse of the Participation Agreement Form

Participating in the scheme is voluntary. A parent's decision to participate is based on consideration of the value afforded by the scheme. If a parent chooses to participate in the scheme and complete the Participation Agreement Form, a fee will be due and payable.

Where an issued item is lost or negligently damaged or not returned, the parent will be invoiced and required to pay the replacement cost of the item.

The Textbook and Resource scheme **DOES NOT** include:

- Voluntary contributions to supplement the instruction, administration and facilities provided at the school;
- Resources funded by the state through grant funding to provide a core educational service including student internet access during class time;
- Personal protective clothing where required;
- Personal stationery items as outlined in the relevant Year Level Stationery requirements list e.g. exercise books, graph paper, calculators, drawing equipment, display folders, binders, biros, pencils etc;
- 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.
- User Pays Certificate Course Fees.



Note:

Before a student can be considered for participation in an optional school activity, a parent/carer who has joined the scheme is expected to have:

1. Fully paid the textbook and resource fees; or
2. Paid the Student Resource Scheme (SRS) fees up to and including the week in which the school activity takes place; or
3. Have made regular on-going payments towards the SRS fees, as previously arranged with the school Principal/Business Manager
4. A student whose parent/carer has joined the Student Resource Scheme but not paid the participation fees, will continue to be provided with instruction, administration and facilities for their education, however the student will not be considered eligible to participate in non-curriculum related School activities.

In return for a SRS fee of \$175 plus the Government Text Allowance, the Scheme provides:

- Administration of the scheme.
- Long term loans of prescribed textbooks for classroom and/or home use. (Digital and Hardcopy)
- Short term loans for classroom and/or home use (e.g. Plays or novels studied in English).
- Use of class sets (e.g. 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 hire such as graphical calculators, cameras, electronic devices.
- Reference audio/video tapes.
- 1 Student Diary
- 1 Student ID Card – for external use (student discounts, transport).
- Provision of ICT software, programs and support.

A detailed list of all resources included in the SRS are detailed in the SRS Resource List on the school website or available from the school office.

Additional Subject fees will be charged for Certificate Courses provided by external providers. Payments must be made by due dates as indicated in the relevant subject selection handbook.

Non-Participation in Scheme

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

Parents/Carers who do not wish to participate in the Student Resource Scheme are required to inform the school by **Wednesday 31st January 2024** by completing the Student Resource Scheme Participation Agreement Form and indicating that you do not wish to participate in the scheme.

A parent/carer 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.



Key Payment Dates	
If Paying in Full	
Full Payment and completed form due	Friday 9th February 2024
If paying by Instalments	
First Instalment and completed form due	Friday 9th February 2024
Second Instalment due	Friday 26th April 2024
Third Instalment due	Friday 19th July 2024
Student Resource Scheme – Non-Participation Form	
Completed SRS Non-Participate Forms Due	Wednesday 31st January 2024
Certificate Course Fees	
First Instalment due	Friday 24th November 2023
Second Instalment due	Friday 15th March 2024



Payment Options Available

In Person - Cashier Window

Payment by credit card, debit card, cheque or cash can be made at the Cashier window at the Administration building; **Monday to Friday 7.45am – 1.00pm** during the school term. Students can also make payments at the Cashier window before school from 7.45am and also during the lunch break. EFTPOS facilities are available (Amex is not accepted).

BPoint

B-POINT is a payment into the school bank account with a Visa or Mastercard (credit or debit cards). The payment is made via the Bpoint website, Bpoint phone line or QParents app. Bpoint details required for each student can be found on the lower half of your invoice/debtor statement.

Bpoint website: <https://www.bpoint.com.au/payments/dete>

Bpoint phone line: 1300 631 073 (BPOINT IVR Server)

Registered users - Qparent website: <https://qparents.qld.edu.au>

***Please note - Bpoint payments must be made at least 3 business days prior to payment deadlines to allow for bank processing time.**

Direct Deposit

Paying by internet/phone banking: Direct payment into school bank account

BSB: 064-405 **Account number:** 00090567 **Account name:** Morayfield State High School

Reference: Please ensure you use your student's EQ ID number (found on Debtor Statement, Timetable or ID card) or your child's full name and what payment is for as the reference.
e.g. 123456789A SRS or John Smith SRS.

Centrepay Deductions

Centrepay deductions maybe available for eligible families receiving payments from Centrelink. Please see the Cashier regarding this option.

Parents/Carers experiencing financial difficulties

Where there is genuine familial financial hardship, parents/carers can make an appointment with the Business 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.

Please contact the school office to make an appointment. Whilst these plans remain active, students are eligible to participate in extra-curricular activities.

If you have any questions or require further clarification on your account please contact the Cashier ph. 5428 5553 Monday – Friday 7.45am -1.00pm.



Related Policy

Student Resource Scheme:

<https://ppr.qed.qld.gov.au/pp/student-resource-scheme-srs-procedure>

Education (Gen. Provision) Act 2006:

<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/E/EducGenPrR06.pdf>

User Charging Procedure:

<https://ppr.qed.qld.gov.au/pp/user-charging-procedure>

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 material 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 there is a material surplus a credit will be issued to students involved and applied against outstanding amounts or future invoices. As a general rule of thumb, a material refund would be 5% of the total cost of the excursion where this is more than \$20 per student.



If a parent/carer 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 student's 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 credit to a bank account/a refund cheque.

Department of Education and Training policy references:

Education (General Provisions) Act 2006

PPR: School Excursions & International School Study Tours

PPR: User Charging Procedure



QParents

Your child's educational journey in your hands

Would you like to:



check your child's timetable on your phone, tablet or computer?



access your child's report cards online?



pay school invoices online with a credit card?



notify the school of your child's absences and monitor attendance?



engage more closely with your child's school?

Visit qparents.qld.edu.au to find out more.

