

Welcome to Holland Park SHS



HOLLAND PARK STATE HIGH SCHOOL

LEARNING, RESPECT, COOPERATION

Phone: 3347 0111

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Website: www.hollparkshs.eq.edu.au

STUDENT DETAILS

Name:

House:

Year Coordinator:

School Email:

Year level assembly day:

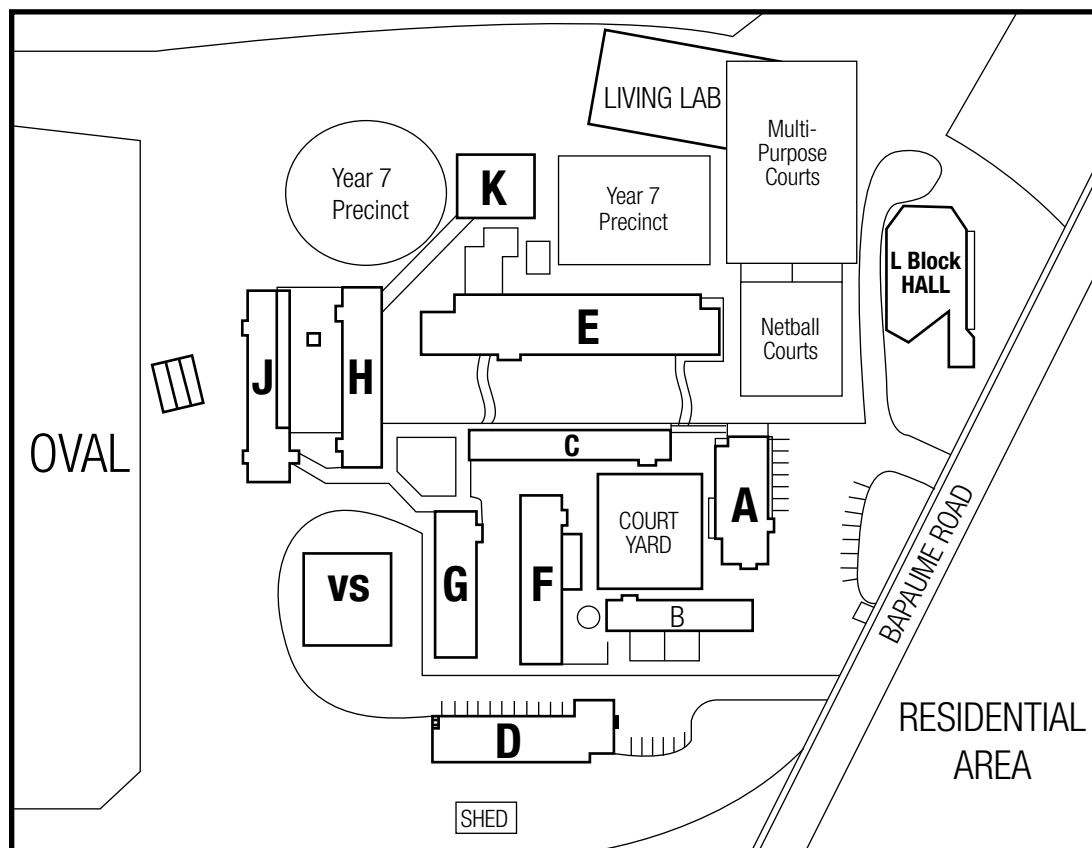
Assembly location:

Form Class:

Form Teacher:

Please note that this student planner is issued as part of the Textbook and Resource Hire Scheme. It is not a personal planner. Planners may be inspected by teachers and parents. If students lose, deface or graffiti their planner the planner must be replaced at their own expense.

School Map



KEY

- | | |
|--|---|
| A Main Office, Administration | G Business Education, IT, Gym |
| B Languages, Guidance Officer, Canteen, Uniform Shop, Resource Hire Room | H Humanities, HPE, Art, Library, Year 7 |
| C Home Economics, Senior Schooling, Youth Health Nurse, Chaplain | J Mathematics, Music, Multi-Media Room |
| D Applied Technology | K Year 7 |
| E Science | L Hall |
| F English | VS Volleyball Shed |

Welcome to Holland Park SHS

At Holland Park High, the home of Triple E, we aim to provide students with a distinct educational advantage through the range of high quality learning experiences within our program.

We believe each person is special!

At Holland Park High, our focus is on identifying each student's unique talents and providing them with opportunities to develop them to the highest level. Our staff look for excellence in all our school initiatives and seek to be responsive to our students' needs and the expectations and desires of our families.

School Philosophy

Mission Statement

Our aim is to: provide our students with an excellent education.

Values and beliefs: As a school, we value

Learning

Respect

Cooperation

We believe

- ➔ Education fosters skills and attitudes for lifelong learning.
- ➔ Learning requires good preparation.
- ➔ Everyone must bring a positive attitude to learning.
- ➔ Learning occurs when everyone is an active participant.
- ➔ We must respect ourselves, and have respect for others, and the traditions of the school.
- ➔ When we exercise rights, we must accept responsibilities.
- ➔ We must all accept the consequences of our actions and be accountable for them.
- ➔ We all contribute to the development of a positive school image.

Vision Statement - Curriculum

The curriculum of Holland Park State High School provides all students with the opportunity to develop, enhance and showcase their talents in preparation for an active and productive life beyond school. Our dynamic, relevant curriculum reflects society's diverse expectations through negotiation with informed, caring parents and teachers. Students learn to take control of, and be responsible for, their education and the opportunities it brings.

Through active participation in classroom and extra curricular activities, Holland Park High School students are empowered to become effective communicators and responsible users of technology. Our students develop confidence in themselves as lifelong learners.

This vision is underpinned by the following:

- ➔ For all students, educational opportunities are provided in a safe, stimulating environment.
- ➔ Learning is relevant, challenging and interactive for all students.
- ➔ Enthusiastic and dedicated teachers inspire our students.



Our aim is to provide our students with an excellent education.

The School's Standards and Expectations

The Holland Park State High School community places great emphasis on high moral and ethical standards.

We have identified the following rights, which all parents, staff and students can claim:

- ➔ to learn
- ➔ to respect others and be respected
- ➔ to work in a pleasant, safe environment
- ➔ to work in a supportive cooperative environment conducive to learning

Attached to these rights are responsibilities:

LEARNING		
<p>Students</p> <ul style="list-style-type: none"> To be prepared . To have a positive attitude to learning . To participate actively in the learning process 	<p>Teachers</p> <ul style="list-style-type: none"> To be prepared . Provide a model of effective learning and teaching . Undertake responsibility for continuing professional development 	<p>Parents</p> <ul style="list-style-type: none"> Provide a home environment which values the teaching and learning process
RESPECT		
<p>Students</p> <ul style="list-style-type: none"> To respect self and others . To respect the environment 	<p>Teachers</p> <ul style="list-style-type: none"> To model respectful behaviours . To respect self and others . To provide a pleasant supportive safe environment. 	<p>Parents</p> <ul style="list-style-type: none"> To respect self and others . To provide a safe and supportive home environment
COOPERATION		
<p>Students</p> <ul style="list-style-type: none"> To understand rights and responsibilities . To uphold the code of behaviour . To accept consequences . To contribute to a positive school image 	<p>Teachers</p> <ul style="list-style-type: none"> To facilitate an understanding of rights and responsibilities . To uphold code of ethics . To develop knowledge, attitude and skills in students to facilitate appropriate behaviour . To apply consequences fairly and consistently . To contribute to a positive school image 	<p>Parents</p> <ul style="list-style-type: none"> To encourage appropriate behaviour . To support the school in implementation of the school's behaviour management plan . To contribute to a positive school image

Code of Behaviour

Our approach to Behaviour Management focuses on:

- ➔ establishing clear expectations (Code of Behaviour)
- ➔ acknowledging cooperative behaviour
- ➔ correcting uncooperative behaviour using a range of consequences and support strategies (Consequence Table)

LEARNING

Preparation	Be organised - plan your time
	Bring your Student Diary for use each day
	Come prepared to learn - bring all materials, books, equipment, correct clothing and footwear
Attitude	Bring a positive attitude to learning
	Ask your teachers for help, and follow their advice
	Encourage and help each other
Action	Take advantage of opportunities offered at school
	Arrive on time
	Be an active learner - listen, participate, cooperate
	Complete assessment and homework on time
	Take responsibility for catching up missed work
Do your best work always	

RESPECT

Self	Follow health and safety rules in practical areas and behave safely at all times
	Use technology responsibly and with respect for others
	Take pride in your progress and development
Others	Acknowledge the rights of others to learn, to listen, to express an opinion
	Respect teachers' responsibilities to teach and manage the learning environment.
	Recognise the right of everyone to be free from any type of abuse
	Recognise and respect the different backgrounds, talents and abilities of others
	Be polite and courteous to everyone
Environment	Leave the property of others alone
	Leave rooms tidy after use, conserve energy and recycle where possible
	Take care of furniture and buildings and school equipment
	Use paths to preserve lawns and gardens and protect the natural environment
Place litter in the bins provided	

COOPERATION

Rights & Responsibilities	Be honest at all times
	Accept guidance and assistance
	Follow the instructions of teachers and support staff promptly and without dissent
	Follow the law at school and in the community
	Follow school procedures and routines
Consequences	Uphold the code of behaviour while at school, travelling to and from school, and at school activities held away from school
	Accept acknowledgment and awards in a dignified manner
Positive school image	Honour all commitments and obligations
	Wear the correct uniform with pride
	Be pleasant and courteous to all members of the community
	Earn the respect and support of our community
Participate in a wide range of school activities	

Procedures for Students

Please feel free to contact the school if you have a concern.

1. Absence/Lateness Procedures and Penalties

Workplace standards for absence apply eg. a maximum of 10 days per year is considered acceptable. Reports and attendance patterns reported on references.

Notes from parents/guardians are required for:

- (i) **Permission to leave the school during the day** is limited to medical or dental treatment, or specialised instruction. Principals may grant leave for other limited reasons at their discretion. Students should leave their note at the office before school, collect their leave pass at the next break, and sign out and in.
- (ii) **Lateness.** Students arriving late **must sign in and bring a note to the office.** A note may be presented to the office next day. It is a school expectation that time lost through lateness will be made up.
- (iii) **Absence.** Students should bring a note to the office on their return to school following absence. Alternatively, parents may telephone the Student Absence Line 3347 0160 at any time. For an extended leave of absence, parents should contact the Principal/Deputy Principal prior to the absence.

In general, time lost should be made up in the student's own time – either by the student catching up on work during the lunch hour or during evening homework time. In the case of lateness and truancy, time will usually be made up during lunchtime and after school detentions (3.10-3.40pm). Where attendance falls below 80%, students may not complete course requirements.

This could result in:

- (a) no result being awarded in a subject/subjects
- (b) cancellation of enrolment. Parents are contacted where students are at risk of serious penalties

2. Illness/Accident/Emergency

All cases of illness and accident must be reported immediately to the office or to a staff member in an emergency. Students reporting sick during classes must present a note from that class teacher. **Students must not phone parents; office staff will contact parents.** Parents are contacted to take students home, where illness prevents participation in school activities. Parents are advised to keep students home if they are ill. If there is an emergency at home and parents want to contact their children, please call the school in the first instance. Students are not permitted to leave school without the permission of the administration, even if they have their parents' consent.

3. Bullying and Sexual Harassment

Bullying and Sexual Harassment are serious offences. The School has a Sexual Harassment Referral Officer. Programs to address bullying in a preventative and pro-active way are held, including peer mediation.

4. Lockers

Some lockers are available for students' use. Students select lockers early in the year. Students are to provide their own quality lock and lodge a spare key in a marked envelope with the teacher in charge of lockers in the block. If no key is provided, it may be necessary to break

Procedures for Students

the lock for access by school authorities. The school reserves the right to inspect and remove locks at any time. All lockers must be cleaned out regularly. All items must be removed prior to vacations. Locks must be removed when requested. Lockers should be treated as storage areas not security deposit boxes. Whilst all care will be taken, responsibility will not be taken by the school for items in lockers. Valuables should be left at the office for safe-keeping.

5. Personal Belongings & Lost Property

Schoolbags should be left in racks outside rooms, not on pathways and be kept in sight. Any articles found should be handed into the Office. All property should be clearly named. Valuables or large sums of money should be left at the office early in the day for safe-keeping. Do not leave valuables or money in your school bag. Lost property enquiries can be made at the main office.

6. Mobile Phones & Electronic Devices

Mobile Phones are valuable items and as a rule are not needed by students. All students have access to a telephone at the school office before and after school and during breaks. Every effort is made by office staff to forward to students important messages from parents. Where parents deem it essential for students to carry a mobile phone for reasons of personal safety outside of school hours (eg student travels after school to a part time job and requires a phone to call parents for a lift home from work) or for urgent parent communications (eg. parent sends student a message re a variation to transport home arrangements), mobile phones will be tolerated subject to the following conditions:

- ➔ Expensive mobile phones should not be brought to school as theft or damage may occur.
- ➔ Under no circumstances are mobile phones or other electronic devices to be left on during school time (including form meetings, class time, assembly, sport). Strict penalties apply for disruption caused by this usage.
- ➔ Where a student needs to check a message or contact a parent, this should be done during breaks only.
- ➔ In the event of illness or injury at school, students **must not** phone parents using mobile phones. All illness and injury must be reported to a member of staff for legal and health and safety reasons.
- ➔ Mobile phones are not suitable for use as a calculator. Students must purchase the school prescribed calculator.

7. Photography

The school frequently takes photographs of students engaged in school related activities and these may be published in newsletters and other school publications. Parents usually provide written consent at enrolment. Students should not take photos of teachers or other students unless they have their consent on each occasion. Students must not alter or publish photos eg. on websites without the written consent of all parties. Photos, video or audio recording of any classroom or playground activity is not permitted without the consent of the supervising teacher, in advance. Supervising teachers may refer such requests to a member of Administration. Students may not film or post on any website any film of or about students without the permission of the Principal.

Procedures for Students

8. Bicycles

All bicycles should be ridden to school in accordance with the rules of the road. It is compulsory to wear a bicycle helmet. Bicycles are not to be ridden in the grounds. Students should enter the grounds via the top gate and walk their bike to the bicycle enclosure area near the canteen. The bicycle racks and enclosures are out of bounds except when arriving and departing. The bicycle enclosure is provided for safer storage of bicycles. However, it is not fully enclosed and an additional lock/chain for use inside the enclosure is recommended. Bicycles should not be left in the enclosure overnight or on weekends. It is open from 7.15 am to 9.00 am, at 3.00 pm to 4.00pm and at other advertised times. It will not be opened otherwise unless for emergencies.

9. Students' cars

Students' cars are to be parked in Bapaume Road or adjacent streets (not in school grounds) and are to be used only for travel to/from school and are not to be accessed during school hours. Students should have parental permission to become passengers. Use of cars on excursions or for sport is not permitted as the school is responsible for all students on excursions.

10. Homework

All homework should be recorded in the Student Planner. The Student Planner must be taken to every lesson and form group meeting. See the school's Homework Policy for details.

11. Subject Changes

Students who wish to request a change in subjects contact the Deputy Principal. Changes will only be made for good educational reasons at the end of semester. Normally students are required to study a full load of subjects. A form from the Office must be completed before a change occurs and a new timetable allows a student entry to the new class.

12. Medication

Where students are required to take medication through the school day, parents must hand in to the office the medication and doctor's instructions and/or pharmacy label/packaging. Students must not carry medication with them. The school does not hold or administer headache tablets.

13. Rooms/Facilities

- (i) School Classrooms and the hall are not to be entered unless authorised by a teacher. Restrictions on the use of verandahs, and some areas of the grounds, must be respected. Students must not use the gym without a teacher's supervision.
- (ii) Students are not to enter staffrooms without a teacher.
- (iii) All sporting facilities are out of bounds unless sport is being played. No contact sport is permitted without the agreed direct supervision of a teacher. The fencelines (Bapaume Road and Freeway) are out of bounds.
- (iv) No sport is to be played (other than handball) under or near buildings.
- (v) Sport is to be played with the correct protective gear (including footwear).
- (vi) For health and safety reasons, sport must be played on the designated area/surface appropriate to the activity eg. netball on netball courts.
- (vii) All vehicles in the school grounds are out of bounds and students are to stay well away from them.

Procedures for Students

14. Eating

Eating of food is not permitted in buildings, on verandahs, on the stairs or on sports fields/courts. Students are not to bring bubble or chewing gum to school. Fast food is not to be ordered by students or parents, nor delivered to the school for student consumption as the school is committed to the Smart Choices Policy of the State Government. Any requests to vary this eg to deliver a birthday cake should be made in advance to the Principal.

15. The following items are not to be brought to school or to any school function

- (i) skateboards, scooters, rollerblades, skates
- (ii) cigarettes, matches, lighters
- (iii) alcohol or illegal drugs
- (iv) potentially dangerous objects, eg. knives, glass bottles, aerosol sprays

Confiscated items may be returned to parents or handed in to the police.

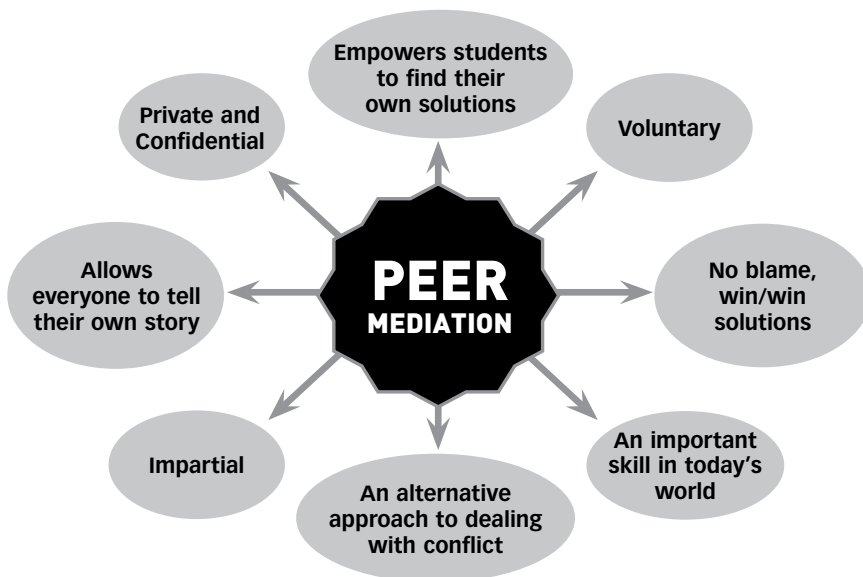
17. Use of Grounds outside of normal school time.

School grounds are not public parks where unrestricted use is allowed. Community use of school facilities is at the discretion of the School Principal. Community members including students are not legally allowed to use the grounds outside of school hours unless permission has been granted.

18. Transfer/Leaving School

Students are required to supply written advice from parents/guardians to the School Office. In the case of transfer, the name of the school to which they are moving is also required for the completion of the transfer process. Hired textbooks, library material etc. must be returned before transfer details can be completed.

PEER MEDIATION is an approach that uses trained students to help fellow students resolve conflicts.



Policy Against Bullying and Harassment

Bullying and harassment are acts of aggression with the intent to cause embarrassment, pain or discomfort to another. Bullying usually involves an abuse of, or an imbalance of power. Individuals or groups may be involved.

Bullying and harassment can take many forms, all of which will cause distress.

Examples of bullying and harassment include:

Physical: hitting, pushing, tripping, spitting on others.

Verbal: teasing, using offensive names, ridiculing, spreading rumours.

Non-Verbal: writing offensive notes, email, graffiti or SMS text messages to or about others, rude gestures.

Exclusion: deliberately excluding others from the group, refusing to sit next to someone.

Holland Park High does not tolerate bullying or harassment. All members of the school community are committed to ensuring a safe and supportive environment based on the school's core values of learning, respect and cooperation.

Harassment and bullying can occur:

- ➔ between students.
- ➔ between staff and students – harassment or bullying of a student by a staff member or of a staff member by a student.
- ➔ between staff members.

Harassment and bullying can:

- ➔ cause distress.
- ➔ lower self-esteem.
- ➔ reduce self-confidence.
- ➔ affect study performance.
- ➔ lead to academic results that do not reflect ability or effort.
- ➔ cause absenteeism.
- ➔ result in withdrawal from school or from particular courses and hence reduce career prospects.
- ➔ discourage participation in school activities.

What you can do if you are being harassed or bullied?

- ➔ If you believe you are being bullied or harassed, your options are to:
- ➔ Tell the person who is doing it to you that you don't like it and that you want it to stop. Be absolutely clear in your response. Don't smile or give "mixed messages".
- ➔ Talk it over with your parents.
- ➔ Discuss what you should do with an adult at school such as a teacher, a member of the Administration or the Guidance Officer.
- ➔ Ask for Peer Mediation.

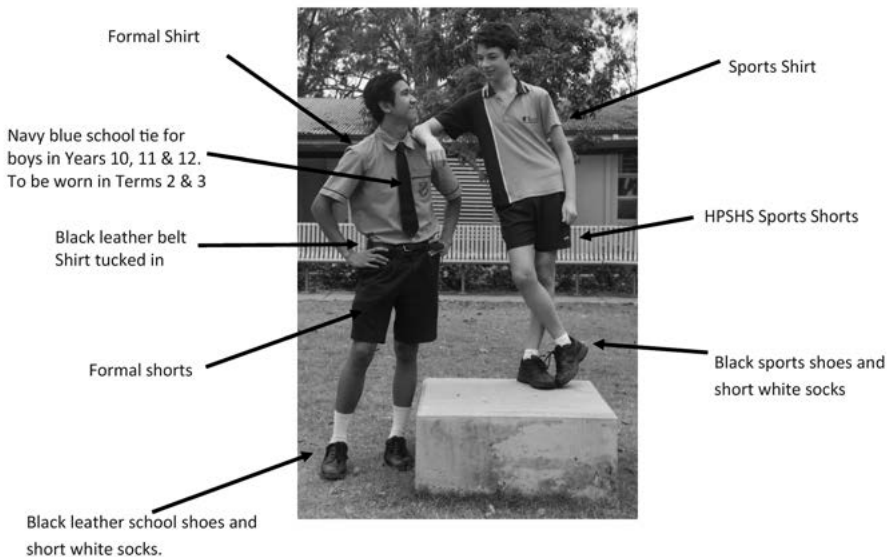
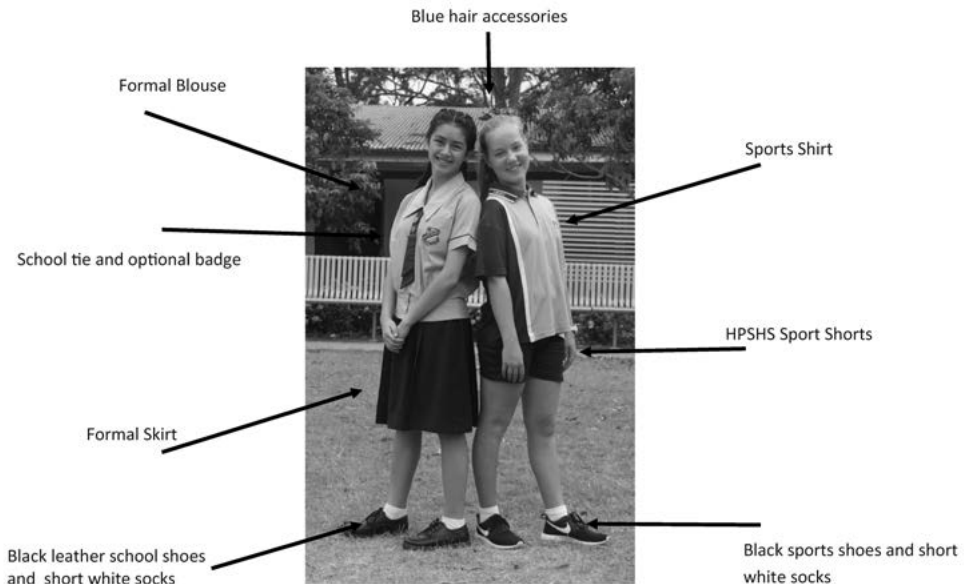
Under no circumstances should you use or encourage anyone else to use any form of violence or threats of violence as a means of stopping the harassment or bullying. Use of violence is never justifiable and is against the law.

School Uniforms

School uniforms and high standards of personal presentation communicate that a school is a serious place of learning. As an outward sign of inner values, the strict and neat wearing of a school uniform supports long held community views about school discipline, equality and creating a sense of belonging.

At Holland Park High we are developing a school culture where learning is the key focus, supported by all students adhering to a set of standards that underpin not only their appearance but also their behaviour and their approach to learning.

At enrolment all parents and students are made aware of the school expectations regarding uniforms. By enrolling your child at Holland Park High you commit to our standards and accept our school policies including school uniforms.



School Uniforms

Girls Uniform

Formal: skirt, blouse, detachable tie with school badge, short white socks and black leather lace up shoes. Tights should be plain black opaque—no leggings permitted. Socks are not to be worn with tights.

Sports Uniform

School polo shirt and shorts with HPSHS embroidered on left. Sports shoes should be predominantly white, black or blue and worn with short white socks.

Hats

Navy school bucket hat with beige trim. No caps are to be worn as they do not comply with sun safety standards.

Boys Uniform

Formal: navy tailored shorts with belt loops and side pockets or navy trousers with belt loops and side pockets, formal shirt, short white socks and black leather lace up shoes. **Shirts are to be tucked in.** A plain black belt is to be worn. Jeans are not to be worn. Plain navy tie – compulsory for years 10-12 boys in Terms 2 and 3, optional for years 7-9. Undershirts are optional but must be WHITE and tucked in at all times.

Winter Wear – Girls and Boys

All winter uniform items are available at the School's Uniform Shop. The navy blue HPSHS scarf can be worn in Winter.

Sun Safety—School Approved Hats



Winter Wear—School Approved Jumpers available from the Uniform Shop



Shoes & Socks – Boys and Girls

Socks: Short white socks

Shoes: Shoes should be plain black leather lace up school shoes or plain black leather sport shoes.

Shoes: Sport/HPE Uniform

Shoes should be predominantly white, black or blue.

NB: Dunlop Volley sandshoes, suede finish sports shoes, canvas shoes, ballet flats or street/skate shoes are not approved. No coloured shoe laces or trims in bright colours.



PLEASE NOTE: To comply with Workplace Health & Safety Regulations impervious uppers on shoes are compulsory for some lessons.

School Uniform Details

Uniform

As a guide, students will need a minimum of two formal uniforms (e.g. two blouses / shirts and one skirt / shorts) and one sports uniform and plain black leather shoes. All items must meet the specifications as stipulated by the P & C Association. Students participating in HPE classes (all years 7-10 students) may need a second Polo shirt, depending on when practical lessons are timetabled.

Formal and Sports uniform items are not to be worn together.

On Tuesdays (Years 7-9 students) and Wednesdays (Years 10-12 students) should wear their sports uniform and their school hat. On other days where students have a practical HPE lesson, students should bring their sports uniform and hat to change during breaks.

Variation to the school uniform

Students are expected to comply with the school dress code. If a student is unable to wear a particular part of the uniform on any day, they should:

- ➔ bring a note of explanation from a parent or guardian to the Year Coordinator.
- ➔ The Year Coordinator will, if possible, supply the student with the relevant uniform piece from our school supply for the day and the student is required to wear the loaned item.

Students who do not bring a note of explanation from home will be issued with an out of uniform slip and will be required to complete a detention.

Variations to the school uniform are not permitted. Consequently students who do not wear the correct uniform will be:

- ➔ required to change or be withdrawn from class if, in the judgement of the school, their clothing or their wearing of it, is likely to cause offence or distraction to other students, teachers, parents or is a safety risk.
- ➔ Year Coordinators will contact the parents of students who are out of uniform on a regular basis to offer assistance and encourage compliance with our uniform standards.

Volleyball Uniforms/Met East Uniforms/Senior Jerseys

Holland Park High Volleyball jerseys may be worn on Sports days with the sports uniform. They can also be worn to and from school for early morning and late afternoon volleyball training only. They must not be worn at school **Monday, Thursday, Friday**. Met East sports uniforms or other items of apparel are not to be worn with the school uniform at any time.

The Senior Jersey must be worn with a school shirt or blouse underneath the jersey. The Senior jersey can be worn in Terms 2 and 3 as an optional component of the winter uniform.

Workplace Health and Safety and the Uniform Standard

All uniforms are designed to Workplace Health and Safety standards to ensure the safety of students in school activities. Impervious uppers on shoes are compulsory for all lessons where safety is an issue – usually Manual Arts, Science & Home Economics.

Hats and Sunglasses

All students are required to wear the school approved hat for all outdoor activities. No caps are to be worn as they do not comply with Sun Safety Standards. Sunglasses may be worn during sports and break activities. Hats and sunglasses are not to be worn indoors.

School Uniform Details

School Bags

School bags are to be waterproof and suitable for the protection of school texts and resources. Hand bags and other fashion items are unsuitable for school use.

Hair

Hair should be:

- ➔ neatly styled and not in the student's face.
- ➔ Hairstyles and colours must be conservative and unobtrusive and consistent with the "positive school image" guidelines from the Code of Behaviour.
- ➔ Where a student's hair is a distraction to teaching and learning, or detracts from a positive school image, consequences will be applied and students will be expected to comply with school standards within a prescribed time. Hair accessories must be discreet and in school colours.

Male students should be clean shaven or wear a well groomed and conservative beard.

Jewellery

- ➔ Plain sleepers or plain studs to 5mm may be worn in pierced ears only (a maximum of two in each ear).
- ➔ No other visible body piercing jewellery is allowed such as nose, lip, chin, eyebrow, tongue studs or rings (including clear plastic).
- ➔ Religious or cultural medallions may be worn. They must be on a long, thin chain which is neither leather nor thick, that hangs well below and inside the uniform (so they are not visible and do not fall out).
- ➔ One ring may be worn. It must be flat with no sharp edges
- ➔ A watch may be worn.
- ➔ Bracelets, coloured bands and ankle jewellery are not to be worn.
- ➔ Headphones/earphones should not be visible at any time.

Make-Up

- ➔ Make-up (including eye make-up) is not to be worn by students at school nor on the way to and from school.
- ➔ Students wearing make-up will be required to remove it.
- ➔ Students are not to wear any coloured nail polish.

Assessment Policy Essentials

Please consult the full policy located in the Prospectus on the school's web site.

THE STANDARD

- ➔ All students are to complete all aspects of the assessment program for the subjects they study by the scheduled date, and must submit a serious attempt at every task. All work must be the student's own work.
- ➔ Work is to be handed in on the due date, during the lesson for the subject, unless the teacher specifies another arrangement.
- ➔ All students must also complete 55 hours of class contact time per subject per semester to be eligible for a result. For students in Year 7,8 & 9 pro rata hours must be worked according to the number of lessons in each subject.

ASSESSMENT PLANNERS, UNIT OUTLINES AND STUDENT PROFILES

- ➔ All assessable activities are recorded on the Semester assessment planner.
- ➔ Variations to the assessment planner are determined by the Head of Department. The Principal will decide on disputes which arise out of variations.
- ➔ All students are issued with their own copy of the Semester assessment planner. A copy for parents is mailed out at the beginning of each semester. Students are expected to transfer information relevant to them from the Semester Planner to their Student Planner and review this on a regular basis.

ASSESSMENT TASKS

All assessment items other than tests and examinations will:

- ➔ Have some class time allocated for research activities.
- ➔ Have class time allocated for discussion of possible responses and/or provision of guidelines, exemplars.
- ➔ Be monitored by the class teacher on a nominated date, with all student work required by the teacher to be provided.
- ➔ Remain confidential between the student and teacher during their development, unless it is a group project.
- ➔ Have a criteria sheet/descriptions of standards supplied at the commencement of the item.
- ➔ Be assessed and returned to students within 3 weeks, with constructive feedback.

VARIATIONS TO THE SCHEDULED / DUE DATE

- ➔ Where a student believes they cannot complete an assessment task on or by the due date, they may apply for an extension to the due date, on the "Request for Extension Form". Such requests must be made in writing to the HOD/DP, prior to the due date, and include evidence of work to date, medical certificate etc. The Head of Department will determine their response to the request within 2 days and provide written advice to the student. Where an extension is granted, the student may submit/complete work on/by the revised due date without penalty.

Applications for extensions to the due date which are submitted after the due date will be considered by the HOD, Deputy Principal or Principal.

Assessment Policy Essentials

- ➔ Year 11-12 students who are absent on the submission/examination date must provide a medical certificate. They may be assessed on their latest draft or other available evidence.
- ➔ Students in Years 7-10 must provide a note of explanation from their parents. The item must be submitted/ completed on the next school day.
- ➔ In the case of assignments, where possible they should be delivered to the school/faxed/ emailed/posted on the due date.

TAFE/TRAINEESHIP STUDENTS

Students undertaking TAFE and TRAINEESHIP studies/work placement on school days are required to negotiate time off for scheduled examinations. Students unable to negotiate time off are to provide written evidence from the employer/TAFE lecturer to verify that the student attends TAFE/work, in advance of the exam. Assignments are to be submitted in advance, where the due date falls on a TAFE/work placement day, on the day via email, fax, or delivery (eg parent to office). The HOD Senior Schooling is available to assist students in negotiating with TAFE/ Traineeship personnel.

PENALTIES FOR NON SUBMISSION OF ASSIGNMENTS / FAILURE TO ATTEND A SCHEDULED TEST OR EXAMINATION

Parents are advised when a student fails to submit a task or attend an examination of the date scheduled, without valid reason.

Students in Years 7-10 may be required to complete lunchtime or after school detentions until task is completed.

Where a Year 11-12 student fails to submit a serious attempt on one or more occasions in a subject in a semester, the student may not be rated in that subject, especially where the item covers a significant aspect of the course, and/or there is insufficient evidence on which to make a judgement. This can result in a student becoming ineligible for an OP and/or losing credit towards the Queensland Certificate of Education.

Where Year 12 students fail to complete their final assessment task in a subject, credit may not be awarded for that semester.

Where a Year 11-12 student fails to submit a serious attempt at one or more assessment tasks they may be issued with a Notice of Non Compliance or Show Cause Notice regarding potential cancellation of enrolment.

Who's in charge of your learning? You are!

Learning is an active process, one that you need to participate in to get the most rewarding results.

Our School's Code of Behaviour identifies the elements of effective learners:

- ➔ They are Prepared
- ➔ They bring a Positive Attitude and
- ➔ They take Action

Self Analysis – Reflecting on my Learning

Effective Learners are also Self-Reflective. Are you?

Being able to honestly **reflect** on what you do and how well you do it enables you to:

- ➔ become self managing and self correcting; you get more value from your efforts
- ➔ adapt more easily to new situations
- ➔ regularly set new targets along the way to achieve your goals
- ➔ have a "want to" rather than "a have to" approach.

At the end of each term during our Learning Plan Reviews you will spend some time **reflecting** on your efforts and taking stock of whether what you are doing will get you what you want:

- ➔ ask for your parents' and teachers' observations and advice in the reflections
- ➔ be honest with the person you see in the mirror every day.

Reflect on the questions below and rate yourself using the following scale:

A – always, **B** – usually, **C** – sometimes, **D** – not at all:

My Analysis

What targets did you set for yourself in 2017?

Did you achieve them?

List your priority targets for 2018

- ➔
- ➔
- ➔

My Learning Plan

	TARGET RATING	LAST YEAR	TERM 1	TERM 2	TERM 3	TERM 4
School and Study						
Focused in class? Ignore distractions?						
Complete all set work? On time?						
Quality of completed work? Is it my best effort?						
Ask teachers for help? Follow their advice.						
See teachers out of class time for more help?						
Use my homework diary effectively?						
Be polite and courteous to everyone						
Involved in school life? Student Council, Music						
Researching assignments? Well planned? Set timelines?						
Respect the learning of others in my classroom?						
Home and Family						
Prioritised my after-school activities. How much can I realistically be involved in?						
Designed my own Study Timetable?						
Copy for my parents? On fridge?						
Discussed prioritising and Study Timetable with parents? In depth?						
Set up study area? Away from distractions?						
Followed Study Timetable? Parents supported me?						
Year Planner and your goals on your bedroom wall?						
Designed revision program for tests and exams? Thorough and regular?						
Discussed school work, asked for help from family? Often? Valued their advice?						
Rewarded myself for achieving goals or targets?						
Me and I						
Am I honest with myself?						
Am I actively working towards my goals?						
Do I surround myself with positive people?						
Am I in respectful relationships?						
Set aside time just for relaxation? Often?						
Too much TV, Playstation, surfing the Net, Social Media?						
Enough exercise to be fit?						
Well balanced diet? Not much junk food?						
Enough time in my life to do what I wanted to and had to?						
Wasted time often?						
Were my main time wasters avoidable?						

My Learning Plan

Goal Setting

Below is a strategy checklist that works. It will help you to achieve your set targets and goals one by one. Complete an "Action Plan" for each of your goals.

What is it that I want to achieve? _____

Why do I want this to happen? _____

What rewards will achieving this goal bring me? _____

How will I be affected if I do not achieve this goal? _____

Does my goal meet the SMART requirements? _____

S SPECIFIC	M MEASURABLE	A ACHIEVABLE	R REALISTIC	T TIMEBOUND
<ul style="list-style-type: none">➤ To the point➤ What do I want to achieve? Describe it.	<ul style="list-style-type: none">➤ How will you know that you achieved it?	<ul style="list-style-type: none">➤ Is the goal reasonable enough to accomplish? How so?	<ul style="list-style-type: none">➤ It is possible for me to do.➤ Will it meet my needs?	<ul style="list-style-type: none">➤ Set a time limit.➤ I will achieve this by.....

To achieve my SMART goals.....

What skills and talents do I need? _____

What assistance will I need from others? _____

How and when will I approach them? _____

What information will I need? _____

How and where will I gather it? _____

When will I know that I've achieved my goal? _____

My Learning Plan

My Goals for 2018 and beyond

GOALS – What do I want to achieve?	TARGETS – SMART? How will I know that I'm making progress? Short term deadlines to meet.	STRATEGIES – What do I have to do to achieve my goals?	TO LEARN – What do I need to learn and be able to do?	RESOURCES – What resources do I need and where will I find them?
1.				
2.				
3.				

My Learning Plan

Achievement Tables

As an active learner reflect on your achievements in 2017 and set goals for 2018. This page will assist you in tracking your progress across 2018. Set realistic targets. What actions do you need to engage in to achieve your targets?

After each reporting cycle include your term results for each subject.

ENGLISH	TARGET	TERM 4 2017	TERM 1 2018	TERM 2 2018	TERM 3 2018
A					
B					
C					
D					
E					

MATHS	TARGET	TERM 4 2017	TERM 1 2018	TERM 2 2018	TERM 3 2018
A					
B					
C					
D					
E					

	TARGET	TERM 4 2017	TERM 1 2018	TERM 2 2018	TERM 3 2018
A					
B					
C					
D					
E					

	TARGET	TERM 4 2017	TERM 1 2018	TERM 2 2018	TERM 3 2018
A					
B					
C					
D					
E					

	TARGET	TERM 4 2017	TERM 1 2018	TERM 2 2018	TERM 3 2018
A					
B					
C					
D					
E					

	TARGET	TERM 4 2017	TERM 1 2018	TERM 2 2018	TERM 3 2018
A					
B					
C					
D					
E					

My Learning Plan

Behaviour, Effort, Homework

BEHAVIOUR	TARGET	TERM 4 2017	TERM 1 2018	TERM 2 2018	TERM 3 2018
Excellent					
Very good					
Satisfactory					
Needs attention					
Unacceptable					

EFFORT	TARGET	TERM 4 2017	TERM 1 2018	TERM 2 2018	TERM 3 2018
Excellent					
Very good					
Satisfactory					
Needs attention					
Unacceptable					

HOMEWORK	TARGET	TERM 4 2017	TERM 1 2018	TERM 2 2018	TERM 3 2018
Excellent					
Very good					
Satisfactory					
Needs attention					
Unacceptable					

My Attendance Record

	TARGET	TERM 4 2017	TERM 1 2018	TERM 2 2018	TERM 3 2018
A. Number of Days Absent					
B. Total Number of School Days					
C. Number of Days Attended					
D. Attendance Rate %		% E.	% E.	% E.	% E.

- Refer to your Report Card to find out how many days you were absent from school in the term. This includes all explained and unexplained absences.
- Total number of school days you should have attended this term.
- To calculate this, subtract A from B.
- To calculate your Attendance Rate, divide C by B and multiply by 100.
- Place a tick, if you have achieved 95% attendance rate or higher. Place a cross, if you have an attendance rate that is less than 95%.

My Learning Plan

My Academic Reports

You will be provided with your results at the end of each term. Stick in the space provided below.

TERM 1 REPORT	TERM 3 REPORT
SEMESTER 1 REPORT	SEMESTER 2 REPORT

Notes

A series of horizontal dotted lines for writing notes.