

Burnett State College



2017 Prospectus



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BURNETT STATE COLLEGE

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Website:	www.burnettsc.eq.edu.au
Principal:	Mr Theo Bellas
Deputy Principal:	Mr Russell Kemp
Heads of Department:	Mr Mark Harm Mrs Debbie Leaf Mr David Jeffs
Business Services Managers:	Mrs Jodie Elsebach / Mrs Tanya Oppermann
Administrative Officer:	Mrs Sandra Kenny
Office Hours:	8.00am to 4.00pm Monday to Friday

*The School Office will be open in the week prior to the commencement of school starting on **Thursday 19 January 2017**.*

The office is closed for some of each of the holiday periods.

A Message from the Principal



I welcome you all to the 2017 school year. For families of our new students this year, I thank you for choosing Burnett State College for your child's secondary education. For continuing families, I thank you once again for your valued support. Burnett State College has come to symbolise and exemplify excellence in public school education.

Today, the college offers a truly unique learning environment where students are surrounded by possibility and opportunity in many diverse areas of academia, sport, and culture and community responsibility. This environment, coupled with high performance expectations and personalised attention, have led to an unparalleled record of success by our students. We have an outstanding staff team who have contributed much to the lives of our students over the years, which makes inspirational teaching and quality learning the cornerstones of our school.

Being a Burnett State College student means something special. Our students have gone on to contribute to their state and country through their achievements at the highest levels in public life, business and community. Our past students talk to us about their passion for their school and the opportunities it provided.

The school has a strong direction that is underpinned by several core values. We are all about learning and believe that all people can learn and improve. We strive for and inspire students to perform at their personal bests and to excel regardless of personal circumstance. We are committed to personal excellence. We earn respect for our integrity, humility and sincerity for community values and we proudly uphold the best of public education. We believe that the pursuit of knowledge equips and enables our students to make a difference in the world beyond their formal education.

Key Priorities in 2017

An ongoing focus on literacy and numeracy outcomes

Generally literacy and numeracy continues to be an area of desired improvement throughout Queensland and thus has been a major focus over the last three years at Burnett State College. We have taken the very proactive approach of employing Literacy and Numeracy Advisor positions, allowing for these individuals to oversee a larger number of students and monitor literacy and numeracy levels, particularly from the grounding years of 7, 8 and 9. We focus on several school wide enhancement programs such as an extensive vocabulary program, undertaken by all junior subject areas on a daily basis, an interactive online reading program called CSI Reader, that assist students to catch up on areas of deficiency in reading. Sound literacy and numeracy practices and student attainment of these skills assures that Burnett State College will provide a very thorough program for all students with the ability to assess and make correction where needed before they move into their senior years of study.

Improved Senior Pathways Opportunities

The school boasts a Head of Department Senior Schooling, who concentrates on the coordination of senior pathway selections, directions and outcomes for our senior students. The Head of Senior Schooling interviews all Year 10-12 students about senior pathway information, such as QCE's (Queensland Certificate of Education), OP's (Overall Position scores for tertiary entry), LUI's (Learner Unique Identifier number used to track student achievement), QTAC (Queensland Tertiary Admissions Centre) and many more aspects that will assist them in a move into the post high school pursuits. More information on these topics is available from the QCAA (Queensland Curriculum and Assessment Authority) website. Assisting this position is the Youth Attainment and Transition coordinator, who generally works with establishing work experience and traineeship networks and the Guidance Office, who concentrates on testing of both academic and social levels within students.

Improved Behaviour and Engagement

An effective behavioural management program in any school MUST be flexible and ever changing to coincide with the constantly changing demands of our young people. We have created a very effective behaviour support program located in the Open Roads Learning Support Centre, which has a focus on school wide positive behaviour. The key to the Burnett State College Responsible Behaviour Plan for Students is that students make their behaviour choices (positive or negative) and are held accountable for these choices. We focus on utilising data to drive the management of our behaviour programs and to monitor and correct Absenteeism and Truancy. The expected standards of behaviour at Burnett State College are very high and we make no apology for that. This expectation and the need to strive for excellence in academic endeavours are everyday expectations. Burnett State College has an excellent behaviour management and student achievement record and the desire to get even better in this area is always present.

Improved Indigenous Outcomes

A focus on increasing attendance rates of our indigenous students will continue in 2017, particularly in the junior years of 7, 8 and 9. The engagement of our indigenous families is important and I continue to encourage their participation in school wherever relevant. One such example is our very successful NAIDOC Day which will continue to be a highlight for all students to emphasise the importance of our indigenous history in this country. The College is privileged to have indigenous staff that have both academic and cultural expertise, and a focussed direction of improving outcomes and closing the gap between indigenous and non-indigenous achievement.

Improved Family and Community Engagement

Burnett State College will again focus in 2017 on increasing the engagement of individual families through regularly inviting parents to school events and to participate in school activities to better establish relationships with the community. We encourage all families to join our Parents and Citizens Association. Annual events such as our meet-n-greet bar-b-que, monthly Parents and Citizens meetings, ANZAC commemorations, Parent-Teacher Interviews, NAIDOC Day and various Sporting competitions will continue.

Increased Staff Capacity

Under the Central Queensland Region's "Developing Performance Framework", the school will continue the ongoing monitoring and coaching/mentoring programs, to enhance the planning and delivery of class sessions. A focus will continue on delivering lessons (Pedagogy) in a very Explicit and precise manner to promote both appropriate behaviour and comprehension in classes for our students. All teaching staff have also undergone continuous professional development training in both Junior and Senior Secondary areas with a focus on the new ATAR (Australian Tertiary Admission Rank in 2019) as it rolls out in the coming years.

School Values

Burnett State College is a learning institution that promotes school wide positive behaviour among all staff and students. We encourage and expect that all students will strive to develop the quality of being an Active Life Long Learner. We expect students to act in a responsible manner, be respectful of those around them and be safe in all situations. Our four main school rules are displayed around the school on posters such as the one below. As mentioned, the key to the Burnett State College Responsible Behaviour Plan for Students is that students make their behaviour choices (positive or negative) and are held accountable for these choices.



Managerial

- **Burnett State College is a Full Uniform School** where students wear the uniform with pride, our physical appearance sends an important message as to who we are and what we value.
- **Student Behaviour** expectations are high – respecting the rights of students to learn and the rights of teachers to teach.
- **Attendance and punctuality** – arriving at school on time and attending all classes. This is a basic expectation of students and staff.
- **High quality education and training for the Burnett Community.** Our dedicated and motivated staff look forward to another highly successful year of providing quality learning experiences.

I look forward to meeting with you and your family in the 2017 school year as we work together to provide a quality education in a caring, learning environment. Please contact me personally at any stage throughout the year if you have any questions, queries or concerns.

Yours Sincerely,
Theo Bellas
Principal

SCHOOL HISTORY

Gayndah State High School opened with an enrolment of 135 on 26th January, 1963. The Foundation Principal was Mr D.L. Dennis. Prior to the opening of the Gayndah High School, students had attended the Secondary Department and Rural School which formed part of the Gayndah Primary School.

Today, the school is known as Burnett State College with an enrolment of approximately 250 students from Year 7 through to Year 12. While the junior school predominantly serves the Gayndah District, the senior school also caters for students who have completed their junior education at the Secondary Departments in Eidsvold, Mundubbera and Biggenden. Burnett State College incorporates Gayndah State High School and TAFE Qld.

SCHOOL VISION

Valuing our Future: Maximising Potential

SCHOOL MISSION

Our mission is to **maximise the potential** of all members of the Burnett College community.

Burnett State College “THUNDER”
The Symbol of Strength and Success



SHARED VALUES

Students are expected to display:

- commitment to learning potential
- enthusiasm and positive attitudes
- commitment to systemic requirements
- commitment to community expectations
- support of others
- partnership in learning
- respect of one's self and others
- reaching full potential, realising dreams
- responsibility for own actions
- happiness and empowerment

Learning

- We Value:
- literacy and thinking skills as key drivers of curriculum
 - individual needs of all students
 - stimulating the individuals desire for knowledge
 - forward and progressive thinking
 - energised and motivated students
 - the highest quality outcomes
 - information communication technologies
 - positive citizenship
 - enterprising applications of learning
 - provision of career paths and options
 - health of mind, body and spirit
 - cultural enrichment

Relationships

- We Value:
- people and their individual needs
 - respect, tolerance , empathy and honesty
 - friendly, positive and enthusiastic interactions
 - commitment to student learning

Community

- We Value:
- active and open support of high education standards
 - engagement, involvement and support of the school as active participants in education
 - open and honest communication
 - community satisfaction with high quality education
 - community based, life long learning

Environment

- We Value:
- relationships as a key priority
 - empathy, respect, support and care of all individuals
 - high morale, where students, teachers and staff are happy, valued and satisfied.
 - teamwork: we all have a role to play
 - enthusiasm and positive attitudes
 - positive outcomes for all
 - fostering effective leadership

Teachers

- We Value:
- caring, committed professionals who set high standards
 - active engagement in school activities
 - community accountability
 - positive role models
 - understanding of students as individuals
 - commitment to professional development to maintain currency and develop professional networks

SCHOOL CALENDAR 2017

TERM ONE Monday, January 23 to Friday, March 31
(10 weeks)

TERM TWO Tuesday, April 18 to Friday, June 23
(10 weeks)

TERM THREE Monday, July 10 to Friday, September 15
(10 weeks)

TERM FOUR Tuesday, October 2 to Friday, December 8
(10 weeks)

- **Year 12 Students** must attend school until **Friday November 17** to complete course and QSA requirements.
- **Years 10 and 11 students** must attend school until **Friday, November 24** to complete course requirements.
- **Years 8 and 9 students** are required to attend school until **Friday, December 8** to complete course requirements.

STUDENT FREE DAY FOR 2017

- Monday October 16

Permission cannot be granted to vary these days of attendance.

OPENING DAY School re-opens for ALL students at **9.00am on Monday 23 January 2016.**

The Principal and Deputy Principal will not be available for interviews before 11.00am on this day.

ENROLMENT PROCEDURES

The school office will be open for general enquiries and enrolments in the week prior to the commencement of school.

1. From Local Primary Schools

During Transition Days, staff will distribute enrolment forms and explain the Year 7 course. Completed enrolment forms should be returned to Burnett State College. No other action is required by parents until after school commences in 2017 unless their child has special problems of which the school should be aware. In such cases parents should contact this school as soon as convenient.

2. From Other Secondary Departments

Enrolment forms will be distributed to students at Secondary departments by November the year prior to enrolment. Completed enrolment forms should be returned to the local school which will forward them to Burnett State College. If after submitting a form, you decide to change subjects or not return to school it is important for our planning purposes that you inform us of this change.

3. From Other Schools

Parents should enrol the student at the Burnett State College office as soon as possible, preferably in the week prior to commencement of school.

Enrolment package includes:

- Application for student enrolment
- Enrolment agreement
- Medical form
- Media release/school website agreement
- Text hire agreement/Annual resource contribution
- Computer Use agreement/ 1to1 Laptop Agreement
- Assessment Policy agreement form

Additional publications:

- Prospectus
- Text hire contribution scheme
- Senior Subject Selection
- Subject materials lists
- Senior Education and Training (SET) Plan
- Student Diary

CURRICULUM

Timetable structure

- 19 lesson structure , that is 4 days x 4 lessons @ 70 minutes and Friday x 3 lessons @ 90 minutes
- School-based Apprenticeship and Traineeship students generally spend Fridays in the workplace.
- Incorporates Year 7 – 12 Crossroads program (pastoral care)
- Senior English and Maths are not timetabled for Fridays

Mon	Tues	Wed	Thurs	Fri
Home group 8.50 – 9.00	Home group 8.50 – 9.00	Home group 8.50 – 9.00	Home group 8.50 – 9.00	Home group 8.50 – 9.00
Period 1 9.00-10.10 (70 mins)	Period 1 9.00-10.10 (70 mins)	Period 1 9.00-10.10 (70 mins)	Period 1 9.00-10.10 (70 mins)	Period 1 9.00 to 10.30 (90 mins)
Morning tea 10.10-10.40	Morning tea 10.10-10.40	Morning tea 10.10-10.40	Morning tea 10.10-10.40	Morning tea 10.30-11.00
Period 2 10.40-11.50 (70 mins)	Period 2 10.40-11.50 (70 mins)	Period 2 10.40-11.50 (70 mins)	Period 2 10.40-11.50 (70 mins)	Period 2 11.00 to 12.30 (90 mins)
5 minute break	5 minute break	5 minute break	5 minute break	
Period 3 11.55-1.05 (70 mins)	Assembly and Crossroads 11.55-1.05 (70)	Period 3 11.55-1.05 (70 mins)	Period 3 11.55-1.05 (70 mins)	
Lunch 1.05-1.55	Lunch 1.05-1.55	Lunch 12.30 – 1.30	Lunch 1.05-1.55	Lunch 12.30-1.30
Period 4 1.55 -3.05 (70 mins)	Period 4 1.55 -3.05 (70 mins)	Period 4 1.55 -3.05 (70 mins)	Period 4 1.55 -3.05 (70 mins)	Period 3 1.30 - 3.00 (90 mins)

Crossroads Program – all year levels

A 70 minute lesson which will falls on Tuesday is for the purpose of all the 'other' things we cover as part of the curriculum

- Self –esteem
- Goal – setting
- Sexuality education
- Bullying issues
- Career Education
- SET planning
- CPR for Life
- Driver Education
- Subject selection
- QCS preparation
- Guest speakers
- National competitions

YEAR 7 + 8 PROGRAM

In Years 7 and 8 students study a course made up of core units and elective units.

The 2017 Years 7 and 8 CORE component is:-

- English
- History
- Geography
- LOTE (Chinese)
- Mathematics
- Science
- Health and Physical Education
- Crossroads (Pastoral Care)

Year 7 and 8 students will study an elective each semester from a possible selection of:
Home Economics, Manual Arts, Agriculture, Visual Art, Business Education.

YEAR 9 +10 PROGRAM

All students in Years 9 and 10 are required to study English, Mathematics, Science and History/ Geography each semester as well as participate in Crossroads (Pastoral Care).

In addition students select a further two elective units from the Key Learning areas of the Arts, Technology* and Health and Physical Education.

Students should select their elective units based on skills/knowledge that match interest and ability and that will assist them in the future in terms of senior pathways. It is important that students study certain units that allow them to choose the subjects they need in Years 11/12.

**Technology units can be chosen from the areas of Business Education, Industrial Technology, Home Economics and Agriculture.*

YEAR 11 PROGRAM

2017

The 2017 Year 11 program at BSC is:-

1. English **OR**
English Communication B

2. Mathematics A **OR**
Mathematics B

3. Biology **OR**
Certificate I in Engineering **OR**
Certificate II in Business

4. Chemistry **OR**
Business Communication and Technologies **OR**
Certificate II in Hospitality

5. Physics **OR**
Dance **OR**
Modern History **OR**
Recreation Studies

6. Health and Physical Education **OR**
Visual Art **OR**
Certificate II in Digital Information and Technology

- Underlined subjects do not count towards an OP (Overall Position 1-25)
- We also offer a number of additional subjects via flexible delivery options. Past examples include Childcare , Mathematics C, Ancient History, Geography, Legal Studies
- Certificate II in Agriculture will be offered in 2017 subject to student demand.
- Students may opt to participate in a School-Based Apprenticeship or Traineeship and can then reduce their load by one subject.

YEAR 12 PROGRAM

2017

The 2017 Year 12 program at BSC is:-

1. Mathematics A **OR**
Mathematics B

2. English **OR**
English Communication

3. Health and Physical Education **OR**
Visual Art **OR**
Certificate II in Hospitality

4. Chemistry **OR**
Business Communication and Technologies **OR**
Recreation Studies

5. Physics **OR**
Dance **OR**
Modern History **OR**
Engineering Studies

6. Biology **OR**
Certificate II in Business **OR**
Certificate II in Digital Information and Technology **OR**

STUDENT RESOURCE SCHEME

Each year Burnett State college operates a Student Resource Scheme (SRS) for students from Years 7 to 12. Whilst the cost of providing instruction, administration and facilities for the education of a student is met by the State, the Parents/Guardians are directly responsible for providing the student with Textbooks and other resources for a student's use while attending school.

The Queensland Government Textbook and Resource Allowance supplement that is paid annually to all Secondary schools is used to offset the cost of each school's SRS Scheme. In 2015, the Textbook and Resource Allowance was \$115 for Year 7 to 10 students and \$250 for Year 11 and 12 students, we would expect similar figures for 2016.

WHAT IS THE SCHEME

The Student Resource Scheme is a voluntary scheme organised to provide parents/guardians with a cost effective alternative to purchasing textbooks and/or other resources. The Scheme is endorsed by the P and C Association at a meeting to which all are invited. The Scheme is managed by the school and operates within the policy and guidelines of the Department of Education, Training and Employment and is provided as an entire package and not available in parts.

Benefits of the Scheme

- The Scheme ensures that students have the required resources for their education e.g textbooks, printed class notes, materials used for classroom projects.
- The Scheme saves parents/guardians time and money in sourcing appropriate textbooks and other materials provided through the Scheme

Items specifically excluded from the Scheme

- Stationery items (excluding subject specific items as per lists)
- Protective clothing where required
- School activities that enhance the Curriculum (i.e Arts Council performances)
- School activities, such as selected school excursions, camps, formals and enrichment activities.

Option A – Participation in the Scheme

Those parents/guardians who join the Scheme are required to pay a fee in return for their student to access materials and resources managed by the Scheme.

Option B – Non-participation in the Scheme

The School will provide a comprehensive list of all items that are covered under the Scheme. It is then the responsibility of non-participants of the scheme to purchase all textbooks and resources provided by the scheme. You are then entitled to receive a payment from the school to the value of the Government textbook and resource allowance for your student.

Financial Difficulty

Anyone experiencing financial difficulties, should phone the school to arrange an appointment with the Business Services Manager. It is our intention to encourage all families to join the Scheme and enjoy its benefits.

Consequence of Non-Payment

While it is voluntary to join the Scheme, participating parents/guardians have entered into an agreement to pay charges in exchange for the use of specific textbooks and resources. There is therefore an obligation to make these payments.

Participation in the Scheme may be terminated and textbooks, resources and other materials may be retrieved where the Parent/Guardian has not attempted to make payment and no satisfactory arrangements for payment have been made.

A student may be refused admission into the Scheme if there are payments outstanding by a family from the previous year. Parents of affected students will be required to have an interview with the Principal prior to the commencement of the new year.

SUBJECT FEES

Year 7 – 10

\$200 per student per year covers all Subject areas with the exception of subjects delivered by an external provider such as Dance, TAFE or Distance Education.

Year 11 and 12

User pays principle. In the interest of fairness and equity there are specific contributions for some subject areas. A list of these fees is included in the Year 11 and 12 SRS documentation.

If Subject fees are not fully paid or a payment plan agreed upon, students will not be permitted to participate in recreational excursions organised by the school, attend the Year 12 Formal, purchase a Senior Jersey and other non-educational privileges as per the P and C policy.

1-to-1 Laptop Program

All students in Years 9-12 at Burnett State College have the opportunity to participate in a 1 to 1 take-home laptop program.

This program responds to the challenges and improvements in the way knowledge and understanding can now be taught, whilst also responding to the needs of our first 'connected generation'.

Today's high school students are the first to be born into a world that has seen full digital technology as a standard, not a luxury. As a school, we need to exploit this connectivity to ensure we deliver learning anywhere and anytime. We need to challenge students to engage and learn in ways we have not used before.

The College and families work together to provide each student in Years 9-12 with a powerful, modern (up-to-date) laptop computer to use both at school and at home. The College will provide as much funding as possible to support this program, but it is only possible with a contribution from each family whose student is issued a laptop computer to cover the extra "take home" costs.

How much will it cost? A contribution of \$250 per laptop is needed for each year a student is in the program. This contribution is needed because the Digital Education Revolution and school funding is enough for a desktop computer. At Burnett State College, it is our intention that every senior student in the College will have a laptop, and the contribution is necessary to cover the cost of insurance and extra technical support so that students can take the laptop home.

To help make this cost as manageable as possible for families, we will be happy to negotiate payment plans where a small amount could be paid fortnightly or monthly, by credit card if that is convenient.

Will the laptops be supported? Yes, the College has plans ready to provide technical support and service, and if a laptop takes more than 24 hours to repair, a loan one will be available to replace it.

Can I use my own laptop and purchase the software I need for school? You could use your own laptop and purchase your own software, however some of the school-owned software packages cost many hundreds of dollars. Please be aware you would be responsible for all repairs and problems when using your own laptop and software and you still would not be able to print or connect to the school network which would restrict access to digital resources like online textbooks, videos, etc. There is no internet access at all for private laptops while at school.

There are many more questions people will have about this program – the College laptop committee has started to answer them on our website (<http://burnettsc.eq.edu.au/1to1/1to1faq.html>), and if there isn't an answer to your question there, you are welcome to call about it or email it to the address 1to1coordinator@burnettsc.eq.edu.au.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

SCHOOL MASCOT

Burnett State College has adopted the **“Thunder”** as the school identity and logo. The word ‘Gayndah’ is the indigenous word for thunder and was therefore not only relevant but encompasses power, strength and confidence which reinforces the values we aim to instil in students. The mighty **“Thunder”** logo is displayed on sporting team shirts, the school bucket hat and school shorts. Staff, students, parents and community support the **‘Burnett State College Thunder’**.

THE HOUSE SYSTEM

All students are allocated into Sporting Houses. The houses are:

- * Allindarra (Mascot – “Rangers”, colour – green)
- * Tarumbal (Mascot – “Tigers”, colour -blue)
- * Wandarang (Mascot-“Devils”, colour -red)

Each house elects **two** House Captain (Year 12 students) and **two** Vice-Captain (Year 9 students) whose period of office extends for the school year. House names were chosen in 1966 and are the names of Aboriginal tribes. Mascots are a new addition.

EXCURSIONS

Some subjects allow for Educational Excursions to take place for a period of one or more school days. Such excursions only take place with the approval of the Parents and Citizens Association and the Principal, as well as the consent of the Parents or Guardians.

SPORT

A number of units of Health and Physical Education are mandatory in Years 8 – 10 Inter-house, District (Interschool) and Regional competitions are held in Swimming, Athletics and Cross Country for all students.

In addition our students may be involved in carnivals organised by other schools in our district, with an emphasis on full participation.

As a member of the North Burnett Regional Sports Association, all students in all year levels have the opportunity to compete in the Wide Bay district. Summer and winter sports will be trialled for the district and competitions run from February until August.

WORK EXPERIENCE

This is a school-based programme which is designed to assist students in their educational, personal, social and vocational development. Arrangements are made only with the written consent of a parent and a formal contract is signed by the employer before the student starts the work experience. In 2017, Year 10 and Year 11 students will participate in work experience. Year 12 students can make application to undertake work experience.

Students involved in the programme are to ensure that they choose experiences which are different from their casual work. Students are not permitted to complete work experience with family members.

SOCIALS

Student Council will host one social in each term for students who are currently enrolled at the school. The only exceptions are when students enrolled at Mundubbera State School are invited to attend on various occasions. The Socials are generally scheduled to be held from 7.00pm until 10.00pm and are fully supervised by school staff.

OTHER EVENTS

Student Council will also endeavour to host other events based on demand and appropriateness. Free dress days are held for community fund-raising events.

Dress standards apply at all school functions where the wearing of the school uniform is not necessary.

A dress code for non-uniform days which are held occasionally throughout the year applies. Correct footwear and sun-safe clothing is mandatory at all times.

GENERAL SCHOOL INFORMATION

1. ATTENDANCE

All absences from school must be **explained** by letter, phone call, fax or email at the time of the absence.

Parents can expect to receive a text message notifying them of their student's absence if no explanation has been received.

Home Group teachers mark class rolls daily and absentee notes should be taken to the Home Group teacher or the office. Students may be given permission to leave school during the day to attend doctor, dentist appointments, funerals, etc provided a note is sent from home explaining the situation. **Students arriving late for school or wishing to leave early must report to the office.** Students will then be asked to sign in and/or out in the registers kept at the office.

Year 12 students must have 90% attendance in order to attend the Graduation Dinner at the end of the year. **Students enrolled in VET** (Vocational Education and Training) courses must attend in line with the '**good standing policy**' for VET education.

Some senior students may have 'tutorial' timetabled in to their weekly timetable and they are expected to attend the study centre which is staffed to support learning **unless** an alternative arrangement has been arranged with school administration.

2. DAILY ROUTINE

Assembly	Tuesday 12.50 pm (end of period 3)
Home Group Meeting	8.50am
Morning Break	10.10am to 10.40am 10.30am to 11.00am (Friday)
Lunch	1.05pm to 1.50pm 12.30pm to 1.30pm (Friday)
School Finishes	3.05pm

3. ACCIDENT, ILLNESS OR INJURY

All students are asked to hand to the office information concerning regular illness or injury as well as medication/treatment. This information is circulated to staff so all are informed. In the case of injury occurring at school – minor injuries are generally treated at the main office and the student then returns to class. For major injuries the ambulance is called and treatment either administered at school or in serious cases the student is transported to the doctor/hospital. We also obtain from parents, an emergency contact number to be used when parents are unavailable. All care is taken to ensure that injuries do not occur and that immediate treatment is given if an injury does occur.

In the case of minor illness the student obtains permission to rest in the sickroom for a period of time and then returns to class when he/she feels better. If no improvement occurs after a reasonable period in the sickroom, parents will be contacted and the student taken home. No ill students will be allowed to go home to an empty house – if there is no one at home, the student will remain in the sick room.

School staff can **NOT** administer over-the-counter medication, including analgesics, homoeopathic or prescribed medications unless they meet the accountability of a written request from a parent/caregiver accompanied by written advice from a medical practitioner and with the medication in the original labeled container. The exception is the reliever puffer, such as Ventolin, that is included for the emergency treatment of asthma under the guidelines.

4. LATE ARRIVAL TO SCHOOL

Students must report to the office on arrival, sign in and receive a late slip for entry to class.

5. P & C MEETINGS

The School Parents and Citizens Association meets at 7.30pm on the third Tuesday of each month during the school year.

6. REPORTING TO PARENTS

At the present time, reporting to parents is undertaken three times during the school year – mid semester one, end semester one and end semester two. Junior students are also reported on mid semester two.

Parent interviews are organised on a whole school basis at least twice per year, however, parents are welcome at any time to discuss their child's progress, conduct or industry. A phone call to arrange interview times convenient to both parents and teachers is all that is necessary.

Parents visiting the school at any time should always sign in through the main office first.

7. TUCKSHOP

The school tuckshop operates two days per week (Monday and Friday) at both morning tea and lunchtime selling a wide variety of food and drinks. The canteen is staffed by a part-time paid convenor and by volunteers from the community. The tuckshop operates a "cash-less" system with students depositing money against their student ID cards at the office which is accessed when purchases are made at the canteen.

8. EMERGENCY EVACUATION

Fire drills are held at the school each term to ensure that all students and staff are familiar with the evacuation procedures to be followed in the case of an emergency. During a fire drill, students move swiftly to the oval avoiding buildings and walkways.

A **lock-down** drill with a different alarm means that students need to remain in classrooms and out of sight should there be the threat of violence. An all-clear is sounded after a lock-down and the procedure for fire drill then occurs.

9. HOMEWORK/STUDY

Home study is vital to a student's success at school. Home study consists of set homework and study carried out at the student's own initiative. A reasonable time to spend on home study as prescribed in EQ Guidelines is:

.	Year 7/8/9	1 hour per night
.	Year10/11/12	*1½ to 2 hours per night

*This will vary according to the course undertaken and the student's learning needs.

10. SUPPORT STAFF

GUIDANCE OFFICER

A Guidance Officer is regularly available 2 days per week at our school. The Guidance Officer can offer you and your family information, support and advice on personal, study and career matters. Appointments can be made at the school office.

SCHOOL BASED YOUTH HEALTH NURSE

The School –Based Youth Health Nurse works in our school a day per week. The Nurse is available for individual student interviews (appointments can be made at the office) and for work with class groups in subjects such as Health and Physical Education, Home Economics and Extended Home Group.

SCHOOL CHAPLAIN

The School Chaplain works at Burnett State College to support students in dealing with adolescent, personal development and self-esteem issues. A range of extra-curricular programs and activities are run at lunch times by the School Chaplain.

YOUTH ACHIEVEMENT AND TRANSITION CO-ORDINATOR

The YAT co-ordinator works across the schools in the geographic cluster to assist students aged 15 years and over to transition from school to work. Work experience placement, work sampling, school-based traineeship/apprenticeships, industry links and networking with employers all fall under the scope of this role. This position is currently based at BSC.

10. PARENTS/VISITORS

Parents are always welcome to discuss student concerns or other school matters with the Principal or other members of the Administrative team. It is requested that an appointment be made for a convenient time by telephoning the Office on 41613888. Appointments to see the Guidance Officer may be made in the same way.

Visitors are welcome at the school. In all cases they are asked to first come to the office so that suitable arrangements can be made and to protect students against "unwanted visitors".

All visitors to the school must sign-in at the office on arrival and sign-out again when departing. A visitor's slip will be issued.

11. FACILITIES

As well as general teaching classroom facilities, the school has fully equipped areas for teaching of Business Education, Home Economics, Art, Science, Industrial Technology, Agricultural Science, Computer Studies, Music, Drama and TAFE(Engineering).

Our sporting facilities are extensive with a wide range of both summer and winter sports on offer. Students are encouraged to make use of the equipment and facilities at lunchtime. Some use is made of the school's sporting areas by community groups on weekends. This is welcomed provided prior arrangements have been made with the school. Our school library has a selection of reference books, non-fiction and fiction books as well as a quiet area for individual students' study and reading during spare time e.g. lunch hours.

Each student is given a copy of the library rules. With the added emphasis on assignment and project research work in the school curriculum, it is essential that these rules be strictly adhered to, to ensure fair circulation of all materials to students.

12. SWIMMING ARRANGEMENTS

Swimming classes are conducted at the Gayndah Swimming Pool. Students will be transported to and from the pool by bus. Please note – parents should notify the school about any medical condition that could endanger the student or other students while they are participating in this activity. They may be required to produce a medical certificate. Non participation in swimming may affect a student's results.

13. BEHAVIOUR MANAGEMENT

Burnett State College aims to provide a supportive school environment for both staff and students.

Students are guided and supported in their behaviour by the ***School-wide Positive Behaviour Management Policy***. The Open Roads program (page 8) also supports student behaviour through social and personal counselling to encourage students to alter improved behavioural choices.

Students who decide not to demonstrate satisfactory levels of behaviour, also choose to accept the consequences of their actions. Parents are informed of their child's non-compliance.

A full copy of the college's Behaviour Plan is issued at the time of enrolment and available by request.

17. LUNCH PASSES

Students who live within easy walking/cycling distance from the school are permitted to be issued with a lunch pass for second break. This pass will be issued following the receipt of a letter from parents requesting that a pass be issued. The pass allows students to go **home** for lunch on a regular basis. It **does not** allow students to go down town or to friend's homes during the school day. **Students must sign in and out each time they leave the grounds for safety and accountability reasons.**

18. STUDENTS DRIVING CARS

Students who choose to drive a car to school must complete a **Vehicle Registration Form** from the office. The form clearly identifies the car, the driver and whether permission is granted for other passengers to travel in the car. No student is allowed to travel as a passenger in a student's car unless they have a note from their parent/guardian. The note must specifically identify the driver of the vehicle and the dates and times that the student is permitted to travel in the car.

16. MOBILE PHONES/ ELECTRONIC DEVICES

Students do **NOT** require mobile phones, Ipods or other electronic devices at school. If a mobile phone needs to be taken to school it **MUST** be handed into the Office for the day. **If students are found with a mobile phone it will be confiscated, student suspended for two school days and parents will be required to pick the mobile phone up from the Office.**



Burnett State College

School Dress Code



This policy was reviewed 2016 and will be endorsed by this school's P&C in 2017

Just as standards of speech and conduct are considered important, so too are the standards of neatness, appearance and safety. The wearing of a school uniform and the manner in which this is done is considered an accurate measure of the co-operation and attitude of a student. These facts are taken into consideration when preparing reports and references. The school accepts no responsibility for lost clothing that has not been clearly marked with the students' name.

Official School Uniform

Shirt: Green and gold polo shirt (as sold by the school)

Shorts: Black school shorts with logo (as sold by the school)

or

Long Pants: Plain black long pants

or

Skirts: Plain Black Pleated Skirt with logo (as sold by the school)

Footwear: Sports Style Shoes

- MUST be predominantly black or white in colour (not multi-coloured or fluorescent)
- MUST have laces (shoes are to be worn laced up at all times)
- Slip-on shoes or ballet flats of any kind are NOT acceptable.
- In keeping with desired appearance NO HIGH TOP SHOES of any style are allowed to be worn.

Note: Shoes must fulfil the safety requirements of Education Queensland for various circumstances, for example, when participating in specialist areas of Physical Education or Science where more supportive and impervious shoes are required.

Socks: White or Black Sports Socks

- Socks MUST be worn in a visible fashion to cover the ankle and NOT tucked inside shoe.
- Socks must be predominantly White or black in colour with little or NO striping.
- School approved logo only. NO other emblems are allowed.

Headwear: Wide Brimmed Hats, Caps or Beanies

- Brands and logos displayed on hats must be appropriate, and are not to include drug, alcohol or sexual references.
- Hat brims must be worn in the forward position to maximise sun protection (e.g. basketball style caps are only to be worn with the bill facing forward.)
- Headwear of any nature is NOT to be worn indoors or on parades at any time
- Headbands and Hair Fasteners are not permitted.

Note: Burnett State College 'Thunder' Bucket Hats and 'Thunder' beanies are available from the office at minimal cost.

General Information

- Uniforms must be appropriately fitted with regard to size and style
- Denim material of any colour are NOT allowed in any articles of clothing
- An optional Formal uniform for students has been endorsed by the P&C for purchase in 2016.

Winter Uniform (Male and Female)

- Plain black tracksuit pants with Burnett State College green polar fleece or Burnett State College green/gold spray jacket. These spray jackets are no longer sold by the school.
- Burnett State College polar fleece jumpers with logo (as sold by the school)
- For comfort and warmth, undershirts may be worn, but MUST NOT be visible

Sports Uniform (Male and Female)

- Students are able to purchase sporting house shirts from the school office.
- These shirts can be worn every Friday, on all school sports days or any other day nominated by the school administration throughout the year.

School Formal Uniform (Male and Female students in years 10-12)

Formal Uniform - Female

- Blouse – Plain white in colour, with school logo and bottle green piping around collar and sleeves (as sold by the school).
- Tie – crossing neck ties (as sold by the school).
- Skirt – Plain black pleated with logo (as sold by the school).
- Shoes – Plain, black, formal in nature (flat or low heels are acceptable).

Formal Uniform - Male

- Shirt - Plain white in colour, with school logo and bottle green piping around sleeves, with a straight collar.
- Tie - Straight neck ties only MUST be worn with uniform (as sold by the school)
- Shorts – Plain black dress shorts
- Pants – Long plain black, with a black belt.
- Shoes – Plain, black, formal in nature.
- NOTE: Both male and female students are expected to wear the formal uniform “COMPLETE” in appearance.
(eg. Formal top is NOT to be worn with school shorts, etc.)

- **Year 12 Senior Jersey**

- Each year the Year 12 students incorporate a Senior Jersey as part of their school uniform. The jersey is considered part of their winter uniform.
- Guidelines to the appearance and names on the back of these jerseys is at the discretion of the Year 12 Coordinator and School Principal

Dress code for Swimming Carnival

- All students are reminded that dress code requirements for school swimming carnivals are based around sun safety. Therefore, bikini tops and singlets ARE NOT permitted.
 - Bottoms or shorts with a sun safe shirt (t-shirt or rashie) or one-piece togs for the girls are required.
 - When students are NOT in the water swimming, they should be fully covered, regardless of whether they are in the shade or not.
- **Students who are unable to wear a school uniform, for any reason, should bring a note to Open Roads before school on that day.**
- Any student substantially out of uniform will have a loan item provided (if available) or the student will spend the day in Open Roads - Academic.

Individual Codes of Appearance

- **Necklace**
 - Allowed if for religious reasons only and otherwise concealed under the blouse or shirt and NOT visible.
- **Rings**
 - One signet ring only.
- **Bracelets**
 - Allowed for religious or medical reasons ONLY
 - There may be occasions where fundraising ventures allow bracelets to be worn on a temporary basis, however the style and duration of such an event is at the discretion of the school Principal
- **Anklets**
 - Anklets of any kind are NOT allowed
- **Earrings**
 - Sleepers or studs only and limited to 2 of either variety in each ear
 - Sleepers are not to be larger than the small finger diameter and studs should be considered small and discrete
- **Facial and Body Piercings**
 - Any visible Facial or Body Piercing in any form (including Tongue Studs) are NOT allowed
 - Facial and visible body piercings must be replaced by a clear plastic retainer or covered appropriately
 - Students who present with ear lobe “Spacers” MUST insert skin coloured “Hiders”.
- **Tattoos**
 - Any visible Tattoos MUST be covered

- **Hair**

- Presentation of hair should be subtle and in keeping with community standards. (Neat and conservative).
- Hair should NOT be dyed in unnatural colours.

- **Make-up**

- Presentation of make-up should be subtle and in keeping with community standards. (Neat and conservative).
- Heavy make-up especially eye-makeup is not to be worn to school and students will be asked to remove it

- **Finger Nail Polish**

- Nail Polish of any colour is not acceptable and students will be directed to the office to remove it.

➤ **Any student whose appearance draws “Undue Attention” to themselves will be required to change their appearance in some capacity.**

➤ ***Consequences may be issued for non-compliance with the dress code.***

Students will be withdrawn to Open Roads – Academic until their uniform can be corrected.