

Policies and Student Resource Scheme



**Smithfield
State High School**



Education Queensland International
CRICOS Provider Code #00608A

Trinity Beach
STATE SCHOOL

Our Partners
 **JAMES COOK
UNIVERSITY**
AUSTRALIA

Please read this policy document carefully. You and your student will be asked to sign the Student Charter upon enrolment to acknowledge you have read and understood these school policies.

Uniform Policy

All branded uniform is available through the Tuckshop:

Shirt

- Two-toned panelled blue Poly Cotton polo style with embroidered school emblem
- Junior – dominant blue is sky blue
- Senior – dominant blue is navy blue
- Cost \$33.00

Junior T-Shirt



Senior T-Shirt



Shorts

- Navy blue Aertex fabric shorts with embroidered panel, in two lengths, short or long, with a pocket
- Cost \$31.00

Shorts – Short Length



Shorts – Long Length



Skirt

- Two toned poly cotton wrap around with a pocket and embroidered sky blue panel
- Cost \$30.00

Skirt



Footwear

- Fully enclosed –leather recommended. Sports shoes and strong canvas shoes such as Vans or Converse accepted – black, white, dark blue or grey colours only.



School Hat

- Compulsory years 7 – 12
- Cost \$15.00



Socks

- White or black socks only. Tuckshop has ankle socks with Smithfield State High on for \$8.00



Winter Wear

- School Spray Jacket – cost \$45.00 (pre-ordering would be appreciated)
- Plain navy blue slacks or pants – Not Jeans
- Not acceptable – tights or leggings



Formal Uniform

Compulsory for all Learning Academy and Leadership students
Optional for daily wear at school for all students from Year 7 to Year 12

Students must maintain a high standard of uniform when wearing the formal uniform, including low white socks and black enclosed shoes with no branding or logos on them. Students are not to 'mix and match' the formal uniform with the everyday uniform.

These uniforms need to be ordered (the Tuckshop does carry a limited stock). There are samples sizes to try before ordering. Payment should be made at the time of ordering. Delivery takes approximately four weeks. Orders are only processed at the start of each term or if the minimum order has been met.

Girls Blouse with tie

- Light blue poly/viscose blend
- Designed to be worn loose over the skirt
- Sizes available - Girls 6 to Adults 22
- Cost \$50.00



Girls Skirt

- Dark blue poly/viscose blend skirt with side zip and one side zipped pocket
- Designed to sit on top of the hip and fall to mid knee (no shorter)
- Sizes available - Girls 6 to Adults 22
- Cost \$55.00



Boys Shirt

- Light blue poly/viscose blend
- Designed to be worn loose over shorts (daily at school) but must be tucked in and worn with tie when representing the school in the community
- Sizes available – Boys 12 to Adult 24
- Cost \$45.00



Tie

- Must be worn when representing the school
- Cost \$25.00

Boys Shorts

- Dark blue poly/viscose blend with side pockets and front zip
- Belt loops included – plain black belt only should be worn
- Designed to sit on hips and fall to mid knee
- Sizes available – 72 cm (SML) to 102 cm (XXL)
- Cost \$50.00



Shoes

- Black dress shoes



Special Event Formal Uniforms

A blazer is available from the office for students (both Junior and Senior) to borrow and wear when representing the school. The blazer can only be worn in conjunction with the School Formal Uniform.

Smithfield State High School Uniform Code

The P&C Association of Smithfield State High School supports a student dress code policy and procedure for Smithfield State High School. It believes that a school student dress code policy promotes the objectives of the Education (General Provisions) Act 2006, and in particular that it:

- Promotes a safe environment for learning by enabling ready identification of students and non-students of the school;
- Promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school;
- Promotes a supportive environment at the school by fostering a sense of belonging;
- Fosters mutual respect among individuals at the school by minimising visible evidence of economic, class or social differences.
- Engenders a positive public image of the school within the community.

Jewellery, Spacers & Piercings: Minimal jewellery is allowed (items of significant cultural or religious belief with notification to administration). Students will be requested to remove or tape jewellery during some activities. Maximum of two (2) ear piercings consisting of small studs, sleepers or gemstones. Maximum of two (2) discreet facial piercings of clear, gold, silver or small gemstone. Rings – one small plain band. Necklace – one simple chain. Anklets and bracelets not allowed. Watch – it is recommended that students wear a wrist watch rather than using their mobile phones to check the time. **Excessive/large jewellery is a Workplace Health and Safety issue and as such is not acceptable at school.**

Make-up - discreet at all times

Tattoos – legal age is 18⁺. Where a tattoo is applied under parent permission, it is **not to be visible** when uniform is worn, as per policy.

Headwear – Hat must be worn correctly (cap brims to front) and not contain any offensive logos. All hats to be removed inside the classroom. Hats without brims i.e. beanies, not allowed.

Enforcement of the Code

- (a) Students who are out of uniform will be required to change into a uniform before school. The Student Services Officer will retain their original garment/s. The student will be required to return the uniform to the office that same afternoon. A detention may also be issued on the same day;
- (b) Students out of uniform, who fail to report to the Student Services Officer, may be expected to face a consequence for non-compliance with school procedures (e.g. two detentions);
- (c) Where a student is regularly out of uniform, the parents/guardians will be contacted to remind them of the uniform code and to seek their assistance in having the student comply with the code;
- (d) Students who are regularly in breach of the uniform code and unwilling to follow procedures, will face consequences for non-compliance as set out in the Positive Behaviour Policy;
- (e) Students who borrow uniforms and fail to return them to the Student Services Officer, will receive an invoice for the cost of replacement.
- (f) Footwear: Students not wearing correct footwear need to see the Student Services Officer before school to receive a footwear note. Students not wearing correct footwear without a medical reason or a detailed letter from a parent or guardian explaining the reason and the anticipated date of return of footwear, will have their parents contacted to supply the shoes or to be sent home. Wearing of proper footwear is a health and safety requirement.
- (g) Jewellery, Spacers & Piercings: Students not following policy will be sent to Student Services Officer to remove excess jewellery, piercings or spacers. If refusal to remove these occurs parent will be contacted and student expected to face consequences for non-compliance.
- (h) Make-up: As per Jewellery Spacers and Piercings.
- (i) Tattoos: Students who have tattoos which are visible when uniform is worn may be requested to wear pants and spray jacket or will be required to purchase a concealer to hide the tattoo.
- (j) Electronic Devices - Refer to Electronic Devices policy. These are not part of the school uniform.

Anti Bullying Policy

When staff, students and parents work together, we create an environment of care and concern.

Bullying

We believe that everybody should enjoy our school equally and feel safe, secure and accepted regardless of appearance, colour, race, gender, popularity, athletic ability, intelligence, religion or nationality.

Bullying is repeated verbal, physical and/or social behavior that causes physical and/or psychological harm.

Students' response to Personal Bullying- Use the safe technique and talk to:

- Your friends
- A teacher or Year Level Dean
- The Guidance Officer at the school
- The School Based Police Officer
- Your parents/guardians

What we do about Bullying at Smithfield State High School

- Ensure an atmosphere where students feel safe reporting incidents of bullying, confident they will be investigated and not ignored.
- Put in place sanctions for anyone who bullies a student, including possible suspension and / or exclusion for repeated bullying offences.
- Train staff in appropriate handling of incidents.
- Develop or adopt a curriculum that educates students about bullying.
- Teach students about less obvious forms of bullying like gossiping, social media comments and exclusion.
- Establish support systems for students involved in incidents, such as peer counselling and mediation.
- Establish a system to support and inform parents when incidents of bullying occur.
- Offer counselling to students who bully.

An incident report will be completed whenever a report of bullying has been made. Each report will be investigated taking into account all the necessary circumstances. Appropriate consequences will follow in accordance with the school's Positive Behaviour for Learning (PBL) Policy.

Students will

- Value student differences and treat others with respect
- Not become involved in bullying incidents or be a bully
- Be aware of the school's policies and support system with regard to bullying.
- Report honestly and immediately all incidences of bullying to a staff member.
- Be alert in places around the school where there is less adult supervision such as toilets and in the playground.
- Support students who have been or are subjected to bullying.
- Talk to teachers about concerns and issues regarding bullying.
- Provide a good role model for younger students and support them if bullying occurs.

Parent/Guardian should

- Keep themselves and their children informed and aware of school bullying policies.
- Work in partnership with the school to encourage positive behaviour, valuing differences and promoting sensitivity to others.
- Inform the school of changes in their children's behaviour or circumstances at home that may change a child's behaviour at school.

There is No place for bullying in our school

Electronic Device Policy

Information Technology

All students using the Information Technology at Smithfield State High School will:

- Respect others' rights to freedom from harassment and intimidation
- Use the Internet and local area networks for purposes that are legal and generally acceptable for public school students
- Respect and adhere to the laws concerning copyright and other intellectual property rights
- Follow security restrictions for all systems and information and not attempt to breach security
- Use and share computer resources courteously and efficiently
- Respect the privacy and integrity of electronic documents.

Internet and Email

Rules governing the use of the Internet and email include:

- Students will only use the Internet for educational purposes
- A student will not intentionally access or show others how to access offensive, obscene, criminal, defamatory materials, or sites promoting illegal or offensive activities. The student will inform the supervising teacher immediately if an inappropriate site is found
- In general, download of text and small picture files are allowed, but the supervising teacher will actively monitor this with the class and discuss appropriate strategies with the students. Download of larger files is discouraged and should be negotiated with the subject teacher.
- Email may be used by students. Any rude, offensive, racist, defamatory or insulting language in an email will be treated in the same way as written material
- Students will not use email to engage in illegal activity
- Students will respect the privacy of fellow students and teachers when using email and not give out personal details in the Internet.

Mobile Electronic Device

The use of mobile phones, MP3 players and other similar electronic devices is disruptive to the learning environment of all students and are therefore not permitted in classes. Students wishing to use these devices in special circumstances should negotiate arrangements with the school Principal.

This policy also applies to students during school excursions, camps and extra-curricular activities.

In general:

- It is important that students display courtesy, consideration and respect for others when they are using a mobile phone
- Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school
- Students should have their phones switched off and out of sight during class. Phones should only be used before or after school or during breaks
- In- phone cameras are not to be used anywhere a normal camera would be considered inappropriate, such as in classrooms, change rooms or toilets
- Appropriate action will be taken against any student who photographs or films other individuals without their consent or who sends harassing or threatening messages
- Disciplinary action will be taken against any student using a mobile phone to cheat in exams or assessments
- It is the responsibility of the student to ensure their phone is stored in a safe, secure place
- Mobile phones are brought to school at their owner's risk. No liability will be accepted by the school in the event of loss, damage or theft of any device.

Consequences of Policy Breaches

- Loss of Internet access
- Loss of computer access
- Confiscation of electronic devices
- Disciplinary action as per the Positive Behaviour for Learning (PBL) policy.

Textbook and Resources Scheme What will I pay?

To join the Textbook and Resources Hire Scheme the following schedule applies.
All students in all year levels pay:

Text Book Allowance + Student Resource Fee + Subject Specific Charge		
(Paid by State Government as a grant to the school)	Fee based on year level	e.g. Certificates/instrumental music

Years 7, 8 & 9 = \$360	Years 10, 11, 12 = \$390
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(A \$100 discount per family applies to families with three or more students joining the scheme, excludes certificate courses)

Subject Charges

Years 7, 8, 9 & 10	COST
Netball Academy	\$80
Instrumental Music	\$50
Jazz Academy	\$50
Soccer Academy	\$80
Introduction to Furnishing Skills (Year 10)	\$20
Introduction to Engineering Skills (Year 10)	\$20
Years 11 & 12	COST
Engineering	\$100
Furnishings	\$100
Outdoor Education	\$300

\$150 deposit on acceptance into course, balance due end Term 1

Certificate courses are studied across Yr 11 or Yr 12 or completed in one year. Deposits must be paid immediately on course acceptance with the balance being settled by end of Term 1 with no exceptions. The Certificate Course fee is non – refundable. There are no payment plans for these courses.

Cert II in Hospitality		\$80
Cert II in Tourism		\$176
Cert II Animal Studies	2 yr Course	\$125
Cert II Sports & Recreation	1 yr course, \$250 deposit Must have own computer	\$250
Cert III Business	2 yr course	\$120
Cert III in Allied Health Assistance	2 yr course, \$300 deposit	\$650
Cert III Early Childhood Ed. & Care	2 yr course, \$300 deposit	\$650
Cert III Education Support	2 Yr course, \$300 deposit	\$650
Cert III in Sports & Recreation <i>(Cert II Sports & Rec a pre-requisite before undertaking this course)</i>	1 yr course Must have own computer	\$50
Cert III Fitness	2 yr course, \$300 deposit Must have own computer	\$430
Cert IV Interactive Digital Media	2 yr course, \$400 deposit	\$1600

Breakdown of Student Resource Scheme for students in Functional subjects

Years 7, 8, 9 \$360.00

General:

Use and maintenance of computers/ipads and tablets	\$50.00
Printing, photocopying of diagnostic tests, assessments, worksheets and resources	\$50.00
Excursions – bus hire	\$30.00

Charges per subject:

Functional Maths	\$40.00
Functional English	\$40.00
Functional Science	\$40.00
Functional Art	\$30.00
Functional Exercise	\$30.00
ASDAN – New Horizons, Transition Challenge	\$30.00
Electives: ITD/Dance and Drama/Home Economics/Music/Art	\$20.00

Years 10, 11, 12 \$390.00

General

Use and maintenance of computers/ipads and tablets	\$50.00
Printing, photocopying of diagnostic tests, assessments, worksheets and resources	\$50.00
Excursions – bus hire	\$30.00

Charges per subject:

Functional Maths	\$45.00
Functional English	\$45.00
Functional Science	\$45.00
Functional Art	\$30.00
Functional Exercise	\$30.00
ASDAN – New Horizons, Transition Challenges, Towards Independence, Workright	\$35.00
Work Experience Program – Year 11 and 12	\$30.00

Disclaimer:	<p>This document is for information only, and is subject to change without notice. Tropical North Learning Academy – Smithfield State High School disclaim all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages and costs you might incur as a result of the information in this publication being inaccurate or incomplete in anyway, and for any reason.</p>
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Frequently asked Questions

What does the scheme provide?

- Access to all textbooks and reference books required by students
- All photocopied notes and workbooks to complement resources
- Purchase of audio visual & computer software and access to technology used in the classroom.
- ID card (required for borrowing and printing) and school diary.
- Materials for subjects in excess of materials provided by school grants.

What is not provided?

- **Writing Materials** - Stationery, biros, pencils, rulers and calculators are not provided. A stationery list is issued to help parents purchase this equipment.
- **Practical Subjects With Considerable Costs** – Subjects such as Furnishings, Engineering, Fashion, Hospitality, Recreation Studies, Outdoor Recreation have subject-specific charges to cover the cost of materials/excursions provided to students as part of the course.

When Do I Pay?

A payment of \$50 is required at the enrolment interview. The balance of fees are to be paid within two weeks of the student's commencement date. Invoices will be sent out the day the student commences. It is important that payment is made on time.

Once I join the scheme will there be other costs I will be asked to pay during the year?

Optional activities and excursions are not included in the Resource Scheme. You will be notified during the year of such events using consent forms sent home with your child; i.e. Arts council performances, local area excursions and school camps etc. Costs for these will be invoiced to you.

What if the student leaves?

Students who leave during the year receive a pro-rata refund of their scheme payment. This is calculated on a 41 week school year. Please note certificate courses cannot be refunded.

For example if you leave at end of Term 1, you will receive approximately 75% of your fees, provided all textbooks and resources have been returned. It is your responsibility to notify the school of your pending departure.

What if textbooks are lost?

These need to be replaced. The form signed by parents indicates that textbooks always remain the property of the school and that books lost or negligently damaged must be replaced at parental cost. Parents will be invoiced for the cost of the missing textbooks.

How do I join?

1. Parents sign a form agreeing to participate in the scheme. In doing this you also agree that the school accepts your Student Resource Scheme (SRS) Allowance paid by the government.
2. On enrolment your SRS charge will be calculated and payment can be made at the school office
3. Once payment is made textbooks and resources will be made available to your student.

Special Cases

Where a family is experiencing financial hardship you should contact the office as soon as possible to allow special payment arrangements to be made.

Return of Textbooks

If textbooks are not returned in an acceptable condition, you will be invoiced for a replacement cost. At the end of each year all students need to return all textbooks hired through the scheme.



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