



THE **IPSWICH**  
State High School

# INFORMATION GUIDE

*Your Future – Right Here, Right Now*



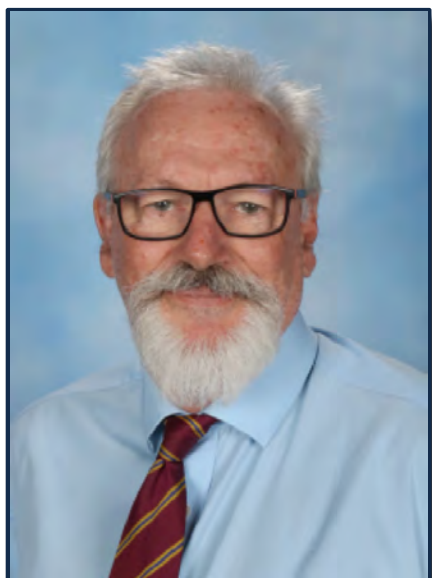
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## Principals Welcome

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Welcome to the Ipswich State High School community, and thank you for considering us as the school of first choice for your child. Here @ISH we pride ourselves on being able to deliver high quality education across academic, vocational, cultural and sporting domains. We focus on our students being responsible and respectful citizens in our own, and the wider community by helping them to identify their personal strengths and interests,

enabling them to excel in their chosen domain by focusing on the development of these strengths and their application in real-life. Our students are prepared for a life after school through an individualised approach to their learning, including a major focus on their social and emotional well-being.

Simon Riley - Principal

*Simon Riley*

*Your Future – Right Here, Right Now*





## **Key contact numbers and emails**

School Telephone: 3813 4488  
School Fax: 3813 4400  
School Absence Telephone: 3813 4401  
School email address: [office@ipswichshs.eq.edu.au](mailto:office@ipswichshs.eq.edu.au)

### **Year Level Deputy Principals**

#### **Years 7 & 8**

Kelly O'Toole  
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#### **Year 9**

Jason Moore  
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#### **Year 10 & 12**

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#### **Year 11**

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### **Year Level Guidance Officers & HOSES**

#### **Years 7 & 10**

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#### **Years 9 & 12**

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#### **Years 8 and 11**

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#### **HOSES**

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### **Principal**

Simon Riley  
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### **Community Education Counsellor**

Denise Gibson  
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### **Polynesian Liaison Officer**

Stephen Talavave  
[stala0@eq.edu.au](mailto:stala0@eq.edu.au)

### **Finance**

Finance office: 3813 4462  
Finance email:  
[finance@ipswichshs.eq.edu.au](mailto:finance@ipswichshs.eq.edu.au)

### **Enrolments**

Enrolments line: 3813 4461  
Enrolments email address:  
[enrolments@ipswichshs.eq.edu.au](mailto:enrolments@ipswichshs.eq.edu.au)



## IMPORTANT DATES FOR 2022

**DRAFT**



**Administration Office re-opens on Monday 17<sup>th</sup> January 2022**

<b>When does school resume?</b>	
Years 7 & 11 only	Monday 24 <sup>th</sup> January 2022 at 8.55am
All year levels	Tuesday 25 <sup>th</sup> January 2022 at 8.55am
<b>What time does school start?</b>	
All year levels	Monday - Thursday at 8.55am Friday at 8.30am
<b>What time does school finish?</b>	
All year levels	Monday - Friday 2.55pm
<b>When are the school holidays?</b>	
End of Term 1	Monday 4 <sup>th</sup> April – Monday 18 April 2022
End of Term 2	Monday 27 <sup>th</sup> June – Friday 9 <sup>th</sup> July 2022
End of Term 3	Monday 20 <sup>th</sup> September – Monday 4 <sup>th</sup> October 2022
End of Term 4	Monday 3 <sup>rd</sup> December 2022 – Friday 20 <sup>th</sup> January 2023
<b>Student Free Day</b>	
	Friday 2 <sup>nd</sup> September 2022
<b>Uniform Shop trading hours</b>	
Extra days for uniform shop	17 <sup>th</sup> – 21 <sup>st</sup> January 2022 (8.15am – 2.00pm)
	24 <sup>th</sup> January – 25 <sup>th</sup> January 2022 (8.15am – 11.30am)
Regular Opening Hours	Monday - Thursday 2022 (8.15am – 8.45am) Friday 2022 (8.00am – 9.00am)
<b>Public Holidays in 2022</b>	
Australia Day	Wednesday 26 <sup>th</sup> January 2022
Good Friday	Friday 15 <sup>th</sup> April 2022
Easter Monday	Monday 18 <sup>th</sup> April 2022
Anzac Day	Monday 25 <sup>th</sup> April 2022
Labour Day	Monday 2 <sup>nd</sup> May 2022
Ipswich Show Day	Friday 13 <sup>th</sup> May 2022
Queen's Birthday	Monday 3 <sup>rd</sup> October 2022
<b>School Events</b>	
Parent/Teacher Interviews	TBA
School Showcase & Subject Selection Day	TBA
Sports Awards	TBA
Academic Awards	TBA
<b>End of Year Events</b>	
Year 12 Formal	Wednesday 16 <sup>th</sup> November 2022
Year 12 Last day and Graduation	Friday 18 <sup>th</sup> November 2022
Year 11 & 10 last day	Friday 25 <sup>th</sup> November 2022
Year 9, 8 & 7 last day	Friday 9 <sup>th</sup> December 2022
<b>Immunisation Dates</b>	
Year 7 & 10	TBA
Year 7	TBA
<b>Term Dates for 2022</b>	
Term 1	Monday 24 <sup>th</sup> January – Friday 1 <sup>st</sup> April (10 weeks)
Term 2	Tuesday 19 <sup>th</sup> April – Friday 24 <sup>th</sup> June (10 weeks)
Term 3	Monday 11 <sup>th</sup> July – Friday 16 <sup>th</sup> September (10 weeks)
Term 4	Tuesday 4 <sup>th</sup> October – Friday 9 <sup>th</sup> December (10 weeks)
<b>Proposed start dates for 2023</b>	
Years 7 & 11 only	Monday 23 <sup>rd</sup> January 2023 at 8.55am
All year levels return	Tuesday 24 <sup>th</sup> January 2023 at 8.55am

School Telephone: 3813 4488 School Fax: 3813 4400 Student Absence Telephone: 3813 4401

School Email address: [office@ipwichshs.eq.edu.au](mailto:office@ipwichshs.eq.edu.au)

## Bell Times 2022



**8.55am ..... 9.05am**

**CSI or House/Year  
Level Parades  
(Mon to Thurs only)**

**8.30am ..... 9.05am**

**School Parade (Fri only)**

9.05am ..... 10.15am

Period One

10.15am ..... 11.25am

Period Two

**11.25am ..... 12.05pm**

**LUNCH 1**

12.05pm ..... 1.15pm

Period Three

**1.15pm ..... 1.45pm**

**LUNCH 2**

1.45pm ..... 2.55pm

Period Four

**2.55pm**

**School Finishes**





## UNIFORM AND DRESS CODE

The Ipswich State High School Community and the School Administration have agreed this to be a uniform school and for students to wear the uniform as set out below.

**The Uniform Shop operates from 8.15am - 8.45am Monday to Thursday, Friday 8.00am -9.00am.**

All logo uniform items are available from the Uniform Shop. Special sizes are catered for.

### SPORTS UNIFORM

**SHIRT:** School sport shirt with logo

**SHORTS:** Navy blue shorts with logo (No football shorts)

**SOCKS:** Must be worn

**SHOES:** Appropriate sports shoes to comply with Occupational Health and Safety Standards

**HAT:** School bucket hat or cap

### BOYS FORMAL UNIFORM

**Full formal uniform is compulsory every Friday.**

**TOPS:** White with blue pinstripe, logo on pocket, tucked in

**BOTOMS:** Navy blue dress school shorts (no logo) or navy blue or black dress pants

**SOCKS:** Long navy socks with turndown

**SHOES:** Black leather or vinyl school shoes expected to comply with Occupational Health and Safety Standards

**TIES:** Year 10, 11, 12 students only

**HAT:** School bucket hat or cap

### GIRLS FORMAL UNIFORM

**Full formal uniform is compulsory every Friday.**

**TOPS:** White with blue pinstripe, logo on pocket

**BOTTOMS:** Navy blue knee length dress shorts (no logo) or navy Blue/black dress pants

**SKIRT:** Navy blue, ("I" embroidered on the skirt) no shorter than 5cm above knee

**SOCKS:** Socks - white

**SHOES:** Black leather or vinyl school shoes expected to comply with Occupational Health and Safety Standards

**TIES:** Year 10, 11, 12 students ONLY

**HAT:** School bucket hat or cap

While formal uniforms are available as gender specific items, it is not compulsory for students to wear these items. Students are free to choose the formal uniform in which they feel most comfortable.

### WINTER UNIFORM

- Navy blue and maroon jacket with school logo, or program sweatshirt/jacket.
- Navy blue track pants.
- Navy blue tracksuit top with school logo.
- Plain navy blue sweatshirt or jumper/cardigan, no logo.
- Senior jerseys are optional for Year 12 students.
- Specialised jumpers with school logos.

### SHOES

No ballet slippers, open, backless, canvas, high tops, streetwear.

### JEWELLERY/HAIR & MAKEUP

- All piercings must be discreet and conform with OH&S - [www.health.qld.gov.au](http://www.health.qld.gov.au)
- Visible jewellery should conform with OH&S standards.
- No extremes of hair colour, style or ornamentation
- Discreet makeup only.

### UNACCEPTABLE ITEMS

- Leggings
- Jeans
- Cargo pants with external pockets
- Visible undershirts
- Bandannas
- Beanies



## UNIFORM AND DRESS CODE

### SPECIAL PROGRAMS

- Students who are a part of a specialist school program which has its own uniform (sold by the school) are only permitted to wear these during the specialist class.
- Rugby league, netball, football, fitness and dance program students must wear full school uniform to school each day. They are only permitted to wear their program attire during lessons, rehearsals and practices and must change before going to other classes or lunch.
- Hair and Beauty and YFC, may wear their program uniform on days when they are spending the entire day in their work space.
- Trade Training Centre and Building and Construction students are required to wear high-vis shirts, approved pants and work boots on work days.
- Hospitality students who work in 'The Break' are required to wear the "Break" shirt during shifts ONLY.

### PROCEDURE FOR STUDENTS OUT OF UNIFORM FOR A LEGITIMATE REASON:

When students do not comply with the school's uniform policy they are required to:

1. Be responsible and visit the Uniform Exchange to access the appropriate school supplied uniform item/s to change into prior to CSI.
2. If students attend CSI in the incorrect uniform, and have been to Uniform Exchange, student will be provided with a uniform pass and no detention will be issued.
3. Students that do not comply with this process will face consequences in accordance with the Student Code of Conduct. These may include uniform detentions and/or suspension for repeat offences. Students that do not return school supplied items from the Uniform Exchange will be invoiced the cost of the non-returned items.

# FORMAL SHOE POLICY

Black leather school shoes expected to comply with  
Occupational Health & Safety Standards  
(NO open shoes)



# SPORTS SHOE POLICY

Appropriate sport shoes to comply with  
Occupational Health & Safety Standards  
(NO canvas shoes, NO ballet slippers NO high tops)







**DRAFT**

## Uniform Price List and Order Form

**Business Hours:** 8:15am – 8:45am (Monday – Thursday)  
8.00am -9.00am (Friday)

**Student Name:** ..... **Year Level:** .....

Girls Uniform Description	Price	Size	Qty.	Boys Uniform Description	Price	Size	Qty.
Formal Blouse Sizes 6-30	\$50.00			Formal Shirt Sizes 10-30	\$50.00		
Navy Skirt Sizes 4-30	\$45.00			Navy Formal Shorts Sizes 10-30	\$40.00		
Unisex Navy Sport Shorts Sizes 8Y-14Y, S-3XL	\$30.00			Unisex Navy Sport Shorts Sizes 8Y-14Y, S-3XL	\$30.00		
Unisex Navy Mesh Sport Shorts Sizes S, M, L,XL, 2XL, 3XL, 4XL, 5XL 6XL	\$35.00			Unisex Navy Mesh Sport Shorts Sizes S, M, L,XL, 2XL, 3XL, 4XL, 5XL, 6XL	\$35.00		
Unisex Polo Shirt Sizes 10-14, XS-5XL	\$45.00			Unisex Polo Shirt Sizes 10-14, XS-5XL	\$45.00		
Unisex Navy Track Pants Sizes 12-16, S-3XL	\$35.00			Unisex Navy Track Pants Sizes 12-16, S-3XL	\$35.00		
Unisex Navy jacket with Badge Sizes 12-16, S-3XL	\$60.00			Unisex Navy jacket with Badge Sizes 12-16, S-3XL	\$60.00		
Unisex Tracksuit Combo (Jacket and Pants)	\$90.00			Unisex Tracksuit Combo (Jacket and Pants)	\$90.00		
<b>Uniform Pack includes:</b> 1x Formal Blouse 1x Skirt 2x Polo Shirts 2x Pair Sports Shorts 1x School Bucket Hat 1x Jacket	\$320.00			<b>Uniform Pack includes:</b> 1x Formal Shirt 1x Pair Shorts 2x Polo Shirts 2x Pair Sports Shorts 1x Formal Socks (2-8, 8-11, 11-14) 1x School Bucket Hat & 1 Jacket	\$330.00		
Ribbons (Navy / Maroon)	\$1.00			Formal Socks (2-8, 8-11, 11-14,14-16)	\$15.00		
Unisex scarf	\$5.00			Unisex Scarf	\$5.00		
Senior Ties Yrs 10, 11 and 12 only	\$20.00			Senior Ties Yrs 10, 11 and 12 only	\$20.00		
School Bucket Hat	\$20.00			School Bucket Hat	\$20.00		
School Cap	\$20.00			School Cap	\$20.00		
House Badges (Moran, Sullivan, Rivers, O'Hanlon)	\$2.00						
<b>TOTAL</b>	\$			<b>TOTAL</b>	\$		

Prices current as of 01/07/2020. Prices subject to change.

PTO>

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Please choose sizes carefully. We can exchange only if garment has not been **worn, washed or had tag(s) removed** and upon presentation of receipt of purchase. Refunds are given only if article is faulty due to manufacturing defect. Refunds are valid for twenty-one days (21) from date of purchase.

Payment Options:

- **QKR – “ONE STOP PAYMENT SHOP”**  
Download app to pay for school fees, excursions, events, uniforms, canteen, P & C donations
- **Direct Deposit: BSB 064-460 Account: 10021215**  
If paying by Direct Deposit please allow 2 -3 business days for payment to be processed and cleared. Please ensure the payment reference used to make payments is the student's EQ ID number (refer student timetable) along with the reference – 'uniforms'.
- **Debit/Credit Card: Please use the QKR app for this payment option**
- **Finance Office: Cash/Eftpos (8.15am – 11.45am)**

**Please return completed ORDER FORM** either in person to the Finance Office or by email to [office@ipswichshs.eq.edu.au](mailto:office@ipswichshs.eq.edu.au). For any enquiries please contact the office on 3813 4488.



## Stationery Requirements

### General requirements: ALL YEAR LEVELS

2 x Blue pens	1 set 4 pack highlighter pens
2 x Black Pens	Eraser
2 x Red Pens	1 x 30cm Ruler (wooden or plastic only)
2x 2B pencils	8GB USB Memory Stick (used for all subjects)
1 set of coloured pencils	Scientific Calculator (phone apps. are not acceptable as calculators)
Pencil case	<i>NB* Calculators are available for purchase from finance office window</i>
Sharpener	
Glue	

Students are required to bring their Student Diary to school with them each day.  
*Student Diaries are given out on the first day of attendance.*

Students must have an appropriate school bag to store their equipment each day.

**Please note that throughout the year certain subjects will require additional stationery.  
Student will be advised by their teachers on any specific requirements**



### Subject Specific Requirements Year 7 & General Requirements

<b>English - ENG</b> 2 x A4 exercise books 1 x exercise book A4 display folder	<b>Maths - MAT</b> 2 x A4 exercise books 1mm Graph Pad 1 x A4 display folder	<b>Science - SCI</b> 2 x A4 exercise books
<b>Humanities (including History and Geography) - HIS/GEG</b> 1 x A4 exercise book 1 x A4 homework book 1 x A4 display folder	<b>Health &amp; Physical Education - HPE</b> 1 A4 exercise book Water bottle Hat	<b>Japanese - JAP</b> 1 exercise book Multi-coloured pen 1 A4 display folder

### Elective subjects below - *Only required if student has selected the below subjects*

<b>Performing Arts - PRT/MUS/DAN</b> <b>Drama</b> - 1 x A4 exercise book <b>Music</b> - 1 x music book <b>Dance</b> - 1 x exercise book	<b>Visual Art - ART</b> 1 x A4 Visual Art diary	<b>Home Economics - HEC</b> 1 x A4 exercise book Some cooking ingredients and sewing material required (List given at beginning of semester)	<b>Digital Technologies - ICT</b> No specific stationery requirements
<b>Industrial Technology &amp; Design - ITD</b> 3 x HB pencils for woodwork/worksheets provided 1 x A4 exercise book 1 x White Eraser	<b>Art in the Community - ANC</b> No specific stationery requirements	<b>Future Tech - FTS</b> No specific stationery requirements	<b>Hair, Fashion and Styling - HFS</b> Pencil case with general supplies
<b>Girls Football - GFP</b> 1 x exercise book 1 x Blue and/or black pen	<b>Japanese Extension - JAX</b> 1 x exercise book Multi-coloured pen 1 x A4 display folder	<b>High Performance Dance - HPD</b> 1 x exercise book 1 x Blue and/or black pen	<b>Netball Excellence - NBP</b> No specific requirements
<b>Rugby League Excellence - FBS</b> 1 x exercise book 1 x Blue and/or black pen	<b>Soccer Excellence - SCC</b> 1 x exercise book 1 x Blue and/or black pen	<b>Music in the Community - MIC</b> 1 x music book	<b>Modern Chef MCF</b> 1 x A4 exercise book Some cooking ingredients required ( <i>List given at beginning of semester</i> )



### Subject Specific Requirements Year 8 & General Requirements

<b>English - ENG</b> 2 x A4 exercise books 1 x exercise book 1 x A4 display folder	<b>Maths - MAT</b> 2 x A4 exercise books 1mm Graph Pad 1 x A4 display folder	<b>Science - SCI</b> 2 x A4 exercise books
<b>History and Geography - HIS/GEG</b> 1 x A4 exercise book 1 x A4 homework book 1 x A4 display folder	<b>Health &amp; Physical Education - HPE</b> 1 x A4 exercise book Water bottle Hat	<b>Japanese - JAP</b> 1 x exercise book Multi-coloured pen 1 x A4 display folder

### Elective subjects below - *Only required if student has selected the below subjects*

<b>Performing Arts - DRA/MUS/DAN</b> <b>Drama</b> - 1 x A4 exercise book <b>Music</b> - 1 x music book <b>Dance</b> - 1 x exercise book	<b>Visual Art - ART</b> 1 x A4 Visual Art diary	<b>Home Economics - HEC</b> 1 x A4 exercise book Some cooking ingredients and sewing material required ( <i>List given at beginning of semester</i> )	<b>Digital Technologies - ICT</b> No specific stationery requirements
<b>ITD</b> 3 x HB pencils for woodwork/worksheets provided 1 x A4 exercise book 1 x White Eraser	<b>Art in the Community - ANC</b> No specific requirements	<b>Future Tech - FTS</b> No specific stationery requirements	<b>Hair, Fashion and Styling - HFS</b> Pencil case with general supplies
<b>Japanese Extension - JAX</b> 1 x exercise book Multi-coloured pen 1 x A4 display folder	<b>High Performance Dance - HPD</b> 1 x exercise book 1 x Blue and/or black pen	<b>Girls Football - GFP</b> 1 exercise book 1 x Blue and/or black pen	<b>Netball Excellence - NBP</b> 1 x exercise book 1 x Blue and/or black pen
<b>Rugby League Excellence - FBS</b> 1 x exercise book 1 x Blue and/or black pen	<b>Soccer Excellence - SCC</b> 1 x exercise book 1 x Blue and/or black pen	<b>Modern Chef - MCF</b> 1 x A4 exercise book Some cooking ingredients required ( <i>List given at beginning of semester</i> )	<b>S.T.E.M (Science, Technology &amp; Maths) - STM</b> 1 x exercise books
<b>Music in the Community - MIC</b> 1 x music book	<b>Business Studies - BST</b> 1 x exercise book	<b>Basketball Excellence - BKB</b> 1 x exercise book 1 x Blue and/or black pen	<b>Film, Television &amp; New Media - MTV</b> 1 x exercise book 1 USB for MTV only





### Subject Specific Requirements Year 9 & General Requirements

<b>English - ENG</b> 2 x A4 exercise books 1 x exercise book 1 x A4 display folder	<b>Maths - MAT</b> 2 x A4 exercise books 1mm Graph Pad 1 x A4 display folder	<b>Science - SCI</b> 2 x A4 exercise books
<b>History / Geography - HIS/GEG</b> 1 x A4 exercise book 1 x A4 homework book 1x A4 display folder	<b>Physical Education - HPE</b> 1 x A4 exercise book Water bottle Hat	

### Elective subjects below - *Only required if student has selected the below subjects*

<b>Drama - DRA</b> 1 x A4 exercise book	<b>Music - MUS</b> 1 x music book	<b>Dance - DAN</b> 1 x exercise book	<b>Visual Art - ART</b> 1 x A4 Visual Art diary
<b>Home Economics - HEC</b> 1 x A4 exercise book Some cooking ingredients and sewing material required <i>(List given at beginning of semester)</i>	<b>Digital Technologies - ICT</b> No specific stationery requirements	<b>Industrial Technology &amp; Design - ITD</b> 3 x HB pencils for woodwork/worksheets provided 1 x A4 exercise book 1x White Eraser	<b>Hair, Fashion and Styling - HFS</b> 1 x exercise book 1 x Blue and/or black pen
<b>Girls Get Active - GGA</b> 1 x exercise book 1 x Blue and/or black pen	<b>Rugby League Excellence - FBS</b> 1 x exercise book 1 x Blue and/or black pen	<b>Soccer Excellence - SCC</b> 1 x exercise book 1 x Blue and/or black pen	<b>Netball Excellence - NBP</b> 1 x exercise book 1 x Blue and/or black pen
<b>Food Studies - FDS</b> 1 x A4 exercise book	<b>S.T.E.M (Science, Technology &amp; Maths) - STM</b> 1 x exercise book	<b>Film, Television and New Media - MTV</b> 1 x exercise book 1 USB for MTV only	<b>Business Studies - BST</b> 1 x exercise book
<b>Humanities - HUM</b> 1 x A4 exercise book 1 x A4 homework book 1x A4 display folder	<b>Geography - GEG</b> 1 x A4 exercise book 1 x A4 homework book 1 x A4 display folder	<b>Japanese - JAP</b> 1 x exercise book 1 x A4 display folder	



### Subject Specific Requirements Year 10 & General Requirements

<b>English - ENG</b> 2 x A4 exercise books 1 x exercise book 1 x A4 display folder	<b>Maths - MAT</b> 2 x A4 exercise books 1mm Graph Pad 1 x A4 display folder	<b>Science - SCI</b> 2 x A4 exercise books
<b>History - HIS</b> 1 x A4 exercise book 1 x A4 homework book 1 x A4 display folder	<b>Health &amp; Physical Education - HPE</b> 1 x A4 exercise book Water bottle Hat	

### Elective subjects below - *Only required if student has selected the below subjects*

<b>Drama - DRA</b> 1 x A4 exercise book	<b>Music - MUS</b> 1 x music book	<b>Dance (including Cert I in Dance) - DAN</b> 1 x exercise book	<b>Digital Technologies - ICT</b> No specific stationery requirements
<b>Cert I in Hospitality - VHI</b> 1 x A4 exercise book Some cooking ingredients and sewing material required <i>(List given at beginning of semester)</i>	<b>Visual Art - ART</b> 1 x A4 Visual Art diary	<b>Industrial Technologies and Design - ITD</b> 3 x HB pencils for woodwork/worksheets provided 1 x A4 exercise book 1x White Eraser	<b>S.T.E.M (Science, Technology &amp; Maths) - STM</b> 2 x A4 exercise books
<b>Film, Television and New Media (MTV)</b> 1 x exercise book 1 x USB for MTV only	<b>Business Studies - NBP</b> No specific stationery requirements	<b>Geography - GEG</b> 1 x A4 exercise book 1 x A4 homework book 1 x A4 display folder	<b>Japanese - JAP</b> 1 x exercise book Multi-coloured pen 1 x A4 display folder
<b>Rugby League Excellence - FBS</b> 1 x exercise book 1 x Blue and/or black pen	<b>Soccer Excellence - SCC</b> 1 x exercise book 1 x Blue and/or black pen	<b>Netball Excellence - NBP</b> 1 x exercise book 1 x Blue and/or black pen	<b>Aquatic and Marine Horticulture - MQC</b> No specific stationery requirement
<b>HPE Extension - HPX</b> 1 x A4 exercise book Water bottle Hat	<b>Cert I in Active Volunteering - ZVO</b> Pencil case with general supplies	<b>Cert II in Salon Assistant - VSA</b> No specific stationery requirements	<b>Fashion - FAS</b> 1 x Art Diary Pencil case with general supplies
<b>Graphics - GPI</b> 2H pencil 4H pencil Eraser USB	<b>Cert III in Beauty Services - ZBT</b> No specific stationery requirements	<b>Cert II in Skills for Work &amp; Vocational Pathways - VFS</b> Pencil and/or pen	



### Subject Specific Requirements Year 11 and 12 & General Requirements

#### English / Essential English

2 x A4 exercise books  
1 x exercise book  
1 x A4 display folder

#### Essential Mathematics, General Mathematics, Mathematic Methods - Yr11

##### Specialist Maths

2 x A4 exercise books 1mm  
1 x Protractor

### Elective subjects below - *Only required if student has selected the below subjects*

<b>Business - BUS</b> No specific stationery requirements	<b>Cert II in Dance - VDA</b> 1 x exercise book	<b>Cert III in Beauty Services - ZBT</b> No specific stationery requirements	<b>Physics - PHY</b> 1 x exercise book
<b>Ancient History - AHS</b> 1 x A4 exercise book 1 x A4 homework book 1 x A4 display folder	<b>Biology - BSC</b> No specific stationery requirements	<b>Specialist Mathematics -</b> No specific stationery requirements	<b>Physical Education</b> 1 x A4 exercise book 1 x Water bottle 1 x Hat
<b>Early Childhood - ECD</b> 1 x exercise book 1 x Blue and/or black pen	<b>Social and Community Studies - SCT</b> 1 x A4 exercise book 1 x A4 homework book 1x A4 display folder	<b>Sports &amp; Recreation - RST - Yr11 &amp; 12</b> 1 x exercise book 1 x Blue and/or black pen	<b>Cert II in Retail Cosmetics - ZMK</b> No specific stationery requirements
<b>Cert II in Hospitality - ZHL</b> No specific stationery requirements	<b>Cert II in Information &amp; Digital Media &amp; Technology - ZIT</b> No specific stationery requirements		<b>Rugby League - Cert II in Sport and Recreation - Yr11 ZVB/Yr12 ZVB</b> 1 x exercise book 1 x Blue and/or black pen
<b>Cert II in Visual Arts - VVA</b> No specific stationery requirements	<b>Cert III in Nail technology - VNL</b> No specific stationery requirements	<b>Chemistry - CHM</b> 2 x A4 exercise books	<b>Cert III Sport and Recreation – ZSR</b> 1 x exercise book 1 x Blue and/or black pen
<b>Information Technology Communication - ITN</b> 1 x exercise book 1 x Blue and/or black pen	<b>Legal Studies - LEG</b> 1 x exercise book 1 x Blue and/or black pen	<b>Tourism Studies - TMS</b> 1 x exercise book 1 x Blue and/or black pen	<b>Modern History - MHS</b> 1 x A4 exercise book 1 x A4 homework book 1 x A4 display folder
	<b>Cert III in Active Volunteering - VOL</b> Pencil case with general supplies	<b>Film, Television and New Media - FTM</b> 1 x exercise book 1 USB	
	<b>Japanese - JAP</b> 1 x exercise book Multi-coloured pen 1 x A4 display folder	<b>Dance - DAN</b> 1 x exercise book	<b>Aquatic Practices - AQP</b> No specific stationery requirements
	<b>Cert III Fitness - ZFI</b> 1 x exercise book 1 x Blue and/or black pen	<b>Engineering Technology - EGT</b> No specific stationery requirement	
<b>Geography - GEG</b> 1 x A4 exercise book 1 x A4 homework book 1 x A4 display folder	<b>Music - MUS</b> 1 x music book 1 x A4 Display folder	<b>Rugby League - Science in Practice - SCP</b> 2 x A4 exercise books 1 x Blue and/or black pen	<b>Visual Art - ART</b> 1 x A3 Visual Art diary



<b>Cert II in Skills for Work &amp; Vocational Pathways - VFS</b> No specific stationery requirements		<b>Drama - DRA</b> 1 x A4 exercise book	
<b>Trade Training Centre - Pathway options</b> <b>5 day Trade Training - TTC</b> No specific stationery requirements		<b>Trade Training Centre - Pathway options</b> <b>1 day Trade Training - TTC</b> No specific stationery requirements	





## Ipswich SHS – Rights and Responsibilities

RIGHTS		RESPONSIBILITIES	
<b>All members of our school community have the right to:</b> <ul style="list-style-type: none"><li>• Be respected and recognised as an individual.</li><li>• Be treated with fairness, courtesy and respect.</li><li>• Work in a clean, safe and respectful environment.</li><li>• Be guided and supported through opportunities to improve their skills, abilities and experiences.</li><li>• Feel safe, respected, healthy and valued.</li><li>• Be proud of their individual and collective achievements.</li><li>• Have personal property respected by others.</li></ul>		<b>All members of our school community are expected to:</b> <ul style="list-style-type: none"><li>• Value difference and diversity, recognising the unique attributes, skills and abilities of others.</li><li>• Treat others with fairness, courtesy and respect.</li><li>• Demonstrate personal actions that contribute to a clean, safe, respectful and responsible school environment.</li><li>• Participate fully in all learning opportunities and strive to develop their skills, abilities and positive behaviours.</li><li>• Act in a safe, non-threatening and non-violent manner.</li><li>• Respect the property of others and the school.</li><li>• Follow all school policies and procedures.</li></ul>	
<b>STUDENTS</b>			
<b>Students have the right to:</b> <ul style="list-style-type: none"><li>• Receive high quality teaching and learning.</li><li>• Learn without disruption.</li><li>• Be informed about their progress and receive constructive feedback to improve their skills, abilities and behaviours.</li><li>• Respectfully raise concerns in an appropriate forum and at an appropriate time.</li></ul>		<b>Students are expected to:</b> <ul style="list-style-type: none"><li>• Attend school every day and participate fully in their educational program.</li><li>• Respect all staff by following directions.</li><li>• Show initiative and take ownership for their own learning and behaviour.</li><li>• Participate in a manner that respects the rights of others to learn and teach.</li><li>• Behave and dress in a way that displays pride in their appearance, uniform and shows respect for themselves and their school.</li><li>• Seek and act on feedback to continually improve their skills, abilities and behaviours.</li></ul>	
<b>PARENTS/CAREGIVERS</b>			
<b>Parents/caregivers have the right to:</b> <ul style="list-style-type: none"><li>• Expect quality education for their student(s).</li><li>• Be informed about their student's social and academic progress at school.</li><li>• Be notified of absences from school.</li><li>• Expect that their student will have the opportunity to participate fully in their educational program.</li><li>• Be informed of any educational or behavioural difficulties.</li><li>• Be afforded the opportunity to engage appropriately in their student's education and decision making.</li><li>• Raise school related concerns in an appropriate manner with administration.</li></ul>		<b>Parents/caregivers are expected to:</b> <ul style="list-style-type: none"><li>• Monitor and commit to their student's academic and social performance, growth and development.</li><li>• Ensure that their student attends on every school day; provides a note/telephone call to explain each absence and provides medical certification for missed assessment.</li><li>• Ensure that their student brings appropriate materials required for learning.</li><li>• Actively participate in their student's education and learning, working collaboratively with the school to achieve the best outcomes for their student.</li><li>• Initiate and maintain constructive communication and relationships with school staff regarding their student's learning and wellbeing behaviours.</li></ul>	
<b>STAFF</b>			
<b>Staff have the right to:</b> <ul style="list-style-type: none"><li>• Provide quality education in a safe, supportive and respected environment.</li><li>• Be supported to develop their personal and professional skills and abilities.</li><li>• Feel valued and supported as a professional within the school community.</li><li>• Cooperation and support from students and parents/caregivers.</li></ul>		<b>Staff are expected to:</b> <ul style="list-style-type: none"><li>• Ensure high quality organisation and planning to provide relevant and challenging educational opportunities and programs to students that align with the school's pedagogical framework.</li><li>• Assess, report constructively and provide feedback on student learning.</li><li>• Create and maintain safe, supportive and respectful learning environments.</li><li>• Foster positive and productive relationships with students, families and communities.</li><li>• Commit to professional growth and development whilst supporting other staff with their learning.</li><li>• Model professional behaviour and attire at all times.</li><li>• Adopt school wide practices to promote consistency across the school.</li></ul>	



BEHAVIOUR	ZONE	OUTCOME
<ul style="list-style-type: none"> <li>I am demonstrating:                             <ul style="list-style-type: none"> <li>Respect</li> <li>Responsibility</li> </ul> </li> </ul>	<b>SWITCHED ON! WORKING AND LEARNING</b>	<ul style="list-style-type: none"> <li>I will be positively reinforced with staff actions such as:                             <ul style="list-style-type: none"> <li>Verbal/non-verbal praise</li> <li>Switch Points</li> <li>ISHS Postcard home</li> <li>Home contacted</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>I may be off task, or have shown a lack of regard for expectations in either the classroom, school grounds or the community.</li> </ul>	<b>STOP, THINK AND CHOOSE</b>	<ul style="list-style-type: none"> <li>Staff will inform me that I am in the Blue Zone. Staff will remind and reteach me the school expectations.</li> <li>Staff may also:                             <ul style="list-style-type: none"> <li>Give a detention</li> <li>Contact home</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>I have chosen not to correct my behaviour after being retaught expectations by staff. I am refusing to engage with the learning or expectations of the school environment.</li> </ul>	<b>RETURN TO LEARNING</b>	<ul style="list-style-type: none"> <li>Staff will inform me that I am now in the Yellow Zone.</li> <li>Staff will manage my behaviour by setting limits (which may include additional actions to support the correction of my behaviour).</li> </ul>
<ul style="list-style-type: none"> <li>I have CONTINUALLY refused to comply with classroom/school expectations.</li> </ul>	<b>BUDDY CLASS</b>	<ul style="list-style-type: none"> <li>Staff will complete a Buddy Referral Form and direct me to a buddy class with work to be completed.</li> <li>My bag will remain in my classroom and I will return with my work completed and the Referral Form to my teacher before the end of the lesson.</li> <li><b>Home will be contacted</b></li> <li>Staff may also implement additional actions to support me with my behaviour.</li> </ul>
<ul style="list-style-type: none"> <li>I have chosen not to engage in staff directed intervention processes.</li> </ul>	<b>FACULTY HOD/ HOSES/ SWF</b>	<ul style="list-style-type: none"> <li>My behaviour will be referred to the <b>Faculty HOD</b> or <b>HOSES</b> and/ or <b>SWF</b> who may manage my behaviour by:                             <ul style="list-style-type: none"> <li>HOD Detention</li> <li>Admin Detention</li> <li>Suspension</li> </ul> </li> <li><b>OR</b> <ul style="list-style-type: none"> <li>Other consequences outlined in the ISHS Responsible Behaviour Plan for Students.</li> </ul> </li> <li>Home will be contacted</li> </ul>
<ul style="list-style-type: none"> <li>I have chosen to engage in behaviours that are considered major breaches of <i>ISHS Responsible Behaviour Plan for Students</i></li> </ul>	<b>PRINCIPAL/ DEPUTY PRINCIPAL</b>	<ul style="list-style-type: none"> <li>My behaviour is managed by <b>Deputy Principal and/or Principal</b> - potential consequences include suspension and exclusion.</li> </ul>

**Note:** Some major behaviours may be directly referred to SWF/Deputy/Associate Principal/Principal.



@ISH our student behaviour zones are:

- **Green Zone: Switched On! Working and Learning.** In this zone, students are demonstrating our school-wide expectations of Respect and Responsibility (as per our Expectations Matrix) and will be positively reinforced for displaying these behaviours
- **Blue Zone: Stop, Think and Choose.** In this zone, students may be off task, or have shown a lack of regard for expectations in either the classroom, school grounds or the community. Students will be retaught the expectations and redirected back to learning. The purpose of these actions is to encourage students to return to the Green Zone to continue with productive learning
- **Yellow Zone: Return to Learning.** In this zone, students are refusing to engage with the learning or expectations of the school environment. Staff actions may involve the use of the 'Return to Learning' Card (in a classroom environment) which acts as a visual prompt to encourage students to reflect on their behaviour. Staff actions also involve the setting of limits which gives the student reasonable choices with consequences. The purpose of these actions is to encourage students to self-regulate their behaviour and return to the Green Zone to continue with their learning.
- **Beige Zone: Buddy Class.** In this zone, students have continually refused to comply with classroom/school expectations and are disrupting the teaching and learning process. To ensure learning can continue, students are required to attend a Buddy Class for the remainder of that lesson. Students are required to leave their bags in the classroom, complete set work in their Buddy Classroom and return to their classroom teacher before the end of the lesson to have a restorative discussion about their behaviour. This is to ensure that learning can continue for all students.
- **Orange Zone: Faculty HOD/HOSES/Student Welfare Faculty.** In this zone, students have chosen not to engage in staff directed intervention processes and have been referred to a Head of Department, HOSES or Student Welfare Faculty. This occurs when a major behaviour or the students' ongoing behaviour is disrupting the teaching and learning process within the classroom.
- **Red Zone: Principal/Associate Principal/Deputy Principal.** In this zone, students have chosen to engage in behaviours that are considered major breaches of the 'ISHS Responsible Behaviour Plan for Students' and will be actioned by school administration. The teaching and learning process is unable to continue and behaviours exhibited may be considered unsafe or unacceptable.

At the beginning of each term, all students are explicitly retaught the classroom Zones, including behaviours and expected staff responses. Zone posters are displayed in every classroom and school building for students and staff to refer to as required. Students also have a Zones support document in their diary as an immediate reference guide.

**In order to support all students and staff in the teaching and learning process, the following Administration actions are in place:**

- Major behaviours including swearing at a teacher, not following a staff members reasonable instructions (including refusing to hand a mobile phone into Student Services when directed and/or walking out of a classroom without permission) will result in an automatic HOD/HOSES/Administration referral and probable short suspension.
- Buddy Class behaviours including refusing to go to Buddy class, refusing to leave their bag in the classroom, not going to their directed Buddy class and/or refusing to return to their classroom to discuss their behaviour with their teacher before the end of the lesson will also result in an automatic HOD/HOSES/Administration referral and probable short suspension.
- These actions are in direct support of the Ipswich SHS Responsible Behaviour Plan.

To support our High Expectations Framework, ISH utilises a SWITCH Point reinforcement system. Reinforcing our key expectations of Respect and Responsibility provides students with positive feedback, encouragement and motivation to continue engaging in expected behaviours within the classroom, playground and wider community. This in turn results in greater time on task and an increased engagement in learning activities.

Staff reinforce students' positive behaviour @ISH with SWITCH points through the use of an electronic reward system called VIVO. This system allows students to track their SWITCH points, monitor who they received points from, and what the points were awarded for. Students can also save and redeem their SWITCH points for any of the reward items that are available from the online catalogue in the VIVO Shop. Once ordered, the rewards are delivered to your student at school.

Importantly, this updated system gives parents/carers the ability to monitor and check their student's SWITCH point progress. Parents/carers can log on at [www.vivoclass.com.au](http://www.vivoclass.com.au) or download the VIVO App (for Android and iPhones). Log in details are provided following enrolment.

## BEHAVIOUR EXPECTATIONS MATRIX

Time / Place	RESPECT	RESPONSIBILITY
ALL SETTINGS	<ul style="list-style-type: none"> <li>Follow all staff instructions immediately</li> <li>Act/speak politely and respectfully to others at all times</li> <li>Respect the personal space and privacy of others</li> <li>Keep hands, feet and other objects to yourself, including and <b>respecting others' equipment and belongings</b></li> <li>Treat all property with respect</li> <li>Respect your school environment</li> <li>Be in the right place at the right time</li> <li>Leave your area tidy and clean</li> <li>Respect boundary areas</li> </ul>	<ul style="list-style-type: none"> <li>Behave in a manner that upholds and promotes the positive reputation of the school</li> <li>Wear your uniform correctly and with pride</li> <li>Be honest and take responsibility for your words and actions</li> <li>Follow all school policies and procedures</li> <li>Report accidents or safety concerns to staff immediately</li> <li>Maintain an environment that is safe and non-threatening</li> <li>Aim to improve your personal best</li> <li>Take responsibility for your learning by attending, actively participating and engaging in all school activities</li> <li>Stairwells and verandas to be used for transitions only</li> </ul>
CLASSROOM	<ul style="list-style-type: none"> <li>Respect the rights of others to learn and teach</li> <li>Raise hand when asking/answering a question</li> <li>Hats off in school buildings</li> <li>Obtain <b>teacher's permission to leave the classroom, note in diary</b> and return promptly</li> <li>Use all equipment correctly</li> <li>Food and drink (water excepted) are to remain in school bags</li> </ul>	<ul style="list-style-type: none"> <li>Allow others to participate without interruption</li> <li>Be on time and prepared for all classes - bring necessary equipment</li> <li>Follow set classroom procedures</li> <li>All mobile phones &amp; personal electronic devices to be switched off and out of sight (unless directed by a teacher for educational purposes)</li> </ul>
LIBRARY	<ul style="list-style-type: none"> <li>Wait outside for your teacher to let you in for class times and lunch breaks</li> <li>Respect other learning spaces by remaining in your designated library area</li> <li>Use of quiet, inside voices</li> </ul>	<ul style="list-style-type: none"> <li>Follow procedures for borrowing materials before leaving the library</li> <li>Return borrowed materials undamaged and by their due date</li> </ul>
TRANSITIONS (movement to & from classes)	<ul style="list-style-type: none"> <li>Respectfully move throughout the school with minimal disturbances</li> <li>Keep to the left when using pathways/stairwells</li> <li>Use footpaths and designated walkways when entering / exiting the school</li> </ul>	<ul style="list-style-type: none"> <li>Use diary/movement log when not in class</li> <li>Use pedestrian crossing/lights to cross the road</li> <li>Be aware of vehicles</li> </ul>
NON CLASSROOM  Parade  Tuckshop  Toilets/Bathrooms  Grounds/Ovals  Bus  Office and Staffrooms	<ul style="list-style-type: none"> <li>Sit quietly in designated area and listen attentively</li> <li>Show respect for peers and staff by applauding appropriately</li> <li>Pay for all items you select</li> <li>Line up in a sensible manner and wait your turn</li> <li>Respect the privacy of others</li> <li>Treat facilities with respect: use toilets and wash basins appropriately</li> <li>Eat food in appropriate areas and place rubbish in bins</li> <li>Share equipment /space and allow others to participate in activities</li> <li>Line up in two lines behind the yellow line</li> <li>Join the line respectfully</li> <li>Wait until staff instruct you to walk to the bus</li> <li>Show courtesy and respect to others through words and actions</li> </ul>	<ul style="list-style-type: none"> <li>Turn off and put away all electronic devices</li> <li>Remove hat</li> <li>Only be in the area if you are buying food</li> <li>Report vandalism/damage immediately to Student Welfare Faculty or Student Services</li> <li>Practice good hygiene</li> <li>Ball games played only on ovals</li> <li>Non-contact games/sport only to be played</li> <li>Store bikes, scooters and skateboards in allocated areas</li> <li>Remain in the undercover designated area</li> <li>Act safely on you journey home</li> <li>Follow sign in and sign out process</li> <li>Wait quietly and in line for your turn</li> </ul>
In the Community/Excursions/To and From School/Extra-Curricular Activities  Cyberspace and Social Media	<ul style="list-style-type: none"> <li>Always wear correct school uniform unless otherwise stated</li> <li>Report any unsafe online behaviour to Student Wellbeing Faculty</li> <li>View and send only appropriate messages and information</li> </ul>	<ul style="list-style-type: none"> <li>Follow school procedures for signing in and out</li> <li>Return permission forms and make payments (if relevant) by due date</li> <li>Follow transport Code of Conduct</li> <li>Follow all traffic laws and make safe choices using designated pathways and crossings</li> <li>Protect your personal identity and be safe with those you interact with</li> <li>Follow Social and Digital Media User Agreement signed on enrolment</li> <li>Stay on task when using technology</li> <li>Label, save and back up work</li> <li>Only post images and words that will enhance yours <b>and the school community's digital footprint</b></li> <li>Follow laws and site policies</li> <li>Keep your password secret</li> </ul>



# Education Queensland - The Code of School Behaviour

## Better Behaviour, Better Learning

Queensland state schools promote learning, creativity and innovation as the platform upon which to build prosperity and quality of life for all Queenslanders. State schools are strongly committed to providing a quality, futures-oriented education that enables all students to achieve their full potential. They prepare students for an active role in democratic life and society. High expectations, equity, inclusiveness and the building of social capital are key features of state schooling in Queensland.

Essential to effective learning is a safe, supportive and disciplined environment that respects the following rights:

- The rights of all students to learn
- The rights of teachers to teach
- The rights of all to be safe

*The Code of School Behaviour* defines the responsibilities that all members of the school community are expected to uphold and recognises the significance of appropriate and meaningful relationships.

It outlines a consistent stand of behaviour for all state school communities in Queensland, inclusive of students, staff and parents. The Code has been developed to deliver the best possible outcomes for students, recognising the close relationship between learning, achievement and behaviour.

School communities will use The Code as a basis for providing:

- Positive support to promote high standards of achievement and behaviour
- Clearly articulated responses and consequences for inappropriate behaviour

Each school will detail particular strategies to promote appropriate behaviour as well as consequences for unacceptable behaviour within its Responsible Behaviour Plan for Students.

The *Education (General Provisions) Act 2006* provides that – principals must give an enrolment agreement to the student's parent/guardian or independent student, before enrolling a student. Parents or students will be asked to sign the agreement. This agreement sets out the rights and obligations of students, parents and staff at the school and will require all parties to abide by the Code of School Behaviour and other endorsed conditions stipulated by the school.

## Standards

State schools in Queensland are committed to providing quality learning opportunities to enable all students to achieve within safe, supportive and disciplined learning environments. Staff are to maintain high standards of ethical behaviour as established in the Department of Education's Code of Conduct. All members of school communities are to abide by The Code of School Behaviour in accordance with the following standards.

### All members of school communities are expected to:

- conduct themselves in a lawful, ethical, safe and responsible manner that recognises and respects the rights of others.

### Students are expected to:

- participate actively in the school's education program
- take responsibility for their own behaviour and learning
- demonstrate respect for themselves, other members of the school community and the school environment
- behave in a manner that respects the rights of others, including the right to learn





- co-operate with staff and others in authority

**Parents are expected to:**

- show an active interest in their child's schooling and progress
- co-operate with the school to achieve the best outcomes for their child
- support school staff in maintaining a safe and respectful learning environment for all students
- initiate and maintain constructive communication and relationships with school staff regarding their child's learning, wellbeing and behaviour
- contribute positively to behaviour support plans that concern their child

**Schools are expected to:**

- provide safe and supportive learning environments
- provide inclusive and engaging curriculum and teaching
- initiate and maintain constructive communication and relationships with students and parents
- promote the skills of responsible self-management

**Principals are expected to:**

- play a strong leadership role in implementing and communicating The Code in the school community
- ensure consistency and fairness in implementing the school's Responsible Behaviour Plan for Students
- communicate high expectations for individual achievement and behaviour
- review and monitor the effectiveness of school practices and their impact on student learning
- support staff in ensuring compliance with The Code and facilitate professional development to improve the skills of staff to promote responsible behaviour

**Regional Directors or delegate are expected to:**

- endorse the school's Responsible Behaviour Plan for Students that aligns with The Code and complies with legislation
- ensure that school plans are implemented consistently, fairly and reasonably
- exercise leadership in support of school principals' responsibilities under The Code and promote improvements of the professional skills of principals accordingly

**Senior Officers and Education Queensland are expected to:**

determine policy directions and monitor the efficiency and effectiveness of resource allocations and services to support responsible behaviour throughout Queensland schools

## Consequences for Unacceptable Student Behaviour

Student behaviour that does not comply with the expected standards is not acceptable. *The Responsible Behaviour Plan for Students* will set out the range and level of responses and consequences for the student behaviour that is not consistent with these standards.

Consequences are to be applied to:

- provide the opportunity for all students to learn
- ensure the safety of staff and students
- assist students who exhibit challenging behaviours to accept responsibility for themselves and their actions

In applying consequences for unacceptable student behaviour, the individual circumstances and actions for the student and the needs and rights of school community members will be considered at all times.

Schools use a range of consequences that are authorised by Education Queensland which include:





- suspensions
- exclusions
- cancellations of enrolment

These consequences are to be used as the last resort for serious behaviour after consideration has been given to all other responses. Access to alternative programs and input from other agencies may be necessary for students who repeatedly do not comply with expected standards of behaviour.

## Values and principles

The Code of School Behaviour is based on the following values and principles.

### Values

The Department's Strategic Plan defines the following values:

- Professionalism: committing to the highest standards of accountability and performance
- Respect: treating all people with respect and dignity
- Innovation and Creativity: fostering safe environments that support innovative and creative practice
- Diversity and Inclusiveness: encouraging all Queenslanders to participate in education and cultural activities
- Excellence: supporting the pursuit of excellence

### Principles

The Code is underpinned by the following principles:

- State schools expect high standards of personal achievement and behaviour
- The foundation of positive classroom behaviour is effective teaching, inclusive and engaging curriculum and respectful relationships between staff and students
- Positive behaviour is enhanced through a whole school approach and effective school organisation and leadership
- Partnerships with parents, the wider school community and other support agencies contribute to positive behaviour in schools
- Staff expertise is valued and developed
- Standards of expected student behaviour are linked to transparent, accountable and fair processes, interventions and consequences
- Responses to inappropriate student behaviour must consider both the individual circumstances and actions of the student and the needs and rights of school community members



## Parent Communication

@ISH open communication between the school and parent/guardians is a valued part of the successful running of the school. Communication from the school can come in many forms including:

- Emails
- SMS messages
- Phone calls
- Newsletters
- School Website - [ipswichshs.eq.edu.au](http://ipswichshs.eq.edu.au)
- Facebook – *'The Ipswich State High School'*

To ensure that clear communication between the school and parent/guardians remains productive it is paramount that all student details are updated, if any changes occur. If any details need to be updated or changed, it is as simple as sending an email through to [office@ipswichshs.eq.edu.au](mailto:office@ipswichshs.eq.edu.au) with the new information, by calling the office on 07 3813 4488 (the form will be sent via email or given directly to the student) or by obtaining it directly from the office.

@ISH we endeavour to be as environmentally friendly as possible, aiming towards a paperless workplace therefore, if possible, an email address is to be provided so that the school can email out academic reports and newsletters. This is the preferred method of communication @ISH. This is also a quick and simple way for teachers to communicate with parents/guardians, keeping them updated on their student's progress and behaviour.

## Student message policy

@ISH we aim to provide quality uninterrupted lesson time for your students to learn in best learning environment

For this reason, we have chosen not to have a PA system in our school as this continually interrupts essential learning.

Please understand that at times when critical and urgent situations arise and messages need to be given immediately, students will be removed from class and messages will be physically passed on. No messages will be passed on during class time unless of an urgent nature. If the matter is not urgent, we ask our parents to make family arrangements with your child, prior to the school day commencing, or message the student directly. Students are able to access their phones for texts, phone calls and messages during break times.



## Early Departures

No students are permitted to leave the school grounds without parent/guardian's permission and a leave slip must be obtained from Administration.

Early departures are only permitted if students have obtained a leave request by presenting a signed note or signed message in their student diary to Student Services prior to the start of the school day or during lunch breaks. Student Services will issue the student with a leave request which must be shown to the teacher, if the departure is to occur during class time. Students will not be permitted to leave the classroom unless a leave request is presented. Students who have followed the procedure correctly will then be able to sign out at the Student Services window or by using the self-service device.

The school respectfully asks that early departures are avoided where possible, and used only in emergency or urgent circumstances. Please try and arrange appointments outside of school times, pre-arrange collection with the student and have them be responsible for their actions – follow the departure process. This will avoid all unnecessary interruptions to essential learning.



## Does Attendance Really Matter?

### 10 Minutes late a day? Surely that won't affect my child!

He/She is only missing just...	That equals...	Which is....	And over 13 years of schooling that's
10 mins per day	50 mins per week	Nearly 1.5 weeks per year	Nearly ½ year
20 mins per day	1 hr 40 mins per week	Over 2.5 wks per year	Nearly 1 year
Half hour per day	Half a day per week	4 weeks per year	Nearly 1 ½ years
1 Hour per day	1 day per week	8 weeks per year	Over 2 ½ years

### Now if you think that is a lot of missed school time, look at what a day can make!

#### 1 or 2 days a week doesn't seem much but....

If your child misses...	That equals.....	Which is...	And over 13 years of schooling that's....
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1.5years
1 day per week	40 days per year	8 weeks per year	Over 2.5 years
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

### If you want your child to be successful at school then YES attendance does matter!

## 'Every Day Counts!'

#### ABSENT FROM SCHOOL

Students are expected to be at school every day. In the event of an absence please call the *Student Absence Line* on 3813 4401 and follow the prompts. Alternatively email [office@ipswichshs.eq.edu.au](mailto:office@ipswichshs.eq.edu.au) with an explanation from a parent or guardian. Your email must contain student's name, year level, CSI class and contact number for parent/guardian. Alternatively you may fill out the Absentee Note in your Student Diary. Text messages are sent out daily notifying parents and guardians of any absences, please reply to any messages, explaining the absences so that the attendance can be amended.

Medical certificates are required if the student has 3 or more days absence or is absent on the day of an assessment or exam. All senior students (Year 11 and 12) are required to provide a medical certificate for ALL absences. Exemptions from school can be arranged, if an extended period of absence is required for medical or personal reasons.





## School Bus Company

### Information and Contact Details

#### **Westside Bus Company**

Ph: 3288 1333

Please visit [www.busqld.com.au](http://www.busqld.com.au) for any Bus Information

#### **Southern Cross Bus Company**

PH: 3813 8900

Providing Services for: - Karana Downs, Mt. Crosby, Karalee, Bellbowrie, Anstead Areas and parts of Pine Mountain, North Ipswich and Brassall areas.

#### **Minden Bus Service**

PH: 5426 8102

Providing Services for: - Minden, Tarampa, Lowood, Fernvale, Tallegalla, Thagoona, Wanora, Borallan, Ironbark, Rosewood, Marberg and Haigslea areas also including parts of Karrabin, Minden and Blacksoil.(Pine Mountain Road).





## Homestay Family

Would you like to consider being a Homestay family for either short term or long-term stays or even both? Being a Homestay family is a great opportunity for both you as the host and for the International student. This is a great opportunity for cultural experiences within our own community. Here @ISH we host both Study Tours and Long term International Students throughout the year.

At @ISH we will give you the tools to ensure you and your International student experience a safe and memorable time together. We will manage and monitor the homestay program to ensure that you have all of the contact and support you need. Before placing an International student with their homestay families we like to ensure that both you as the host family, and the student are as comfortable as possible. A few things that we take into consideration are:

- Allergies
- Dietary needs
- Pets
- Spiritual requirements
- Hobbies / Interests

If you decide to join us on this journey, your primary responsibility will be to provide a safe, welcoming and friendly home for your student. Most importantly, you treat them as a valued member of the household. In return, your student is expected to show you and your family courtesy, respect and consideration.

As your Homestay Coordinator, I will be available to speak with you should you have any questions. We have a great network of support staff, who can assist you at any point. We will have regular contact with you and your student, and will keep you up to date with information. If this sounds like an opportunity, you are interested in, contact us on the details listed below.

*We hope to welcome you into our International Homestay family soon.*

*Meg Argus*

*International Coordinator*

The Ipswich State High School

Ph +61 7 3813 4488 | Fax +61 7 3813 4400

1 Hunter St Brassall | PO Box 26 |

Ipswich | Website:

[www.ipswichshs.eq.edu.au](http://www.ipswichshs.eq.edu.au)

General ISHS International Email: [international@ipswichshs.eq.edu.au](mailto:international@ipswichshs.eq.edu.au)

### DE International

Trading as Education Queensland International (EQI)

**CRICOS Provider Number 00608A**





Dear Parent / Guardian

We extend a warm welcome to you and look forward to your support during the year.

Your support enables us to run the Canteen. Money made through this service goes back to assisting the school community.

For the Canteen to operate we need several parents per day. We have a roster system and ask anyone to help one (1) day every four (4) weeks.

Anyone who is able to help any day between the hours of 8:45am and 1:45pm or any time that is suitable to you, please return this section below to the convenor.

We feel you will enjoy your day and learn a little of high school life at the same time.

Yours faithfully

Jenny Shard

Business Manager

.....

**Please return to Ipswich State High School Canteen - Phone: 3813 4412**

Yes, I will be prepared to help at the Canteen

Name: .....

Address: .....

Phone: .....

Day Preferred: .....



## Parents' and Citizens' Association Donation

I agree to donate the sum of \$20

to The Ipswich State High School Parents' and Citizens' Association.

Name: \_\_\_\_\_

Child[ren]s Name[s]: \_\_\_\_\_

Address [for receipting purposes]: \_\_\_\_\_

### **Payment Options:**

- **QKR – “ONE STOP PAYMENT SHOP”**  
Download app to pay for school fees, excursions, events, uniforms, canteen, P & C donations
- **Direct Deposit: BSB 064-417 Account: 10792421**  
If paying by Direct Deposit please allow 2 -3 business days for payment to be processed and cleared. Please ensure the payment reference used to make payments is the student's EQ ID number (refer student timetable) along with the reference – 'uniforms'.
- **Debit/Credit Card: Please use the QKR app for this payment option**

**Finance Office: Cash/Eftpos (8.15am – 11.45am)**