



PARENT HANDBOOK



MESSAGE FROM THE PRINCIPAL

Dear Parents and Guardians,

Welcome to Sunnybank State High School. We are delighted to join with you in providing your child with a high-quality education that empowers them to have a bright and successful future ahead of them.

Our parent information booklet has been produced to provide you with an overview of our school policies and details about the school that you will find useful.

Your partnership with us is important as I know we share the same goals of each child aiming for their absolute personal best.

To achieve this, as a school we maintain:

- A commitment to our vision 'A community where we aspire, grow and achieve'.
- A school governance structure that supports students across their whole curriculum program, delivering high level achievement in academic and social outcomes.
- Comprehensive facility renewal programs ensuring our resources support this learning focus.
- A commitment to developing a range of program offerings to suit student needs. We offer extension programs linked to local tertiary institutions, both Universities and TAFE.
- Our vocational education program offers a wide range of certificates and traineeships for our senior students.
- A commitment to the Positive Behaviour for Learning program.
- A staff Professional Development program that supports staff to develop skills and expertise enabling best teaching practice and high levels of service provision.
- A well-established link with the educators in our local primary schools to provide a seamless curriculum that caters to student needs.

As a school we understand the privilege and responsibility bestowed on us when students enrol at this school. Joining with parents and students in a partnership of learning is essential. There is regular communication between the school and home. The school reports on student's successes and progress through parent/teacher interviews, formal report cards and other communications of a written or oral nature. General school information is regularly communicated via email and school Newsletters, as well as posted on the schools Facebook and Instagram pages and internet site (www.sunnybankshs.eq.edu.au). We encourage parents/caregivers to make regular contact with the school to discuss their student's progress.

There are many practical ways in which parents/caregivers can be involved with the school including joining the Parents' and Citizens' Association and attending school functions. A number of events such as our Awards Ceremony and Parent Teacher Interviews are opportunities to share and celebrate student successes.

At Sunnybank we work hard to ensure we share our vision for our school and we include our parents and students in ensuring our vision and values of Respect, Responsibility and Readiness are embedded in all that we do. I look forward to working with you and your young person throughout their years at Sunnybank State High School.

And finally, a message to our students, enrolment at Sunnybank State High carries an expectation that students maintain exemplary standards of personal conduct, appearance and application to work. To support the highest possible student outcomes, all students are expected to follow the *Student Code of Conduct*, which incorporates *Student Guidelines and Procedures*, *Behaviour Management Flowchart* and *Uniform and Dress Code*. These policies are available through the Enrolments Officer, the school office or website www.sunnybankshs.eq.edu.au

Yours sincerely,

Principal

Sunnybank State High School

ADMINISTRATIVE INFORMATION

School Directory

Address Boorman Street, Sunnybank QLD 4109
Postal Address: PO Box 2, Sunnybank QLD 4109
Telephone (07) 3323 8111
Student Absence Line: (07) 3323 8160
Student Absence Mob: 0427 217 544
E-Mail: principal@sunnybankshs.eq.edu.au

Leadership Team

Principal	Ben Orford
Deputy Principal: Yr 7 and Yr 10	Tania Williams
Deputy Principal: Yr 8 and Yr 11	David Becker
Deputy Principal: Yr 9 and Yr 12	Sharon Tessmann
Business Manager	Jenny Townshend
Guidance Officers	Nic Taschke
	Naomi Dowden

Heads of Department

Arts and HPE	Annette Rostron
English	Rosy Kalamafoni
Humanities	Carley Krause
Mathematics	Debbie Cooper
Science	Deirdre Aldridge
Senior Schooling and VET	David Magoffin
Teaching/Learning and Languages	Cathy Seto-Payne
Technologies	Justin Betts
SunnyFutures (Year 13)	Robyn Pedler
Inclusion	Maria Grown-Lieu

Office Hours

Main Office and Student Services hours are from 8.00 am to 3.30 pm.

ADMINISTRATIVE ARRANGEMENTS

Our school governance structure is based upon curriculum faculties headed by the respective Heads of Departments who are responsible for the development and implementation of the appropriate curriculum within year groups. We also have a HOD of Inclusion who manages our Special Education and EAL/D programs.

Co-curricular activities are developed within year groups by Year Co-ordinators and supported by roll mark teachers. Sporting houses complement the structure. Our structure breaks the school into manageable groups where close parent contact can occur. There are many avenues for contact through which we build strong relationships with family and community.

Deputy Principals support specific year levels and work closely with Heads of Department and Year Co-ordinators to ensure the program of work is balanced for academic and social development of students.

The Principal has the overall responsibility for the school and, in consultation with staff, determines the policy and procedures to be implemented. You are welcome to speak with her through contact with staff at the main office. When parents/caregivers or students speak to any of our administrative staff they may be referred to one of the specially qualified people who attend the school on occasions. Our Support Staff are listed in this document. As with all staff, appointments may be made through the main office.

ASSEMBLY

The full school assembly is held in the school hall before first lesson on a Monday. Parents are welcome to attend. The assemblies are our opportunity to acknowledge student and staff successes with presentations and guest speakers.

ATTENDANCE

Every day counts. Regular attendance is required by law and students who attend regularly achieve more successful outcomes than those who have frequent absences. It is the responsibility of parents/caregivers to notify the school as early as possible. To report a student's absence or late arrival:

Preferred: Daymap App

Phone: 3323 8160 (the student absence line)
Text: 0427 217 544
QParents app: Notify through the Attendance Tab
Written note: Please detail student name, date of absence and reason for absence. If possible use Student Diary
Email: studentabsences@sunnybankshs@eq.edu.au

Students receiving government allowances should ensure they are familiar with their responsibilities as an Independent Student and students on allowances (New Start/Abstudy) as there are special conditions related to absences as required by the Federal and State Governments. School absence records are accessed directly by Centrelink; failure to explain absences could result in curtailing benefits, and in some cases reimbursement of monies.

5 UNAUTHORISED absences may result in Centrelink requiring repayment.

Late Arrivals: If students arrive after Roll Class at the start of school, they are to report to the Attendance window to be signed in. Parents or caregivers should provide a note to explain the late arrival. If students do not have a note from a parent or guardian to explain their late arrival then it will be classed as truancy and they may receive a detention.

Leaving Early: Students are not permitted to leave the school grounds during the school day. If students need to leave early they need a note from their parent or caregiver explaining why and when. Students should bring their note to Student Services before school to obtain a leave request, which they show their teacher at the start of the lesson. Students return to Student Services at their departure time to sign out and receive their Leave Pass.

BEHAVIOUR and STUDENT CODE OF CONDUCT

The Student Code of Conduct aligns with The Code of School Behaviour and balances the requirements with the expectations of the school community and the rights of individual students. A copy of the Student Code of Conduct will be issued at enrolment interviews, is available through the school office and is on the school website (www.sunnybankshs.eq.edu.au). This document clearly outlines expectations for behaviour and daily routine procedures for students. The Student diary also provides relevant information to students.

Our schoolwide Positive Behaviour for Learning Framework focuses on encouraging and rewarding positive behaviours. Consequences for inappropriate behaviours and support programs are clearly outlined in the Student Code of Conduct which is available on our website and a copy will be given to you upon enrolment. Bullying is not acceptable at Sunnybank State High School.

BICYCLES

Students who ride their bicycle to school are requested to secure them to the bicycle racks between the hall and Block 7. This area remains out of bounds except when students are taking their bicycles to or from the racks on their arrival at or departure from the school. The wearing of helmets is compulsory for all cyclists.

BOOKLISTS

Can be located on the school website. Teachers will advise of extra stationery during their first lesson. Multi subject books, permanent markers and liquid paper are not permitted at school.

COMPUTERS – (Appendix A Information Technology Acceptable Use Policy)

Our school has extensive computer facilities including computer labs and portable devices available to all students in all subjects. The use of computer facilities, including the internet, is an integral part of the teaching and learning processes and comes with associated responsibilities. Inappropriate use may disadvantage others and may result in consequences such as those listed in the detailed computer use policy available on the school website, Student Code of Conduct and in the student diary.

To access all curriculum programs, every family must sign a 3rd Party Consent form at the beginning of each new school year.

CAR PARK

Parents should not to park on the school grounds as these parks are provided for the staff, visitors and deliveries. They are not intended for use by parents to pick up or drop off children. Please be mindful of the school being located in a residential area, our neighbours must have access to and from their properties at all times.

CALENDAR AND SCHOOL COMMENCEMENT

On day one, students meet their Teachers and Year Co-ordinators to receive their timetables and student diaries to be ready to start classes. Teachers will assist students in becoming familiar with the school routine.

The school year is divided into two semesters and each semester is divided into two terms with holiday breaks.

2023	Dates	Semester One
Student Free Days	19, 20 January	Students do not attend school on these days
Australia Day	Thursday 26 January	Public holiday
Term One	Monday 23 January to Friday 31 March	
Autumn Holidays	Monday 3 April to Friday 14 April	
Term Two	Monday 17 April to Friday 23 June	
Anzac Day	Tuesday 25 April	Public holiday
Labour Day	Monday 1 May	Public holiday
Winter Holidays	Monday 26 June to Friday 8 July	
Term Three	Monday 10 July to Friday 15 September	Semester Two
Royal Qld Show Brisbane	Wednesday 16 August	Public Holiday
Student Free Day	Friday 1 st September	Students do not attend school on this day
Spring Holidays	Monday 18 September to Monday 2 October	
Queen's Birthday	Monday 2 October	Public Holiday
Term Four	Tuesday 3 October to Friday 8 December	Years 7, 8 and 9 finish – Friday 8 December
Summer Holidays	Monday 12 December 2022 to Monday 22 January 2023	

The dates for various school functions and activities are published on the school website, schools Facebook page and the newsletter that is published twice a term. Student assessment calendars are emailed to students each semester via their student email addresses.

NEWSLETTER

A school newsletter is produced two times a term. The electronic version is emailed to parents and placed on our website.

CURRICULUM

Junior school – The Australian curriculum is implemented across Years 7, 8, 9 and 10. The Junior School concepts of small class size, strong teacher relationships and engagement are considerations in the planning and teaching within our Junior School.

Year 10 - Year 10 is regarded as a transition program from the Junior School leading into the Senior School. In year 10, students finish their Australian Curriculum Study and begin to consider their Queensland Curriculum and Assessment Authority (QCAA) subjects based upon interests and pathways as planned in their Senior Education and Training Plans (SET P).

Senior School - Queensland introduced a new Queensland Certificate of Education (QCE) system which started with Year 11 students in 2019. From 2020, the Australian Tertiary Admission Rank (ATAR) replaced the Overall Position (OP) as the standard pathway to tertiary study for Queensland Year 12. There is a broad range of General, Applied and Extension subjects and certificate courses that complement our successful education program. Tertiary links and off-site providers add to the curriculum offerings available. Our traineeship/apprenticeship program has become one of the most comprehensive in the state and recognised by Education Queensland through the Showcase Awards.

For full information on subject choices please contact the Guidance Officer to make an appointment.

We also offer a **science extension** program, STEM and Robotics, which develops strong relationships with our local primary schools. Our links with each of the Universities and TAFE Institutes in Brisbane provide extension work for students.

For more information about the programs please contact our Enrolments Officer who will refer you to the appropriate Head of Department.

DAYMAP

All Parents need access to Daymap. Daymap is a key communication device which allows parents to share in their child's education. Through Daymap you can follow your student's attendance and assessment, contact the school and make Parent Teacher Interviews. To log into your account, go to: <https://sunnybankshs.eq.daymap.net/daymapConnect/>

DIARY

Every student enrolled at Sunnybank SHS is given a school diary at the start of the year. The diary is used every day to record homework, due dates, assessments, student movements and is filled with valuable information to help your child get the most out of their education. Students are required to bring the diary to school every day.

ENROLMENT

All enrolment forms are available through our website www.sunnybankshs.eq.edu.au or from the school office. Completed paperwork can be submitted via email office@sunnybankshs.eq.edu.au or handed in to reception between the hours of 8:00am and 3:00pm on school days. Once all enrolment paperwork has been submitted, our Enrolments Officer will contact you with an interview time.

All students enrolling at Sunnybank High School have an enrolment interview with a member of the school leadership team. Enrolling students must be accompanied by a parent or responsible caregiver, unless the student is officially acknowledged as an independent student and is over 18 years of age.

EXCURSIONS

There are some compulsory field trips which form part of the curriculum and which are assessed. Students are required to attend these and are responsible for the costs. In nearly all subjects there are a number of voluntary trips and excursions of no more than a day's duration. The cost of attending these is also a student responsibility. Camps, trips and conferences are part of school life and are some of the ways that support students' personal growth, curriculum understandings, leadership potential and provide motivational situations. Some of these activities are regarded as compulsory and we are happy to work with students and families to support attendance.

FACILITIES AND GROUNDS

Our school continues to upgrade facilities each year. The ongoing maintenance and renewal of our facilities is intended to support student learning and is a clear demonstration of our commitment across the school to provide an excellent educational experience for our students. No student is to be in a classroom without a teacher.

- Rooms are to be left tidy; the last class to use a room should place chairs on desks and close windows.
- Damage must be reported immediately. Students may be required to pay for wilful damage.
- Furniture must not be moved from any classroom without permission.

FINANCE

Student Resource Scheme - The Student Resource Scheme (SRS) helps parents to source resources such as textbooks, equipment for personal use, and many items used by the student in the classroom at a much lower rate due to bulk buying power. Participating in the SRS offers a convenient way for parents to source the items that their child needs for school and ensures that all students have access to the same standard of resources.

If you agree to join the SRS scheme your participation is assumed for the remainder of your child's enrolment, unless you inform the school otherwise by completing a new participation agreement form. Please complete the 'Student Resource Scheme Participation Agreement Form' included in the information pack and on our website and return to administration when you attend your interview.

If you choose not to participate, you will be provided with a list of resources that you **must** provide for the student.

If you would like to participate, but are experiencing financial difficulties, please contact the school to arrange an appointment to discuss options. Any information that you provide will be confidential.

Resources will **not be** distributed until the full or first payment of a 'Payment Plan' has been paid to the school. Any unpaid invoices, will be managed according to the department's Debt Management Procedure and may result in the student being excluded from the scheme and/or from participating in extra-curricular activities until payments are made.

If you have any queries regarding the SRS please contact the Finance Office on 3323 8111.

Refunds - If at any point you wish to apply for a refund, please complete the Request for Refund form available from the school Finance Office or from our website. Where possible the request should include the receipt relating to the payment for which a refund is being sought.

FIRST AID

When students are not feeling well, they will be sent to the Student Services office. If the student cannot return to class after a short break, parents will be contacted to arrange for the student to go home. In the event of an accident at school, basic first aid is administered and where the injury is deemed serious, the following will occur:

- An ambulance will be called
- Notification made to parents.

It is important that accurate parent information regarding contact telephone numbers be maintained.

HOMEWORK

High school students need to spend a regular time each evening doing homework to consolidate and revise the work they have done in class that day, if they wish to successfully complete their course of study.

Homework includes:

- work set by the classroom teacher
- individual revision
- pre-reading and preparation for new work
- long term tasks, projects and assignments

The length of time spent on homework will vary and is dependent on a student's abilities and subject requirements.

In Years 7, 8 and 9 students develop responsibility for their own learning. Homework in Years 7, 8 and 9 could be up to, but generally not more than, 5 hours per week.

In the senior phase of learning young people should generally be independent learners exercising their own judgement as to the time they devote to their studies. Care should be taken to ensure that a balance is maintained between the various demands of study, sporting, recreational, cultural and part-time employment

activities. Generally homework could range from two hours per night in Year 10 to up to three hours per night for Year 12.

HOMEWORK CLUB

It is often difficult to complete assignments, homework and study at home. For this reason Sunnybank SHS is offering Homework Club three days a week in the Library to help students. Homework Club is a place for students to improve their results through their own hard work assisted by teachers, community members and students from university.

Homework Club is held each Monday, Wednesday and Thursday after school until 4.30pm.

INSTRUMENTAL MUSIC

Students are encouraged to join the instrumental music program in the school. Instruction in brass, woodwind and percussion instruments is undertaken by the visiting instrumental music teachers. A small annual fee covers the cost of repairs to instruments and the purchase of music. Instruction is in small groups of like ability students and when students have reached a suitable proficiency level they are enabled to join one of the school music groups.

INSURANCE COVER FOR STUDENTS UNDERTAKING PHYSICAL ACTIVITIES / SPORT

Physical activity and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the Department of Education Training and the Arts does not have Personal Accident Insurance cover for students. Education Queensland has public liability cover for all approved school activities and provides compensation for students injured at school only when the Department is negligent. If this is not the case, then all costs associated with the injury are the responsibility of the parent or caregiver. It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.

LITTER

When litter occurs, students will be asked to pick up litter by teachers on playground duty or through Litter parades/Roll Mark classes. Students are expected to be cooperative; a protective glove OR a piece of scrap paper may be provided to students on request to help pick up litter.

- There is to be no eating or drinking on verandas, in stairwells or in rooms.
- Students should use the bins provided for litter.
- No food or drink is allowed on the school oval.
- Chewing gum is not permitted at any time.

LOST PROPERTY

To reduce the amount of lost property parents are requested to clearly label every item of clothing. Writing the student name on the reverse side of the school logo has proven to be an effective method. Lost property is stored at student services and parents are invited to look through the lost property box at any time. Any property that is found on school grounds should be handed in immediately to Student Services. Property that is not claimed may be forwarded to charity at the end of each term.

MEDICATION

If your Student requires medication, please complete a 'Consent to Administer Medication' form (available from our website) As per Department of Education policy, Medication must be in the original container with intact packaging. The school must be provided with written medical authorisation eg. completed pharmacy label, medication order, action plan) completed and signed by the prescribing health practitioner.

Please alert the school of any change of status in health for your young person. Students requiring medicines during the day need to register at Student Services. Medicines will be kept in a safe place in that area.

MOBILE PHONES – (Appendix B Personal Electronic Device Policy)

Students may carry their own mobile phones, should their parent wish. Phones must be turned off and kept out of sight during class time. If they are activated during class time teachers may direct students to hand in their phone to Student Services where it will be stored until the end of the day. The school does not take responsibility for lost or stolen phones, these are brought to school at students' own risk.

MONEY

It is not advisable for students to carry large sums of money at school. Should money be required to pay for a school excursion, payment should be made prior to the start of school or handed to student services for safe keeping until required. The school finance office is accessed from the front of the administration building. Cheques should be made payable to Sunnybank State High School. The schools preferred payment option is the Qkr App, we also have BPay capacity and Epos facility. No cash is stored on the school premises at night time. The school does not take responsibility for lost or stolen money, it is brought to school at students' own risk.

OUT OF BOUNDS

The general rule about out-of-bounds at Sunnybank State High School is that ***'out of sight is out of bounds'***.

The following areas are always out-of-bounds to students:

- The pathway around the Administration Building, except the entry area for Student Services or the Main Entrance if accompanied by a parent/caregiver
- Teachers/visitors car park areas and bicycle racks except for owners before and after school
- The areas around the tractor shed, unless students are under a teacher's supervision
- The back of the Oval, down the hill towards the Soccer Field
- Tennis and Netball Courts next to our ITC
- Staffrooms, except to see a teacher who is present and classrooms where no teacher is present
- Any area between a building and the school fence line

PARENTS' AND CITIZENS' ASSOCIATION

All parents are invited to become active members of their Parents' and Citizen's Association which meets on the fourth Wednesday evening of each month. The meetings are held in the Conference Room in the Administration Building at 2.30 pm. Students are welcome to come to use the Library while their parents attend the meeting. P&C application form can be found in the appendages of this booklet and on the school website www.sunnybankshs.eq.edu.au

PASTORAL CARE AND THE STUDENT SUPPORT TEAM

Guidance Officers: Our Guidance Officers are fully qualified counsellors who provide confidential counselling on vocational, educational and personal wellbeing issues. Guidance Officer will help to empower students to meet the challenges they face, as well as help them cope with complex decision making that comes with adolescence. This service is provided to all students and parents or carers on an individual or family basis. Throughout the year the Guidance Officers help students with career decisions, subject selections and with their applications for Universities and TAFE colleges through the QTAC application process.

Chaplain: The Chaplaincy service provides physical, emotional, social and spiritual support to the students and families of the school. The service is available as a safe environment for students to 'get things off their chest'. It is available for all students, regardless of background or beliefs and offers a number of programs and events to enhance students' lives, develop skills, or expand students' view of the world and help others. The Chaplain operates a student friendly room (219) open at break and lunch times where all students, parents and carers are welcome to pop in for a chat.

School Based Police Officer: The School Based Police Officer is responsible for a range of services including providing information on law, police duties and other related topics which support the school curriculum. He conducts the initial investigation and recording of offences reported to the officer within the school cluster. The officer is able to provide advice, where appropriate, to members of the school community in relation to traffic matters, property and personal safety. This establishes and maintains open communication with relevant youth welfare agencies and provides referrals to other agencies where appropriate.

School Psychologist: Our School Psychologist is a registered health practitioners who works with our student support team to identify and support the mental health and wellbeing needs of students. Students are referred to the school psychologist through the Guidance Officers. The student or their parent/carer must provide their consent for the student to receive a service from the school psychologist. The main focus in schools is providing one-to-one therapeutic counselling for students' mild to moderate mental health difficulties. We can provide support for a range of issues including anxiety, eating disorders, depression, personal relationships, stress and trauma.

Youth Support Coordinator (YSC): The role of the YSC has two main objectives, firstly to keep a student in school, where this is not viable to support the student in transitioning to an alternative pathway. The YSC has a key focus of supporting and empowering all students and coordinates school support programs as

required.

Indigenous Coordinator: Our Indigenous Coordinator helps to engage Aboriginal and Torres Strait Islander students to get the most out of their schooling. She coordinates external agencies and promotes Indigenous culture at Sunnybank State High School.

Community Liaison Officer: The Community Liaison Officer provides cultural and social support to African students through African students meetings and forums. He also provides assistance to students and their families/caregivers in their transition from school to further education and/or employment. He supports refugee students settling in to the school environment in Australia, and identifies and provides appropriate assistance to students experiencing any issues at school or at home which may put them at risk. He also helps with:

- Home visits with students and their families to provide strategies for a more positive educational experience
- Case management, offering cultural competent advice, and
- Contributing to a positive, caring and supportive school image in the community

QParents

QParents is a secure, online portal that has been created by the Department of Education to provide parents of Queensland state school students with 24-hour access to their child's information.

REFUNDS

If you wish to apply for a refund due to your child's non-participation in an excursion or camp activity, please complete the Request for Refund form available from the school office. Where possible the request should include the receipt relating to the payment for which a refund is being sought.

REPORTING TO PARENTS

Formal reports are prepared and emailed to parents at the end of terms 2 and 4, we also provide an interim report at the end of term 1. Parent teacher interviews are offered at the beginning of terms 2 and 3, bookings for these interviews are made through Daymap. Parents are welcome to contact the school at any time to receive an update on their student's progress.

RESOURCE SCHEME

A separate contract and information sheet describes our Resource Scheme, called *Sunnytext*. This enables students to access a large range of curriculum text books and to gain many benefits in terms of their access to a broad range of resources.

To access this resource, a new Resource Hire Scheme form must be signed for each child and the beginning of each new school year.

ROLL MARK TEACHER

Your student's roll mark teacher is the first teacher to see your child every day at school, and should be the first port of call for your child if they have any questions about school. Any important messages will be passed onto your child during roll mark so it is very important that all students are on time.

SAFETY ISSUES

Our buildings are protected with internal security, and digital cameras monitor parts of our grounds. Special safety issues for students include:

General: We encourage students to follow road safety rules. Particular care must be taken around glass doors and windows. Evacuation or Lock-Down procedure drills are carried out regularly. Particular safety rules apply in the following departments, and students are expected to familiarise themselves with these rules: Science, Physical Education, Manual Arts, Home Economics, Business Education, and Art.

Footwear: Safety regulations require the wearing of correct footwear in laboratories, workshops and other practical areas. Students not wearing the required footwear may be excluded from classes.

Ambulance: Should a serious accident occur and a parent/guardian/relative/contact person cannot be contacted, the Queensland Ambulance Service will be called.

Recreation Areas: Common sense is required in the use of these areas. Students should not engage in any activity which is likely to cause injury to themselves or another student, or damage to sporting equipment or grounds.

Railings and Port Racks: Under no circumstances should students sit or climb on these railings or port racks.

Personal Belongings: Valuables or large amounts of money should never be brought to school. Students are discouraged from bringing mobile phones and other electrical devices to school. Students who do bring these items to school do so at their own risk and the school is not responsible for their safe keeping. Students are welcome to leave any valuable items at Student Services during the day.

SPORTING HOUSES

Our school has four sports houses:

Arinya Kangaroos	Red
Balcara Bears	Blue
Coolaroo Tigers	Yellow
Doolamai Dragons	Green

Students are allocated to a sports house upon enrolment. Inter-house competitions are held throughout the year.

STUDENT CODE OF CONDUCT

The Student Code of Conduct aligns with The Code of School Behaviour and balances the requirements with the expectations of the school community and the rights of individual students. A copy of the Student Code of Conduct will be issued at enrolment interviews, is available through the school office and is on the school website (www.sunnybankshs.eq.edu.au). This document clearly outlines expectations for behaviour and daily routine procedures for students. The Student diary also provides relevant information to students.

STUDENT LEADERSHIP

Students are encouraged to develop their leadership potential through a range of activities undertaken in House and Year levels.

A Student Council provides students with a forum and voice in the school. The Student Council meets once a month and consists of representatives from each year level. The Student Councils aims and objectives are:

- to develop student leadership
- to act as liaison between students, staff and community
- to act as a minor fund raising body when required

SUPPORT FOR A DIVERSE RANGE OF STUDENTS

High achieving students have the opportunity to jointly enrol through early with our local universities and TAFE institutes. Extension days and activities are an integral part of our curriculum.

Recognising and embracing diversity is a proud tradition at Sunnybank State High School. Inclusion helps to facilitate change and build the capacity of teachers to provide effective and differentiated instruction for all students. The goal is school-wide collaboration and professional learning to improve staff knowledge of the strategies that promotes student engagement. Bi-lingual teacher aides are employed by the school to assist in developing partnerships with parents and the community.

TELEPHONE CONTACT

When telephoning the school with enquires, our office staff will be able to direct the call to the person who can best help you.

Messages for staff can be left with the office or through our telephone message system once directed to the staffroom phone. A message may also be left on the main phone before or after office hours.

Please ring the main office to make appointments with any school personnel. Under normal circumstances it will not be possible to see school staff without an appointment.

It is not normally possible to gain information regarding students over the phone. This practice supports student safety. In emergent situations parents/caregivers will be asked to provide information relating to student data in order to be identified.

If you need us to give a message or collect your child from class, please ensure our office staff are given at **least 30 minutes** to do so.

The school office can be contacted on 3323 8111 and the absence line is 3323 8160 or use your Daymap App.

TIMETABLE

Period	Monday	Tuesday	Wednesday	Thursday	Friday
Roll Mark/Assembly	8:45-9:15	8:45-8:55	8:45-9:45	8:45 - 8:55	8:45 - 8:55
Period 1	9:15-10:25	8:55-10:05		8:55 - 10:05	8:55 - 10:05
Period 2	10:25-11:35	10:05-11:15	9:45-10:55	10:05-11:15	10:05-11:15
Lunch	11:35-12:05	11:15-11:55	10:55-11:35	11:15-11:55	11:15-11:55
Period 3	12:05-1:15	11:55-1:05	11:35-12:45	11:55-1:05	11:55-1:05
Lunch	1:15-1:45	1:05-1:35	12:45-1:25	1:05-1:35	1:05-1:35
Period 4	1:45-2:55	1:35-2:45	1:25-2:35	1:35-2:45	1:35-2:45

TRANSPORT TO AND FROM SCHOOL

Sunnybank State High School is serviced by extensive city train and bus services. There is an expectation that students will use exemplary behaviour while travelling to and from school and while wearing the uniform of Sunnybank State High School. A Code of Conduct for the behaviour of students is available through Queensland Transport or bus companies. Please notify the school if any difficulties occur, but also ensure that first enquiries are directed to the company or Queensland Transport – School Transport Division. We aim to work with parents and transport companies to ensure student safety.

TUCKSHOP

The P&C employs 2 staff to operate our Tuckshop which is open every day. Our tuckshop has a range of fresh healthy meals (including Halal, Gluten Free and vegan options) ranging in prices from \$1 to \$7. We always appreciate extra help, so any good recipe ideas or parents interested in helping should contact the Tuckshop Convenor or the office staff.

UNIFORM – (Appendix C Uniform and Dress Code)

Sunnybank State High takes pride in being a uniform school and students are required to wear their uniform appropriately. The uniform is available through the P & C operated school uniform shop. Our *Uniform Policy & Dress Code* is in the appendages of this booklet.

Student Dress Code

The student dress code consists of an agreed standard and items of clothing which students wear when:

- attending or representing their school
- travelling to and from school
- engaging in school activities out of school hours.

The student dress code provides clothing that aims to contribute to a safe and supportive teaching and learning environment through:

- ready identification of students and non-students at school
- fostering a sense of belonging and
- developing mutual respect among students by minimising visible evidence of economic or social differences.

Students are required to wear the full and correct formal uniform or sports uniform every day. Monday's assembly is a formal occasion and requires a formal uniform. If a student has a prac lesson on a Monday they will be given time to change into their sports uniform. Students must wear their full and correct sports uniform when a practical sport lesson is timetabled.

Students should wear their uniform with pride and be neat and tidy at all items. For example, missing buttons and other damage to uniforms must be repaired promptly. No underclothing should be seen under or above parts of the uniform.

All items of clothing should be permanently labelled with the student's name.

The following are overviews of important policies that relate to students. To view the entire policy, please go to the school website www.sunnybankshs.qg.edu.au

Jewellery: Jewellery is restricted to one pair of stud/sleeper earrings (one in each ear) and a watch. Due to workplace health and safety requirements all other jewellery is not permitted and students may be unable to participate in classes if these requirements are not met. If parents wish their student to wear a necklace of religious significance this request needs to be made in writing to the Principal. If this request is agreed to, the necklace must be worn out of sight.

Body piercing: Visible body piercing is not permitted. Students will be asked to remove these items if they do not follow this policy. Clear studs and/or Band-Aid coverage of piercings are NOT acceptable.

Hair: Extreme hair styles are not permitted. If students wish to dye their hair, the new colour should resemble a natural hair colour. The decision regarding extreme styles rests with the Principal. Hairclips and ribbons should be in the tone of the school colours. Students who wear headscarves should ensure that they are plain and either black or white.

Hats: As part of the Sun Safe Policy of Sunnybank State High School, students must wear a plain black or school cap/bucket hat, which can be purchased from the school uniform shop.

Sunscreen: The school supports a Sun Safe Policy and encourages students to wear sunscreen for all outdoor activities. Sunscreen is provided for students participating in outdoor lessons.

Footwear: Safety regulations require students to wear correct footwear to all classes. Students without the correct footwear will be required to attend classes in the administration building and not move around the school during breaks. Students may contact parents/caregivers to provide correct footwear or seek permission to return home to get the correct footwear. Footwear should be worn as follows:

Formal uniform – black lace up leather shoes. Shoes with white stripes or large visible white soles are not appropriate. Shoes with high heels are inappropriate.

Sports uniform – black or white jogger-type shoes with leather uppers. If these are to be worn into practical classes such as Manual Arts, they must meet safety regulations (i.e. hard leather).

Formal excursion: Students should wear formal school uniform including black shoes.

Field trips and camps: Students should follow guidelines given by their subject teachers or camp coordinators in order to ensure they are dressed appropriately. Safe footwear is required at all times and it is expected that students will look neat and tidy at all times.

Gala days: Students will be expected to wear their sports uniform except where a team sport or district or state sports uniform is required.

Winter uniform: A Sunnybank SHS tracksuit and school jacket is available from the uniform shop. The uniform may also include a school blazer. Senior students have the option to purchase a senior jersey. Any other pullover or jackets should not be worn. Student and parents/caregivers are asked to ensure that the tracksuits worn are part of the winter uniform only.

Makeup and nail polish: Clear nail polish only should be worn. All other colours and make up are not part of the school uniform.

UNIFORM SHOP

Our school uniform is only available from our P&C run uniform shop. Any profit made is used by the P&C for school facilities. Hours of operation are Monday, Tuesday, Wednesday and Thursday mornings from 8.00 am to 11.30 am.

VALUES

The school values of Respect, Responsibility and Readiness are the foundation of the school wide positive behaviour program.

Respect – we demonstrate respect when we behave in a considerate and well-mannered way.

Responsibility – we demonstrate responsibility when we are accountable for ourselves, our belongings
and our environment.

Readiness – we demonstrate readiness when we are willing and prepared to participate in our schooling.

VISITORS

All visitors, including past students, relatives, or friends of students, must come to the Administration block via Reception before making direct contact with any student or teaching staff at the school.

Parents and Visitors are NOT to use the student's entrance at Student Services.

WEBSITE and SOCIAL MEDIA

The school website is a valuable site to obtain details of other forms and documents. Newsletters and calendar events are regularly posted. Student assessment calendars are emailed to students each semester via their student email addresses.

The school Facebook and Instagram pages are updated regularly with the latest photos, news and events at Sunnybank SHS.



Information Technology Acceptable Use Policy

Sunnybank State High School offers Internet access for student use. This document contains the Acceptable Use Policy for your use of Sunnybank State High School ICT resources. Sunnybank State High School aims to develop students as competent, responsible, independent users of information technology.

A. Educational Purpose

- The SSHS computer network has been established as a limited access service for an educational purpose.
- You may not use SSHS Network for commercial purposes. This means you may not offer, provide, or purchase products or services through the school network.
- You must also follow all federal/state laws in your use of information technology.

B. Student Internet Access

- All students will have access to Internet and World Wide Web based information resources through the school computer rooms, library and laptop trolleys.
- You and your parent/guardian must sign the Acceptable Use Policy to be granted access to the Internet and email services. Your parent/guardian can withdraw their approval at any time
- The school will provide you with Internet access to a predetermined level. If you exceed the amount, you will be blocked from using the Internet until the end of the month.
- Sunnybank State High School reserves the right to withdraw information technology access at any time.

C. Unacceptable Uses

1. Personal Safety

- a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- b. You will not agree to meet with someone you have met online.
- c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

- a. You will not attempt to gain unauthorised access to SSHS Network or to any other computer system through the school network or go beyond your authorised access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You will not use the school network to engage in any other illegal act, such as credit card fraud.

3. System Security

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems because this may be construed as an attempt to gain illegal access.
- c. You will follow the school virus protection procedures.

4. Inappropriate Language

- a. Restrictions on inappropriate language apply to **all** computer use.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, hurtful or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks, such as 'cyber bullying'.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. You will not forward a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information about another person.
- c. You will not post or upload images of another person

6. Respecting Resource Limits.

- a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities.
- b. You will check your e-mail frequently and delete unwanted messages promptly.
- c. You will not download, store or play computer games (aside from those you are directed to use by staff for educational purposes).
- d. You will ensure that you have sufficient printing credit to meet course work requirements.

7. Plagiarism and Copyright Infringement

- a. You will not plagiarise works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You will obey all copyright laws. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher. Assume all work other than yours is copyrighted.

8. Inappropriate Access to Material

- a. You will not use the school computers to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher and provide the address of the offensive site. This will protect you against a claim that you have intentionally violated this policy.
- c. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The school fully expects that you will follow your parents' instructions in this matter.

D. Your Rights

1. Free Speech

The SSHS Network is considered a limited forum, similar to a school newspaper and therefore the school may restrict your speech for valid educational reasons. The school will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

2. Search and Seizure.

- a. You should expect only limited privacy in the contents of your personal files on the school system.
- b. Routine maintenance and monitoring as required by Education Department regulations may lead to discovery that you have violated this policy or federal/state laws.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this policy or federal/state laws.
- d. Your parents have the right at any time to request to see the contents of your school and e-mail files.
- e. Offending data will be removed.

3. Due Process

- a. **The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Sunnybank State High School computers.**
- b. In the event there is a claim that you have violated this policy or Network User Guide in your use of the SSHS computer system, you and your parents will be provided with a written notice of the suspected violation.

E. Limitation of Liability

The school makes no guarantee that the functions or the services provided by or through the school system will be error-free or without defect. The school will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school will not be responsible for financial obligations arising through the unauthorised use of the system.

F. Personal Responsibility

When you use the Sunnybank State High School computer network, you are responsible for everything that you do or allow to be done in your name or on your behalf. If you give your User ID or password or allow them to be known, you are accountable for their use. Your responsibility extends to federal / state laws.

As a condition of enrolment, on the enrolment agreement you will be signing to say you have read and agree to abide by this policy.

PERSONAL ELECTRONIC DEVICES POLICY

Student use of Personal Electronic Devices

There have been significant changes in the availability and use of personal technologies in recent years. The use in the general community of mobile phones, digital cameras, portable music players and digital assistants etc has led to increased use of these devices by students.

The increased use of these devices presents a number of issues for the school. The two greatest concerns are the impact that these devices have on lesson instruction and the cost and inconvenience (to parents, students and staff) of damaged, lost or stolen items.

Sunnybank State High School's personal electronic devices policy is designed to allow students to use personal devices in time that is designated as "free time". The policy also emphasises the expectation that during "class time" students are to abide by the instructions of teaching staff and respect the need for an interruption free learning environment.

When students CAN use personal electronic devices	When students CAN'T use personal electronic devices
<ul style="list-style-type: none"> When they are travelling to and from school Before the first bell to signal the start of classes. During morning tea and lunch breaks after having left their classrooms (as long as they are not in detention or involved in a teacher supervised activity) After leaving classrooms at the end of the school day 	<p>This means that the devices should not be turned on during the following times</p> <ul style="list-style-type: none"> During class time (including form class, parades and assemblies). Between lessons as there is a clear expectation that students are to move directly from one class to another. During any detention During any out of school activity eg excursions, COEs When it compromises the integrity of the learning or assessment progress.

Consequences of Misuse

- Students who misuse devices according to this policy will be disciplined by staff
- Staff will have the right to confiscate under the instruction of the Principal.
- Confiscation will occur if the student refuses to turn the device off when asked.
Refusal by students to co-operate will result in a referral to Administration
Confiscated devices will be forwarded to the main office.
Serious or repeated misuse will be treated as wilful or persistent disobedience and could lead to suspension from school.
- All personal technology devices must be used at all times within the law. Breaches of the law will be referred to the police.

Security

Sunnybank State High School cannot take responsibility for the loss, damage or theft of any electronic devices that are brought onto the school grounds. The school would prefer that these devices were left at home, however, if students choose to bring them they must accept all risk associated with that decision.

As a condition of enrolment, on the Enrolment Agreement you will be signing to say you have read and agree to abide by this policy.

UNIFORM AND DRESS CODE SUNNYBANK STATE HIGH SCHOOL

RATIONALE:

Wearing the correct school uniform is essential for the development of school tone, tradition, spirit and pride. It is an indication of the value the community places on the education offered by the school and the partnership the school develops in supporting that community focus. All students are therefore expected to wear the uniform in an appropriate fashion. It is expected that the formal uniform should be worn every Monday (Full school assembly) and on excursions as deemed necessary. Students can select which full and correct school uniform that they wear for the rest of the week considering their timetable and school activity requirements.

The *Uniform Code* is approved and established by the P&C and any changes are decided through processes at P&C meetings. **ALL STUDENTS MUST** wear the correct uniform stipulated by the code as there are significant Workplace Health and Safety Issue based on specific subjects across all year levels

PARTNERSHIP:

As a uniform school it is crucial that all members of our school community are clear about the expectations associated with the uniform. **This partnership includes these expectations:**

- Compliance with the code is expected **AT ALL TIMES**. Attendance at Sunnybank means that students wear the uniform as it is intended and with pride.
- Our school logo/emblem is part of the uniform and as it is on all of our uniform pieces. Uniforms can only be purchased from the P&C operated Uniform Shop.
- Students with practical Physical Education on Monday will need to change into their *Sports Uniform*. Students will be given time within during their lesson to change.
- Students must wear their correct sports uniform when participating in the practical component of all timetabled sport lessons. This is crucial for Health and Safety reasons.
- Students should wear their uniform with pride and be neat and tidy at all times.
- In exceptional circumstances when students are unable to wear the correct uniform for a particular day, they are required to bring a note for that day explaining why they are unable to wear the uniform. This is given to their Roll Mark teacher. They will be issued with a Uniform Pass. Students not following this procedure will receive consequences in accordance with the Student Code of Conduct.
- No underclothing (except for cultural reasons as per the uniform policy) should be seen under or above parts of the uniform, such as showing below hemlines, sleeve ends, or above pants waistline or blouse neckline. No visible undershirts.
- All items should be permanently labelled with the student's name.
- In extreme circumstances, such as financial hardship, parents are encouraged to discuss the situation with a member of the administration to determine a solution.

UNIFORM DESCRIPTIONS

GENERAL REQUIREMENTS FOR BOTH BOYS AND GIRLS:

- **Jewellery:** Jewellery is restricted to wearing one pair of stud or sleeper earrings (one in each ear) and a watch. Due to Workplace Health and Safety requirements, students may be excluded from classes if these requirements are not met. Rings, necklaces, and bangles are not acceptable. Necklaces of religious significance may be permitted through negotiation between the principal and parents / caregivers but must be worn out of sight at all times. Parents / caregivers should put religious significance jewellery requests in writing.
- **Body Piercing:** Nose studs/rings or other visible body piercing is not permitted. Students will be asked to remove these items if they do not follow this policy.
- **Hair:** Students should refrain from wearing extreme hairstyles/colours. For example styles that include large shaved areas, patterns/words into the hair, long spikes, etc are not permitted. Any dyed hair colour should resemble a natural hair colour.

- The decision regarding extreme styles rests with the principal. Long hair should be tied back for Workplace Health and Safety reasons. Hair accessories should be plain and in the tone of the school colours.
- **Hats:** As part of the Sun Safe Policy of Education Queensland student should wear the school hat or plain black hat when students are involved in outdoor activities, including timetabled sport classes.
- **Sunscreen:** The school supports a Sun Safe Policy and encourages students to wear sunscreen for all outdoor activities. Sunscreen is provided for students participating in outdoor sport lessons.
- **Cultural Considerations:** Female students may wear long black skirts (with black tights underneath) with sports uniform for cultural considerations. All other cultural considerations have been catered for in the school uniform and are required to be purchased at the uniform shop.
- **Footwear:** All students are required to wear appropriate footwear as part of the uniform. The footwear expected as part of the school uniform also responds to issues of safety. State and Commonwealth Industrial Safety regulations as well as Education Queensland's Curriculum Workplace Health and Safety Guidelines require that student's inappropriate footwear such as soft nylon OR canvas shoes are to be excluded from classes in Industrial Technology, Practical Science, Home Economics and Art on the grounds of safety. Footwear should be worn as follows:
Formal Uniform: Black laced college shoes or black hard leather / vinyl jogger-type shoes. Shoes with white stripes and visible large white soles are not appropriate. Laces should be black. Shoes with 'high heels' are inappropriate.
Sports Uniform: Black or white jogger type shoes. If these are to be worn into practical classes such as Manual Arts they must meet safety regulations (ie. Hard leather or vinyl).
- **School Excursions and representing the school at external events:** Students should wear **Formal School Uniform** including black shoes or students should follow guidelines given by their subject teachers or excursion/event coordinator in order to ensure they are dressed appropriately. Safe footwear is required at all times and it is the expectation that students will look neat and tidy at all times.
- **Gala Days:** Students will be expected to wear their **Sports Uniform** except where an alternate team sport, District/State sport uniform is required.
- **Winter Uniform:** A Sunnybank SHS Tracksuit and school jacket is available from the Uniform Shop. The uniform also has an optional school blazer available for purchase. Senior students have the option to purchase a senior jersey. Any other pullovers/jackets etc. should not be worn.
- **Make-up and Nail Polish:** Clear nail polish only should be worn. All other colours and make-up are not part of the school uniform.

Boy's Formal Uniform

Items indicated with an * need to be purchased from the school uniform shop

Item	Details	How/When worn
Shirt*	White long sleeved or short sleeved shirt with school logo embroidered on the pocket ONLY. Must be worn with the school tie.	The collar must be turned down with top button done up
Under shirt	Plain white	The under shirt must not be visible
Tie*	School tie ONLY – must be tied using a Windsor or a slip knot style which covers the top button	Must be worn with the formal uniform unless instructed by the school principal
Shorts*	Plain black tailored shorts with school name embroidered ONLY. No other black shorts are acceptable.	Can only be worn with the formal shirt
Long Pants*	Plain black tailored long pants with embroidered with 'Sunnybank' ONLY. No other black long pants are acceptable.	Can only be worn with the formal shirt
Socks	White socks. Ankle socks are not permitted with the formal uniform.	Socks need to be long enough so that they do not look like an ankle sock
Shoes	Black leather shoes with black laces or fully black vinyl sport shoe. Slip-on shoes/contemporary urban design shoes from the likes of Vans, Globe, Converse, and Nike are not permitted. (Canvas shoes do not conform to Workplace Health and Safety)	Laces are to be tied with a bow at the top. The backs must always be firm to support the heel. Shoes must be in good order and polished at all times
Zippered jacket*	Plain black jacket with the printed school logo ONLY	Can be worn with the formal or sports uniform

Uniform and Dress Standards - Girl's Formal Uniform

Items indicated with an * need to be purchased from the school uniform shop

Item	Details	How/When worn
Blouse*	White cotton blouse with cutaway front, embroidered school logo on the pocket and short sleeves with bands of colour ONLY Formal shirt is always worn with the girls' tie	Top button must be done up. Blouse needs to be of an appropriate size which does not allow midriff to be seen when arms are raised. The blouse is not worn tightly.
Shorts*	Black tailored shorts with embroidered with 'Sunnybank' ONLY	Can be worn with the formal blouse.
Tie*	School tie – attachable to the blouse using the buttons under the blouse collar ONLY	Must be worn with the formal uniform unless instructed by the school principal
Skirt*	Jade green skirt supplied by the uniform shop ONLY	The finished length must be below the knee. Skirts are worn on the waist with the formal blouse.
Long Pants*	Full waist, long plain black tailored pants with embroidered with 'Sunnybank' ONLY	Can only be worn with the formal blouse.
Socks/Stockings	White socks. Ankle socks are not permitted with the formal uniform. Stockings must be black coloured only.	Socks need to be long enough so that they do not look like an ankle sock. NO leggings.
Shoes	Black college leather polished shoes with black laces or fully black vinyl sport shoe. Slip-on shoes/contemporary urban design shoes from the likes of Vans, Globe, Converse, and Nike are not permitted. (Canvas shoes do not conform to Workplace Health and Safety)	Canvas shoes do not conform to Workplace Health and Safety.
Hair Accessories	Plain school colours	No decorative hair accessories
Head Scarves - Hijab	Plain black or White ONLY – no decorations or tassels	
Zippered jacket*	Plain black jacket with printed school logo ONLY	Can be worn with the formal or sports uniform

Boys' and Girls' Sports Uniform

Items indicated with an * need to be purchased from the school uniform shop

Item	Details	How/When worn
Shirt*	Jade green polo shirt with lateral black strip down the shoulder with gold trim ONLY	Only to be worn on days which students have HPE or Wednesday sport. The shirt is not tucked in.
Under shirt	Plain white or plain black	The under shirt must not be visible at the collar or sleeves. It must not have writing or symbols that are visible through the shirt
Shorts*	Plain black with embroidered with 'Sunnybank' ONLY	To only be worn with the sport polo shirt and shoes
Socks	White socks. Ankle socks are not permitted with the sports uniform	Socks need to be long enough so that they do not look like an ankle sock
Shoes	Low cut lace-up joggers, track, runners or sports shoes that are predominately black or white. Slip-on shoes/contemporary urban design shoes from the likes of Globe, or Converse, are not permitted. (Canvas shoes do not conform to Workplace Health and Safety)	Laces are to be tied with a bow at the top. Shoes must be in good order and clean.
Zippered jacket*	Plain black jacket with printed school logo ONLY	Can be worn with the formal or sports uniform
Tracksuit Pants*	Plain black track pants with printed school logo ONLY Only to be worn in the winter months.	Can be worn with the sports uniform only

PROCEDURES FOR NON-WEARING OF UNIFORM

Uniform Pass: In **exceptional circumstances only** when students are unable to wear their complete uniform on a particular day the process is as follows:

- Students are to bring a note from home indicating the nature of the inability to meet the uniform policy for that day.
- The note is to be taken to their Roll Mark teacher.
- Student not compliant with the Schools' Uniform and Dress Code Policy and without a note will be issued a lunch time detention.
- A **Uniform Pass** (placed on Daymap) will be issued to the student for that day only.
- Persistent failure to comply by bringing a note will result in a **lunch time or after school (for ongoing) detention** for non-compliance with school rules. Further consequences as per the Students Code of Conduct, may be necessary if persistent lack of following school procedures continues.

- A Uniform Pass may also be issued for an extended period of time due to consultation between the school and parent/caregiver. Grounds for issuing an extended uniform pass could be related to financial hardship.

SUITABLE FORMAL UNIFORM SHOES



SUITABLE SPORT UNIFORM SHOES



NOT SUITABLE SHOES

