



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 institutes.
- 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 page 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,

Leah Fountaine
Principal

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
Facsimile: (07) 3323 8100
E-Mail: Principal@sunnybankshs.eq.edu.au

Leadership Team

Principal (Acting)	Leah Fountaine
Deputy Principal: Yr 7 and Yr 10	Sharon Tessmann
Deputy Principal: Yr 8 and Yr 11	Tania Williams
Deputy Principal: Yr 9 and Yr 12	David Becker
Business Service Manager	Jenny Townshend
Guidance Officer	Linda McDonald
	Justine Grant

Heads of Department

Arts and HPE	Kelly Niland
English	Rosy Kalamafoni
Humanities	Carley Krause
Mathematics	Debbie Cooper
Science	Deirdre Aldridge
Senior Schooling and VET	David Magoffin
Teaching/Learning and LOTE	Cathy Seto-Payne
Technologies	Acacia Platt
SunnyFutures (Year 13)	Robyn Pedler

Heads of Special Education Services

HOSES: EAL/D & SEP	Jackie Easthope
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Office Hours

Main Office and Student Services hours are from 8.00 am to 4.00 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 Head of Special Education Services 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.

Year level assemblies are held on Wednesdays before school each week and are led by Year Coordinators

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:

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.

Phone: 3323 8160 (the student absence line) or text 0427 217 544

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 student service counter 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 students 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. Students should bring their note to Student Services either before school or before leaving to obtain a leave pass.

BEHAVIOUR

Our school has a Student Code of Conduct that clearly outlines behavioural expectations. Our schoolwide positive behaviour program focuses on encouraging and rewarding good behaviours. Consequences for inappropriate behaviours and support programs are clearly outlined in the 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.

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

Students require an exercise book for each subject, a 5mm graph book, a USB stick, scientific calculator (available from Maths Dept.) and a fully loaded pencil case, glue and plastic sleeves. Teachers will advise of extra stationery during their first lesson. No multi subject books or liquid paper.

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.

2021	Dates	Semester One
Student Free Days	21, 22, 25 January	Students do not attend school on these days
Australia Day Holiday	Tuesday 26 January	Public holiday
Term One	Tuesday 27 January to Thursday 1 April	
Autumn Holidays	Friday 2 April to Friday 16 April	
Term Two	Monday 19 April to Friday 25 June	
Anzac Day	Monday 26 April	Public holiday
Labour Day	Monday 3 May	Public holiday
Winter Holidays	Monday 26 June to Friday 11 July	
Term Three	Monday 12 July to Friday 17 September	Semester Two
Royal Qld Show Brisbane	Wednesday 11 August	Public Holiday
Student Free Days	Friday 3 September	Students do not attend school on this day
Spring Holidays	Monday 20 September to Friday 1 October	
Queen's Birthday	Monday 4 October	Public Holiday
Term Four	Tuesday 5 October to Friday 10 December	Years 7, 8 and 9 finish – Friday 10 December
Summer Holidays	Monday 11 December 2021 to Monday 23 January 2022	

The dates for various school functions and activities are published on the school website and through the schools Facebook page and the newsletter that is published 3 times a term, weeks 3, 6 & 9. Student assessment calendars are emailed to students each semester via their student email addresses.

CAR PARK

Parents are requested 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 set down children. Please be mindful of the school being located in a residential area and our neighbours must have access to and from their properties at all times.

COMPUTERS

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 request from the school office and in the student diary.

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 subjects based upon interests and pathways as planned in their Senior Education and Training Plans.

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 12s. 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.

DIARY

Every student enrolled at Sunnybank SHS is given a school diary at the start of the year. The diary is used to record homework, due dates, rewards stamps and is filled with valuable information to help your child get the most out of their education.

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 4:00pm 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.

FIRST AID

Our school is strictly following Education Queensland's COVID19 guidelines in regards to student and staff wellbeing. 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 get 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

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. Medications prescribed by a doctor should bear full details of times and dosage and be in the original packaging with the pharmacy label attached. Students are able to self-administer some medications if a letter from the parent/caregiver and doctor is provided.

MOBILE PHONES

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 and it will be stored in the school strong room 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 school has a BPay facility 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.

NEWSLETTER

A school newsletter is produced three times a term. The electronic version is emailed to parents and placed on our website and a printed version is also available at reception or Student Services.

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 Manual Arts Building
- 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 Tuesday evening of each month. The meetings are held in the school Library commencing at 6.00 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.

School Health Nurse: The School Based Youth Health Nurse works with students, staff and parents to address concerns or issues which may affect the health and wellbeing of young people. The aim of this program is to create a supportive, healthy school and connect people to other services available. Some issues addressed are health concerns, relationships, sexual health and healthy nutrition.

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.

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.

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 programs such as the Duke of Edinburgh Award. The YSC 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.

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 such as:

- attendance details
- behaviour
- report cards and assessment dates
- upcoming events
- timetables
- invoices
- payment history
- student photo

You are also able to update your child's details including address and medical conditions, submit reasons for unexplained absences, notify the school of future absences, and make online payments against school invoices.

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 for parents at the end of terms 1, 2 and 4 and are accessible through the QParents App. Parent teacher interviews are offered at the beginning of terms 2 and 3. 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.

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: Several areas around the school include railings as a safety measure 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 in the school strong room during the day.

SPORT

Interschool sport is an option for all students on Wednesday afternoons. Students not participating in Interschool sport will have Recreational Sport on Wednesday afternoon. Students must wear the specified sports uniform for all Interschool Sport and Health and Physical Education classes, except where an alternative uniform is required. Wearing a sports hat is expected. Students are not allowed to access the oval or play sports on the oval during lunch hours unless supervised by a teacher.

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 interview, 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 COUNCIL

The Student council consists of representatives from each year level. The council meets once a month. Its 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

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. Student forums explore a range of issues each year.

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.

Through our Intensive English Language Centre and our International Student Program we support students from Non-English Speaking backgrounds. Recognising and embracing diversity is a proud tradition at Sunnybank State High. Bi-lingual teacher aides are employed by the school to assist in developing partnerships with parents and the community.

Students who have an ascertained disability are supported through our Special Education Program.

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 a reasonable amount of time to do so.

The school office can be contacted on 3323 8111 and the absence line is 3323 8160 or text 0427 217 544.

TIMETABLE

Period	Monday	Tuesday	Wednesday	Thursday	Friday
Assembly	8:45-9:15				
Roll Mark		8:45-8:55	8:45-9:05	8:45 - 8:55	8:45 - 8:55
Period 1	9:15-10:25	8:55-10:05	9:05-9:45	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 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 High. 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 operates the Tuckshop every day. There is a convenor supported by an assistant convenor. The tuckshop has a range of fresh healthy meals (including Halal, Gluten Free and vegan options) ranging in prices from \$1 to \$5. 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

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 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.

The uniform is available through the P&C operated uniform shop at the school. All items of uniform should be purchased from this uniform shop.

It is expected that the formal uniform should be worn on all days unless the student is timetabled to participate in HPE or sport. The formal uniform must be worn on every Monday. If a student has HPE on a Monday they will be given time within that HPE lesson to change into the correct sports uniform. Students must wear their correct sports uniform when HPE or sport 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. In particular, boys are not to wear coloured T-shirts under their uniforms.

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.eq.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, white or an appropriate green.

Hats: As part of the Sun Safe Policy of Sunnybank State High School, a black school cap or a bucket hat can be purchased from the school uniform shop and is to be used for all outdoor activities.

Sunscreen: The school supports a Sun Safe Policy and encourages students to wear sunscreen protection for all outdoor activities. Sunscreen is provided for students participating in Health and Physical Recreation 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 white soles that show from the top are not appropriate. 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 (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.

Interschool sports: 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 pullover or jumper is available from the uniform shop. The uniform may also include a school blazer. Senior students will also have a senior jersey. Any other pullover or jackets should not be worn. Student and parents/caregivers are asked to ensure that the tracksuits 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

The uniform shop is operated by the Parents' and Citizens' Association and is staffed by a convenor. This is the only source of the school uniform and 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 Visitors' Entrance before making direct contact with any student or teaching staff at the school.

WEBSITE/FACEBOOK

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 page is updated regularly with the latest photos, news and events at Sunnybank SHS.