

Dear Parents and Guardians,

Welcome to Sunnybank State High School.

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

Your partnership with us is important as I know we share the same goals of aiming for the absolute personal best and highest possible achievement for your young person. In achieving this, they will then have access to the widest future choices for their long term future and career.

To achieve this, as a school we maintain:

- A commitment to our vision 'Many Ways to Excellence'.
- 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, and excellence programs for Science and Track and Field.
- Our vocational education program offers a wide range of certificates and traineeships for our senior students.
- A commitment to the School Wide Behaviour Positive Support 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 nearby 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 frank and 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. For general school information regular Newsletters and Information Sheets are sent home or emailed, as well as posted to the school internet site (www.sunnybanshs.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 attending the Parents' and Citizens' Association and attending school functions. A number of events such as Awards Night and Open Days are opportunities to share 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 are embedded in all that we do. Our school vision statement at Sunnybank is "**Many Ways to Excellence**" which we achieve through valuing achievement, commitment, respect, life-long learning and accountability. I look forward to working with you and your young person throughout their years at Sunnybank State High School.

Yours sincerely,

Tracey Cook
Principal

A MESSAGE TO STUDENTS

Enrolment at Sunnybank State High carries an expectation that students maintain exemplary standards of personal conduct, application to work, general deportment and grooming. To support the highest possible student outcomes, all students are expected to follow the *Responsible Behaviour Plan for Students* which incorporates *Student Guidelines and Procedures*, *Behaviour Management Flowchart* and *Uniform Code*. These policies are available through the Enrolments Officer and our enrolment packages or the school office or website.

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
Facsimile: (07) 3323 8100
E-Mail: the.principal@sunnybanshs.eq.edu.au

Leadership Team

Principal	Tracey Cook
Deputy Principal: Year 10, 11 & 12	Tania Williams
Deputy Principal: Year 7, 8, 9	David Becker
Business Service Manager	Margaret Richter
Guidance Officer	Maggie Sardie/Jo Lawton

Heads of Department

Senior Schooling/Home Economics/HPE	Robyn Pedler
Numeracy/Mathematics/Data	Kerry Schloss
Creative and Practical Arts	Kelly Niland
Humanities/Business/Information Technology	Narelle Stable
Science	Deirdre Aldridge
Literacy/English/LOTE	Jandy Winterbotham

Heads of Special Education Services

Intensive English Language Centre	Laraine Goldman
Special Education Unit	Kym Everett

Office Hours

Main Office and Student Services hours are from 8.00 am to 4.00 pm.

SCHOOL HOURS

School commences at 8.40 am. Students are expected to be at school by 8.30 am in order to be ready for their classes. School finishes at 2.45 pm except on Wednesdays when school finishes at 2.35 pm. This variation is to accommodate students leaving for sport. There will be a short lunch first break on Wednesday.

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 oversees the Intensive English Language Centre and a Head of Special Education Services who manages our Special Education Program.

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.

ARRIVING LATE

If students arrive after the commencement of school they are to report to the student service counter to be signed in. Parents should provide a note to explain the late arrival.

ASSEMBLY

The full school assembly is held in the school hall before first lunch on a Monday. Parents are welcome to attend. The assemblies are our opportunity to acknowledge student and staff successes with presentations and guest speakers. Special Principal assemblies are held each semester to acknowledge outstanding student academic and attendance achievements.

Year level assemblies are held before school each week and are led by year coordinators. Junior school assemblies are on Tuesday and Senior school assemblies are on Thursday.

ATTENDANCE/ABSENCES

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:

Phone: 3323 8160 (the student absence line) or

Text: 0416 905 308

Written note: Please detail student name, date of absence and reason for absence.

Students are not permitted to leave the school grounds during the school day unless signed out by a parent/guardian.

Attendance checks are carried out on behalf of the Department of Employment and Training on students who collect Youth Allowance or ABSTUDY benefits. Unexplained or unauthorised absences as well as poor work habits may result in curtailing of benefits.

BEHAVIOUR

Our school has a Responsible Behaviour Plan for Students 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 behaviour plan. Bullying is not acceptable at Sunnybank State High. Details of our antibullying program is available on the website.

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 bicycle riders.

BOOKLISTS

Booklists are available towards the end of year for the next year. They are sent home at the end of the year with school reports.

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 2016 school year is divided into two semesters and each semester is divided into two terms with holiday breaks.

2016	Dates	School Organisation
Student Free Day	Monday 25 th January	Students do not attend school on this day.
Australia Day	Tuesday 26 th January	Public Holiday
Resume	Wednesday 27 th January	All students commence 8.40am on day one.
Autumn Holidays	Friday 25 th March Sunday 10 th April (incl)	25 th March – Good Friday Public Holiday
Anzac Day	Monday 25 th April	Public holiday
Queen's Birthday	Wednesday 8 th June	Public holiday
Winter Holidays	Saturday 25 th June Sunday 10 th July (incl.)	
Royal Qld Show Brisbane	Wednesday 13 th August	Public Holiday – Metro Region Brisbane
Spring Holidays	Saturday 17 th September Monday 3 rd October (incl.)	
Labour Day	Monday 3 rd October	Public Holiday
Student Free Day	Monday 17 th October	
Summer Holidays	Saturday 10 December 2016 to Sunday 22 January 2017 (incl.)	Year 12 finish – 18 th November Year 10 & 11 finish - 25 November Years 8 and 9 finish – 9 th December

The dates for various school functions and activities are included in a school calendar sent home at the beginning of each year, published on the school website and through reminders in the newsletter that is published each fortnight. A student assessment calendar is available to each student each semester and is on the school website. www.sunnybanshs.eq.edu.au

CAMPS

Each year full year camps are held for year 8 and year 11. The camps support the student leadership program in the school as well as strengthening the emotional and social cohesiveness of the year groups. Venues and costs are determined early in the year and details sent to the parents of the year levels involved. Other curriculum camps also occur such as "boot camp" for the track and field team and instrumental music camps.

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.

CHAPLAIN

Our school community is fortunate to have the services of a school Chaplain whose role it is to support students, parents and staff through a range of programs. The Chaplain assists teachers in the classroom, playground, one-on-one and group activities, attends camps and assists with issues relating to loss and grief, health and well-being and is a key member of the student services team overseen by the school Guidance Officer. Please contact the Chaplain through the school office if you wish to find out further details of their role in the school or to seek their support.

CO – CURRICULAR ACTIVITIES

Students at Sunnybank have access to a wide range of activities which support their classroom activities. We encourage students to participate fully in school life, as recent research shows that broader student participation supports student achievement success. Activities include our Instrumental Music program, public speaking programs, Student Council, musical productions, leadership and year level camps and conferences.

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 included in the enrolment pack and available on the school website.

CURRICULUM

Australian Curriculum - The Australian curriculum is being implemented in line with the requirements of Education Queensland directives. In 2014, this includes the learning areas of English, Maths, Science, History and Geography in years 7, 8, 9 and 10.

Junior school - In years 7, 8 and 9 the remaining curriculum is based upon the Key Learning Areas (KLAs) of Health and Physical Education, The Arts, Technology and LOTE. Where appropriate integrated planning occurs across KLAs and students undertake integrated learning tasks. The Junior School concepts of small class size, strong teacher relationships and integrated studies 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 begin to consider their Queensland Studies Authority subjects based upon interests and pathways as planned in their Student Education and Training Plans.

Senior School - There is a broad range of Authority subjects offered and Authority Registered subjects complement our successful vocational 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 refer to the Senior or Junior Curriculum Handbooks or contact the Guidance Officer to make an appointment.

Programs of Excellence/Extension - Sunnybank State High has a long standing tradition of **track and field excellence**, with successful athletes who have competed for Australia internationally and at the Olympics. Students who are excelling in their chosen field of sport are able to have an individual study plan developed in consultation with their coaches, parents and teachers to accommodate their training regime.

We also offer a **science excellence** program 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.

ENROLMENT

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. Enrolment interviews can be made at any time but it is requested that enrolment interviews for year 8, occur in Term 2. Appointments can be made by contacting the school office and collecting an enrolment information pack.

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

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.

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 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.

GUIDANCE OFFICER AND STUDENT SUPPORT TEAM

Guidance Officer: Our Guidance Officer is a fully qualified counsellor, who provides confidential counselling on vocational, educational and personal issues. Guidance Officers 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 Counsellor helps 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 delivering lectures and 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.

Other Support Staff: Youth Support Co-ordinators and School Liaison Officers assist and support specific students whose educational outcomes are at risk.

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 8 and 9 students develop responsibility for their own learning. Homework in years 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.

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 teacher. 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

The school does not carry insurance policies against injury to students. This is a parental responsibility.

LEAVING EARLY

If a student is to leave throughout the day, a note should be presented to the roll mark teacher for verification and signing. The student must then attend student services and be signed out.

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. Property that is not claimed may be forwarded to charity at the end of each year.

MEDICATION

Please alert the school of any change of status in health for your young person. 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 diabetes, asthma, epilepsy and cystic fibrosis medications if a letter from the parent/caregiver 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 they will be confiscated and stored in the school strong room until the end of the day. Repeat offenders will have their phones confiscated for longer periods and may require parents to collect them at the end of a week or a term.

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 commencement of school or handed to student services for safe keeping until required. The school finance office is adjacent to student services. Cheques should be made payable to Sunnybank State High School. The school has a BPay capacity and card facility. No cash is stored on the school premises at night time.

NEWSLETTER

A school newsletter is produced each fortnight. The electronic version is emailed to parents and a printed version is also available.

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 7.00 pm. Students are welcome to come to use the Library while their parents attend the meeting. The annual general meeting is held during March. To enable parents to vote, registrations are called at the end of each meeting and accepted during the following meeting. Registration must be renewed each year.

REPORTING TO PARENTS

Formal reports are prepared for parents at the end of terms 1, 2 and 4. 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 texts and to gain many benefits in terms of their access to a broad range of resources.

RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS

The *Responsible Behaviour Plan for Students* 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 *Responsible Behaviour Plan for Students* is included in the enrolment pack and on the school website (www.sunnybanshs.eq.edu.au). This document clearly outlines expectations for behaviour and daily routine procedures for students. A *Guidelines and Procedures for Students* document will be discussed during the enrolment interview. A Student Planner also provides relevant information to students.

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.

Medications: Education Queensland's regulations state that no medications are to be administered by staff to students without a detailed letter of consent from parents. Medications prescribed by a doctor should include full details of times and dosage.

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.

Bicycle Racks These are 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 bicycle riders.

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

SPORTING HOUSES

Our school has four sports houses:

Arinya
Balcara
Coolaroo
Doolamai

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

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 please state the nature of your business and the office staff will be able to direct the call to the person who can best help you.

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.

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.

Students have a Roll Mark class and meet with their teacher daily. Parents/caregivers are encouraged to contact Roll Mark teachers to discuss issues related to absences or student adjustment to school life.

The school office can be contacted on 3323 8111 and the absence line is 3323 8160.

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. We always appreciate extra help, so any parent desirous of 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 contained in the enrolment pack.

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, the white school shirt must be tucked in, 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.sunnybanshs.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.

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 8.30 to 12.30, Wednesday and Friday mornings from 8.00 am to 11.00 am.

VALUES

The school values of Respect, Responsibility and Readiness are the foundation of the school wide positive behaviour program. They are explicitly taught to students in a range of settings and are complemented by the student leadership principles of "knowing yourself", "linking with others" and "making a difference in our world".

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

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 also available each semester. www.sunnybanshs.eq.edu.au.