

# HIGHFIELDS STATE SECONDARY COLLEGE



Highfields State  
Secondary College



## Parent Handbook



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# PRINCIPAL'S WELCOME

Welcome to Highfields State Secondary College! We are proud to be Toowoomba's newest state education facility catering for students from Years 7 to 12.

This Handbook is designed to provide assistance to families as they make the critical decision with regards to which school will be the best for their student as they enter secondary schooling. If you are considering choosing HSSC as the secondary school for your student, you should know that we have a dedicated staff, all of whom work exceptionally hard to ensure that our students have the opportunity to achieve to their potential. This commitment is not limited to the classroom; our Leadership Team, teachers, teacher aides, administration staff, schools officers and cleaners are all working together to provide the best possible learning environment for students. I am very proud to be the Principal of this school, one where everyone involved is committed to achieving their very best.

You should also know that students are working in state of the art facilities including Performing and Visual Arts Centres, Sport Stadium and Gymnasium, specialised Industrial Technology and Hospitality spaces, Science laboratories, a fantastic Resource Centre and modern classrooms.

Students have embraced our College Values of kindness, persistence, resilience, respect and responsibility. They also follow our three College Expectations – Take care of yourself, Take care of each other and Take care of this place. We acknowledge students' success in these areas on assembly each week with the presentation of Values Certificates.

We also look forward to welcoming new parents and carers to our community. One of the hallmarks of a great school is that the whole school community is focussed on the same goal – successful learning outcomes for all students. Research tells us that the most meaningful partnerships are those where schools, parents, students and the community work together to focus on student learning. Parent and community engagement that is effectively focused on student learning can deliver powerful outcomes.

## **Enrolment at HSSC:**

Our prime obligation with regards to enrolment is to ensure that students, whose principal place of residence is within the school's catchment area, have access to an appropriate educational service.

Based on current enrolment capacity and growth, Highfields State Secondary College would be unable to meet this obligation in the future, unless action was taken to manage enrolments. Therefore, as of 11th November 2016, it was determined that HSSC would implement an Enrolment Management Plan. This now means that the enrolment of out-of-catchment students is restricted to ensure in-catchment students can enrol at their local state school, without the school requiring additional facilities.

Parents and carers are able to make application for student enrolment at Highfields State Secondary College at any time throughout the year. Acceptance of enrolment applications will be subject to eligibility as described within the school's Enrolment Management Plan. Whilst all applications for enrolment will be considered, at this stage, it may not be possible for students 'out of catchment' to enrol in 2023 so you are advised to apply to your nearest high school for enrolment as well.

For more information about enrolment, please contact the HSSC office on 4614 7222.

On behalf of the students and staff of Highfields State Secondary College, I look forward to welcoming all new students to our community in 2023.



**Scott Rowan**

**Principal**

## Term Dates 2023

Term 1	Monday, 23 <sup>rd</sup> January 2023	to	Friday 31 <sup>st</sup> March 2023
Term 2	Tuesday, 17 <sup>th</sup> April 2023	to	Friday, 23 <sup>rd</sup> June 2023
Term 3	Monday, 10 <sup>th</sup> July 2023	to	Friday, 15 <sup>th</sup> September 2023
Term 4	Tuesday, 3 <sup>rd</sup> October 2023	to	Friday, 8 <sup>th</sup> December 2023

Year 12 finishing date for 2023: Friday, 17<sup>th</sup> November 2023

Year 10 & Year 11 finishing date for 2023: Friday, 24<sup>th</sup> November 2023

## College Motto

Learners Today; Leaders Tomorrow

## College Values

Kindness; Persistence; Resilience; Respect; Responsibility



## College Behaviour Expectations

Take Care of Yourself; Take Care of Each Other; Take Care of This Place

## Bell Times

	Mon/Tues/Thur/Fri	Wednesday
First Bell	8:45am	8:35am
Form Class	8:50am – 9:00am	Whole School Assembly
Period 1	9:00am – 10:10am	9:00am – 10:10am
First Break	10:10am – 10:50am	10:10am – 10:50am
Period 2	10:50am – 12:00pm	10:50am – 12:00pm
Period 3	12:00 noon – 1:10pm	12:00 noon – 1:10pm
Second Break	1:10pm – 1:50pm	1:10pm – 1:50pm
Period 4	1:50pm – 3:00pm	1:50pm – 3:00pm

## Student Absence Line (07) 4614 7266

# Junior Secondary Year 7 to 9 at Highfields State Secondary College

Highfields State Secondary College is in a unique position to place the needs of Junior Secondary students at the very heart of the College's activities.

This unique opportunity allows us to tailor school operations to meet the needs of this unique age group. Highfields State Secondary College's values are placed at the centre of all College activities. Each day students are encouraged to 'action' the College Values in the following ways:

We demonstrate Kindness by...

- Accepting, acknowledging and valuing all individuals
- Showing genuine care and interest in the wellbeing of ourselves and others
- Actively engaging in open communication and using manners (e.g. saying hello)
- Graciously accepting feedback
- Remaining open and helpful in all situations

We demonstrate Persistence by...

- Setting goals and following through
- Encouraging positive attitudes when dealing with obstacles
- Maintaining a 'never give up' approach to keep moving forward.



We demonstrate Resilience by...

- Providing a supportive and safe environment where we learn from mistakes
- Being a problem solver
- Addressing challenges while maintaining perspective
- Valuing and acknowledging the positives

We demonstrate Respect by...

- Building honest and transparent relationships
- Embracing diversity and valuing the whole team
- Acknowledging individual strengths
- Actively participating and being a positive role model

We demonstrate Responsibility by...

- Meeting all of our obligations
- Fostering healthy relationships
- Behaving with flexibility, integrity and transparency
- Acknowledging both written and unwritten principles



Within a values based context Highfields State Secondary College offers an innovative and challenging curriculum with a focus on high expectations for all students. Through explicit instruction teachers foster imagination and creativity to maximise outcomes for all students.

Highfields State Secondary College celebrates the principles of Junior Secondary:

- Leadership
- Distinct Identity
- Quality Teaching
- Student Wellbeing
- Parent and Community Involvement
- Local decision-making

## Distinct Identity

Junior Secondary has their own distinct identities at Highfields State Secondary College. Our Junior Secondary students have a distinct College formal uniform as well as their own leadership and voice. Students will also notice the shift from primary into Junior Secondary through to Senior Secondary, in particular they will notice the gradual release of responsibility and expectation that comes as they progress through the year levels.

## Quality Teaching

Quality teaching through the vehicle of explicit instruction is the driver for a relevant, challenging and engaging curriculum at Highfields State Secondary College. As a new school our state-of-the-art facilities allow students access to learning experiences that include robotics, the Arts, and STEM areas of Science, Technology, Engineering and Mathematics. The curriculum is organised into twenty, 70 minute lessons over the course of a week, broken into four lessons per day.

## Behaviour Expectations

Students in Years 7 to 9 are expected to follow our three College rules of 'Take Care of Yourself'; 'Take Care of Each Other'; and 'Take Care of This Place'. The expectation of all students is that their behaviour enables them and others to focus on learning.

## Positive Behaviour for Learning (PBL)

Highfields State Secondary College is a PBL school. As such students are explicitly taught the College behaviour expectations and how to apply them in the classroom, the playground and in all areas of the College.

## Learners Today; Leaders Tomorrow

Students in Years 7 to 9 continue their learning journey from Primary School, setting themselves up to be our leaders of the future. While not every student aspires to a formal leadership position at school or in life, all students can aspire to be positive leaders in informal situations and of themselves.

## Core Learning (Overview)

Students in Year 7 to 9 spend the majority of their timetabled lessons in Core subjects. Core subjects include English, Mathematics, Science, History/Humanities and Health and Physical Education (HPE).

## Form

Form takes place during the first ten minutes of the school day. A student's Form teacher plays an important role in assisting students meet College expectations. The Form teacher also works in a supportive role for students in their Form class and in many situations is the first point of contact should students or parents/carers have questions.

## Year 7 and 8 – Rotation Subjects (Overview)

In Year 7 and 8 students rotate through a range of subjects that enable them to get a feel for a subject or learning area they may wish to explore later in their school life. These subjects include Geography, Civics and Citizenship, Business and Economics, Japanese, Music, Visual Art, Drama, Media Arts, Dance, Engineering & Robotics, Textiles and Food Studies, Industrial Technology and Design and Information Communication Technology.

## Year 9 – Elective Subjects (Overview)

Students in Year 9 are able to choose elective subjects to study for the year. Students will be able to choose from Business Enterprise, Society and the Environment, Drama, Media Arts, Music, Visual Art, Japanese, Agricultural Science, Agricultural Practices, Textiles and Food Studies, Graphics, Engineering, Industrial Technology and Design, Science Extension as well as Digital Technologies.

## Student Support

All students are catered for at Highfields State Secondary College. With our purpose built Student Support Centre the College is well positioned to cater for a diverse range of learning needs.

## Student Wellbeing

The transition from primary school to secondary school can be a daunting experience for both students and parents alike. At Highfields State Secondary College the Student Wellbeing Program is a core part of our curriculum that aims to build positive self-concepts in our students. The aim of our Student Wellbeing Program is to assist students to become used to how secondary school operates but also to assist students to become increasingly independent young adults who feel a sense of belonging in our College environment. Students at Highfields State Secondary College, through this exciting and challenging time, soon appreciate the value we place on fostering strong relationships, and engagement in experiences that enable them to develop positive self-concepts.



# Senior Secondary at Highfields State Secondary College

## Year 10 to Year 12

Year 10 is the beginning of Senior Secondary, a dynamic phase of a student's education journey during which multiple pathways open up for students. At Highfields State Secondary College the aim of Year 10 is to prepare students for the demands of Years 11 and 12. Students will study core and elective subjects with students spending two lessons per week in career education and Wellbeing in Year 10. In Year 11 students will use these two lessons for a mixture academic skills and wellbeing activities.

During Senior Secondary the majority of students will enter the Post Compulsory Participation Phase of Learning. Students enter the Post Compulsory Participation Phase when they complete Year 10 or they turn 16, whichever comes first. Upon entering this phase of learning students have the option of 'earning or learning' or a combination of both.

During this time students may undertake full time study (e.g. school, TAFE or another Registered Training Organisation (RTO) or University; full time work (25 hours or more per week); enter into an apprenticeship or traineeship; or combine these options. Students in Years 10 to 12 may choose to complete their school based study while working towards or completing a certificate course from a RTO. Whilst still enrolled at school, students may choose to start a School Based Apprenticeship or Traineeship (SAT). School-based apprenticeships and traineeships (SATs) allow high school students to work in a paid capacity for an employer and train towards a recognised qualification, while completing their secondary schooling and studying for their Queensland Certificate of Education. There are two main differences between a school-based apprentice and a school-based trainee. A school-based apprentice is trained in a skilled trade and upon successful completion will become a qualified tradesperson. Trades include electrical, plumbing, cabinet making and automotive just to name a few. School-based trainees are trained in a vocational area, such as office administration, information technology and hospitality, and upon completion will receive a minimum of a Certificate II in the chosen vocational area. Decisions around these options and managing these options throughout Years 10 to 12 will be done so in partnership with the school and parents as well as RTO and employers. This phase of learning ends once a student completes Year 12 or they turn 18, once again, whichever comes first.



## SET Planning

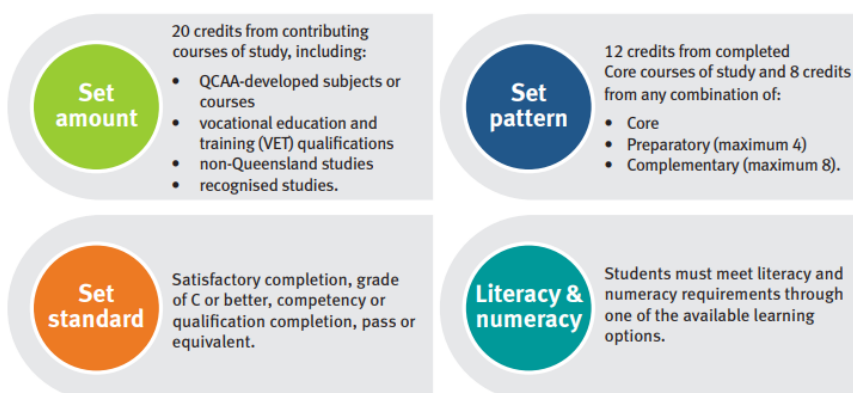
Planning this phase of learning is essential. All students in Year 10 will complete a Senior Education and Training (SET) Plan. A SET Plan helps students structure their learning around their abilities, interests and ambitions. As part of the planning process, students think about their future, consider their abilities and investigate their options for careers and further education. The SET Plan details what, where and how a student will study during their senior phase of learning. Throughout the SPPL Senior Pathway Preparation Lessons in Year 10, students will be working through a range of career education lessons to assist them with their SET Plan. Parents/Caregivers are a vital part of SET Planning and an information evening as well as SET Plan interviews will be scheduled so that students, parents and the school work together to complete a student's SET Plan. Each student's SET Plan will be reviewed periodically throughout Years 10 to 12 to make sure students are still on track to reach their study and career pathway goals. It is not uncommon for a student's choice of pathway to change a number of times throughout Senior Secondary. Careful planning is required to ensure students complete Year 12 with either their Queensland Certificate of Education (QCE) or their Queensland Certificate of Individual Achievement (QCIA).

## Queensland Certificate of Education

The Queensland Certificate of Education (QCE) is Queensland's senior school qualification. It is awarded to eligible students (usually at the end of Year 12) by the Queensland Curriculum and Assessment Authority. The QCE offers flexibility in what is learnt, as well as where and when learning occurs. A QCE can help graduates improve their job prospects. The Queensland Curriculum and Assessment Authority (QCAA) issue the Queensland Certificate of Education to students in both public and private education systems. The QCAA also write the syllabus documents that schools use to teach the various subjects available to students. Highfields State Secondary College students graduating in 2023 have the opportunity to achieve their QCE or QCIA as well as achieve an ATAR that will enable students to apply to the Queensland Tertiary Admissions Centre (QTAC) for entrance into a university course

To achieve their QCE students need to complete a set amount of learning, over a set time period to a set standard as well as meet specific literacy and numeracy requirements. All learning towards a student's QCE is banked into a student's Learning Account. When students enter Year 10 a learning account is created for them. Students can monitor their learning account via the QCAA website. It is important to note that all learning undertaken by a student that qualifies towards a QCE will be stored in a student's learning account. This includes learning from a RTO, University or school.

### QCE Requirements



## Set pattern

Within the set pattern requirement, there are three categories of learning — Core, Preparatory and Complementary. When the set standard is met, credit will accrue in a student's learning account. To meet the set pattern requirement for a QCE, at least 12 credits must be accrued from completed Core courses of study. The remaining 8 credits may accrue from a combination of Core, Preparatory or Complementary courses of study.

### ● Core: At least 12 credits must come from completed Core courses of study

COURSE	QCE CREDITS PER COURSE
QCAA General subjects and Applied subjects	up to 4
QCAA General Extension subjects	up to 2
QCAA General Senior External Examination subjects	4
Certificate II qualifications	up to 4
Certificate III and IV qualifications (includes traineeships)	up to 8
School-based apprenticeships	up to 6
Recognised studies categorised as Core	as recognised by QCAA

### ● Preparatory: A maximum of 4 credits can come from Preparatory courses of study

QCAA Short Courses	1
<ul style="list-style-type: none"> <li>QCAA Short Course in Literacy</li> <li>QCAA Short Course in Numeracy</li> </ul>	
Certificate I qualifications	up to 3
Recognised studies categorised as Preparatory	as recognised by QCAA

### ● Complementary: A maximum of 8 credits can come from Complementary courses of study

QCAA Short Courses	1
<ul style="list-style-type: none"> <li>QCAA Short Course in Aboriginal &amp; Torres Strait Islander Languages</li> <li>QCAA Short Course in Career Education</li> </ul>	
University subjects (while a student is enrolled at a school)	up to 4
Diplomas and Advanced Diplomas (while a student is enrolled at a school)	up to 8
Recognised studies categorised as Complementary	as recognised by QCAA

## Literacy & numeracy

The literacy and numeracy requirements for a QCE meet the standards outlined in the Australian Core Skills Framework (ACSF) Level 3.

To meet the literacy and numeracy requirement for the QCE, a student must achieve the set standard in one of the literacy and one of the numeracy learning options:

### ● Literacy

- QCAA General or Applied English subjects
- QCAA Short Course in Literacy
- Senior External Examination in a QCAA English subject
- FSK20113 Certificate II in Skills for Work and Vocational Pathways
- International Baccalaureate examination in approved English subjects
- Recognised studies listed as meeting literacy requirements

### ● Numeracy

- QCAA General or Applied Mathematics subjects
- QCAA Short Course in Numeracy
- Senior External Examination in a QCAA Mathematics subject
- FSK20113 Certificate II in Skills for Work and Vocational Pathways
- International Baccalaureate examination in approved Mathematics subjects
- Recognised studies listed as meeting numeracy requirements

## QCIA

The Queensland Certificate of Individual Achievement (QCIA) recognises the achievements of students who are on individualised learning programs.

The certificate is an official record that students have completed at least 12 years of education, and provides students with a summary of their skills and knowledge that they can present to employers and training providers.

## Australian Tertiary Admission Rank (ATAR)

The ATAR is the method most universities use for tertiary entrance. The ATAR is a fine tool that ranges from 99.95 (highest) to 0.00 (lowest). Students whose ATAR score is below 30.00 will only receive notification that their ATAR was below 30.00. Students wishing to be ATAR eligible will need to study five General Subjects or four General Subjects plus either one Certificate III level course or one Applied Subject. The successful completion of an English subject is required for ATAR eligibility. General subjects are academically challenging subjects. In Year 12 each general subject will have three pieces of internal assessment plus one piece of external assessment.

## Queensland Tertiary Admissions Centre (QTAC)

Students in Year 12 apply for tertiary entrance through QTAC. QTAC manages applications on behalf of the tertiary sector. QTAC is also responsible for the calculation of a student's ATAR.

## Work Experience

Students may undertake work experience during senior secondary. Work experience, along with SATs will be managed by the College's SATs coordinator.

## Student Leadership and Voice

Student leadership is a pivotal aspect of Highfields State Secondary College. Each year students will elect House leaders College Captains and Vice Captains and Junior College Captains. Our Captains and House Leaders take on an important role in welcoming guests to our College as well as assisting key events and leading College ceremonies.

College and Form Class Captains, including Year Level Leaders, form the student council. Through the student council, students can bring topics for discussion as well as plan fundraising activities such as free dress days.



# Highfields State Secondary College Support Team

The Support Team's role is to offer support to all students and their families to manage issues that may impact on a student's school participation, engagement and achievement.

The Support Team is able to organise one to one support as well as small group programs. The Support Team may also refer students and their families to external agencies. The service is confidential. Mandatory reporting is required if a student discloses information about an illegal activity, actual harm or abuse or potential harm or abuse. Support Team staff must report these cases to the School Principal or his/her delegate. Appointments for members of the Support Team can be made at the Student Counter.

## ***Guidance Officer***

- Subject selection, learning styles and study skills.
- Career assistance including jobs, careers and scholarships.
- Psychometric assessment.
- Counselling.
- Mental Health issues, referrals and plans.

## ***School Based Youth Health Nurse***

- Provide health information and support on an individual, group or whole of school basis

## ***Support Teachers***

- work collaboratively with the classroom teacher to support assessment for learning of their students with additional educational needs and identify specific learning and support needs;
- plan, implement, model, monitor and evaluate teaching programs for students with additional learning and support needs in conjunction with regular classroom teachers;
- plan, implement, model, monitor and evaluate personalised adjustments for learning where required, with the classroom teacher, student and/or parent or carer;
- model exemplary classroom practice when tailoring adjusted learning programs for students with additional learning needs;
- provide direct support for students with additional learning and support needs through a range of strategies (including direct instruction, delivery of adjusted learning programs, assessment and monitoring of progress) including the areas of social integration, language and communication, literacy, numeracy and behaviour. This may include students with confirmed disabilities;
- provide professional specialist advice, support and mentoring to classroom teachers on: how best to cater for the diverse learning needs in their classrooms, and how to effectively work in partnership with families to maximise learning opportunities for students at school and at home;
- provide professional specialist advice and assistance about students with additional learning needs to the school's learning and support team, and
- assist with professional learning for class teachers and school learning support officers (teacher aides) within their school where appropriate.



### ***Defence School Mentor (DSM)***

- Assists ADF families transition into and out of the school.
- Integrates Defence families into school community.
- Sources information within the school framework to pass onto Defence families.
- Help organise support and tutoring for students of Defence families if required.
- Provide lunch time activities and a quiet space for Defence students.

The Defence School Mentor is a Teacher Aide employed by the school who has been at the College since it opened in 2015. Funding for the DSM is provided from the Department of Defence to facilitate the best possible education outcome for children of Defence members. This funding program is administered by the Defence Community Organisation (DCO) and recognises the partnership between schools and Defence to support Defence families through classroom support and social activities to support and encourage student friendships/relationships.

The DSM at HSSC is Brenda Heskett who is based in the Resource Centre on Mondays and Fridays of each week and can be contacted by emailing [bhesk3@eq.edu.au](mailto:bhesk3@eq.edu.au) or telephoning 4614 7222.

## **Supportive Staff**

At Highfields State Secondary College we have dedicated staff who are on hand to support students.

### ***Deputy Principals***

Each year level will be overseen by one of the three College Deputy Principals.

### ***Form Teachers***

All students first lesson of the day is Form during which their roll is marked and student notices are read. A student's Form Teacher is their first point of contact for any question or concern. Parents can also contact the form teacher with concerns or questions regarding how well their student is settling in, attendance and uniform.

### ***Year Level Coordinator***

Year level coordinators support students to wear their uniform correctly, be prepared for learning each day and assist students with any attendance issues. They also support students with their behaviour in the playground.

### ***Heads of Department***

Heads of Department are responsible for particular curriculum areas throughout the College and may check in with parents to provide an overview on how a student is progressing academically as well as in regard to their behaviour and effort in the subject areas they are responsible for.

## Wellbeing Activities

### **Stymie**

Highfields State Secondary Colleges uses an anonymous reporting website called Stymie. Students can use Stymie to report any concerns regarding themselves or others. Concerns may relate to but are not exclusive to bullying, harm or self-harm. All Stymie reports are seen by the College leadership team. [www.stymie.com.au](http://www.stymie.com.au)



### **College Camps**

The College will facilitate camps that target specific year levels. These camps form part of the Wellbeing Program.

## Parent and Community Involvement

There are multiple ways parents and the community can be actively involved in College Life. Please contact the College to find out how you may be able to help or keep informed of opportunities via the College Newsletter.

### **College Assemblies**

Each week students attend assembly. Parents are welcome to and are encouraged to attend if possible. During Assemblies we recognise those students who are 'actioning' our college values through the awarding of our College 'Values Certificates'. We also acknowledge students' success in the areas of academic achievement and extracurricular activities.

### **Recognition Ceremonies**

Student success is something we are very proud of at Highfields State Secondary College. In addition to the 'Values Certificates' awarded to students during regular assemblies a number of specific recognition ceremonies are held for our students:

#### **Gold and Silver Award Ceremony**

Students who achieved appropriate results for their in class behaviour and in class effort during the previous semester are recognised through the presentation of either a Gold or Silver Award.

#### **Awards Night**

At the end of semester two, students who perform strongly throughout the year in academic, service to the college and extra-curricular activities are recognised at Awards Night.

### **Parent and Community Volunteers**

Junior Secondary students, as a general rule, like to see their parents or caregivers involved in College life. Apart from attending assemblies or recognition ceremonies, parents are able to be involved in the P&C association as well as volunteer at the school canteen. Parents or community members with particular skills who are interesting in volunteering as a coach or in some other capacity should feel encouraged to contact the College office. You are encouraged to keep up-to-date with College news through our newsletter, the webpage, In the Loop weekly email and liking our Facebook page.

# Signature Programs

## Bring Your Own Device Laptop Program

Highfields State Secondary College is a state-of-the-art facility built with the purpose of supporting 21<sup>st</sup> Century learning tools and pedagogy. With this in mind, Highfields State Secondary College invites parents to have their students take part in the Bring Your Own Device (BYOD) Program.

[Our school](#) [Enrolments](#) [Curriculum](#) [Co-curricular](#) [Facilities](#) [Calendar and news](#) [Our community](#) [Support and resources](#)

Home / Curriculum / Bring Your Own Device


Curriculum

[Bring Your Own Device](#)

[Junior secondary](#)[Senior secondary](#)[Vocational education](#)

Bring Your Own Device

Please visit the BYOD Portal by clicking the image below:



Highfields State Secondary College offers a flexible BYOD environment for students and parents.

Students are encouraged to participate in the program through a relaxation of the SRS in Year 7 (or their first year at the college), allowing parents to prioritise the purchase of BYO devices in the first year of schooling at HSSC.

Our current uptake of student BYO ownership is greater than 90%, with the majority of students utilising their own personal devices at school for educational purposes.

Highfields State Secondary College utilises BYO devices on a daily basis, allowing students to interact with online learning environments, completing online research tasks, accessing emails and developing assessments electronically.

For further information in participating in the BYOD program, please review our [BYOD documents](#), additionally parents can access our official [BYOD Portal](#).

[Print](#) [Email](#)



## Instrumental Music

Highfields State Secondary College is beginning a proud tradition of excellence in our Instrumental Music Program with courses of study in a variety of instrumental subjects and ensembles. Many of the Instrumental Music Program activities take place outside normal school hours, for example before school or breaks, performances at outside venues or school events at night or during the weekend. Membership of the Instrumental Music Program demands extra time, effort and commitment to ensure that schoolwork does not suffer.

### ***Enrolment***

Students enrolled in the Instrumental Music program are considered to be enrolled for a minimum of one school year. Students who have not previously learned an instrument and who wish to learn will be given a musical aptitude test by the instrumental music teacher to ascertain their ability in four areas – pitch, rhythm, chord recognition and memory retention. Once students have been matched to an appropriate instrument, parents/caregivers will be notified of the possibility of their child being involved in the Instrumental Program at this school. Basic expectations and costs will be outlined at this stage. Entry to the Instrumental Music Program is conditional upon:

- Satisfactory level of interest and enthusiasm;
- Satisfactory record of scholastic progress and personal conduct;
- Completed application form, signed by parent and student, returned to the school office;
- Possession or availability of an appropriate instrument;
- Attendance and participation in school ensembles.

### ***Attendance & Tuition***

Each student will be given one thirty-five minute lesson per week on a rotational basis during school time. A copy of the instrumental music timetable is located on the glass doors outside P22. **It is the student's responsibility to check their lesson time.** Should students be unable to attend their scheduled lesson due to assessment clashes, the student must see the instrumental teacher **BEFORE** their scheduled lesson to arrange an alternative time. **It is the student's responsibility to catch up on any classwork missed during attendance at their instrumental lesson.**

A roll is recorded by the Instrumental Teacher at the beginning of each lesson. If a student fails to attend a lesson or rehearsal, or to remember their instrument **three times** in a term, parents/caregivers will be contacted and students will be asked to justify their continuation in the program to the IM teacher and the HOD Arts. Inadequate explanation or continued poor attendance will result in the student being asked to leave the program.



## Practice

Students are expected to undertake regular daily practice for the length of time specified by the Instrumental Teacher.

## Instruments

It is preferred that students supply their own instruments. Where students are using their own instruments, the Department strongly encourages parents/caregivers to have their own insurance. Please note that the Department's insurance does not cover personal items lost or damaged at school.

A limited number of instruments are available for hire from the school and may be loaned at the discretion of the instrumental teacher. IM teachers will distribute EQ11 forms to students loaning a school instrument. EQ11 forms should be returned to the HOD Arts. Students **MUST NOT** take a school instrument home until the signed EQ11 form has been received by the HOD Arts.

Tuition is available in the following instruments:

Woodwind	Brass	Percussion	Strings
Flute	Trumpet	Drum kit	Violin
Clarinet	Trombone	Xylophone	Viola
Bass Clarinet	Euphonium	Glockenspiel	Cello
Alto Saxophone	Tuba	Auxiliary Percussion	Double Bass
Tenor Saxophone	French Horn	<i>*Note: Percussion students will receive tuition in all of the above</i>	
Baritone Saxophone			
Oboe			
Bassoon		Bass Guitar	

## Repairs & Maintenance

Where instruments are owned by students, repairs and maintenance are the responsibility of the parent/caregiver. In the case of College instruments, any damage caused as a result of student misuse or negligence must be paid for by the student or parent/caregiver. Repairs required as a result of general wear and tear will be paid for by the College.

## Student Requirements

Students are expected to provide the following items, as applicable to their specific instrument (consult with the Instrumental Music teacher before purchasing equipment):

Brass	Valve oil or rotary valve oil, slide grease/cream, bore and mouthpiece brushes, sundry cleaning and maintenance equipment and accessories.
Woodwind	Reeds and cork grease, bore swab, sundry cleaning and maintenance accessories.
Percussion	Drumsticks, mallets/brushes (advanced students), 'Practice Pad' electronic chromatic keyboard or chromatic glockenspiel (inexpensive types).
Stringed Instruments	Strings, resin, bridges, maintenance equipment and accessories as required.
All students	Method books, sundry other items (as specified by instructor), strong folder for music, music stand (for home practice)
Uniform	Students will require full formal uniform for performances.

## ***Concerts & Performances***

During the course of the school year, band members and ensemble members will be required to play at a variety of functions. It is expected that members make themselves available to perform on all occasions. Notice in writing of these functions will be distributed to students prior to the event, so appropriate arrangements can be made. If a student is unavailable to attend any of these functions, a parental note outlining the reason is required. If parents/caregivers are required to provide transport to and from these functions, it is requested that they do so and that punctuality is observed.

## ***Withdrawal & Exclusion from Program***

Premature withdrawal of students from the program is strongly discouraged. Any request for withdrawal should be made by parents, in writing, to the Instrumental teacher and Head of Department – The Arts, stating reasons for such withdrawal. Students are not permitted to simply 'opt out' of the program.

In some instances, students may be asked to leave the program due to poor attendance, commitment or behaviour or lack of satisfactory progress. Should they be at risk of exclusion, students will be warned and parents contacted. Should performance not improve, students will be asked to leave the program and return any equipment or instruments loaned.

## ***Assessment & Reporting***

Assessment of progress, involvement and conduct of students will be undertaken at the end of each semester and a report made to parents.

## ***Cost***

There is no cost associated with tuition or instrument hire for students participating in the Instrumental Music program. Students involved in the ensembles may be required to pay for bus travel to events.



## Clubs

Staff at Highfields State Secondary College run a number of clubs during lunch breaks or after school for students. Clubs run include Choir, Vocal Ensemble, Musical, Drama, Dance, Japanese, Gaming, Running, Soccer, Chess and Photography Clubs to name just a few. Mathematics Homework club operates on a Thursday afternoon between 3.00pm and 4.00pm in the HSSC Resource Centre.

## State of the Art Facilities

Science, Technology, Engineering and Mathematics (STEM) subjects are a dynamic part of the curriculum at Highfields State Secondary College thanks to our state-of-the-art facilities and resourcing. In 2017 our Performing Arts Centre and Visual Arts Centre were opened providing modern facilities to support the teaching of Music, Drama, Dance, Film and TV. Also in 2017 the HSSC Food Studies Centre expanded to include an industrial kitchen. In 2018 the construction of stage three saw another exciting chapter of the College begin with the construction of further General Learning Areas and our Sport Stadium and Gymnasium.

## Communication

Highfields State Secondary College has a number of methods of communication. Parents wishing to contact the College are always welcome to phone and speak with the relevant person or email teachers directly.

### ***Report Cards***

Reports are sent home at the beginning of the term. Term one and term three are interim reports with term two and term four being full semester reports.

### ***Unit Overviews***

Unit overviews are provided on the College website by the end of week three each Semester. These overviews allow parents to see what is being taught in each subject and an overview of what assessment will be required.

### ***Assessment Schedules***

Assessment schedules are emailed to parents and students each semester.

### ***Newsletters***

Each fortnight the College will email out a newsletter. The newsletter is also available on the College website. A hardcopy can be obtained from the College Office.

### ***College Website***

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

### ***Facebook***

General school happenings and reminders are sent out via our Facebook page. A link to our Facebook page is on our website.

### ***Letters Home***

Generally speaking permission notes or major events will be publicised via a letter home. Less formal reminders will appear in the newsletter.

## Student Timetable Sample

### Highfields State Secondary College (EXAMPLE ONLY)

#### Student Timetable - Semester 2, Term 3, V3

Citizen, John (, 0000000000F), Year 11, Chisholm, 11B (Mr Teacher)

	Monday	Tuesday	Wednesday	Thursday	Friday
FRM	8:50-9:00 11B TEACHER D03	8:50-9:00 11B TEACHER D03	8:50-9:00 ASSEMBLY	8:50-9:00 11B TEACHER D03	8:50-9:00 11B TEACHER D03
P1	9:00-10:10 ART112A TEACHER O01	9:00-10:10 MAG112B TEACHER T05	9:00-10:10 ATA112C TEACHER E10	9:00-10:10 HPJ112A TEACHER J03	9:00-10:10 FTM112B TEACHER P33
FB	10:10-10:50	10:10-10:50	10:10-10:50	10:10-10:50	10:10-10:50
P2	10:50-12:00 LIT112A TEACHER N11	10:50-12:00 FTM112B TEACHER P33	10:50-12:00 ART112A TEACHER O01	10:50-12:00 ENG112C TEACHER E10	10:50-12:00 MAG112B TEACHER T05
P3	12:00-1:10 SPP112B TEACHER E10	12:00-1:10 LIT112A TEACHER N11	12:00-1:10 HPJ112A TEACHER J03	12:00-1:10 MAG112B TEACHER T05	12:00-1:10 ENG112C TEACHER E10
SB	1:10-1:50	1:10-1:50	1:10-1:50	1:10-1:50	1:10-1:50
P4	1:50-3:00 HPJ112A TEACHER J03	1:50-3:00 ENG112C TEACHER E10	1:50-3:00 LIT112A TEACHER N11	1:50-3:00 FTM112B TEACHER P33	1:50-3:00 ART112A TEACHER O01
AS		3:00-4:10	3:00-4:10	3:00-4:10	

#### Legend:

Class Code	Class Name	Teacher Code	Teacher
11B	Roll Class	TEACHER	TEACHER
ART112A	Visual Art	TEACHER	TEACHER
ATA112C	ATAR Preparation	TEACHER	TEACHER
ENG112C	English	TEACHER	TEACHER
FTM112B	Film, Television and New Media	TEACHER	TEACHER
HPJ112A	Hospitality Practices	TEACHER	TEACHER
LIT112A	Literature	TEACHER	TEACHER
MAG112B	General Mathematics	TEACHER	TEACHER
SPP112B	Senior Pathways Preparation	TEACHER	TEACHER

## Religious Instruction

Faith groups who provide approved instructors to deliver religious instruction are approved and updated annually based on student enrolment and community willingness to deliver a program.

Parents/carers of children participating in these programs will be advised if a faith group requires funds to cover the expenses of materials used by their children. Students are allocated to these classes in accordance with Religious Instruction Permission forms being completed. This information remains operational unless the parent informs the college otherwise in writing.

Students who are not participating in religious instruction will undertake alternative learning including revision of classwork, wider reading, research, human relationships education and study.

## Flexischools

Parents can order and pay for student's lunches from the canteen using Flexischools Online. Ordering is more convenient, providing a 24/7 payment and ordering system that can be accessed from home, work or a mobile device.

Easy online registration. Go to [www.flexischools.com.au](http://www.flexischools.com.au) or for help call 1300 361769

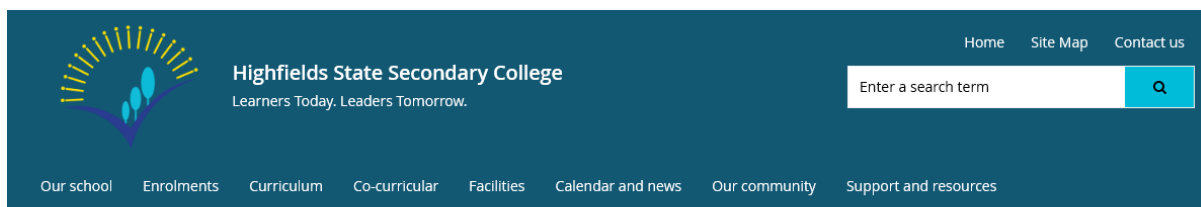
- Click Register
- Enter your email
- You will be emailed a link to an online form – follow the link
- Choose a username and password and complete the form
- Add student and their class
- Top-up the account – VISA or Mastercard preferred





# School Policies

For the most up to date version of Highfields State Secondary College policy documents please refer to our website <https://highfieldsssc.eq.edu.au/Ourschool/Rulesandpolicies/Pages/Rulesandpolicies.aspx> .



Highfields State Secondary College

## Rules and policies

- Our school
- Enrolments
- Curriculum
- Co-curricular
- Facilities
- Calendar and news
- Our community
- Support and resources
- Search
- Site map

## Rules and policies

- [HSSC Anti-Bullying Policy \(PDF, 236 KB\)](#)
- [HSSC Appearance Policy \(PDF, 750 KB\)](#)
- [HSSC Assessment Policy \(PDF, 250 KB\)](#)
- [HSSC Attendance Improvement Strategy \(PDF, 638 KB\)](#)
- [HSSC BYOD Policy \(PDF, 561 KB\)](#)
- [HSSC Complaints Procedure \(PDF, 414 KB\)](#)
- [HSSC Homework Policy \(PDF, 307 KB\)](#)
- [HSSC ICT Privacy Policy \(PDF, 309 KB\)](#)
- [HSSC Locker Policy \(PDF, 214 KB\)](#)
- [HSSC Mobile and Electronic Devices Policy \(PDF, 212 KB\)](#)
- [HSSC Presentation Night Policy \(PDF, 679 KB\)](#)
- [HSSC Responsible Behaviour Plan for Students \(PDF, 2287 KB\)](#)
- [HSSC School Participation \(PDF, 538 KB\)](#)
- [HSSC School Representation Policy \(PDF, 385 KB\)](#)
- [HSSC Social Media Policy \(PDF, 326 KB\)](#)
- [HSSC Weapons Policy \(PDF, 210 KB\)](#)
- [HSSC WHS Policy \(PDF, 359 KB\)](#)



## What to do when.....

### ***...you want to talk with a subject teacher about difficulties in a subject.***

Please contact the teacher directly by phoning the office or emailing them. All of our teacher's email addresses are available on the College website. If you don't hear back when you email, it may be because some email addresses can be blocked. Please phone the office. We welcome contact at any time. Parent teacher interviews are in terms 2, and 4 and are another important opportunity to chat about progress and improvement.

### ***....getting hold of uniform items is proving difficult due to financial problems.***

Please contact the relevant House Deputy Principal and have a chat about the problem. The DP may issue a uniform pass until you can purchase the item. It is always best to give us a call to see what we can do to help.

### ***....your newsletter is not coming home.***

The newsletter is available online or by email. You can check our school website to see the latest newsletter or email the school and ask to be added to the newsletter mailing group. The school newsletter is called College Catch-up and is issued fortnightly each term.

### ***....you want to make a complaint.***

Sometimes things don't work out well or you might be unhappy with a decision and want to talk to someone about it. It is best to phone or come in to the school when you are calm and can explain clearly what has happened. You will be asked to provide some details about the concern so the teacher, Head of Department, Deputy Principal or Principal can understand how serious the issue might be. We want to help you with any concern as quickly as we can. If you want to see a specific person, it is always best to call first to make an appointment to ensure they are available.

### ***....you are having difficulties getting your child to come to school (school refusal).***

Sometimes young people face hurdles to participating in school and coming to school is difficult. We monitor student attendance carefully and may make contact about absences via text message, email, letter or phone call. The DPs or Guidance Officer can also help sort out other issues which might make the child feel that school is too hard.

### ***....you want to discuss issues about bullying on social media.***

Please read our *Prevention and Response to Incidents of Bullying Policy (including cyberbullying)*. We are a STYMIE school – [www.stymie.com.au](http://www.stymie.com.au). Stymie allows bystanders to send anonymous notifications to Highfields State Secondary College staff about someone who they believe is being bullied or harmed. The notification interface allows bystanders to upload evidence like screen shots of Facebook discussions, Snapchats, text messages or instant message conversations and an outline of the incident(s). The notifications are encrypted, anonymous and confidential. Stymie does not store any information. Stymie complements our existing student well-being framework. Stymie was built in consideration of the Australian Safe Schools Framework and the recommendations from the Australian Covert Bullying Prevalence Study.



### ***...when I need to purchase uniforms.***

Uniform items such as hats, shirts, shorts and winter uniform can all be purchased directly from the P and C from either thier Uniform shop based at the College or ordered online at: <https://uniform-shop-highfields-state-secondary-college-p-c.square.site/>. Online orders can be collected from the uniform shop during the normal opening hours, Mondays and Tuesdays 8.00am to 8:45am and 2:45pm – 3:45pm and Fridays 2:45pm to 3:45pm. Uniforms are also available for purchase at Hannas Department Store, 563 to 569 Ruthven Street, Toowoomba Free Call: 1800 646 437, Phone (07) 4632 2099 , Fax (07) 4638 4588 or Email [sales@hannastoowoomba.com](mailto:sales@hannastoowoomba.com)

### ***....when time management is an issue.***

Students sometimes need support in learning how to manage time. In school, teachers will chunk the learning to help make it manageable and have deadlines for final versions and drafts. You can find out what assignments your child can expect to be doing by looking on our website at the course outlines. You can print out the course outline relevant to your student and discuss timeliness and how to manage homework. Ask for the task sheet and help them to plan their time before and after school time as well as their evening. The more this skill is supported in Junior Secondary, the more successful your student will be in meeting senior school commitments.





***....things are not working as well as they could be in class.***

Talking to the teacher about what is happening is always a good start. Also, the Head of Department who manages the learning for your student in the particular subject of concern is also a good option.

***....you notice that your child is feeling lonely, sad or is withdrawn.***

Please seek help when you notice your child is feeling this way, particularly if there seems to be a sudden or big change in mood or behaviour. Contact the school Guidance Officer, or Deputy Principal and we can work on helping your child together.

***....you want to lend a hand.***

We always need extra assistance in the canteen. Our convener can be contacted via the school office or you can also join the Parents and Citizens Association – just ask at the school office.

***...when your child is struggling with an assignment.***

The first thing to do is to reassure your child that everyone will find things challenging at times. Encourage them to seek help early (and often) by visiting the teacher in their staffroom, asking to see the teacher after their lesson or asking questions in class. Sometimes you may need to phone up and talk with the teacher about the concern and that is fine too.

***....when your child achieves something great outside the school.***

We love to celebrate student achievements. If we've missed something, please send us an email with the details and it will be passed on to appropriate staff, then watch our newsletter and Facebook page as it may make it on there too! To get on our newsletter emailing list go to [admin@highfieldsssc.eq.edu.au](mailto:admin@highfieldsssc.eq.edu.au) and ask to join the mailing list. To keep up-to-date with Facebook, search Highfields State Secondary College and 'Like' our Home page.



***....you change name, address, telephone number or other details.***

Please notify the college staff immediately, either in person or in writing. It is essential that college records are accurate in case of emergency. We really value having your correct email address.

***....when your child is late to school.***

Students must report to the office to sign in and obtain a late note. A note from the parent/guardian must be supplied.

***....when your child is absent from school.***

- Phone the student absence line – 4614 7266 and leave a message or
- Email the school office at [admin@highfieldsssc.eq.edu.au](mailto:admin@highfieldsssc.eq.edu.au) or
- Send a note with your child when he/she returns to school or
- Phone the office – 4614 7222 between 8.00am and 4.00pm (Mon – Thursday) 8.00am and 3.30pm (Friday)

**All messages/notes/emails regarding student absences must include:**

- name of the child,
- form class,
- date(s) of absence
- reason for absence.

If a student is likely to be absent for a prolonged period of time, parents/carers must make arrangements for work to be sent home. This can be done by phoning the school office or emailing your student's teachers. If the college has not heard anything after the third consecutive day contact will be made requesting information and a doctor's certificate. Absences longer than 10 days require a formal exemption. This can be arranged through the Deputy Principal.

#### ***....your child needs to leave the school during the day.***

Early Departure from school and late arrivals to school should be avoided. Our priority is that students are in class and learning all day on each school day. We understand that there will be times when students will unavoidably be late or that parents will need to collect students during the day for appointments which cannot be made outside of school hours.

- If a student is late, a parent/carer must sign them in at the office or send a note to the office to explain the lateness.
- If an early departure is required, students are to bring a note to the office before school and then return to the office at the designated time to sign out at the student counter. Students must be collected from the college office by an authorised adult.

Please be aware that we do not make announcements via loud speaker or telephone classrooms during lesson time to ensure that teaching and learning is not interrupted unnecessarily. Therefore, if a parent needs to collect a student without making prior arrangements, a member of our office staff will have to collect the student from the classroom, which may take some time. Obviously this causes disruption to both the office and to the classroom, so we would ask that parents only call in to collect students if they have made prior arrangements following the process outlined above. We understand that there will be exceptions to this when unexpected situations arise but we would appreciate it if parents could minimise disruption to lessons and time out of class for their children.

#### ***....your child transfers to another school or leaves school permanently.***

Please advise the school if your child is leaving or transferring to another school by completing a Leaving Form available from the school office. All school property, including library books, locker combination, ID card etc., must be returned before the students leave. Refunds (if applicable) will be issued only if the above procedures have been followed.

#### ***....if your child phones you from school.***

Sometimes a student will phone you directly during the day from their own phone. Students will be reminded of the expectation to come to the office and use the school phone to contact you. It may be that they are upset or worried about something. It is highly unlikely that you will be able to get to the school immediately so it is always a great idea to get them to go to the office and seek help or use the space as a safe, quiet zone where they can calm down and get help. If you are concerned, please phone the year level Deputy Principal and we will do what we can to help the situation. If they are phoning you because they are sick, they must come to the office and we will phone you as they need to be collected and signed out formally.

#### ***....your child becomes sick during the day.***

If a student becomes sick during the day, they should report to a teacher either in class or on playground duty. If in class, they should obtain a student pass from the teacher to go to Sick Bay. Office staff will attempt to contact caregivers or one of the people listed as an emergency contact. If no contact is possible, the student will be placed in sick bay and supervised from the office. If students go to the sick room during a lesson, they must either return to class at the end of the lesson, or go home if a carer has been contacted.

In cases of severe or acute illness, where no contact can be made, the school may seek medical assistance. The ambulance service will be called if considered appropriate.

***....your child needs medication to be administered by the school.***

Please complete the appropriate form available from the school office and return it together with a copy of the doctor's instructions regarding the medication, provide an in-date medication in the original pharmacy labelled container, the medication container has a valid pharmacy label which includes the name of the prescribing health practitioner to confirm that it is prescription medication. For short term medication e.g. antibiotics: Students must hand the medication in at the office before school and collect it again after school, if necessary. For longer term medication: Students must hand the medication in at the office with sufficient supply for several weeks, if necessary. The medication is administered by a school staff member, however students are responsible for reporting to the office at the correct time. Details will be recorded in the Medication Register.

PLEASE NOTE: If the above procedures are not followed, no medication will be administered. Non-prescribed oral medications (such as analgesics, including paracetamol or aspirin and over the counter medications) cannot be administered by teacher or other members of the college staff.

***....your child has to pay money for excursions or other activities.***

Students should report to the office before school or during breaks to make the payment. The receipt is proof of payment. Please ask your student not to give money to Form Teachers as they cannot issue a receipt. Payments will be able to be made online.

***....your child needs a bus pass.***

You should contact your local bus company or Bus Queensland.

***....your child wishes to be excused from Physical Education/Sport.***

In the case of injury/medical condition, a note is required. Students must present this note to the office.

***....your child has money/valuables at school.***

Money/valuables should not be brought to school. If it is essential, then they must carry them on their person at all times or leave them at the office for safe keeping.

***....your child loses their ID card.***

Students should report the loss immediately to the office. A new ID card may be purchased by paying \$5.00 (includes GST) to the office.



# HIGHFIELDS STATE SECONDARY COLLEGE SCHOOL MAP

**LEGEND**

- GROUND LEVEL
- UPPER LEVEL
- COVERED WALKWAYS
- PATHWAYS
- CARPARKS
- COVERED AREAS
- STAIRS
- LIFTS
- ROOM NUMBERS

**007** PHONE NUMBERS **42** ROOM NUMBERS

**Map Labels:**

- K BLOCK - GROUND FLOOR
- K BLOCK - LEVEL 1
- L BLOCK
- M BLOCK
- M BLOCK STAFFROOM
- N BLOCK
- T BLOCK - GROUND FLOOR
- T BLOCK - LEVEL 1
- T BLOCK UNDERCOVER AREA
- J BLOCK
- E BLOCK
- R BLOCK
- S BLOCK
- G BLOCK (AMENITIES)
- D BLOCK
- H BLOCK (AMENITIES)
- O BLOCK
- P BLOCK GROUND FLOOR
- P BLOCK - LEVEL 1
- Q BLOCK
- 6 BLOCK - RESOURCE CENTRE
- C BLOCK STAFFROOM
- GR01
- GR02
- GR03
- GR04
- GR05
- GR06
- GR07
- GR08
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- GR100

**Other Labels:**

- Drop off Point
- Staff Carpark
- Carpark
- GR01
- GR02
- GR03
- GR04
- GR05
- GR06
- GR07
- GR08
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**Polzin Rd**

**O'Brien Rd**



# Student Resource Scheme

A parent is directly responsible for providing the student with textbooks and other resources for a student's use while attending school.

(Policy and Procedure Register, Version 3.0, Department of Education, Training and Employment).

As a service to assist parents with the cost of these educational resources, Highfields State Secondary College operates a Student Resource Scheme.

The Student Resource Scheme is a cost effective option for parents to purchase the required items for their child's schooling, through reduced prices gained from the school's bulk purchasing processes. Items required include textbooks, resources, software programs, photocopying, consumables and materials.

Highfields State Secondary College will purchase these items on your behalf, saving you money and time.

Some specialised subjects in the senior years will also incur an additional subject levy that is not covered by the Student Resource Scheme.

Please be aware that if parents choose NOT to enter the Student Resource Scheme, then they will need to purchase all of the items listed on the following page for the relevant year level.

Student Resource Scheme Participation Fee

**Year 7 to Year 12 2023**

**\$245\* per student due end of Term 3 2023**

*\*based on 2022 fees and subject to change*

The Student Resource Scheme provides for the participating student's temporary use of the listed resources and is not available in parts.

Student Resource Scheme payments must be up to date for a student to participate in any extra-curricular activities such as not curriculum related inter-school sport and non-compulsory excursions or camps.



The Principal and Parents and Citizens Association of Highfields State Secondary College are proud to be able to extend to you the opportunity to take advantage of the college's Student Resource Scheme.



Highfields State Secondary College is funded primarily by the State Government to meet the costs associated with the provision of instruction, facilities and administration for the education of all students. Parents/carers do not contribute to the provision of these basic services. This provision is commonly referred to as 'free education'. Other costs associated with providing for a student's education are not free. **The cost of text books and additional resources has always been the responsibility of parents and students.** Schools are authorised under Chapter 3, Section 51, Education (General Provisions) Act 2006 to charge fees for a range of services.

The scheme's major purpose is to provide an extremely cost effective and efficient strategy to parents and students which:

- Reduces the heavy financial outlay for parents in providing a wide variety of student resources
- Eliminates shopping for textbooks and resources
- Gives student access to a wide range of up-to-date resources
- Supplements consumable resources which are used to ensure real life learning experiences for our students
- Accommodates a range of school based workplace programs to enhance student skill development

Our students will graduate from Highfields State Secondary College into a highly competitive environment and it is our goal to provide for our students the best possible outcomes.

All monies raised through this scheme are expended directly on the students of the College on an annual basis.

**Endorsed by:**

**Michael Harth**  
**P&C President**

**Scott Rowan**  
**College Principal**

The scheme will supply students with access to:

- Photographic student ID for external use (replacement ID card is \$5.00)
- All prescribed textbooks for each subject
- Class sets of general reading books including prescribed novels
- Administration of the scheme
- Equipment hire – digital cameras (still/video), audio visual equipment, a wide range of industry standard software
- Use of equipment, consumable materials and photocopies for a range of subjects across all year levels
- A personal printing and photocopying allowance of 100 pages (may be topped up at additional cost if required)
- Printed worksheets/handouts/notes and equipment prepared by teachers
- Audio and video recordings
- Materials for subjects where the instruction is extended through providing practical learning experiences in excess of materials provided by school grants
- Site licence for school and home use (including Maths Online, Jacplus, Ab Tutor, Turnitin, ClickView)

These resources are provided on loan. Students are expected to take due care of all items and to return them in a condition similar to that in which they were issued, on completion of a unit of study or upon leaving the College.

The Government Textbook and Resource Allowance (TRA) is paid by the Queensland Government once per year per student in Years 7 -12. In 2020 each student in Year 7 – 10 received \$127 and students in Year 11 and 12 received \$276. These funds are given directly to the school. The School Levies are **in addition** to the Government allowance.

The following items are **NOT** covered by the Student Resource Scheme:

- Voluntary contributions to supplement the instruction, administration and facilities provided at the College
- College activities, such as College excursions, school sport, camps and formals. Individual payments can be made for these activities as they occur.
- College Magazine and College Photos
- Stationery

## Conditions of Participation

The following conditions apply to the Student Resource Scheme:

- The **Student ID Card** is used by students in the daily operation of the College e.g. borrowing books from the Textbook Room or the Library and photocopying. Students are issued with ID cards in all year levels. If lost, replacements will be at cost price.
- Books and resources issued to students are to be kept in good condition.
- Students may be responsible for the full cost of books and resources that are negligently damaged or lost before any further issues can be made.
- The office should be immediately notified of the loss of any textbook or resource.
- All overdue resources issued to student/s must be returned or replaced before any resources will be issued in current year.
- All scheme monies received by the College will be banked in the College's general account, which is subject to annual audit.
- If a student starts at the College after first term, the fee is reduced on a pro-rata basis.
- If a student leaves the College having paid the charge, a pro-rata refund will be made. The refund is based on the full charge being government Allowance and parent/caregiver charge, less the cost of consumed materials and/or the cost of replacing lost or damaged textbooks.
- Books and resources provided under the scheme cannot be issued to students whose parents/caregivers choose not to participate.
- The Principal may refuse to admit a student to the scheme if there are hire payments overdue from the previous year.

## Non-Payment

Upon agreeing to participate in the Student Resource Scheme, it is essential all payments are current and do not fall into arrears. Payment plans are available to parents by contacting the College's Business Services Manager. If payments are not current, students will not be permitted to attend extracurricular College activities such as non- compulsory excursions, recreational sport, camps, formals etc. (FNM-PR-018). Parents/carers will always be notified if the account falls into arrears and it is expected payment will be promptly received. If after appropriate notification payment is not received, the matter will be sent to Education Queensland's debt collection agency. (FNM-PR-005).

## Non-Participation

Parents/caregivers who do not wish to participate in the scheme should inform the school office. These parents/caregivers will receive a payment from the College to the value of the Allowance for each of their children and will be expected to source and provide all the necessary textbooks, equipment and materials to fully participate in the program of learning.







# Highfields State Secondary College Refund Policy



At Highfields State Secondary College, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- an educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student
- an education service purchased from a provider other than the school where the provider charges the school and
- a specialised educational program.

**The Code of  
School  
Behaviour**  
Better Behaviour  
Better Learning

A school fee is directed to the purpose for which it is charged.

School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an extra-curricular activity is indicated through payment of the fee and provision of a permission form completed by the parent.

As the school budget cannot meet any shortfalls in funding for an extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an extra-curricular activity may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent wishes to apply for a refund due to their child's non-participation in an extra-curricular activity, they may do so by completing a 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 and any supporting documentation.

It is the College's policy that refunds be made as a credit against the student's account at the school, and used to offset any future charges.

**Scott Rowan**  
**Principal**

Department of Education and Training policy references:

Education (General Provisions) Act 2006

SC0M-PR-002: School Excursions

FNM-PR-019: State Education Fees



Highfields State  
Secondary College



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<https://highfieldsssc.eq.edu.au/Pages/default.aspx>