

OAKEY STATE HIGH SCHOOL



2026 Parent HANDBOOK

ATION / RESPECT / EXCELLENCE / PARTICIPATION / PERSONALITY / SAFETY / RESPECT
PARTICIPATION / PERSONALITY / SAFETY / RESPECT

Administration Information

OFFICIAL NAME:	Oakey State High School
LOCATION:	1 Campbell Street, Oakey, QLD, 4401
POSTAL ADDRESS:	PO Box 319, Oakey, QLD, 4401
SCHOOL CODE:	2099
EMAIL:	admin@oakeyshs.eq.edu.au
WEBSITE:	www.oakeyshs.eq.edu.au
OFFICE HOURS:	8:00 am – 3:45 pm (Monday to Thursday) 8:00 am – 3:30 pm (Friday)
TELEPHONE:	Office: (07) 4691 4100 Student Absences: (07) 4691 4166 Canteen: (07) 4691 4189

Key Dates for 2025

Term	Dates		Length
Term 1	Tuesday 27 th January	Thursday 2 nd April	10 Weeks
Term 2	Monday 20 th April	Friday 26 th June	10 Weeks
Term 3	Monday 13 th July	Friday 18 th September	10 Weeks
Term 4	Tuesday 6 th October	Friday 11 th December	10 Weeks
<i>School Commences Tuesday 27th January</i>			

2025 Student Free Days (SFD)	2025 Public Holidays	
Friday 4 th September	Australia Day	Monday 26 th January
	Toowoomba Show Holiday	Friday 27 th March
	Good Friday	Friday 3 rd April
	Easter Sunday	Sunday 5 th April
	Easter Monday	Monday 6 th April
	Labour Day	Monday 4 th May

WELCOME FROM THE PRINCIPAL

Oakey High delivers opportunity for every child. Whether they have their sights set on an apprenticeship or becoming a Rhodes Scholar, Oakey has the proven track record and team to deliver. Helping you educate the best human beings possible, is our number one goal, and we strive to do this by instilling Respect, Excellence, Participation, Personality and Safety every day.

The dedicated staff provide fantastic support in and outside the classroom. We offer a range of exciting extra curricula activities and experiences, both on and off the school grounds.

Any school that claims it has no bullying occurring is deluded, but here at Oakey High we use our "Speak Up, Speak Out" catch cry to ensure it does not go unaddressed.

We encourage maximised attendance to ensure students have the best chance of realising their potential.

We believe in supporting students to make good choices, and are a proud Positive Behaviour for Learning (PBL) school.

We reward them for outstanding behaviour via our OBA system.

We also believe that every student should know what they are learning and why in every classroom, and have systems in place to ensure this is reality.

We want you to be involved, partners in your child's education. Come to assembly, sporting events, volunteer in the tuck shop, join the P and C and help us shape the next generation of innovators.

A handwritten signature in dark ink, consisting of a large, stylized loop followed by a long, horizontal stroke that tapers off to the right.

Mr Danny Keenan

Principal

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PURPOSE STATEMENT AND VALUES

Own it; Believe it; Achieve it.

PURPOSE STATEMENT

Oakey State High School is committed to providing respectful and inclusive relationships amongst our school community to ensure excellence, participation, personality and safety are evident every day. Our students own their learning, believe in their abilities and strive to achieve their goals.

BELIEFS AND VALUES

The school believes that the student is the focus of the educational process, and that the efforts of the total school community should be directed to the betterment of students and their learning outcomes.

Our school values guide our decision making and are central to our conversations about how we see our community operating and the policies and practices we follow. There are known as REPPS.

They are:

<u>Respect:</u>	Respect for self and others, regardless of difference or diversity.
<u>Excellence:</u>	Setting goals and working towards achieving our best.
<u>Participation:</u>	Actively engaging in learning and living.
<u>Personality:</u>	Being somebody who can be relied on.
<u>Safety:</u>	Thinking and behaving safely for self and others.

Our students and staff know these values and should use them to guide their practice in everyday school lives.

ENROLLING AT OAKEY STATE HIGH SCHOOL

ENROLMENT PROCEDURES

Information which the parent/guardian is required to bring to the enrolment interview includes:

1. Completed [Enrolment Package](#)
2. An original of your student's Birth Certificate
3. School Reports and NAPLAN results, if your child was enrolled in a non-government school
4. Name and contact details of two emergency contacts who do NOT reside with the student
5. Any details of the student's disabilities and administration of medication.

Enrolment is welcome at any time throughout the year. An enrolment appointment may be arranged by contacting the school office (4691 4100). Please note that completion of student timetables and preparation of classes will usually mean a delay of a least two working days before a student can start classes.

CHANGE OF ADDRESS / PHONE NUMBER / BANK ACCOUNT / OTHER DETAILS

If a change of address, phone number, bank account or other details occurs during the year, the school office should be notified in writing so our records can be updated. An up-to-date contact phone number is essential in case of accident or illness.

SCHOOL MANAGEMENT

FIRST DAY PROCEDURES

Students in all year levels will attend Assembly in the Multi-Purpose Hall where, they will be divided into year levels and allocated CCP Classes. Time will then be taken to disseminate information regarding school policies and procedures. For example:

- Marking Rolls
- School routines, uniform, and behaviour management
- Assessment, assignments and homework
- Explanation of timetables

LOST PROPERTY

All lost property is kept at The Hub. If students lose personal property, they should check with The Hub immediately. Please label all items

MEDICAL INFORMATION AND MEDICATION

Parents should inform the school Administration of any relevant medical issues pertaining to their student at enrolment or as they arise.

By law, staff are not permitted to administer un-prescribed medication. Students cannot be given a headache tablet etc. If a student needs to take medication prescribed by a medical practitioner, these procedures must be followed:

- Parent/Guardian must complete a “Request to Administer medication at School” form.
- Pharmacist/physician’s directions for administration of the medication must be written on the container. Any changes to dosage must be advised to the school in the form of a signed medical practitioner’s letter. The absence of instructions means school personnel cannot administer the medication.
- The packaging must be the original, current box/bottle and replaced each time a new script/top-up is sent to school.
- All medication must be left at the Administration Office or at the SEP.
- The school will advise Parent/Guardians of out-of-date medication.

PARENTS AND VISITORS TO THE SCHOOL

All parents and visitors to the school must report to the Administration Office for permission to be on school grounds. Approval is not automatically granted and each case will be dealt with on its merits.

Please note that visitors are not to park in the staff car park (as per signage).

PERSONAL PROPERTY

School bags, calculators, items of clothing etc. should be clearly marked with the owners’ name and, if possible, an identifying mark. Students are asked to leave valuable items at home or, if they must be brought to school, be kept in their possession or left with The Hub.

To prevent theft, students should not leave money in their bags but should always carry money with them.

SCHOOL TRANSPORT

BICYCLES, SKATEBOARDS & SCOOTERS

Students who ride bicycles, skateboards or scooters to school are expected to:

- follow all traffic rules
- wear a helmet
- walk/carry these in the school grounds
- lock them in the bicycle racks

Skateboards are brought to school at the students' own risk.

BUSES

Students travelling to and from school by bus are expected to enter the school grounds immediately after they get off the bus. In the afternoon, students will move to the Campbell Street entrance in front of C Block to catch their bus. Behaviour on buses is to be consistent with the standards outlined in the School's [Student Code of Conduct](#), and also the Code of Conduct for Students Travelling on Buses.

Scifleet Buses (Phone: 0407 286 213) provide the local school bus service.

DRIVING TO SCHOOL

Students who wish to drive a vehicle to school need to complete a "Driving Permission Form" from The Hub which is signed by parents/carers. Students are only to use their car to drive to and from school. A parental note is needed if there is a specific reason to drive to an appointment during the day and the student would need to sign out as normal. Driving to the café for lunch is not permitted. Students are not permitted to park inside the school grounds. You may not allow other students to travel as passengers without the written permission of both sets of parents.

STUDENT RESOURCE SCHEME

Oakey State High School operates a Student Resource Scheme to provide a cost-effective method for parents to provide students with textbooks and resources. This is achieved through sharing costs, bulk purchasing and longevity of texts. The Student Resource Scheme is managed by the school and is endorsed annually by the P & C Association.

The following items are provided under the Student Resource Scheme:

- All textbooks, computer software etc. for course of study, as per listing (late changes may occur)
- Printed class notes, excluding student's personal photocopying
- Basic materials for subjects as required
- Materials used for classroom projects
- Student Identification Card
- Student printing to the value of \$10.00
- Care and Careers class notes

The Student Resource Scheme does not include school activities such as, school excursions, camps and formals. Students supply their own personal requirements - as outlined in [Stationery List](#).

The Student Resource Scheme is available to all students at Oakey State High School. Participation is voluntary. **Non-participation** will require parent/carer to provide all textbooks and student class needs, and pay separately for items such as the ID Card and printed class notes. Parents/carers who do not wish to participate in the Student Resource Management Scheme must inform the school administration so that payment of the value of the Textbook Allowance for each of their children can be made.

PLEASE NOTE:

CONDITIONS OF PARTICIPATING IN THE STUDENT RESOURCE SCHEME

Textbooks issued to students remain the property of the school, and the following conditions apply

- A completed [Participation Agreement Form](#), provided in [Enrolment Package](#), must be submitted to the school to indicate your willingness to participate in the Student Resource Scheme.
- Resources are to be kept in good condition.
- The replacement costs of textbooks that are negligently damaged or lost are the students' responsibility. Reasonable wear and tear is expected.
- All resources provided to a student must be returned when a student leaves the school or at the end of the school year.
- Student Resource Scheme fees reduce on a pro-rata basis for students starting school after Term 1
- A pro-rata refund will be made if a student leaves school during the year. Refunds are based on the full charge (which include the Textbook Resource Allowance and parent/carers contribution), less the cost of consumed materials and/or cost of replacing lost or damaged textbooks.

STUDENT RESOURCE SCHEME FEE

The component of the Student Resource Scheme which parents are required to pay to participate:

- Students in Years 7 – 10 **\$200.00 per student** + some subject specific fees
- Students in Years 11 – 12 **\$250.00 per student** + some subject specific fees
- Parents will receive an invoice for these fees.

Where there is genuine parental financial hardship, the principal or delegate will be pleased to negotiate a payment schedule or make alternative arrangements so that financial obligations can be met. All discussions will be held in confidence.

TEXTBOOK ALLOWANCE

Education Queensland provides a textbook allowance to all students in Queensland State Schools which is paid in bulk to the school. This scheme together with the Student Resource Scheme fee allows students to access resources without parents having to pay the full costs.

EXCURSION / CAMP REFUNDS

Charges for excursions and camps are calculated on a cost recovery basis only. The school budget cannot meet any shortfalls in funding for excursion/camps due to the non-participation of a student who had previously indicated attendance in the activity.

Fees already paid for an excursion or school camp may be refunded in full or in part or **NOT AT ALL**, depending on associated expenses incurred by the school and the circumstances for non-participation. Student numbers for camps are confirmed one week before camp date.

A parent/carer wishing to apply for a refund due to their child's non-participation in an excursion/camp may do so by completing a [Request for Refund](#) form available on our school website or from the school office. Where possible, the request should include the receipt relating to the payment for which the refund is being sought.

It is preferred that refunds be made as a credit against the student's account at the school, and used for any cost in the future.

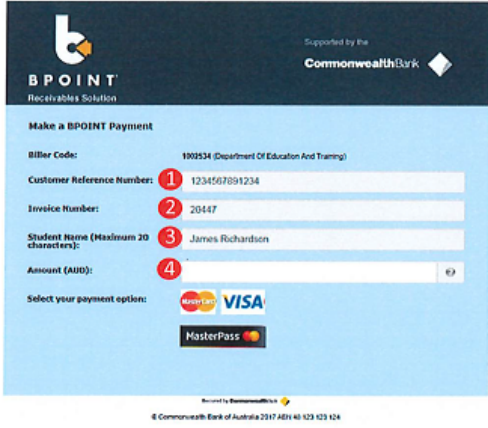
PAYMENT OPTIONS

Oakey State High School

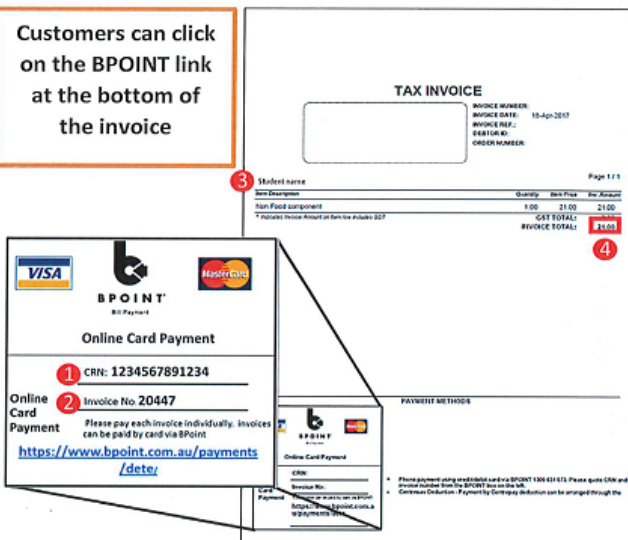
INVOICE PAYMENT OPTIONS

The **BPOINT Web Link** at the bottom of the invoice is hyperlinked with information from the invoice.

Once the customer clicks on the link the BPOINT page opens up and pre-fills all the required information.



Customers can click on the BPOINT link at the bottom of the invoice



QParents

QParents can be accessed once you are registered. To register you will need your Unique invitation code (available from the school), Student's EQID number, 100 points of ID, a valid email address and your mobile phone number.

To pay bills, you will navigate to the **My Students** page, once on the page click the **students name** or click **view student**. The **student dashboard** will appear and under the **Payments** tab you will be able to click **Payments Due** and select the invoice you would like to pay. Go to: <https://qparents.qld.edu.au> for more information.

CENTREPAY

Centrepay is a free and voluntary service offered by the Commonwealth Government to Centrelink payment recipients. Eligible parents can use Centrepay to pay bills and expenses, like education fees, as regular deductions from their Centrelink payments. Go to: www.servicesaustralia.gov.au/individuals/services/centrelink/centrepay for more information on how to set up your CentrePay deductions.

PAYING VIA DIRECT DEBIT:

Direct debit into School Bank Account

School Bank Account Name: Oakey State High School General Account

BSB Number: 064425 Account Number: 00090038

Reference/Details: Student Name and Reference Code (e.g. *Jay Smith Fees or Jay Smith Yr 7 Camp*)

Please note: transfers must be made at least 48 hours prior to event otherwise the school cannot verify this payment and the student will not be able to participate

If no Student name and reference code is supplied, payments will be applied to the oldest debt for that Family/student.

A COPY OF THE REMITTANCE ADVICE MUST BE EMAILED OR POSTED TO THE SCHOOL

PAYING IN PERSON

Payments may be made at Student Services (Resource Centre HUB), Monday to Friday between the hours of 9:00am and 1:00pm only. Credit cards, debit cards (EFTPOS), cash and cheques are accepted.

Students can make payments as above, during their own time between 8:30am and 8:55am AND between 11:30am and 12:00pm daily.

PAYMENT PLAN

Application to 'Pay School Fees by Instalment' form is available on request from the school office or see enrolment package.

QParents

Registration Process for parents

Please note: Your registration progress cannot be saved. Before you begin your registration, you will need to have on hand:

1. Your QParents Invitation email
2. Documents for identity verification (see item 1)
3. Your child/children's EQID (Education Queensland Identification number) (see item 3)

1 Click on the link in the QParents invitation email.

Register as a QParents Account Owner

Dear John

You have been nominated as the QParents Account Owner for Janie Citizen by Purple State School. To register for QParents you will need:

1. Your unique invitation code
2. 100 points of Identification to verify your identity online
3. Your child's (or children's) EQID(s)

[click here to begin the registration process](#)



2 You will be taken to the QParents portal with your unique invitation code already entered. Click 'Next'.

Invitation code

Please enter your unique QParents invitation code.

Invitation code

What is this?

Next >

3 Read the Privacy Statement and the QPAO terms and conditions. If you agree to these, tick the 'Read and understood' check-boxes for both and click 'Accept'.

4 Select 'Yes' if you are the person linked to the code you entered, and 'No' if this is your first time registering a QParents account. Then click 'Verify identity'.

Invitation code

This invitation code is registered to John Citizen. If this is not you, you must NOT proceed with the registration process.

Is this you?

☒ Yes ☐ No

Do you have a QParents login?

☐ Yes ☒ No

Verify Identity

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You will now need to enter details from your identity documents.

1. Select the first document you will use.
2. Enter the requested details—they can be found on your identity document. When you have done this, click 'Submit details'. (see item 2)
3. Repeat steps 1 and 2 until you have reached 100 points. Then click 'Finish'.
4. If you can't reach 100 points, you may click 'Not enough ID?' to continue your registration. You will need to attend the school to present your ID.

Verify your Identity

To verify your legal identity, you will need to provide 100 points of ID using a combination of identity document types from the list below.

1 Select which documents of Identification you wish to use from the list below		2 Start entering the details below. Click 'Submit Details' after each source is entered.	
1 Select which documents of Identification you wish to use from the list below 100 points ☐ Driver's Licence (50 points) ☐ Medicare Card (20 points) ☒ Australian Passport (50 points) ☐ Australian Citizenship Certificate (40 points) ☐ Australian Birth Certificate (50 points) ☐ Australian Marriage Certificate (40 points) ☐ Australian Visa (foreign passports) (20 points) ☐ Change of Name Certificate (40 points) ☐ Australian Driver Licence (50 points)	2 Start entering the details below. Click 'Submit Details' after each source is entered. Queensland Driver's Licence (50 points) Please provide your QID (blue), license details, name and confirm them with the QID Government. Your license details will be submitted to the Australian Government Document Verification Service. 100 points License number First name Middle name Last name Date of birth (DDMMYYYY) ☐ I agree that my information is shared with the Australian Government. SUBMIT DETAILS		

Item 1: ID

The following documents can be used to verify your identity **online**. Each identity document is worth a certain number of points. To complete online registration you will need to verify 100 points of documents.

Australian Passport	50 Pts
Australian Driver Licence	50 Pts
Medicare Card	20 Pts
Australian Birth Certificate	50 Pts
Australian Marriage Certificate	40 Pts
Australian Citizenship Certificate	40 Pts
Change of Name Certificate	40 Pts
Australian Visa (foreign passports)	20 Pts

If you are unable to verify 100 points of ID online, you may still create an account. However, to complete your registration, you will need to attend your school to present the relevant amount of ID in person. Full instructions will be emailed to you upon creation of your account.

If you have any questions or require assistance with registration, please contact 13 QGOV (13 7468), or visit: <https://qparents.qld.edu.au/#/help>





Item 2: ID HELP

If you are having trouble verifying a birth certificate or marriage certificate, the following tips might help:

1. You must be referring to a full birth certificate, not an extract.
2. Make sure you enter your name as it appears on the birth or marriage certificate, even if your name has changed.
3. Click on the question mark  next to the field you are having trouble with to see an example document.
4. Please see our help guide if you are still having trouble:
<http://qparents.qld.edu.au/#/help>

You are taken to the QParents login page. Log in using your email address and the password you chose in step 6.

Login

Email address

Password

Login >

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You now need to add your students. Enter the EQID (see item 3), school year, and school name, then click 'submit'. If you have been nominated as the QPAO for another child, click 'Add another student' and repeat this process. Once you have added all your students, your registration and account set-up is complete.

Details of student to be added

EQID

What is this?

Year level

Which year level should I select?

School

Which school should I select?

< Back

Submit >

Item 3: EQID

Every school student has an EQID. It consists of 10 numbers and one letter. You can find it on your child's student ID card (the numbers under the barcode), report cards, or school invoices, among other documents. Please contact the school directly if you cannot find your student's EQID.

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A final check is conducted at your child's school before approval. You will be notified by email when this check is complete and will then have access to all of the features in QParents.

Enjoy!

If you have any questions or require assistance with registration, please contact 13 QGOV (13 7468), or visit: <https://qparents.qld.edu.au/#/help>



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You should now create your account. Make sure you use the 'Create an Account' form on the left of the screen.

1. Enter the email address you want to use with QParents. It should be one you check regularly.
2. Enter a password of your own choice. It must be at least eight characters long and contain at least one number and one special character.
3. Enter your password again.
4. Enter your mobile phone number.

Create an account

Email address

Password

Confirm your password

Mobile phone number

Cancel >

Submit >

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An email is sent to the email address you entered in Step 6. Click on the link in this email to verify your email address and activate your account. The email must be verified within 30 days of registration, or you will need to register again.

UNIFORM GUIDE

EVERYDAY UNIFORM

Polo Shirt

Unisex shorts

Plain microfibre tracksuit pants/slacks/trousers

Jacket

Plain maroon jumper/jacket

Senior Jersey & Senior Shirt (Year 12 only)

FORMAL UNIFORM – SPECIAL OCCASIONS

Formal shirt or blouse

Formal shorts or skirts

Plain Grey slacks or trousers

Plain maroon jumper/jacket

Senior Jersey & Senior Shirt (Year 12 only)



Uniform identified as OSHS can only be purchased at:

Dusty and Rusty Country Co.

178 Bridge Street, Oakey 4401

PH: 2114 7405 / 0448 792 399

Jumpers / Jackets other than the OSHS jacket or OSHS jersey must be plain maroon with no markings or logos.

Girls Formal

Skirt - TBA

Blouse including tie - TBA



Boys Formal

Shirt size 18-26 - TBA

Grey Shorts - TBA

Grey Trousers - TBA

Formal Socks - TBA

Sports Uniform

Polos – old style able to worn throughout 2025

Polos – new style - \$38.50

Shorts with logo - \$28.50

Polos – long sleeve new style available through P&C at HUB - \$38.00

Jersey – new (Navy) - TBA – due end of April

Spray Jacket - \$55.95

Tracksuit Pants - \$39.95



**Prices are effective as of 02/04/2025 and may be subject to change.

FREE DRESS DAYS

The Student Council may hold a number of free dress days throughout the year. Students who choose to come out of uniform are required to wear proper shoes that meet our Workplace Health and Safety requirements. Thongs, sandals, scuffs etc. are not permitted. Clothing must be modest (e.g. singlets, midriff tops, see through clothing are not acceptable) and not have offensive messages or images displayed.

Students coming in free dress are required to make a gold coin donation to the Student Council.

GROOMING AND ACCESSORIES

- All grooming and accessories should be appropriate to the school setting. Long hair (hair over the collar) should be tied back for Workplace Health & Safety reasons.
- Students may wear plain gold or silver sleeper or stud earrings. Other jewellery (e.g. rings, bracelets and necklaces) should not to be worn.
- Facial piercings must be clear, covered or removed. Where there is a Workplace, Health and Safety issue, piercings must be covered or removed.
- Students may wear minimal natural coloured makeup or clear nail polish. Makeup/polish remover will be issued to students wearing inappropriate makeup or nail polish.
- Tinted hair colour and outlandish hairstyles are not appropriate.
- Hats/caps (with brim facing forward) are not to be worn inside buildings; or be offensive in any way.
- Visible graffiti and/or body art on arms, legs, face or hands should be covered.

All parents and students are reminded that by law Oakey State High School, after consultation with its community has elected to be a “uniform school”. As such the school administration is empowered to enforce the wearing of uniform through reasonable sanctions against those who choose not to wear the school uniform.

SUN SMART EXPECTATIONS

Our Sun Smart expectations are that students will:

- Wear a hat while on the oval or the basketball/tennis courts
- Wear a hat while engaging in any outdoor activities e.g.: sport, agriculture, etc.
- Take responsibility for their health and safety by applying sunscreen at sporting carnivals
- Use shaded or covered areas, where possible, for outdoor activities

TRADE TRAINING CENTRE (TTC)

Students participating in programs at the TTC are required to wear the necessary Personal Protection Equipment (PPE) as advised by TTC staff.

UNIFORM LOAN PROCESS

- Exemptions may be granted for special circumstances. Students who are not in appropriate school uniform must collect a Uniform Pass before school commences at The Hub.
- On the 4th occasion the student is out of uniform, the loan process will be instigated.
- This means the student will be asked at The Hub to swap their garment (shirt, jumper, track-pants) for a clean school uniform.
- Contact with home will be made by The Hub.
- Parents experiencing financial hardship or difficulty providing uniforms will always be supported. We lend all uniform items, confidentially to students.

ATTENDANCE – ABSENCES

STUDENT ABSENCES

The Education Act states that compulsory schooling is the completion of year 10 or age sixteen whichever comes first. For **all** students including those over sixteen years of age enrolment carries with it the expectation of fulltime attendance. Absenteeism is one of the chief causes of poor classroom performance by students.

A note or phone call from the parent/guardian should be provided for any student absence. Notes, showing date of, and reason for the absence, should be handed to the HUB. Phone calls can be made either to the main school office (07) 4691 4100 or the Absence Line (07) 4691 4166, where a message can be left. If your student is leaving during the day and requires a Leave Request, it is imperative that you **phone before school or before lunch breaks so your student can obtain their pass.**

Satisfactory reasons include illness, medical or dental treatments or procedures, specialised training, sporting events other than those associated with the school or the education system, funerals and cultural.

The school is unable to accept 'family problems' and 'personal reasons' for student absences.

Note

1. **Post Compulsory (Year 11/12)** students with either poor attendance, or demonstrated refusal to participate in the educational program of the school may have their enrolment reviewed and without acceptable improvement may result in cancellation of enrolment.
2. Students receiving YOUTH ALLOWANCE ABSTUDY may lose benefits when more than five days are missed or the student has less than 85% attendance rate without a valid reason or medical certificate.

EXTENDED ABSENCES

In cases of prolonged absence, the school and the caregiver may request for work to be sent to the student, however, as we are not an online education service, this may not always be possible.

Parents are required to apply for an exemption from the school for their child for absences of more than 10 days. Forms may be obtained from the school office.

LATENESS TO SCHOOL

Students who arrive too late to attend Period 1 must report to the HUB. A letter of explanation (or phone call) from the student's parent is required for lateness and must be presented to the HUB upon arrival. The student will be provided with a late slip.

LEAVING SCHOOL GROUNDS

Students are not permitted to leave the grounds during school hours without special permission from the administration and only after a formal request from parents. This applies to students in all year levels. This also applies to senior students wishing to access their cars. It is extremely important to know where students are at all times.

Students must report to the HUB on departure and when returning to school to ensure their attendance is appropriately recorded.

PERSONAL TECHNOLOGY DEVICES

BRING YOUR OWN DEVICE POLICY

Our BYOx program for Year 7 – 12 students assists them to improve their learning outcomes in a contemporary educational setting. Assisting students to become responsible digital citizens, enhances the teaching learning process and achievement of student outcomes as well as the skills and experiences that will prepare them for their future studies and careers. Specs can be found on our website - [BYOx Specs](#).

COMPUTERS

Students are permitted to use computers, the network, the internet and the intranet for school use but are not permitted to access the school computers, the network, the internet and the intranet for non-educational purposes such as:

- Downloading, distributing or publishing offensive messages or pictures
- Using obscene or abusive language e.g. in emails
- Harassing, insulting or attacking others e.g. via emails
- Damaging computers, printers or the network equipment
- Violating copyright laws which includes plagiarism
- Using unsupervised internet chat
- Using online email services e.g. Hotmail
- Storing and/or playing games and music unless explicitly permitted by a teacher
- Sending spam email (junk mail)

SCHOOL ROUTINES AND PROCEDURES

ASSESSMENT AND REPORTING

Our school assessment policy can be found on the Oakey State High School website

<https://oakeyshs.eq.edu.au/>.

EXAMS

Parents are encouraged to advise the School Office if their child is absent on the day of a scheduled examination or due date for assignments. Students in Year 11 or 12 will require a current dated medical certificate in order to satisfy examination and certification requirements. Students may NOT sit exams before the scheduled date. Block exams are held for Year 11 & 12 students at the end of each semester.

HOMEWORK AND REVISION PROGRAM

Students are expected to consolidate what has been taught at school by home study. Students should revise what has been done at school during the day. Assignment work is an integral part of most courses of study and failure to submit such assignments may affect academic results. As students study a variety of subjects, some of which require more assignments to be done than in others, it is difficult to set an exact amount of time that should be spent on home study. However, it is expected that the average student would spend the following time on homework:

Year 7:	45 mins per night
Year 8 & 9:	1 hour per night
Year 10:	90 mins per night
Year 11 & 12:	2 hours per night

Students pursuing academic programs may need to spend more time than that indicated above. These are guidelines only.

STUDY HINTS

1. Motivation is most important. Students must be aware of why they are studying a subject.
2. Students must write down in class the work set by the teacher. This is the minimum to be done. Students must constantly revise, read more widely about the subject, do problem solving of his/her own, etc.
3. Students should question teachers closely on any aspect of the work, even the simplest aspects, if they do not understand.
4. Following an absence from school, students should approach their teachers to discover what they missed and seek their help in making up the deficiency immediately.
5. At home, students should, as far as possible, be isolated from distractions during the time of study e.g. radio, television, visitors.

There is no such thing as “No homework”. Students of high school age can be expected to revise, read and research subject related matter if they have no set tasks or assignments. Please contact the relevant teacher if you have any concerns.

REPORTING

Information on student performance is readily available to students and parents. Reporting to parents is maintained through:

- Reporting junctures are listed below
- Parent-Teacher Reporting Evenings occur early in Terms 2 & 3
- VET certificates for AQF Level I and II
- Queensland Certificates of Education (QCE) for Year 12 students, issued by QCAA

Parents and/or teachers may request interviews at mutually agreeable times regarding the academic progress or behaviour of the students at any time throughout the year. Parents should make appointments through the school office.

Year 7 – 10 Reporting

Timelines	Term 1	
	Term 2	MID-SEMESTER 1 REPORTS Week 1 (Thursday 9am) Printed and due to HODs Week 2 (Monday 9am) Due to DP <i>*profiles to be checked against achievement, alignment of effort & behaviour</i> Week 2 (Tuesday) Emailed home SEMESTER 1 REPORTS Week 10 (Wednesday 9am) Printed and due to HODs
	Term 3	Week 1 (Wednesday 9am) Due to DPs <i>*profiles to be checked against achievement, alignment of effort & behaviour</i> Week 1 (Friday) Emailed home MID-SEMESTER 2 REPORTS Week 10 (Monday 9am) Printed and due to HODs Week 10 (Thursday 9am) Due to DP <i>*profiles to be checked against achievement, alignment of effort & behaviour</i> Week 10 (Friday) Emailed home
	Term 4	SEMESTER 2 REPORTS Week 10 (Monday 9am) Printed and due to HODs Week 10 (Thursday 9am) Due to DP <i>*profiles to be checked against achievement, alignment of effort & behaviour</i> Week 10 (Friday) Emailed home

Year 11 - 12 Reporting

Timelines	Term 1	
	Term 2	MID-SEMESTER 1 REPORTS (No achievement results. Effort and behaviour results required) Week 1 (Thursday 9am) Printed and due to HODs Week 2 (Monday 9am) Due to DP <i>*profiles to be checked against achievement, alignment of effort & behaviour</i> Week 2 (Tuesday) Emailed home Unit 1 REPORTS (FIA1 & FIA2) Week 7 (Thursday 9am) Printed and due to HODs Week 8 (Monday 9am) Due to DPs <i>*profiles to be checked against achievement, alignment of effort & behaviour</i> Week 8 (Tuesday) Emailed home
	Term 3	
	Term 4	Unit 2 REPORTS (FIA3 & FIA4) Week 1 (Thursday 9am) Printed and due to HODs Week 2 (Monday 9am) Due to DPs <i>*profiles to be checked against achievement, alignment of effort & behaviour</i> Week 2 (Tuesday) Emailed home Unit 3 REPORTS (IA1 if completed, otherwise blank achievement) Week 10 (Monday 9am) Printed and due to HODs Week 10 (Thursday 9am) Due to DP <i>*profiles to be checked against achievement, alignment of effort & behaviour</i> Week 10 (Friday) Emailed home

DAILY ROUTINE

DAILY SCHOOL TIMES – Monday to Friday

First Bell	8.55am
Period 1	8.55am – 10:15am
Period 2	10:15am – 11.25am
1 st Break	11.25am – 12:10pm
Period 3	12:10pm – 1:20pm
Lunch	1:20pm – 1:50pm
Period 4	1:50pm – 3:00pm

The school day begins at 8:55am and finishes at 3.00pm (with the exception of Year Level Parade days).

The school day is divided into 4 x 70 min lessons with Period 1 an extra 10 minutes for roll marking and notices.

Students who are absent from Period 1 or who fail to sign into the school through the HUB will be marked absent. **A text message indicating that your child is absent from school on that day will be sent (usually by 10:00 am).**

ASSEMBLIES

Whole school Assemblies are held Period 3 every second Monday (even weeks).

Year Level Parades Fortnightly, commencing at 8:45am (odd weeks).

Week	Monday	Tuesday	Wednesday	Thursday	Friday
Even	Whole School Assembly		Year 7		
Odd	Year 10	Year 11 & 12	Year 7	Year 9	Year 8

NON-PARTICIPATION IN SPORT OR PHYSICAL EDUCATION

Students must bring a note from their parent/guardian or a medical certificate outlining the reason and the length of time they cannot participate. Persistent non-participation may affect academic performance and will be considered failure to engage in senior if a medical certificate is not provided.

FIRE DRILL

In the event of fire, students will vacate rooms at the teacher's direction, leaving their belongings behind them. A tone will sound to signal an evacuation. Students are to proceed in a prompt and orderly manner to the designated area on the school oval where they will assemble quietly. All areas of danger are to be avoided while moving to the oval, and students are to avoid where possible walking under buildings. In the event of fire outside class time, students are to assemble promptly as above, obeying any teacher directions given.

LOCKDOWN

In the event of an emergency situation (for example an armed intrusion or other hazardous situation on school grounds) it may be necessary to activate the lockdown procedure. All students and staff will be required to remain in their current room where it will be locked. A tone will sound to indicate the beginning of a lockdown and an all-clear bell will indicate the conclusion of the procedure. If a lockdown occurs outside of class time, students are to proceed to the closest classroom where teachers will be supervising. Please be aware that phones will not be answered during this time.

Parents should not come to the school during a lockdown. Parents may place themselves in danger or distract emergency personnel from the emergency situation.

PROHIBITED ITEMS

- Alcohol, cigarettes or any other illegal substances/items.
- Dangerous objects e.g. knives, weapons of any kind, laser pointers, glass bottles, etc.
- Cigarette lighters and matches.
- Pressure pack cans e.g. deodorant, hair spray, spray paint etc.
- Metal rulers, permanent markers and whiteout.
- Chewing/bubble gum, soft drinks, energy drinks, lollies.

SAFETY RULES

Special safety rules apply in the school laboratory, workshops, and kitchens and at sport and physical education lessons. Teachers are obliged to ensure that all safety precautions are taken, and students who disobey rules or instructions may be excluded from classes. Shoes with solid uppers must be worn for a student to be permitted to enter specialist areas ie. Agriculture, Visual Arts, ITD, Home Economics and Science Laboratories. Jeans may be worn in practical Ag Science lessons.

SICKNESS AND ACCIDENT PROCEDURES

A student who is ill during class should inform his/her teacher. Students falling ill at other times should report to the HUB. A student may remain in sick bay for 10-15 minutes before returning to class or either parent/guardian will be contacted to collect their child.

Students who injure themselves during class should inform their teacher immediately, before reporting to the HUB. Students injured outside of normal class should report to the HUB. Injured students are provided with appropriate first aid assistance by trained staff. If appropriate, the Ambulance and/or parents will be called.

STUDENT ID CARDS

An ID card is issued to all students. This will have the students full legal name on it. Students can use it outside of school for concessions related to school attendance and proof of age. The initial card is issued through the Student Resource Scheme. The replacement cost for lost or unusable cards is the student's responsibility.

STUDENT TIMETABLES

Students in Year 7 to Year 12 will be given their personal timetable at the beginning of the year and in some cases at the beginning of each term.

This timetable needs to be kept in a secure place to prevent loss. The timetable includes subjects studied, teacher name and room number.

SUBJECT CHANGES

Students wishing to change a subject after the start of the semester will need to fill in a Subject Change Form (available at The Hub) and go through an interview and approval process with a [^]Deputy Principal. These ***changes can occur during the first 2 weeks of each term for students in Years 7 – 10 and the first 2 weeks of any unit in Years 11 – 12.***

NOTE: The availability of vacancies in some classes will impact on the possibility of subject changes as well as any impact on a student's QCE eligibility in Years 11 and 12.

[^]For senior students, the interview and approval process is through the Head of Senior Schooling.

STUDENT GOVERNANCE

SCHOOL CAPTAINS AND JUNIOR SCHOOL CAPTAINS

Qualities sought in the selection of captains include leadership, a willingness to render service, respect for school rules, and consideration of other students. Duties include:

- Setting a good example and encouraging participation in school activities
- Liaison with the school administrative team
- Representative duties

STUDENT COUNCIL

A well established and active Student Council focuses on student opinions and activities.

Aims:

- a) To act as a liaison agent between the staff and the student body in all matters concerning student welfare.
- b) To demonstrate the ideals of service by offering advice and practical help to any students who may need it.
- c) To arrange various sporting, cultural and fundraising activities.
- d) To raise awareness of environmental and welfare issues affecting students.
- e) To support students who gain representation in Regional sports teams or cultural activities.

Membership:

The Council consists of one representative elected from each year level from Years 7 to 10, and two representatives each from Years 11 and 12, plus School Captains, Junior School Captains and Office Bearers. Responsibilities include student welfare, environmental projects, social functions, cultural and sporting activities and publicity for the Council and its activities. Meetings are held in Week 2 and Week 8 of each Term. Meeting procedure is practised and active participation from all members is encouraged.

SCHOOL HOUSE CAPTAINS

House Captains are responsible for general organisational duties affecting their house in preparation for swimming, cross-country and athletics sporting carnivals.

EXTRA CURRICULAR ACTIVITIES AND SPECIAL OCCASIONS

The following activities and functions are arranged for the students' interest and enjoyment through the year.

AWARDS NIGHT

The annual school Awards Night will be held early in Term 4 in the new Multi-Purpose Hall. Academic, Cultural, Platinum, Special and Sporting Awards are presented to students who have achieved exceptional standards in each of these areas.

CARE AND CAREERS PROGRAM

This program covers student welfare, personal development, academic improvement and careers, and occurs once a week in roll class groups. In Year 11, students are afforded the opportunity to participate in leadership training.

INSTRUMENTAL MUSIC PROGRAM

Lessons are available to all students in the following musical groups – Brass, Woodwind, Strings and Percussion. Lessons are in school time and occur on a rotational basis so that the same school subject is not missed every week. The program promotes an appreciation of music through band and ensemble playing. Students learning an instrument are expected to join either the Concert Band or String Ensemble when they have reached a satisfactory level.

To be successful in learning a musical instrument, students must commit to daily practice, usually half an hour. Students who fail to practice will be discontinued from the program.

Students may borrow a school instrument, where they are available, for a period of 12 months. After that time, the student is expected to purchase his/her own instrument. There are exceptions to this in the case of larger, more expensive instruments.

Performing Arts

From time to time, students may be given the opportunity to demonstrate their talents in functions held in the Assembly Hall or the new Multi-Purpose Hall.

SCHOOL HOUSE SYSTEM

The division into houses is arranged to ensure that members of the one family belong to the same house. House Captains are responsible for general organisational duties affecting their house. These divisions in all year levels are:

<u>House</u>	<u>Colours</u>
Achilles	Green & Black
Herring	Blue & Yellow
Teevan	Red & Black

SENIOR FORMAL

A farewell function for the graduating Year 12 students and their parents and teachers is organised each year by a committee formed from Year 12 students and teachers. Participation in this event is dependent on 90% attendance, conduct at school, completion of assessment and payment of fees.

SPORT

Oakey State High School has a wide variety of sports on offer through its Health and Physical Education classes. Opportunities exist for inter-house competition in swimming, cross-country and athletics. Through the Inner Downs District, students also have the opportunity to trial for the full range of Darling Downs teams.

Friendly Inter-house rivalry is encouraged and the purpose of our carnivals is to encourage maximum participation of students, develop healthy sporting attitudes and promote the enjoyment of sport and recreation generally.

Teams are also entered in various interschool competitions, including rugby league, netball and cricket.

PARENT INFORMATION

CONVEYANCE ALLOWANCE

Students who reside more than 4.8 kilometres from the nearest State Secondary School are eligible to travel on a government subsidised school bus. Students who live more than 3.2 kilometres from a school transport service (or from the school, where there is no school transport service) and who are conveyed by private motor vehicle are eligible for a Conveyance Allowance. Application forms are available from the Department of Transport.

MESSAGES FOR/FROM STUDENTS

Parents are asked to direct all communication to students whilst at school **through the HUB**. Sending text messages contravenes our digital devices policy.

If your student requires a message given to them, it is imperative that you phone **before school or before lunch breaks**.

PARENT SCHOOL COMMUNICATION

The most successful way of overcoming the various problems that will often arise in a student's time at school is by communication between the parents of the child and the school. Parents are urged to establish this contact with the school by any or all of the following methods.

- Arranging an interview with the school administration, guidance officer or the school teaching staff. (All appointments to meet school staff are made through the office).
- Attending Parents & Citizens' Association meetings.
- Reading the [School Newsletter](#) that is issued to parents electronically twice a term (week 5 & 10). Our e-newsletter is deployed directly to parents' email addresses if supplied. This contains information for students, parents and the wider community.
- The school will contact parents to discuss their children's progress thus ensuring parents are active partners in the Secondary Education of their student.
- Parent/Teacher Interviews.



Parent Communication Policy

Purpose

The purpose of this Parent Communication Policy is to establish clear and effective guidelines for communication between parents/guardians and school staff. Our goal is to foster a collaborative, respectful, and supportive partnership that promotes student success, well-being, and the overall educational experience.

Guiding Principles

1. **Respect and Professionalism:** Communication will always be conducted with respect, professionalism, and a focus on resolving concerns in a constructive manner.
2. **Transparency and Consistency:** The school will provide timely and accurate information about student progress, school activities, and other important updates. Parents will provide timely and accurate information about changes to their student's personal information, such as contact details, medical concerns, or family circumstances.
3. **Collaborative Engagement:** Parents are encouraged to actively engage in their child's education and maintain open lines of communication with the school. This includes notifying the school to report student absences prior to 9am on the day of their absence by either using the absence email (studentabsence@oakeyhs.eq.edu.au), phoning the school office (4691 4100 and pressing 1) or the absence hotline (4691 4166). Parents should support the school's rules, policies and expectations for student behaviour, as well as work with the school to address any challenges their child may be facing.
4. **Confidentiality and Privacy:** All personal information about students and families will be kept confidential and handled in accordance with privacy laws.
5. **The Right to Disconnect:** In August 2024, the Fair Work Act introduced the Right to Disconnect for employees. It aims to improve employee well-being by promoting a better work-life balance and reducing burnout. The Right to Disconnect allows employees to refuse work-related contact outside of their working hours without facing repercussions, unless that refusal is deemed unreasonable.

Key Communication Channels

1. **Email:** Email is for general communication between parents and school staff. Teachers and administrators will attempt to respond to emails within 2 business days. There may be times when a response is deemed unnecessary.
2. **Phone Calls:** Parents can reach out to staff by phoning the main office on 4691 4100. If the staff member is unavailable, staff will endeavour to make a return call within 2 business days.
3. **Parent-Teacher Interview:** Parent-teacher interviews will be scheduled twice a year (in terms 2 & 3). Parents are invited to attend to discuss academic performance and overall behaviour and application of their students. Booking [are](#) made through SOBs. An email will be sent out when SOBs is open to take bookings.
4. **School Newsletters:** The school will send regular newsletters, once per term via email or through the school's website, highlighting important announcements, events, and updates.
5. **Social Media and Website:** The school will maintain an active presence on social media platforms (i.e.: Facebook) and regularly update the website to share important school news and events.
6. **P&C meetings:** Membership on the P&C is open to all parents. Meetings are held six times per year.

Guidelines for Effective Communication

1. **Respectful and Constructive Tone:** All communication should be respectful, constructive, kind and focused on finding solutions or addressing concerns.
2. **Timely Responses:** Teachers and administrators will attempt to respond to messages within 2 business days. Parents are encouraged to allow staff adequate time to address concerns.
3. **Appropriate Channels for Concerns:**
 - o For **academic concerns**, contact the classroom teacher first.
 - o For **behavioural, discipline or well-being concerns**, reach out to the teacher or Head of Student Support, depending on the severity. If they are unable to assist, they will pass the information to a relevant staff member (Teacher, Guidance Officer, Chaplain, Youth Support Co-ordinator, Head of Department, Head of Special Education Services, Deputy Principal or Principal).
 - o For **school-wide or administrative concerns**, contact Administration.

All concerns should be communicated as early as possible to ensure that appropriate support can be provided. It is always important to remember that there are often more than two sides to a story and concerns may take time to be investigated. It is also important to note that school staff are extremely busy and it is not always possible or appropriate to communicate outcomes of investigations or consequences for other students back to parents, caregivers or community members.

Conflict Resolution Process

- Step 1:** Make contact the teacher or relevant staff member to discuss the concern. Share your concerns and try to resolve the issue together.
- Step 2:** If the concern is not resolved, schedule a meeting with the Year Level Deputy Principal. They will work with all parties to mediate and find a resolution.
- Step 3:** If the issue remains unresolved, schedule a meeting with the principal.
- Step 4:** Lodge your concern with Regional Office.

Complaints Management Process

Oakey State High School acknowledges that parents, carers, students and community members have the right to make a complaint.

The Department of Education's [Customer Complaints Management Procedure](#) outlines how to lodge a complaint.

Conclusion

The partnership between parents and school staff is essential to creating an environment that nurtures the academic, social, and emotional growth of our students. This policy ensures that communication is clear, effective, and respectful for all parties involved, ultimately leading to a positive and successful school experience for every student, family and staff member.

Resources

- [Guide for Queensland state schools: Promoting respectful conduct by parents and visitors, and managing difficult or unsafe situations](#)
- [Managing inappropriate and hostile conduct procedure — Flowchart](#)

Associated links in above Policy

studentabsence@oakeyshs.eq.edu.au

[Customer Complaints Management Procedure](#)

[Guide for Queensland state schools: Promoting respectful conduct by parents and visitors, and managing difficult or unsafe situations](#)

[Managing inappropriate and hostile conduct procedure — Flowchart](#)

Communicating with your child's school

We value open and respectful communication with parents and carers, to support student learning.



You can expect schools to:

- recognise and celebrate your child's achievements
- report on your child's academic progress
- communicate about your child's learning, wellbeing and development
- inform you of any serious issues concerning your child
- alert you on the same day if your child is absent without a reason
- forward requests needing your consent or payment
- provide regular school updates and notify you of school events
- offer opportunities and ways to give feedback
- offer parent/carer-teacher interviews twice per year.



You should not expect:

- an immediate response to non-urgent inquiries - it may take a minimum of 2 or more business days
- staff to return calls or reply to emails outside standard business hours (including evenings and weekends)
- a response from staff to social media messages from their personal account
- access to teachers' personal phone numbers or emails
- teachers to discuss school matters when not at work (e.g. if you see a teacher outside of school hours in the community)
- meetings with staff during the school day without an appointment
- to be allowed on school grounds if you have been aggressive or harassed staff or students.



Contact your child's school if:

- your child will be absent, providing the reason
- you are concerned about your child's learning, social progress or wellbeing

- there are changes to your child's medical information
- there are changes in family circumstances
- you notice safety issues or behaviour changes at home
- issues arise that may affect student and/or staff safety at school
- you need to make or change an appointment.



When contacting your child's school:

- contact the school administration for general inquiries
- follow the school's processes for requesting meetings or contact with teachers
- for more complex or sensitive issues, request a face-to-face meeting to give the matter the attention it needs
- allow staff time to respond to your inquiry, remembering that teachers' priorities during the day are in the classroom.



How you can help your child's school:

- keep your contact details up-to-date
- read school communications
- use polite language in all spoken and written messages
- be open to ideas and willing to compromise if needed to reach an agreement.



If you are unhappy about something that has happened at school, you can make a complaint:

- first raise your concern with the school by making an appointment or sending an email
- if you're not happy with the outcome, you can speak with the principal or take your [complaint](#) to the school's [Regional Office](#). All complaints about staff or school operations are handled fairly.



Queensland
Government

ROLE OF THE PARENTS AND CITIZENS' ASSOCIATION (P&C)

The objectives of our P&C Association are:

1. To foster the interests of the school
2. To co-operate with the Department of Education, the Principal and the staff of Oakey State High School for the general advancement and welfare of the school
3. To endeavour to improve conditions under which teachers and students of the school are called upon to do their work, to be attained by the following methods:
 - By providing teaching, sporting and other equipment not supplied by the Department of Education.
 - By improving the grounds and maintaining the same
 - By another method that may be decided
4. To foster community interest in educational matters
5. To participate in the collaborative planning of school programs and activities

The P&C Association meets on a Tuesday of the month at 5.30 pm on nominated dates in the Administration Building. Some exceptions will occur due to public holidays and school holidays. These dates will be advertised. A major function of the P&C Association is the operation of the School Tuckshop.

As well as providing a vital service for students, it also channels money back into the school. The tuckshop is staffed mainly by voluntary help. Assistance from any parents or friends of the school willing to donate their services to the tuckshop on a roster basis would be greatly appreciated. The school may be contacted at any time for further information.

The P&C has endorsed the [School Uniform Policy](#) and annually endorses the [Student Resource Scheme](#), School Operation Plan including the school budget. Parents have input into the strategic direction of the school through P&C representation on relevant committees. In addition, the Principal provides regular briefings at P&C meetings.

POSITIVE BEHAVIOUR FOR LEARNING (PBL)

Oakey State High School is committed to providing respectful and inclusive relationships amongst our school community to ensure excellence, participation, personality and safety are evident every day. Our students own their learning, believe in their abilities and strive to achieve their goals.

At Oakey State High School, our aim is to foster a whole school ethos that focuses on positive behaviours and practices.

Our school values guide our decision-making, teaching and learning and are central to our conversations about how we see our community operating and the policies and practices we follow. The first step in facilitating standards of positive behaviour is communicating these standards to all students. At Oakey State High School, we emphasise the importance of directly teaching students the behaviours we want them to demonstrate at school.

Oakey SHS communicates these expectations via a number of strategies including:

- Classroom teachers using explicit language directed towards the school's values when encouraging learning and correcting behaviours.
- Encouraging students to 'Speak up-Speak out!' (see flow chart).
- Recognition and rewarding of students reflecting the school values.
- School Assemblies reinforcing the school values in the acknowledgement of achievement.
- Active supervision by staff in non-classroom settings providing reinforcement of these expectations.
- Expectations walls.

The following information is an abbreviated version of the Oakey State High School, [Student Code of Conduct](https://oakeyshs.eq.edu.au/) which is available from our school website. <https://oakeyshs.eq.edu.au/>.

OAKEY STATE HIGH SCHOOL-WIDE EXPECTATIONS MATRIX				
Respect	Excellence	Participation	Personality	Safety
• Use your manners • Respect difference and the rights of others • Respect teachers or guests who are speaking by listening and acknowledging them appropriately • Use appropriate verbal and non-verbal language • Remove your hat when entering a classroom • Put rubbish in the bin • Follow teacher and staff directions immediately • Care for school equipment and use it appropriately • Care for your own equipment and use it appropriately • Respect the belongings of others • Listen to morning notices and take action if required • Avoid vandalising school facilities and equipment • Avoid disrupting classes or presentations • Move quietly from location to location during class time.	• Always try your best • Make an effort • Keep trying – don't give up trying to be the best you can be • Catch up on work missed due to absence • Submit drafts for feedback – then use feedback to improve your work • Focus on your learning and be engaged in lessons • Study for tests and prepare for assessment • Set goals that will enhance your future prospects • Strive to achieve goals	• Bring all materials required to class • Be on time for class • Complete homework tasks by the due date • Complete assessment tasks by the due date • Submit all assessment items • Pay attention in class and actively participate • Attend school regularly • Attend all lessons • Be organised • Meet deadlines • Hand in permission slips and payments for school excursions and activities on time • Use class time effectively to further your learning	• Be a positive role model • Wear the school uniform correctly and with pride • Be accountable and take responsibility for your own actions • Ask for help if you need it • Display sportsmanship • Take turns and share when required • Tell the truth and be honest • Represent the school with pride • Work with others to solve problems • Seize opportunities for personal development and improvement	• Keep your hands, feet and objects to yourself • Walk to the left in stairwells, corridors and on verandas • Put your school bags in port racks provided • Wear a hat when outdoors • Line up outside classrooms and enter and exit quietly • Report damage / breakage / vandalism • Report injuries, acts of bullying and violence • Avoid bullying or physically / sexually harassing others • Walk away from conflict and seek help from staff to resolve conflict • Stay out of "out of bounds and restricted areas" • Use pedestrian crossings and follow bus monitor / crossing guard directions – observe road safety rules • Bring only approved items to school • Stay clean and dry • Be dressed appropriately for lessons • Use required safety equipment appropriately • Follow specific safety rules in labs and workshops • Use ICTs appropriately and according to staff direction

REWARDS

OBA Merit Points is a whole-school positive rewards initiative. Students are rewarded by teaching and non-teaching staff, as well as a substantial number of local Oakey businesses for demonstrating a positive attitude or behaviour in alignment with our school values. OBA Merit Points can be accumulated and used to purchase items throughout the year. Alternatively, students can accumulate their points from Year 7 through to Year 12 in order to purchase items of higher value.

Oakey State High School implements the following proactive and preventative processes and strategies to support student behaviour:

- A dedicated section of the school newsletter, enabling parents to be actively and positively involved in school behaviour expectations.
- Students and families new to Oakey State High are provided with information about the school's [Student Code of Conduct](#) and PBL as part of the enrolment process.
- Relief staff are provided with an information package and guidelines which outlines the school's behaviour management processes and expectations.
- The Student Wellbeing Team works to support students with complex behavioural needs to meet the school's expectations in both classroom and non-classroom settings.

ADDITIONAL BEHAVIOUR SUPPORT

Behaviour Support is available to maximize the opportunities for students to remain engaged in learning. Personnel are available to assist all students deal with matters of significance that may be impacting on them in some way. At Oakey State High School, the following personnel and programs are available to assist students in need of support:

PEOPLE	PROGRAMS (Examples)
Care and Career teachers (CCP)	Stymie
Pastoral Care Programs (CCP)	Detention Room
Year Level Coordinators (YLCs)	Discipline Improvement Plans (DIPs)
Head of Student Support (HOSS)	External Agencies (For example, DISCO, CYMHS)
Head of Department (HOD)	Alternative Timetables
Chaplain	Love Bites
Community Education Counsellor (CEC)	RYDA
Guidance Officer (GO)	Work Experience
Psychologist	Dragonfly
School Based Youth Health Nurse (SBYHN)	Respect
Youth Support Coordinator	Woman vs World
Industry Liaison Officer (ILO)	Man vs World
	Reset
	Seasons for Growth
	Rhythm to Recovery
	Beyond Broncos

EXPECTATIONS WALLS AND PBL SIGNAGE

Expectations Walls and PBL signage are used to visually promote the school's expectations for behaviour in our school, and to provide predictable and consistent consequences for students who engage in problem behaviours.

THE INTER-YEAR PROGRAM (TIP)

During the year, all Year 7 students participate in The Inter-year Program. Small groups of Year 7 students are 'buddied' with responsible Year 12 students, to help them develop friendships and become familiar with the school and its operations. Year 12s are trained to facilitate care programs.

HEADS OF DEPARTMENT (HODS)

HODS are responsible for managing curriculum issues and referring students to the Deputy Principal if required.

YEAR LEVEL COORDINATORS (YLCs)

These personnel provide support and a communication network in the area of student welfare for students in particular year levels. They exercise a supportive role – they liaise extensively with students, teachers, parents/carers and the administration to ensure that students receive appropriate support.

Roles and Responsibilities of YLCs are to perform strategic behaviour and organisational year level duties including:

- Being responsible for the social and emotional health and wellbeing support for the students in their year level, including the development, planning and facilitating of the CCP programme.
- Responsibility for the organisation and running of the Year Level Meetings, activities and Assemblies.
- Any year level specific activities e.g. camps or reward trips

CCP TEACHERS

The CCP Teacher provides an important support network for students. CCP teachers see their class every Monday, Period 3 (Senior CCP classes meet on a Friday, Period 4 also) and play an active role in monitoring attendance, uniform, punctuality, behaviour and organisation. The CCP teacher also plays an important role in monitoring academic, social and emotional well-being and the explicit teaching of our PBL. The CCP programme is taught during this lesson over the whole year.

WELLBEING SUPPORT STAFF

GUIDANCE OFFICER (GO)

The Guidance Officer is available to help and provide advice to students and their parents/carers on matters as diverse as subject selection, career paths, emotional and social problems, scholarships and tertiary admissions procedures. Appointments to see the Guidance Officer can be made through the office.

CHAPLAIN

A joint program with the school and Scripture Union provides a Chaplain who works part-time at the school, and can be accessed by students if they need personal guidance or assistance in coping with the pressures of adolescence. The Chaplain works with individuals and in a whole class situation.

COMMUNITY EDUCATION COUNSELLOR (CEC)

This staff member has special responsibility for Aboriginal and Torres Strait Islander students. The CEC is also responsible for the organisation of in-class literacy and numeracy tutoring for Aboriginal and Torres Strait Islander students.

HEAD OF STUDENT SUPPORT (HOSS)

Heads of Student Support are staff who have responsibility for year levels. The Heads of Student Support work with the Student Welfare Team, parents, teachers and students to maximise the success of students in their learning and development of life skills. The primary role of Heads of Student Support is to assist and support students to overcome any barriers they may face in meeting the school's expectations of student behaviour. There are four Heads of Student Support in our school.

SCHOOL BASED YOUTH HEALTH NURSE (SBYHN)

A School-based Youth Health Nurse works part-time at the school to provide students with counselling on health-related issues. The School-based Youth Health Nurse also plays a part in a range of educational programs in the school, particularly in the health, nutrition and human relations education fields.

YOUTH SUPPORT COORDINATOR (YSC)

This coordinator works full time at this school with students who are at risk of disengaging from school and who are in need of extra social and emotional care.

CONSEQUENCES FOR UNACCEPTABLE BEHAVIOUR

Oakey State High School makes systematic efforts to prevent problem student behaviour by teaching and reinforcing expected behaviours on an ongoing basis. When unacceptable behaviour occurs, students experience predictable consequences

MINOR AND MAJOR BEHAVIOURS

When responding to problem behaviour, the staff member first determines if the problem behaviour is major or minor.

Minor behaviours are those that:

- Are minor breaches of the school expectations.
- Do not seriously harm others or cause you to suspect that the student may be harmed.
- Do not violate the rights of others in any other serious way.
- Are not part of a pattern of problem behaviours.
- Do not require involvement of specialist support staff or Administration.

Major behaviours are those that:

- Significantly violate the rights of others.
- Put others / self at risk of harm.
- Require the involvement of school Administration.

PREVENTION

Attempting to address specific problem behaviours will not be successful if the general level of disruptive behaviour in all areas of our school is not kept to a low level. Therefore, our schoolwide universal behaviour support practices will be maintained at all times.

This will ensure that:

- Our universal behaviour support processes will always remain the primary strategy for preventing problem behaviour, including preventing the subset of bullying behaviour.
- All students know the 5 school rules and have been taught the expected behaviours attached to each rule in all areas of the school.
- All students have been or are being taught the specific routines in the non-classroom areas, from exiting the classroom, conducting themselves in accordance with the school expectations in the playground and other areas, to re-entering their classrooms.
- All students are receiving high levels of positive reinforcement for demonstrating expected behaviours, including those associated with following our routines, from all staff in the non-classroom areas of the school.
- A high level of quality active supervision is a permanent staff routine in the non-classroom areas. This means that duty staff members are easily identifiable and are constantly moving, scanning and positively interacting as they move through the designated supervision sectors of the non-classroom areas.

As part of the CCP (Care and Careers Program) at Oakey State High, performance companies such as Brainstorm Productions visit the school and deliver performances that promote the anti-bullying message. These performances also promote the development of an anti-bullying culture at our school.

Research indicates that a common outcome of anti-bullying programming is an improvement in understanding of bullying but little change in the frequency or nature of actual bullying behaviour. One of the reasons cited for this outcome is the lack of behavioural rehearsal in the programming. The anti-bullying process at Oakey State High School takes care to combine knowledge with practice in a process of active learning, so that students understand by 'doing' as much as by 'knowing'.

Oakey State High School records inappropriate behaviour and uses behavioural data for decision-making. This data is entered into our database on a daily basis and can be recalled as summary reports at any time. This facility allows the school to track the effectiveness of its anti-bullying process, to make any necessary adjustments, and to identify specific bullying behaviours that may need to be revisited or revised in the instructional process.

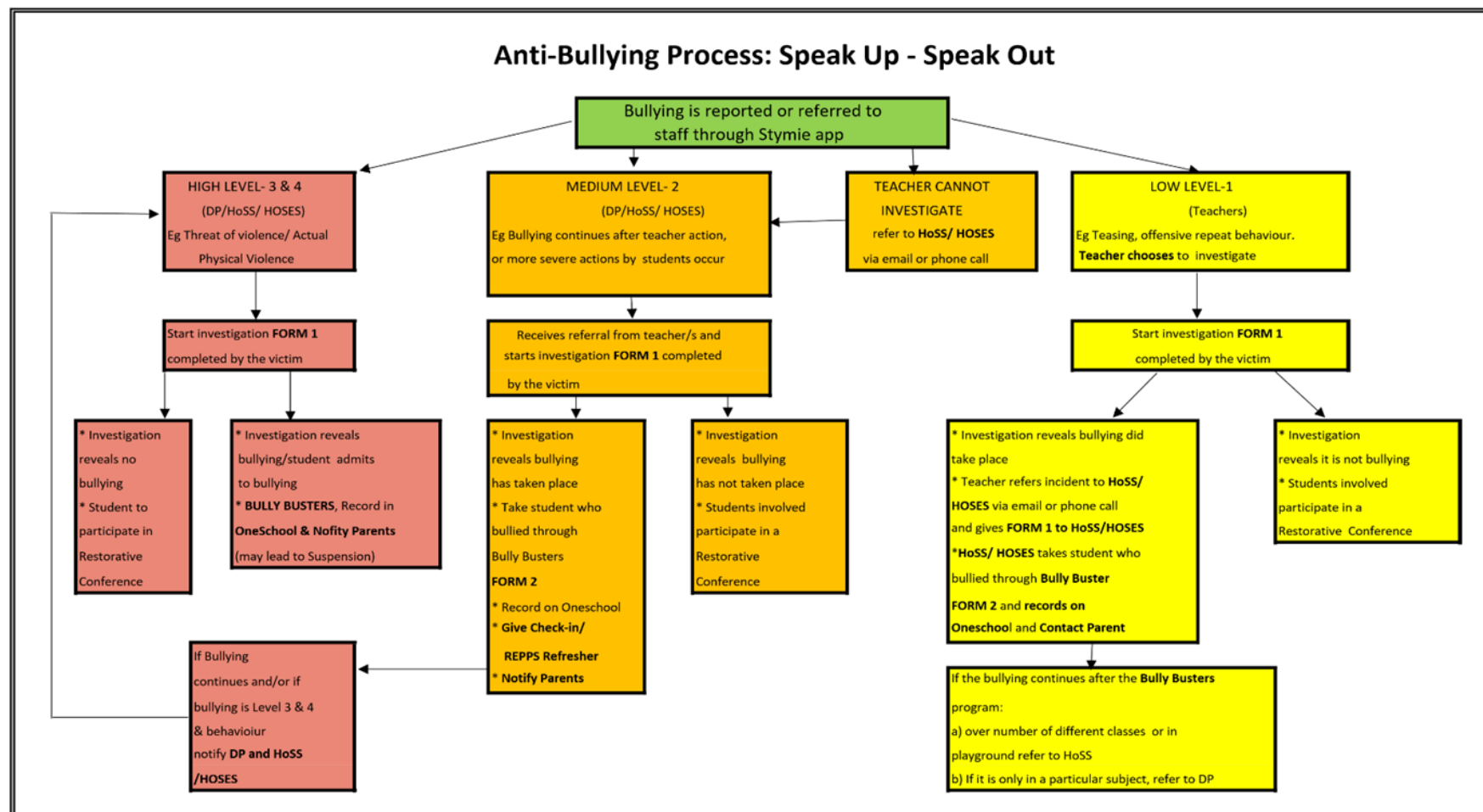
SPEAK UP, SPEAK OUT!

To detect and take action regarding bullying, Oakey State High School has implemented an initiative known as “Speak Up, Speak Out”. This initiative encourages all members of the school community to speak out when they witness acts of bullying, and to put an end to the culture of silence that allows bullying to occur.

Oakey State High School also subscribes to Stymie, an on-line reporting application that students and community members can use to report acts of bullying and other types of harm to students anonymously.

The “Speak Up, Speak Out” initiative also outlines the actions to be taken by staff when an act of bullying occurs – both to protect the victim and to prevent bullying behaviours being exhibited by the perpetrator.

These steps are outlined here:



DIGITAL DEVICES POLICY

In an increasingly connected and technology-reliant world, Oakey State High School supports the appropriate use of devices that increase learning outcomes while ensuring all staff and students are safe. Two of our key values are Respect and Safety and this policy has been developed to ensure our school is free of unnecessary distractions, allows all teachers to teach, and all students to learn to the best of their ability in a setting that promotes positive social interactions. This policy also emulates the expectations of many employers in our community who do not allow phone use at work.

Definition: For the purpose of this policy, digital devices include, but are not limited to: mobile phones; portable music players; smart watches; air buds/headphones; portable speakers; and gaming devices.

Oakey State High School does not permit the use of digital devices between the hours of 8:55 am and 3:00 pm. This does not include laptops that are part of our BYOx program.

All students will have their digital device/s **turned off and out of sight** from 8:55 am until after they exit the classroom at 3:00 pm. This includes the use of mobile phones in the toilets at any point throughout the school day.

This policy is designed to increase student engagement and success at school through the removal of a significant disruptor of learning. Students do not need a mobile phone in the learning environment—whether it be to check the time, to make calculations, or to take photos/videos. All classrooms have a clock and OSHS has a bell system used to support the daily routine of the school; calculators are an essential item for a range of subjects and are considered an essential item (included on our stationery list); and our school owns numerous suitable devices that can be borrowed to take photos or videos at the discretion of the classroom teacher.

SCHOOL EXPECTATIONS

For emergent matters where students need to be contacted throughout the day, parents/carers can phone the office to pass along messages to students. Employers can email students regarding shift changes as students will continue to have access to their BYOx laptop device and emails. For the limited number of students who do not have a BYOx device and need to check shift changes, the desktop computers in the Hub can be accessed for this purpose with permission from Hub staff. It is important for students with a job to communicate with their employers that they will only be contactable via email during the school day. However, the position of OSHS is that employers should be giving more than 24 hours' notice for shift changes to allow students the best opportunity to plan for and implement an effective study schedule.

It is unacceptable for students of Oakey State High School to use a digital device:

- Whilst on school grounds from 8:55 am to 3:00 pm;
- In an unlawful manner including, but not limited to, recording of fights and/or sharing of child abuse/ exploitation material;
- To download, distribute, or publish offensive messages, pictures, or videos;
- To use inappropriate, abusive, obscene, inflammatory, racist, discriminatory, or derogatory language;
- To attack, make threats of violence, insult, harass, or use abusive language towards others that may amount to bullying and/or harassment, including stalking;
- To commit academic misconduct, such as plagiarism or to violate copyright laws, or to use a device to cheat during assessment (e.g. in an exam);
- To ignore teacher directions in the use of social media, online email, and internet chat;

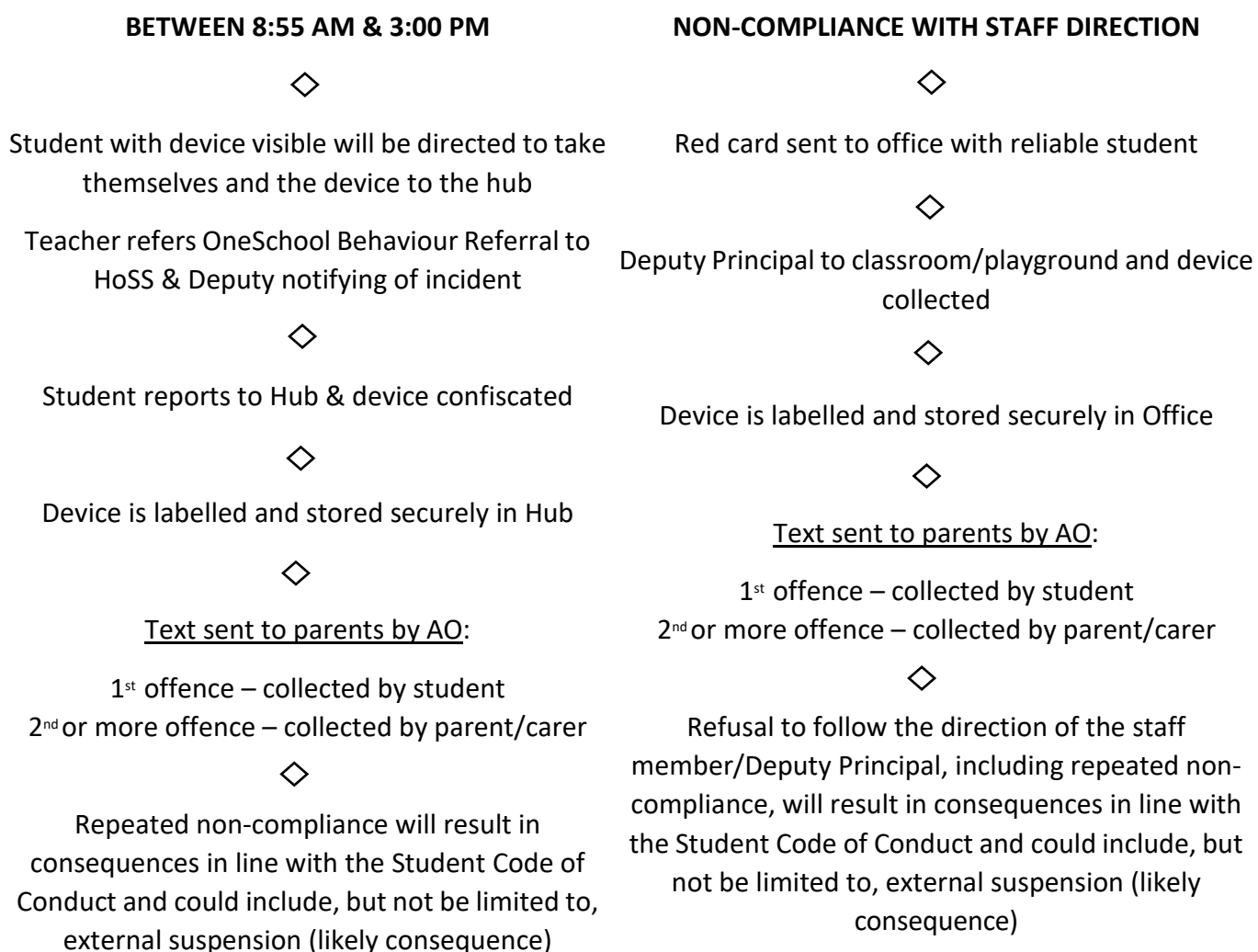
- Send spam email (junk mail) or knowingly download viruses or any other programs capable of breaching the department's network security;
- To use cameras anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets, playground, or classroom; and
- To record personal conversations or daily activities, capture people's images, and/or the further distribution of such materials (e.g. forwarding, texting, uploading, Bluetooth use, etc.).

The school accepts no responsibility if students choose to bring their digital devices to school (including mobile phones). They may hand it in to the Hub to be stored safely. The device will be labelled and kept securely by the school until collection. Oakey SHS suggests students do not bring their digital devices to school, but this is at the discretion of the individual student and their parents/carers.

Students with medical or other special requirements who need to keep the device on them must provide relevant documentation to support this and the support plan will be approved by the Head of Special Education Services (HOSSES) and Principal or appropriate Deputy Principal. This support plan will be formally documented and communicated with staff.

The use of digital devices during school activities outside the school grounds (e.g. excursions, sport, and camps) will be at the discretion of the relevant staff supervising the activity. However, refer to the consequences flowchart below for non-compliance with staff instructions.

CONSEQUENCES FLOWCHART



***NOTE: Use of digital devices in toilets will automatically result in the same consequence as repeated non-compliance/refusal to follow staff direction.**

SCHOOL MAP

