



Bracken Ridge State High School

**INNOVATION • QUALITY •
CARE • RESPECT**



PROSPECTUS 2018

Barfoot Street
Bracken Ridge QLD 4017

Phone: 3869 7222
Fax: 3869 7200

www.bracridgshs.eq.edu.au
principal@bracridgshs.eq.edu.au

CONTENTS

Contents	Page
01 Principal's Welcome	2
02 Strategic Plan	3
03 School Overview	4
04 Code of School Behaviour	5
05 Semester Dates (including Commencement Dates)	6
06 Daily Routine	6
07 Enrolments	7
08 Curriculum	8
• Junior Secondary and Senior Secondary	8
• Excursions, Instrumental Music, Sport	10
09 Dress Code	11
10 Student & Parent Information	13
• Attendance, Absences, Accident, Illness, Medication.....	13
• Camps, Complaints Management, Care of School Property, Homework	14
• Insurance, Internet, Late Arrivals, Leaving the School Grounds, Public Speaking/Debating.....	15
• Reporting, Resource Centre, Smoking, Student Council, Student Details, Student Recognition, Student Resource Scheme Levy.....	16
• Transport	17
• Tuckshop, Uniform Shop, Visitors, Year 12 Graduation and Formal.....	18
11 Student Wellbeing	19
• Guidance Officer, School Health Nurse, School Based Police Officer, Chaplain	19
• Youth Support Coordinator, Pathways Officer, Community Liaison Officer	20
12 Parent Involvement and Communication	21



Thank you for considering Bracken Ridge State High School for your child's education. We always welcome enquiries from prospective students and their parents/caregivers to discuss enrolment and the opportunities provided to students to engage in a varied curriculum which is supported by sporting, cultural and public speaking opportunities. To arrange an appointment please contact the school to arrange a personal interview with key staff.

We aim to offer our students at Bracken Ridge State High School the highest quality education encouraging them to embrace the value of learning. As a school community, we take care to nurture and assist students to grow as individuals and strive for excellence that encompasses academic, cultural and sporting achievements. Quality teaching is our priority and a large team of committed and very experienced teaching and non-teaching staff work conscientiously to assist our students to maximise their learning. We recognise and promote the concept that an education which enables quality outcomes for students is a partnership involving students, parents, teachers and the community.


Equally important is our commitment to working with parents and students to ensure each student leaves us with a clear understanding of the concept of personal responsibility. This extends to wearing the uniform appropriately and with pride, through to following school rules and procedures. These are not dissimilar to those expectations that the broader community will place on our students when they join the community as independent adults.

Although tradition is important at Bracken Ridge State High School, we are not trapped by the past. We believe in preserving the best of the past, but have at the same time shown a capacity to adapt to contemporary advancements - to be pro-active and relevant as we prepare our students to participate meaningfully in readiness for their futures. Our reputation of perpetuating our strong school spirit is widely acknowledged as it is the foundation of what Bracken Ridge State High School was built upon.

Each student is given the opportunity to exercise initiative and leadership by participating fully in the life of our school. Extra-curricular activities allow them to explore and develop their own particular talents. Our students leave Bracken Ridge State High School with an awareness of tradition, a strong sense of community and a vision for the future.


We welcome to our school all who share our philosophy.

Roger Atkins
Principal



Bracken Ridge State High School

Strategic Plan 2016 - 2019



Our vision

A community growing respectful, responsible and resilient learners.

Our motto

Strive to accomplish.

Our values

Our core values (5Cs):

- Commitment
- Cooperation
- Courtesy
- Consideration
- Common sense


Strategic goals

Strategies

- 1.1 Explicit instruction is fully embedded.
- 1.2 Developing effective formative and summative assessment practices.
- 1.3 Differentiated teaching, learning and assessment practices.
- 1.4 Curriculum that has currency and is responsive to emerging trends.
- 1.5 Integrated and equitable information and communication technologies.

Strategies

- 2.1 Develop and maintain a highly skilled and capable workforce.
- 2.2 Effective professional development programs linked to the Annual Implementation Plan and evidenced in Personal Development Plans.
- 2.3 Develop a culture of shared professional learning and innovative practice.
- 2.4 Build leadership capacity and density.



Strategies

- 4.1 Support students and staff in their social, physical and emotional wellbeing.
- 4.2 Focus on *Every day counts* and *Back to Basics* - with students in attendance, alert, equipped and ready to learn.
- 4.3 The school community upholds our core values through personal actions, behaviours, leadership and relationships.
- 4.4 Clean, safe, well maintained facilities to be shared with the community.

Strategies

- 3.1 Enhancing communication and creating supportive and positive partnerships with parents/caregivers.
- 3.2 Broaden the recognition and reputation of the school in the community.
- 3.3 Review and develop quality relationships with key stakeholders to provide innovative learning opportunities and diverse pathways for students.

03 SCHOOL OVERVIEW

ABOUT THE SCHOOL

Bracken Ridge State High School is a quality secondary school which caters for the needs of students in Brisbane's north-eastern suburbs including BRACKEN RIDGE, BRIGHTON, SANDGATE, SHORNCLIFFE and BALD HILLS. There were approximately 500 students enrolled in 2017.

Postal Address: PO Box 204, Sandgate, 4017
Delivery Address: Barfoot Street, Bracken Ridge, 4017
Telephone: 3869 7222
Fax: 3869 7200

SCHOOL STAFF

The school staff numbers approximately 60 and includes an Administration Team of a Principal, two Deputy Principals, a Guidance Officer and seven Heads of Department. In addition to the teaching staff, there is a strong group of ancillary and support staff, many of whom are members of the local community.

Administration	
Principal	Mr Roger Atkins
Deputy Principals	Mr Simon Graham Mrs Regina Garrick
Guidance Officer	Ms Mary Campanella
Business Services Manager	Ms Debbie Renwick
Administration Officers	Mrs Rosina Campbell Mrs Karen Cattellini

Heads of Department	
Educational Support Services	Mrs Erica Black
English/LOTE/Social Sciences	Miss Melanie Coghill
Junior Secondary/Health & Physical Education	Mrs Kylie Price
Mathematics/Information Technology/Resource Centre	Mr Ken McCahon
Science/The Arts	Ms Cynthia Burton
Senior Secondary/Design Technologies/Business	Mr Craig Eades
Strategic Learning and Leadership	Mrs Linda Rooney

Year Coordinators
Junior secondary and senior secondary sections of the school have two staff members in charge of the general welfare and organisation of these groups. A team of teachers and at least one Head of Department supports each year level.

04 CODE OF SCHOOL BEHAVIOUR

CODE OF SCHOOL BEHAVIOUR

The Bracken Ridge State High School *Responsible Behaviour Plan for Students* has been developed in consultation with the Parents and Citizens Association. Our school community aims to develop an environment that is supportive of all students, providing all with opportunities for success. Our *Responsible Behaviour Plan for Students* is one of the tools we use to assist us in achieving this purpose. Through it we aim to:

- provide a caring school environment that promotes self-respect, self-esteem and self-discipline
- develop young adults who accept responsibility and learn to manage their own behaviours and actions
- provide fair and consistent consequences for student behaviours
- enable students to achieve their potential
- provide a safe and positive learning environment
- demonstrate, through language and behaviours, fair and inclusive practices based on mutual respect
- encourage open and meaningful communication among staff, students and parents
- value all members of our school community.

RIGHTS AND RESPONSIBILITIES

All members of the school community, students, staff and parents, have the following rights and responsibilities:

Rights

- To be actively involved in student learning.
- To demonstrate and promote pride in the school.
- To work in an environment which is clean, and where personal hygiene and tidiness are expected.
- To feel safe and secure at all times.
- To work in an environment conducive to learning.

Responsibilities

- To be an active participant in school life.
- To actively promote the good name of the school.
- To promote an environment which is clean and an ethic which encourages tidiness in oneself and the school facilities.
- To actively promote the good name of the school.
- To encourage behaviours which enable people to feel safe.
- To discourage behaviours which interfere with learning.

MAINTAINING A POSITIVE LEARNING ENVIRONMENT

All members of the school community can have a positive impact on developing a school environment in which students are best able to reach their full potential. We are committed to taking action against all forms of bullying and encourage incidents of bullying to be reported.

As a student of Bracken Ridge High, you can support the Responsible Behaviour Plan for Students by:

- respecting the rights of all students to learn and the rights of teachers to teach
- coming to school ready to learn
- working at learning
- respecting all members of the school community
- respecting the environment
- respecting the rights of others to feel safe.

COMMUNITY VALUES

Community Values at Bracken Ridge State High School – The 5 Cs:

- Commitment
- Cooperation
- Common sense
- Courtesy
- Consideration

05 SEMESTER DATES – 2018

COMMENCEMENT DATE

In 2018, ALL year levels will commence at 9.00 am on Monday, 22 January 2018.

SEMESTER DATES

Semester 1	Term 1	Monday, 22 January 2018 – Thursday, 29 March 2018
	Term 2	Tuesday 17 April 2018 – Friday, 29 June 2018
Semester 2	Term 3	Monday, 16 July 2018 – Friday, 21 September 2018
	Term 4	Monday, 8 October 2018 – Friday, 14 December 2018

Note: Monday, 22 October 2018 is a 'Student Free' Day.

06 DAILY ROUTINE

DAILY ROUTINE

School starts: 8:45am for ALL year levels

First break: 11.15am – 12.00pm*

Second break: 1.10pm – 1.40pm*

School concludes: 2.50pm

* **Note:** On Tuesday and Wednesdays when there is Interschool sport:

First break runs from 11.15 - 11.45am; second break from 12.55 - 1.40pm.

ASSEMBLY

Monday 12.00pm – 12.30pm

This is a whole school assembly with all students from Years 7-12 in attendance. This provides an opportunity to recognise student achievement, discuss future activities and allows guest speakers to address the students. All students are required to wear full formal uniform on this day. In addition, each year level has a weekly brief assembly at form class time **one** morning per week. The day for this is determined by the school timetable at the beginning of each semester.

07 ENROLMENTS

YEAR 7 (2018)

Enrolment forms are distributed to Years 6 students attending local Primary Schools. Parents may return these completed and signed forms to the Primary School. Parents/caregivers are required to accompany the student for an interview at the school. The Principal and other members of the Administration are available to discuss individual circumstances. Please phone for an appointment on 3869 7222. Enrolment interviews with the Principal will be conducted during Terms 2 and 3.

YEAR 8 TO 12 (2018)

Students applying to enter Bracken Ridge State High School in these year levels require the following:

- Application for Student Enrolment Form completed
- Proof of age (Birth Certificate)
- The most recent academic report
- Any other information that would assist in placing in the appropriate course of study
- A parent/guardian is to be present at the enrolment interview.

STUDENTS FROM OVERSEAS

Enrolment packages are available from the office. An interview is required with the school Guidance Officer and a parent/guardian is to be present at the enrolment interview. Specific documentation is required: copy of visa (if applicable), birth certificate and any other information that would assist in placing the student in the appropriate course of study (such as school reports). Please phone for an appointment on 07 3869 7222.

REPEATING STUDENTS

Students will generally repeat only Year 12. It would only be considered appropriate to repeat another year level following extensive consultation and testing. Students are provided 26 semesters (13 years) of education.

The Principal has the discretion to grant an extra two semesters where educational benefit can be demonstrated. Year 12 repeat students would need to apply to the Principal prior to the end of the previous school year. Repeating would be approved only if a clear educational benefit is established and space is available in the required courses.

MATURE AGE STUDENTS

Requests to enrol as mature age students (eighteen years and older) are handled individually. Evidence (reports, certificates etc) of the person's previous educational level should be brought to the interview, as well as personal references and evidence of recent work history.



CURRICULUM

Bracken Ridge State High School offers a balanced and flexible curriculum which is designed to maximise opportunities for each student so that he/she can develop individual talents to the fullest. The school curriculum aims to cater for the personal, academic, vocational and social needs of the students. The curriculum caters to the full range of students from those with academic aspirations culminating in tertiary studies to those who wish to attend part-time and begin a traineeship at the same time.

JUNIOR SECONDARY

(Details subject to change following reviews that are undertaken.)

YEARS 7, 8 & 9

The curriculum follows departmental policy, focusing in Years 7, 8 and 9 on the Key Learning Areas and the Australian Curriculum. All students will study the following in each of years 7, 8 and 9:

- English
- Mathematics
- Social Science
- Science
- Health & Physical Education (HPE)

All students will be involved in Foundation Essentials and Sport.

Students in year 7 will study the following subjects on a two year rotation:

- The Arts (Art, Drama and Music)
- Design and Technologies (textiles and food studies), Digital Technologies
- Languages (Japanese)



SENIOR SECONDARY

YEAR 10

During Year 10, all students undertake studies focusing on the Key Learning Areas and the Australian Curriculum:

Core Studies

- English
- Mathematics
- Science

Students have an opportunity to choose electives across a range of subject areas. Electives that complement these Key Learning Areas include:

- Ancient History
- Art
- Business Studies
- Certificate I in Information, Digital Media and Technology
- Drama
- Geography
- Health & Physical Education
- Industrial Design and Technology
- Japanese
- Modern History
- Music
- Textile and Food Studies
- Tourism studies



In Years 11 and 12, students may select from Authority, Authority Registered and Vocational Education subjects. The focus at Bracken Ridge State High School is on providing students with the opportunity to maximise their career options.

In addition, all year 11 and 12 students participate in our Senior Learning Program. Year 12 students also participate in our Pathways Program to explore the various pathways into different educational options and careers.

* Note – The “Authority” subjects shown below are those which may **count** towards obtaining an OP (Overall Position).

Authority	Vocational
Accounting Ancient History Biological Science Business Communication & Technologies Chemistry Drama English Geography Information Processing & Technology Japanese Mathematics A Mathematics B Mathematics C Modern History Physical Education Physics Visual Art	Study Area Specifications (SASs) English Communication Industrial Technology Studies Aquatic Practices Music Studies Prevocational Mathematics Visual Art Studies Hospitality Practices VET Certificates Certificate II in Business Certificate II in Information, Digital Media and Technology Certificate II in Sport (Coaching) Certificate II in Tourism Certificate III in Children’s Services

(Not all subjects are offered each year – courses are dependent upon student numbers and staffing.)

Alternate arrangements including School of Distance Education are available by negotiation when subjects do not go ahead.

The school timetable is structured as a four (4) lesson day starting at 8.45am for all students. Students in years 11 and 12 are also offered a range of opportunities supporting university and flexible pathway options. This is coordinated by the Head of Department Senior Secondary.

The activities for Years 11 and 12 allow students access to:

- Work Placement
- Traineeships/Apprenticeships
- Queensland Core Skills Test Preparation
- Tertiary Links Program
- TAFE Links
- School Study

EXCURSIONS

Participation in excursions is a valuable learning experience. School excursions are integrated into the work programs of particular subjects at each year level and are an important component of the particular subject. Costs are kept as low as possible.

INSTRUMENTAL MUSIC

All students are eligible to join the Instrumental Music Program; this includes students continuing on from their primary school experience or students that may be new to the program and keen to learn an instrument. All students with musical ability and/or interest are given the opportunity of participating in school events and school bands.



SPORT

Our school has a tradition of involvement and success in sports. A variety of sporting activities are offered to male and female students – an important aspect of which is that most are team sports. The school expectation is that once students make a commitment to sport or any other activity, that commitment is followed through. This extends to attendance at Inter-house Carnivals such as Swimming, Cross Country and Athletics.

All students are required to participate in the sports program that is part of the school curriculum. Sport is timetabled every **Tuesday afternoon for Year 7 to 9 students** and every **Wednesday afternoon for Years 10 and 11**. Students are able to select from a wide range of interschool sports that may include: touch football, softball, baseball, rugby league, rugby union, volleyball, hockey, basketball, netball, cricket, soccer and Australian Rules. At other times, students have a range of recreational and leisure activities to select from such as: badminton, ice skating, lawn bowls, weight training, golf, indoor cricket, self-defense, tennis, swimming. From time to time students will also be involved in the interschool Gala Sports Days.

Our Swimming, Athletics and Cross Country Carnivals are enormously successful components of the curriculum at Bracken Ridge State High School and students are expected to be actively involved in these events. We are also very proud to support our students when they go on to represent the school at District, Regional and State Levels.



09 DRESS CODE – SCHOOL UNIFORM

The Bracken Ridge State High School Parents & Citizens Association supports the wearing of the correct and appropriate school uniform for all students at Bracken Ridge State High School.

Key features

The uniform is to be seen as a modern corporate approach to student dress and is available for purchase through the Uniform Shop.



Uniform Options

	Girls	Boys
Sports Uniform	<ul style="list-style-type: none"> • Sports Polo—compulsory for Years 8 to 12 • Sports Shorts – Navy Taslon with BRSHS embroidered 	<ul style="list-style-type: none"> • Sports Polo—compulsory for Years 8 to 12 • Sports Shorts – Navy Taslon with BRSHS embroidered
Formal Uniform	<ul style="list-style-type: none"> • Girls Formal Blouse with Emblem • Formal Navy Skirt • Tie (<i>seniors only- years 10 to 12</i>) 	<ul style="list-style-type: none"> • Boys Formal Shirt with emblem • Tailored Navy Shorts • Tailored Navy Trousers • Tie (<i>seniors only- years 10 to 12</i>)
Winter Alternatives	<ul style="list-style-type: none"> • Taslon Zipped Jacket (<i>(Navy and Sky Blue - no emblem)</i>) • Navy track pants – sky blue inner pocket • V-neck fleecy pullover with emblem 	<ul style="list-style-type: none"> • Taslon Zipped Jacket (<i>(Navy and Sky Blue - no emblem)</i>) • Navy track pants – sky blue inner pocket • V-neck fleecy pullover with emblem
Socks	<ul style="list-style-type: none"> • White Socks – short • Stockings - Navy or Flesh • ['knee-hi' stockings not permitted] 	<ul style="list-style-type: none"> • White Socks – short
Hats	<ul style="list-style-type: none"> • Approved BRSHS Bucket Hat • (must be worn when in the sun) 	<ul style="list-style-type: none"> • Approved BRSHS Bucket Hat • (must be worn when in the sun)
Metal Badges	<ul style="list-style-type: none"> • All Years – Optional 	<ul style="list-style-type: none"> • All Years – Optional

PLEASE NOTE: We do have secondh and uniforms available at the school.

Notes

- Footwear must be appropriate to the uniform worn and need to have substantial uppers to meet the safety requirements of each subject.
- Black leather lace-up shoes **MUST** be worn with the formal uniform. Black leather shoes must have black laces. Formal, black leather men's dress shoe (slip on style) is also an option in the senior school.
- Sport Joggers/Cross Trainers to be worn at all times with the sports uniform (black or white are the required colours, however moderately coloured joggers are acceptable where the required colours are not achievable, importantly, the footwear must provide support and protection to your ankle and foot). The footwear is required to have substantial uppers. Note - *Gym boots / High Tops / Chucks / Ballerina / 'Mary Jane' style / Vans / Dunlop's/ or Canvas Flats* **are not acceptable**. (Students who do not meet this requirement will not be permitted into Industrial Arts Workshops, Art Rooms, Kitchens, Sport and Health and Physical Education lessons and Science Laboratories).
- Black shoes must have black laces and white shoes must have white laces.
- All students are required to have a formal uniform as well as a sports uniform.
 - Junior secondary students (years 7 to 9) are required to wear formal uniform on Monday, special occasions and when representing the school. They are also strongly encouraged to wear the formal on days other than when they have sport related lessons.
 - Senior secondary students (years 10 to 12) are required to wear the formal uniform (including a school tie) every day - except on days when they are doing sport related activities.
- The girl's formal blouse is to be worn only with the formal skirt. Formal skirts must be kept below the knee in length.
- Senior boys selected as school leaders are required to wear navy tailored trousers (NOT shorts) on formal and special occasions, and when representing the school as part of their formal uniform.
- The boy's formal uniform is comprised of the formal shirt and tailored navy shorts
- A school hat is required to be worn in the sun before school, during breaks and during all outdoor situations. No alternative is permitted.

Jewellery

Jewellery is to be kept to a minimum. Maximum allowable jewellery is:

School Badge	Available at uniform shop
Rings	One (1) per hand. Must be discreet.
Earrings	Two (2) per ear. (Small sleepers and studs ONLY for safety)
Necklace	NONE permitted
Watch	One (1) only
Bracelets	NONE – EXCEPT "Medi-Alert"
Body / Facial Piercing	NONE permitted
Make-Up and Nail Polish	NOT allowed
Hair	Clean, neat and tidy; no outlandish hair colouring. Boys are to be clean shaven at all times.

10 STUDENT AND PARENT INFORMATION

ATTENDANCE

Students are expected to be in full attendance of each school day unless a valid reason is given by the parent/caregiver as stipulated in the Education Act. Students must be at school by 8.45am every school day. It is expected that all students be on time to class equipped with everything they need for the lesson. Students persistently arriving late can expect to be issued with a consequence, such as detention.

ABSENCES

All absences from school require a note from a parent/caregiver, explaining the reason. These notes are to be given to the form class teacher by students in Years 7 through to 12 or directly to the office, on the day the student returns to school. Alternately parents may phone the school to explain the absence.

If the school is notified that a student is going to be absent for a period of time, the school can collect work from relevant teachers for that student to complete during the period of absence. A doctor's certificate will be required to explain continued absences because of illness.

No student may leave the school grounds without written permission from his/her parent/caregiver. Parents are also urged to support the school by ensuring students attend Swimming, Athletic and Cross Country sport carnivals. You will be contacted should we believe there is a problem with your student's attendance.

ACCIDENT, ILLNESS and MEDICATION

In the case of accidents or injury to students at school, parents will be contacted wherever possible. We will act on the advice of parents. If the problem is a serious one, an ambulance will be called. Students at the school are covered for ambulance transport during school hours. This entitles the student to be transported to the hospital as decided by the parent. Transport from hospital to home will be the parents' responsibility. Parents must take the responsibility for covering their child for ambulance service outside normal school hours and activities.

Students who become ill are to report to the office, with a note from the classroom teacher. If the nature of the illness is considered serious, parents are contacted and requested to come to collect the student. Where students need a short period of time to recover from a minor illness, a short stay at the office may prove beneficial. However, if the ill student is unable to return to class, parents will be contacted to come to collect their student.

Where your student requires medication, parents are to notify the school in writing (using the appropriate school form) of the health condition, requesting school staff to administer medication. Parents are to include guidelines from medical practitioners including potential side effects or adverse reactions. Please have your student present the medication to the office in the original labelled container, with student name, dosage and time to be taken. Parents are to notify the school in writing when a change of dosage is required and this instruction is to be accompanied by a letter from a medical practitioner. Parents are to advise the school in writing and collect the medication when it is no longer required at school. This is a requirement of *Education Queensland*. ***Please note: In accordance with Education Queensland instructions, we are unable to issue students with headache/pain medication such as Panadol or Aspirin.***

ASSESSMENT POLICY

The school has set guidelines for the completion of assignments and exams. These guidelines are presented in detail in both the Student Planner and the Assessment Policy that is available on the school website. A hard copy is available from the office.

**CAMPS
(YEAR 7)**

A camp for all Year 7 students is held early in the school year to assist with transition to a secondary school. This gives students the opportunity to get to know their peers from other primary schools and their teachers, away from the school situation. The experience of living in a large group situation and participation in orientation activities, particularly relevant to secondary school education, are important components. All students are encouraged to attend.

**CONFERENCE
(Year 11)**

All Year 11 students will be invited to attend a program for two (2) days in Term 4. The emphasis will be on leadership and personal development. Attendance is expected.

**COMPLAINTS
MANAGEMENT**

Most issues can be dealt with by a note or telephone call to the appropriate person. Start with the person involved. For curriculum or classroom issues, contact the teacher or Head of Department. For non-curriculum issues, contact one of the following: form teacher, Year Coordinator, Deputy Principal, Guidance Officer, Youth Health Nurse, Chaplain, Educational Support Services staff, as appropriate. Serious or unresolved issues should be referred to the Principal.

**CARE OF SCHOOL
PROPERTY**

It is clearly the responsibility of all students to keep the place where they live for five or six hours each day – their school - clean and tidy. School grounds and equipment should be treated with respect and care. Chewing gum is not permitted inside the school grounds. Permanent markers, correcting fluid and spray anti-perspirants are not to be brought into the school.

HOMEWORK

We believe that regular homework and home study are valuable aspects of the learning process. They assist in:

- building confidence and success in subjects
- reinforcing class work
- motivating students to achieve and to become more independent learners
- developing regular study habits
- providing information about each student's progress.

What is Homework?

Homework is set by teachers for students to practice work taught in class or for them to cover a certain section of the course on their own.

What is Home Study?

The students themselves set Home Study. It is in this area that the students show responsibility by developing good habits. Developing consistent home study habits will pay off in the long run.

Types of Homework

While the amount of homework will vary according to age and learning needs, every student will be assigned some homework regularly, with an emphasis on the core curriculum in Years 7, 8, and 9. Different subjects often have the need to set different types of homework, and at different intervals. The focus in Years 7, 8, and 9 however, is the development of literacy and numeracy. As well, depending on the theoretical or practical nature of the unit or subject being studied, the amount of written homework will vary. The main types of homework are:

- Finishing work commenced in class
- Doing practice exercises to reinforce work being done in class
- Assignment or project work (which generally requires work done over a number of nights)
- Set reading e.g. for class discussion
- Doing extra reading (research) and note-taking to support information learned in class

HOMEWORK

Types of Home Study

The main areas of home study requiring student application are:

- Revising work covered that day eg. making summaries
- Revising work done in previous weeks
- Preparing for tests and exams (not left to the last few days)
- Learning formulae, rules etc. (This is a continual process.)

How much Homework and Home Study?

Homework in Years 7, 8 and 9 could be up to, but generally not more than, 5 hours per week. In the Senior Phase, **Years 10, 11 and 12**, the amount of time devoted to homework and independent study will vary according to the student's learning needs and individual program of learning, determined through their Senior Education and Training (SET) Plan.

INSURANCE

Please note that the Department of Education, Training and Employment does not have personal accident insurance cover for students. If your child is injured as a result of an accident or incident, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may be also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child.

INTERNET

The World Wide Web is an important source of information for students and e-mail is a common and accepted form of communication. All computers in the school have Internet access. Use of the Internet is now a common and necessary information skill integral to many subjects. All students must complete an Information Technology Contract.

We are very conscious of the need to monitor student use of the Internet and to prevent students accessing inappropriate sites or using e-mail inappropriately. A range of filtering and blocking software is used and the computer support staff randomly checks the account logs on a regular basis.

LATE ARRIVALS

Students arriving after 8.45am must report to the office and use their ID cards to sign in at the swipe station. Those without a note from parents, and persistent latecomers, are referred to a member of administration and may receive a detention.

LEAVING THE SCHOOL GROUNDS

Students, once they arrive at school, are to remain there during the school day, unless special arrangements have been made. Any student wishing to leave the grounds during the school day must:

- bring a note from home.
- have the request approved by an administration member.
- have a permission slip produced by the office staff.

In the case of emergencies, a phoned request from parents would suffice in the absence of a written request. If a student is found outside the school grounds without such a permission slip or lunch pass during school hours, then the student is considered to be truanting.

PUBLIC SPEAKING / DEBATING

Public speaking gives students the opportunity to improve their communication skills in a variety of forums. There are a number of competitions run by organisations such as *Rostrum*, *Jaycees*, *Apex* and *Lions*. Interschool debating is popular and very strong. Public speaking and debating is highly recommended as an avenue for students to improve their oral communication skills. We also have an Intra-school Public Speaking Competition with cash prizes provided by the P & C.

REPORTING

End of Term 1	A parent/teacher/student night follows the issue of the Term One Program. Parents are encouraged to follow up interview requests from teachers. Parents may also request an interview with any of their children's teachers.
End of Semester 1	A formal Report (computer generated) gives a rating (A to E) for subjects with a comment describing the student's progress. A second parent/teacher/student interview night follows the issue of this report.
End of Semester 2	A formal Report (computer generated) gives a rating (A to E) for subjects with a comment describing the student's progress in Years 7, 8, 9, 10 and 11. Year 12 students do not receive a 'school' report but instead will be issued with a 'Senior Statement' generated by an external authority.

It is possible for parents to check a student's progress at other times, if necessary. Such checks can be arranged through the appropriate Head of Department, Year Coordinator, Deputy Principal or Guidance Officer

RESOURCE CENTRE

The Resource Centre is an integral part of the educational process at Bracken Ridge State High School. It offers a learning and activity support system to all students who are encouraged to make full use of the facilities available. The Resource Centre is open for study and recreational purposes before school and during break times (detailed times on display at the Centre).

SMOKING

Smoking by students is forbidden at school and when the school uniform is worn in public or at any time students attend any function associated with the school. Students are not to have cigarettes, matches or lighters in their possession at school.

STUDENT COUNCIL

The Student Council is a most important forum for student representatives to express opinions and resolve student issues. Student Council links directly with the Administration Team through meetings between Principal and Council Executive. The Student Council has been responsible for some excellent initiatives at Bracken Ridge State High School.

STUDENT DETAILS

Please ensure that we are kept up-to-date in terms of your present address, telephone numbers and preferred email address. It is important to make sure that we have at least one emergency telephone number in case we need you urgently and you are not at home or work. Records can be updated at any time by contacting the school office on 3869 7222.

STUDENT RECOGNITION


Bracken Ridge State High School encourages recognition of students who achieve success or outstanding endeavours in any field of academic, sporting, cultural or community involvement. Certificates and awards are presented regularly at full school assemblies and regular articles appear in the school newsletter and local media. Awards Night is held in early November and recognition is made to students of all year levels for achievement in all aspects of school life. The school Administration Team also sets aside time each day to encourage and counsel individual students.

STUDENT RESOURCE SCHEME LEVY

Our P&C Association has authorised this worthwhile scheme. The purpose of this scheme is to ensure that all students not only have their yearly textbooks but also essential educational equipment and resources material. Pooling resources in this way saves money and allows for a broader range of resources to be used by students.

Parents/Guardians pay an annual hiring fee, which, with the Government Textbook and Resource Allowance bulk payment to the school, allows the scheme to operate fully. Additional subject fees will be incurred in practical subjects eg: Aquatic Practices, Hospitality Practices, Industrial Technology Studies in the Senior school, and a Sports Levy applies to all students in years 7 to 11.

TRANSPORT

Bicycles	Students who ride bicycles to school are expected to keep them locked during the school day in the bicycle compound located at the front of the school. Students are expected to have their own locks and chains, not a shared arrangement with someone else. No loitering is permitted in or near the compound. We encourage students to wear helmets in compliance with the law and in an attempt to improve student safety.
Bus Transport	<p>All students must accept the authority of the bus driver and obey his/her instructions while travelling on the bus. Information about bus transport may be obtained from TRANSLink on 13 12 30 or the website: http://jp.translink.com.au/travel-information/journey-planner. Alternately you may contact <i>Thompson's Bus Company</i> for routes from Bald Hills Railway Station, and <i>Hornibrook Bus Lines</i> for routes to Redcliffe.</p> <p>Thompson Bus Services http://www.thompsonbuservices.com.au Phone: 07 3882 1200</p> <p>Hornibrook Bus Lines http://www.hornibrook.com.au/bus-services/school-services.html Phone: 3284 1622 Ext 204 or 207</p> <p>To be eligible for free or subsidised bus transport to and from the school, the student must reside more than 4.8km by the shortest trafficable route from the nearest high school. In order to obtain a bus pass, students must apply to the bus company.</p>
Student Drivers	<p>Students under 18, who have obtained a Driver's License, are permitted to drive to school provided that they return a Student Driver Form. Other students cannot be carried on an ad hoc basis. Student drivers (under 18 years) are not allowed to carry other students as passengers without the written permission of their parents and the separate written permission of the parents of any passengers. Permission Forms are available from the main office and completed forms are to be returned to the main office.</p> <p> Students are not permitted to drive other students on school excursions or to events that are a part of the school routine. Students are also not permitted to drive themselves to school excursions or events for which a bus has been organised. Minimising bus costs per student relies upon the maximum number of students travelling by bus.</p>

TUCKSHOP

A tuckshop operates every day, providing quality food at reasonable prices. A pre-ordering system is available as well as EFTPOS facilities. Parent volunteers are always welcome. Contact the school office to register your interest or see the convenor in the tuckshop (3869 7250).

UNIFORM SHOP

The school uniform is sold exclusively through the School Uniform Shop.

VISITORS

All visitors to the school including parents/guardians/caregivers should go to the school office for assistance. Any visitor who has permission to spend time in the school will be given a Visitor's Pass.

YEAR 12 GRADUATION AND FORMAL

A Graduation Ceremony is held for Year 12 students, their parents and staff in November of each year.

The Year 12 Formal is held in June at the end of Term 2 each year. The Formal is organised by a committee made up primarily of Year 12 students. Attendance at the formal is not 'a given' - students are permitted to attend providing their behaviour record in year 12 is satisfactory and all outstanding payments have been finalised.



11 STUDENT WELLBEING

STUDENT WELLBEING

The school is committed to providing a safe and supportive environment.

We have a Student Wellbeing Team and support systems that include:

- Educational Support Services and Teachers
- Youth Health Nurse
- Guidance Officer
- School Chaplain
- Youth Support Coordinator
- Junior/Senior Coordinators
- Indigenous Teacher Aide
- Pathways Officer
- Community Liaison Officer
- Withdrawal Room Teacher Aide
- School Based Police Officer
- Leadership Programs
- Responsible Behaviour Plan for Students
- Internal Withdrawal Room
- Links with community health and support services

GUIDANCE OFFICER

Guidance services are available at the school for students, parents and staff for problems involving personal or academic issues as well as career advice. The Guidance Officer is located in the Administration Block. Guidance has three main areas:

1. Career counselling - information can be provided on careers and related courses, choosing the right subjects while at school, as well as investigating other options such as apprenticeships, and traineeships or direct entry into the workforce.
2. Personal counselling – individuals face many personal challenges during their life and the Guidance Counsellor is available to support students and parents through challenges that occur during the student's school life. This may include behavioural, learning or social problems at school or stresses due to family difficulties or trauma.
3. Crisis counselling – sometimes unexpected tragedies occur and the Guidance Counsellor plays a major role as part of the school crisis team.

Parents can make an appointment with the Guidance Officer by contacting the school office on 3869 7222.

SCHOOL BASED YOUTH HEALTH NURSE

The Youth Health Nurse is available for student consultations at the school two days each week with regards to general health and personal problems. The nurse is also available to members of the school community, eg parents/staff. The Youth Health Nurse is also actively involved in curriculum delivery in collaboration with class teachers. The school nurse does not supervise students in 'sick bay'.

SCHOOL BASED POLICE OFFICER

The School Based Police Officer is available for student consultations regards to general police matters, social media and personal issues. The School Based Police Officer is also involved in curriculum delivery in collaboration with class teachers.

CHAPLAIN

Our local Chaplaincy Committee, as approved by *Education Queensland*, has employed one chaplain to assist in the life of the school. Our chaplain Trudi Bechard is available to students who want someone to talk to about personal problems in a sympathetic and sensitive environment. The chaplains are involved in other aspects of school life including religious education programs, school camps and school sport. Appointments to see the chaplain can be made directly.

YOUTH SUPPORT COORDINATOR

Our Youth Support Coordinator works with senior students who are disengaging with school. Her role is to get those students in activities/programs that reengage them in school or transition them into workplace programs. The Youth Support Coordinator also works with students with complex needs, linking them with community services.

PATHWAYS OFFICER

Our Pathways Officer works with students to keep them engaged at school and create pathways for students seeking work placements and support services. The Pathways Officer works with the Wellbeing Team and Admin to provide specialized support for students who are disengaging with school. Her role is to provide students with access to their community and future. Our Pathways Officer works across schools in Metropolitan North and is based at Bracken Ridge.

COMMUNITY LIAISON OFFICER

Our Community Liaison Officer is focused on building strong relationships between our school, our parents and carers, and our broader community. She works with our teachers, staff and students to organise events and promote the positive image and achievements of our school via Social Media (www.facebook.com/bracridgshs/; www.twitter.com/brackenridgeshs/), Advertising, Newsletter and School Sign.



Bracken Ridge State High School | Wellbeing team

YOUR wellbeing is our priority



GUIDANCE OFFICER PHIL HEATH

I can help you if you need support for:

- any mental health, social, emotional or personal issues
- career/Uni counselling
- subject changes.



CHAPLAIN TRUDI BECHARD

I can help you if you need:

- to chat about things going on in life – good or not so good
- physical, emotional, spiritual or social support at school and at home
- help connecting into the community services.



HOD PE/ JUNIOR SECONDARY KYLIE PRICE

I can help you with your physical and emotional wellbeing.

I also work on:

- linking the curriculum to wellbeing concerns
- connecting with feeder schools.



COMMUNITY LIAISON OFFICER AOIFE NIELD

I can help with:

- promoting your ideas and activities
- connecting the school, parents and caregivers
- building partnerships with BRSHS groups and community organisations



INDIGENOUS TEACHER AIDE DIANA PRICE

I can help you if you need:

- Aboriginal and Torres Strait Islander cultural understanding
- assistance with school work
- practical life skills at home.



WITHDRAWAL ROOM AIDE BOB BRUCE

I can help you if you are referred to the withdrawal room:

- reasoning/ reflection
- respite
- return to class.



PRINCIPAL ROGER ATKINS

- I support the welfare team on student issues
- I support students with Education issues
- ensuring Bracken Ridge community is clean safe welcoming and well maintained.



EDUCATIONAL SUPPORT SERVICES (ESS)

The ESS team can help you with:

- in-class support
- support in tutorial classes
- negotiating support for assessment
- preparation for post-school
- support during meetings with key stakeholders.



YOUTH SUPPORT COORDINATOR SAMANTHA ROBERTSON

I can support you with:

- staying engaged in school
- linking you to community services (eg Centralink or accommodation)
- maintaining a healthy headspace



SCHOOL-BASED POLICE OFFICER ADRIENNE HARRIES

I can help you if you need:

- legal advice
- help with family, friendship or social issues
- student safety.



PATHWAYS OFFICER KATE YOUTITT

I can help you if you need:

- school to work plans and support
- access to your community and future.



YOUTH HEALTH NURSE TRINA MCBRIDE

I can help you if you need:

- to talk about something affecting your sexual, physical or mental health
- to talk about problems at home
- a referral to an outside service.

12 PARENT INVOLVEMENT AND COMMUNICATIONS

COMMUNICATIONS BETWEEN SCHOOL AND HOME

Teachers are expected to inform parents early of any concerns or problems regarding a student's progress or behaviour. We encourage parents to contact the school immediately if they have any concerns regarding progress at school. We also appreciate being informed of any circumstances that may affect a student's progress or behaviour at school.

A wide range of avenues exists to provide parents with the opportunity to access staff and information about the school:

- Fortnightly Newsletter, also see www.bracridgshs.qld.edu.au
- Parents and Citizens Association Meetings
- Various Committee Meetings
- Reports
- Parent/Teacher/Student Interviews
- Career/Subject Selection Evenings > Handbooks eg. Prospectus
- Tertiary Entrance Evenings > Special Events eg. Awards Night
- Year 6 Open Night & Induction Day

A new avenue we are using is QParents, an Education Queensland app available on iOS and Android app stores. QParents is an online portal that provides a convenient new way for parents to communicate with their child's school. QParents has been designed to offer an online hub where parents can access essential information about their students, their activities and their performance at school. Parents can view student information and also submit changes to some of their details. The information that can be viewed includes timetables, report cards, attendance records, invoices and payment details. Parents will also be able to update their child's details, pay invoices online, and let the school know of changes to normal routine, such as when their child is unwell or has to leave early. QParents will provide anytime, anywhere accessibility using a PC, smart phone or tablet.

COMMUNICATION WITH PARENTS

Parents are given an insight into the day-to-day operation of the school through our school newsletter, *Bracken Ridge Matters*, published on a fortnightly basis. Parent contributions to this newsletter are welcomed, subject to the discretion of the coordinator.

Our school operates official social media channels under Education Queensland policies for digital communication. We welcome parents and carers to follow these channels to keep up to date on student and school news, important notices and reminders, and event information. Our channels are: www.facebook.com/bracridgshs/ and www.twitter.com/brackenridgeshs/

MEMBERSHIP OF PARENTS AND CITIZENS ASSOCIATION

All parents are encouraged to attend Parents and Citizens Association meetings. These are held at the school library on the third Tuesday of each month at 7.00pm.

WAYS IN WHICH PARENTS MAY ASSIST

We hope that many parents of Bracken Ridge State High School students will enjoy joining with teachers to improve the opportunities offered to our students. There are several areas where voluntary help would be much appreciated.

Please contact the school if you are able to give a small amount of your time to any of the following areas:

- Tuckshop (weekly, monthly or on call)
- Assisting with sporting activities
- Assisting with reading difficulties
- Assisting on school camps
- Library – cataloguing, shelving, covering new books
- Subject Areas – filing, collating, typing (at home or school)
- Providing/helping with lunch time activities or after school

We are eager to utilise the wide variety of skills that exist amongst our parents. If you can give any time to help with your student's education, please phone 3869 7222 or check *Bracken Ridge Matters* for periodical requests for assistance. Apart from specific instances listed above,

the Administration and Staff of Bracken Ridge State High School value highly the interest parents and guardians take in their children's school life, that is, the programs they follow, the work they do, the friends they make, the teachers who teach them and the extracurricular activities in which they take part. We invite you most sincerely to take a keen interest in your student. It will help them and us tremendously as we all continue to encourage good habits such as punctuality, neat appearance, suitable language, completion of effective homework, good study habits and responsibility for equipment.

