

Senior Schooling Policy 2020-2021

As a Senior School Student at Bray Park State High School, I am aware of my responsibilities during Years 11 and 12:

In order to continue to be enrolled, I will:

- Attend all classes on a regular basis
- Ensure my behaviour in class, school grounds and car parks is responsible
- Ensure any homework tasks are completed as required
- Hand in all assessment tasks
- Complete all assessment by the due date, including drafts
- Adhere to the School uniform and jewellery policy
- Uphold School values at all times
- Maintain QCE eligibility at all times

I am aware that my responsibilities include:

- Supplying a medical certificate if I am absent when any assessment task is due (I understand that assessment will not count towards my subject result if it is late)
- Being required to attend compulsory tutorial sessions if I fail a subject, as required by School staff
- Only leaving School grounds with permission and signing in and out at administration.
- Being a responsible role model.
- Showing respect at all times.

TABLE OF CONTENTS

Page

- 3 Senior Schooling: A statement of shared understanding
- 4 Senior Schooling Attendance Policy
- 6 Cancellation of Enrolment Policy
- 7 Lifeskills Lessons (Thursday Afternoons)
- 7 SBT, Distanced Education, Before / After school lessons (If applicable)
- 8 Exam Block Policy
- 8 Senior Schooling Assessment Policy
- 10 Work Placement Policy
- 11 Licensed Students – Use of Private Vehicles Policy
- 12 Guidelines for attendance to Formal and Graduation Ceremony
- 13 Other School Policies



A Statement of Shared Understanding

Preamble

Bray Park State High School is committed to providing a breadth of opportunities and programs for senior school students. The School will challenge students at all levels, support them in setting and attaining realistic personal academic goals and remain committed to excellence at all times. It will also guide students in selecting and attaining credentials from a variety of pathways for successful transition post-school.

The staff will support all students throughout their senior years at the School. They will also share the responsibility with parents and students for assisting each student in attaining his/her educational goals.

Senior students need to be self-motivated and mature in the approach to their studies. They will be required to adopt effective study routines and commit to working in an increasingly independent way. They will be expected to work as part of the year group and achieve their very best.

Policy

1. The School will provide a range of high quality academic and vocational studies options including personalised programs of study.
2. The School staff will provide personal monitoring and goal setting for all students in its support of the students' academic and vocational pursuits.
3. Students will be expected to approach their studies in a diligent manner, access available support services if needed and be accountable for their actions and responsible for their learning.
4. Parents will be expected to support their children and work collaboratively with the School.
5. Each Year 10 student will participate in a senior education and training planning process beginning with the submission of an individual Student Education and Training (SET) plan. The plan will be endorsed by his/her parents but will only become operational for the student once approved by the School.
6. There are pre-requisites for senior subjects. These will be:
 - a) based on Semester 1 Year 10 results;
 - b) published in the Senior Handbook on the School's website for the information of students and parents;
 - c) applied in such a way that they do not unreasonably limit realistic future options for a student;
 - d) applied in a way which takes account of the needs and circumstances of each student.
7. In addition to ongoing support and advice, the School will implement, in consultation with the student and his/her parents, a targeted support plan for students who achieve less than a "C" grade (or VET equivalent) in any senior subject, at the end of each semester. If a student does not achieve the agreed outcomes of the plan, the School may require the student to amend or change subjects or course.
8. Students are required to maintain at all times their eligibility for the Queensland Certificate of Education (QCE).
9. Failure to comply with the requirements of this policy will be considered a breach of the school's **Senior School Enrolment Agreement** and Responsible Behaviour Plan. In addition, students whose behaviour amounts to refusal to participate in the education program may have their enrolment cancelled.

SENIOR SCHOOLING ATTENDANCE POLICY

When a student enrolls in year 11 and 12 he/she agrees to attend all classes and associated activities, tutorials, structured work placements and assemblies. Attendance will be strictly monitored and recorded.

All students are responsible for providing explanations for their absences; Parents / caregivers can provide explanation for absences by:

- Telephone call or email to the Attendance Officer (3881 6654 or studentabsences@brayparkshs.eq.edu.au)
- Letter or medical certificate handed in to House Group Teacher or Attendance Officer
- **Medical certificates are a mandatory requirement for students in Year 11 or 12** where assessment is affected and the HOD /Teacher is to be contacted directly – this is MANDATORY.

Approved Absences:

An approved absence is one involving illness and urgent family business, the circumstance of which must be clearly communicated to the appropriate Year Coordinator or Deputy Principal Senior School (see School staff directory for names and contact numbers).

Unapproved Absences:

All other types of absence (including family holidays) are considered unapproved (as per Legislation – Education Act 2006 re compulsory schooling requirements) and can affect a student's Youth Allowance Payment. Leaving at lunch time, or arriving after morning tea, unless for approved reasons, will be considered as ½ day unapproved. Part-time work, social arrangements, taking driving lessons etc, are not approved reasons for the absence.

Consequences of unapproved absences - all students:

On each day an unapproved absence is recorded a truancy call will be generated to the parent / guardian.

When a student is absent, or plans to be absent, for more than 10 consecutive school days for any reason, the parent must comply with their obligation in respect to compulsory schooling or compulsory participation by either:

- seeking an [exemption](#) from their obligation, or
- by negotiating with the principal to make an [alteration to a student's educational program](#); or
- by seeking to arrange a [flexible arrangement](#) for the student.

15 days or more unapproved absence in a semester - possible loss of accreditation for that semester (Senior School)

20 days or more absence - approved or unapproved per semester - possible loss of accreditation for that semester unit - further absence will require upgraded documentation eg certified medical certificates (Senior School).

Significant consecutive unapproved absences or a significant number of unapproved absences in a given time period may lead to cancellation of enrolment. (Post Compulsory Phase of Learning).

Individual Lesson Absences

- **Class teachers** keep records of student attendance and investigate student absence. Where the absence is found to be unapproved (eg truancy) the class teacher sets appropriate consequences. The class teacher may at times seek assistance from their relevant HOD. (In most cases, students who miss entire lessons or part thereof will be required to make up missed time. Eg a student who arrives at 9:30 will be required to make up 30 minutes). Catch-up time may occur in lunch times, after school or scheduled study times. Times will be determined by the class teacher, relevant HOD or School administrator.
- **The Subject Area Head of Department** will intervene when a student does not comply with the consequences set by the class teacher; or where a class teacher identifies that a student is persistently truanting the particular class. Parent / caregiver will be informed.
- **The Year Coordinator** will follow up when a student is demonstrating a pattern of unapproved absences from a number of different subjects or where persistent unapproved absences from a particular subject have not been rectified. The year level administrator will assist where required.

- Persistent absence may result in cancellation of enrolment at the discretion of the Principal.

Additional Information:

Students who are late to school, or leave early and do not follow correct procedure regarding signing in and out, will have a ½-day considered as an unapproved absence.

The school accepts no responsibility for adjusting Youth Allowance attendance returns for students who fail to follow the correct procedures for attendance.

Students receiving Youth Allowance:

Centrelink requests six days or more unapproved absence per term to be immediately reported to their office. Centrelink will recoup payments. Students on Youth Allowance should have a full understanding of the relevant guidelines provided by Centrelink.

Late Arrivals to School:

Students are to go directly to the office with a note explaining reason for lateness – the office admin will issue a late slip. **Students are not to go directly to class.** Students arriving during lesson time, will not be admitted to class unless an admin issued late slip can be presented. (Any missed class time will be expected to be made up by the class teacher and consequences for unexplained lateness will be given by administration.) Students are required to have their **ID Card** to scan at the office.

Early Departures from School:

All students are to report to the office with a note from a parent/carer. Students will be issued with a ‘leaving slip’.

Student identification while in attendance at the School or School functions:

Our School’s safety strategy requires staff to be able to identify students in our School. Students are therefore obliged to carry with them their **ID card and official School timetable at all times.** If asked by any staff member or other authorised adult, students are required to produce these forms of identification.

Tutorial Sessions

Senior students undertaking a School Based Traineeship or who otherwise are timetabled onto a ‘spare’ tutorial session are required to attend the Library for the full session. Student MSUT sign into the library at the commencement of the session and remain inside the library for the duration of the session. Tutorial sessions are to be utilised by students to complete work for school subjects.

Bray Park State High School strives to provide excellent pathways for all our students. We offer a broad curriculum, dedicated teachers and excellent resources to enable student success. However, unfortunately, there are times when despite our best efforts students refuse to engage in a course of study.

There are two ways that this generally occurs:-

- Poor attendance and participation: This is seen in students whose attendance is consistently below the required 92% for all subjects.
- Non-Submission of Assessment: This is seen in students who consistently do not complete the assessment requirement of the course of study. This includes all forms of assessment from assignments and exams to oral presentations
- When student results indicate they are not maintaining eligibility for the Queensland Certificate of Education.

If a student is consistently an attendance concern or is QCE at risk, the Principal has the right to cancel their enrolment.

At Bray Park State High School, the Principal will not cancel a student's enrolment without having first tried a number of measures to rectify the problems. The process followed is outlined below:-

1. Analysis of academic achievement reports at the end of terms and semester identifies students who are at risk of QCE ineligibility. The student is interviewed and warned of possible consequences if the situation does not improve. Parents/Guardians are also contacted by email or letter to outline the concern and schedule if necessary a support meeting.
2. If after an initial warning, the student continues to not engage in a course of study, then the Deputy Principal will ask Parents/ Guardians to come to the school for an interview. The Deputy Principal will issue the first letter of cancellation and examine a range of measures such as a change of subject or counselling at this stage. This will be reviewed by the Deputy Principal. The student and parents/caregivers will be invited into the school to meet with the Student Support Officer or Guidance Officer and discuss other educational options.
3. If a student does not show improvement in their academic achievement and remains ineligible for the QCE, the Deputy Principal will recommend to the Principal to cancel the student's enrolment. If the decision is made to cancel a student's enrolment, the Principal will also provide official cancellation letters to the Parents/ Guardians and outline reasons for and type of cancellation and appeal processes.

NOTE

This is the Cancellation of Enrolment Process and Policy, and is not related to consistent inappropriate or dangerous behaviour. If a student is consistently disruptive or dangerous then the normal school Behaviour Management Policy will be adhered to and the student will be at risk of suspensions and ultimately exclusion.

Students will have one scheduled Lifeskills lesson every week. These lessons are designed to fulfil many different responsibilities, including,

- FSK20113 Certificate II in Skills for Work and Vocational Pathways – 4 QCE points
- Year level Parades
- Personal Development – Sexual Health, Drug and Alcohol Education
- Guest Speakers – SBYHN, SBPO, Chaplain, RACQ, Universities and TAFE
- Tutorials

These are compulsory lessons in the school week and a roll will be kept for all lessons. Students who consistently fail to attend Lifeskills lessons will be in danger of falling below the required 92% attendance requirement.

STUDENTS ON INDIVIDUALISED PROGRAMS, SCHOOL BASED TRAINEESHIPS AND TAFE

All Senior students are on a five day timetable and as such will have classes scheduled across five days. Some senior students (Yrs 11 & 12) however, will be involved in school-based traineeships and apprenticeships or TAFE. As a result of flexible timetabling arrangements some students have a timetabled 'tutorial' on their timetable.

All students with a timetabled 'tutorial' during the day (even at the beginning, during or end of the school day) are expected to be at school during these times and are required to 'sign in' and 'sign out' from their session for attendance monitoring. Any student with a 'tutorial' during the day is NOT PERMITTED to leave the school grounds during this session. All students on 'tutorial' are to sign in at the library and remain within the library building.

All students enrolled at Bray Park State High School fall under our Duty of Care for the times they are scheduled to be at school and as such we have a responsibility to ensure the safety and wellbeing of all students.

Students leaving school grounds without permission / authorisation are in breach of the School's Responsible Behaviour Plan for students and as such will receive consequences.

Students on individualised programs who may have a study period (tutorial) during the normal School day, MAY NOT leave the School grounds. Students are to sign in to the library at the start of the scheduled lesson. Individualised (flexible) timetables are a privilege that can be withdrawn. If students abuse the system they will have their flexitime withdrawn (including Cancellation of SBT) and will be expected to be at school 8:40am-2:50pm on a 'normal' timetable. Abuse of the system includes missing classes, missing training or work placement, not signing into the library during study spares, and/or inappropriate behaviour during 'tutorials'.

EXAM BLOCK POLICY

During units of work Year 11 and 12 students will participate in a formal examination block. Students only attend school if they have an exam or tutorial scheduled on a given day within the exam block. This is an opportunity for students to study at home in preparation for their exams. *The exam block will also be used for tutorials, to run catch up classes and for students to complete any unfinished work and/or competency requirements.*

Once again this is a privilege that is extended with the following guidelines in mind:

- It is expected that students will be engaged in home study at this time or be at school seeking the assistance of teachers or school resources.
- Students are not to arrange extra part-time employment for these times. Not only does this violate the idea of home study but also it will create difficulties if it becomes necessary to ask the student to be at school during this time.
- Punctuality to exam sessions is essential.
- If students are absent from exams due to illness, they must contact the school on the day as well as provide a medical certificate on return to school as evidence.
- Students must arrive at the exam block wearing the full and correct School uniform.

SENIOR SCHOOL ASSESSMENT POLICY

At this School, assessment is **any written or practical work, or oral presentation** which is part of your course of study and/or which counts towards assessment for the subject, and must be completed.

- **All assessment is to be completed by all students.**
- **All assessment is to be handed in on time by the due date.**
- **All exams are to be completed on the set day.**

Section 1 - Assessment Procedures

- Failure to complete assessment items in Senior may result in students having to **show cause** to the School Principal, as to why they should be given credit with that course/semester.
- In cases where students do not submit a response to an assessment instrument by the due date, judgments should be made using evidence available on or before the due date.
- Assessment must demonstrate a student's own work. Plagiarism **will** result in loss of credit for part or all of that assessment instrument.
- The onus is on the student to authenticate work by providing mandatory **drafts** and where required research/ class notes. This documentation must be submitted by the due dates as outlined in criteria/ task sheets. Failure to hand in a draft on its due date means that the student may be detained to complete the work.
- In most cases, time will be allocated in class for the completion of assessment. Teachers will assess the in-class component if the assessment item is not presented on time (e.g. class notes).

Section 2 - Handing in assessment

- A student who is not present for part of, or the entire day an assessment item is due, requires a medical certificate. When absent, students are to arrange for the delivery of the assessment item to the School office or directly to the teacher via email. Ensure an assessment receipt is collected by the person presenting the assessment item to verify submission.
- Students, who email work to class teachers, are required to use their school e-mail address and submit proof the email was sent. Students should submit a hard copy of their assessment item upon their return to school.

Section 3 - Extensions for assessment

An extension may be granted by the Principal through Heads of Department (HOD) **prior to the due date**.

Extensions can be granted for the following reasons:

- Illness up to and including deadline. Senior students **MUST** produce a Medical Certificate that **confirms the nature of the condition** and that **covers the duration of the student's absence**. This must be presented to the School, as soon as possible. The Principal reserves the right to seek validation of medical documentation.
- Absences due to unforeseen circumstances beyond a student's control. Where special or unforeseen family circumstances have occurred which may have an adverse impact on the student's ability to complete an assessment piece by the due date (excluding family holidays etc), a parent should contact the School and speak directly with the Guidance Officer or Deputy Principal **before or on the due date** to gain approval for an extension.
- When an extension has not been granted the completed assessment item must still be submitted by the due date.

For further information please refer to the QCAA's Access Arrangements and Reasonable Adjustments (AARA)
<https://www.qcaa.qld.edu.au/senior/assessment/aara>

Section 4 - Grading late assessment

Judgments of student achievement in subjects are made by matching a body of evidence provided by students' responses to assessment instruments to the standards associated with the reporting standards outlined in the relevant syllabus. In cases where students do not submit a response to an assessment instrument by the due date, judgments will be made using evidence available on or before the due date. Standards are not awarded where there is no evidence.

Section 5 - Exam Conditions

Students will:

- arrive no later than 10 minutes prior to an exam's commencement time
- be permitted to take only the implements stipulated by class teachers / HODS for the exam, into exam rooms
- enter exam rooms in an orderly fashion
- ensure no talking occurs, once they enter an exam room

Teachers will:

- ensure all students are aware of exam protocols prior to assessment dates
- ensure each student is seated in an orderly manner, at a reasonable distance from other students in the room
- contact parents of students who are not present for an exam
- inform Head Of Department (HOD) of those students not in attendance at scheduled exam sessions. The HOD will then inform HOD Senior Secondary and Deputy Principal Senior School.

Items not permitted to be with students in exam rooms at any time

- Ipods/mp3s or any other electronic devices
- Mobile phones
- Food or drinks, other than water (in a clear container)

In the case of missed exams, with medical certificate provided, a mutually agreeable time will be negotiated between the HOD and the student for completion of the assessment item.

CONCLUSION

Failure to follow the Bray Park State High School Assessment Policy may result in a range of consequences.

The Principal and Deputy Principal Senior School have the right to withhold a unit of credit when any of the substantive requirements of a course have not been met.

Please refer to the School Assessment Policy on the website for clarification on any points.

WORK EXPERIENCE POLICY

Students who select Vocational subjects, eg Hospitality and Business will be expected to take part in structured workplace learning in both years to ensure all competencies accredited with the program are met. Hospitality students are required to complete 15 days over the 2 years of senior whilst other students complete 10 days. Other students may elect to undertake voluntary work experience. Each industry placement complements training at school and can be completed either in a week block or negotiated day placement. Some placements will require negotiation to ensure all schooling commitments are met and do not interfere with assessments.

The school regards work experience as a privilege and students who fail to comply with the work experience policy will not be given further opportunities.

POLICY

- Students have input into the selection of their experience and every endeavour is made to meet individual requirements. However, the reality is that not every student gets the exact placement requested
- Students are required to register for work experience. These registration forms are handed out when the correct time for placement is nearing. These registration forms are required to be returned to school by the date indicated. Failure to return by this date will mean the student will either be required to then source their own placement, attend placement in their own time (school holidays) or miss out on completing the competency & therefore are unable to achieve the certificate.
- Students who do not turn up to their work experience or behave in an inappropriate manner while on work placement not only do themselves a disservice but damage the reputation of the program and the school. **These students will not be permitted to complete further industry placement that year** and may also be required to write a letter of apology to the employer and/or face a suspension or other normal Behaviour Management consequences.
- Students who do not attend work experience will be required to attend normal timetabled classes - they are not permitted to take extended holidays.

LICENSED STUDENT USE OF PRIVATE VEHICLES (CARS & MOTORCYCLES) POLICY AND GUIDELINES

Students in the Senior Phase of Learning may have obtained a driving licence and drive vehicles to and from school. The Principal has the authority under the Education (General Provisions) Act 2006 to make decisions about the student's use of private transport when it impacts on the operations of the school and the learning of the students.

Any student who wishes to drive to or from school, or wishes to travel in a vehicle driven by another student to and from school must notify the school in the first instant of this arrangement and abide by the following procedures.

PROCEDURES

1. All students are to complete the *Student Driver Agreement* indicating parent/caregiver permission.
2. Show Drivers Licence.
3. All students' cars are to be parked in the public car parking adjacent to the school. Cars may NOT enter or park in the school grounds.
4. Student drivers may access their cars only at the end of the school day, 2:50pm, or when they have been given permission to leave the school grounds e.g. appointment.
5. Student drivers wishing to transport another student to and from school must supply a letter giving permission for this arrangement from their parent/caregiver and also from the parent/caregiver of the passenger before this can occur.
6. Where this travel is a regular occurrence e.g. daily travel to and from school, a single note will be sufficient. Where the travel occurs occasionally, written permission will be required each time before travelling. The notes must indicate both the student driver and passenger/s names.
7. Students should notify the Principal of any changes to their licence status or vehicle details.
8. Students are **NOT** permitted to transport themselves or other students to sport, excursions etc.
9. Students should exercise responsible driving habits.

CONSEQUENCES

Students should be aware failure to adhere to the *Student Driver Policy and Agreement* will be subject to disciplinary action consistent with the School's Responsible Behaviour Plan for Students and in some instances driving behaviours referred to the Police.

GUIDELINES FOR ATTENDANCE TO SCHOOL FORMAL & GRADUATION CEREMONIES

Both the Formal & Graduation are School functions we choose to run. The eligibility and conditions for participation in these functions are defined in the policies below. Attendance is not a right and any students who choose not to meet the basic standards outlined, may not be invited. Invitations to the Formal will be issued to eligible students during Term 4. It is not our intent to exclude people unnecessarily from these events, we hope these to be a true celebration of the success and completion of the students' final year at our School.

GUIDELINES FOR ATTENDANCE TO SCHOOL FORMAL

1. ***Attendance is by invitation:***
This will be issued by the Principal and Deputy Principal Senior School to students and guests eligible to attend.
2. ***Conditions for invitation:***
Students must:
 - be in Year 12 at Bray Park State High School
 - consistently complied with school policies ie:
 - ✓ School Dress Code
 - ✓ Electronic Device Policy
 - ✓ Have no unexplained absences
 - be in good standing with the school ie:
 - ✓ completion of all course requirements
 - ✓ attendance: minimum for year of 92%
 - ✓ have fulfilled ALL financial commitments
 - Behaviour: as on semester report – maximum of 1 D. Students are not to have ongoing or significant behavioural infringements in Semester 2. Such infringements eg suspension, may make them ineligible to receive an invitation and to attend.
3. ***Conditions for guests:***
Student guests for pre-formal attendance is limited to 2 guests; either ~ parents, carer or guardian
4. ***Tickets will be issued in the names of invited guests.***
5. ***The function is an official school function and school rules apply.***
6. ***Individual student attendance will ultimately be at the discretion of the School Principal.***

GUIDELINES FOR ATTENDANCE TO SCHOOL FORMAL & GRADUATION CEREMONIES

GUIDELINES FOR ATTENDANCE TO SCHOOL GRADUATION

1. ***Attendance is open to all exiting Year 12 students:***
This will be issued by the School Principal and Deputy Principal Senior School to students and guests eligible to attend.
2. ***Attendance conditional on:***
Students must;-
 - ✓ be in Year 12 at Bray Park State High School
 - ✓ wear correct school uniform as per current School Dress Code
 - ✓ be in good standing with the school ie:
 - ✓ completion of all course requirements
 - ✓ have fulfilled ALL financial commitments
3. ***Conditions for guests:***
Student may invite immediate family members, carer/s or guardian/s

4. *Students will be issued with a Graduating Certificate*
5. *The function is an official school function and school rules apply.*

OTHER SCHOOL POLICIES

All the following documents can be found on the Bray Park State High School website
www.brayparkshs.eq.edu.au

Daily School Routine

- Responsible Behaviour Plan
- Anti-bullying Policy
- Assessment Policy
- Electronic Device Policy
- Anti-Litter Policy
- Uniform and Personal Appearance Policy/School Dress Code
- Complaints Policy
- Fire and Emergency Procedures