

# Lowood State High School



## Prospectus 2025

### Office Hours

Monday - Friday 8.15am to 3.30pm

Dear Prospective Parents/Carers

Welcome to the Prospectus for Lowood State High School. The following pages contain valuable information about the opportunities available, as well as our policies and procedures.

We recognise we are preparing students for varied and ever-changing futures. We provide a breadth of offerings across Maths, English, Science, Health and Physical Education, Technology, The Arts and Vocational Education.

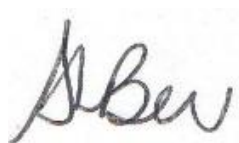
Our school aims to provide relevant and engaging learning pathways for all students, with a focus on academic achievement, leading to tertiary entrance, training, or the workplace.

Along with developing curriculum skills, we encourage our students to have a positive attitude towards themselves, their work, their school and their community so that they can access future opportunities.

The school takes pride in having high expectations in terms of student behaviour and learning achievement.

Lowood State High School values respectful, open and supportive relationships between teachers, students and parents/carers.

Yours sincerely



Stacey Beu  
Principal

Phone: 5427 8333  
Email [office@lowoodshs.eq.edu.au](mailto:office@lowoodshs.eq.edu.au)  
**Student Absence Line: 5427 8360**  
**SMS Mobile: 0419 848 733**  
**(Note: This number does not accept MMS messages)**  
Email address: [student\\_absence@lowoodshs.eq.edu.au](mailto:student_absence@lowoodshs.eq.edu.au)

**Updated December 2024**

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## Strategic Plan

### Strategic Plan 2023 – 2026

#### Our Goal

We do what we do so that by the end of Semester One in 2026 we will increase the proportion of students receiving:

- Excellent/Very High effort achievements, from 55% to 65%
- Excellent/Very High behaviour achievements, from 64% to 75%
- A to C Levels of Achievements, from 72% to 80%
- Well-being Index above 4.00, from 64% to 80%

#### Our Vision

Lowood State High School delivers high quality educational opportunities and outcomes that enable all students to experience success.

#### Our Motto – ‘Creating the Future’

#### Our Improvement Agenda for 2023 - 2026



#### Our Values

- **Respect:** I behave and treat others in a way that is kind and fair.
- **Integrity:** I do the right thing, even when no one is watching.
- **Self-Reliance:** I understand that I am responsible for my words and actions.
- **Engagement:** I actively participate in all aspects of school life.

#### Executive Leadership Team

Principal  
Deputy Principal  
Deputy Principal  
Deputy Principal  
Business Manager

Mrs Stacey Beu  
Mrs Jane Daley  
Ms Corinne Roberts  
Ms Sherree Soanes  
Miss Susan Dinning

the.principal@lowoodshs.eq.edu.au  
jodea9@eq.edu.au  
cxrob7@eq.edu.au  
ssoan2@eq.edu.au  
sdinn5@eq.edu.au

## Being Active in My Learning

### Heads of Department

English	Mr Chris McCall	cdmcc0@eq.edu.au
Mathematics	Mr Gavin Lind	glind6@eq.edu.au
Science	Mr Simon Bundy	sbund2@eq.edu.au
Humanities	Ms Liz Ball	lball71@eq.edu.au
Health and Physical Education	Mr Trent Davison	tmdav0@eq.edu.au
Visual, Performing and Manual Arts	Ms Kristie-Lee Doyle	kdoyl62@eq.edu.au
Senior Schooling	Ms Antonia Forstpointner	acjar1@eq.edu.au

### Junior Secondary

Lowood State High School is committed to providing a breadth and depth of opportunities and programs for Junior Secondary students to realise their full potential as creative and intelligent young people. For Year 7, 8 and 9 students, it is imperative that a good educational foundation is established, in order to do well later in their senior years of schooling.

Lowood State High School will:

- Challenge students in their educational endeavours; supporting them in setting and attaining realistic academic goals; and energetically promoting commitment to academic excellence at all times
- Support all students throughout Years 7, 8 and 9; sharing the educational responsibility with parents/carers and students

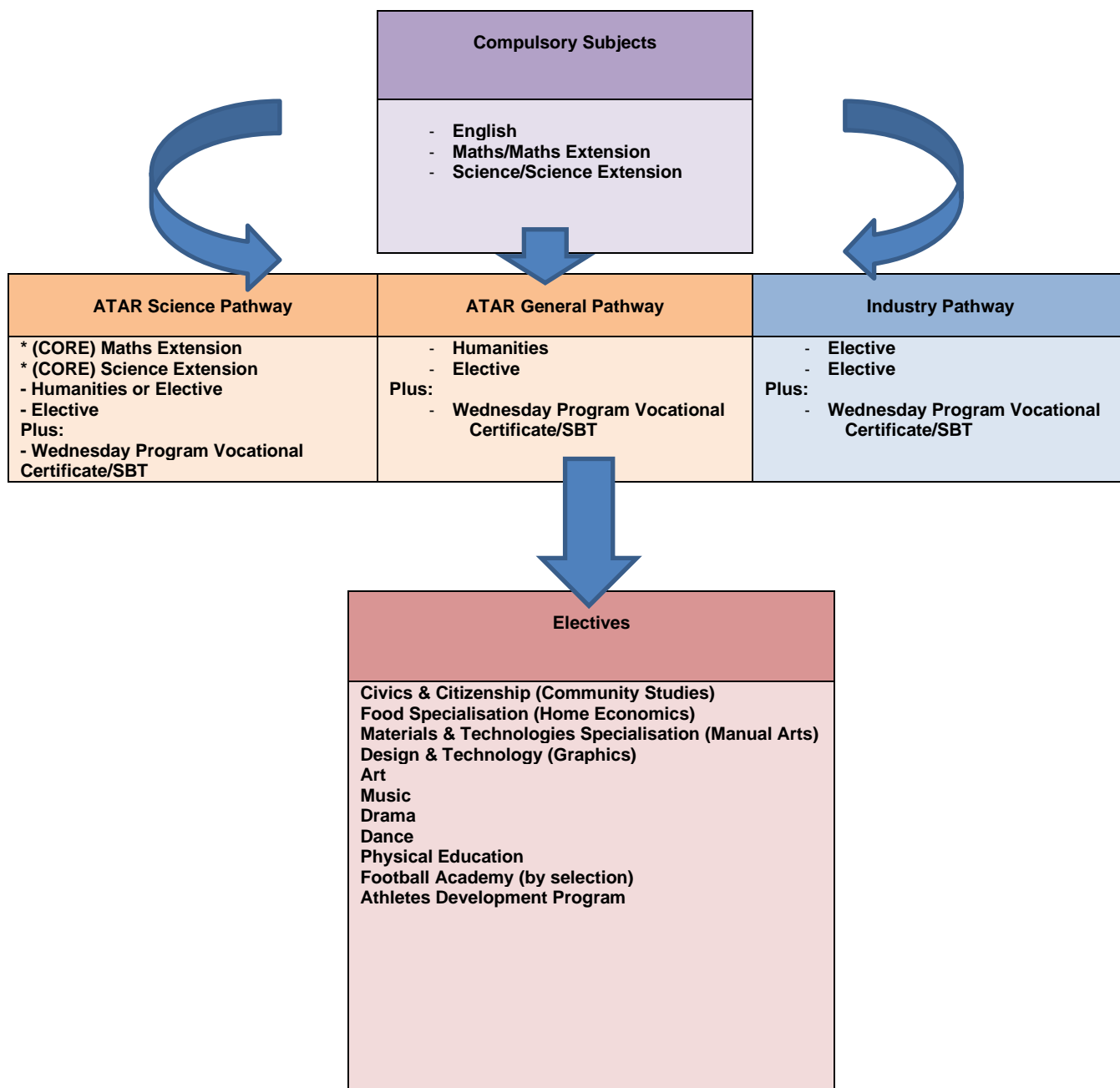
### Junior Subject Summary

Faculty	Year 7	Year 8	Year 9
English	English	English	English
Mathematics	Maths	Maths	Maths
Science	Science	Science	Science
Humanities	Humanities	Humanities	History Geography Civics and Citizenship
	Economics and Business	Economics and Business	Economics and Business
HPE	HPE	HPE Football Academy	HPE Football Academy
The Arts	Dance and Drama (Performing Arts) Visual Arts	Dance Drama Visual Arts Music	Dance Drama Visual Arts Music
Technology	Digital Technologies	Materials and Technology Digital Technologies	Materials and Technology Digital Technologies
	Food Specialisation	Food Specialisation	Food Specialisation

## Senior Schooling

It is the expectation at Lowood State High School that all senior schooling students are actively participating in their schooling and that all students will be working towards the attainment of their QCE/QCIA and attain at least one nationally recognised Vocational qualification (VET qualification).

### 2025 Pathway Options - Year 10



## Prerequisite information

Prerequisites are courses of study and required academic achievement to enter a specific senior subject. These are set by the school taking into consideration the complexities and assumed knowledge that students require to be successful in the course.

This information is based on historical data of students undertaking courses of study and their success in those subjects.

The prerequisites for 2024 are:

Subject	Prerequisites
General Mathematics	B in Mathematics Or C in Advanced Maths Science
Mathematical Methods	B in Advanced Maths Science
English	B in English
Geography	B in English B in Humanities
Legal Studies	B in English B in Humanities
Modern History	B in English B in Humanities
Biology	B in English B in Science Extension
Chemistry	B in Mathematics Extension B in Science Extension
Physics	B in Mathematics Extension B in Science Extension
Physical Education	B in English B in Physical Education
Certificate III Courses	C in English
Certificate IV Business	B in English

## Wednesday program

- All students must participate in a Wednesday Program
- If a student does not complete their enrolled certificates in a previous year, their options for the following year will be limited by the school
- Students must make a 1-year commitment to the Wednesday Program. Changes after Term 1, Week 3 are not possible

## Work Experience

Work Experience of one week's duration is offered to students in Year 10. Students are encouraged to undertake work experience as it provides an understanding of the world of work, insight into the responsibilities of the workplace, opportunity to explore careers of interest and opportunity for goal setting.

Other students are offered structured Work Experience on a negotiated basis. Work Experience in Vocational Education is an extension program related to their chosen course or as a trial when seeking a School Based Traineeship.

## School Based Traineeships (SAT)

Students in Senior Secondary are able to be engaged in SATs. These programs allow students to be employed at an employer's workplace, participate in subjects at school and also engage in Certificate II, III or Diploma Level Training with a Registered Training Organisation.

Legal agreements are signed between the employer, school, student and their parent/carer. Students are still required to complete all set school course work and assessment items by the due date. If necessary they will be withdrawn from their SAT for a day to complete school work if it is outstanding.



## Inclusive Practices

Our vision and principles reflect the importance of the development of inclusive practices that will enable students to achieve the skills required to become life-long learners in a global community. Lowood State High School aspires to enable learning in all areas of education, from academia to personalised programs for students with learning difficulties and /or disabilities in line with the Commonwealth Disability Discrimination Act 1992 (DDA) and the Disability Standards for Education 2005.

Lowood State High School is committed to ensuring students with learning difficulties and/or disabilities engage with the Australian Curriculum opportunities to achieve alongside their peers. The school encourages collaboration within the whole school and broader community to ensure students have equitable access to academic and social learning opportunities. We believe all students have the potential to achieve their personal goals.

To assist students to successfully achieve their goals and transition into the real world, Lowood SHS staff will assist in the provision of an inclusive, supportive learning environment that focuses on personal and academic goals.

This includes

- providing support for students in class, working collaboratively with classroom teachers in the creation of unit plans to ensure adjustments for students with learning difficulties and/or disabilities are made
- providing support and training to the staff of Lowood SHS in understanding the nature of learning difficulties and /or disabilities and their impact on learning
- supporting students and families in the creation of SET plans and subject selections for future education and training opportunities

## School Report Cards

Reports are emailed to families at the end of each Term. There are four reporting periods each year:

- Term One – Interim Report
- Term Two – Semester One Report
- Term Three – Interim Report
- Term Four – Semester Two Report

## Student Feedback Sessions

Student Feedback Sessions are held twice a year to allow **parents/carers** and **students** additional opportunities to discuss their progress with their teachers. **It is strongly recommended that students attend these interviews.**

The feedback your student receives denotes the level of grit and determination with which they are approaching their school work.

As a school, we are developing students to participate and achieve in their learning, choose positive behaviours and build their skills to achieve success. This is very much what any employer would like to see in a future employee.

**Report Card** information will be used at the **Student Feedback Sessions** to facilitate conversations about how your student is progressing and what they need to do next to improve. We encourage you and your student/s to book interviews and attend the interview sessions to discuss their progress moving forward.

Interviews are made through the online booking system. The link is available on the School's Website, Facebook Page and also sent with the **Report Card** email.

Parents/carers are welcome to contact the teachers at school to make an appointment for a longer discussion at another time if this is seen to be necessary.

## Other Interviews

Interviews may be arranged by appointment with the Principal, Deputy Principal, Head of Department, House Deans and Teachers at any time. Please contact the Office on 5427 8333.

## Homework Policy

Homework provides students with opportunities to consolidate their classroom learning and involve family members in their learning.

Homework is most effective when it:

- is clearly related to class work
- is appropriate to particular years of schooling
- is varied and differentiated to individual learning needs
- consolidates, revises and/or applies students' classroom learning
- develops students' independence as a learner through extension activities such as investigating, researching, writing, designing, making
- assists students to prepare for upcoming classroom learning, such as collecting relevant materials and information, completing surveys and audits
- is monitored by the teacher

Homework can engage students in independent work to complement work undertaken in class through:

- Revision and reflection to consolidate learning
- Applying knowledge and skills in new contexts
- Pursuing knowledge individually and imaginatively
- Preparing for forthcoming classroom learning and assessment

Regular homework and revision of school work is necessary if a student is to be successful. It is important for definite times for homework to be fixed for each night, taking into account family and school commitments.

We recommend students spend the following time on homework and study five nights a week:

1. **Year 7, 8 and 9** - 1 hour
2. **Year 10** - 1 to 2 hours depending on course requirements
3. **Year 11 and 12** – 2 to 3 hours depending on course requirements

Students can take responsibility for their own learning by:

- Discussing homework expectations with their parents or caregivers
- Accepting responsibility for the completion of homework expectations within the set time frames
- Seeking assistance when difficulties arise and following up on comments from teachers
- Bringing their **Learning Journal** to every lesson

If no homework is set, parents/carers are to encourage students to revise work covered. Parents/carers can actively be testing their students from the work written in their notebooks during the week. Textbooks also provide students with a great opportunity to revise work covered.

## Assessment Expectations

This policy applies to all subjects in the Junior and Senior School.

### Student Responsibilities

- Submit a draft and the final copy of your assignments on the due date
- Present only your work
- Inform the teacher of any difficulties that might be adversely affecting progress in the preparation of assessment work

### School Responsibilities

- Provide students and parents/carers with a calendar of assessment dates within the first three weeks of each semester
- Provide a process for special considerations

### Submission Dates - Draft and Final

Draft and final copies must be submitted to the relevant class teacher on the date stated on the assessment task sheet and on the assessment calendar.

## Access Arrangement and Reasonable Adjustments (AARAs)

AARAs minimise the barriers so that eligible students are able to demonstrate their learning, knowledge and skill in assessment. The application of an AARA for student assessment, is based on the impact of the condition for which an AARA is sought. Students with the same condition may experience highly varied impacts on their education, and their ability to demonstrate their learning, knowledge and skill in assessments.

## Academic Integrity

If the student misrepresents the works of another as that of their own, they are committing the act of plagiarism. This includes copying the work of another student or from a source on the internet or other written source without properly acknowledging the source.

## Positive Behaviour for Learning (PBL)

### Student Well-being

Throughout high school our young people have access to a wide range of experiences, depending on their age and stage of development.

Well-being is both central to learning and an outcome of learning. It is multidimensional and characterised by feeling well and functioning well. Well-being is enhanced when it is embedded in the curriculum and taught by the regular classroom teacher.

Students are encouraged to form trusting and co-operative relationships with their teachers and should feel confident to approach them with any problem. House Deans and a range of support staff are also available to provide care and support.

### House Deans

<b>Oxley</b>	<b>Mrs Laura McKay</b>
<b>Lockyer</b>	<b>Ms Stacey Sallis</b>
<b>Logan</b>	<b>Mr Brett Donald</b>
<b>Cunningham</b>	<b>Ms Kat Day</b>

[lxmck6@eq.edu.au](mailto:lxmck6@eq.edu.au)  
[smanz1@eq.edu.au](mailto:smanz1@eq.edu.au)  
[bmdon1@eq.edu.au](mailto:bmdon1@eq.edu.au)  
[kday47@eq.edu.au](mailto:kday47@eq.edu.au)

### PBL - Positive Behaviour for Learning

The Positive Behaviour for Learning Framework, introduced to Lowood State High School in 2019, sets out processes and procedures to encourage and support our students to choose positive behaviours.

A student's behaviour choices are not only important for that student's learning and development but for all students and staff; so that everyone has the ability to achieve their potential in the learning environment. Importantly, as a school, we play a role in ensuring that we are encouraging all students to display positive behaviour which benefits them now and into their future.

We would encourage all parents and carers to discuss the school values and rules with your student to help ensure their success at Lowood State High School and beyond.

The School Values and Rules are found in every classroom and in the front of the Student Learning Journal.

## Values and Rules

	Respect I have respect when...	Integrity I show integrity when...	Self-reliance I have self-reliance when...	Engagement I am engaged when...
All Locations	<ul style="list-style-type: none"> <li>I follow instructions from all staff</li> <li>I wear the correct school uniform</li> <li>I respect others' personal space, privacy and property</li> <li>I use polite language</li> <li>I move appropriately around the school</li> <li>I ask permission to leave the classroom and school grounds</li> </ul>	<ul style="list-style-type: none"> <li>I behave in a manner appropriate to the school expectations</li> <li>I use all aspects of the school environment safely and correctly</li> <li>I encourage appropriate behaviour</li> <li>I adhere to workplace health and safety processes</li> <li>I stay in the school grounds on arrival at school</li> <li>I leave prohibited items at home</li> </ul>	<ul style="list-style-type: none"> <li>I am in the right place at the right time</li> <li>I keep myself and others safe</li> <li>I solve problems or conflict peacefully</li> <li>I accept the outcomes for my actions</li> <li>I reflect on my learning and achievements in order to make plans for improvement</li> </ul>	<ul style="list-style-type: none"> <li>I attend school every lesson, every day.</li> <li>I actively engage in all school events (assembly, presentations, guest speakers)</li> <li>I ask for assistance when required</li> <li>I use technology to assist my learning</li> </ul>
Learning Spaces	<ul style="list-style-type: none"> <li>I act appropriately in the learning environment</li> <li>I line up before the second bell and wait for instructions to enter the classroom</li> <li>I listen to and respect the ideas of others</li> </ul>	<ul style="list-style-type: none"> <li>I use phones and other technology appropriately in-line with the ICT Agreement for Students</li> <li>I use ICT devices and the internet as a learning resource</li> <li>I support the learning of others</li> <li>I comply with the expectation that I am not to take photos or videos at school</li> </ul>	<ul style="list-style-type: none"> <li>I am responsible for my own learning</li> <li>I have all equipment needed for the lesson (e.g. books, learning journal, stationery and subject specific items)</li> <li>I use the facilities (drink, toilets) at break time</li> <li>I submit all assessment and homework by the due date</li> </ul>	<ul style="list-style-type: none"> <li>I strive to do my best</li> <li>I participate positively in all learning activities</li> <li>I use technology to assist my learning</li> </ul>
In the school grounds	<ul style="list-style-type: none"> <li>I contribute to a clean and tidy environment</li> <li>I line-up and use manners at the canteen</li> <li>I keep paths and stairs clear</li> </ul>	<ul style="list-style-type: none"> <li>I look after our equipment and facilities</li> <li>I stay within the designated areas</li> </ul>	<ul style="list-style-type: none"> <li>I move to my class when the warning bell rings</li> </ul>	<ul style="list-style-type: none"> <li>I participate appropriately in school activities</li> </ul>
Out in the Community	<ul style="list-style-type: none"> <li>I move appropriately so that others are not disturbed or inconvenienced</li> <li>I wait for and use all public transport appropriately, including school buses</li> <li>I am mindful of how I behave when in my school uniform in the community</li> </ul>	<ul style="list-style-type: none"> <li>I show respect and courtesy to members of the community</li> <li>I am a positive role model</li> </ul>	<ul style="list-style-type: none"> <li>I control my actions to ensure that I am respectful to the public and all property</li> <li>I avoid conflict in the community and inform the school of any issues that may arise</li> </ul>	<ul style="list-style-type: none"> <li>I interact with members of the community in a polite and positive manner</li> <li>I support the community</li> </ul>

## Lowood Lightning Levels

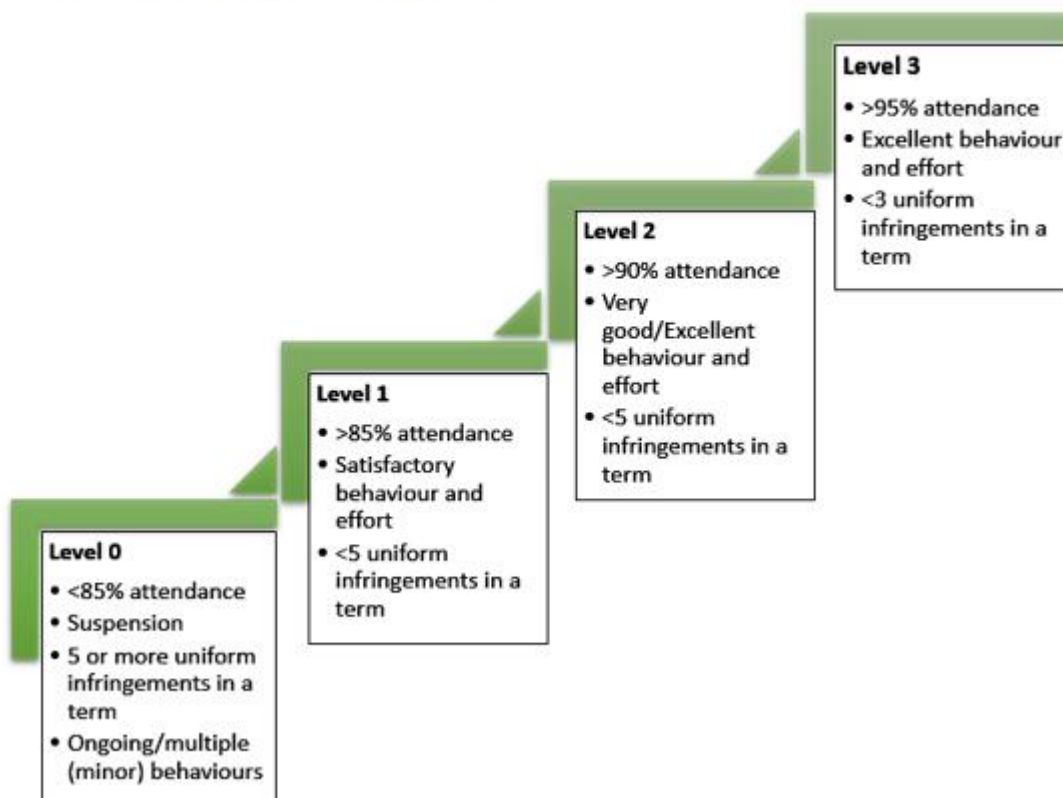
At Lowood State High School we use Lightning Levels to determine a student's ability to attend excursions, represent the school and attend Reward Days. These Lowood Lightning Levels are determined by analysing data relating to: attendance, behaviour, uniform compliance and submission of assessment. A student's Lightning Level is updated twice a term.

How students can improve their Lightning Level	Levels of behaviour	Why students will be moved down Lightning Levels
<p><b>Behaviour:</b> Students apply to go up a Lightning Level by having their teachers sign their application to confirm appropriate effort and behaviour.</p> <p><b>Attendance:</b> Maintaining high attendance rates: Level 3 – 95% and above Level 2 – 90% and above Level 1 – 85% and above Level 0 – below 85% (Consideration will be given for extenuating circumstances)</p> <p><b>Medical Certificates</b> will be considered to 'offset' a student's attendance.</p> <p><b>Uniform:</b> Complying with uniform standards and procedures consistently.</p> <p><b>Assessment:</b> Following the assessment policy by submitting assessment on time or following correct processes if special consideration is given.</p>	<p><b>Level 3</b> These students will be acknowledged for Level 3 status. Students will be given priority to attend other reward days and events.</p>	<p><b>Behaviour:</b> <b>Suspension</b> – students must wait 5 weeks before reapplying to be moved back to level 1. <b>Negative Behaviour Incidents</b> – students with consistent behaviour incidents will move down levels. Student will be advised of the waiting period before reapplying to move up levels.</p> <p><b>Attendance:</b> If attendance rates fall below the level required. For example, if attendance is below 85%, students will be moved to Level 0.</p> <p><b>Uniforms:</b> Non-compliance with the Uniform Policy (3 or more infringements will impact upon their level).</p> <p><b>Assessment:</b> Non-submission or late submission of assessment (according to the Assessment Policy).</p>
	<p><b>Level 2</b> These students can apply for leadership positions. These students are invited to end of semester reward days and events.</p>	
	<p><b>Level 1</b> These students can represent the school for sport and other extra-curricular activities. These students can be invited to extra-curricular activities.</p>	
	<p><b>Level 0</b> These students are ineligible to represent the school in any capacity.</p>	

### How students can move up a Level?

Students apply in writing using the Lowood Lightning Levels Application Form. This Form is available at the House Deans Office and can be returned to the relevant House Dean once completed. Students will be notified on a weekly basis of their attendance via their Homegroup Teacher or email.

## Lowood Lightning Levels



### Attendance

Students are expected to be in attendance 100% of school days

If your student is absent from school for any reason, please advise the school by using one of the following options and provide your student's name, home group, reason for the absence, duration of absence and expected return: -

- Leave a message on the Absence Line on **5427 8360** which is accessible 24/7
- Send a SMS to the Student Absence Mobile on **0419 848 733**
- Call the school during Office hours on **5427 8333** (Press 1) and provide an explanation email
- Email [student\\_absence@lowoodshs.eq.edu.au](mailto:student_absence@lowoodshs.eq.edu.au)
- Planned absences of 10 or more days requires an **Exemption Form** to be completed and Principal approval

### Student Attendance

'Student attendance' is based on a student's number of days present at school. While parents/carers are required to explain each absence, a Medical Certificate will be considered to 'offset' a student's actual attendance rate. If a student is absent due to illness, please seek a **Medical Certificate** and lodge it with Student Reception so that it can 'offset' students attendance, which will be taken into consideration for Lowood Lightning Levels.

***If we have not received an explanation of your student's absence by 10.00am on the day of the absence, a text message will be sent to your mobile phone for your prompt response.***

All absences are viewed as 'unexplained absences' until an explanation has been received in writing or via a phone call, SMS or email from parents/carers.

***Students enrolled at our school are expected to maintain high levels of attendance – 90% or higher.*** Regular school attendance will mean that your student has a better chance in life. Your student will achieve better when they go to school all day, every school day.

- They learn better
- They make friends
- They are happier
- They have a brighter future

Parents/carers are encouraged not to schedule holidays during school time, however, if a family holiday is planned during school time, let the school know in advance and discuss what arrangements can be made for your student. Depending on the circumstances, the school may be able to provide tasks for your student to complete while they are absent or assist you to organise an **exemption from schooling**.

What's your attendance rate and how is it impacting your learning?	
95 - 100 %	<p><b>Excellent!</b></p> <p><b>Thank you for your commitment to learning</b></p> <p>This attendance rate will support you to achieve your maximum potential and attain your academic goals. You are also developing life-long habits that will help you to be successful in your future workplace.</p>
90 – 94%	<p><b>Well Done!</b></p> <p><b>You have met the school's expectation of 90%</b></p> <p>You are probably reaching a reasonable level of learning in each of your classes but you may not be maximising your full potential. Your absences may be starting to impact on your results.</p> <p>Aim to be at school every day to improve your attendance.</p>
85 – 89%	<p><b>Warning!</b></p> <p><b>You are below the school's expectation of 90%</b></p> <p>This level of attendance indicates that you are missing valuable learning time!</p> <p>You may be experiencing difficulties keeping up with your school work. Aim to be at school every day to improve your attendance.</p>
<85%	<p><b>Danger!</b></p> <p><b>You are significantly below the school expectation of 90%</b></p> <p>Your absences are excessive and are having a significant impact on your learning. You will find it increasingly challenging to reach your potential if your attendance does not improve.</p> <p>Make a plan to improve your attendance habits with the help of your House Dean.</p>
EVERY DAY COUNTS	

## Late to School

Students **MUST** sign-in at **Student Reception** when they arrive late to school. If you are aware your student will be late, please advise the office **PRIOR** to arrival by:

- Calling the school on 5427 8333 and pressing Option 1
- Providing your student with a note in their Learning Journal to present at **Student Reception** on arrival
- Coming into the Main Reception Desk to verbally advise

Students arriving late without an authorised explanation will be signed in as 'unauthorised'. Patterns of lateness will be monitored by the relevant House Leader and House Dean.

## Leave Passes

When your student needs to leave school early a **LEAVE PASS MUST BE ORGANISED** through the Student Reception **PRIOR** to leaving the school grounds. Please notify your student's name, reason for the pass and the time they need to leave by: -

- Providing your student with a note to hand in at **Student Reception before Home Group**
- Calling the school before 2:30pm on 5427 8333 (Press 1) (**calls after 2:30pm must only be in an emergency**)

**Leave Pass Requests** can be collected from **Student Reception** before school, or during lunch breaks. The **Leave Pass Request** must be presented at **Student Reception** before a **Leave Pass** is issued and student is permitted to leave school grounds.

**NB:** We understand there will be times when last minute **Leave Passes** are required and a class needs to be interrupted to get a message to a student, however, **it is preferable to have as much notification as possible prior, to save unnecessary disruption to classes and student learning.** During assessment time we can only get a message to a student if it is an absolute emergency.

*\*To ensure the safety of our students, parents/carers are expected to present at the Office to collect their student.*

## Sick at School

If a student is sick during the school day, **the student needs to seek permission from their teacher** to leave class and come to **Student Reception**. Office staff will then contact the parent/carer to arrange collection if the student is too ill to remain at school.

**Students MUST NOT contact parents/carers directly via their mobile phone or leave the school grounds without permission. NB: This is important as it is a Workplace Health and Safety issue. Office staff will ensure that you are notified if your student is unwell and appropriate care will be provided in sick bay until they are collected.**  
**Mobile phones are not to be used during school to contact family members.**

**If your student is ill and parents/carers are unable to be contacted, the school will call an ambulance if required.**

## Emergency Contact Information if Parent/Carers are Away

If you have organised for someone to care for your student while you are away, it is essential that you notify the school with who will be looking after your student. Please include their contact details and the duration of time that your student will be in their care. It is crucial that we are aware of who we need to contact in case of an emergency or if your student is sick at school. Please email [office@lowoodshs.eq.edu.au](mailto:office@lowoodshs.eq.edu.au).

## When accessing the school

Students access the school via the 3 front pedestrian gates. Students **must not access** the school via the 2 carpark gates. Students must use the **crossing** at all times.

## Prolonged Absences – 3 days or more

Contact home will be made through one or both of the following ways:

- Office staff will contact parents/carers after a period of continuous absences
- The Home Group Teacher, House Dean or Youth Support Coordinator will contact parent/carers by phone to discuss concerning absence patterns



### **Exemption from Schooling – more than 10 consecutive days**

Every parent/carer of a student of **compulsory school age** or a young person in the **compulsory participation phase** has a legal obligation to ensure their student is enrolled and attending school or participating in an eligible option.

Parents/carers can apply for an exemption from this obligation when their student cannot attend or it would be unreasonable in the circumstances for their student to attend school or participate in an eligible option for a period of more than 10 consecutive school days.

Situations where an application for an exemption may be made include:

- Illness
- Family reasons
- Cultural or religious reasons

Please Note: Supporting documentation is required when applying for an exemption ie Medical Certificate

If your student is exempted from compulsory schooling, you are excused from your obligation. The Principal is not responsible for providing an educational program to your student, however, they may provide advice on other educational options available.

### **Extra-Curricular Activities**

These are activities where students elect to participate and include Cluster Days, Sporting Trips, Cultural Activities and Performances. Costs for each activity are also advised by letter to parents and payment needs to be made prior to the event. We do not provide post-event payment options for these activities.

Since attendance at extra-curricular activities is considered a privilege, students will need to be on Lowood Lightning Levels 1, 2 or 3 and up-to-date with all payments.

Payment of all fees, subject levies and certificate courses must be up-to-date for students to be eligible to participate in any extra-curricular activities

### **Field Trips, Excursions and Camps**

Field trips, excursions and camps are organised in order to extend student development in:

- Specific subject studies
- General knowledge and understanding
- Personal development and career related experiences

### **Debating, Public Speaking**

Students who engage in these activities gain significant experience. Opportunities may include Apex Debating Competition, Queensland Debater's Competition, Lions Youth of the Year Quest and the Plain English-Speaking Competition.

### **Instrumental Music**

The opportunity exists for students to become involved in the Instrumental Music Program. Participation in the program is considered a privilege and entails certain responsibilities such as attending lessons, rehearsals and performances as required.

Students participate in a 30-minute lesson each week. The lessons are held on a rotational basis to minimise the student's loss of class time each week. Students are expected to catch-up on the part of the lesson they miss.

A limited number of school musical instruments are available for student use. Instruments can also be hired from private firms. It is generally expected that students purchase their own musical instrument after one year. An annual levy is to be paid. Parents requiring further information should contact the Instrumental Music teacher.

### **Musical**

The school promotes a musical every second year to further assist student development while also providing quality entertainment for our school community. Students are able to assume acting, dancing, singing, backstage and promotional roles.

**Dance Troupe**

Every second year between Musicals, the school offers students the opportunity to join Dance Troupe. This activity further develops students' skills in dance performance, technique and teamwork. Dance Troupe involves an intense dance schedule to learn and refine skills and choreography, to then be presented at Eisteddfods and public performances throughout the year. The Dance Troupe is by audition only, as it requires a high level of skill.

**Vocal Ensemble**

The Vocal Ensemble performs contemporary pieces and medleys at school and community events and choral competitions. Unlike a traditional choir, The Vocal Ensemble is smaller and incorporates acting and choreography for our vocal performances.

**Inter-School Sport and Cluster Days**

Students are able to nominate for a variety of winter and summer sports. Students who perform at high levels are able to progress their way through to State Representation.

**Student Socials**

Student socials are periodically organised to enhance social development and provide an opportunity for enjoyable social interactions in the school environment.

Students are encouraged to dress in accordance with the theme. A respectable standard of dress is to be maintained. All students must display respectful personal interactions.

# Lowood State High School Dress Policy

## ***Rationale***

Lowood State High School is a full-uniform school. The uniform is regarded by the school community as being important in its role in encouraging a sense of self-esteem, belonging and self-discipline in students through their adolescence. All students are expected to follow the Dress Policy and parents and carers are encouraged to support it.

## ***Purpose***

This Dress Policy is designed to:

- Establish a culture of school pride, a positive learning environment and high expectations.
- Promote a positive image within the community.
- Address health and safety policies by ensuring students are wearing appropriate footwear and sun-safe clothing.
- Promote social equality among students.
- Improve student safety by enabling staff to identify people within school grounds who are not associated with the school.

## ***RELEVANT LEGISLATION AND POLICY***

This policy has been developed in accordance with the Education (General Provisions) Act 2006 (Sections 360-363) and the Department of Education, Training and Employment's policy SMS-PR-022: Student Dress Code in relation to implementing student dress codes in Queensland State Schools. It clearly explains and documents the standards of acceptable dress at Lowood State High School. The School Dress Code is endorsed by the P&C Association.

## ***Dress expectations for Lowood State High School students***

**All items must be purchased from the P&C Uniform Shop except for socks, shoes, and belts. Track pants and dress pants must be purchased from the P&C Uniform Shop.**

### **Boys and Girls Sports Uniform**

- LSHS junior polo shirt (Years 7-9)
- LSHS senior polo shirt (Years 10-12)
- LSHS sports shorts
- LSHS tracksuit pants

## ***Boys Formal Uniform***

- The Formal Uniform must be worn on Mondays and nominated formal occasions but may also be worn on any other day of the week
- LSHS white button-up shirt with school logo
- LSHS formal shorts or pants
- Plain black belt with a small plain buckle
- Tie (senior students only) is preferred to be worn all terms but must worn in Terms 2 and 3 and for formal occasions or when representing the school



## ***Girls Formal Uniform***

- The Formal Uniform must be worn on Mondays and nominated formal occasions but may also be worn on any other day of the week
- LSHS white blouse with school logo
- LSHS skirt – hems must not be above 10cm from the knee  
OR
- LSHS formal shorts or pants
- Tie (senior students only) is preferred to be worn all terms but must worn in Terms 2 and 3 and for formal occasions or when representing the school



## ***Foot Wear***

### **Socks**

- Plain black or plain white short socks are to be worn – no logos, stripes or other colours
- Socks must be below calf

### **Shoes**

#### **Shoes that can be worn with the Formal Uniform**

- Black leather or water-resistant synthetic leather shoe or jogger (leather is required for certain practical subject areas)
- Have a substantial upper and cover the whole foot
- Have a black sole, black laces and no other colours, including coloured logos



### **Shoes that can be worn with the Sports Uniform**

- Students must wear acceptable sports shoes with built in arch support in the shoe
- Students must wear shoes that meet Industry Workplace Health and Safety Regulations and subject requirements. Please see Stationery Requirements List for Science, Physical Education, Hospitality, Home Economics and Manual Arts
- Students may also wear the Formal Uniform shoe/jogger (which is black) with the Sports Uniform



### **Shoes not permitted**

- thongs, scuffs, ugg boots, ballet flats, converse like shoes, high tops, vans
- work-boots or soccer boots are not to be worn with uniform other than in the designated classes or areas



### **Winter Uniform**

- Jumpers - bottle green 'v' neck jumper with embroidered logo
- LSHS sports jacket
- LSHS track pants
- Black footed stockings for girls in winter to be worn with the Formal Uniform only
- All stockings must cover the entire foot in the shoe



### **Jewellery and Personal Grooming**

- Students are required to be clean and neatly dressed
- Make-up that is discrete is acceptable
- Earrings must be small, plain and safe for all school activities
- Facial piercings must be small, plain and safe for all school activities
- Hair must be clean and tidy and comply with Health, Safety and Well-being provisions
- Hair accessories are to be of a modest size and nature
- Rings must be small and flat and safe for all school activities
- Necklaces must have a fine chain with small attachment and safe for all school activities
- Nails must be of short length with rounded tips and safe for all school activities

**NOT PERMITTED:** dangle or drop earrings, ear spacer loops, coloured ear spacers, spikes, glass studs, septum piercing and bars, stiletto nails, thick chains, large amulets

If any jewellery is deemed to be unsafe by a staff member, the student is to remove the item as directed.

## ***Sun-Safety***

- In accordance with the School's Sun Safety guidelines, all students should wear a suitable hat or cap when outside the classroom. Note - wearing a hat is compulsory for all activities on the Oval and Courts
- LSHS cap or bucket hat is optional and can be purchased from the P&C Uniform Shop
- It is recommended that students use sunscreen whenever they are going to be involved in outdoor activities
- Students are to ensure that any hats or caps do not have offensive or inappropriate words, images or symbols. Students will be directed to remove a hat or cap if deemed to be inappropriate.

## ***Non-compliance procedure***

Students unable to wear an item of the correct uniform must comply with the following procedures:

- Report to the Deans' office prior to 8.55am.
- Provide a note from home explaining the uniform breach and the period for which this will exist.
- Where possible, exchange the incorrect uniform article for the correct uniform. The student's own article of clothing will be held until the exchanged article is returned after the end of the school day.
- Parents/carers may be contacted to bring the appropriate uniform to school.
- Where the uniform item is unavailable, and the student's dress is deemed appropriate, the student will be issued with a slip indicating that they have followed procedures.
- The student may also be issued with one of the sanctions as outlined in the Education (General Provisions) Act 2006 Section 362.

It is not possible to set out presentation and grooming rules in a way that is 'black and white': there is always the need for interpretation about taste, safety and appropriateness of fashion trends and the School authorities will need to make judgements about this from time to time.

We are confident that our students will take pride in being members of the Lowood State High School community and will choose to make responsible choices about presenting themselves.

## ***Consequences of non-compliance with dress code***

Consequences for students not following the dress policy and procedures can include detention, contact home to parents and prevention from participating in school activities and sanctions as outlined in the Education (General Provisions) Act 2006 Section 362.

Initially, students will be immediately asked to remove items that are not part of the Lowood State High School uniform, if able. Students may be asked to put on a school supplied uniform or parents may be contacted to bring in the right uniform item.

Students will also be required to attend the Deans' office to complete a detention where students are required to complete a form outlining the issues around the uniform and any support they require to be in the right uniform.

## Quick Reference Uniform Chart

UNIFORM ITEM	PERMITTED	NOT PERMITTED
<b>SHOES</b>  <b>Health, Safety and Well-being requirements mandate this type of footwear to ensure the safety of students</b>	<ul style="list-style-type: none"> <li>Formal Uniform – fully enclosed school shoes, totally black soles and uppers with black laces. Shoes must be heavy duty leather or synthetic leather that is water resistant</li> <li>Sports Uniform – fully enclosed sports shoes of any colour that hold the foot firmly in the shoe. They must be suitable for the sports activity</li> <li>It is possible to purchase a supportive, sports style shoe which is leather or synthetic leather which can therefore be worn with both uniforms</li> <li>Mesh sports shoes are permitted for sport activities; however, they do not meet HSW requirements in some practical subjects</li> </ul>	<ul style="list-style-type: none"> <li>Canvas or slip-on shoes, including Dunlop Volleys, Converse, Vans etc.</li> <li>Ankle boots style shoes are not permitted with either uniform</li> <li>Slip-on lightweight leather upper shoes</li> <li>Ballet shoes or Mary-Jane style</li> <li>Work boots unless they are worn for Manual Art subjects (must be removed when not in class)</li> <li>Ugg boots</li> <li>See subject requirements list for Science, Health and Physical Education, Hospitality, Home Economics and Manual Arts that meet Industry Workplace Health and Safety Regulations</li> </ul>
<b>SOCKS</b>	<ul style="list-style-type: none"> <li>Plain white or plain black socks with no logos or markings</li> <li>Socks must sit below the calf</li> </ul>	<ul style="list-style-type: none"> <li>Socks above the calf</li> <li>Socks with Logos</li> <li>Coloured socks</li> <li>Knee high socks or stockings</li> </ul>
<b>GIRLS BLOUSES AND TIES</b>	<ul style="list-style-type: none"> <li>Girls formal school blouse</li> <li>Senior school (10, 11, 12) must wear ties during Term 2 and 3 - winter months, but may choose to wear them every Term</li> <li>Blouses must cover the tops of pants or skirts</li> <li>Undershirts which are white and not visible under the shirt hems, collars and sleeves</li> </ul>	<ul style="list-style-type: none"> <li>Open blouse tops</li> <li>Undone ties</li> <li>Visible midribs</li> <li>Visible belts (of any material)</li> <li>Undershirts which can be seen</li> </ul>
<b>BOYS SHIRTS AND TIES</b>	<ul style="list-style-type: none"> <li>Boys formal school shirt</li> <li>Senior school (10, 11, 12) must wear ties during Term 2 and 3 - winter months, but may choose to wear them every Term</li> <li>Undershirts which are white and not visible under the shirt hems, collars and sleeves</li> </ul>	<ul style="list-style-type: none"> <li>Open buttons</li> <li>Undone ties</li> <li>Visible midribs</li> <li>Undershirts which can be seen</li> </ul>
<b>FORMAL SKIRTS</b>	<ul style="list-style-type: none"> <li>Girls formal skirt, worn at knee length</li> <li>Black stockings can be worn with the formal skirt covering the whole foot</li> </ul>	<ul style="list-style-type: none"> <li>Girls formal skirts must not be above 10cm from the knee</li> <li>Non-Uniform skirts</li> <li>Skirts are not to be rolled-up at the waist</li> <li>Leggings are not permitted</li> </ul>
<b>PANTS</b>	<ul style="list-style-type: none"> <li>Charcoal formal trousers (male and female option) with the formal shirt or blouse</li> <li>School track suit pants with sports uniform</li> </ul>	<ul style="list-style-type: none"> <li>Non-uniform pants</li> <li>Jeans of all types</li> <li>Pants that are rolled up at the leg or waist</li> </ul>
<b>SHORTS</b>	<ul style="list-style-type: none"> <li>Sports shorts with school logo on left leg (unisex)</li> <li>Charcoal formal shorts for boys or girls</li> </ul>	<ul style="list-style-type: none"> <li>Shortened or rolled-up shorts</li> <li>Rugby and cargo shorts</li> <li>Other shorts with non-school logo</li> </ul>
<b>BELTS</b>	<ul style="list-style-type: none"> <li>Plain black belts</li> <li>Flat buckles</li> </ul>	<ul style="list-style-type: none"> <li>Coloured belts</li> <li>Belts with studs and decorative buckles</li> </ul>

UNIFORM ITEM	PERMITTED	NOT PERMITTED
<b>POLO SHIRTS - Sports Uniform</b>	<ul style="list-style-type: none"> <li>• LSHS School Sports polo shirts with Logo</li> <li>• Senior school and Junior School styles are available</li> </ul>	<ul style="list-style-type: none"> <li>• Non LSHS polo shirts</li> </ul>
<b>SLEEVES AND COLLARS</b>	<ul style="list-style-type: none"> <li>• Sleeves must be rolled down</li> <li>• Collars must be out</li> </ul>	<ul style="list-style-type: none"> <li>• Rolled-up sleeves</li> <li>• Tucked in collars</li> </ul>
<b>JEWELLERY / BODY PIERCING</b>	<ul style="list-style-type: none"> <li>• Medical alert items eg bracelets</li> <li>• Watch and flat rings</li> <li>• Small, plain and safe earrings including standard studs and/or standard sized sleepers as earrings</li> <li>• Facial piercings must be small, plain and safe</li> <li>• Necklace which is simple and fine (able to be broken if caught) any attachments are not to be visible above shirt neckline</li> </ul> <p>Items of significant religious belief: On receipt of a written request from a parent or carer, the Principal will seek advice from an independent third party regarding the religious or cultural significance of jewellery. Any approved jewellery must be worn inside the student's shirt, that is, it should be unsighted. Any items worn around the neck must be unseen, that is on a long chain or lace or with shirt buttons done up.</p>	<ul style="list-style-type: none"> <li>• Rings that are not flat</li> <li>• Ear spacer loops, ear spacers, spikes</li> <li>• Necklaces that are visible above the collar</li> <li>• Necklaces that are thick or have large links</li> <li>• Dangling earrings</li> </ul>
<b>MAKE-UP</b>	<ul style="list-style-type: none"> <li>• Discrete skin toned or doctor prescribed foundation</li> <li>• Clear lip balm</li> </ul>	<ul style="list-style-type: none"> <li>• Eyeliner, mascara and eye shadow</li> <li>• Coloured lip gloss</li> </ul>
<b>HAIR</b>	<ul style="list-style-type: none"> <li>• Hair must be clean, neatly groomed and fit expectations of a work environment</li> </ul>	<ul style="list-style-type: none"> <li>• Hair that is not neatly groomed and/or is not fit for a work environment</li> </ul>
<b>HATS</b>	<ul style="list-style-type: none"> <li>• School hat or cap with Lowood State High logo</li> <li>• A hat or cap which is sun safe and only contains appropriate words, images or symbols</li> </ul>	<ul style="list-style-type: none"> <li>• Hats and caps with offensive or inappropriate logos, writing or images</li> <li>• Beanies, headscarves (not for religious or cultural purpose) and bandanas</li> </ul>
<b>JUMPERS (FOR COOLER MONTHS)</b>	<ul style="list-style-type: none"> <li>• Items purchased from the school Uniform Shop – zip-up spray jacket with school logo or woollen jumper with school logo</li> <li>• Senior jerseys for current year only</li> </ul>	<ul style="list-style-type: none"> <li>• All other jumpers and jackets</li> </ul>



## Well-being Curriculum - PERMAH

Lowood State High School recognises that a student's Emotional Literacy is integral to their success at school. Having positive coping mechanisms links to better engagement with learning, and builds confidence and resilience in a young person.

The Well-being Lessons explicitly highlight areas of a person's well-being, allowing guided discussion, group work, reflection and role plays, while teaching and strengthening a student's coping strategies.

The lesson comprises of 4 sections:

- **Mindfulness** – which is explicitly taught and practiced, encouraging students to use this strategy in other areas of their life
- **Positive Behaviour for Learning** – the Rule of the Week, in alignment with our RISE (Respect, Integrity, Self-Reliance, Engagement) values, is explicitly taught and discussed, with supporting activities, examples and role plays
- **Brain Breaks** – an evidence-based practice for students to 'take a brain break' from their learning, which increases engagement and reduces fatigue
- **Well-being** – a targeted and logical series of lessons which are age-appropriate:

<b>P</b>	<b>Positive Emotion</b> Encourages individuals to "anticipate, initiate, prolong and build positive emotional experiences" and accept and develop healthy responses to negative emotions (Norris, Robinson & Williams 2013) <ul style="list-style-type: none"> <li>• Enjoyment</li> <li>• Fun and laughter</li> <li>• Finding satisfaction in activities</li> <li>• Seeing the lighter side of life</li> <li>• Holding hope</li> <li>• Humour</li> </ul>
<b>E</b>	<b>Positive Engagement</b> Involves living a life high in interest, curiosity and absorption and pursuing goals with determination and vitality (Norris, Robinson & Williams 2013) <ul style="list-style-type: none"> <li>• Finding 'flow' in your tasks</li> <li>• Losing a sense of time and consciousness at the height of the engagement</li> <li>• Being in the moment</li> <li>• Happens when skill level versus challenge is optimal</li> <li>• Curiosity, passion</li> <li>• Creativity, interests</li> </ul>
<b>R</b>	<b>Positive Relationships</b> Consists of "developing social and emotional skills to enable the development of nourishing relationships with self and others" (Norris, Robinson & Williams 2013) <ul style="list-style-type: none"> <li>• Human connections</li> <li>• Building and maintaining relationships</li> <li>• Kindness</li> <li>• Feedback and mentoring</li> <li>• Sharing experiences</li> <li>• Giving and receiving help</li> <li>• Love and caring</li> </ul>
<b>M</b>	<b>Positive Meaning</b> Is about developing an understanding of the benefits of serving a cause greater than ourselves and engaging in related activities (Norris, Robinson & Williams 2013) <ul style="list-style-type: none"> <li>• Purpose - a meaningful life</li> <li>• Defining your 'why'</li> <li>• Maintaining your focus</li> <li>• What do you love and what does the world need?</li> </ul>
<b>A</b>	<b>Positive Accomplishment</b> Involves striving for and achieving meaningful outcomes (Norris, Robinson & Williams 2013) <ul style="list-style-type: none"> <li>• Doing well</li> <li>• Setting goals and achieving them</li> <li>• Celebrating successes</li> <li>• Finding pleasure in your tasks' completions</li> <li>• Savouring</li> <li>• Often retrospective</li> </ul>
<b>H</b>	<b>Health</b> Refers to establishing habits that support positive physical and psychological health (Norris, Robinson & Williams 2013) <ul style="list-style-type: none"> <li>• The science of health (Physical, Emotional, Social and Psychological)</li> <li>• Managing Stress</li> <li>• The positive effect on our bodies and brains from eating well and exercising</li> <li>• Getting sufficient sleep</li> </ul>

## House Spirit

There are four (4) Houses that participate in Athletics Carnivals, Swimming Carnival, Cross Country, a range of other sporting, cultural and school events. House Leaders are elected to assist with the organisation and development of House Spirit Activities. Houses compete each year for the House Spirit Trophy.

### Houses

Oxley Crocs	Green	Mrs Laura McKay	lxmck6@eq.edu.au
Lockyer Lions	Red	Ms Stacey Sallis	smanz1@eq.edu.au
Logan Sharks	Blue	Mr Brett Donald	bmdon1@eq.edu.au
Cunningham Hornets	Yellow	Ms Kat Day	kday47@eq.edu.au



## Student Support Services

At Lowood State High School, we strive to support all our students with a range of in-house support services. In consultation with parents/caregivers some students need to be referred to external support agencies. Every student is at liberty to self-refer to any of our Support Services. Parents/caregivers are also able to contact key people for support.

Available in-house support services include:

- Guidance Officers
- Chaplain
- Youth Support Coordinator
- Community Education Counsellor (CEC)
- School Based Health Nurse
- Broncos Support Co-ordinator – access to the Broncos Academy Program is by application
- Psychologist

A **Guidance Officer** is at the school every day in order to assist students with decisions of an educational, vocational or personal nature. This service is complemented by classroom activities that aim to broaden the knowledge base of students, to develop work related skills and to teach students the principles of sound decision-making and provide counselling for personal problems. Students can make appointments with the Guidance Officer through **Student Reception** and parents/carers are able to make appointments by contacting the Office.

The **Youth Support Co-Ordinator** may provide the following:

- Support students for **personal, social and emotional development needs**.
- **Identify factors** that can interfere or disrupt effective learning, well-being and development and assist in planning **interventions or programs** that can achieve positive outcomes.
- **Co-ordinate extra-curricular activities** to assist student participation and engagement eg Rock and Water
- **Support and advocacy on behalf of young people** facing welfare, behavioural, social and protection issues

The **School Chaplain** service may provide the following:

- Support students with **personal, social and emotional development needs**
- **Co-ordinate extra-curricular activities** to assist student participation and engagement eg camps, Breakfast Club
- **Work directly** with students, teachers, support personnel, family and other specialist professionals or support agencies

**School Based Youth Health Nurses** offer individual health consultations to provide assessment, support, health information and referral. It is a voluntary confidential service for young people. Topics that school based youth health nurses help with include:

- Feeling sad, worried or angry
- Relationships
- Healthy skin
- Health eating and physical activity
- Personal and family problems
- Growth and development
- Sexual health
- Smoking, alcohol and other drugs

Appointments to see any of our support personnel are made through **Student Reception**.

### **Hands on Learning (HoL)**

Hands on Learning (HoL) is an innovative educational program that caters to different ways young people learn.

The Hands on Learning (HoL) program is facilitated by two of our staff members who work collaboratively with small groups of multi-age students. This program works on authentic building projects that provide a platform for students to engage, grow confidence and achieve success at school.

Hands on Learning (HoL) fosters strong, long-term relationships that help young people develop the skills and abilities they need to succeed in work and life, like collaboration, problem solving, communication, resilience and empathy.

## Operational

### The School Day

Period	Monday - Friday
Before School	8.00 – 8.55am
Warning Bell	8:55am
HMG	9:00 - 9:10am
Period 1	9:10 - 10:20am
Period 2	10:20 - 11:30am
<b>FIRST BREAK</b>	<b>11:30am - 12:05pm</b>
Warning Bell	12:05pm
Period 3	12:10 - 1:20pm
<b>SECOND BREAK</b>	<b>1:20pm - 1:45pm</b>
Warning Bell	1:45pm
Period 4	1:50 - 3:00pm
Buses Leave	From 3:04pm

### Parade Days

Before School	8:00 – 8:55am
Warning Bell	8:55am
Parade- Hall	9:00am
Period 1	9:50am
Period 2	10:50am
<b>FIRST BREAK</b>	<b>11:50am – 12.25pm</b>
Warning Bell	12:25pm
Period 3	12:30pm
<b>SECOND BREAK</b>	<b>1:30pm – 1:55pm</b>
Warning Bell	1:55pm
Period 4	2:00pm
End of Day	3:00pm
Buses Leave	From 3:04pm

### Canteen

The P&C Association employs a convenor to operate the Canteen each day of the school week. Lunch and afternoon tea can be purchased. Students are encouraged to order lunch in the morning before 8:45am.

### School Photos

School photographs will generally be taken early in Term One. Students are required to be in full Formal Uniform for these photographs. Parents/carers are advised of the arrangements for school photos and there will be the opportunity to purchase individual portraits as well Year Level photos.

## **ID Photos and Cards**

All students will have their photographs taken early in Term One. The cost is covered by participation in the Student Resource Scheme. Students are responsible for the cost of a replacement card if it is lost or destroyed.

## **School Bags**

Bags are to be carried from room to room and placed in racks outside the room, if these exist, or neatly against the wall directly outside. Bags are to be kept close by, during both lunch breaks. Bags are to be carried to the location of instruction for HPE practical lessons and to the location required for the elected sport.

## **Communication**

### **Communicating by Text Message - SMS Mobile: 0419 848 733**

Lowood State High School believes that SMS text messages sent directly to and from your mobile phone is the most effective tool for student safety, attendance management and significant event reminders.

### **Benefits to You and Your Student**

- If your student has not arrived at school, you need to know
- If your student shows any sign of poor attendance, SMS text messaging will immediately inform you that a problem may exist
- You must have immediate notification in times of crisis.
- Sending a text message to the school is most time and cost effective

### **How Parents/Carers can help?**

- Keep your mobile phone details up-to-date
- Notify the school in advance when your student is absent
- Respond to messages from the school

### **School Website and Facebook Page**

The website and Facebook page provide information on the school and are useful communication tools for students and parents/carers. For students, the sites display assessment calendars, handbooks, sports results, achievements and current news. For parents/carers, these sites display staff listings, staff roles, policies, procedures, Newsletters, P&C information and other details about the school. Please visit the website at [lowoodshs.eq.edu.au](http://lowoodshs.eq.edu.au)

### **School Newsletter**

Newsletters assist parents/carers, students, staff and our community to learn more about our school and celebrate achievements with us. Newsletters are issued electronically 2 times each Term.

### **Student Learning Journal**

Each student is issued with a Learning Journal. This is a School Journal and NOT a Personal Journal. The Journal is to be taken to all classes where it may be checked by the Classroom Teacher, House Dean, HOD, Deputy Principal or Principal. If a Journal is lost or defaced, it must be replaced at the student's expense. The Learning Journal forms an integral part of the WEL (Well-Being) Lessons and is used as a text.

## **Who Do Students See?**

### **Student Reception: Years 7–12**

- Lost property
- Appointments with Deputy Principal, Guidance Officer, School Nurse and Youth Support Coordinator, Community Education Counsellor
- Sickbay – if you feel unwell, you should get a note from your teacher and report to Student Reception
- Lost your class/teacher
- Late to class
- Need to leave school early
- Change of address or family circumstances
- All payments
- You need an assignment or exam extension
- Access Arrangements and Reasonable Adjustment (AARA)
- You are uncertain about any aspect of school life and need further information e.g. where to go, who to see, friends etc.
- You know that you are going to be absent for an extended period of time

### **Head of Department: Curriculum**

See the Head of Department (HOD) for the subject area if:

- You need subject information
- You need advice on subject enrolment
- You need help within your subject beyond what is already available
- You have concerns about your classes or timetable
- You have an issue with detention, general behaviour or lateness to class

### **Head of Department: Senior 10 - 12**

- Appropriate course and subject selections
- You want to change subjects
- Tracking of the Queensland Certificate of Education (QCE)
- School-Based Traineeships/Work Experience
- TAFE/External Course

### **House Deans**

- You have a behaviour, social and emotional issue or bullying issue you need to discuss
- You are out of uniform
- You wish to discuss attendance concerns
- Application for Lightning Level changes

### **The Guidance Officer**

Guidance is available in the areas of:

- Preparation for careers and/or tertiary education through the provision of advice and information
- Personal counselling and support
- Support for you and your parents/carers
- Help with study programs and techniques

If you wish to see the Guidance Officer, you need to complete a Student Support Request Form which can be collected at Student Reception.

## Student Support Team

The following members are available to support students and can be accessed via a Student Support Request Form from Student Reception:

- Guidance Officer
- Chaplain
- Youth Support Coordinator
- Community Education Counsellor (CEC)
- School Based Health Nurse
- Broncos Support Co-ordinator – access to the Broncos Academy Program is by application
- Psychologist

## Medication

Lowood State High School takes the administration of routine and emergency medication at school very seriously.

### Administering routine and emergency medication at school

If you require staff to administer medication to your student at school, please contact the Office in the first instance to discuss your student's requirements.

Please note, school staff will only administer medication that:

- has been prescribed by a qualified health practitioner (eg doctor, dentist)
- is in its original container
- has an attached pharmacy label

### Providing routine or emergency/allergy medication to the school

Before you provide the school with your student's medication, check the expiry date to ensure it is in-date and there is enough for the agreed time period. It is also a good idea to take a note of the expiry date so that you can replace the medication before it expires.

Please note, school staff will not administer medication that you can buy over-the-counter at chemists and supermarkets (e.g. paracetamol, eye drops, cough syrup) unless it has been prescribed by your student's qualified health practitioner. For example, the school would administer paracetamol to a student only if it has been prescribed by their dentist to be taken for a short time after dental treatment and have the completed paperwork accompanying the medication.

School staff are bound by these regulations and we hope that all parents/carers will acknowledge and cooperate with these rules.

It is safer for all students if you can provide medication to the school in person (rather than send medication with the student). If you can't provide the medication in person, contact the school to determine the easiest and safest approach for the school to receive the medication.

When you next visit your student's doctor (or other health practitioner), you could give them a copy of the [Administration of medications in Queensland state schools: Information for parents/carers and health practitioners](#). This document explains what advice they need to provide to help the school to safely administer medication to your student.

Your child will need a **Medical Condition Specific Action Plan** if they have a medical condition, which includes, but is not limited to:

- Anaphylaxis
- Epilepsy
- Asthma
- Hypoglycaemia
- Diabetes
- Severe Allergies

When you provide a **Medical Condition Specific Action Plan**, you enable our trained staff to provide optimum care for your student when dealing with an emergency situation. Their personalised **Medical Condition Specific Action Plan** provides the school with directions and guidelines to manage your student's health needs as addressed by your medical practitioner.

A **Medical Condition Specific Action Plan** is only current for one year (twelve months) from the date of issue.

The **Medical Condition Specific Action Plan** must be completed by a qualified health practitioner who is a health professional with the relevant licensing, skills and knowledge to assess, plan and evaluate care. Qualified health practitioners are registered with the Australian Health Practitioner Regulation Agency or are eligible for membership in the relevant national professional body.

As the parent/carer you will need to complete and sign a [Consent to administer medication](#) form if medications are prescribed and held at school for 'as-needed' administering.

### **Requirements for students at risk of anaphylaxis**

If your student is at risk of anaphylaxis, it is important to ensure that your student is always carrying their Auto-injector e.g. EpiPen, and to provide the school with your student's emergency ASCIA Anaphylaxis Action Plan, completed by your doctor. This Anaphylaxis Action Plan provides the instructions for the school to administer your student's medication in an emergency, which is specific to respond to their health condition.

If you have any concerns about your student's health condition, please contact the School Nurse.

### **Requirements for students at risk of asthma**

For many students, asthma will be a lifelong health condition, so it is important for students as they become older and more capable, to recognise their signs and symptoms and be confident to administer their own medication independently when required.

If your student is not yet confident with this and you would like the school to administer asthma medication to your student, you are still required to provide an **Asthma Action Plan**, completed and signed by your student's doctor when you provide their prescribed medication to the school.

When you feel, however, that your student can confidently, competently and safely administer the right dose of their own medication at the right times and can store their medication securely, let the office know. We will note/update your student's medical records to reflect your decision.

The school still needs your student's **Asthma Action Plan** and your completed 'as-needed' [Consent to administer medication](#) so staff can administer or help your student to administer their asthma medication, or if their emergency response is complex.

Our school has staff trained to provide Asthma First Aid in an emergency to any student demonstrating signs and symptoms of serious asthma attack.

If you are unsure whether your student is ready to self-administer, or if your student's health condition changes, please contact the School Nurse to discuss further.

For further information, please refer to the [Information for parents/carers and health practitioners](#). If you have any queries, please contact Student Reception on 5427 8333 to discuss.

### **Activity Risks and Insurance**

Please note that the Department of Education does not have personal accident insurance cover for students. If your student is injured as a result of an accident or incident while participating in the activity, 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 also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide the type/s and level of private insurance they wish to arrange to cover their student. Please take this into consideration in deciding whether or not to allow the student to participate in this activity.



## **Prohibited Equipment**

The following items are explicitly prohibited at Lowood State High School and will be removed if found in a student's possession:

- illegal items or weapons (eg guns, knives, throwing stars, brass knuckles, chains etc.)
- imitation guns or weapons
- potentially dangerous items (eg blades, rope)
- drugs (including tobacco, vapes and cigarettes)
- illicit substances of any kind (including illegal substances)
- cigarette lighters
- alcohol
- energy drinks
- chewing gum
- liquid paper
- permanent markers
- steel rulers
- laser pointers
- aerosol deodorants or cans (including spray paint)
- explosives (e.g. fireworks, flares, sparklers)
- flammable solids or liquids (e.g. fire starters, mothballs, lighters)
- poisons (e.g. weed killer, insecticides)
- inappropriate or offensive material (e.g. racist literature, pornography, extremist propaganda)

## **Enrolment Management Plan (EMP)**

Lowood State High School recognises as its prime obligation, the provision of access to an appropriate educational service for students whose principal place of residence is within the school's catchment area.

Because of enrolment capacity and growth Lowood State High School may be unable to meet this obligation in the future, unless action is taken to manage enrolments. The Principal must restrict the enrolment of out-of-catchment students to ensure in-catchment students can enrol at their local state school, without requiring additional facilities.

This School Enrolment Management Plan (School EMP) sets out the conditions under which students may be enrolled into Lowood State High School.

### **Student Enrolment Capacity of School**

Lowood State High School has a maximum Student Enrolment Capacity of 940 students.

### **Local Catchment Area**

A school's local catchment area is the defined geographical area from which the school is to have its core intake of students.

Lowood State High School operates under an equidistant catchment area. The school's catchment map is available to be viewed at either the school's administration building or online at <http://www.qgso.qld.gov.au/maps/edmap/>

### **Students within Catchment**

Any student, whose principal place of residence is within the school's catchment area/s, is (subject to the Education (General Provisions) Act 2006) entitled to enrol at the school. The school Principal will reserve places for students who move into the catchment area throughout the school year.

Parents or legal guardians who wish to enrol their student at the school will need to demonstrate that the student's principal place of residence is within the catchment area. Current proof of residency at the address indicated can be provided by way of one of each of the following:

- One primary source – a current rental/lease agreement, or rates notice, or unconditional contract of sale; and
- One secondary source – a utility bill (eg electricity, gas) showing this same address and parent's/legal guardian's name.

If the Principal is not satisfied that the documentation provided by an applicant demonstrates adequately that the address stated is the student's principal place of residence, then **the Principal may request further sources of proof of residency.**

### **YEARS 7-9 STUDENT RESOURCE SCHEME FEES AND SUBJECT LEVY INVOICING AND BENEFIT INFORMATION 2025**

Lowood State High School operates a **Student Resource Scheme**.

This letter includes important information about the fees and inclusions for the SRS. If you have previously opted in to the SRS, your participation is assumed for the remainder of your child's enrolment, unless you inform the school otherwise by completing a new participation agreement form. If you are a new parent to the school, this information will assist you in making a decision as to whether you wish to participate in the SRS.

The Queensland Government supports children's education by providing funding for instruction (teachers), facilities (school grounds and buildings, internet), and administration (staff to run the school). Funding for schools does not extend to individual student resources such as textbooks, equipment for personal use, and many items used by the student in the classroom.

The SRS helps parents to source these resources. The school can purchase resources at lower rates due to its bulk buying power. Resources such as textbooks or musical instruments that will be used over a period of time are hired to students to further reduce costs for families. Participating in the SRS also offers a convenient way for parents to source the items that their child needs for school, and ensures that all students have access to the same standard of resources.

#### **The fee inclusions outlined on the following pages are for each student in years 7-9**

If you are not satisfied that the SRS fee represents good value for money based on the inclusions (over the page), you may choose not to participate in the SRS. If that is the case, please complete a new Participation Agreement Form, indicating that you no longer wish to participate. If you choose not to participate, you will be provided with a detailed list of resources that you will need to provide for the student.

The Department of Education provides a Textbook and Resource Allowance (TRA) to assist parents with the cost of textbooks and other education resources for eligible Years 7 to 12 students. Yr 7-10 \$160, Yr 11-12 \$348.

For those students who are eligible to receive the TRA, the TRA will be applied to reduce the cost of participation. Thus, the SRS invoice you receive will be the full cost of participation in the SRS minus the TRA already held at the school.

#### **Your 2025 student resource scheme invoice will be \$200 per student**

If you would like to participate, but are experiencing financial difficulties, please contact the school to arrange an appointment to discuss options. Any information that you provide will be confidential.

Resources may not be distributed until the full or first payment has been paid to the school. Any unpaid invoices will be managed according to the Department's Debt Management Procedure and may result in the student being excluded from the scheme and/or from participating in extracurricular activities until payments are made.

A repair or replacement cost will be charged to the parent for any items that are damaged or not returned.

If you have any queries regarding the SRS and its inclusions, please contact and arrange an appointment with Susan Dinning, Business Manager 07 5427 8333.

## **Payment Options for Student Resource Scheme Fees, Subject Levies and VET Qualification Certificate Courses in 2025**

Payments can be made to Lowood State High School by

**BPOINT** – Details on BPOINT payments are outlined on the bottom of every invoice

**EFTPOS** – Credit or Debit card in person at Lowood State High School Front Office. **Please Note: We are unable to accept credit or debit card payments over the phone due to Department of Education Procedures**

**Cash or Cheque** made payable to Lowood State High School

**Centrepay Deductions** – Please phone Leanne Hauschildt on 5427 8354 or email [lhaus2@eq.edu.au](mailto:lhaus2@eq.edu.au) or visit the Lowood State High School Administration Office to arrange payment through regular deductions from your Centrelink Account.

**Electronic Direct Debit Payment Plan** – Please phone Leanne Hauschildt on 5427 8354 or email [lhaus2@eq.edu.au](mailto:lhaus2@eq.edu.au) or visit the Administration Office to set up an Electronic Direct Debit plan to pay fees direct from your bank account on a regular basis.

There is an option to pay the **Student Resource Scheme Fees** by instalments. This is available as a choice on the **Student Resource Scheme Participation Agreement Form**. Payments are to be made as outlined below.

Term 1 - \$50 per student is due by 28 March 2025

Term 2 - \$50 per student is due by 23 May 2025

Term 3 - \$50 per student is due by 18 July 2025

Term 4 - \$50 per student is due by 12 September 2025

**Please Note :** All **Student Resource Scheme Fees, Subject Levies** and **VET Qualification Certificate Course** payments must be up-to-date before students will be eligible to attend any non-curriculum activities eg camps, excursion, reward trips or be eligible to purchase senior jerseys or attend school discos and the Year 12 Formal.

A **Student Resource Scheme Participation Agreement Form** must be filled out, signed and returned at the time of enrolment, but is not required if you have already filled one out since your student enrolled at Lowood State High School.  
The **Student Resource Scheme Fee Payment Arrangement Form** must be filled out and signed at the time of making the first payment of when a negotiated instalment plan has been agreed upon.

### **Students enrolling from Monday 24 February, 2025**

**Students enrolling at Lowood State High School from Monday 24 February, 2025 will be required to pay at least 50% of the pro-rata Student Resource Scheme Fees and Queensland Government Textbook and Resource Allowance Fees (if applicable) prior to the day the enrolment commences.**

The remaining 50% will need to be paid to reflect the instalment payment due dates.

\$50 maximum left to be paid after 18 July 2025

Total amount to be paid in full by 12 September 2025.

All Subject Levy fees for all Year levels will need to be paid by the end of the Term in which the enrolment commences.

### **Students enrolling after Friday 25 July, 2025**

**Students enrolling at Lowood State High School after Friday 25 July, 2025, will need to pay the full amount of the pro- rata Student Resource Scheme Fees and Queensland Government Textbook and Resource Allowance Fees (if applicable) prior to the day the enrolment commences.**

All Subject Levy fees for all Year levels will need to be paid by the end of the Term in which the enrolment commences.

## **Invoicing and Payment of School Based Subject Levies and VET Certificate Course Fees**

Please refer to the **Student Stationery Requirements List 2025** for each individual year level for the relevant subject levies and VET Certificate Course Fees for 2025.

### **YEAR 7**

**Two Electives each term for four terms – eight Electives for the year.**

**Term One Elective invoices** - will be raised by 21 February 2025 with payment **due by 2 April 2025**

**Term Two Elective invoices** - will be raised by 9 May 2025 with payment **due by 25 June 2025**

**Term Three Elective invoices** - will be raised by 25 July 2025 with payment **due by 17 September 2025**

**Term Four Elective invoices** - will be raised by 17 October 2025 with payment **due by 14 November 2025**

#### **Subject Levy Elective Charges 2025**

**Food Specialisations - \$30** - Includes most cooking ingredients and resources

### **YEAR 8**

**One Arts Elective and one Technology Elective per semester – four Electives for the year**

**Semester 1 Elective Invoices** - will be raised by 21 February 2025 with payment **due by 2 April 2025**

**Semester 2 Elective invoices** – will be raised by 25 July 2025 with payment **due by 17 September 2025**

#### **Subject Levy Elective Charges 2025**

**Visual Art - \$20** - Includes most resources for take home projects

**Food Specialisations - \$50** - Includes most cooking ingredients and resources

**Materials and Technologies Specialisations - \$30** - Includes most resources for practical take home projects

**Textile Specialisations - \$50** – Includes most resources and materials for practical take home projects

### **YEAR 9**

**Two Electives for the year**

Elective invoices will be raised by 21 February 2025 with payment due by **2 April 2025**

#### **Subject Levy Elective Charges 2025**

**Visual Art - \$40** - Includes most resources for take home projects

**Food Specialisations - \$100** - Includes most cooking ingredients and resources for sewing and textile classes

**Materials and Technologies Specialisations - \$40** - Includes most resources for practical take home projects

**Economics and Business - \$15** - Includes a Business Forms Workbook

***Year 10-12 STUDENT RESOURCE SCHEME FEES, SUBJECT LEVY AND VET CERTIFICATE COURSE  
FEE INVOICING AND BENEFITS INFORMATION 2025***

Lowood State High School operates a **Student Resource Scheme**.

This letter includes important information about the fees and inclusions for the SRS. If you have previously opted in to the SRS, your participation is assumed for the remainder of your child's enrolment, unless you inform the school otherwise by completing a new participation agreement form. If you are a new parent to the school, this information will assist you in making a decision as to whether you wish to participate in the SRS.

The Queensland Government supports children's education by providing funding for instruction (teachers), facilities (school grounds and buildings, internet), and administration (staff to run the school). Funding for schools does not extend to individual student resources such as textbooks, equipment for personal use, and many items used by the student in the classroom.

The SRS helps parents to source these resources. The school can purchase resources at lower rates due to its bulk buying power. Resources such as textbooks or musical instruments that will be used over a period of time are hired to students to further reduce costs for families.

Participating in the SRS also offers a convenient way for parents to source the items that their child needs for school, and ensures that all students have access to the same standard of resources.

**The fee inclusions outlined on the following pages are for each student in years 10-12**

If you are not satisfied that the SRS fee represents good value for money based on the inclusions (over the page), you may choose not to participate in the SRS. If that is the case, please complete a new Participation Agreement Form, indicating that you no longer wish to participate. If you choose not to participate, you will be provided with a detailed list of resources that you will need to provide for the student.

The Department of Education provides a Textbook and Resource Allowance (TRA) to assist parents with the cost of textbooks and other education resources for eligible Years 7 to 12 students. Yr 7-10 \$160 Yr 11-12 \$348.

For those students who are eligible to receive the TRA, the TRA will be applied to reduce the cost of participation. Thus, the SRS invoice you receive will be the full cost of participation in the SRS minus the TRA already held at the school.

**Your 2025 student resource scheme invoice will be \$200**

If you would like to participate, but are experiencing financial difficulties, please contact the school to arrange an appointment to discuss options. Any information that you provide will be confidential.

Resources may not be distributed until the full or first payment has been paid to the school. Any unpaid invoices will be managed according to the Department's Debt Management Procedure and may result in the student being excluded from the scheme and/or from participating in extracurricular activities until payments are made.

A repair or replacement cost will be charged to the parent for any items that are damaged or not returned.

If you have any queries regarding the SRS and its inclusions, please contact and arrange an appointment with Susan Dinning, Business Manager 07 5427 8333.

## **Payment Options for Student Resource Scheme Fees, Subject Levies and VET Qualification Certificate Courses in 2025**

Payments can be made to Lowood State High School by

**BPOINT** – Details on BPOINT payments are outlined on the bottom of every invoice

**EFTPOS** – Credit or Debit card in person at Lowood State High School Front Office.

**Please Note: We are unable to accept credit or debit card payments over the phone due to Department of Education Procedures**

**Cash or Cheque** made payable to Lowood State High School

**Centrepay Deductions** – Please phone Leanne Hauschildt on 5427 8354 or email [lhaus2@eq.edu.au](mailto:lhaus2@eq.edu.au) or visit the Lowood State High School Administration Office to arrange payment through regular deductions from your Centrelink Account.

**Electronic Direct Debit Payment Plan** – Please phone Leanne Hauschildt on 5427 8354 or email [lhaus2@eq.edu.au](mailto:lhaus2@eq.edu.au) or visit the Administration Office to set up an Electronic Direct Debit plan to pay fees direct from your bank account on a regular basis.

There is an option to pay the **Student Resource Scheme Fees** by instalments. This is available as a choice on the **Student Resource Scheme Participation Agreement Form**. Payments are to be made as outlined below.

Term 1 - \$50 per student is due by 28 March 2025

Term 2 - \$50 per student is due by 23 May 2025

Term 3 - \$50 per student is due by 18 July 2025

Term 4 - \$50 per student is due by 12 September 2025

**Please Note:** All **Student Resource Scheme Fees, Subject Levies** and **VET Qualification Certificate Course** payments must be up-to-date before students will be eligible to attend any non-curriculum activities eg camps, excursion, reward trips or be eligible to purchase senior jerseys or attend school discos and the Year 12 Formal.

A Student Resource Scheme Participation Agreement Form must be filled out, signed and returned at the time of enrolment, but is not required if you have already filled one out since your student enrolled at Lowood State High School.

The Student Resource Scheme Fee Payment Arrangement Form must be filled out and signed at the time of making the first payment or when a negotiated instalment plan has been agreed upon.

### **Students enrolling from Monday 24 February, 2025**

**Students enrolling at Lowood State High School from Monday 24 February, 2025 will be required to pay at least 50% of the pro-rata Student Resource Scheme Fees and Queensland Government Textbook and Resource Allowance Fees (if applicable) prior to the day the enrolment commences.**

The remaining 50% will need to be paid to reflect the instalment payment due dates.

\$50 maximum left to be paid after 18 July 2025

Total amount to be paid in full by 12 September 2025

All Subject Levy fees for all Year levels will need to be paid by the end of the Term in which the enrolment commences.

Year 11 Students enrolling in VET Certificate Courses will be required to pay the first instalment of their VET Certificate Course prior to the day the enrolment commences. Subsequent instalments will need to be paid up to date as per the relevant VET Certificate Course instalment payment due dates.

Year 12 Students enrolling in VET Certificate Courses will be required to pay the full amount of the course by the end of the Term in which the enrolment commences.

## **Students enrolling after Friday 25 July, 2025**

**Students enrolling at Lowood State High School after Friday 25 July, 2025, will need to pay the full amount of the pro- rata Student Resource Scheme Fees and Queensland Government Textbook and Resource Allowance Fees (if applicable) prior to the day the enrolment commences.**

All Subject Levy fees for all Year levels will need to be paid by the end of the Term in which the enrolment commences.

Year 11 Students enrolling in VET Certificate Courses will be required to pay the first two instalments of their VET Certificate Course prior to the day the enrolment commences. All subsequent instalments will need to be paid up to date as per the VET Certificate Course instalment payment due dates.

Year 12 Students enrolling in VET Certificate Courses will be required to pay the full amount of the course by the end of the Term in which the enrolment commences.

## **Invoicing and Payment of School Based Subject Levies and**

### **VET Certificate Course Fees for 2025**

Please refer to the **Student Stationery Requirements List 2025** for each individual year level for the relevant subject levies and VET Certificate Course Fees for 2025.

<b>YEAR 10</b>
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**Subject Levy Elective Charges 2025 - Three Electives for the year** - Elective invoices will be raised by 21 February 2025 with payment **due by 2 April 2025**

**Food Specialisations - \$100** - Includes most cooking ingredients and class resources  
**Materials and Technologies Specialisations - \$50** - Includes most resources for practical take home projects

**Visual Arts - \$65** - Includes most resources for take home projects

**Certificate II in Apparel, Fashion and Textiles - \$100** – includes most resources for take home projects

**Certificate II Horticulture - \$70** – Includes a course specific shirt

**Certificate III Visual Arts - \$80** - Includes most resources

**Certificate II Health Support Services and Certificate III Community Studies - \$500 total**

Payment of \$200 due by 2 April 2025

Payment of \$200 due by 25 June 2025

Payment of \$100 due by 17 September 2025

**Certificate II Food Processing and Certificate III Supply Chain Operations - \$500 total**

Payment of \$200 due by 2 April 2025

Payment of \$200 due by 25 June 2025

Payment of \$100 due by 17 September 2025



**Subject Levy Elective Charges 2025** - All invoices for year 11 Subject Levies Electives will be raised by 21 February 2025 with payment **due by 2 April 2025**

**Building and Construction Skills - \$60** - Includes most resources for practical take home projects

**Early Childhood Studies - \$60** – Includes most resources

**Engineering Skills - \$60** – Includes most resources for practical take home projects

**Furnishing Skills - \$120** - Includes most resources for practical take home projects

**Certificate II in Apparel, Fashion and Textiles - \$100** – Includes most resources for practical take home projects

**Certificate III in Community Dance, Theatre and Events - \$65** – includes resources, dance workshops and professional photography of headshots.

**Certificate III Dance - \$100** – Includes most resources

**Certificate II Horticulture - \$70** – Includes a course specific shirt

**Certificate II in Hospitality - \$125** - Includes most cooking ingredients and class resources.

**Certificate III in Visual Arts - \$80** - Includes most resources for take home projects

### **VET Qualification Certificate Course Charges 2025**

All invoices for year 11 VET Qualification Certificate Courses will be raised by 21 February 2025, with the due date for payments as set out below. **Please note – Completed VET Qualification Certificates will not be issued to students until the VET Certificate Course has been paid for in full.**

#### **Certificate III in Business - \$310 total**

Payment of \$110 due by 2 April 2025

Payment of \$100 due by 15 June 2025

Payment of \$100 due by 17 September 2025

#### **Certificate IV in Business - \$440 total**

Payment of \$120 due by 2 April 2025

Payment of \$120 due by 25 June 2025

Payment of \$100 due by 17 September 2025

Payment of \$100 due by 2 April 2026

#### **Certificate III in Fitness - \$450 total**

Payment of \$150 due by 2 April 2025

Payment of \$100 due by 25 June 2025

Payment of \$100 due by 17 September 2025

Payment of \$100 due by 2 April 2026

#### **Certificate II Food Processing and Certificate III Supply Chain Operations - \$500 total**

Payment of \$200 due by 2 April 2025

Payment of \$200 due by 25 June 2025

Payment of \$100 due by 17 September 2025

#### **Certificate II Health Support Services and Certificate III Community Studies - \$500 total**

Payment of \$200 due by 2 April 2025

Payment of \$200 due by 25 June 2025

Payment of \$100 due by 17 September 2025

## YEAR 12

**Subject Levy Charges 2025** - All invoices for Year 12 subject levies will be raised by 21 February 2025 with payment due by 2 April 2025

**Building and Construction Skills - \$60** – Includes most resources for practical take home projects

**Early Childhood Studies - \$60** – Includes most resources

**Engineering Skills - \$60** – Includes most resources for practical take home projects

**Furnishing Skills - \$120** - Includes most resources for practical take home projects

**Certificate II in Apparel, Fashion and Textiles - \$100** includes most resources for practical take home projects

**Certificate III in Community Theatre, Dance and Events – \$65** Includes resources, dance workshops

and professional photography of headshots

**Certificate II Horticulture - \$70** – Includes a course specific shirt

**Certificate II in Hospitality - \$125** - Includes most cooking ingredients and class resources

**Certificate III in Visual Arts - \$80** - Includes most resources for take home projects

### VET Qualification Certificate Course Fees 2025

Most returning Year 12 students will have already paid their **VET Qualification Certificate Course** fees in full during Year 11 in 2024. The only exceptions are the Certificate IV in Business and Certificate III in Fitness for which the final payment is due by 2 April 2025

All invoices for Year 12 students undertaking a **VET Qualification Certificate Course** that they did not start in Year 11 in 2024 will be raised by 21 February 2025 with payment due dates as set out below.

**Please note – Completed VET Qualification Certificate will not be issued to students until the VET Certificate Course has been paid for in full.**

**Certificate III in Business - \$310 total**

Full payment of \$310 due by 2 April 2025

**Certificate IV in Business - \$440 total**

Full payment of \$440 due by 2 April 2025

**Certificate III in Fitness - \$450 total**

Full payment of \$450 due by 2 April 2025

**Certificate II Food Processing and Certificate III Supply Chain Operations - \$500**

Full payment of \$500 due by 2 April 2025

**Certificate II Health Support Services and Certificate III Community Studies - \$500 total**

Full payment of \$500 due by 2 April 2025

## Policies and Procedures

The **Lowood SHS Student Code of Conduct** outlines our behaviour policy, with information about school rules, consequences and processes.

The **Lowood SHS Student Code of Conduct** is developed in consultation with our local school community, is published on the school website and provided to every student and family upon enrolment.

### Students and Parents/Carers Responsibilities

- Ensure familiarity with the Lowood SHS Student Code of Conduct
- Adhere to school's standards outlined in the Lowood SHS Student Code of Conduct

### State School Staff Responsibilities

- Ensure familiarity with the school's Student Code of Conduct
- Follow appropriate processes outlined in the Student Code of Conduct

### Hands Off Policy

#### A Strict 'Hands Off' Policy Applies



Lowood State High School has a 'non-contact' or 'hands off' policy. This means the school believes disputes can be solved by non-violent means. This is to ensure the rights, safety and well-being of all students. Students are, at all times, expected to demonstrate interpersonal behaviours that are consistent with legislative and professional standards of a workplace.

Disputes can and will be solved by 'non-contact' and 'non-violent' means and there are numerous support people who can assist students. If students resort to violence, even by way of retaliation, they have breached the "hands off" policy. The offence and therefore the consequences are severe, including official suspension from school.

### Caring for Each Other

Lowood State High School is committed to taking action to protect students from bullying and to respond appropriately when bullying does occur.

This policy gives students, staff and parents/caregivers a shared understanding of what bullying is, how it impacts on people and how bullying is responded to at Lowood State High School.

### What is Bullying?

- Bullying is any persistent behaviour which harms other people. In general, bullying may be defined as: Dominating or hurting someone
- Unfair action by the perpetrator(s) and an imbalance of power
- A lack of adequate defence by the target and feelings of oppression and humiliation.

Bullying can take many forms. They include:

- **Physical bullying** - Where a person (or group) repeatedly uses physical actions to bully, such as hitting, poking, tripping or pushing. Repeatedly and intentionally damaging someone's belongings is also physical bullying
- **Verbal bullying** - Repeated or systematic name calling, insults, homophobic or racist remarks and verbal abuse
- **Covert bullying** - Such as repeatedly lying about someone, spreading rumours, mimicking or deliberately excluding someone.
- **Psychological bullying** - For example, repeatedly threatening, manipulating or stalking someone.

**Cyber bullying** - Using technology such as email, mobile phones, chat rooms, social networking sites to repeatedly bully verbally, socially or emotionally. Forms of cyber bullying can also include:

- **Flaming** – online fights using electronic messages with angry or vulgar messages
- **Harassment** – repeatedly sending nasty, mean or insulting messages
- **Denigration** – posting or sending gossip or rumours about a person to damage his/ her reputation or friendships
- **Outing** – sharing someone's secrets or embarrassing information or images online
- **Exclusion** – intentionally excluding someone from an online group
- **Cyber stalking** – repeated intense harassment and denigration that includes threats or creates significant fear.

### **What Behaviours DO NOT Constitute Bullying?**

The National Centre Against Bullying acknowledges that while the following behaviours are often upsetting to those involved, they do not constitute bullying:

- Mutual arguments and disagreements (where there is no power imbalance)
- Not liking someone or single acts of social rejection
- Isolated incidents of aggression, intimidation or violence.

While these behaviours would not be considered bullying (because they do not involve deliberate and repeated harm and a power imbalance) they need to be addressed in the same way as other inappropriate student behaviours.

The most effective way of addressing bullying at Lowood State High School is to create effective learning environments in which:

- Students are supported to develop their own social and emotional skills
- PBL lessons are explicitly taught and embedded in practice
- The contribution of all students is valued
- All students can feel secure and are able to contribute appropriately
- Stereotypical views are challenged, and students learn to appreciate differences in others whether arising from race, culture, sexuality, ability or disability
- Students learn to take responsibility for their actions and behaviour both in school and in the wider community

All forms of bullying and violence are challenged.

Lowood State High School also provides:

- Social skilling units within curriculum units
- Access to peer support
- Individual behaviour plans and playground contracts
- Links on the school website to external support agencies for students
- All student computers feature a 'CyberSafety' screen icon with links to anti-bullying sites
- All student Learning Journals feature information on anti-bullying and cybersafety
- All social media sites are blocked during school hours when using the DoE network

### **What is Sexual Harassment?**

Sexual harassment covers a wide range of behaviour which is sexual in nature. The important point is that it is unwelcome and not wanted. Types of behaviours may include:

- Unwelcome comments about a person's sex life
- Unnecessary familiarity, such as deliberately brushing against a person
- Sexual proposition or continual requests or invitations
- Physical contact, such as touching, fondling or grabbing
- Suggestive comments about a person's appearance or body
- Indecent exposure
- Offensive phone calls
- Persistent unwelcome social invitations or telephone calls
- Being followed home from school or work
- Offensive hand or body gestures

- Physical and verbal intimidation, such as ogling, leering, deliberately invading another's personal space or blocking access to or exit from an area
- Referring to another person in a derogatory sexual manner
- Other offensive communications, including telecommunications – for example, through, posters, graffiti, text messages using mobile phones etc. The excuse "It was only a joke" is unacceptable if the other person has not taken it as a joke, and instead is upset by it.

**We are empowering our students to stand up for each other without fear.**

## What is Stymie?

**Stymie.com.au** encourages students to support their peers by making anonymous notifications about bullying.

#saysomething

Lowood State High School is committed to harnessing the power of bystanders to change the 'culture of acceptance' of bullying in our community.



## Who is a Bystander?

- Bystanders are the largest group in the cycle of bullying. They are either witness to, encourage, take an active part in, or instigate bullying behaviours
- Most bystanders passively accept bullying because: they are scared, they don't feel as though it is their business, they don't like the person being bullied, they feel peer-pressured to participate or they think that notifying someone may make things worse
- Bystanders behave the ways in which they do because they are fearful and do not have the experience or skill, to deal with serious incidents
- Bystanders often feel guilty
- Stymie promotes the pro-social responsibilities of bystanders

These notifications will be about other students who you see being bullied or experiencing harm at Lowood State High School. You can also make notifications about illegal activity and any other kind of harm to your school community.

The first conversation we have, will be with the student who is experiencing harm – they will know they are not alone. Lowood State High School is committed to supporting all to make positive choices about bullying and harm in our community. Please use it responsibly and thoughtfully and know that you can make a difference. Sometimes the hardest thing and the right thing are the same.

## Cyber Safety

Technology is a very powerful and positive tool when used responsibly. Just like in real life, it is important to exercise good decision-making when on-line and to treat others with respect. Cyber safety guidelines should be followed at all times.

- **REMEMBER** to keep your personal details private. Don't post information about yourself that strangers might read, and don't share your password with anyone at all. Be careful who you trust online and don't accept friend requests if the person is not a real life friend.
- **REMEMBER** to think twice about what you say and post. Don't post anything you don't want others to see or know about or anything that you wouldn't be prepared to say face-to-face or in front of other people (the potential online audience is huge).
- **REMEMBER** – it's forever. Posts on the internet can remain there for a long time and might be read by future employers, partners and even your own student!
- **REMEMBER** to respect other people. Treat others as you would like to be treated. Never post pictures or images of others that may cause them harm or embarrassment. Once they are uploaded, it's almost impossible to remove them completely. You may even be breaching copyright or breaking the law by sharing property that is not yours.
- **REMEMBER** if someone writes something rude or offensive, do not respond. Block this person immediately and speak to a trusted adult about the situation.

We expect students to take responsibility for their use and their device. Web filtering has its benefits, however, these systems are not fool proof and will never block 100% of inappropriate content. If you have any concerns, please talk to your student's teachers.

***The following advice looks at ways parents/carers can support their student in using the internet effectively, so they can enjoy and learn from the internet safely and securely.***

### **Set Boundaries**

Students don't need to use their laptop all the time at home. If you are experiencing problems, we recommend that you specify:

- Where in the house the laptop can be used
- Where it is to be stored when not in use

### **Monitor**

- Talk about internet activities openly and freely
- Have your student use the laptop in a shared family area where you can monitor how long your student is online as well as the websites your student is visiting.
- Mobile phones and other digital devices have access to the internet, so these devices need to also be monitored

### **Share the Experience**

- Ask your student to demonstrate the way they use their laptop for school
- Ask your student to teach you how to use the laptop
- Focus on the positive aspects of the internet when you are sharing the experience with your student. Spend time looking together at sites that are fun, interesting or educational
- Encourage your student to question things on the internet, e.g. Who is in charge of this site? Have I found information, or is it just an opinion? Is this site trying to influence me or sell me something?
- Have a play with the laptop by yourself to better understand how they work

### **Protect**

- Explain to your student that not all information on the internet is good, true or helpful, and that some areas are not intended for student to see.
- Help your student identify unsuitable material by naming some things to look out for, such as sites that contain scary or rude pictures, swearing or angry words.
- Empower your student to use the internet safely by showing your student safe sites and explaining why they are safe. It's also important to educate your student on why it's not safe to give out any personal details online.
- There are many home network filter programs on the market such as OpenDNS, K9 Web Protection. A simple search for 'Home Web Filtering' will give you the current lists; many programs are free. The advantage for parents/cares is that this can be applied to ALL devices in the home.

### **Online Support Sites**

[Cyber safety and cyberbullying - A guide for parents and caregivers](#) - This departmental guide provides important information for parents about cyber safety and cyberbullying. It suggests what parents and caregivers could do if their student is the target of, or is responsible for, inappropriate online behaviour.

[Office of the eSafety Commissioner parent tour](#) - Where you can learn about the digital environment and how to help your student have safe and enjoyable online experiences.

[A Platform for Good](#) - Really good website for positive online behaviours for student

### **Locker Use Policy**

Lowood State High School is committed to providing school lockers so that students a safe and secure place to store their BYOD and other valuables at school.

## **Terms and Conditions of Locker Use:**

- Lockers are available on a first in first served basis at no cost.
- Students are to supply their own substantial padlock for the locker and are responsible for keeping a spare key to the padlock at home.
- Students are responsible for the security of the items left in the locker at all times.
- The school accepts no responsibility for any items damaged or stolen.
- Lowood State High School reserves the right to inspect lockers without notice.
- No illegal substances, weapons, other prohibited or offensive materials are to be placed in the lockers at any time. Students will be held liable for any offensive materials and will be reported to the appropriate authorities.
- Upon departure from school each afternoon (3pm), students are to empty and clear out the locker and leave it in good condition. Failure to do so could lead to the lock being cut-off. Students will need to replace the padlock at their own expense
- All lockers remain the property of Lowood State High School

## **Use of Devices by Students**

In consultation with the broader school community, Lowood State High School has determined that explicit teaching of responsible use of devices (e.g. laptop computers, tablets) is a critical component of Digital Literacy.

The knowledge and confidence to navigate and use these technologies safely while developing digital literacy is a responsibility shared between parents/carers, school staff and students.

Lowood State High School supports the appropriate use of technology in learning and for safety. Personal devices have the potential to aid learning and to assist students in managing busy lives, when used well.

**Digital Literacy** refers to the skills needed to live, learn and work in a society where communication and access to information is dominated by digital technologies. The benefits brought about through these diverse technologies can be easily overshadowed by deliberate misuse which harms others or disrupts learning.

Students are not permitted to photograph or record any student or staff member at school, at any time.

## **Use of Mobile Phone and other Devices by Students – Mobile Phones are not permitted during school hours**

**Students are not permitted to use mobile phones and wearable devices between the time of 8:55am and when students are dismissed by their teacher at 3pm.** Mobile phones must be 'away for the day' and either:

- Left at home
- Placed in school bags
- Placed in lockers
- Placed in a pouch in a pencil case

**The responsibilities for students using approved devices at school or during school activities, are outlined here.**

It is **acceptable** for students at Lowood State High School to use approved electronic devices, with teacher permission, for:

- assigned class work and assignments set by teachers
- developing appropriate literacy, communication and information skills
- authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school

- conducting general research for school activities and projects
- communicating or collaborating with other students, teachers, parents/carers or experts in relation to school work
- accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning through the department's eLearning environment

It is **unacceptable** for students at Lowood State High School to:

- use a mobile phone or other unapproved devices during the school day
- use a mobile phone or other devices in an unlawful manner
- download, distribute or publish offensive messages or pictures
- use obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions for the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the department's network security
- use any cameras anywhere on the school grounds, or to depict themselves or other students wearing the school uniform
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (eg forwarding, texting, uploading, Bluetooth use etc.) of such material
- use a any form of technology to cheat during exams or assessments
- take into or use any technology in exams or during class assessment unless expressly permitted by school staff

At all times students, while using ICT facilities and devices supplied by the school, will be required to act in line with the requirements of the Lowood State High School Student Code of Conduct. In addition, students and their parents/carers should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the department's ICT network facilities
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email
- be aware that:
- access to ICT facilities and devices provides valuable learning experiences for students and supports the school's teaching and learning programs
- the school is not responsible for safeguarding information stored by students on departmentally-owned student computers or mobile devices
- schools may remotely access departmentally-owned student computers or mobile devices for management purposes
- students who use a school's ICT facilities and devices in a manner that is not appropriate may be subject to disciplinary action by the school, which could include restricting network access
- despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed
- teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student

## **ICT Agreement for Students**

### **Purpose Statement**

- Information and Communication Technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs
- Schools are constantly exploring new and innovative ways to incorporate safe and secure Information and Communication Technology (ICT) use into the educational program



- School students, only with the approval of the Principal, may be permitted to have limited connection of personally-owned mobile devices to the department's network, where this benefits the student's educational program

### **Authorisation and controls**

The Principal reserves the right to restrict student access to the school's ICT facilities and devices if access and usage requirements are not met or are breached, however, restricted access will not disrupt the provision of the student's educational program. For example, a student with restricted school network access may be allocated a stand-alone computer to continue their educational program activities.

The Department of Education monitors access to and use of its network. For example, email and internet monitoring will occur to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

The Department may conduct security audits and scans, and restrict or deny access to the department's network by any personal mobile device if there is any suspicion that the integrity of the network might be at risk.

### **Responsibilities for using the school's ICT facilities and devices**

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the Student Code of Conduct.
- Students are to be aware of occupational health and safety issues when using computers and other learning devices
- Parents/carers are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements
- Parents/carers are responsible for appropriate internet use by students outside the school environment when using a school owned or provided mobile device
- The school will educate students regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to behave in line with these safe practices
- Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (eg a student should not share their username and password with fellow students)
- Students cannot use another student or staff member's username or password to access the school network. This includes not browsing or accessing another person's files, home drive, email or accessing unauthorised network drives or systems. Additionally, students should not divulge personal information (eg name, parent/carer's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school
- Students need to understand that copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights

## Bring Your Own Device (BYOD)

Preparing students for a changing world is a critical aspect of education. Learning and innovation skills are what separate students who are prepared for increasingly complex life and work environments in today's world and those who are not. They include Creative and Critical Thinking, Communication and Collaboration.

When students use their own device to access our school resources, it allows them to gain access to:

- filtered internet
- the school curriculum drive to obtain documents/resources provided by their teachers
- their home drive which enables them to access their files from any computer in the school and have a saved and back-up copy of their work
- printing through our school photocopier located in the Resource Centre.

Our goal is for students to use their device as a tool to support key processes in learning. Digital devices allow students to consume and produce information in a mobile form through:

- textbooks being available on their device in eBook/PDF format
- a wide range of classroom apps and tools
- resources that are available 24/7

All students are expected to have their device at school, charged and with enough space to save class work as well as install apps and books for classes. Students must abide by the standards set out in the **Student Code of Conduct** when working in the school environment.

All students need to complete the **BYOD Student Charter Form** to be able to have their BYOD connected to the Lowood SHS network.

### Other information:

#### Microsoft Student Advantage (Office 365)

- The Microsoft Student Advantage allows all Queensland State School students to download and install **Microsoft Office 365 free of charge**. Students need to use their school email address and password to sign into Microsoft Office 365, click Install Office, and follow the prompts. **Office 365 must be downloaded and installed at home.**

#### Digital Device Security

- Students are responsible for the care and security of their digital device at all times.

### Frequently Asked Questions (FAQs)

#### 1. Does my student need Administrator Rights on their BYOD?

- Yes. To be able to connect your BYOD to the Department of Education Network (DOE), the student needs to install digital certificates that allow their device to talk to the school network. If your student does not have administrator rights, these certificates will not be able to be installed and therefore will not connect.

#### 2. Can my student's BYOD be an iPad or an Android Tablet?

- While iPads and Android Tablets can be connected to a DOE Network, they can be difficult to connect and remain connected to a Windows-based network. These types of devices will only have limited connectivity and will not be able to access a printer or the network drives at school. The mobile versions of Office 365 often have limited functionality which reduces the usability of the device in a classroom use in a high school environment.

#### 3. Will my student be cyber safe at school when using their BYOD?

- The DOE Network is a monitored and filtered as such, internet search results are limited to what is suitable for young students and emails containing inappropriate content are stopped from reaching the intended destination. While all precautions are taken to filter emails and internet content, it is possible that a student may be exposed to inappropriate material or cyberbullying. We encourage all students to report any breaches of Cyber Safety to their teacher immediately so that an appropriate response is actioned in a timely manner. We also encourage parents to have a Cyber Safety discussion with their student about the sharing of private and personal information over the internet. For helpful resources, see the eSafety Commissioner website: [www.esafety.gov.au](http://www.esafety.gov.au)

#### 4. Where can my student seek help for their BYOD at school?

- There is an ICT Help Desk set up in the Resource Centre. Technical Help is available at second break each day.



# Bring Your Own Device

## Lowood State High School

All Year levels will be expected to have their own digital device for learning.

Subjects requiring specific software packages are given preference on the use of the limited number of computer rooms. This means that core subjects and other elective subjects will have limited or no access to computer rooms.

### 1 Why BYOD?

- Allows students 1:1 access to computers at school
- Enhances the learning and interaction with Information and Communication Technologies in the classroom

### 2 Improve Connectivity

Allows students to wirelessly access resources immediately.

### 3 Minimum Device Specifications

The preferred BYOD device at Lowood SHS is a Windows 11 based device. The following minimum specifications have been set to assist students and their families purchase a suitable device.

<b>CPU</b>	• Dual Core Intel or AMD processor, 2020 or later
<b>Memory</b>	• 4 GB RAM (minimum)
<b>Hard Drive</b>	• 64 GB (minimum) or more, Solid State Drive (SSD recommended)
<b>Graphics</b>	• Integrated Graphics
<b>Wireless</b>	• Wireless Network to support 5 GHz (802.1X) (Wireless 2.4 GHz no longer supported)
<b>Other Considerations</b>	<ul style="list-style-type: none"> <li>• Sturdy Protective Case for transporting the device</li> <li>Screen size 11"+, Battery life 6 hours +</li> <li>Up-to-date Antivirus software (Windows Defender meets the minimum specifications)</li> <li>Substantial padlock for securely storing the laptop in lockers provided by Lowood SHS</li> <li>iPads and Android Tablets are not recommended due to not being able to access school printers and network drives</li> </ul>

#### Important Note:

- **Chromebooks** are not compatible with Department of Education Wireless Network.
- Devices that can only connect to 2.4 GHz Wireless networks are no longer supported.

### 4 Software

- Queensland State School students are able to download and install Microsoft Office 365 for free
- Resources will, increasingly be accessible in digital formats on student devices

### 5 Insurance

We strongly recommend that all personal electronic devices be insured against accidental damage, loss and theft. You can either:

- Include the device on your home insurance
- Contact an insurer that offers specific student device cover products.

## Preparing for BYOD

What do I need to do to be ready for school.

<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>
Consider suitable Windows based laptops.	Decide and purchase your device.	Complete your BYOD Student Charter Agreement Form (in the enrolment pack).	Submit your completed BYOD Student Charter Agreement Form to the Office.	When advised, bring your device to school for connection to the Lowood SHS network.	Enjoy using your device to assist your learning

### **P&C Meetings**

Meetings are held on the second Tuesday of each month except when this coincides with school holidays. Agenda items relate to educational issues, recognition of student successes and fundraising. Meetings commence at 6.30pm.

The Annual General Meeting is held on the second Tuesday in March.

The P&C Association for Lowood State High School actively contributes to the decision making of the school as well as raising funds. If you wish to assist the P&C in their activities, please contact them through the Canteen or attend their monthly meetings.

### **Canteen**

The **Parents & Citizens Association** employs a convenor to operate the Canteen each day of the school week. Lunch and afternoon tea can be purchased. Students are encouraged to order lunch in the morning prior to 8:45am. The Canteen is managed in accordance with the Healthy Schools Framework.

Parental assistance in the Canteen is needed and is appreciated. Volunteer assistance provides better service and helps to keep prices down.

### **Uniform Shop**

The Uniform Shop is open daily from 8:30am – 10:30am and is located at the School Canteen. Parents/carers are asked to sign-in at the Office before presenting at the Uniform Shop.

### **Blue Cards**

Queensland law requires all persons working with student to have a clearance from the Student's Commissioner. This is commonly referred to as the 'Blue Card'. Parents, carers and family members of students enrolled in our school are exempt from this requirement and may perform voluntary work with students. All other community members must have a Blue Card. The school can assist with application forms. Volunteers can apply at no cost. For further information contact the Blue Card Contact Centre on 1800 113 611.