

MARSDEN

STATE HIGH SCHOOL

Empowering Individuals ♦ Expanding Horizons ♦ Creating Futures



DAILY FOCUS

@marsden.i

- arrive on time, with all the right tools
- am positive and give 100%
- carry my planner at all times
- wear the uniform with pride
- show respect for people and the grounds
- will expand my horizons





Empowering Individuals ♦ Expanding Horizons ♦ Creating Futures

Welcome

Welcome to the Marsden State High School community and thank you for taking an interest in our great school. High school marks the time when you start to make real decisions about your future. Marsden State High School provides you with many new, comprehensive and exciting opportunities for participation over your 5 years of high school. One of the hallmarks of Marsden State High School is the safe, disciplined and inclusive educational environment where young people can focus on achieving excellence in a range of academic, vocational, sporting and cultural pursuits.

As the Principal of Marsden State High School I will be sharing your journey over the coming years and I am looking forward to meeting and getting to know you. As a leader I am strongly focused on ensuring that each student has an opportunity to achieve their full potential by building a school culture that models and promotes **high expectations of learning, behaviour and uniform**.

As a teacher and parent I cannot stress enough how important a little bit of **perseverance** (not giving up) and **hard work** (setting aside study time at home) is in getting the best possible results. A weekly commitment to study and revision – by setting aside extra time at home - should be a priority for all students wanting to achieve success in their studies and in their lives beyond school.

I am convinced that your course of study at this school will bring great benefits to you personally and professionally in the future. In the end success at school involves a healthy combination of **hard work and commitment** mixed with **fun and enjoyment** – Marsden SHS is a comprehensive high school offering a full range of academic, sporting, vocational and cultural activities.

This is an exciting, disciplined and culturally vibrant school community where all students are challenged to work towards our school vision. We value parental involvement in our school activities and welcome visits from interested members of the school community. I trust that your education at Marsden State High School is an enjoyable and rewarding experience.

Alan Jones
DipEd, BA, MComm
Principal

Vision

Our vision for the future is:

Empowering Individuals ♦ Expanding Horizons ♦ Creating Futures

This is the result of an ongoing process in which the whole school community has participated. The School Wide Pedagogical Statement (Mission) which follows outlines the continuing aspiration to best teaching practice.

Mission

Our daily purpose is to:

Ensure that each and every student has an opportunity to achieve their maximum potential. Teachers at Marsden State High School engage in the Productive Pedagogies which incorporate an array of teaching strategies that support classroom environments, and recognition of difference, and are implemented across all key learning and subject areas. Quality pedagogical practice promotes the wellbeing of students, teachers and the school community - it improves students' and teachers' confidence and contributes to their sense of purpose for being at school; it builds community confidence in the quality of learning and teaching in the school.

Values

What we believe in:

Students must exit formal education with the knowledge and skills defined by syllabuses and also with skills to promote career opportunities and lifelong learning. Students at Marsden State High School are expected to strive for excellence in order to achieve their full potential.

To achieve this, students will be expected to attain their highest levels of self-discipline and motivation. The school will assist each student to achieve their maximum potential by modelling and promoting a **climate of high expectations – learning, behaviour and uniform.**

We value:

- Acquiring skills in literacy, language and communication
- Understanding mathematical structures and their relevance to the real world
- Developing problem-solving techniques
- Understanding the various, legal, civic and political responsibilities and rights in our society
- Developing technical and technological skills
- Learning the benefit of physical fitness, hygiene and health
- Developing and appreciating a range of creative and artistic styles
- Developing skills for quality life long living including:
 - respect for diversity and difference
 - accepting personal responsibility for our actions
 - developing an inquiring mind with the ability to critically question and argue rationally
 - perseverance and work ethic
- Respecting natural and built environments

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HELPFUL INFORMATION

Contact Details

Location:	106-130 Muchow Road Waterford West Qld 4133
Mail:	106-130 Muchow Road Waterford West Qld 4133
Phone:	(07) 3299 0555
Student Absence Line:-	(07) 3299 0555
Office Hours:	8:00am – 4:00pm
Fax:	(07) 3299 0500
ABN:	54 248 523 684
Email:	the.principal@marsdenshs.eq.edu.au
Website:	www.marsdenshs.eq.edu.au

2009* Calendar

SEMESTER 1	
Term 1	Tuesday 27 January 2009 – Thursday 09 April 2009
EASTER	Public Holidays:- Friday 10 to Monday 13 April 2009
Autumn Vacation	Friday 10 April 2009 – Monday 19 April 2009
Term 2	Tuesday 20 April 2009 – Friday 26 June 2009
Winter Vacation	Saturday 27 June 2009 – Monday 13 July 2009

SEMESTER 2	
Term 3	Tuesday 14 July 2009 – Friday 18 September 2009
Spring Vacation	Saturday 19 September 2009 – Sunday 04 October 2009
Term 4	Monday 5 October 2009 – Friday 11 December 2009
Summer Vacation	Saturday 12 December – Monday 26 January 2010

2010* Calendar

SEMESTER 1	
Term 1	Wednesday 27 January 2010 – Thursday 01 April 2010
EASTER	Public Holidays:- Friday 02 to Monday 05 April 2010
Autumn Vacation	Friday 02 April 2010 – Monday 12 April 2010
Term 2	Tuesday 13 April 2010 – Friday 25 June 2010
Winter Vacation	Saturday 26 June to Monday 12 July 2010

SEMESTER 2	
Term 3	Tuesday 13 July 2010 – Friday 17 September 2010
Spring Vacation	Saturday 18 September 2010 – Sunday 03 October 2010
Term 4	Monday 04 October 2010 – Friday 10 December 2010
Summer Vacation	begins Saturday 11 December 2010

For information on holidays/terms in other States please contact the relevant Department of Education in each state as indicated below to ensure accuracy of information provided. Phone numbers and Internet sites, where known, are provided below.

Victoria	+61 3 9637 2000
Northern Territory	+61 8 8924 4452
South Australia	+61 8 8226 1650
Tasmania	+61 3 6233 7536
New South Wales	+61 2 9561 1000
Western Australia	+61 8 9264 5006
Australian Capital Territory	13 22 81

Information on Public Holidays or Agricultural Show days for Queensland as set by the Department of Employment and Public Relations is available on 07 3237 1363 or at their website <http://www.wageline.qld.gov.au/holidayslist/index.html>

DISCLAIMER All dates have been compiled from information obtained from sources within the Department of Education, Queensland, and is subject to change without notice. No responsibility is accepted by the school, Minister for Education, Queensland, the Department of Education, Queensland or its servants and agents for the accuracy or omission of any information in this timetable. Readers should rely on their own enquires in making decisions touching their own or any other person's interest.

2009 Student Free Days

Thursday 22 and Friday 23 January, Monday 20 April, Monday 13 July, Wednesday 12 August, Monday 19 October

2009 Public Holidays

Monday 26 January, Friday 10 & Monday 13 April, Saturday 25 April, Monday 04 May, Monday 08 June, Monday 10 August (RNA Show Day Logan)

2009 Commencement of School

- All students attend on the first day of the School Year – 27 January 2009
- School commences every day at 8.40 am.

YEAR 12 DATES

Final day of attendance:- Friday 20 November 2009

YEAR 11 and 10 DATES

Final day of attendance:- Friday 27 November 2009

School Executive Team

Principals

- | | |
|------------------|-------------------|
| Principal | Mr Alan Jones |
| Deputy Principal | Ms Rowena James |
| Deputy Principal | Mr Jeff Barnett |
| Deputy Principal | Mrs Sue Leicester |
| Deputy Principal | Mr Lou Oberholzer |

Business Manager

- | | |
|---------------------------|--------------|
| Business Services Manager | Mr Bill Keen |
|---------------------------|--------------|

Heads of Department

- | | |
|---------------------------------|-----------------------|
| Business & Technology | Ms Diana Furlan |
| English | Ms Petronella Klincke |
| Home Economics | Ms Kym Whyte |
| HPE & Sport | Ms Pam Ruddell |
| Information Technology | Mrs Jenny Fletcher |
| Manual Arts | Mr Ray Griesharber |
| Mathematics | Mrs Satwant Padhy |
| The Arts | Mr Gordon Browne |
| Science | Mr Trevor Jones |
| Senior Schooling | Ms Zdravka Grepl |
| Social Science & LOTE | Mr Peter Doncaster |
| Special Education Program (SEP) | Ms Sheryl Bergel |
| Teaching & Learning | Ms Zana Schroeder |

Guidance and Support

- | | |
|------------------|---------------------|
| Guidance Officer | Ms Mila Rouyanian |
| Guidance Officer | Ms Kathy Bermingham |

Management Operations

- | | |
|------------------------|---------------------|
| AO3 Human Resources | Mrs Paula Shean |
| Administration Aide | Ms Robyn Sharry |
| Administration Aide | Mrs Janet Locke |
| Administration Officer | Ms Marilyn Muir |
| Administration Officer | Ms Helen Shipperlee |
| Administration Officer | Ms Martina Bradic |
| Scientific Assistant | Mr Gary Miller |
| Scientific Assistant | Mr Keith Ogden |
| Facilities Officer | Mr David Jordan |
| Groundsperson | Mr Peter Laverty |
| ICT Technician | Mr Michael Cai |

Health, Welfare and Community

- | | |
|-------------------------------------|----------------------------|
| Behaviour Support | Ms Vicki Barnes |
| Student Liaison Officer | Ms Helen Braewood |
| School Nurse | Ms Michelle McDonnell |
| School Chaplain | Ms Sera Rojica |
| Youth & Family Services Coordinator | Ms Liz Maatafa |
| Police Officer | Senior Constable Kevin Roy |

Year Coordinators - 2009

- | | |
|-----------|--------------------|
| ▪ Year 08 | Mr Warren Irvine |
| ▪ Year 09 | Ms Sarah Andersen |
| ▪ Year 10 | Mr Andrew McDowell |
| ▪ Year 11 | Ms Rebecca Crowley |
| ▪ Year 12 | Ms Marg Williams |

School Hours

Please note that Marsden STATE HIGH SCHOOL has varied its school hours to start at 8:40am and finish at 2:45pm. This is to give young people increased time to manage their study, home, sport, cultural and work commitments. **The time students spend in class remains unchanged.**

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Form Class / Assembly	8.40 – 9.00 Year 08 Assembly	8.40 – 9.00 Year 09 Assembly	8.40 – 9.00 Year 10 Assembly	8.40 – 9.00 Year 11 Assembly	8.40 – 9.00 Year 12 Assembly
Session 1	9.00 – 10.10	9.00 – 10.10	9.00 – 10.10	9.00 – 10.10	9.00 – 10.10
Session 2	10.10 – 11.15	10.10 – 11.15	10.10 – 11.15	10.10 – 11.15	10.10 – 11.15
Lunch 1	11.15 – 11.55 40 mins	11.15-11.45 30 mins	11.15-11.45 30 mins	11.15 – 11.55 40 mins	11.15 – 11.55 40 mins
Session 3	11.55 – 1.05	11.45 – 12.50	11.45 – 12.50	11.55 – 1.05	11.55 – 1.05
Lunch 2	1.05 – 1.35 30 mins	12.50 – 1.30 40 mins	12.50 – 1.30 40 mins	1.05 – 1.35 30 mins	1.05 – 1.35 30 mins
Session 4	1.40 – 2.45	1.35 – 2.45	1.35 – 2.45	1.40 – 2.45	1.40 – 2.45
End of School	2.45	2.45	2.45	2.45	2.45

Attendance & Absence from School

Major elements of the *Youth Participation in Education and Training Act 2003* were introduced on 1 January 2006. Young people must stay at school until they finish Year 10, or turn 16, whichever comes first. Students are expected to attend school on each day of the school year. Two sections of the legislation governing schooling in Queensland (the *Education (General Provisions) Act 2006*) help us understand compulsory schooling:

- 1 the definition of compulsory school age
- 2 the parent/carers' obligations

Compulsory School Age means if the child is at least 6 years 6 months (from 2008) and less than 16 or completes Year 10, whichever is sooner. Chapter 9 of the *Education (General Provisions) Act 2006* is about Compulsory schooling. Part 1 Division 1 explains the parent/carers' obligations. Section 176 "Obligation of each parent/carer" of the legislation states:

- (1) "Each parent/carer of a child who is of compulsory school age must –
 - (a) ensure the child is enrolled at a State school or non-State school; and
 - (b) ensure the child attends the State school or non-State school, on every school day, for the educational program in which the child is enrolled; unless the parent/carer has a reasonable excuse."

Compulsory Participation Phase means that after a young person finishes Year 10, or turns 16, they must stay in education or training for a further two years, or:

- get a Queensland Certificate of Education, or
- a Certificate III vocational qualification or higher, or
- turn 17 years of age,

whichever comes first.

There are exemptions to this, and they apply if:

- the young person is in paid employment for at least 25 hours each week, or
- the young person is in paid employment for fewer than 25 hours each week, or unpaid employment under an employment exemption, or
- the young person is enrolled with "an entity" providing a non-departmental employment skills development program, and attends for the whole program.

Good attendance and success at school go hand in hand. Students are to attend school on every official school day gazetted by Education Queensland unless the student is ill or unless special circumstances prevent the student from attending. Students must be in attendance up to and including the last day of each term.

- **Absence Procedures:** On each occasion that a student is absent, a note of explanation from the parent/carer is to be given to the student to hand in to their Form Teacher on the day the student returns to school. An absence of 3 days or more can require a medical certificate. A courtesy phone call to the school explaining an absence is greatly appreciated but does not replace a letter - absence notes can be found in your child's student planner. Where a lengthy absence is envisaged (eg. more than 3 days), a note advising the school of this should be sent before the period of absence if possible and an appointment made with a member of the school's administration team. Absences of more than 10 days require written approval from the Principal.
- **Arriving Late Procedures:** Students who are late to school must report to the student foyer with their note of explanation and swipe/sign in. Late students who do not report to the student foyer before going to their first class will be marked absent. Senior students who consistently arrive late to school could place their enrolment in jeopardy. If a student has no valid reason for being late he/she is expected to make up the time lost. Persistent offenders will be issued with after-school detentions to make time lost from classes.
- **Leaving School Early Procedures:** Students who have to leave early from school must report to the student foyer before school with a signed note from their parent/carer advising of the reason, have their name entered onto the computer and have their note signed by a person in the administration block. Upon leaving the school grounds the student must exit via the student foyer and present the Early Departure slip so that their departure is recorded. *Generally permission will only be granted for urgent personal or medical reasons.* Other matters should be dealt with out of school hours. Permission will not be given for students to visit local businesses or shopping centres during lunch breaks. ***Leaving the school grounds without permission will be treated as truancy and dealt with under the school's Responsible Behaviour Plan.***
- **General Procedures:** Students are expected to be at school by 8.40 am. School finishes at 2.45 pm. There is no supervision of students before 8.40 am.

As a general rule, more than 15 days of unexplained absence in one school year will be regarded as not meeting the minimum attendance requirements and students run the risk of not meeting the requirements of their course of study.

It is expected that students who are absent from school will make up any work missed. Students miss classes for a number of reasons such as illness, excursions, sport and camps. ***Where possible, appointments should be made out of school time.*** Parent/carers will be notified via a letter or phone call if their child has repeated unexplained absences from school.

Students who do not attend school regularly may not qualify for a Queensland Certificate of Education, Senior Statement or Semester Report because they have not met the minimum course requirements for certification.

The enrolment of a post compulsory age student may be cancelled if the student displays persistent refusal to participate in the program of instruction (eg. @marsden.i, attendance and work requirement concerns).

Behaviour Plan

When students feel safe, secure, and are engaged, learning increases. Learning decreases when students feel threatened or unchallenged (Marzano, et al, 1992).

Philosophy and Structure - The major philosophy underlying the Responsible Behaviour Plan for Students of Marsden State High School is Edward E. Ford's 'Discipline for Home and School'.

This philosophy teaches individuals to respect the rights of others through responsible thinking based on Perceptual Control Theory. We believe that everyone is responsible for his/her own behaviour and makes choices about appropriate behaviour. Hence, our school's behaviour plan is based on a positive approach to behaviour and proactive programs including "Smart Choice".

Structurally, the behaviour plan in the school is centred on the house system. Each year level has a behaviour management committee consisting of:

➤ 1 Administrator ➤ 3 Heads of Department ➤ 1 Year Coordinator ➤ 16 Form Teachers

The Year Coordinators meet weekly to discuss behaviour issues within the year level as well as particular students. The school's Correlation Committee will access the network of student support to assist with responses to unacceptable behaviour and act as moderators of standards of positive behaviour. At the core of our plan is also a focus upon the individual student and their responsibilities in the learning/behaviour relationship. We believe that each individual:

- 1 makes choices about how they act and treat each other.
- 2 is responsible for their behaviour and the choices they make.
- 3 should accept the consequences of their actions and understand the importance of making amends.
- 4 can choose to change their behaviour.

All members of the school community are expected to conduct themselves in a lawful, ethical, safe and responsible manner that recognises and respects the rights of others.

Why do we have consequences? Why do we have rules at Marsden STATE HIGH SCHOOL? Why are our expectations high? Although we set rules to provide order and effectively manage large groups of people, rules also play a vital role in

students' learning. Setting rules and helping students follow them is part of the longer-term aim of helping young people to learn self-discipline and respect for others and to take responsibility for their actions. Our school rules are based on values such as fairness, inclusiveness, natural justice and equality and aim to make students take increasing responsibility for their own behaviour and the consequences of their actions. Consequently we enforce clear standards of academic and social behaviour where teaching and learning rights are promoted.

Our school uses a range of strategies and consequences that are authorised by Education Queensland which include:

- **detentions ► time out/planning room ► suspensions ► exclusions ► cancellations of enrolment ► behaviour improvement conditions**

Communication and care are important elements of our student management program. Each Year Level has a teacher allocated to assist in the management of students and to provide an avenue of communication between the school and home.

Throughout their daily activities, teachers are advised to be proactive in contacting parent/carers in relation to continued or major inappropriate behaviours in the classroom soon after the event. Teachers and Heads of Department also record the details of incidents (on the school's central database) where significant consequences or regular intervention is necessary and the actions or consequences applied.

Some situations will involve more immediate and severe consequences (eg suspension and/or exclusion) and will be referred directly to a member of the administration team. These situations may include, but are not limited to:

- Fighting/violence/assault
- Inappropriate/offensive/abusive language
- Extreme or persistent bullying
- Persistent/wilful disobedience
- Fraud/deception/extortion/security breaches
- Serious vandalism, arson graffiti or theft
- Dangerous behaviour
- Inappropriate material
- Possession/use of weapons
- Alcohol and/or other drug-related offences/implements

As a community we are aiming to create a safe, supportive and disciplined learning environment that is:

- **Violence Free** – hands off other people and their property
- **Harassment Free** - address and target bullying behaviours in a constructive manner
- **Smoke, Alcohol & Drug Free** – keep drugs, alcohol & smoking out of the school environment.

Students will assist in maintaining a safe, supportive environment by adhering to the following:

- Report damaged property to the Facilities Officer or to a teacher.
- No eating or drinking in classrooms, the sport centre, sporting ovals, court areas or on buses.
- Only students playing sport are to be on the oval.
- Students are only to be in buildings under direct teacher supervision.
- For safety reasons, students are not to climb on roofs or buildings. The Facilities Officer must be contacted to solve problems.
- No objects are to be thrown except under teacher supervision. Play handball only in designated areas.
- Protect trees and plants. Do not use grassed areas as walkways.
- Physical intimidation and challenges to teachers' authority such as back chatting or disobeying a teacher's instructions are serious offences.

The School or staff will not be held responsible for the loss or damage of confiscated items.

Students of Marsden State High School involved in possessing, taking, selling or supplying drugs, violent assaults/threats or possession of and use of weapons could expect to be recommended for exclusion. If illegal items are found by the school the Queensland Police Service must be notified.

Marsden State High School explicitly prohibits bullying, harassment or intimidation of others in the school community. Students involved in such incidents will be dealt with on a case by case basis. The Student Liaison Officer is involved (by appointment) in conflict resolution procedures and senior students receive special training in peer mediation.

Marsden State High School considers the individual circumstances of students when applying support and consequences by:

- promoting a teaching/learning environment which is responsive to the diverse needs of its students
- establishing procedures for applying fair, equitable and non violent/threatening consequences for infringement of the code ranging from the least intrusive sanctions to the most stringent
- recognising and taking into account students' age, cultural background and their emotional state

- utilising a coordinated, systemic approach to addressing the learning and behaviour needs of individuals via a case management approach to supporting “at risk” students
- recognising the rights of all students to:
 - express their opinions in an appropriate manner and at the appropriate time
 - work and learn in a safe environment regardless of their age, gender, cultural background, socioeconomic situation and impairment.

To ensure alignment with the Code of School Behaviour when applying consequences, the individual circumstances and actions of the student and the needs and rights of school community members will be considered at all times.

THE “SMART CHOICE” PROGRAM

The Smart Choice Program is a major part of the School's behaviour management strategy. The reasons for using the Program and the Planning Room are as follows:

- To allow greater focus on teaching and learning
- To reduce disruptive behaviour within the classroom
- To encourage students to reflect on their classroom behaviour
- To build a cooperative approach towards behaviour that involves Students, Teachers and Parents/Carers
- To encourage students to take responsibility for their own behaviour.

The Smart Choice Process is used in cases of minor misbehaviour by students where the teaching and learning process is interrupted. More serious incidents are dealt with by the Deputy Principals. If a student's behaviour is affecting a teacher's ability to teach or other students to learn then the teacher may ask the student the following questions:

The Questions

- What are you doing?
- What are the rules?
- What happens when you break the rules?
- Is that what you want to happen?
- What will happen the next time you break the rules?

The purpose of **The Questions** is to give a clear indication to the student that their behaviour is unacceptable and that the questions are the first and only warning. If the rules are broken again then the student has chosen to be referred to the planning room.

The Planning Room

When referred to the Planning Room, students must undertake to write a plan before they can re-enter the classroom for that subject.

The Planning Room has very precise rules about what students may do whilst there. If these rules are broken then **The Questions** are put to the student and any further disruption will result in referral to the office.

A student should spend no more than three (3) class sessions in the Planning Room to write their plan. Once the plan has been completed the student must talk to the class teacher about the plan before going back to class. The Teacher will also complete a section on the back of the plan as part of the negotiation process.

If you would like to learn more about the Smart Choice Program you may talk to the Deputy Principal who oversees the Planning Room by telephoning (07) 3299 0555 and ask for an appointment.

For further details please obtain a copy of our schools Responsible Behaviour Plan available from the school office or at www.marsdenshs.eq.edu.au

Bicycles

Bicycle racks are provided for student use and all bicycles must be stored in these racks. For security reasons, it is recommended that bicycles be locked. The school cannot accept responsibility for the security of bicycles parked in bike racks. The use of bicycle helmets is required by law. Once students enter the school grounds they are to walk their bikes. **Roller blades/skates, motorised/scooters and skate boards (or similar modes of transport) are NOT permitted at school.**

Camps & Excursions

Camps

During the year there are a variety of three day camps organised for the subjects, Science, Football, Instrumental Music, Drama, Dance. Instrumental Music students are also invited to attend a District Advanced Music Camp later in the year. The Special Education Unit takes students on two camps each year one for the middle school and one for the seniors. The annual Ski Trip to the Snowy Mountains is a favourite and is scheduled for eight days every August during the Brisbane Exhibition Show week.

Excursions

Educational excursions are organised for students throughout the year in a number of their subject areas. Whenever an excursion is planned, full details will be sent home to inform parents/carers of cost, times of departure from and return to

school. Permission notes are required for all excursions. Students who wish to go on excursions must meet the school's requirements concerning appropriate dress and grooming, safety gear, standard of conduct and general attendance history. Some subjects have a compulsory excursion component in their curriculum. Parents/carers are required to meet all costs associated with excursions.

Payment for Excursions – *The deadline for payment for ALL excursions is 3:00 pm the day before the excursion.* The Payment office is closed to students every Thursday therefore if the excursion is on a Friday, payment is due on Wednesday. Only if a student is absent the day before the excursion is he/she permitted to pay on the day.

If payment of money for excursion/camps has been made and a student decides not to attend, he/she will not receive a refund unless it is for genuine medical or compassionate reasons.

Students are at risk of being withdrawn from off-campus activities if they have a history of major significant inappropriate behaviours and present a significant risk to the success, safety and/or well being of themselves and/or others. Where an off-campus activity (eg excursion) is an essential part of the learning program, the Head of Department will organise for an alternative learning task to be undertaken at school.

Canteen

The school canteen serves a vital need in the school by providing lunches and refreshments to students at reasonable prices. It is opened daily at both recess periods.

Through the *Parents & Citizens Association* all profits are spent on providing extra resources and facilities for the school. The canteen cannot operate without assistance from parents/carers on a voluntary roster. Our volunteers are recognised through awards and honours at the school and also in the community.

If you can assist, please ring the Convenor on (07) 3299 0526.

Celebrating Success & Achievement

Student achievement and success is highly valued at Marsden State High School. We regularly celebrate and acknowledge achievement and success through weekly parades, semester academic awards (Gold, Silver & Bronze), newsletters, local media and established award functions.

The school celebrates through annual awards evenings. Sports Awards Evening is usually held in the last week of October and the Excellence (Academic) Awards Evening held every year in November. Students are awarded for achievement in Academic, Sporting, Cultural and Service pursuits.

To be eligible to receive these awards, students must be officially enrolled at Marsden State High School. If you terminate your enrolment at any stage prior to the Awards Evenings, you will be ineligible to receive any awards. Enrolling in another school is defined as 'termination of enrolment' from Marsden State High School.

Change of Contact Details

If at any time you change your address or phone number, please report this change to the Office as soon as possible. This information is necessary so that official records can be kept up to date and immediate contact can be made in the event of an emergency.

Commonwealth Government Assistance

The Department of Education, Science and Training develops policy in relation to the following student income support programs:

- **Youth Allowance** – Youth Allowance seeks to ensure eligible young people receive income while studying, looking for, or preparing for, paid employment; encourage young people to choose further education or training over job search if they do not have sufficient skills to obtain long-term employment; and encourage young people to undertake a range of activities that will promote entry into employment. Young people must meet age, residency and activity test requirements.
- **ABSTUDY** (The Aboriginal and Torres Strait Islander Study Scheme) – provides a means-tested living allowance and other supplementary benefits to eligible secondary and tertiary students.

For more information about Commonwealth Government Assistance for students you can go into any Centrelink office, call 13 2317 or visit www.dest.gov.au

Curriculum, Teaching & Learning

One of the hallmarks of Marsden State High School is the safe, disciplined and inclusive educational environment where young people can focus on achieving excellence in a range of academic, vocational, sporting and cultural pursuits. Through our **comprehensive** curriculum options students have a real choice in determining the course that best meets their individual needs and helps them to achieve their goals and dreams.

The key to improving learning outcomes is to recognise the diverse education and training needs of young people, and provide a range of opportunities to meet those needs. Our school community believes that student engagement is a precursor to achievement and as such we strive to constantly explore new approaches to schooling that ensures we are

in step with the interests and imperatives of our young people. We strive to provide high quality education that makes a positive difference to the lives of all young people who enrol in our school community. We equip young people for the future to enable them to contribute to a socially, economically and culturally vibrant society. Marsden State High School offers students a broad range of curriculum pathways across the Middle and Senior Phases of learning with a balance of academic, vocational, sporting and cultural experiences. The Curriculum in our school is flexible, broad and coherently organised around the 8 Key Learning Areas (*English, Mathematics, Science, Study of Society & the Environment, The Arts, Health & Physical Education, Languages Other Than English, Technology*). The school is structured around 4 x 70 minute learning blocks each day to allow us to focus on developing and extending literacy, numeracy and thinking skills. The school operates a flexible day structure with a 2:45pm finish for all students to allow them extra time for balancing their travel, study and work commitments.

Curriculum...

Our expectation is that every student will exit at the end of Year 12 after completing an individual learning pathway. Students at Marsden State High School come from a variety of social/cultural groups and family backgrounds. While this makes for a diverse and dynamic learning community, it also means that students have a broad range of learning abilities and interests.

- Year 8 students study a set course with specialisation in two extension electives
- Year 9 students undertake a range of subjects to cover key learning experience from the mandated key learning areas
- Year 10 is the commencement of the senior school where students can choose elective subjects which will transition them for a learning pathway through the senior school
- Year 11 and 12 students are offered an extensive range of subjects to allow individualised learning pathways to be developed. These learning pathways are linked to each students post school options.

Middle School (Years 8 – 9)

Students in the middle years of schooling (Years 8 – 9) are given the best opportunity to acquire the essential knowledge, skills and understanding for future success through comprehensive, flexible and balanced curriculum pathways encompassing the 8 KLAs and the rich interrelationships between them.

Year 8:

To receive a quality curriculum at Marsden State High School and to lay the foundation for future study, Year 8 students will have the opportunity to:

- Complete **5 CORE** subjects
- Complete **4 ROTATION** subjects over 4 terms
- Select **2 SPECIALTY EXTENSION SUBJECT** [1 semester each subject]

CORE Subjects:

- English [3 sessions]
- Mathematics [3 sessions]
- Science [2 sessions] / Physical Recreation [1 session]
- Social Science [2 sessions] / LOTE (German/Chinese) or (Projects) [1 session]
- Literacy [1 session] / Sport [1 session]

ROTATION Subjects (3 sessions each term per subject)

- Industrial Technology
- Music
- Art
- Home Economics

Year 9:

To engage students in a quality curriculum at Marsden State High School and to prepare them for Year 10 Transition Year, Year 9 students will:

- Complete **5 CORE SUBJECTS**
- Complete **2 SPECIALTY EXTENSION SUBJECTS**

5 CORE SUBJECTS

- English [3 sessions]
- Mathematics [3 sessions]
- Science [3 sessions]
- SOSE [3 sessions]
- Literacy / Sport [2 sessions]

2 SPECIALTY EXTENSION SUBJECTS [3 sessions for each]

For further details please obtain a copy of our schools Year 9 Subject Selection booklet available from the school office or at www.marsdenshs.eq.edu.au

Senior School (Years 10 – 12)

Marsden State High School offers students a broad range of learning pathways in the Senior School with a balance of academic, sporting, cultural and vocational experiences.

In the senior school we offer multiple learning pathways to allow students to achieve a range of career and life goals:

- We offer a wide range of academic and vocational education and training courses leading to students being accredited and certified in Queensland Studies Authority (QSA) subjects and courses on their Senior Statement and Queensland Certificate of Education (QCE).
- We offer an extensive **School Based Traineeship and Apprenticeship (SAT)** Pathway where students reduce their number of subjects to focus on a SAT.

Our senior program reflects our belief that the key to improving learning outcomes is to recognise the diverse education and training needs of young people, and provide a range of opportunities to meet those needs.

Students entering the Senior School are required to make significant adjustments. Students will have greater independence and responsibility through flexible timetabling provisions and opportunities to access programs in TAFE, University or placements in traineeships and school based apprenticeships.

However, the greater flexibility of senior schooling does bring with it the need for greater responsibility. We believe that by Year 10 students will have reached a level of maturity to successfully manage these challenges and extra responsibilities.

Of course, to gain the maximum benefit from the special features of the senior school, students need to choose a course of study which is relevant and realistic to their interests, goals and abilities, as well as being sufficiently challenging enough to keep a high motivational level.

Year 10:

To engage students in a quality curriculum at Marsden State High School, Year 10 will become a transition year into the Senior Phase of Learning. Year 10 students will complete **2 CORE** subjects as well as having the opportunity to select **4 ELECTIVE SUBJECTS**.

2 CORE Subjects:

- English
- Mathematics

4 ELECTIVE SUBJECTS

Sport/PDT [2 lessons]

Year 11 & 12:

All students must study English and one of Mathematics A, Mathematics B or Prevocational Mathematics. Another four subjects must be selected. Students need to be careful about selecting a combination of Vocational, General and Tertiary subjects which will allow them to pursue their interests after year 12. Students who have any doubts about their subject selection must make an appointment with a Guidance Officer to discuss their choices.

- **Section 1:** English (A) or English Communication (SAS) must be chosen.
- **Section 2:** A Mathematics subject must be chosen: Mathematics A (A), Mathematics B (A), Prevocational Mathematics (SAS).
- **Section 3:** Choose any four (4) subjects:
 - **Vocational Studies:** Applied Music Technology, Computer Studies – Vocational Information Technology, Hospitality Practices, Industrial Skills – Construction, Industrial Skills – Engineering, Industrial Skills – Furnishing, Tourism – Vocational, Workplace Education, Workplace Readiness, Office Administration, Business Retail.
 - **General Studies:** Information Communication Technology, Creative Arts, Recreational Education, Metal Technology, Timber Technology, Early Childhood Studies, Recreational Education-Football, Industrial Graphics.
 - **Tertiary Studies:** Accounting, Ancient History, Visual Art, Biology, Business Communication & Technology, Chemistry, Dance, Drama, Economics, Film & Television, Geography, Graphics, Health, Home Economics, Information Processing & Technology, Legal Studies, Modern History, Multistrand Science, Music, Physical Education, Physics, Mathematics C, Chinese, German, Physics, Tourism.

For further details please obtain a copy of our schools Senior School Curriculum Handbook available from the school office or at www.marsdenshs.eq.edu.au

Teaching & Learning (Marsden State High School Pedagogical Statement)...

Teachers at Marsden State High School engage in the Productive Pedagogies which incorporate an array of teaching strategies that support classroom environments, and recognition of difference, and are implemented across all key learning and subject areas. Quality pedagogical practice promotes the wellbeing of students, teachers and the school community - it improves students' and teachers' confidence and contributes to their sense of purpose for being at school;

it builds community confidence in the quality of learning and teaching in the school. To ensure that each and every student has an opportunity to achieve their maximum potential, teachers at Marsden State High School engage in:

INTELLECTUAL QUALITY	SUPPORTIVE CLASSROOM ENVIRONMENT
<ul style="list-style-type: none"> ▪ Higher order thinking when we engage in questioning, conceptualising, inquiring and investigating in order to generalise, synthesize and hypothesize ▪ Deep knowledge when we create relatively complex connections to central concepts ▪ Deep understanding when we provide opportunities to construct relatively complex information to integrate and expand ideas ▪ Substantive conversation when we facilitate in a collaborative way to empower students by encouraging learning partnerships ▪ Knowledge as being problematic when we provide learning experiences that allow students to construct meaning through activities which reinforce learning ▪ Metalanguage when we identify and model to provide understanding and awareness of appropriate language 	<ul style="list-style-type: none"> ▪ Social support when we show genuine concern for student progress ▪ Academic engagement when we provide opportunities and encourage all students to engage in activities with a view to achieving their potential ▪ Explicit quality performance criteria when we identify and explain frequently and in detail the expectations of tasks and assessment in language that both staff and students understand ▪ Self-regulation when we create an awareness of responsibility and self management
RECOGNITION AND VALUING OF DIFFERENCE	CONNECTEDNESS
<ul style="list-style-type: none"> ▪ Cultural knowledge when we expose and value aspects of diverse cultures ▪ Inclusivity when we acknowledge differences by promoting diverse learning experiences ▪ Narrative when we use anecdotes to reinforce and contextualise theory ▪ Group identity when we create learning communities in which difference and group identities are positively recognised and developed within a collaborative and supportive environment ▪ Active citizenship when we create an environment that ensures the individual's right to learn 	<ul style="list-style-type: none"> ▪ Knowledge integration when we give students a wide variety of cross-curricular experiences ▪ Background knowledge when we brainstorm, use personal experience and adopt an investigative approach to explore the topic ▪ Connectedness to the world when we are able to relate material to the larger social context of the student's world ▪ Problem based curriculum when we provide opportunities to solve real or hypothetical problems over a period of time

Assessment and Reporting...

The school's Assessment Policy is recorded in the student planner and a copy is available from the school's office and website. At the start of every semester each student receives a copy of the school's assessment calendar detailing the nature of assessment and due dates. When a student fails to complete a piece of summative assessment a letter will be sent home to parents/carers detailing the circumstances. Students who fail to submit assessment items will put their enrolment at risk and will not be able to attend non-essential school activities (eg discos, formal, non-curriculum excursions or camps)

For further details please obtain a copy of our schools Assessment Policy available from the school office or at www.marsdenshs.q.edu.au

Reports & Parent Interviews

Reports are issued three times a year to every student. Reports are issued at the end of Term 1 (Progress Report), Term 2 and Term 4 (Formal End of Semester Reports). Students are assessed on a five point scale from A – E:

A	Excellent - The student consistently demonstrates a very high level of knowledge, skills and understanding beyond the level required and is able to apply them independently in a wide range of contexts.
B	Very Good - The student demonstrates a high level of knowledge, skills and understanding and is able to apply them independently in most contexts.
C	Satisfactory - The student demonstrates a sound level of knowledge, skills and understanding and is able to apply them in some contexts.
D	Needs Attention - The student demonstrates limited knowledge, skills and understanding and is able to apply them, with support, in some contexts.
E	Unacceptable - The student demonstrates very limited knowledge, skills and understanding.

Students no longer receive a school certificate at the end of Year 10. Students are urged to carefully store all reports as obtaining extra copies is time consuming and costly.

The school holds both formal and informal interviews where parents/carers and teachers get the opportunity to meet each other and discuss the progress and performance of a student. The school holds two (2) parent/carer reporting evenings each year – the first during Week 2 of term 2 and the second in Week 3 Term 3. However, a parent/carer does not have to wait until Parent/Teacher night to talk with teachers - any mutually convenient time will do. Please do not hesitate to contact the school as soon as you feel there is a need.

Decision Making Forums – Leadership & Management

The decision making process in our school should be fully understood by students, parents/carers and staff. It is imperative to know and understand the relationships that exist between decision making bodies within the school. Through this understanding all partners in the education process will be able to have more effective input - thus resulting in better quality decision making.

Staff, parents/carers, students and the community should have direct involvement in many of the issues related to the education of the young people in our school community. It is our responsibility as a school to develop and assist the implementation of structures that will ensure that the best quality decisions are made about the education and personal growth of children in our care. Active participation in the **P&C Association** and **School Council** aims to provide quality decision making, greater support for educational initiatives and a positive impact on student achievement.

- **School Executive Team:** The day-to-day management of the school is supervised by the Principal, Deputy Principals, Heads of Department and the Business Services Manager. This group forms the School Executive Team which takes responsibility for implementation of our strategic direction.
- **P&C Association:** The Parents and Citizens' Association meets on the first Wednesday of each month at 6.30pm in the Administration Block. Our active P & C plays a vital role in policy formation, budgeting major projects, running the canteen and uniform shop and raising money for school projects. Parents/carers are encouraged to attend P & C meetings to keep abreast of school procedures and developments that will affect their students at Marsden High.
- **School Council:** The School Council was first formed in 1995 and consists of the Chairperson, School Principal, the President of the Parents & Citizens' Association, two elected staff members, two elected parent/carer members, two elected student representatives and one member of the community (appointed). The School Council helps to determine the strategic future direction of the school.
- **Student Council:** The purpose of the Student Council is to encourage students to play a more active role in school decision making processes. The council reports directly to the School Council on matters of student concern or interest. All students are encouraged to become involved.

It is understood that where possible all relevant stakeholders should have involvement in the decision making process. It must be noted however that not all groups may be consulted for ratification of all decisions. The groups to be involved in the decision-making will be determined by the nature of the business - or issue - and will be directed by the P&C/School Council or the Principal. Different issues raised may be addressed in different ways. For example, one issue may be addressed initially by staff, then Principal and then the P & C Association. Another issue may be discussed solely by the Principal or by the Middle Management Team.

Every attempt will be made to ensure all parties who should be involved in the decision making process have the opportunity to do so.

For further details please contact the Principal, P&C Association President or School Council Chairperson.

Detentions & Timeout

The Education Act allows for students to be detained for 30 minutes after school if necessary. At Marsden State High School we:

- impose detention as punishment for disobedience, misconduct, wilful neglect to prepare homework or other breaches of school discipline
- impose detention for not more than 20 minutes during school break, or one-half hour after school program
- inform parent/carer of proposed period of after school detention before detention is imposed
- use Time Out/Internal Suspension:
 - as strategy for students to manage their own behaviour
 - in order to assist a student in calming down process
 - as a strategy to reduce the frequency of a particular behaviour

Marsden State High School uses this opportunity primarily for *catch up work* for students who choose not to work during their lessons or disrupt the learning of others.

Dress Code – School Uniform

The Parents & Citizens' of Marsden State High School supports a student dress code (uniform) for Marsden State High School because it believes that a student dress code promotes objectives of Education (General Provisions) Act 2006. Each student is an ambassador for the school.

In particular, the P & C supports the intention of a student dress code in providing a safe and supportive teaching and learning environment by:

- ready identification of students and non-students at school;
- eliminating distraction of competition in dress and fashion at school;
- fostering a sense of belonging; and
- developing mutual respect among students through minimising visible evidence of economic or social differences.

Our student dress code consists of an agreed standard and items of clothing, which are defined as a school uniform that our students wear when:

- attending or representing Marsden State High School;
- travelling to and from school; and
- engaging in school activities out of school hours.

It is impossible to develop a code to meet everyone's individual requirements, styles or needs. Our school's dress code promotes the good image of the school within the community, and encourages students to uphold and enhance that image, as well as meeting community expectations and health and safety standards. A neat, complete uniform and tidy appearance shows pride in self and school. It projects a positive image to employers and the community.

At Marsden State High School we impose sanctions on a once only basis per episode of non-compliance. Our sanctions are reflective of the severity and recentness of the non-compliance and are limited to one of the following:

- Imposing a detention for a student during lunch or after school (if after school, inform parents/carers before detention occurs);
- Preventing student from attending, or participating in, any activity for which student is representing school; or
- Preventing student from attending or participating in any school activity that is not an essential school educational program.

Sports Uniform: For physical education classes, and sport, students are required to wear full sports uniform. Students are to change into sports uniform at the beginning of the physical education lesson and change back into day wear immediately after the lesson. Sports uniform is not to be worn to other classes.

Make-up/Hair: Make-up is not to be worn at school. Hair colour must be natural. Dreadlocks, multiple plaits and other extreme styles are not acceptable. Multiple or extreme hair adornments are not appropriate. Ribbons and hair clips, in school colours. Only clear nail polish may be worn.

Shoes: Parents/carers and students are reminded that appropriate shoes are part of the Code of Dress. Workplace Health and Safety regulations apply to certain areas of the school. Black leather, lace up college style shoes give the best protection to students feet. Jogger style shoes must have black leather uppers and black laces with no white or coloured decoration on the shoe. **Synthetic or imitation leather, suede or other fabric shoes are not acceptable and should not be worn at school. High heeled or platform shoes are not permitted. Shoe laces = black.**

Jewellery: A single sleeper or stud earring in each ear (in silver or gold) and a watch may be worn. Facial piercing is not permitted even if covered with a band-aid. A fine chain (in silver or gold) may be worn – it must be long enough not to be seen.

All articles of clothing should be clearly named. *For further details please obtain a copy of our schools [Student Dress Code](#) is available from the school office or at www.marsdenshs.eq.edu.au*

Driving

Students who drive to school (car / motor bike) are not permitted to drive or park their vehicles in the school grounds. Students who are licensed drivers and registered by administration may park outside the grounds only. No passengers are to be carried, cars are not to leave during the day and there is no access to cars during the day. Parents/carers may permit sblings of a driver to travel by car. By law bike helmets are to be worn.

Enrolment Procedures

Your support and involvement is vital:

Fundamentally our emphasis as a school community is upon what happens in classrooms – the teaching and learning. Your support as parents/carers is fundamental to this process. At Marsden State High School we believe that families, in partnership with teachers, play a vital role in shaping our young people to become active, positive and productive citizens, who **take responsibility for their own learning and behaviour** in their ever-changing life roles as family, community and workforce members.

Our expectation is that parents/carers will remain actively involved in their child's high school education so that each student is given the best opportunity to achieve their maximum potential. Marsden State High School provides comprehensive educational opportunities for all students and expects that parents/carers will support us in our endeavours by:

- A. Making sure students are well dressed and presented in our uniform everyday for school.
- B. Paying the school Resource Scheme (\$190) promptly to ensure that your child has an ID Card, Student Planner and all necessary resources to learn. Without an ID Card students are not able to borrow resources from our library.
- C. Ensuring that students come to school each day with all the necessary equipment PREPARED for learning.
- D. Support us in maintaining our school's clear high expectations regarding student behaviour standards by supporting us in promoting our @marsden.i focus. POSITIVE RELATIONSHIPS and RESPECTFUL INTERACTIONS are a critical element of our school community.

Each year level has a teacher allocated as Year Coordinator to assist in the management of students and to provide an avenue of communication between the school and home.

General Enrolment Enquiries:

General enrolment enquiries and appointments must be made through the school's Guidance Officers who can be contacted on (07) 3299 0555. Throughout the year, all new students must be enrolled by appointment. Students enrolling from another Queensland high school must obtain an official transfer from their previous school. We will contact your previous school for background information to help us plan for your success. All students and parents/carers must complete the official enrolment form and sign the enrolment agreement – the enrolment agreement sets out the responsibilities of the student, parents/carers and the school staff about the education of students enrolled at Marsden State High School. Please read through it with your child as there are several agreements regarding wearing of the school uniform, behaviour, textbook and resource scheme contributions. It is essential that a parents/carer attend the enrolment interview. Please bring the following information to the interview:

- Credit card/cash to join the school's Resource Scheme to ensure your child can take advantage of the school's resources
- Transfer Note if you are coming from another Queensland State Secondary School
- Birth Certificate
- Latest School Reports
- Custody Papers/Family Court/Residency Orders
- Proof of Guardianship
- Proof of Residence if unusual circumstance or independent student
- Proof of independence (Centrelink)
- Anecdotal Record if a re-enrolment
- Child in Care Documentation
- Proof of Address/Location (Enrolment Management Plan)
- SET Plan (Year 10/11/12 Student)
- Any other information which may assist in your enrolment process eg health, learning or family information.

Enrolment interviews are generally conducted by the school's guidance officer. Students who are transferring because of behaviour, attendance or learning engagement difficulties will be interviewed by a Deputy Principal. Students who are enrolling after being excluded from another school will be interviewed by the Principal.

Year 8 2009 Enrolment Enquiries:

Year 7 into Year 8 students entering from local primary schools must enrol personally in the company of a parents/carer. The following processes and procedures are in place to ensure that students and parents/carers fully understand the enrolment commitment when signing on to Marsden State High School:

- School Visits – the school's Principal, Deputy Principal, Year 8 Coordinator and 2 students will personally visit all local primary school Year 7 students in August to discuss the comprehensive programs that Marsden State High School has to offer.
- Year 8 2009 Enrolment Interviews — Parents/carers and prospective year 8 students are invited to attend the school for enrolment on **Monday 18 August 2008 between 3.00 pm and 7.00 pm**. The enrolment interview will take about fifteen minutes per student and you will be able to discover first-hand what our school has to offer. At this meeting we aim to find out as much as possible about your child's needs and interests. The Principal and Deputy Principals will be available to answer questions regarding the School, its core values and procedures.
- Year 8 enrolments after the 18 August will be taken at the Administration office from 8.00 am until 4.00 pm. Parents/carers and students need to fill in and sign several important forms.

Year 9 – 12 2009 Enrolment Enquiries:

Years 9 - 12 may enrol by appointment through the school's Guidance Officers upon making an appointment anytime during Term 4 up until Friday 12 December 2008. The School Office will re-open on Monday 19 January 2009 between 9.00 am and 3.00 pm.

Extra-Curricular Activities & Community Life

Our students are our future. At Marsden State High School we believe it is critical to provide students with opportunities to excel beyond the classroom to:

- Develop leadership skills
- Promote active and global citizenship and service to the community
- Build confidence, self-esteem and school spirit

Examples of opportunities available to students include:

- Comprehensive Sports and Arts programs
- Peer mediation Program
- Student Council, School Captain and Leadership Opportunities
- Student clubs and organisations
- Debating and public speaking (English Speaking Awards, Chinese Verse Speaking).

Sport and the Arts play a prominent role in the life of students at Marsden State High School. Past students have won recognition at national and state level. As well as sport involvement, students can participate in school plays, the school instrumental music program, the Musical (2009) and Rock Eisteddfod (2010) in alternate years, the Student Representative Council, Multicultural Concert, school camps, science and mathematics competitions, debating, concert bands, magazine, school trips and environment projects.

Facilities

Our school provides a comprehensive range of world class educational facilities:

- Specialist facilities for Art, Technology and Science
- Performing Arts and Business Education Centres
- Specialist Industrial, Design & Technology facilities
- Modern Special Education Services Unit
- Senior Pathways Centre (School Based Traineeships & Apprenticeships)
- Studies blocks for Mathematics, Science, English and Social Science
- Specialist science laboratories
- Modern resource centre
- Canteen & Uniform Shop
- Extensive sporting facilities including ovals, courts and a gymnasium
- Indoor Sports Centre with seating for 1600 including two court areas
- A student : **computer ratio of 6 : 1**

Gifted Education

Gifted and talented children are those who excel in one or more areas, including general intelligence, academic areas, visual and performing arts, physical ability, creative thinking, and interpersonal skills. Giftedness is commonly characterized by an advanced pace of learning, quality of thinking or capability for remarkably high standards of performance compared to children of the same age. The unique abilities are specific to each individual child, and it is acknowledged that gifted and talented children have particular needs. The school caters for gifted and talented children in many ways, but generally through flexible timetable arrangements that allows a student to accelerate their learning by taking subjects at a higher year level or accessing courses at university or TAFE.

Gifted Education at Marsden State High School is based on the idea of developing gifted students into talented students. The school uses research by Francoys Gagne, a French Canadian psychologist, and The Gifted Education Research, Resource and Information Centre (GERRIC – University of NSW) to distinguish between and gifted and talented students. GERRIC, use research by Gagne, to define a "gift" or "giftedness" as an ability or aptitude **significantly beyond the average** and describe a child who possesses that ability as "gifted". For Gagne, giftedness is outstanding **potential** not outstanding performance. Gagne defines talent as **achievement** or **performance** at a level significantly beyond what might be expected at a given age (Australian Government Quality Teacher Program, 2005). For Marsden State High School, this means developing programs that will challenge and extend gifted students to perform to their potential.

Marsden State High School uses a number of strategies to help support and develop gifted students into talented students. The school operates a pathways based curriculum that allows all students to select an educational pathway that suits their individual needs. This means that gifted students can work with students of similar ability in subject areas (e.g. Maths, Science and English). The school also facilitates student-centred classrooms that encourage the development of higher order thinking skills in subject areas. This is essential to challenge and extend gifted students.

The school also offers gifted students opportunities to accelerate their learning through higher level subjects and units and selected TAFE and university courses.

To help cater for and support gifted students it is important for parents/carers to be involved in their child's education. For more information on Gifted Education contact the school's Head of Department - Teaching & Learning.

Health and Well Being Initiatives

Healthy Food & Drink Choices – In recent years, levels of overweight and obesity in children and young people have increased dramatically. Overweight and obesity is usually a result of excess energy intake through eating too much food or the wrong type of food, combined with doing too little physical activity or being inactive for too much of the day.

The Healthy Food and Drink Supply Strategy for Queensland Schools is all about offering healthy food and drink choices to students in Queensland schools.

School food and drink supply includes all situations where food is supplied in the school environment - tuckshops, vending machines, school excursions, school camps, fundraising, classroom rewards, school events such as celebrations and sports days, and food used in curriculum activities.

Our school is committed to supporting and promoting the health and wellbeing of Queensland's young people. Sport and Physical Education is included as part of the school's curriculum and it is mandatory for all students to participate.

Middle School students (Year 8 and Year 9) do 2 hours of Sport/Physical Education per week while in the Senior School students engage in a minimum 1 hour of Sport/Physical Education per week. Notes from parents/carers are required for temporary non-participation. Students are expected to wear the school's sports uniform for these lessons.

Students participate in some level of sport – Gold, Silver, Bronze. Gold being interschool sport @ \$60 per year; Silver being 1 interschool and 1 school sport @ \$40 per year; Bronze being school sport @ \$15 per year.

ID Cards

All students will be issued with a plastic ID Card upon enrolment. The cost of the card is covered as part of the school's Resource, Textbook Hire & Technology Scheme payment. The ID Card is used for library borrowing, textbook hire and attendance. Replacement ID Cards cost \$6.00. If you do not pay your Resource, Textbook Hire & Technology Scheme fee you do not receive an ID Card.

Illnesses, Accidents & Ambulances

Since we are unable to look after sick children at school, parents/carers are requested not to send students who are already unwell.

- Students who become ill during the school day and wish to go to the sickroom must first report to the Office with a note from their teacher, where their names will be recorded. Where possible, and if necessary, parents/carers will be contacted so that the student may be sent home. Facilities for sick children at school are limited – we are not a hospital. We believe home is the best place for students when they are ill.
- In an emergency, such as an accident or serious injury occurring at school, parents/carers will be contacted immediately and an ambulance will be called. An up-to-date emergency contact number is essential. If the parents/carer cannot be contacted, then permission for any necessary treatment will be given by the Principal. It is, therefore, imperative that the information on the student's database be updated regularly (especially address, telephone numbers, emergency contacts, etc.). Parents/carers should inform the school of serious allergies, physical limitations or disabilities both temporary and permanent. Sometimes, in emergencies, ambulances are required for student transport to hospital. If an ambulance is required for any reason we attempt to contact parents/carers first to notify them. If this is not possible, we endeavour to contact parents/carers from the hospital. Our first priority is the safety and well-being of the students in our care.
- Upon returning to School, students need to see each of their teachers to catch up on missed work, projects or assignments. Also if the student is going to be away for a long period of time, the Student Engagement Officer can be contacted to organise work for them.
- Students must bring a note explaining absences and a medical certificate if the absence is more than three (3) days. This note must be given to the student's Form Teacher on the day the student returns to school.

Literacy

At Marsden State High School we believe that Literacy is essential for learning. Effective learning is impossible without effective literacy - conventional written literacy and in the growing fields of electronic and multi-media literacies. Consequently literacy cuts – it cuts people in or it cuts people out. Literacy has consequences for our students in terms of their future success and access to jobs and further study. At Marsden State High School we have started the initial processes of exploring a whole school approach to developing and extending literacy skills for all our students. Literacy

in Year 8 and 9 is our priority as it builds the essential skills for success in the senior years. What is literacy and why is it so important? What does it mean to be literate in today's society?

- Literacy is more than just being able to read and write – it encompasses speaking, listening, reading, viewing, writing and critical thinking. Although learning to communicate using spoken and written words is still necessary, it is no longer sufficient. Effective literacy programs need to develop students' abilities to use a range of communication technologies. Literacy helps our students communicate effectively and negotiate the world they live in. Being literate means we have a better chance of securing employment and completing further study after school.

The importance of literacy for your child's future is vital - this is why we have made literacy a major focus at this school. We have developed a program for 2009 targeting Year 8 and 9 students. Year 8 and 9 students will be timetabled for 1 x 70 minute period a week to focus on literacy skills from decoding and comprehension through to critical literacy skilling.

Senior students will be offered a short course in literacy and numeracy to fulfil Queensland Certificate of Education (QCE) requirements.

Lockers

Marsden State High School does not offer a LOCKER service.

Medication

Strict new procedures have been developed by the Queensland Government regarding prescription and over-the-counter medication in schools. Our school is committed to working closely with parents/carers and students to highlight the risk of students misusing these medications.

All parents/carers must:

- notify our school in writing of a health condition requiring medication at school
- request in writing if school staff are to administer medication or assist in the management of a health condition
- notify our school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions
- provide the medication in the original labelled container to the nominated staff member
- ensure the medication is not out of date and has an original pharmacy label with the students name, dosage and time to be taken
- notify our school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner
- advise our school in writing and collect the medication when it is no longer required at school.

Messages for Students & Phone Calls

A message will be taken at the School Office for students in an emergency situation only. General messages for non-urgent matters cannot be relayed to students. Students will not be permitted to accept phone calls at school. Only in cases of emergency will they be able to make calls using a school phone or receive phone messages.

Mobile Phones

We understand that many of our students use public transport to get to and from our school and a mobile phone provides added security. Although mobile phones are permitted at school, **they must be switched off at all times and put away.** Mobile phones with built in digital cameras are NOT to be used under any circumstances due to PRIVACY concerns. The school currently has a procedure for students and parents/carers to contact each other during school hours:

- In urgent circumstances students can ask permission to contact parents/carers and use the phone in the student foyer
- Every attempt will be made to contact students should parents/carers need to get an **urgent** message to students.

Students who fail to comply with these expectations will have their mobile phone confiscated and held at the school office until the end of the school day. For repeated breaches of this policy, a parent/carer will be asked to attend the school to collect the phone and meet with a Deputy Principal.

Network & Internet Access Agreement

Marsden State High School offers world class Information and Communication Technology infrastructure that is integrated into all subjects across the school. As well as providing computers the school also provides world class multi-media facilities to assist in learning. The use of technology at Marsden State High School is subject to the contract signed by parents/carers and students prior to accessing the school network.

The efficient operation of the school network relies upon the proper conduct of users who must adhere to strict guidelines. The school has compiled a "Computer Network and Internet Guidelines" on the acceptable use of computers and the Internet as part of their school curriculum. Failure to comply with the agreement guidelines will result in access privileges being withdrawn. Serious breaches of this agreement may result in suspension or exclusion from school. **No material may be loaded onto a computer/network without the explicit permission of the network Supervisor. Storage or retrieval of inappropriate content and/or images/sounds (eg pornography) will result in consequences ranging from detention through to suspension or exclusion.**

Marsden State High School has a website www.marsdenshs.eq.edu.au and email facility available via the.principal@marsdenshs.eq.edu.au.

For further details please obtain a copy of our schools Network and Internet Access Agreement available from the school office or at www.marsdenshs.eq.edu.au

Newsletter

We commit ourselves to clear and open communication between home and school. The school newsletter is distributed to all families monthly and is available on the Marsden State High School website (www.marsdenshs.eq.edu.au).

No Smoking Policy

In alignment with government regulations and as a health promoting school, Marsden State High School is a smoke free school. This policy applies to students, teachers, staff and visitors. Details regarding this policy are available on the Education Queensland website.

Out of Bounds Areas

Out of bounds areas are:

- bike racks at all times unless parking or collecting your bike
- car parks
- the house in the grounds
- around building perimeters and behind all buildings
- around the athletics and maintenance sheds
- around R Block, behind Art, and around Performing Arts blocks
- the fence line of the school
- the Chambers Flat Road ends of B, J, K, F and O blocks
- loitering in the park or shopping centre opposite the school.

Students are not to communicate with people who are outside the school grounds and must report any suspicious persons seen in the school grounds without a visitors pass, immediately to a teacher or member of administration.

Parent/Teacher Interviews

The school holds both formal and informal interviews where parents/carers and teachers get the opportunity to meet each other and discuss the progress and performance of a student. The school holds two (2) parent/carer reporting evenings each year. However, a parent/carer does not have to wait until Parent/Teacher evening to talk with teachers - any mutually convenient time will do. Please do not hesitate to contact the school as soon as you feel there is a need.

Parent/carer support and the nurturing of positive caring and connected relationships at home, with clear rules and boundaries being established, can be one of the most important contributing factors to a child's success at school. Parents/carers, in partnership with teachers, play a vital role in shaping our young people to become active, positive and productive citizens, who take responsibility for their own learning and behaviour, in their ever-changing life roles as family, community and workforce members.

Parents' and Citizens' Association

Through the *Parents & Citizens' Association* we encourage active parent/carer involvement in our decision-making processes. We strive to develop positive and caring interpersonal relationships between students, teachers and the community.

The Parents' and Citizens' Association meets on the first Wednesday of each month at 6:30 pm in the school's Administration Block (Muchow Road entrance). The *Parents & Citizens' Association* serves:

- as a forum for discussion and feedback about the school and its operations
- to provide students/school with resources not supplied by Education Queensland.

It is vital that parents/carers make the *Parents & Citizens' Association* their own ... it is a great opportunity to get directly involved in the school and a great way to get to know the Administration team and teachers of the school.

Payment of Money

Payment of money to the school for the purposes of an excursion or other curriculum activities must be done no later than 3.00 pm of the day before the activity. If the excursion is on a Friday, payment will be required by 3.00 pm Wednesday as the Payment office is closed to students on Thursday. Extraordinary or unforeseeable circumstances which prevent compliance with this policy will be dealt with on merit by the School Administration.

Parental permission forms must also be received before students partake in any official school activities outside of the school. Students must have their identification cards with them when making payments.

Personal Property and Valuables

Valuables should be left at home in case of theft or loss. If money, in excess of what is reasonably required for tuckshop, is brought to school it should be left at the Office for safekeeping. In the case of theft/loss/vandalism of personal property, this should be reported to the office immediately. Students need to take all reasonable precautions to prevent loss of, or damage to, personal property whilst at school. We advise students to:

- Ensure they do not leave money or valuables in their school bags
- Not bring items of value or sentiment to school
- Keep their schools bags as close as possible to them at all times

All clothing, books and other articles should be clearly marked with the student's name to reduce the chance of theft and for ease of identification if lost. All lost property will be forwarded to the Print Room (J Block). If items of clothing are clearly labelled, then property can be easily returned.

Money owed to the School must be paid upon arrival to the office - receipts will be issued.

Positive Complaints Management

We believe that positive relationships with home are fundamental to the effective performance of our students.

From time to time you may have a concern about a school-related matter or there may be a decision you cannot understand.

This is a timely reminder that, if you have a concern about any matter, for example your child's performance, our performance, school decisions or procedures, we invite you to make an appointment to come and talk the matter over with us. It is better to get the matter off your chest and endeavour to resolve it quickly than allowing it to simmer and grow into a big issue that is more difficult to resolve at a later date.

We need to know about the matter quickly so that it can be resolved quickly. We are committed to listening to you positively and to working with you to resolve matters in a productive way so that all parties have a voice. Our aim is to use complaints to improve our school and enhance our students' learning.

Prohibited Items

Students must not bring the following items to school:

- Aerosol cans
- Chewing gum/bubble gum
- Cutters/Stanley knives/pen knives etc...
- Laser pointers
- Steel rulers
- Yo Yos
- Alcohol/Drugs
- Cigarettes/lighters/matches/tobacco
- Permanent/felt marking pens/liquid paper
- Playing cards/Trading cards
- Walkmans/MP3*/DVD/CD/ IPOD* Players etc...
- Weapons (Objects of harm) or replicas

* Portable devices such as MP3 players, IPODs and CD players are not permitted at school UNLESS they are used as storage devices for school related work ONLY they are permitted at school – they are not to be used at school for listening to music etc...

Searches of bags and lockers by the school's administration are permissible only when there are reasonable grounds or a well-founded suspicion that a search will uncover particular items, such as items which are missing or not permitted at school, eg cigarettes or offensive material, or illegal items, eg drugs or weapons.

Students may be asked to open their lockers (if applicable), bags or desks for inspection, or to turn out their pockets. Confiscation of items which students are not permitted to have at school or for the purposes of classroom management is acceptable. If the item constitutes a danger to the student, the parents/carers may be contacted to arrange return of the property. If illegal items, such as drugs or weapons, are found the Queensland Police Service must be notified.

Public Image – Travelling to and from School

Students are expected to maintain the highest behavioural standards whilst travelling to and from school on public transport. Students must obey lawful instructions given by drivers in charge of buses and trains. Students are to travel straight to and from school and avoid loitering around boundary fences, parks or local shopping centres. Complete school uniform is to be worn to and from school at all times.

When traveling to and from school students are responsible for upholding the good name of our school in the broader community. If, in the opinion of the Principal, a student's behaviour to and from school is likely to prejudice the good order and management of the school (eg creating disturbances in public places, fighting/threats, involving students or members of the public) they will receive appropriate consequences including possible suspension or exclusion. Student safety and well being at all times is our paramount objective. Students must not smoke whilst in school uniform, including traveling to and from school. Principals may suspend students for a period of up to 20 days for:

- disobedience;
- misconduct; or
- other conduct that is prejudicial to the good order and management of the school.

Misconduct of a student of a State school includes misconduct happening while the student is:

- Attending or representing school; or
- Travelling to or from the school.

Queensland Core Skills Test (QCST) Preparation

Marsden State High School believes that our QCS Test preparation begins in Year 8 and continues throughout all year levels until the test is sat in Year 12. This is why we focus upon literacy and numeracy as our key priorities in the middle school. More detailed information can be found at www.qsa.qld.edu.au

Who sits for the Test?

All Year 12 students are eligible to sit the QCS Test. Students who are eligible for an OP must sit the QCS Test. Students who are not eligible for an OP may sit the QCS Test. Results of students in the latter category will not contribute to the calculation of OPs. Students otherwise eligible for an OP who are absent from the QCS Test without valid reasons and documented evidence will not be assigned OPs.

What is the QCS Test?

The QCS Test is:

- a common statewide test for Queensland Year 12 students
- an achievement test, not an intelligence test, not an aptitude test
- grounded in the Queensland senior curriculum
- accessible to all Year 12 students regardless of individual differences in subject patterns.

What does it test?

It tests the 49 common elements that are the threads of the Queensland senior curriculum. These elements are called Common Curriculum Elements (CCEs).

While the level of sophistication demanded by the test is appropriate to Year 12 students, particular knowledge of specific Year 12 subjects is not tested.

However, the test assumes basic levels of general knowledge and vocabulary and a Year 10 knowledge of mathematical operations.

What is the purpose of the Test?

The QCS Test provides:

- individual results reported on a five-point scale (A-E)
- group results for calculating Overall Positions (OPs) which are independent of subjects studied or school attended
- group results for calculating Field Positions (FPs), up to five per student, depending on subject choice.

QCS Test Preparation at Marsden State High School

Preparation for the QCS Test begins in Year 8 and continues through to Year 12. The preparation is undertaken in two ways:

BUILT IN PREPARATION

Focus on teaching and learning of thinking and process skills within subjects that happen in the classroom.

- Focus upon literacy and numeracy
- Explicit teaching of the 49 Common Curriculum Elements
- Embedding the CCEs within the curriculum

BOLT ON PREPARATION

Preparation which is conducted as a stand-alone exercise and explicitly teaches students how to approach the QCS Test by doing practice tests:

- Year 11 students will sit a practice QCS Test at the end of term 4. The writing task is professionally marked and gives students an excellent indication of areas which need improvement.
- Year 12 students will sit a practice QCS Test during term 2. The writing task is professionally marked and gives students an excellent indication of areas which need improvement.
- PDT lessons [1 x 70 minutes per week – terms 1, 2 and 3] devoted entirely to developing 'test wiseness' ... becoming familiar with the format and structure of the test and using appropriate strategies to achieve the best result.

In 2009, the QCS Test will be held on Tuesday 1 September and Wednesday 2 September.

References

School References are issued, on application, to students who are leaving school to seek employment. Students on transfer to another school are not eligible for a School Reference.

Resource Centre/Library

The school's Library is open before school and during both lunch breaks for students' study or recreational use. It can provide support with homework, assignments, information about careers, information about social clubs, activities and films, fiction and non-fiction texts and advice about them. The librarian and library aides are happy to help students make the best use of the resources available. Please do not hesitate to ask for assistance. The Library is a place for students to learn how to find and use information, as well as to enjoy recreational reading and other activities. The resources include books, magazines, audio-visual items, on-line data such as World Book, Macquarie Net, puzzles and educational games.

Opening Hours - The School's Library is open each school day from 8.00 am to 3.00 pm and Wednesday afternoons until 4.00 pm. Students are able to borrow resources before school, at lunch breaks and during the last 10 minutes of each lesson. All students are welcome before school and during first break. At second break, only year 10, year 11 and year 12 students are allowed access to the centre.

Borrowing Procedures – Students are required to present their ID cards when borrowing/renewing resources. Resources are borrowed for periods appropriate to their use: fortnightly loans for fiction; and weekly loans for non-fiction.

Resource Contribution Scheme

Please refer to: ***Marsden State High School Resource Contribution, Textbook Hire and Technology Scheme Policy***. A copy of this policy is available from the school's office. For students to derive maximum benefit from their Secondary Education, it is important that they have the advantage of access to the usage of essential texts, reference materials and other necessary resources. A Resource, Textbook Hire & Technology Scheme operates at Marsden State High School, whereby parents/carers pay a contribution and the School lends them a range of necessary resources, provides printed notes and a range of other materials and equipment. The purpose of this scheme is to contain costs to the parent/carer. The savings are very considerable in that if each student was required to provide all books, booklets and resources, the cost to parents/carers would be very great.

- (a) Basically, the contribution helps to cover the provision of a wide range of classroom resources such as class sets, textbooks, audio-visual materials, computer materials, printed notes, sporting equipment and other consumables. As well as saving parents/carers money, this scheme maximises the student's educational opportunity by allowing the School to provide the widest range of texts and equipment possible. It would be almost impossible for parents/carers to purchase such a wide selection of materials. However, if parents/carers do not wish to enter the scheme, a list of texts and resources will be provided. Also it would be expected that all printed materials and other resources provided for student use under the Scheme be paid for.

The scheme operates as a total package. It is not available in part

Parents/carers will be requested to contribute to the scheme on enrolment of their student/s. The Scheme will cost \$190 for every year 8-12 students who start on or before 27 February 2009 when the Government Allowance is paid to the School. Prorata fees will be payable after this date as per resource fee schedule. Payment to the scheme is required on enrolment. Subject fees will apply in practical areas such as Art, Home Economics and Manual Arts. **Parents/carers are able to pay off the Resource, Textbook Hire and Technology Scheme fee. Enquiries can be made to any one of our office staff. A letter of commitment needs to be signed and fortnightly payments made until the balance is paid.**

Please contact the school office if financial hardship exists so that special arrangements can be made. All discussions will be held in confidence. Payment of fees is to be finalised on enrolment. The cost of providing your own books and resources will far exceed the fees you will pay under the Scheme. We look forward to receiving your payment in support of our mission to maximise learning and potential for every student at Marsden State High School.

For further details please obtain a copy of our schools Resource Contribution, Textbook Hire and Technology Scheme Policy available from the school office or at www.marsdenshs.eq.edu.au

School Organisation

Marsden State High School has flexible school hours from 8:40 am to 2:45 pm. The 2:45 pm finish to the school day allows students extra time for travel, study and work commitments. It gives them extra time in the afternoon to balance their commitments. The earlier finish has no impact whatsoever on "learning time" or "classroom contact time" – *the amount of time students are in class remains the same as other schools in Queensland.*

The school's finances and strategic operations are organised around three key objectives:

- **School Workforce** – Develop a high quality, professional workforce to move the organisation to its preferred future.
- **Learning** – Implement a learning framework to prepare students for living in complex, multi-cultural, networked societies.
- **Schools** – Create learning communities that meet diverse student and community needs.

Specialist Programs & Partnerships

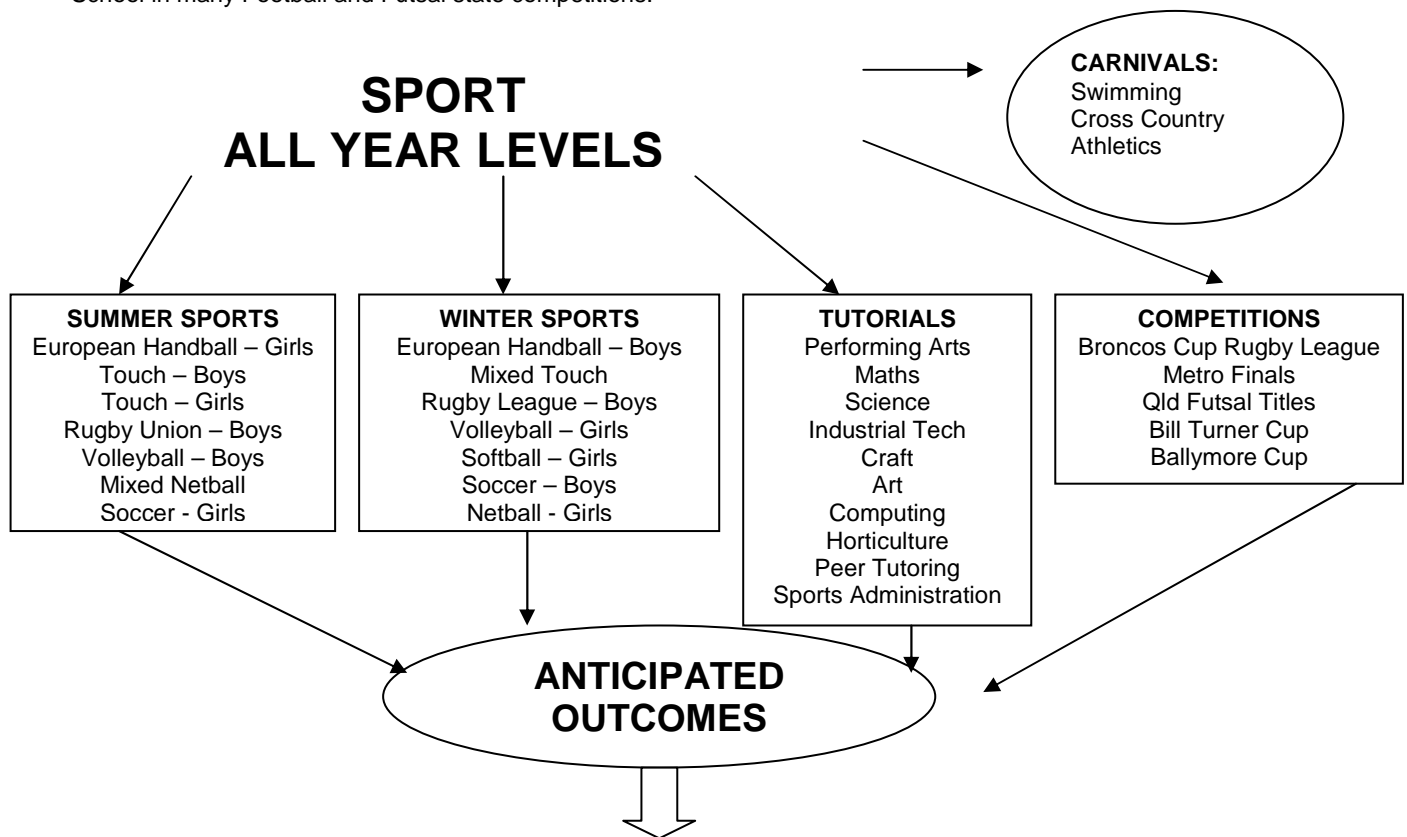
The Arts – across our Visual and Performing Arts Key Learning Area we offer a wide variety of programs including: instrumental music (woodwind, strings and percussion), drama festivals, musicals and art displays at local, regional and state level.

Sport /Physical Education

Sport – students have access to district, regional and state representative sport. Through a special partnership between Marsden State High School and Griffith University, our students have access to specialist athletics facilities for our annual athletics day.

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- **School of Excellence (Rugby League)** – Marsden State High School is a Rugby League School of Excellence offering selected students the opportunity to specialise. The school boasts an excellent track record with many students graduating into the NRL (eg Cameron Smith and Israel Folau). The school has specialist rugby league staff including a Level 3 Coach. More information about the program can be obtained by contacting Mr Kim Bray. Entry into the program is by interview and commitment to a contract including general classroom performance and behaviour.
- **Soccer** – the Football (Soccer) program allows students the unique opportunity to study both the theoretical and practical elements to the world game. Students will have a year long specialized Football program tailored to developing basic skill and technique. Students will be given the opportunity throughout the program to apply themselves practically on the Futsal court (indoor), inside of the school gymnasium and of course out on the field. The theoretical component of the Football program is adapted to target the interests of students with a passion for the game. Students will be involved in the study in areas such as refereeing, match analysis, sports first aid and exercise physiology. Along with selection into the Football program students will have the chance represent Marsden State High School in many Football and Futsal state competitions.



- Increased fitness levels
- Increased confidence with the knowledge of sports to enhance participation after leaving Marsden State High School
- Develop personal, management, social interaction skills and self confidence
- Improved school spirit under the Mako Marvels banner
- Develop a positive work ethic
- Develop positive attitudes and responses to winning and losing
- HAVE FUN!!!

- **Career Keys (Careers, Employment, Training and Support)** – Career Keys provides support to the community to meet the current and ongoing needs of our youth, adults, employers and schools. This is a community organisation with an outreach service based locally. Career Keys can:

- Develop and deliver a range of flexible community education, work skills training and life-skills programs to sustain future education, employment and social outcomes.
- Provide a superior job matching service to local industry and school leavers, assist women returning to the workforce and adults seeking employment.
- Enhance the participation of community member through volunteering and mentoring to develop generational relationships and individual self-esteem.

To find out more about *Career Keys* telephone (07) 3200 2700 or visit the website www.careerkeys.com.au. Our location: Shop 1/35 Barklya Place Marsden. Office hours are 8 am and 4 pm Monday-Friday, including school holidays.

HIA (Housing Industry Association) – through a partnership agreement with HIA, Marsden State High School students can attain an on-site Safety Blue Card that is required by the construction industry.

Stationery Requirements

Stationery requirements are available through Scribblez, an entrepreneurial business set up by Business Retail Teachers and students. Scribblez is located in I block. See the Stationery brochure for opening times.

Stationery requirements vary from subject to subject and year level to year level. A copy of each year level's stationery requirements is available from the schools front office or from our website.

Student Leadership

Marsden State High School is committed to ensuring that we develop the emerging generation of young leaders in our school community. Our vision is to shape our school leaders today to become community leaders of tomorrow. Our aim is to offer valuable opportunities to our young people that allow them to build on, and take steps towards achieving, their leadership potential.

All leadership positions in our school will be decided through a nomination and election process. Importantly, leadership positions will be available to students in all year levels across the Middle and Senior Schools.

Student Welfare & Support Services

The welfare and well-being of our students is a high priority at Marsden High. The care of students is, in the first instance, the responsibility of the individual classroom teacher and associated Year Coordinators. If a problem or issue cannot be solved at this level, it may be referred to the Heads of Department, Deputy Principals, Principal, Guidance Officer, Special Needs or Learning Support staff, depending upon the specific need. Parents/carers may contact the Year Coordinator or other staff listed in this Prospectus on the matter of a welfare issue at any time. It is important that your child feels happy and safe in our school environment to ensure they have the best possible chance to achieve their maximum potential. We need to be informed if all is not right.

Students will be supported in their learning through government and community agencies working closely with the parents/carers, teacher/s and support personnel:

- | | |
|--------------------------------------|---------------------------------------|
| • Parents/carers | • School Based Police Officer |
| • Teachers | • School Based Youth Health Nurse |
| • Heads of Department | • Youth Support Coordinator (YFS) |
| • Head of Special Education Services | • Career and Transition Support Staff |
| • Teacher Librarian | • Advisory Visiting Teachers |
| • Administration Staff | • Youth Pathways Advisor |
| • Guidance Officer | • Community Education Counselor |
| • School Chaplain | • Student Support Services Staff |
| • Student Liaison Officer | |

When a student is identified as being at educational risk, programs will be negotiated involving staff for support and guidance. Marsden State High School is able to access support to students through the following external networks:

- | | |
|----------------------------------|-------------------------------|
| • Disability Services Queensland | • Child & Youth Mental Health |
| • Queensland Health | • Department of Child Safety |
| • Relationships Australia | • Boystown |
| • Police | • The Spot |
| • Local Council | • Career Keys |

Marsden State High School offers a comprehensive and diverse range of specialised student support services:

Special Education Program - Marsden State High School boasts an innovative Alternative Education Facility that caters for a vast range of programs that are individualized for students with Low Incidence Disabilities. Our Students enjoy a mixture of both withdrawal and inclusion settings and blend into our school culture adding both diversity and culture. Our

students also prepare for life after school with off-campus activities and work experience. They develop social and emotional skills to ensure success in their adult lives.

Programs and Activities include:

- Year 7 to 8 transition for disability students
- Boys Development Program
- Girls Development Program
- Camps
- Excursions
- Eagleby Learning Centre
- Albert River Program
- Individual Education Plans (IEPs)
- Alternative Behaviour Management.

Learning Support - The Student Support Centre offers a range of Learning Support services. For teachers and parents/carers, we provide consultative sessions, modification in-services, and detailed information on students' learning needs. For students, the Student Support Centre offers the following services:

- **In-Class Support** for students with identified needs
- **Reader/Writer Service** for test
- **ACE** - Accelerated Curriculum Enrichment programs for high-achieving students.
- **Study Centre** - carrels and computer workstations with teacher and teacher-aide support for helping with assignments, study and homework

For more information on any of these services, please contact a Learning Support Teacher on: 3299 0525

- **Innovative Programs**
- **Educational Assessment**
- **Peer Tutoring**
- **Lunch Programs** for tutorial assistance
- **Year 7-8 Transition Program.**

Learning Support staff commenced a Study Centre as a hub for Learning Support services in the school and will continue to be developed as innovative initiatives are undertaken.

Guidance Services – our Guidance Officers assist students 5 days a week with issues relating to careers, interpersonal issues, challenges and learning pathways. Appointments can be made through the school office on (07) 3299 0555.

Behaviour Advisory Teacher (BAT):

- Offers in-class support to students with high behavioural needs
- Implements support programs to assist these students. Programs include Directions Program, Rock'N'Water
- Coordinates and develops flexible learning arrangements for students with exceptional circumstances.

Youth Health Nurse – our school-based Youth Health Nurse assists students 2 days per week in health and welfare referrals. The Youth Health Nurse works with students, school staff and parents/carers to:

- address concerns or problems about health and wellbeing
- create a more supportive, healthy school environment (a health promoting school)
- connect people to other support services inside and outside the school.

The Youth Health Nurse can see young people in private to talk about health concerns, relationships, personal and family problems, smoking, alcohol or drug use, sexual health, healthy skin, feeling unhappy or stressed, puberty, growing up, healthy eating, exercise, weight and eating problems, getting in touch with the right service, anything that affects health and wellbeing. The school nurse is located in the school's Student Services Centre.

Year Coordinators – are responsible for the general welfare of students in a particular year level. They check on progress and attendance and help coordinate student activities across the school.

Chaplaincy Service – Marsden State High School offers students and their family's access to a School Chaplain. Chaplains are people in our State Schools who:

- Pastoral care for students and staff
- Participates in the daily life of school (class visits, parades, school camps and other activities)
- Help with emotional and spiritual needs (drug awareness self esteem, sexuality and relationship issues, Social skills, choices/consequences)
- Work with and complement existing school support services
- Encourage students who would like to discover more about Christianity
- Offer support to families in the wider school community
- Facilitate programs for a variety of different student groups within the school
- Promotes youth events run by church or local community agencies
- Liaise between community groups and the school and provide an alternative link between families and school.

The School Chaplain is in school on Tuesdays and Thursdays, 8.00 am – 3.30 pm. Appointments can be made by contacting the school on (07) 3299 0555.

English as a Second Language – Teachers Aide hours are organised and distributed at District Office level. The Logan Albert Beaudesert District ESL Coordinator attends the school one day a week to oversee the running of this program through the Support Service Centre.

Youth & Family Services Support Coordinator – offers support for young people at risk of disengaging from school. The YFS Coordinator attends Marsden State High School two days per week. Students 'at risk' are referred via the Correlation Committee.

Police Officer - SBPOs (or our School Based Police Officer) participation in the education of students is an integral part of the current approach to policing, which places a greater emphasis on community involvement and crime prevention. The school-based policing strategy has the potential to enhance students' educational outcomes by helping to create environments that support student welfare and learning.

The SBPO assists in improving the overall health and wellbeing of the school community by supporting students at risk of offending or becoming involved in the juvenile justice system. The School Based Policing Program also encourages school communities to adopt approaches that aid in crime prevention and proactive policing. The SBPO is appointed to a school (or cluster of schools) to assist the school community and police in:

- promoting positive relationships between the school community and police
- understanding the law/legal process and procedures, particularly in relation to young people
- attending to police-related matters within the school community, where appropriate.

Community Education Counsellor – The community education counsellor's role and major responsibilities are to:

- Provide educational counselling and support services to Aboriginal and/or Torres Strait Islander secondary students within a specified school.
- Participate in the development of activities, in and out of school, likely to enhance the involvement in education of Aboriginal and Torres Strait Islander students and their families.
- Utilise, in an accountable manner, state and commonwealth funded school-based programs that focus on Aboriginal and/or Torres Strait Islander secondary students and communities.
- Provide advice and information to school administrators regarding Aboriginal and/or Torres Strait Islander social and cultural protocols in order to meet the needs of schools and their communities.
- Ensure that relevant information concerning Aboriginal and/or Torres Strait Islander social and cultural issues is readily available to all members of the school community.
- Participate in activities to develop productive partnerships between members of the school community.
- Establish and maintain links with "out of school" sources of information and support services to assist in the advancement of Aboriginal and Torres Strait Islander secondary students.

Student Engagement Officer – The Student Engagement Officer is the first point of contact for parents/carers who have problems with their students not attending school either through school refusal, truancy or illness. The Student Engagement Officer will help with strategies and information, linking students/parents/carers with school support and local community agencies. If parents/carers have concerns regarding their student's progress and can't seem to find the right person to help, the Student Engagement Officer can provide that link and almost certainly help parents/carers with any concerns that they have.

The role of Student Engagement Officer involves:

- Investigating short / long term Absences
- Truancy Management
- Keeping Teachers updated on students' illnesses/and other relevant information, also organising homework for students away for any length of time
- Induction of New Students
- Year 8 Parent Morning Tea's at the commencement of the school year
- Member of the Correlation Committee (Student Support Staff)

Middle School Career Education Program – This Program aims to increase the level and consistency of careers education within the school. In the middle school, the program focuses very much on self-awareness in preparation for the senior school when students have the opportunity to research a career of their choosing.

Success at Study

It is often said that the only substitute for hard work is a miracle. Success at study requires hard work, commitment and dedication – but most of all it takes a time commitment and good study habits.

- **Study Planner** - Students are issued with a planner at the start of every year to help them maintain effective time and study management. This also contains vital information about school policies such as uniform and assessment requirements. These are to be brought to every lesson, including form lesson.
- **Assessment Outline** - An assessment outline is published at the start of each semester and our school assessment policy is clearly articulated and communicated to students.
- **Course Outline** – all students receive a course outline for each subject at the start of the semester, which provides an overview of the key topics to be studied.

- **SET Plans** – All students in Year 10 complete a personal Student Education & Training Plan (SETP) and are tracked throughout their senior years of schooling. They also complete the Career Voyage software program in Year 10, 11 and 12 to assist them to set career and personal goals.
- **Homework** - consists of work set by the teacher and student's own revision of work taught that day, past work and work in preparation for assignments, tests and examinations. Students need to set a home study program that allows them to balance their academic, sporting, cultural and social lives to ensure they are achieving to their maximum potential. The set homework will vary in time commitment depending on year levels and courses studied. Parents/carers who have concerns about homework requirements should approach teachers or heads of departments directly. Good study habits will be achieved through homework if students aim for a high standard of written work, are conscientious in their reading and note-taking, and are well organised in their folders/notebooks. A copy of our school's Homework Policy is available from the front office or can be downloaded from our school's website.

Student achievement and success is highly valued – we regularly celebrate and acknowledge achievement and success through weekly assemblies, newsletters, local media and established awards nights and end of semester achievement ceremonies.

Transfer/Departure

Students leaving school must finalise their enrolment by:

- completing a Clearance Form including all prorata debts paid eg subject fees, sport fee, etc and all hired textbooks returned
- handing in ID card
- letter from parent/carer stating the reason for withdrawal or parent/carer sign the proforma letter

If transferring, a Student Transfer Note will be issued to the student's next school. If a student is "departing school" it is important that they are aware of the new laws governing school attendance:

Compulsory School Age means if the child is 6 years 6 months and less than 16 or completes Year 10, whichever is sooner. Chapter 9 of the *Education (General Provisions) Act 2006* is about Compulsory schooling. Part 1 Division 1 explains the parents/carers' obligations. Section 176 "Obligation of each parent/carer" of the legislation states:

- (2) "Each parent/carer of a child who is of compulsory school age must –
- (c) ensure the child is enrolled at a State school or non-State school; and
 - (d) ensure the child attends the State school or non-State school, on every school day, for the educational program in which the child is enrolled; unless the parent/carer has a reasonable excuse."

Compulsory Participation Phase means that after a young person finishes Year 10, or turns 16, they must stay in education or training for a further two years, or:

- get a QCE, or
- a Certificate III vocational qualification or higher, or
- turn 17,

whichever comes first. There are exemptions to this which can be discussed with the school's Principal.

Transport

Bus passes - To qualify for a conveyance allowance, students must attend the High School nearest to their home and live more than 4.8 km from the School by the shortest trafficable route. Applications should be made to the Regional Education Office. Bus companies which serve Marsden State High School are:

Clarks Logan City Bus Service	Logan Coaches	Park Ridge Transit
42 Jutland Street	3 Centenary Place	3830 Mt Lindsay Highway
Loganlea Qld 4131	Logan Village Qld 4207	Park Ridge Qld 4125
Telephone 07 3200 6754	Telephone 07 5546 3077	Telephone 07 3802 1233

Rail passes - Further information available from Queensland Rail or any railway station.

Uniform Shop

Notice to parents/carers of new students - The school uniform shop will be open for the sale of uniforms at times listed. Advice about opening times is available from the office. In general, the Uniform Shop is open during school terms on Tuesday and Friday mornings between 8.00 am and 12.00 noon and Wednesday afternoons between 12.30 pm and 3.30 pm. Payments can be made by cash, cheque or EFTPOS.

For your convenience all junior and senior uniforms will be available from the uniform shop run by the Parents & Citizens' Association as a service to the school community. A small stock of second-hand uniforms is also available at

very reasonable prices. Fabric can be purchased by the metre from the shop. The prices of the uniforms are more than comparable with outside sources. The convenor can be contacted on 07 3299 0519.

Special opening hours prior to the commencement of the academic year will be advertised on the price list, available from the school on enrolment.

Students who arrive at school not in full uniform will be directed to the office where second-hand uniforms will be supplied on loan for the day; loan uniform items must be returned washed and ironed within two (2) school days.

We provide our Student Dress Code policy to parents/carers at the time of enrolment as part of the Enrolment Package. The Marsden State High School community is very proud of its uniform and we encourage parents/carers to support the school by upholding our fair and reasonable dress standards.

Visitors to the School

Marsden State High School is committed to taking all reasonable steps to ensure the safety of employees while they are performing their official duties and to provide a safe environment for staff, students and visitors under *Sections 333 Wilful Disturbance, 334 Trespass, 336 Name and address and 337 Direction about conduct and movement...of the Education (General Provisions) Act 2006*.

Parents/carers and visitors are not permitted to go directly to classrooms or into the grounds, without first obtaining permission from a member of the administration, for obvious duty of care reasons.

All visitors to the school must report immediately to the main office in the Administration building. Visitors badges will be issued to any persons who have been given the permission of the administration to visit a student or staff member of the school. No person may communicate with students or staff unless he/she has permission and is wearing an official visitor's badge.

Students, parents/carers and members of the public are not permitted to use the school facilities outside of school hours without prior permission from the Principal.

Work Ethic

Nobody at Marsden State High School asks more of you than your best effort, but we do ask that you are honest with yourself in giving 100%.

Simply put - in the end success at study involves *hard work* and *commitment*. We cannot stress enough how important a little bit of ***perseverance*** (not giving up) and ***hard work*** (setting aside study time) is in getting the best possible results.

A solid commitment to study and revision – by setting aside extra time at night and on the weekends - should be a major priority for all students wanting to achieve success in their studies and in their lives ***above & beyond*** school.

Workplace Health & Safety

The Workplace Health and Safety Act 1995 sets a standard of conduct and clearly describes the health and safety rights and responsibilities of everyone at our workplace. All employees and non-employees also have a duty of care to ensure the health and safety of themselves and others. Accountability rests with every person to perform their duties and conduct themselves in a manner which ensures a safe and healthy environment for all. The school is responsible for the health and safety of students whilst on school premises and participating in official school activities. To ensure the safety and welfare of students at our school the following general provisions apply:

- ***Covered Leather Shoes*** – it is a requirement of our site that all persons wear covered shoes. Impervious shoes (i.e. the leather college shoes) which meet safety standards must be worn.
- ***Jewellery*** – in some subject areas and for some activities, Workplace Health & safety Regulations may require the removal of ALL jewellery. Please refer to the school's ***Student Dress Code*** policy for more details.
- ***Dangerous Behaviour*** – any student whose behaviour threatens the safety and welfare of others will be dealt with under the school's Responsible Behaviour Plan.