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Welcome new students and parents to Woodcrest State College Secondary School in 2018. Our goal at Woodcrest State College is to provide a high quality education for each and every student, equipping them with the knowledge, skills and confidence to enable them to reach their full potential in their pursuit of personal excellence.

The Secondary School has two distinct phases:

**Junior Secondary** - a phase of education for students in years 7 to 9, which caters to the specific needs of these young adolescent learners by focusing on their academic, social and emotional wellbeing. It helps ensure that the transition between primary and secondary school is safe, strong and consistent for all students.

**Senior Secondary** - a phase of education for students in years 10 to 12 which focuses upon providing students with access to a range of pathways which include academic, vocational and training options in order to set them up for a successful transition to further education, training or employment.

We acknowledge the important partnership that our school and parent community has in obtaining the best possible outcomes for all students. Some of the simple things that you can do as a parent to make sure that your child has the opportunity to reach their full potential include:

- Ensure your child is in full school uniform each day
- Guarantee maximum attendance for your child at school
- Avoid making outside appointments and holidays for your child during school time
- Encourage your child to be on time to all lessons
- Encourage your child to complete all homework and assignments on time
- Ensure your child has required materials for class provided by yourself or the SRS scheme
- Encourage your child to participate in extra-curricular activities at school

Woodcrest State College values equality for all students. If you have any personal or financial hardships that may hinder your ability to obtain any of the items for school, please contact the school to discuss options available.

This handbook has been prepared to provide our parent community with relevant information about the policies and procedures at our school. It is our desire to work closely with our school community in providing a quality education for all students attending our college.

The challenge for each student now is to take advantage of the fantastic facilities, the engaging curriculum programs and the support of a dedicated and professional team of teachers and support staff to achieve more than he or she thought was ever possible.

I look forward to meeting you at various school events throughout the year and to working with you to achieve the best educational outcomes for your child. Please do not hesitate to contact the school should you require any further information about your child’s enrolment.

I wish all students a satisfying and successful 2018 school year.

Dallas Miller
Principal
Secondary School
Woodcrest State College is a P-12 state school operating as two sub-schools

- Primary - Prep to Year 6
- Secondary - Years 7 to 12
ADMINISTRATION TEAM

SECONDARY SCHOOL

Ph. 3280 2444 e: secondary.office@woodcrestsc.eq.edu.au
Principal: Dallas Miller dmill41@eq.edu.au
Deputy Principals
Mark Heironymus mheir1@eq.edu.au
Robert Wonson rwons1@eq.edu.au
Vanessa Garvie vgarv1@eq.edu.au

Heads of Department:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Teacher</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts</td>
<td>Ben Luthe</td>
<td><a href="mailto:bluth6@eq.edu.au">bluth6@eq.edu.au</a></td>
</tr>
<tr>
<td>Applied Technology</td>
<td>Bernie Cavanagh</td>
<td><a href="mailto:bcava3@eq.edu.au">bcava3@eq.edu.au</a></td>
</tr>
<tr>
<td>English</td>
<td>Tania Gersekowski</td>
<td><a href="mailto:tgers2@eq.edu.au">tgers2@eq.edu.au</a></td>
</tr>
<tr>
<td>HPE &amp; Sport</td>
<td>Georgia Chapman</td>
<td><a href="mailto:gchap33@eq.edu.au">gchap33@eq.edu.au</a></td>
</tr>
<tr>
<td>Humanities, Business &amp; LOTE</td>
<td>Donna Alcorn</td>
<td><a href="mailto:dalco7@eq.edu.au">dalco7@eq.edu.au</a></td>
</tr>
<tr>
<td>Junior Secondary</td>
<td>Steve Lennon</td>
<td><a href="mailto:slenn25@eq.edu.au">slenn25@eq.edu.au</a></td>
</tr>
<tr>
<td>Mathematics</td>
<td>Viet Hoang</td>
<td><a href="mailto:vhoan2@eq.edu.au">vhoan2@eq.edu.au</a></td>
</tr>
<tr>
<td>Science</td>
<td>Kellie Nicholson</td>
<td><a href="mailto:knich68@eq.edu.au">knich68@eq.edu.au</a></td>
</tr>
<tr>
<td>Pathways</td>
<td>Loren Buchanan</td>
<td><a href="mailto:lbuch11@eq.edu.au">lbuch11@eq.edu.au</a></td>
</tr>
<tr>
<td>Head of Special Education Services: Jessica Brown</td>
<td><a href="mailto:jnorr47@eq.edu.au">jnorr47@eq.edu.au</a></td>
<td></td>
</tr>
</tbody>
</table>

Office Manager: Denise Sims secondary.office@woodcrestsc.eq.edu.au
Attendance Officer: Jaurn Van Staveren Student_Absences@woodcrestsc.eq.edu.au
Enrolments Officer: Tina Rowo enrolment@woodcrestsc.eq.edu.au

EXECUTIVE SERVICES

Executive Principal: Pat Murphy the.principal@woodcrestsc.eq.edu.au
Business Service Manager: Rhonda Smith bsm@woodcrestsc.eq.edu.au
College Dean: Alfio Balsamo abals2@eq.edu.au

EDUCATION REGION

Woodcrest State College is in the Metropolitan Education Region. Metropolitan Region is located at:
Level 2 Garden Square Building
Cnr Kessels Road and MacGregor Street
Upper Mount Gravatt 4122
Postal Address: Private Mail Bag 250
Mansfield Q 4122
Telephone: 3422 8352
Facsimile: 3422 8344

STUDENT SERVICES

Guidance Officers
Janette Atchison jatch4@eq.edu.au
Lorraine Wallis lwall30@eq.edu.au
School Based Youth Health Nurse
Melany Sommerville Melany.Sommerville@health.qld.gov.au
Youth Support Counsellor
Skye Leo YSC2@icys.org.au
Chaplain
Steven Palmer spalm127@eq.edu.au
Transition Pathways Officer
Rosalind Bowd Rosalind.Bowd@det.qld.gov.au
Community Education Counsellor
Sam Conway sconw37@eq.edu.au
Uniform Shop - Lowes
3470 5078 (Orion)
Canteen - LMC Catering
3437 9535
Westside Bus Company
3288 1333
TERM DATES

All year levels commence the school year on Monday, 22 January 2018.

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>Finish Date</th>
<th>Term Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Monday 22 January</td>
<td>Thursday 29 March</td>
<td>10 weeks</td>
</tr>
<tr>
<td>Term 2</td>
<td>Tuesday 17 April</td>
<td>Friday 29 June</td>
<td>11 weeks</td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday 16 July</td>
<td>Friday 21 September</td>
<td>10 weeks</td>
</tr>
<tr>
<td>Term 4</td>
<td>Monday 08 October</td>
<td>Friday 16 November (Year 12)</td>
<td>10 weeks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Friday 30 November (Years 10 &amp; 11)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Friday 14 December (Years 8 &amp; 9)</td>
<td></td>
</tr>
</tbody>
</table>

ARRIVAL & DEPARTURE

<table>
<thead>
<tr>
<th>Start &amp; Finish times</th>
<th>9.00am</th>
<th>2.50pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students should arrive at school by 8.50am</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roll Marking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warning bell 8.55am</td>
<td>9.00-9.10</td>
<td>9.10-10.20</td>
</tr>
<tr>
<td>Lesson 1</td>
<td>10.20-11.00</td>
<td></td>
</tr>
<tr>
<td>1st Recess</td>
<td>11.00-12.10</td>
<td></td>
</tr>
<tr>
<td>Lesson 2</td>
<td>12.10-1.20</td>
<td></td>
</tr>
<tr>
<td>Lesson 3</td>
<td>1.20-1.40</td>
<td></td>
</tr>
<tr>
<td>2nd Recess</td>
<td>1.40-2.50</td>
<td></td>
</tr>
<tr>
<td>Lesson 4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PUBLIC HOLIDAYS

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1:</td>
<td>Friday, 26 January – Australia Day</td>
</tr>
<tr>
<td>Term 2:</td>
<td>Wednesday 25 April – ANZAC Day</td>
</tr>
<tr>
<td></td>
<td>Monday 07 May – Labour Day</td>
</tr>
<tr>
<td></td>
<td>TBC May – Ipswich Show Day</td>
</tr>
</tbody>
</table>

STUDENT FREE DAY

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 2:</td>
<td>Monday, 16 April - Commonwealth Games</td>
</tr>
<tr>
<td>Term 4:</td>
<td>Monday, 30 October</td>
</tr>
</tbody>
</table>
ENROLMENT PROCEDURE

Woodcrest State College has an approved Enrolment Management Plan. A catchment area map may be downloaded from the school website woodcrestsc.eq.edu.au. Requests for consideration of an outside catchment enrolment should be directed to enrolment@woodcrestsc.eq.edu.au

In order to enrol, parents and students must attend a meeting with a member of the school leadership team. Please email enrolments to arrange an appointment.

Enrolment packages may be collected in person from the Secondary Administration office or alternatively downloaded from the college website.

Parents/carers should bring the following materials to the interview:
- Completed and signed Enrolment Application
- Completed and signed Secondary School Student Agreements
- Proof of residence (acceptable verification - local authority rate notice, real estate contract, electricity or telephone account) and photo proof identity (e.g. driver’s licence)
- Completed and signed School Resource Scheme - Participation Agreement Form
- Birth Certificate for new enrolments who previously have not attended an Education Queensland school
- Most Recent School Report Card and NAPLAN (Literacy and Numeracy) report
- Passport and visa details for students who are not Australian citizens
- USI number for years 10,11 and 12 students

VISION AND PURPOSE

Our vision is to provide high quality education which makes a difference to the lives of all of our students in their pursuit of personal excellence. In particular, we seek to equip young people for the present and future; enabling them to contribute to a social, economic, cultural vibrant and sustainable society. We are committed to:

- **Respect:** treating all people with respect and dignity
- **Diversity and Inclusiveness:** recognising and valuing diversity within and across our college community; promoting inclusiveness in our everyday practices.
- **Innovation and Creativity:** fostering environments that support innovation, safe and creative practice.
- **Professionalism:** committing to the highest standards of accountability and performance based on sound ethical behaviour.

Our Motto is: **Discover . Achieve . Succeed**
PARENT CODE OF CONDUCT

Parent expectations (Code of Conduct) have been adopted to aid all members of our school community to work as a cohesive group within our school community.
The Code is intended to promote and maintain the highest standard of behaviour by parents. It is an expectation that all parents should adhere to this Code of Conduct and our ‘Manners Matter’ expectations at all times.
At all times our focus is to support students and their learning, this code supports this vision.

RESPECT AND CONCERN FOR OTHERS AND THEIR RIGHTS

- Act with courtesy and demonstrate respect for all persons: fellow parents, school staff, students or community members.
- Listen and be tolerant of the views and opinions of others, even if those views and opinions differ from your own.
- Show respect for school staff by:
  - using appropriate communication channels when dealing with the school.
  - encouraging children to use problem solving channels at school (eg. school administration, support services, SuCCess Coaches)
- Take responsibility for your own actions.
- Conduct and present yourself in a professional manner, act ethically and with integrity.
- Ensure all comments, including social media entries, are appropriate, fair and positive.
- Follow the parking rules and doing the right thing when delivering and collecting children from school.

A COMMITMENT TO ACHIEVEMENT OF POTENTIAL

- Be good role models. It is your actions that really count.
- Ensure that your children are ‘equipped’ to learn, for example:
  - provide appropriate items as per the SRS scheme and stationery lists
  - ensure children are well rested and well nourished when they arrive at school.
  - provide your children with healthy nourishing food at school.
- Take an interest in your children’s school work, for example, encourage the completion of homework in all subject areas by providing a time and place for children to do their homework.
- Let the school know of any problems that may affect your child’s ability to learn.
- Inform the school of absences and keep absences to a minimum and for legitimate reasons only.

ACCEPTANCE AND RESPECT

- Listen and respond to issues and concerns in a constructive manner.
- Support the authority and discipline of the school.
- Abide by the school’s policies and procedures.
- Pay school fees in a timely manner.
- Ensure students are in full school uniform.
- Participate in parent evenings.
- Remain objective and avoid personal bias.

SOCIAL AND CIVIC RESPONSIBILITY

- Act in the best interest of the whole school community at all times.
- Be fair.
- Treat official information with care and use it only for the purpose for which it was provided.
- Be responsive to the requirements of the school community.
- Resolve any concerns with the school as the first point of contact rather airing concerns in a public forum.
  Be involved in the school community by attending P&C meetings, parent information nights and parent/teacher conferences.
ATTENDANCE

Your obligation as a parent
Each parent of a child who is of compulsory school age (until the child turns 16 or the completion of year 10) has the legal obligation to ensure their child is enrolled and attends a school, on every school day for the educational program in which the child is enrolled, unless the parent has a reasonable excuse.

Each parent of a young person in the compulsory participation phase (until the child turns 17 years of age) has the legal obligation to ensure that the young person is participating full-time in an eligible option, i.e. school, training or the workforce, unless the parent has a reasonable excuse.
Parents may be prosecuted if they do not fulfil their legal obligations in regard to enrolment and attendance of their child at school, or participation in an eligible option.

Absences
School absenteeism and truancy can impact significantly on students' learning and wellbeing.
Research shows that in Queensland, higher student attendance is associated, on average, with higher student achievement. Additionally, attending school every day helps children to build social and emotional skills such as communication, teamwork and resilience.
The school has a minimum attendance target for students of 90%.

Your obligation as a parent if your child is absent from school
• contact the school to notify us of your child’s absence, preferably on the day for unexpected absences or beforehand for planned absences. All absences must be satisfactorily explained. Preferred contact is by email to Student_Absences@woodcrestsc.eq.edu.au. If email is not available, then phone the Absence Line 3280 2460 (open 24/7)

Provide the following details:
✓ student’s full name
✓ year level or roll class
✓ date of absence
✓ reason for absence
✓ expected duration of absence
✓ your relationship to student
✓ your contact number

• contact the Year Level Coordinator if there are significant medical or other issues impacting upon your child’s attendance
• contact the Year Level Coordinator immediately if your child does not want to go to school, or is missing school without you knowing, for assistance and support.

If there is no explanation offered for the absence, it will be recorded as unexplained. Students with attendance below 90% and/or large numbers of unexplained absences may have sanctions imposed. For students in the compulsory participation stage, low attendance, without documented medical or family reasons, may result in the cancellation of a student’s enrolment.

The school’s obligation
The school will:
• mark an electronic roll at the start of the day and again in each lesson (5 times per day)
• notify you by email around 11am each day if your child is marked absent at the start of the school day, without explanation
• post a letter to you at the end of each week if your child has unexplained absences for that week
• notify you as soon as possible if truancy is suspected
THE SECONDARY HANDBOOK

- contact you through your child’s SuCCCess Coach or Year level coordinator if your child is not meeting minimum attendance requirements or if there are other issues around their attendance, including truancy
- issue a report card each term which will include a count of the total number of days absent and the number of unexplained absences.
- acknowledge your child when they meet high attendance targets through the school reward schemes and presentation of certificates
- initiate enforcement of school attendance procedures if your child is not regularly attending school without valid reason

Late to School
- students arriving late must report to the Secondary Administration office;
- students are expected to provide a note from a parent;
- students without a satisfactory explanation will have consequences applied, usually a detention but may be more significant for repeat offences
- failure to sign-in late will be considered an absence for which there may be consequences for the student and
- students arriving in excess of 30 minutes late will be recorded as a half day absence.

Leaving School Grounds
The school must receive permission in writing or by phone if a student is departing early. The student must be signed out of the school and issued with an “early departure pass”. Junior Secondary students must be collected from the Secondary Administration office; Senior Secondary students may depart without a parent present. Parents must not go directly to classrooms to collect students. Under no circumstances should students contact their parents through private mobile phones to organise an early departure without going through the school “sign out” procedures. Early departures should be pre-arranged unless in emergency circumstances.

Punctuality
Our college takes punctuality seriously to help students form positive habits and to ensure class time is not wasted. Students who are late to class will be required to make up lost time either in the morning break or after school. Parents will be contacted and additional consequences applied to students who are persistently late to class.

COMMUNICATION

Appointments
We strongly encourage contact between parents and teachers. The Student Planner is often an effective medium for written communication between school and home. Should you wish to meet with any of your child’s teacher, then please obtain an appointment time via phone, letter or email. Teachers will make every effort to make time to meet with you around their preparation and teaching times. Email communication is often the most effective way of making initial contact with your child’s teachers. Contact:
  - your child’s individual subject teacher for issues pertaining to that particular subject
  - your child’s SuCCCess Coach for any issues around their overall performance and attendance
  - your child’s Year Level Coordinator for more serious issues pertaining to their wellbeing or attendance at school

Complaints Procedure
Effective partnerships between parents, students and our school are important to educational success. One part of that partnership is trust and openness. To resolve issue we need to be able to talk to each other when we have concerns.

When reporting a concern, it is in the best interest of complaint resolution to ensure that you:

- Provide complete and factual information in a timely manner;
- Deliver your complaint in a non-threatening and non-abrasive manner and
- Refrain from making frivolous or vexatious complaints or include deliberately false or misleading information.

If the complaint is with your child’s teacher or relates to an issue concerning your child’s experience at school it is appropriate to:

- Make an appointment to discuss the issue with your child’s teacher;
If the issue still remains unresolved the matter should be discussed by appointment with the Principal. The Principal may refer the matter to a Deputy Principal or Head of Department and
After this appointment if the issue remains unresolved you have the right to contact Metropolitan Regional Office.

If your complaint is about a staff member, you should be aware that in most instances the staff member will be told of the complaint and offered the right of reply.

Further information about making a complaint can be found on the college website under Forms and Documents: Policy and Procedures

**Electronic Communication**
The College website [woodcrestsc.eq.edu.au](http://woodcrestsc.eq.edu.au) is constantly updated. This is the preferred source for the most up to date information. Enquiries may be directed to the Secondary Administration office via email.

Increasing school communication is via email including notification of student absences and the issue of school report cards. It is vital that the school has a current email address recorded for all parents.

Some parents may prefer for teachers to communicate with them via email. If this is your preference, please contact the teacher concerned to exchange email addresses.

**Facebook**
The College Facebook page [http://www.facebook.com/WoodcrestStateCollege/](http://www.facebook.com/WoodcrestStateCollege/) is recommended for the latest news on College activities and events.

**The Learning Place (Blackboard)**
Increasingly, subject content, planners and assignments are placed under the particular subject in the Learning Place. Students are able to access the Learning Place both at school and from home using their allocated logon and password.
Each year cohort has a “Cohort Information” page where information relating to significant events is posted.
Information about vocational opportunities for students, including school based apprenticeships and traineeships, is posted on this site.

**Messages to Students**
The school does not have internal classroom communication devices and is unable to pass on messages from parents to students except in an emergent situation.

**Meeting Protocols**
We expect all parties to abide by the following protocols when attending school meetings:
We agree that all parties:
- are seated prior to discussion and remain seated during the meeting
- understand that doors may remain open
- must declare if the conversation is to be recorded before the meeting commences
- will refrain from food and beverages during the meeting
- will speak with calm voices
- will refrain from finger pointing or use of pencil to point or gesticulate
- will refrain from put-downs or inappropriate language about students or staff
- will not introduce new agenda items (only topics agreed to prior to the meeting are up for discussion)
- respect the time constraint set aside for the purpose of this meeting

**Newsletters**
Families receive a college communication each week in one of the following formats:
- Whole of college newsletter (once per term)
- Whole of Campus News (twice per term)
- Podcast (twice per term)
- Secondary School Newsletter (four times per term)

All newsletters are emailed directly to the email address provided at enrolment. It is important that you update your email address with Secondary School administration if the address changes.
For those who cannot access the internet, a copy may be requested through the Secondary Administration Office.
School Assemblies
A full secondary assembly for years 7 to 12 is held once per term and may also be called for significant events. Separate Junior Secondary and Senior Secondary assemblies are held fortnightly, supplemented by year level assemblies at approximately monthly intervals. Parents will be notified of special assemblies that may occur throughout the year.

Student Connect
Senior Secondary students are allocated a Learner Unique Identifier (LUI) and have a Learning Account established by the Queensland Curriculum & Assessment Authority. Students use their LUI to log on to the Student Connect website https://studentconnect.qcaa.qld.edu.au/ to check their credits towards their QCE as well as links to explore their future education, training and career pathways.

Telephone and Personal Messages for Students
Incoming telephone calls and personal messages will not be relayed to students except in emergency situations. Parents contacting students directly by mobile phone or by SMS are reminded that during lesson time, students must have their phones turned off.

Unique Student Identifier (USI)
All senior secondary students are enrolled in at least one vocational certificate. The Australian government now requires all students undertaking nationally recognised training delivered by a registered training organisation to have a Unique Student Identifier (USI).
One of the main benefits of the USI is that students will have easy access to their training records and results throughout their life. A USI gives students access to their online USI account which is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5.
Students must apply online http://www.usi.gov.au/create-your-USI for a USI. They then provide the school with their USI so that it can be recorded on their school profile. Students require a USI from the beginning of year 10.

DRESS STANDARD

Uniform
Woodcrest State College is a full-uniform College. The College dress code applies when students:
• attend or represent the school
• travel to and from school
• engage in school activities out of normal school hours

The dress code is advocated by the school community for the following reasons:
• Student safety - it provides ready identification of students and non-students at school
• Equity - it develops mutual respect among students through minimizing visible evidence of economic or social differences
• Pride - it gives students a sense of personal pride in their own appearance
• Belonging - it fosters a sense of belonging to the wider College community
• Success - the positive links between dress standards, school discipline and academic success

The College urges all parents to support the accepted standard of dress by ensuring their students follow the dress code policy as outlined below.

The uniform for Secondary students is as follows:

Unisex Sports Uniform:
• All seasons for primary and junior secondary
• Tuesday and Thursday for senior secondary

<table>
<thead>
<tr>
<th>Top</th>
<th>Bottom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Woodcrest branded polo shirt</td>
<td>Woodcrest branded black unisex shorts or optional green skirt for girls</td>
</tr>
<tr>
<td>Winter - Woodcrest branded black jumper or track jacket</td>
<td>Winter - Woodcrest branded black trackpant</td>
</tr>
</tbody>
</table>
THE SECONDARY HANDBOOK

| Footwear                             | • Lace-up or velcro sports shoes, predominantly black or white, which fully cover and enclose the foot  
|                                     | • Clearly visible, white ankle socks (not footlet socks) |
| Headwear                            | • Woodcrest branded black cap or bucket hat |

Senior Secondary Formal Uniform
- Worn by students in years 10, 11 and 12 on Monday, Wednesday and Friday and on other designated formal occasions

<table>
<thead>
<tr>
<th>Top</th>
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</table>
| Male - Woodcrest branded white formal shirt  
| Female - Woodcrest branded white blouse  
| Winter - Woodcrest branded black jumper; Woodcrest branded senior jersey is optional for year 12 students |

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<th>Bottom</th>
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| Male - black dress shorts or black dress trousers  
| Female - green pleated skirt or black dress trousers |

<table>
<thead>
<tr>
<th>Footwear</th>
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</table>
| Black leather school shoes (lace-up or Velcro straps) or all-black leather or vinyl sports shoes with no visible brand names  
| Clearly visible, white ankle socks (not footlet socks) |

<table>
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<tr>
<th>Headwear</th>
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<tbody>
<tr>
<td>Woodcrest branded black cap or bucket hat</td>
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Notes
- The only acceptable undershirt that may be worn is a white collarless T-shirt that may show at the neck only and no other part of the undershirt should be seen. The bottom of the shirt must be tucked in and sleeves should not extend below the sleeve of the uniform; coloured undershirts are not acceptable
- Plain black or plain bottle green jumper may be worn as a temporary measure only; waist length, no visible hood, matt finish (cotton/cotton blend), no logos or images
- Students in the Student Resource Scheme will be provided with a college cap or bucket hat free of charge
- In specialist classes where safety is a concern, appropriate footwear must comply with Workplace Health & Safety requirements
- Students in years 10 to 12 are encouraged to purchase shoes which will satisfy both the sports and formal uniform requirements
- Canvas or slip-on shoes are not acceptable
- Students participating in sporting or arts activities under the supervision of a staff member may change into specific footwear or uniform for that activity only

Uniform Policy Exceptions
There may be occasions where variations to the uniform policy are allowable due to the student’s physical impairment, medical condition or religious or cultural beliefs. These will be considered on a case-by-case basis.

Jewellery
The following jewellery items may be worn to school:
- Maximum of two piercings in the lobe of each ear
- Plain gold or silver studs (up to 5mm in diameter) or plain gold or silver sleepers (up to 20mm in diameter)
- Clear plastic piercing retainers
- Solid plugs for stretched piercings that match the colour of the wearer’s skin
- One wrist watch (may need to be removed for WH&S reasons during certain activities)
- Items required for identification of medical conditions
- Religious or cultural necklaces may be worn out of sight
- No other visible accessories, including rings, necklaces, anklets and bracelets are to be worn.

Visible piercings that are in a place other than the ear lobe (including but not limited to nose, lip, eyebrow, septum & labret) are not permitted.
**Hair and Makeup**

All students at the college are to be well groomed:

- Hair should be neat, clean, tidy and maintained to a presentable standard
- Long hair (longer than shoulder length) is to be tied back in areas where Workplace Health and Safety policies apply
- Hair accessories are limited to hair ribbons or clips
- Nail polish, if used is restricted to clear or light colours
- For older students, make up, if used, is restricted to light foundation make-up. Eyeliner, eye shadow, mascara, and other heavy makeup is not permitted at school

**Noncompliance with Dress Code**

Where there are no extenuating circumstances for a student’s non-compliance with the college’s dress code, the following sanctions may be applied:

- temporary surrender of the non-compliant uniform item and, where practical, issue of a temporary replacement
- school detention
- preventing the student from attending, or participating in, any activity for which the student would have been representing the school;
- preventing the student from attending, or participating in, any school activity that, in the reasonable opinion of the school’s principal, is not part of the essential educational program of the school.

**Uniform Management**

Students unable to comply with any aspect of the student dress code should:

- Report to the Student Services window upon arrival at school
- Provide a note from home explaining the uniform breach and the period for which this will exist
- Where the student’s dress is deemed appropriate, the student will be issued with a signed uniform slip indicating the reason and duration of the pass
- Display the pass to all staff, upon request, at all times
- No further consequences apply
- Where the student’s dress is deemed inappropriate, contact may be made with the parent/guardian to negotiate a solution to the uniform breach. The student may be required to change into a school issued uniform replacement for the day

When the student is unable to comply with the dress code and does not follow the above procedures:

- the student will be issued with a detention by the roll teacher
- failure to complete the detention will result in contact home
- further failure to complete the detention is a breach of the Responsible Behaviour Plan for Students for which further disciplinary action will be enacted

In addition, students wearing:

- non uniform items will be required to surrender the offending item to the office and, where practical, be issued with a temporary school issued replacement
- items of non-compliant jewellery will surrender the offending item to the school office for safe keeping until the end of the school day. Parents of repeat offenders will be contacted to collect the jewellery item
- visible piercings will be required to cover the piercing with skin coloured tape or replace the piercing with a clear plastic retainer
- excess makeup and/or coloured nails will be required to remove them

Failure to follow the out-of-uniform procedures is a breach of the Responsible Behaviour Plan for Students for which further disciplinary action may be enacted.

**Uniform Free Days**

On occasion a day may be set aside in the school calendar for a non-uniform day as a fundraiser for a charity or student council project. Students usually pay a gold coin donation for the privilege of wearing non-uniform. It is expected that students will wear clothing appropriate for an educational environment, adhering to workplace health and safety requirements (enclosed footwear) and refraining from wearing revealing and/or offensive garments.
The Triple C SuCCCess Plan underpins our school goal of Every Student SuCCCeeding. It sets out clear expectations for secondary school students to:

✓ engage in learning and achievement at school
✓ complete year 12, then
✓ successfully transition to further education, training or employment once they exit school

The core of the plan is Student Wellbeing. We place a high priority on assisting our students develop positive feelings and attitudes about school and improving their resilience. Enhanced student wellbeing contributes to improved academic achievement by increasing student motivation to attend school and engage with learning.

We also expect three key actions of our students:

- **COMPLY: High Expectations for SuCCCess** - we have high expectations of student behaviour based on the four pillars of respect and actioned through Positive Behaviour for Learning

- **COMMIT: Pathways to SuCCCess** - students must be committed to doing the best they can at school. As students move through the secondary phase, they are provided with access to a unique range of educational opportunities. In senior secondary, students have flexible options to educational pathways aligned with their individual skills, abilities and interests. These pathways support students to remain at school to complete year 12, to achieve a Queensland Certificate of Education and to set them on the path to a successful transition to post school options in further education and training or employment.

- **COMPLETE: On Track for SuCCCess** - We expect students to remain on track to achieve success. We provide students with timely feedback to assist them gauge their progress towards their learning goals and identify areas where improvement may be needed. Success means:
  ✓ Attending School at least 90% of the time
  ✓ Achieving a minimum of C standard in each of their subjects although an A or B will be a more realistic target for some students in some subjects
  ✓ Meeting the standards required in year 9 to earn a Woodcrest State College Junior Secondary Education Certificate
  ✓ Meeting the standards in year 12 required to earn a Queensland Certificate of Education
POSITIVE BEHAVIOUR FOR LEARNING

Positive Behaviour procedures are based on the Schoolwide Positive Behaviour for Learning (PBL) framework. Successful management of behaviour is underpinned by Education Queensland’s Code of School Behaviour. The college has an approved Responsible Behaviour Plan for Students which is available from our website.

PBL uses proactive and explicit teaching strategies to reinforce positive behaviour and assist students in developing valuable life skills. The key to the success of PBL is consistent language, expectations and predictable outcomes.

The Rights and Responsibilities of all Members of the Woodcrest State College Community

1. Respectful behaviours are expected by all members of the school community;
2. All community members have a right to natural justice and should be treated respectfully and fairly, regardless of gender, race, religion, ability or any other difference;
3. All community members have a right to security of self and property;
4. All community members have a right to work in a safe and comfortable environment, unhindered by the actions of others;
5. The school community accepts there are responsibilities related to these rights and
6. Consequences will occur when rights are infringed or responsibilities not accepted.

The Respect Guidelines

Identifying whether members of the school community are meeting their responsibilities can be assessed by using the respect guidelines.

- Is what I am doing showing respect for myself?
- Is what I am doing showing respect for others?
- Is what I am doing showing respect for learning?
- Is what I am doing showing respect for my environment?

Details of Common Consequences

- **Break detentions** - normally supervised by the class teacher. Students will be given adequate time to eat and drink.

- **After school detentions** - normally issued by the class teacher in consultation with a Head of Department or Deputy Principal/Principal. Parents will be informed if a student is required for an after school detention.

- **Monitoring Cards** - normally issued by a Head of Department or Principal/Deputy Principal. Students who demonstrate persistent classroom misbehaviours may be placed on a monitoring card for a period of time. The student must take the card to each lesson where the teacher records the student’s attendance and reports on his or her cooperation, behaviour and attitude to work. The card is signed daily by the supervisor and parent. Failure to comply with the requirements of this program will normally result in the student’s suspension from school.
• **External Support**  – in consultation with parents, junior secondary students-at-risk may receive additional support from members of the Moreton District Behaviour Support team. Students may also be placed at alternative education sites including the Ipswich Intervention Centre.

• **Suspensions/exclusions**

  A student may be suspended from school under s.282 of the Education (General Provisions) Act 2006 if their behaviour constitutes one of the following grounds:
  
  - disobedience
  - misbehavior
  - conduct that adversely affects, or is likely to adversely affect, other students enrolled at the school
  - conduct that adversely affects, or is likely to adversely affect, the good order and management of the school
  - the student’s attendance at the school poses an unacceptable risk to the safety or wellbeing of other students or staff of the school

  Students may also be suspended or excluded if they are charged with a serious offence (as defined by section 167 of the Working with Children (Risk Management and Screening) Act 2000); or the student is charged with an offence, other than a serious offence and the principal is reasonably satisfied it would not be in the best interests of other students or staff for the student to attend the school while the charge is pending.

  The Secondary School does not have the capacity to support “internal suspensions”. Should the behaviour of a student be such that a suspension is warranted, then it will be one of the following:
  
  **Suspension 1-10 days**, prohibiting a student from attending the school and school related activities for a stated number of days. There is no right of appeal for a 1-10 day suspension.

  **Suspension 6-20 days**, is similar to a 1-10 day suspension but for more serious behaviours. Parents have a right to appeal the decision to suspend.

  **Exclusion**, prohibiting a student from attending the school or from attending any number of or all state schools for a period or permanently. The student’s disobedience, misconduct or other conduct is so serious that suspension of the student is inadequate to deal with the behaviour. There is a right of appeal the decision to exclude.

  Whenever students are suspended, parents are notified by telephone at the time of the incident and then in writing. Schoolwork is provided to the student while they are suspended.

  **Natural Justice**, Students who are referred to the Principal/Deputy Principal/Heads of Department will be given the opportunity to present their case before appropriate consequences are considered. Depending upon the seriousness of the incident, parents will be contacted at this time. Students who are faced with the possibility of suspension will
  
  - Be allowed to present their case.
  - Be advised why such action is being taken.
  - Have their parents contacted.

• **Cancellation of Enrolment for Students in the Compulsory Participation Stage**

  Students in the compulsory participation stage i.e. the student is in year 11 or 12 or over 16 years of age in a lower year level, may have their enrolment cancelled if their behaviour amounts to a refusal to participate in the educational program provided at the school.

  Generally, the Principal/Deputy Principal
  
  - verbally provides a warning to the student of the refusal to participate, the school’s expectations for participation in the educational program and allows the student a reasonable opportunity to meet the school’s expectations
  - has the option to provide the student (and parent if the student is under 18 years of age) with a written warning notice
  - considers the evidence and makes a decision about whether to cancel the student’s enrolment if the student continues to refuse to participate.
Refusal to participate may include such things as lack of satisfactory attendance, failure to engage in classwork, failure to complete assessment, failure to attend agreed vocational training programs, failure to complete identified agreed additional learning required to earn a QCE.

**Student Leaders**

The secondary school elects both Junior Secondary and Senior Secondary School Captains. The election process occurs in term 4 of each year. Leaders are formally inducted into their positions at a special ceremony early in term 1.

A student council comprised of elected student representatives and school captains plays an active role in the organisation of school and community events.

**VIVO Rewards**

Woodcrest State College Secondary School subscribes to the VIVO Rewards System. Students are allocated VIVO points as a reward for positive behaviour, success or other positive contribution to the school community. Students may then exchange accumulated VIVO points for tangible rewards. [https://www.vivoclass.com.au/](https://www.vivoclass.com.au/)

### HEALTH AND SAFETY

**Accident/Illness**

The following procedures apply when students experience an accident or become ill at school:

- The student must report immediately to the nearest teacher or directly to the office. In the case of non-emergency illnesses or accidents, the student should first obtain a note from their teacher before reporting to the office;
- Minor injuries only are treated at school;
- An ambulance will be called if the illness or injury is of a more serious nature. In such instances, a parent or caregiver will be contacted immediately;
- The first aid room is only used as a temporary place of treatment. Parents will be required to make arrangements to collect their students in the event of a prolonged injury or illness;
- Parents are advised not to send their child to school if the child is ill. The school does not have the capacity to care for sick children over an extended period and;
- Under no circumstances should students contact their parents through private mobile phone.

**Emergency Evacuation**

Students will be advised that the continuous ring of the electric bell signals an immediate evacuation of all school buildings. Students and staff follow the evacuation routes displayed in classrooms and assemble on the school oval in class groups until the Evacuation Co-ordinator determines that it is safe to return to classes.

**Lockdown Procedures**

The signal for a lockdown is a regular pulse of the electric bell. In some instances, an emergency lockdown may be required. In this situation, students and teachers are to remain in the classroom, shut and lock windows and doors until advised that the threat or danger has passed. Students and staff will practice evacuation and lockdown procedures each semester.

**Immunisations**

Students in Year 7 have the opportunity to be immunised against hepatitis B (2 doses), chickenpox (1 dose) and the Human Papillomavirus (HPV). Parents will be advised of the dates of the Queensland Health immunisation program and will be required to provide written consent if they wish their student to participate.

**Student Medication**

If your child requires staff to administer medication to your child at school, please contact the secondary school office in the first instance to discuss your child’s requirements.

Please note, school staff will only administer medication that:

- has been prescribed by a qualified health practitioner (e.g. doctor, dentist)
- is in its original container
- has an attached pharmacy label
Office staff will ask you to complete and sign Section 1 of the Administration of medication at school record sheet. N.B. If your child requires more than one medication, you will need to complete a form for each medication.

**Administration of Non-Prescription Medication**
Staff are not authorised to administer non-prescription medication without written instruction from a parent or medical practitioner. Therefore the only circumstances in which non-prescription medication (including Panadol, Aspirin and other painkillers) will be administered by the school is with written instruction from the child’s parent or medical practitioner and with the medication provided in the original packaging. Students are not permitted to bring medication to school for self-administration.

**Sun Smart Policy**
We recognise the need to continue to educate students and staff in reducing the risks of skin damage from exposure to the sun. Students participating in school sports and practical physical education lessons are required to wear sun protection. During the break, students not wearing a hat should restrict themselves to the shaded parts of school.

With this in mind, students are encouraged to:
- Wear a the school uniform cap or bucket hat;
- Wear protective sunscreen when participating in outdoor activities and
- Avoid unnecessary unprotected exposure to the sun.

**Anti-Bullying Policy**
Bullying is the inappropriate use of power by an individual or group with the intent to injure either physically or emotionally. It is usually deliberate and repetitive. Bullying hurts people, often with lasting effects. We provide a supportive school environment which promotes positive relationships between all community members and will act to address bullying in all forms. All members of the school community need to understand that the following behaviours are unacceptable:

- Verbal intimidation, including threats, derogatory nicknames and personal comments;
- Verbal comments which could be interpreted as being racist, sexist or discriminatory;
- Cyber bullying using the web or mobile phone to send inappropriate text messages or offensive or degrading audio, video or still images;
- Threatening behaviour towards others;
- Physical harm to others;
- Deliberate exclusion of individuals or groups from regular social activity and
- Sexual harassment.

These behaviours are considered serious and the school will take appropriate action to stop the behaviour from continuing. It is important that students report these behaviours immediately to their class teacher in the first instance so that appropriate support and intervention strategies can be implemented. All students will participate in an anti-bullying curriculum program early in the year.

Students will:
- Take appropriate steps to discourage or prevent bullying;
- Advise teachers immediately of bullying incidents and
- Discuss experiences with parents.

Staff will:
- Complete anti-bullying programs with individuals/class;
- Be alert to bullying behaviour and signs of distress in students;
- Respond to incidences of bullying according to policy and
- Model anti-bullying behaviour.

Parents are expected to:
- Encourage their students to be open about bullying experiences;
- Be alert to signs of distress in their children;
- Speak to relevant school personnel of concerns regarding bullying and
- Model anti-bullying behaviour.
Alcohol, Drugs and Smoking
We expect that students make responsible and lawful decisions regarding the use of drugs and alcohol. The drug and alcohol education program is a core component of the school curriculum and focuses on equipping students with the information, skills, attitudes, values and understanding to enable them to learn to make responsible decisions about drugs and alcohol.

Drug and alcohol education is based on The Queensland School Drug Education Strategy. The underlying principles for this education program are based on Principles for Drug Education in Schools (education.qld.gov.au/health-safety/promotion/drug-education). Students involved in drug related incidents will be given the best possible counselling support but will also have consequences applied according to The Woodcrest State College Responsible Behaviour Plan for Students.

STUDENT RESOURCE SCHEME

The college operates a Student Resource Scheme, the 2018 Student Resource Scheme (SRS) operates under the policy and guidelines of the Department of Education and Training (DET), is approved annually and endorsed by the P&C Association.

The objective of the Student Resource Scheme (SRS) is to offer parents an economic alternative to the purchase of school resources and textbooks and to enhance and maximise resources available for student learning. While membership of this scheme is not compulsory, the college strongly encourages your participation.

In addition to parent contribution to the Student Resource Scheme, the school receives an additional direct bulk payment of the Government Textbook Allowance. Participation in the scheme provides students with:

- All prescribed textbooks for each subject
- Reproduced class materials which complement and/or substitute for textbooks
- Other student reference books
- Audio and video recordings
- Student diary/planner
- Student ID Card (student discounts/transport)
- Additional computer software
- Equipment (calculators, electronic devices)
- Materials for subjects where the instruction is extended through providing practical learning experiences in excess of materials provided by school grants
- Administration of scheme
- Bucket hat or cap
- USB memory stick

It is rare that just one textbook is used for a school subject. In most instances, textbooks are a mix of class sets which are used in class but which are not the individual responsibility of students and textbooks individually issued to students for which they are personally responsible.

Parents will be provided with detailed information about the Student Resource Scheme and appropriate payment options available to parents in the Finance Booklet.

Parents and caregivers not wishing to participate in the Resource Scheme will be expected to provide all necessary textbooks and resources for their student. A full list of requirements will be provided on request.

STATIONERY

Students in all year levels are responsible for providing their own stationery. The College has a preferred supplier arrangement with OfficeMax to provide Individual Student Packs with simple Online Ordering Process. Parents benefit from 24/7 online ordering capability via a fast and secure website. Stationery lists and ordering information can be accessed from the College website and will also be distributed to parents in Term 4.

Students who do not provide the required stationery in the first week of attendance will be provided with a reminder. If stationery is not provided, class teachers will contact the parent.
STUDENT SERVICES AND PROCEDURES

Money Collection
BPOINT is now the preferred payment method for all student invoices at Queensland State Schools. See page 11 of the Finance Booklet for further information and other payment methods available. Facilities are available for over the counter EFTPOS and cash Monday to Friday 8.00am to 10.30am at the Payments Window. Please ensure you provide your email address on enrolment so that your invoices can be sent to you.

Teachers will not accept money from students under any circumstances.

ID Cards
ID cards are provided every year to students each year. The card remains valid until 31 March the following year. A replacement ID card at a cost of $10 will be required if students lose or damage cards.

Canteen
The Canteen is open daily. No ordering is necessary. Service may be refused if students are disrespectful or not following safety rules. The canteen is operated by LMC Catering, a private contractor, and complies with Smart Choices – The Healthy Foods and Drinks Supply Strategy. For any canteen enquiries, please contact Mitchell or Linda Crawford on 3427 9535 or via email Crawford.food@hotmail.com.

Parents and Citizens Association
P&C meetings are held regularly and everyone is welcome to attend. Our P&C is run by a dedicated band of parents who support the school and participate in fundraising. Meetings are held bi-monthly and commence at 5:00pm for the duration of approximately one hour. If you are interested in becoming a member, please contact the President via email pandc@woodcrestsc.eq.edu.au.

Personal Property
For Workplace Health and Safety reasons, school bags must be kept outside classrooms. Personal property, including money, is the responsibility of the individual student. To assist in securing their personal property, students should:

- Clearly label all personal property;
- Make any payments to the Student Services window immediately upon arrival at school and
- Money must be kept on students at all times. Wallets/purses/phones must never be left unattended in school bags.

Students should NOT bring any of the following items to school due to their potentially dangerous nature or inappropriate use. These items will be confiscated from students.

- Aerosol cans
- Superglue
- Liquid paper
- Permanent markers
- Steel rulers
- Chewing/bubble gum
- Laser pointers
- Alcohol/drugs
- Cigarettes/lighters/matches
- Any kind of concealable/replica weapon
- Knives of any description

**Property Damage**
In the event that damage to property occurs as a result of student misconduct, an invoice for recovery of the costs to repair the damage will be provided to parents. Schools do not have insurance to cover wilful or accidental damage. Parents will be contacted when an incident occurs to detail the event and possible damage costs. It is expected that students make some commitment to assist with recovery of costs. Students will also be dealt with in accordance with the Responsible Behaviour Plan for Students.

**Student Use of Personal Technology Devices**
The school acknowledges that many students require mobile phones to remain in contact with parents in relation to travel to and from school, part-time work and for other safety reasons. We expect that students allow themselves and others to learn free of disruption and consequently, the school has guidelines around the use of phones and other personal technology devices at school.

**Using mobiles responsibly at school:**
- Mobile phones or other mobile devices should not be used in any manner or place that is disruptive to the normal routine of the school.
- Students should not use mobile phones to make calls, send text messages, access the internet, take photos or use other applications during lesson time or while engaged in other school activities such as assembly or sport. Students should restrict use of the mobile phone to before or after school and during recess and lunch breaks.
- Mobile phones must not disrupt classroom lessons with ringtones or beeping. Except when mobile devices are being used as part of the lesson plan or with the express permission of a teacher, they should be placed into “silent mode” and kept out of sight during classroom lessons and school activities to minimise distractions.
- Earpods/headphones may not be in use during lesson time and must be placed out of sight with the mobile device.
- Texting (except where it forms part of the lesson plan) is a distraction in the classroom and is not permitted while students are engaged in learning activities. Parents are reminded that in cases of emergency, the school office remains the appropriate point of contact to ensure your child is reached quickly and assisted in any appropriate way.
- Mobile devices are not to be used in changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.

**Cyberbullying:**
- Using mobile devices to bully (also known as cyberbullying) and threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour.
- Students and parents are reminded that it is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.
- Mobile phones or other mobile devices must not be used to take photos/video of any other student or teacher without their consent. It is also prohibited to upload photos/video of other students/teachers to social media websites or email photos/videos to others if doing so would embarrass, humiliate or cause discomfort to the subject of the photo/video.

**Theft or damage:**
- Students who choose to bring a mobile device to school do so at their own risk and Woodcrest State College accepts no responsibility for replacing lost, stolen or damaged mobile devices.
- Woodcrest State College accepts no responsibility for students who lose or have their mobile devices stolen while travelling to and from school.
- All students are advised to have their name and another contact number stored on the phone so that it can be more easily returned if lost.
To reduce the risk of theft during school hours, students who carry mobile devices are advised to treat them as carefully as they would their wallet or purse. Mobile devices should never be left unattended nor left in school bags.

Mobile devices that are found in the school and whose owner cannot be located should be handed to the school office.

It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile devices and/or passwords should not be shared.

If a mobile phone is lost or stolen, parents and students are advised to report the loss/theft to their mobile carrier so that they can de-activate the SIM card and block the mobile phone from use across all networks. Blocking a lost/stolen phone will make it unusable to anyone else within Australia.

**Sanctions/Consequences of unacceptable/inappropriate use**

- Students who infringe the guidelines and rules set out in the Woodcrest State College Acceptable Use Policy will follow teacher direction to hand their phone into the school office where it may be collected at the end of the school day.
- Any student who refuses to follow teacher direction to hand in the mobile device will face further disciplinary consequences including the possibility of suspension from school.
- Repeated infringements may result in the withdrawal of the agreement to allow the student to bring the mobile telephone to school or further disciplinary actions.
- Further disciplinary action will be taken against any student who is caught using a mobile device to cheat in exams or assessments or who uses a mobile device to bully other students.
- Serious breaches of Acceptable Use Policy including making threats, recording or dissemination of indecent images and events that could be classified as invasion of may result in the alleged incident being referred to the police for investigation. In such cases, the parent or guardian would be notified immediately.

**School Photos**

School photos are scheduled for late February. All students are required to have an individual digital photograph which is then used for school records and to generate student ID cards. Families may choose to purchase a photo pack comprising individual portraits and/or home group photos. School photos are taken by a commercial photographer contracted by the school. Payments for photos are made directly to the photographer. Information regarding photos is distributed in mid-February.

**Student Support Network**

We pride ourselves on an extensive network of professionals within and beyond the school who students may access. This includes:

- School Guidance Officer (provided by Education Qld) - counselling is available to students who are over 12 years of age without parent consent. A parent permission form is required for students who undertake specific testing;
- School Health Nurse (provided by Queensland Health) - for students in Year 8 to 12, teachers and parents. The nurse can help with health concerns, personal and family problems, smoking, alcohol or drug use, sexual health, puberty and getting in touch with the right services;
- Youth Support Coordinator (provided by Ipswich Community Youth Support) - supports students in years 10 to 12 at risk of disengaging early from the education system
- School Chaplain (provided by Scripture Union) - supporting well-being of students in years 7 to 12
- Community Education Counsellor - supports indigenous students to successfully complete schooling
- Students and/or parents may also be referred to external government and community organisations
- Head of Department Pathways - supports student’s engagement in vocational education and training programs e.g. work experience, school based apprenticeships and traineeships, TAFE co-enrolments

**STYMIE**

Woodcrest State College Secondary School uses STYMIE, an online system which allows students and others to anonymously notify the school when they believe that someone is being bullied or harmed. The school can then decide the type of action or support needed.  [https://stymie.com.au/](https://stymie.com.au/)
Uniform Shop

The school Uniform Shop is operated by Lowes. Uniforms are available for sale at Lowes Orion Springfield store (retail trading hours) and also available through the school uniform shop. The shop is located directly opposite the canteen. Further information, including pricelists and current opening hours, is available from the college website.

TRANSPORT TO AND FROM SCHOOL

Bicycles

We expect students who ride to school to behave responsibly, displaying respect and courtesy for fellow students, parents and members of the community. Bike riders are expected to:

- Use the bike racks in the Secondary School near the SEP (not the Primary School racks) which are caged and secured daily at 9.00am;
- Not to take bikes through the school, instead, use the closest exit to the bike racks;
- Wear safety helmets as required by law and
- Follow road rules while travelling to and from school.

Where students are consistently choosing to not follow these rules, contact will be made with parents to enlist support and to make alternative arrangements for transport.

Bus Travel

Bus travel is provided by Westside Bus Company. Information about this service can be accessed by contacting the company on 3288 1333 or translink.com.au

Please take into account school finish times when making decisions regarding suitable bus arrangements. The Primary School has appropriate supervision of their students who catch buses; it is not possible to release students from Secondary School before 2.50pm to meet up with their younger siblings. Should you need to make special temporary arrangements regarding times please contact the Secondary Administration office. School buses depart from the Main Campus under the supervision of teachers on duty between 2.55 and 3.15pm.

Code of Conduct for Bus Travel

The Department of Transport has a Code of Conduct in place for students to follow when travelling on school buses. This includes travel to and from school and on school related activities. The behaviour of students is primarily the responsibility of parents/carers. Accordingly, parents/carers should ensure their children are aware of the Code of Conduct for travel on buses. Parents/carers may be responsible for the payment of the costs of repair of damage caused by their children.

In reported cases of misbehaviour, consultation about the behaviour and its consequences will normally occur. The involvement of parents/carers in this consultation will be essential to ensure a positive resolution. Following a breach of the Code of Conduct, students may be refused travel for a temporary period or in some cases permanently.

CODE OF BEHAVIOUR FOR STUDENTS

<table>
<thead>
<tr>
<th>BEHAVIOUR</th>
<th>EXAMPLES OF HOW TO MEET THE CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respect other people and property</td>
<td>• Treat other people and their possessions with respect.</td>
</tr>
<tr>
<td></td>
<td>• Follow the bus driver’s directions without argument.</td>
</tr>
<tr>
<td></td>
<td>• Do not interfere with bus property, equipment, shelters and signs by marking or damaging</td>
</tr>
<tr>
<td></td>
<td>them in any way.</td>
</tr>
<tr>
<td>Wait for the bus in an orderly manner</td>
<td>• Wait well back from the bus until it stops and allow other passengers to leave the bus first.</td>
</tr>
<tr>
<td></td>
<td>• Stand quietly without calling out or shouting.</td>
</tr>
<tr>
<td></td>
<td>• Do not push other people in the line.</td>
</tr>
<tr>
<td>Whist on the bus, conduct yourself in an</td>
<td>Students must:</td>
</tr>
<tr>
<td>orderly manner</td>
<td>• Always follow instructions from the driver about safety on the bus.</td>
</tr>
<tr>
<td></td>
<td>• Show their bus pass, ticket or ID upon request.</td>
</tr>
<tr>
<td></td>
<td>• Sit properly on a seat if one is available (in an allocated seat if directed by the driver)</td>
</tr>
<tr>
<td></td>
<td>• If standing, remain in the area designated by the driver.</td>
</tr>
<tr>
<td></td>
<td>• Store school bags under the seat or in appropriate luggage areas.</td>
</tr>
</tbody>
</table>
**BEHAVIOUR** | **EXAMPLES OF HOW TO MEET THE CODE**
---|---
| • Speak quietly and not create unnecessary noise. Students must not: | • Bully other students. • Place feet on the seats. • Fight, spit or use offensive language. • Throw any article around or from the bus. • Consume food or drink, or play music without permission of the driver. • Smoke (prohibited on all buses). • Allow any portion of their body to protrude out of the bus windows. • Stand forward of the front seat. |
| Use designated stops | • It is the responsibility of students to disembark at their correct designated stop. |
| **When alighting from the bus, do so in an orderly manner.** | • Wait until the bus stops before standing to get off. • Alight from the bus in a quiet and orderly fashion. • Never cross the road in front of the bus, wait until the bus has moved away and it is safe to do so. • Use crossings or traffic lights if available. |
| **In case of an emergency or a breakdown, follow the driver’s directions** | • Wait until the bus stops before standing to get off. • Leave the bus in a quiet and orderly fashion. • Wait in the area indicated by the driver. |


**Skateboards and Scooters**
Skateboards, scooters and roller blades are not an acceptable means of transport to or from school. If brought into the school, these items must be secured in the bike racks throughout the day and must not be ridden within the school grounds.

**Student Drivers**
Some students in the Senior Secondary stage may have their driver’s licence and drive themselves to school. Such students should register their status as a student driver through the Secondary Administration office and apply for onsite parking. The Ipswich City Council has timed regulated parking in the main carpark outside of main campus. Drivers breaching the council parking regulations may be issued with a fine.

**Vehicles**
Parking in school grounds is for approved vehicles only. Drop off areas are available outside Main Campus and along Nev Smith Drive. Parents should not enter the school grounds unless picking up students for early departure or meeting with administration team members. Parents are also reminded that student’s safety is at risk when they enter the school grounds.

**VISITORS**
All visitors should report directly to the Secondary Administration office to sign in. Parents are advised not to collect students from classes during the school day as these arrangements will be made through the administration building.

When signing in you will be provided with a visitor’s badge to be worn visibly at all times.
CURRICULUM, ASSESSMENT AND REPORTING

CURRICULUM

The Secondary School has comprehensive curriculum programs in both the junior and senior secondary phases. The Junior Secondary curriculum provides a foundation for success for future school, work and community life. The Senior Secondary curriculum is centred on providing students with access to personalised educational pathways which lead to further education, training and workforce options after year 12.

Full details of the curriculum are available in the following documents accessible of the college website:
Pathways to Success - The Senior Secondary 2018 Curriculum Handbook
Foundations to Success - The Junior Secondary 2018 Curriculum Handbook

COMPULSORY SCHOOLING YEARS 7 TO 10

[Diagram showing subject options for Years 7 to 10]
WESTEC TRADE TRAINING CENTRE

The WesTEC Trade Training Centre is a national Trade Training Centre operated by Woodcrest State College in partnership with Springfield Central, Redbank Plains and Forest Lake State High Schools. WesTEC’s training partner, TAFE Queensland, provides industry standard training to years 11 and 12 students in a range of training areas. Current courses include:

- Certificate I in Construction
- Certificate I in Engineering
- Certificate II in Automotive Underbody Technology
- Certificate II in Logistics
- Certificate II in Health Care Support Services
- Certificate II in Hairdressing

WesTEC is conveniently located adjacent to Woodcrest State College. Latest information is available from the WesTEC website [http://westecttc.eq.edu.au](http://westecttc.eq.edu.au)

ASSESSMENT

Assessment is an ongoing process, gathering evidence to determine what each student knows, understands and can do, to inform teaching and support student learning.

Purposes of assessment include:

- Assessment for learning - enabling teachers to use information about student progress to inform their teaching.
- Assessment as learning - enabling students to reflect on and monitor their own progress to inform their future learning goals.
- Assessment of learning - assisting teachers to use evidence of student learning to assess student achievement against goals and standards.
Assessment also provides data to inform reporting on the achievement of individual students or groups of students. Assessment tasks may include written exams, oral presentations, performances, practical activities, homework activities and assignments. It is expected that students will complete at least one assessment task per subject area each school term.

Assessment at Woodcrest Secondary School is guided by relevant legislations and guidelines provided by the Queensland Curriculum and Assessment Authority (QCAA), the Australian Curriculum Assessment and Reporting Authority (ACARA), and the Queensland Curriculum, Assessment and Reporting Framework.

**RESPONSIBILITIES**

**School Responsibilities**
- Provide an Assessment Overview to students for each subject, every semester
- Provide assessments instruments in an appropriate time frame, consistent with the relevant subject syllabus documents and work programs
- Provide appropriate class time for assessment, consistent with the relevant subject syllabus documents and work programs
- Provide feedback to students on both rough draft and final assessment tasks in a timely manner
- Liaise with parents/caregiver if concerns are noted regarding the completion of the assessment piece
- Enact moderation procedures which ensure a consistency of standards is maintained in the marking of assessment
- Provide assessment instruments with a cover sheet showing the following information:
  - topic or area of study
  - task requirements
  - date of issue, due date
  - criteria and standards
  - declaration verifying the authorship of student work
  - monitoring guidelines or draft details.

**Student Responsibilities**
- Store Assessment Overviews appropriately, for example glued in subject book, and share them with parents/caregiver
- Fulfil course requirements, including the submission of all assessment by the due date
- Ensure all assessment submitted is the original work of the student
- Present a draft to teachers by the monitoring date
- Communicate anticipated difficulties in completing assessment requirements with the teacher and follow the correct procedures to apply for an extension, should that be necessary, before the due date
- Seek clarification from the teacher who awarded the result before appealing any result

**Parent/Caregiver Responsibilities**
- Encourage students to submit all drafts and final assessment by the due date
- Inform the appropriate school staff of any difficulties relating to the completion of assessment items before the due date.
- Provide documentary evidence where necessary when the student requests an extension

**LATE AND NON-SUBMISSION OF ASSESSMENT**

**Strategies that may allow for extensions to be granted for assessment under extenuating circumstances:**
- Application for extension is to be made to the Head of Department prior to the due date using the Application for Extension form, available on school website [www.woodcrestsc.eq.edu.au](http://www.woodcrestsc.eq.edu.au). The application for extension must be made BEFORE the due date
- If an exam is missed, the student undertakes the exam (or one of a similar nature to the one missed) upon their return to school. The student is responsible for arranging a suitable time with their teacher or HOD.
- A phone call/email from parents/caregivers to the Head of Department is required when a student is absent for an examination. The HOD will make the final decision after considering all the information. A medical certificate may be required.
If the assessment is still not completed then some/all of the following will apply after contact is made with parents:

- Ratings for assessment tasks not submitted by the due date will be based on evidence available on or before the due date (e.g. drafts).
- For students in the compulsory participation stage, enrolment may be temporarily cancelled until submission/completion of all outstanding assessment tasks. Enrolment may be permanently cancelled if non-submission of assessment tasks is an ongoing problem.
- Years 7 to 10 students may be withdrawn from regular classes until assessment is completed.
- The Cancellation of Enrolment process may be initiated for years 11 and 12 students.

Heads of Department have the discretion to give special consideration to students and modify/waive assessment requirements within approved program guidelines. A medical certificate and/or interview with the Principal/Guidance Officer may also be required.

Special Provisions

“Special provisions” means making reasonable adjustments to conditions of assessment to ensure equitable opportunities for all students. Special provisions may apply to any student, depending on the circumstances. In making a decision about special provisions, the school is required to consider what adjustments to assessment conditions are reasonable in the circumstances. Students with specific educational needs should liaise with the appropriate Head of Department.

Moderation of Student Assessment

The school use internal moderation of student assessment across years 7 to 10 to ensure quality standards and consistency of teacher judgement in marking the student work. For Years 11 and 12 subjects, the Queensland Curriculum and Assessment Authority has long standing external moderation processes for ensuring quality standards.

NAPLAN – National Assessment Program for Literacy and Numeracy

Literacy and numeracy testing of all Australian students in Years 3, 5, 7 and 9 students is scheduled for:

- Tuesday 15 May 2018: Language Conventions (spelling, punctuation, grammar) & Writing
- Wednesday 16 May 2018: Reading
- Thursday 17 May 2018: Numeracy

Students will receive an individualised report on their achievements in these areas late in term three. More information will be provided about the testing closer to testing date.

Queensland Core Skills Test (QCS)

Eligible year 12 students sit the Queensland Core Skills Test on:

- Tuesday 04 September 2018: Morning: Writing Task (2 hours)  
  Afternoon: Multiple Choice I (1 hour 30 minutes)
- Wednesday 05 September 2018: Morning: Short Response (2 hours)  
  Afternoon: Multiple Choice II (1 hour 30 minutes)

The test is mandatory for any student eligible to receive an OP; non-OP students may elect to sit the test.

REPORTING

Report cards are provided to parents at the end of each term. In terms 1 and 3, the report is a brief progress report which includes grades for progress, effort, behaviour and homework. In term 2 & 4, the report is a full semester summary including detailed comments.

Reports are emailed to parents/carers; parents without an email account may request a paper copy.

Achievement

Your child’s overall achievement in each learning area/subject studied over the reporting period is reported by ratings ranging as follows:
Evidence in a student’s work typically demonstrates a very high level of knowledge and understanding of concepts, facts and procedures and application of processes.

Evidence in a student’s work typically demonstrates a high level of knowledge and understanding of concepts, facts and procedures and application of processes.

Evidence in a student’s work typically demonstrates a sound level of knowledge and understanding of concepts, facts and procedures and application of processes.

Evidence in a student’s work typically demonstrates a limited level of knowledge and understanding of concepts, facts and procedures and application of processes.

Evidence in a student’s work typically demonstrates a very limited level of knowledge and understanding of concepts, facts and procedures and application of processes.

Insufficient evidence to make a judgment

The following achievement codes are used for vocational education and training programs (VET):

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA</td>
<td>Competency Achieved – certificate completed</td>
</tr>
<tr>
<td>WTC</td>
<td>Working Towards Competency – on track to complete the certificate</td>
</tr>
<tr>
<td>CNA</td>
<td>Competency not achieved - not on track to complete the certificate</td>
</tr>
<tr>
<td>WD</td>
<td>Student was withdrawn from the certificate</td>
</tr>
</tbody>
</table>

The report card will also include information about the student’s:

- Effort
- Behaviour
- Total number of days absent
- Number of days unexplained absence

Some reports may include comments on homework and requests for an interview.

The Junior Secondary Education Certificate

Woodcrest State College awards a Junior Secondary Education Certificate to year 9 students to mark their successful completion of junior secondary education when they:

- Maintain a C standard across their four core subjects - English, Mathematics, Science and Humanities on semester one and two report cards
- Maintain a minimum satisfactory effort result across all subjects in both semesters one and two
- Maintain an attendance rate of at least 85%

The certificate is presented to eligible students at a special ceremony in the final week of year 9.

Senior Secondary Certification

The Queensland Curriculum and Assessment Authority (QCAA) is a statutory body of the Queensland Government. They provide Kindergarten to Year 12 syllabuses, guidelines, and assessment, testing and certification services for Queensland Schools. QCAA website: [www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au)
Senior Education Profile for Students
QCAA does not certify or report on student achievement until the completion of year 12. On completion of year 12, students are issued with a senior education profile which may include:

**Senior Statement**
A transcript of the learning account for all students completing Year 12 at a Queensland School. The Senior Statement shows all studies and the results achieved that may contribute to the award of a QCE or Tertiary Entrance Statement. If a student has a Senior Statement, then they have satisfied the completion requirements for Year 12 in Queensland.

**Queensland Certificate of Education (QCE)**
The Queensland Certificate of Education (QCE) is Queensland's senior school qualification, which is awarded to eligible students, usually at the end of Year 12. The QCE recognises broad learning options and offers flexibility in what, where and when learning occurs.

**Queensland Certificate of Individual Achievement (QICA)**
The Queensland Certificate of Individual Achievement (QICA) recognises the achievements of students who are on individualised learning programs. To be eligible, students must have impairments or difficulties in learning that are not primarily due to socioeconomic, cultural or linguistic factors.

**Tertiary Entrance Statement**
The Tertiary Entrance Statement shows an eligible student's Overall Position (OP) and Field Positions (FPs). These rankings are used to determine eligibility for admission to tertiary courses. The Tertiary Entrance Statement provides information that is recognised by interstate and international universities and tertiary providers and may be required to enrol in study at institutions outside Queensland.

**On Track 4 SuCCCess**
Woodcrest State College Secondary sets high expectations of our student cohort. Our goals are that all students
1. attend a minimum of 90% of the time
2. achieve a C or higher in all subjects
3. meet minimum national standards in Literacy and Numeracy in NAPLAN
4. qualify for a Queensland Certificate of Education in Year 12
5. achieve at least one completed vocational certificate level II or higher

The On Track for SuCCCess (OT4S) process assists students remain on track to become successful learners by:
- tracking student progress each reporting period including attendance, achievement, effort and behaviour
- providing timely and relevant feedback to students and their parents on progress towards learning and achievement goals.
- after parents receive their student’s report card each term, parents may then elect to meet with their child’s SuCCCess Coach; in a parent/teacher interview. If the parent does not take up this option then the SuCCCess Coach will provide one-on-one feedback to the student. A parent/teacher interview will be mandatory if the student is not meeting achievement goals
- identifying at risk students then providing appropriate individualised intervention to support students to get back on track
SuCCCess Coach
We make use of a SuCCCess Coach to support students reaching their attainment goals. The SuCCCess Coach is one of the student’s core teachers who has the additional responsibility to actively mentor and track the student’s academic and personal growth through the secondary school. The SuCCCess Coach will:

- take an interest in the student’s personal circumstances, well-being and career aspirations
- open and maintain good lines of communication with the student’s parents/caregivers
- monitor student attendance, following-up on absences as per the Secondary Attendance Strategy
- track students’ attainment and provide further encouragement to succeed
- provide timely and appropriate feedback to both students and parents as part of the OT4S program
- liaise with subject teachers, the Year Level Coordinator and appropriate support personnel to support student needs as required

Awards and Presentations
Student achievements in sport, community, the arts and extra-curricular activities are acknowledged at school assemblies and special ceremonies. Students are formally recognised for their attendance and academic engagement after each reporting period.

Significant celebratory events include:
- Junior Secondary (Year 9) Graduation - December
- Year 12 Graduation - November
- Senior (Year 12) Formal - November
- Awards Night - November
- P-12 Journey Celebration - July

BOOKWORK AND HOMEWORK

BOOKWORK
Students are expected to maintain a high standard of bookwork. The rationale for this is:

- Research shows that organised bookwork is essential to achieve high quality learning outcomes;
- Well organised bookwork allows students to access and understand their work more effectively allowing revision and reference tasks to be completed more quickly;
- Students who take pride in their work are more likely to have a positive attitude towards school and learning and
- Students who take responsibility for quality bookwork are demonstrating potential leadership skills for future endeavours because they are responsible, organised and excellent time managers.

Expectations of Students
- Students will maintain a book and/or folder for each subject or integrated work unit;
- Books and folders will be kept free of graffiti and
- Books will be kept to an expected standard that has been outlined by each teacher. This includes expectations on:
  - Page formatting, date, margins, heading, underlining, ruling off, etc.;
  - Type of writing instruments to be used and
  - Requirements in relation to handouts, spelling errors, title pages, homework, missed work, etc.


**Expectations of Teachers**
- Expectations and standards are clearly and consistently communicated to students;
- Monitoring of bookwork is consistent and ongoing and
- Consequences for students with unsatisfactory bookwork are clear, appropriate and consistently applied.

**HOMEWORK**
Homework will generally range from 45-60 minutes a day in Year 7, 45-90 minutes a day in years 8-10 and 90-180 minutes a day in years 11 and 12 depending upon the pathway undertaken. During peak assessment periods more time may be required. Consistent effort and planning are needed in order to minimise stress and congestion of competing curriculum commitments.

Parents can assist meaningful work at home by monitoring their student’s individual assessment calendar and in showing interest in current work. It is our policy to alert parents when non-submission of assignments or poor participation in subjects occurs. Homework club is offered to students on Monday afternoons. An invitation and consent form is sent to parents. Parents can nominate their child after a discussion with the relevant Head of Department.

**Homework**
- Provides students with opportunities to consolidate their classroom learning;
- Develops self-discipline, organisational and time management skills for life-long learning beyond the classroom and
- Involves family members in student learning.

**Homework can take the form of**
- Revision and extension of class work from the day’s lesson;
- Study for an exam and
- Ongoing completion of an assignment.

**Expectations of Students**
- Establish a routine to complete homework each school night which fits in with their family needs;
- Use their Student Planner to record their homework and assignment requirements;
- Accept responsibility for completing set homework tasks within set time frames;
- Seek assistance when difficulties arise and
- Follow up on comments made by teachers.

**Expectations of Teachers**
- Set homework on a regular basis which is relevant and accompanied by clear instructions including due date;
- Consistently monitor student homework on an ongoing basis;
- Check homework for completion, accuracy, and quality on the due date;
- Apply clear, consistent, appropriate consequences for students not completing homework and
- Contact parents when students are persistently not completing homework.
**Contact Details**

- **Telephone:** 07 3280 2444 (Campus Administration)
- **Fax:** 07 3437 9500
- **Office Hours:** 8.00am-3.45pm
- **Email:** secondary.office@woodcrestsc.eq.edu.au
- **Website:** woodcrestsc.eq.edu.au
- **Absences:** Student_Absences@woodcrestsc.eq.edu.au
- **Enrolments** enrolment@woodcrestsc.eq.edu.au
- **Finance:** office@woodcrestsc.eq.edu.au
- **Address:** 38 Nev Smith Drive
  Springfield Q 4300
- **Postal:** PO Box 4016
  Springfield Qld 4300