

# Year 10 – Year 12 PARENT GUIDE

## 2025



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**FROM THE EXECUTIVE PRINCIPAL /PRIMARY HEAD OF SCHOOL**

Dear Parents/Guardians,

Woodcrest State College is a wonderful school with amazing facilities, wonderful students, enthusiastic staff and supportive parents. The College is situated in the dynamic city of Springfield, which is growing in population and infrastructure by the day. I believe that Woodcrest State College is one of the top schools in Queensland where each and every student helps contribute to a positive culture of achievement at our school. Woodcrest State College will start 2025 with approximately 1750 students from Prep to Year 12, including 750 in our Primary School and 1000 students in our Secondary Campus.

Every child deserves an outstanding education that leads to a life of choice rather than a life of chance. Woodcrest State College is a dynamic school that provides the ultimate learning experience for the needs of the students in the greater Springfield area.

Our school has established a great tradition of our students achieving academic excellence. Students at Woodcrest State College are invited to participate in a variety of learning pathways that cater to their educational needs and interests, which include various Technology, Sport and Arts programs. We have four Academy programs on offer, Basketball, Netball and Volleyball and an AFL Excellence Program.

Woodcrest State College offers a number of state-of-the-art facilities including: a brand-new technology hub, fully equipped gym, full sized industry standard catering facility, professional studios for dance and drama and more.

Also located on the College's site is a Trade Training Centre. Better known as Western Technical Excellence Centre (WesTEC), this centre partners with TAFE SouthWest to provide a range of certificate courses that prepare our students for immediate employment.

Here at Woodcrest State College, we offer a well-rounded engaging curriculum and quality teaching to ensure that learning is seamless across the College.


Throughout the school a dedicated, highly trained, professional team of staff direct the learning of each student. The school employs a sophisticated data tracking process that monitors the progress of every student from Prep through to exiting the College with a focus on every child succeeding.

I look forward to welcoming your family to Woodcrest to become part of our college community.

Regards



Debbie Hansen  
**Executive Principal**  
Woodcrest State College



Jessica Brown  
**Secondary Head of School**  
Woodcrest State College

## STARTING LEARNING IN 2025

### At the START of the 2025 school year:

- Students in Years 7, 11 and 12 commence on Tuesday 28 January, 2025.
- Students in Years 8, 9 and 10 will commence Wednesday 29 January, 2025.
- Each student will begin their first day with a year level assembly.

**Student's commencing AFTER the start of the school year** will be advised of their commencement date once their enrolment application is accepted. On their first day they will need to arrive at Campus Student Services at 8:30am, wearing full school uniform. They will receive their timetable, student handbook and be supported to find their class.

### SECONDARY CAMPUS BELL TIMES FOR 2025

<b>Before 8:30am</b>	Students are encouraged not to arrive before this time.
<b>8:45am</b>	Warning bell
<b>8:50am</b>	Roll marking – students attend their Roll Class and prepare for the day
<b>9:00am</b>	Period 1
<b>10:10am</b>	Period 2
<b>11:20am</b>	First break (40 mins)
<b>11:55am</b>	Warning bell
<b>12:00pm</b>	Period 3
<b>1:10pm</b>	Second break (30 mins)
<b>1:35pm</b>	Warning bell
<b>1:40pm</b>	Period 4
<b>2:50pm</b>	Departure bell

### PLEASE NOTE

*All visitors to the College must report to the Campus Admin, Primary Admin or Student Services for induction and sign in.*

### Arrival and Departure

Students should arrive from 8:30am and leave before 3:15pm unless included in extra-curriculum activities or homework club. All students should be off site by 4:15pm.

### Pickup and Drop off

Students can be dropped off at the *Stop, Drop and Go* area in front of the College. There is no parking available in the College grounds. To keep students safe, no parent/carer should enter the College grounds via a vehicle unless permission has been granted for special circumstances.

### Contact Details

It is important that the College can contact parents and guardians at all times. Parents/guardians should advise the College of any change of student or parent personal details by completing a change of personal details form located on the College web site [woodcrestsc.eq.edu.au](http://woodcrestsc.eq.edu.au), and returning it to [enrolments@woodcrestsc.eq.edu.au](mailto:enrolments@woodcrestsc.eq.edu.au).

All parents/carers must report to Campus Administration for appointments or Campus Student Services for attendance, sick bay, enrolments or early departures. Parents/carers are prohibited from walking through Secondary Campus.

### Sick bay procedures

Students requiring first aid will be directed to Campus Student Services. Staff will complete a first aid treatment slip detailing the nature of the injury or illness, how it occurred, and any immediate actions taken to ensure the student receives the appropriate care and for maintaining accurate records.

## Contact Information

Campus Administration	3280 2444	<a href="mailto:office@woodcrestsc.eq.edu.au">office@woodcrestsc.eq.edu.au</a>
Secondary Campus		<a href="mailto:secondary.office@woodcrestsc.eq.edu.au">secondary.office@woodcrestsc.eq.edu.au</a>
Primary Campus		<a href="mailto:primary.office@woodcrestsc.eq.edu.au">primary.office@woodcrestsc.eq.edu.au</a>
Website		<a href="http://www.woodcrestsc.eq.edu.au">www.woodcrestsc.eq.edu.au</a>
College Map		Available on College website

## Hours of Operation

Secondary	8:30am to 3:00pm
Campus	8:00am to 3.30pm
Finance	8:00am to 10:00 (Campus Administration) – Card payment only

### January holiday hours of operation:

Monday 20/1/25 - Friday 24/1/25 9.00am – 3.00pm

## FINDING THINGS OUT

School communication to parents/guardians may be sent via email, SMS, Compass, Newsletter and Facebook.

### How do I receive communication from the school?

Our primary communication source is via email through a program we use called Compass. This allows us to send emails in bulk to our large parent/guardian community. Compass is a web-based system that is accessible on any modern web browser or by using the 'Compass School Manager' app, available for IOS or Android. Use of Compass and accessing this portal will allow you to:

- Book your Parent/Student/Teacher conferences
- View up-to-date attendance information
- Approve or enter past or upcoming absences for your child
- Update your registered email and mobile number (used for SMS alerts) details
- Access information regarding upcoming events and news

Please ensure you mark our emails as 'safe' to ensure you receive them. This can be done via your email provider's settings option.

The school communicates news through the following social media accounts:

- Facebook: <https://www.facebook.com/WoodcrestStateCollege>
- Instagram: [https://www.instagram.com/woodcrest\\_state\\_college](https://www.instagram.com/woodcrest_state_college)
- YouTube: <https://www.youtube.com/@woodcreststatecollege879>

The calendar of events is available on Compass and our website: <https://woodcrestsc.eq.edu.au/calendar-and-news/events-calendar>.

### I want to contact a teacher

The best person to contact regarding your child's learning in most instances is their classroom teacher. Students and Parents can email teachers directly or through Compass. Contact can also be made via [secondary.office@woodcrestsc.eq.edu.au](mailto:secondary.office@woodcrestsc.eq.edu.au) or call 3280 2444 to arrange a meeting or a return phone call.

If you visit one of our school offices in person, the staff member at the counter will check staff availability and arrange a meeting or a return phone call with staff at a suitable time.

## I want to find out a school policy

The following Woodcrest State College policies and procedures are available on the school's website -

<https://woodcrestsc.eq.edu.au/support-and-resources/forms-and-documents/documents>

- Assessment Policy
- Attendance Policy & Procedures
- BYOD Student Policy
- Debt Management
- Electronic Devices
- Enrolment Management Plan
- Handling Complaints
- Homework Policy
- Refund Policy
- Sun Smart Policy
- Dress Code
- Student Code of Conduct

## What do I do when....

### My child will be absent

Parents/carers are required to inform the College of student absences by 8:45 am along with duration of absence via the following:

- Create an attendance note via the compass app (preferred option)  
<https://woodcrestsc-qld.compass.education/>
- Absence telephone line: 3280 2460 and select option 2
- Absence email notification [Student\\_Absences@woodcrestsc.eq.edu.au](mailto:Student_Absences@woodcrestsc.eq.edu.au)

All correspondence in relation to an absence must be received directly from the parent/guardian. Messages that are presented on a student's device will not be accepted as an authorised parent/guardian request.

### I want to request extended leave for my child

Extended leave arrangements should be raised and negotiated with the Primary Principal. Applications for extended leave are approved if they meet the guidelines and application categories outlined by Education Queensland. Arrangements are then made for continuity of learning and potential return. Holidays are not an approved reason for an exemption from learning. Medical certificates may be required for long term illness.

### My child will be late to school

School starts at 8:50am. Students arriving between 8:50am and 9:00am are to go directly to their roll class to be marked present.

If you arrive after 9:00am you are considered late to school. If you arrive during Period 1 you must report to the HOY Hub to sign in.

If you arrive after Period 1 you must report to the Attendance Window at Campus Student Services to sign in.

Woodcrest State College  
P-12 Seamless Education

## Attendance - Every Day Counts

1 or 2 days a week doesn't seem much but.....

If your child misses....	That equals....	Which is....	and over 13 years of schooling that is....	Which means the best your child might perform is....
1 day per fortnight	20 days per year	4 weeks per year	nearly 1.5 years	equal to finishing in grade 11
1 day per week	40 days per year	8 weeks per year	over 2.5 years	equal to finishing in grade 10
2 days per week	80 days per year	16 weeks per year	over 5 years	equal to finishing in grade 7
3 days per week	120 days per year	24 weeks per year	nearly 8 years	equal to finishing off grade 4

**DID YOU KNOW?**  
When students attend school they:

- ✓ Can achieve their full potential
- ✓ Have better career prospects
- ✓ Learn how to look after themselves and be healthy
- ✓ Grow in confidence
- ✓ Keep up with work and homework
- ✓ Make new friends

**GOOD ATTENDANCE MEANS**  
Being in school at least 97% of the time.

**REMEMBER...**  
Your education is important so don't miss out!

Parent/Carer must approve lateness through the following options:

- Create an 'attendance note' via the Compass app from 8:50am to the estimated time of arrival and select a reason from the options available.
- Call 3280 2460 with a short message stating the students full name, estimated time of arrival and reason for being late.
- Present to Campus Student Services with your child to sign in.
- Provide your student with a note to hand to staff when signing in.

### My child needs to leave early for an appointment - Planned Departures

#### Option A

- Student reports to Campus Student Services before roll class (8:50am) with communication from parent/carers.
- Student will be issued with an early departure slip that needs to be presented to your teacher at the departure time.
- Student reports to campus student services to sign out.

#### Option B:

- Parent/carers communicates with College via one of the following options
  - Create an attendance note in Compass
  - Phone (07) 3280 2444
- Student will be issued with an **early departure slip** that needs to be presented to your teacher at the departure time. Student needs to collect early departure slip from Student Services before school starts.
- Student reports to Campus Student Services to sign out.

### Pick Up Procedure

1. Students must report to Campus Student Services when departing early.
2. Students will receive an **early departure slip**, which must be kept on the student until the Student has left College grounds.
3. Parent/carers must attend Campus Student Services to collect Student.
4. Parent/carers are required to present Photo ID or specific identification that will identify you as the parent/carers

Note: If the person collecting the Student is not listed as an emergency contact on OneSchool and we do not have permission from the parent/carers, we will not be able to release the Student.

### My child has lost something

Lost property is managed by HOY Hub staff. Please ensure your child's clothing and personal items are labelled so that in the event of an item being lost, we can endeavour to return the item to your child. If your child is notified that a named item belonging to them is waiting to be collected by them, please ask them to go to HOY Hub to collect the item/s. Students should not bring valuable personal items to school. The replacement cost of a lost phone pouch is \$20.

### My child would like to buy lunch

The P&C at Woodcrest State College operates a canteen in Secondary which provide a wide variety of healthy food at reasonable prices. The canteen operates on a daily basis during the year for lunch. A menu and price list is available on our P&C website: <https://www.wscpc.com.au/secondary-canteen/>. We use an online ordering system called SchoolShop Online. All online orders need to be in by 8:45am for same day delivery. If you miss the cut off there is a modified menu you can order from 8:45 – 9:45. Students can also purchase items over the counter at break times with cash or their debit card.

We also have a new way to pay. With no Tap or Pay or ability to check bank account balances at school. E-Wallet gives students the freedom of purchasing lunch with ease. More information can be found through: <https://schoolshoponline.net.au/default.aspx>.

### My child has a health condition

Parents/carers provide current information to the College about their child's health condition/s, including written information from health professionals (e.g. doctor). An **Individual health plan/Emergency Health Plan** must be provided for any student:

- whose parents are requesting support outside the scope of first aid
- who is known to be at risk of a health emergency due to a diagnosed health condition.
- who requires health support procedure/s during school or school-related activities.

The school may seek Parent/Carer consent to refer to the State School Nursing Team to support staff and students with managing health conditions.

### My child requires medication at school

All **medications** you provide for the school to administer to your child must be prescribed by a qualified health professional who is authorised to prescribe medications under the [Medicines and Poisons Act 2019](#) e.g. doctor, dentist, optometrist. State schools refer to these professionals as 'prescribing health practitioners' (practitioners).

For any medication to be administered to a student during school hours and/or during school-related events, provide the school with:

- a completed [Consent to administer medication form](#).
- the medication (in its original container, with intact packaging) with a completed current pharmacy label (that indicates that it is prescribed medication), and/or
- other written medical authorisation signed by the prescribing health practitioner, including:
  - a signed letter, or other signed written instructions
  - a Medication order to administer 'as-needed or routine' medication at school;
  - a completed and signed health plan

Medication should always be supplied to the school in its original container with the internal packaging intact i.e. sealed foil strip, sealed blister pack. Where packaging of individual medications is not intact i.e. the foil is no longer sealed around the tablet, the safety of the medication could be compromised and the school is unable to accept the medication.



*Examples of prescribed medication intact packaging from Guidelines for the administration of medications in schools procedure pictured above*

For further information, refer to the [Administration of medications in schools procedure](#) and the [Managing student's health support needs at school procedure](#).

If you have any queries, please contact the school administration by email to [admin@woodcrestsc.eq.edu.au](mailto:admin@woodcrestsc.eq.edu.au) or via phone 07 3280 2444.

### My child requires extra support

The Woodcrest State College Student Support Services team consists of:

- Guidance Officers
- Chaplain
- School Based Youth Health Nurse
- Youth Support Coordinator
- English As Another Language or Dialect (EAL/D) Teacher

- Inclusion Teachers and Inclusion Deputy Principal
- Social Worker
- EQ Speech and Language Pathologist
- EQ Occupational Therapist and Physiotherapist
- Beyond the Broncos Student Support Officer
- Community Education Counsellor (CEC)

If your child requires extra support contact the secondary office on [secondary.office@woodcrestsc.eq.edu.au](mailto:secondary.office@woodcrestsc.eq.edu.au).

## Phones away for the day

The school will issue each student with one mobile pouch as part of the school uniform. Students are expected to have their pouch at school every day. They are required to have their pouch on their desk each class, every lesson. This pouch remains the property of the school and students are responsible for maintaining the pouch in a workable condition.

Students who lose or break their pouch will be required to purchase a new pouch from Campus Administration. The number assigned to the pouch must be kept visible for identification purposes at all times. The replacement cost of a lost phone pouch is \$20.

## Homework Centre

Woodcrest's Homework Centre provides a supervised learning environment in the Secondary Library in which students can complete their homework and/or assessment with additional support from Staff.

Homework Centre sessions are supervised by teacher aides and occur after school 3pm to 3:45pm on selected days. Confirmation of which days will be communicated to Parents/Carers early 2025.

To register your child's attendance please fill out the Homework Centre Student Registration Form located on our school website: <https://woodcrestsc.eq.edu.au/facilities/library>

## School Dress Code

Uniform is to be worn in full on the way to and from school. The full school dress code can be found on our website.

SPORTS UNIFORM			Footwear			
						
<i>Sport Shirt &amp; Shorts</i>	<i>Sport Shirt &amp; Skort</i>	<i>Track pants / Long Shirt</i>	<i>Outerwear</i>	<i>Mobile Pouch</i>	<i>Hair/Jewellery/Make up/Piercings – see website</i>	<ul style="list-style-type: none"> <li>• Canvas style shoes and slip-on shoes are not acceptable in any situation</li> <li>• Headwear other than the WSC cap or bucket hat are not permitted e.g. beanie, bandanas, visors</li> <li>• Hoodies/non-school jumpers are not acceptable and are not permitted.</li> </ul>

Students out of uniform must attend HOY Hub prior to roll class to rectify their uniform.

## YEAR 10-12 FORMAL UNIFORM

### Acceptable

- Full Formal uniform is to be worn Monday, Wednesday and Friday by Senior Secondary students (Year 10-12 only)
- College branded current year Senior Jacket (year 12 only)
- Year 12 Journey Student shirts are not accepted on Formal Uniform days
- Leggings and black stockings may be worn under skirts and shorts

### Visual Examples of Uniform ✓



## FOOTWEAR

School shoes should be leather or vinyl sports/trainer shoes, lace-up or Velcro straps, with adequate foot support. Canvas style shoes and slip-on shoes are not acceptable in any situation. In specialist classes including sport, science, manual arts or hospitality workshops, students must have appropriate footwear which complies with workplace health and safety requirements.

### Acceptable ✓

#### Formal Uniform – Years 10 to 12

- Black leather school shoes (lace-up, slip-on [top of the foot must be covered], or Velcro straps)
- All-black leather or vinyl sports shoes with no visible brand names



## QPARENT

The QParents web and mobile applications provides a more convenient, easier way for parents and guardians of Queensland state school students to interact with their child's school. Parents will have secure, online access to their child's student information, anytime, anywhere, through any internet/data connected device.

QParents allows parents to connect instantly with their child's school to access and manage their child's student information, including:

- Downloading exam timetables and assessment planners
- Viewing unpaid invoice details, payment history, and making payments online
- Viewing and updating personal student details, including medical conditions, address and enrolment details
- Upcoming events list showing school events, exam and assessment dates, and excursions

QParents will assist both staff and parents in sharing and responding to information in an efficient and effective way.

QParents does not replace the traditional ways you communicate with our school, but it will provide another way to communicate with us and obtain information.

More information about QParents at <https://qparents.qld.edu.au/#/about>

## College Stationery List

Our stationery suppliers, to help you with your booklist orders this year, are a local company "The Study Store". They provide this service to a number of other local schools in the areas of Greater Springfield, Greenbank and Jimboomba. Please follow the instructions on your stationery lists provided.

[BOOKLIST LINK ON COLLEGE WEBSITE](#)

## College Photos

MSP Photography is a locally owned and operated business. MSP Photography is one of Australia's largest school photography service providers, photographing around 1.3 million pre-school, primary school and high school students across Australia each year.



Have your child's school memories captured forever in Term 1 on the Monday 24 February 2025 and catch-up day on the Friday 28 February 2025.

Class, individual and ID card photographs will be taken at this time. All students must comply with the College Uniform Policy, including hair colour, jewellery and piercings.

## College Transport and Bus Company Contacts

Bus travel is provided by Bus Queensland. Information about this service can be accessed by contacting Translink on 3288 1333 or [translink.com.au](https://translink.com.au).

## Bring your Own Device (BYOD)

Bring Your Own Device (BYOD) is a term used to describe a digital device ownership model (within specifications) where students use their privately owned devices to access the departmental networks and information management systems in an educational setting. BYOD:

- recognises that technology and choices about technology are very much personal (must be within specifications).
- acknowledges technology in education enhances opportunities to meet specific curriculum requirements.
- is designed to give you, as students and families, freedom to make technology choices that suit you and all your circumstances.

All students/parents are required to agree to and sign a BYOD Charter Agreement at enrolment, before students are permitted to bring their device to school and connect it to school facilities. Students and parents/carers must carefully read the Charter prior to signing this agreement. Any questions should be addressed to the school and clarification obtained before the Charter Agreement is signed.

In signing this agreement, you (parent/care giver) understand that you are agreeing to provide a laptop for your child to bring to school every school day and the laptop meets the school minimum specifications.

## Choosing Your Device

We understand and appreciate the uncertainties that may be associated with choosing the best device for your student. The below information provides the minimum specifications that are required.

### Minimum specifications

#### Non-technical subjects

- Intel Core i3/Dual Core Processor (or equivalent)
- Intel HD Graphics 5000 (or equivalent)
- 4Gb RAM
- 120Gb Hard Drive (note: we recommend a 240Gb or Solid State Drives for increased durability and speed)
- Wireless Network 5Ghz
- Minimum of 8 hours + battery life. Please note that it is school policy that devices are fully charged at the beginning of the school day.
- Windows 10 or 11 64bit Operating System. (note: Windows S Mode is not compatible).
- USB 3.0
- Virus Protection (Trend Micro is NOT recommended)
- Accessories: Wired headphone is required for exams such as NAPLAN Online
- A chrome book/iPad are not acceptable BYOD Devices. They cannot safely access school network.

#### Technology subjects (Design, Media and Information Technology)

- Intel Chip i5/i7 – 2.3GHz (or equivalent)
- 2Gb Dedicated Graphics
- 8Gb RAM
- 240Gb Hard Drive (note: we recommend Solid State Drives for increased durability and speed)
- Minimum 14" display
- Wireless Network 5Ghz
- Battery sufficient to last 6 hours on Balanced Power Mode
- Windows 10 or 11 64bit Operating System (note: Windows S Mode is not compatible).
- USB 3.0
- Virus Protection (Trend Micro is NOT recommended)
- Accessories: Wired headphone is required for exams such as NAPLAN Online

Students are required to bring a laptop to school every day. Recommendations as to the model of device which students choose to bring are based on technical specifications rather than brand or model of device. Students and parents/carers are required to sign the [Woodcrest User Charter Agreement](#). A member of the school staff, the BYOD Technical Support Officer, is available to answer questions and to give assistance. However, the school does not manage, support, own or warranty the device – it's your device.

IPADs are not a suitable device.

Participation in Bring your own Device (BYOD) program, for further details please refer to our website <https://woodcrestsc.eq.edu.au/curriculum/bring-your-own-device>

### Insurance

Purchasing insurance is a personal choice; however, it is highly recommended that you do so in order to maximise the life of your device when purchasing please learn about your option to purchase accidental damage protection for damage on and off the College Campus.

## Warranty

We recommend that all devices are covered by an extended warranty. Statistically a computer will require an average of 2.5 repairs during its 3-year life cycle.

## STUDENT RESOURCE SCHEME (SRS) –Year 10 – Year 12

The education of children in state schools is a partnership between parents and the Government, under the Education (general Provisions) ACT 2006 (QLD), the cost of “instruction (teaching), Facilities (buildings) and administration (schools operation costs, power, water ETC) are met by the state. State funding does not extend to individual student resources such as textbook, equipment for personal use and items used/consumed by the student in the classroom. Parents are responsible for supplying these items that are required to assist with students learning. Buying them individually can become extremely costly for families; therefore, to ease the burden of this to parents, Woodcrest State College operates a Student Resource Scheme.

The college has the ability to bulk purchase educational items through government approved supplier’s programs, allowing us to provide resources at a reduced rate to what single purchases can source. Participation in the scheme is voluntary and parents/ caregivers are under no obligation to join the scheme. However if you elect not to join the scheme, you are required to provide all necessary textbooks, resources and materials for your student for the whole year.

The student resources scheme operates under the policy and guidelines of the Department of Education and is endorsed annually by the P&C Association. Payment options are available and should you be experiencing financial difficulties, please contact the Finance Business Manager on 3280 2444 to discuss your options.

We look forward to building a strong partnership with you to ensure the best educational experience for your students.

### Student Resource Scheme Inclusion

The secondary SRS is made up of the following contributions:

- Textbook allowance – government funding given to the school yearly
- School contribution – to help offset the cost the school allocates further funds to help reduce the costs to parents
- Parents contribution - the cost passed onto the parent under the scheme

Further information can be found in the Student Resource Scheme handbook available on our website.

### The Textbook and Resource Allowance

The Department of Education provides a Textbook and Resource Allowance (TRA) to assist parents with the cost of textbooks and other education resources for eligible Years 7 to 12 students. For those students who are eligible to receive the TRA, the TRA will be applied to reduce the cost of participation in the SRS. Information on the TRA can be found on the department’s website (<https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>).

	Total Fee	TRA Rate	School Contribution	SRS
Year 10	\$1155	\$337	\$568	\$250
Year 11	\$2173.50	\$337	\$1586.50	\$250
Year 12	\$1979.50	\$337	\$1392.50	\$250

### Financial Difficulties

We acknowledge some families can experience financial difficulties. Parent / caregivers in these circumstances are invited to contact the Business Manager (Finance) to discuss individual payment options. All discussions will remain confidential. Email details are [accounts@woodcrestsc.eq.edu.au](mailto:accounts@woodcrestsc.eq.edu.au).

### Large Family Discount:

Woodcrest State College is committed to offering support to families to meet the needs of providing text books and other resources to their children while attending school. A discount is offered to parents or caregivers with four or more children. This discount will be extended to parents who submit the application form and fulfill the specified terms and conditions. The application form is accessible on our website, and it is the responsibility of the parent or caregiver to avail themselves of it.

### ***Non – payment of Fees***

Students with outstanding fees may be denied the opportunity to participate in non-compulsory , non-curricular activities. For example: FISAF, celebration days, formals and shirts.

### ***Non-participant in Student Resource Scheme***

Where students elect not to join the Student Resource Scheme, they will be required to purchase all resources including textbooks and consumable items. A full list can be found in the Student Resource Scheme (SRS) booklet found on our website.

## **EXCURSIONS, CAMPS, SPORTS AND OPTIONAL NON-COMPULSORY EXTRA CURRICULAR SCHOOL ACTIVITIES**

Before a student is invited to participate in extracurricular and optional school activities, a parent is expected to

- fully pay the Student Resource Scheme participation fee; or
- pay the Student Resource Scheme participation fee up to and including the term in which the school activity takes place; or
- make regular on-going payments towards the Student Resource Scheme annual participation fee, as previously arranged; or
- be exempted by the Principal from paying all or part of the Student Resource Scheme participation fee; or
- return the Participation Agreement Form opting out of the SRS and supply their student with all resources on the subject requirements list supplied by the College.

### **Excursions**

Excursions are an important component of the school curriculum. They build on opportunities for students to develop their understanding of their world to consolidate their learnings.

Through the year students will be invited to take part in excursions/incursions at an additional cost. Most excursions/incursions cost between \$15 - \$50. At the beginning of each year, a list of excursions will be published on our website.

### **Academies**

We offer students the opportunity to be involved in a huge range of sports to complement their academic learning. From Years 7-12, we strive to develop students to reach their full potential as athletes. We have 4 Academy programs on offer, Basketball, Netball and Volleyball and an AFL Excellence Program.

Woodcrest State College students have the opportunity to participate against the neighbouring schools in an interschool sport Gala Days. These Gala Days provide an opportunity for students to participate in a competition and progress through to Metropolitan finals.

### **Instrumental Music**

Instrumental music is built on comprehensive combination of learning styles and experiences. Our Instrumental music specialists include a Strings Teacher Years 3 to 12 and a Multi-Instrumental Teacher (Brass, Woodwind, Percussion) Years

4-12 who deliver inclusive lessons for students to develop increasing confidence and musical sensitivity. For more information please refer to our Instrumental Music Enrolment Handbook on our school website .  
<https://woodcrestsc.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/Curriculum/2024%20Instrumental%20Music%20Enrolment%20Handbook.pdf>

## YEAR 12 EVENTS & JACKET

### Senior Jacket

Year 12 students at Woodcrest State College can purchase a Senior Jacket for **\$89.95** as part of their College uniform.

Purchasing this additional item of uniform in the senior year is a privilege. To purchase a Senior Jacket, students must return the signed SRS Participation Agreement form, have paid all outstanding school fees or have an agreed payment plan in place. If purchased, the Senior Jacket is permitted to be worn:

- As part of the college uniform;
- To any organised school events outside the normal school hours of 9:00am to 3:00pm and
- Only by the person the Senior Jacket is purchased for.

As part of our Student Representative Policy, students who are invited to purchase the jersey must **opt into financial membership of the Student Resource Scheme**,

or

**Those who opt out of the Student Resource Scheme must provide evidence of purchasing all required resources on the subject requirement list.**

Round 2 orders will be taken in Term 1, 2025. A finalised design will be sent to all 2025 Year 12 families in Term 4, 2025.

### Year 12 Formal

The formal venue and date are yet to be decided for 2025.

In order to assist families to budget, we are notifying you of an estimated cost. We expect the cost of the formal to be approximately **\$160**. This may vary slightly depending on the final costings in 2025.

- As part of our **Student Code of Conduct**, students who are invited to participate must meet attendance and behaviour expectations as well as;
- Have completed all assessment requirements;
- **opt into financial membership of the Student Resource Scheme** and have no outstanding invoices on their account, **or**
- Alternatively have a payment plan in place and evidence that the agreement is being fulfilled;
- **Those who opt out of the Student Resource Scheme must provide evidence of purchasing all required resources on the subject requirements list.**

Further information will be forwarded in 2025

### Year 12 Graduation

Date claimer: Further information will be provided in 2025.

## Senior Education and Training (SET) PLANNING

SET planning is a process designed to guide your child on a successful pathway throughout senior secondary and beyond Year 12 into post-school education and work. The aim of SET planning is to provide your child with the skills and knowledge needed to develop a genuine career pathway, and a life of personal choice. SET planning begins with career

exploration activities in junior secondary and builds in Year 10, when your child commits to their proposed pathway by developing their SET plan.

SET planning involves you, your child and the school working together to develop a plan for achieving success throughout Years 11 and 12 and beyond. This may involve providing individualised planning and transition support for students with diverse learning needs to ensure success for all students.

Participation in the SET planning process empowers your child to make informed decisions about their own future and to take ownership of their pathway plan, along with the support of their parents or carers and the school. A clear plan of action will provide your child with a roadmap to guide their way and help maintain focus throughout Years 11 and 12. If their pathway plan changes as they settle into their senior secondary program, the school will support your child to review and refine their SET plan.

A compulsory SET-P meeting will be held with both student and parent/carer in Term 3.

## Year 10 Subject Selection Guidelines

In Year 10, all students will study a Core program of subjects including English, Mathematics, Science and History, in line with the Australian Curriculum. In addition to this, students have the opportunity to choose from a range of electives in both Semester 1 and Semester 2. Please see the example below for further instructions regarding compulsory Certificate II choices.

Key Instructions for Subject Selection:

1. Select three (3) electives for Semester 1 (1, 2 & 3) and three (3) electives for Semester 2 (4, 5 & 6), ensuring that each subject is only selected once (except Certificate II in Skills for Work which is a year-long program).
2. Students must have 3 additional preferences identified in the case that their first choice is not available.
3. Students must be in attendance on a selected date to complete their Subject Selection process online via One School. This requires a charged laptop to be brought to school, as per the Woodcrest BYOD Policy.

Example:

### Woodcrest State College

#### Subject Selection Structure - Year 10 2024 Subject Selection v1

Number of Lines: 6

Additional Preferences: 3

Mandatory KLAs:

Student Instructions:

Please select 1 subject per line. Please note that Lines 1,2 and 3 will be for Semester 1, and Lines 4,5 and 6 are for Semester 2 as labelled.

You MUST choose either AVT (Cert II Active Volunteering) or VSW (Cert II Skills for Work and Vocational Pathways). AVT will run for 1 semester, and VSW runs for the whole year. If you choose VSW, you must choose this on the same line for Semester 1 and 2. Eg if you choose VSW on line 1, you must also choose it on Line 4.

You cannot choose the same subject twice - ie you must choose different electives for each semester.

Please note that not all subjects listed will be offered in 2024. This is dependent on the number of students who choose these subjects following the subject selection process. Students who select subjects that do not run will have the opportunity to reselect on these lines, where their preferences do not fill these spaces.

Sem 1 Elective 1	<input type="checkbox"/> Ancient History	<input type="checkbox"/> Biology 10	<input type="checkbox"/> Certificate II in Active Volunteering
	<input type="checkbox"/> Certificate II in Skills for Work and Vocational Pathways	<input type="checkbox"/> Design	<input type="checkbox"/> Design and Technologies
	<input type="checkbox"/> Food Specialisations	<input type="checkbox"/> Geography	<input type="checkbox"/> Visual Arts
Sem 1 Elective 2	<input type="checkbox"/> Business	<input type="checkbox"/> Certificate II in Active Volunteering	<input type="checkbox"/> Certificate II in Skills for Work and Vocational Pathways
	<input type="checkbox"/> Chemistry 10	<input type="checkbox"/> Dance	<input type="checkbox"/> Design and Technologies
	<input type="checkbox"/> Digital Technologies	<input type="checkbox"/> Health and Physical Education	<input type="checkbox"/> Legal Studies
	<input type="checkbox"/> Music	<input type="checkbox"/>	<input type="checkbox"/>



### P&C Membership

Want to become a member of the Woodcrest P&C?  
An online membership form is available through the QR Code.



### P&C Association – Canteen & Uniform Shop

The Woodcrest State College P&C Association encourages close cooperation between the school, parents/guardians and the wide community. P&C members work with the Executive Principal and school staff on behalf of students' families to foster an interest amongst the parents/guardians in educational matters as well as fundraising to provide financial resources for the school.

They endeavour to invest back into school through resources that enhance student learning and improve the school environment. Meetings are held once a month at the College and online via Zoom. Meetings start at 5:30pm and run for approximately one hour. Everyone is welcome and encouraged to attend. More information about the meetings and events run by the P&C, including membership forms, can be found via the following link to the **P&C PARENT HANDBOOK** or joining our Facebook page 'Team Woodcrest'.

The P&C at Woodcrest run two businesses within the school grounds. The Canteens and the uniform shop. Our Canteens aim to provide your children with healthy lunchtime options. Our uniform shop provides the school with all their uniform needs. We strive to provide the children of Woodcrest with the best quality uniform for the best price. Please visit page 15 for more information.

Please head over to our 'Team Woodcrest' Facebook page or our website [www.wscpc.com.au](http://www.wscpc.com.au) to find the most up to date canteen menus, uniform pricing lists, and event information.

To continue we require volunteers – mums, dad, grandparents and friends – to help prepare and serve food. If you can help for at least one day (maximum of 4 hours) every four weeks, please contact our Canteen on 0428 126 886 or [canteen@wscpc.com.au](mailto:canteen@wscpc.com.au)

### Uniform Shop - Purchasing Options

Our uniform shop is operated by our P&C Association and is onsite only. This has allowed us to offer online ordering as our preferred way of purchasing items from the uniform shop. Secondary student orders will need to be collected from the Secondary Canteen at either break time.

For those that prefer to come in store for purchases, the opening times during the terms are; **Monday 8am-10am, Wednesday 2pm-4pm & Thursday 8am-10am**. Please join our 'Team Woodcrest' Facebook page for holiday opening hours.

Please note the Uniform shop is closed Monday 27 January due to the Australia Day Public Holiday

To contact the uniform shop, please email [uniforms@wscpc.com.au](mailto:uniforms@wscpc.com.au).



#### **SPORTS UNIFORM P-12**

UNISEX SPORTS SHORTS.....	\$38
UNISEX SPORTS POLO.....	\$33
SKORT (PRIMARY ONLY).....	\$34

#### **FORMAL UNIFORM YRS 10-12**

MALE FORMAL SHIRT.....	\$35
FEMALE FORMAL BLOUSE....	\$35
UNISEX FORMAL SHORTS.....	\$45
FORMAL SKIRT.....	\$46
UNISEX TIE.....	\$20

#### **WINTER UNIFORM P-12**

FLEECE JACKET.....	\$45
TRACK PANTS.....	\$37
LONG SLEEVE POLO.....	\$39

#### **ACCESSORIES**

CAP.....	\$12
BUCKET HAT.....	\$15

The uniform shop is run by our very own P&C Association and is onsite only.

In store opening hours are **Monday 8am-10am, Wednesday 2pm-4pm & Thursday 8am -10am**. Join 'Team Woodcrest' on Facebook for holiday opening hours.

To get in contact with the uniform shop please email [uniforms@wscpc.com.au](mailto:uniforms@wscpc.com.au)

## **Online Ordering**

P&C have engaged SchoolShopOnline so families can access the canteen and uniform shop online.

Website: <https://schoolshoponline.com.au>

You will need to register an account for your family to get started. All canteen online orders need to be in by 8:45am for same day delivery. If you miss the cut off there is a modified menu you can order from 8:45am up until 9:45am.

Secondary students can purchase lunch items at the canteen during break times.

E-Wallet is a new way to pay. With no tap to pay or ability to check bank account balances at school (phone away for the day), E-Wallet gives students the freedom of purchasing lunch with ease. The student gives their name when purchasing. You can also set a daily limit.

# **schoolshoponline**



# FOSTERING A CULTURE OF BELONGING

## AT WOODCREST STATE COLLEGE

### WELCOMING

#### LOOKS LIKE

Smiling  
Teamwork  
Unity  
Organised  
Age-appropriate  
Friendly  
Approachable  
Calm  
Pride in work  
Having fun  
Inclusive of all cultures  
Student work displayed  
Tidy inviting classroom  
Staff & students engaged  
Pride in school environment  
Parent & community engagement  
Positive body language  
House system celebrated  
Acknowledging people



#### SOUNDS LIKE

Laughter  
Greeted by name  
Checking in on people  
Positive tone of voice  
Positive, respectful language  
Compliments  
Positive praise feedback  
Manners  
Respectful conversations  
Engaged learners  
Restorative conversations  
Student voice  
Sharing  
Genuine personal interest  
Music, house songs & chants  
Talking & helping  
Validation & acceptance

#### FEELS LIKE

Proud  
Inclusive  
A family  
Calm  
Productive  
Trust  
Caring  
Values  
Accepting

Understanding  
Supported  
Respectful  
Authentic  
Comfortable  
Positivity  
Appreciation  
Acknowledged  
Heard

Needed  
Supported  
Safe  
Happy & joyful  
Open & warm  
Belonging  
Personal connection