

# GENERAL INFORMATION

## ATTENDANCE POLICY

Schooling at Brisbane Bayside State College is a full-time occupation. School is a student's workplace.

1. Students are expected to attend all timetabled classes each day.
2. *Approved absences occur in circumstances beyond a student's control. These are:*
  - *Illness;*
  - *Death or illness of a member of the student's family;*
  - *Participation in sporting or cultural event as a school, state or national representative and with Administration approval;*
  - *Other circumstances approved by the Principal.*
3. When a student is absent from school parents should ring the school 24 hour absence line (07 3893 5366) before 9.00am. If there is no access to a telephone, student should bring a note to the Student Services office on the day of their return.
4. *Where a student is likely to be absent for more than two days, notification by telephone is necessary. In cases of extended illness (3 or more days) a medical certificate is required for all students.*
5. *Students are advised to be familiar with the attendance condition related to the receipt of any Government allowances.*
6. If a student's accumulated absence (albeit with good reason) is significant, it can become difficult to achieve minimum requirements of "substantial coverage" of the course of study. In such instances, credit for a particular semester unit/s can be withdrawn. This can have major implications for Senior Certificates and Tertiary Entrance Statements.

## LATE ARRIVAL/EARLY DEPARTURE/ LEAVING THE GROUNDS

1. Students who arrive late, wish to leave early or leave the grounds must go through Students Services office and:
2. On arrival to school present a note from their parent/guardian (this is retained in the office);

### **Students who arrive late without a valid reason will make-up time during their breaks or after school.**

3. Reasons for leaving early need to be consistent with the "approved absence" reasons listed above.
4. Students who are late for classes during the day will make up time, under the supervision of their class teacher.
5. Students wishing to go home early must obtain a Leave Pass from Student Services. The pass is to be used solely for the purpose of going home or to an appointment, not for shopping or visiting friends.

## TRAVEL TO AND FROM SCHOOL

1. Enquiries regarding bus or rail transport should be directed to Transdev Transport, Brisbane City Council Transport or Queensland Rail respectively.
2. Students must behave in an exemplary and safe manner when using public transport.
3. When travelling to school, students are expected to make their way directly into the grounds and remain there, whatever their mode of transport.
4. Bicycles must be wheeled within the grounds and helmets must be worn while riding. They should be locked to the racks and must be left in the bicycle enclosure.
5. Students are expected to travel directly to and from home if unsupervised by a parent or guardian.

## ENROLMENT TERMINATION OR TRANSFER

1. To terminate enrolment a parental note is required. It is compulsory to attend school until students turn 17, or have graduated from year 10 and are enrolled in another educational institution or have full-time employment.
2. The student must collect a clearance form from the office and present it to each teacher.
3. All text books, sports uniforms, musical instruments, band uniforms, library books and ID cards must be returned.
4. Refunds of the Text and Resource Hire Scheme fees will be made by cheque only and posted to a forwarding address.
5. A student transferring to another State High School in Queensland will require an official Certificate of Transfer form. These are available at the office.

## PERSONAL PROPERTY

1. Personal property and money are the responsibility of individual students.
2. All articles should be clearly labeled with the student's name.
3. Valuables and large sums of money should not be brought to school. Any money that has to be brought to school should be taken to the office and present it to each teacher.
4. School matters must be referred to the school administration before contacting home, so that the matter can be addressed in the most appropriate fashion.
5. iPods are not to be used during class time. Students bring these items into school at their own risk.

## FIRST AID

1. Simple first aid is available at Students Services.
2. All accidents are to be reported to Students Services.
3. It is essential for the school to have current emergency contact numbers and requested procedures. If your details have changed, please inform the office in writing.

## REPORTS

1. Students will be issued with reports at the end of each term.
2. Parent – Teacher interviews are scheduled after the issue of Term One reports, and during Term Three. Parents are welcome to make an appointment with teachers at any mutually convenient time.

## HOMEWORK

1. Homework is set regularly and students are expected to record it in this Student Planner.
2. To aid student's progress, parents are asked to inspect homework regularly.
3. There are three types of homework: **a.** The daily set homework, **b.** The ongoing homework which includes assignments and study and **c.** The homework students set for themselves as part of a study program.
4. Recommended minimum study time (five times a week) is:

**Year 7/ 8- 5 hours per week**

**Years 9/10 - 7 hours per week**

**Years 11/12 – 10 + hours per week**

## TEXT BOOKS

1. The school operates a Text and Resource Hire Scheme. This provides text and reference books, class books, resources, computer software and class notes.
2. The Government Textbook allowance is paid in bulk to the school. Parents supplement this amount to fund the scheme.
3. Details of the scheme are available separately.

## SPORT

1. All students in year 7, 8, 9 and 10 participate in a summer, recreational and winter sport, unless excused on medical grounds.
2. Students selected for interschool teams are required to wear the correct uniform (in full) for that sport.
3. Involvement in sport at outside venues may be restricted by the student's current academic, behavior and compliance status.
4. BBSC is part of the Greater Brisbane Sport competition (GBS). GBS occurs on Saturdays as round-robin competition days scheduled throughout the year.

## EXCURSIONS

1. Before students are permitted on any excursion (except normal sport) written parental consent is required.
2. Full college day uniform is to be worn, unless otherwise notified.

## NEWSLETTERS

1. The school's newsletter contains vital dates and is the school's official means of regular communication with parents.
2. Newsletters are issued fortnightly by email to all registered recipients.
3. The newsletter is also available in hard copy and can be accessed on the school website ([www.brisbanebaysidesc.eq.edu.au](http://www.brisbanebaysidesc.eq.edu.au)).

## CANTEEN

1. The canteen is open daily. It opens before school, at morning recess and lunch.
2. Operation of the canteen depends on volunteers. If you are able to help, even in a small way, please call the Operations Manager

## P&C ASSOCIATION

1. All parents are invited and encouraged to attend. We work best for our students when we work together.
2. Meetings are held at the school on the second Tuesday evening of each month at 7:00 pm - except in January, December and during vacations.

## STUDENT COUNCIL

1. The school runs an extensive student leadership and student representative council program. Students from all year levels participate.
2. Students generate and manage their own funds. These are often distributed to charities and to projects to improve school facilities.