SCHOOL DIRECTORY

Principal
Mrs K Tanks

Deputy Principals
Years 7 and 8  Ms Peterson
Year 9         Ms E Hamilton
Year 10 and 11 Mrs Anghel
Year 12       Ms B Clarke

Heads of Department

English       Mrs C Bladin
Mathematics   Mr P Broome
Science       Ms T Vander Spoel
Languages     Ms Agnes Patte (Acting)
Social Science Mr L Hackett (Acting)
Information Technology Mr R Dean (Acting)
Health & Physical Education Mr C Healey
Practical Arts Mr R Miller
Business Education Mrs R Sagner
The Arts       Mrs S Pritchard
Music         Mrs M Overs
Senior Schooling Ms P Wenzel (Acting)
Teaching & Learning Ms S Moye

Librarians
Ms J Bowler
Ms E Short

Sports Co-ordinator
Mr N Kalpakidis

MAP Co-ordinator
Mr M Grant

Guidance Officers
Mrs K Agnew
Ms K Mistry

School Nurse
Ms R Tyson

School Chaplain
Mr G Petersen

Business Services Manager
Mrs S Ebert (Acting)

School Community Liaison Officer
Mrs S Holley

Address:
Corner Broadwater and Ham Roads
Mansfield  Q  4122

Telephone:
3452 5333

Guidance Officers:
3452 5316 or 3452 5318

Email:
info@mansfieldshs.eq.edu.au

Postal Address:
PO Box 229
Mt Gravatt   4122

Fax:
3452 5300

Canteen:
3452 5323

Website:
www.mansfieldshs.eq.edu.au
SECTION 1: ENROLMENT INFORMATION

1.1 IMPORTANT DATES 2015

| Semester 1: | 27/01/15 – 26/06/15 | Term 1 | Tues 27/01/15 – Thurs 2/04/15 |
| Semester 1: | | Term 2 | Mon 20/04/15 – Fri 26/06/15 |
| Semester 2: | 13/07/15 – 11/12/15 | Term 3 | Mon 13/07/15 – Fri 18/09/15 |
| Semester 2: | | Term 4 | Tue 6/10/15 – Fri 11/12/15 |

Student Free Days

- Term 1: 22/01/15, 23/01/15
- Term 4: 19/10/15

Year 10 and 12 finishing dates for 2015:
- Year 12 - Friday 20 November
- Year 10 and 11 - Friday 27 November

1.2 ENROLMENTS

Enrolments will only be accepted for –

A. Students within the catchment area:
   1. after attendance at an Open Day with a parent and
   2. after attendance at a scheduled Parent and Student Group Conference with the Principal
   3. after a letter of acceptance has been received.

B. Students outside of the catchment area:
   1. after attendance at an Open Day with a parent and
   2. after an application package with the accompanying application fee is submitted and
   3. after an interview with the Principal
   4. after a letter of acceptance has been received and the placement fee has been paid.

1.3 APPOINTMENTS

Office staff will be in attendance from 8am to 4pm from Monday 19 January 2015 and will arrange appointment times with the Principal at mutually acceptable times. The school telephone number is: 3452 5333.

During the year, interviews with a Teacher, the Student Development Program Teacher, Guidance Officer, Deputy Principals or Principal may be arranged. To avoid interruptions to the school program, all appointments should be made beforehand by phoning the school. The Guidance Officers' telephone numbers are: 3452 5316 or 3452 5318.

1.4 START OF SCHOOL YEAR

The actual starting dates for Year 7 and 8 students will be advised later in the year. It is intended to stagger the starting dates for the various year levels.

1.5 WEBSITE

Our school website [www.mansfieldshs.eq.edu.au](http://www.mansfieldshs.eq.edu.au) is a useful resource. Please use it to assist you to gain the most recent information.
SECTION 2: SCHOOL PROFILE, STATEMENT OF PURPOSE

2.1 SCHOOL PROFILE

Mansfield High School is located in the Brisbane South District and services the communities of Mansfield, Wishart, Mt Gravatt, Mt Petrie, Mackenzie and some parts of other surrounding suburbs. The community consists of a broad cross-section of society and includes a wide range of socio-economic, ethnic and cultural backgrounds. Over forty different languages are spoken in the students' homes.

Teaching staff numbers are approximately one hundred and twenty for over seventeen hundred students. It is a stable staff with a relatively low turnover rate. In 2015 the school will have over 2000 students.

The school has a proven record of academic, cultural, service and sporting achievements and a high level of interaction with its community. Students are well motivated with a positive attitude towards education. The school is regarded as a traditional school and is characterised by the highest standards of personal presentation, behaviour, and academic performance. These standards are strongly endorsed by the Parents & Citizens' Association.

The school provides a wide range of Authority and Authority-Registered subjects in Years 11 and 12. The French Immersion Program and the Technologically Integrated Curriculum Program are well established. Entry to these two programs is by selection. Some school-based traineeships and apprenticeships are offered. Two Guidance Officers on staff are available for advice on courses, careers and personal matters. Parents may also contact the Guidance Officers regarding their students.

Opening in 1974, the school has had an ongoing building programme. It incorporates conventional and flexible teaching spaces as well as some modern specialist areas. The comprehensive computer program for all year levels has seen the establishment of a large number of Computer Centres within the school. This area is constantly being updated allowing students access to wonderful opportunities. The Assembly Hall is used for a range of school activities. The school has extensive sporting facilities, including a gym, tennis courts, indoor and outdoor basketball and volleyball courts. Well maintained ovals cater for the full range of outdoor sports.

The School Badge shows the school colours, teal blue and white, chosen as the colours of the United Nations Organisation. The shield bears the name "Mansfield" and "S.H.S." for "State High School". The flag of the United Nations is also incorporated on a basic design taken from the coat of arms of Sir Alan Mansfield.

The School Motto, similarly adopted from the Mansfield family, reminds the student to remain “Steadfast”, or firm of purpose, in upholding the highest ideals of the school and community.

The four School Houses were named after people renowned for their work in the cause of peace:
Gandhi (Blue)                      Hammarskjold (Gold)                      Schweitzer (Green)                      U Thant (Red).

2.2 VISION STATEMENT

"Quality Learning in a Caring Environment"

Mansfield State High School is a culturally rich, inclusive and supportive learning environment built on mutual respect. A passionate commitment to high standards cultivates achievement and the development of individual talents for every student.

Our aim is to help create confident, informed and well-balanced Mansfield High School graduates.

2.3 VALUES AND BELIEFS

WE TAKE PRIDE IN
- High academic standards
- High standards of behaviour
- High standards of presentation
- Achievement through maximum effort
- Cultural, service and sporting achievements
- Embracing individual differences
- Valuing the contribution of all individuals
- Promoting individual self-esteem
- Promoting and utilising technology
- Promoting quality leadership and teamwork
- A rewarding partnership between school and community.

WE ARE COMMITTED TO
- Promoting the best interests of students
- Personal achievement and success
- Accepting personal accountability.
SECTION 3: RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS  2013 – 2015

3.1 Purpose

Mansfield State High School is committed to providing a caring, safe, supportive, and disciplined learning environment where all of its members are valued, and where social and academic learning outcomes are maximised through a quality curriculum. This is emphasised in the school’s philosophy of ‘Quality Learning in a Caring Environment’. The school recognises the close relationship between effective teaching, quality learning, high achievement and responsible and respectful behaviour.

Mansfield SHS is a culturally rich, inclusive and supportive learning environment built on mutual respect. A passionate commitment to high standards cultivates achievement and the development of individual talents for every student. The school is committed to achieving its objectives to:

- **Deliver the highest quality curriculum, teaching, learning and assessment practices.** A relevant, challenging and engaging educational experience prepares students for both academic success at school and the best possible pathway to life, study and work after school. This is predicated on teaching knowledge and higher order thinking skills in ways that responds to a student's learning needs and is academically rigorous.

- **Provide a whole school approach to achieve high standards in literacy and numeracy for all students.** It is every student's right to be literate and numerate in order to be fully functioning citizens who can participate in and contribute to an increasingly globalised and disconnected world.

- **Provide a safe and caring environment where all students and staff learn about and value the “culture of care” within the school.** Understanding what it means to be a caring person who knows how to care for self and others requires a high school experience that imbues students with tolerance and an appreciation of difference. This requires a framework for thinking about pedagogies, assessment, intervention, and prevention support so students receive optimal benefit from their educational experience at Mansfield.

- **Maintain a school climate where high standards of behaviour, performance and participation are the foundation for students to achieve their potential.** A school climate that enables students to reach their potential requires a safe and disciplined school environment. This is predicated on the assumption that every child can achieve and that every child should be expected to behave and perform. Every person's performance is critical in achieving an environment where students are engaged in both the curriculum and extra-curricular experiences.

The Responsible Behaviour Plan for Students provides a framework for teaching responsible and respectful behaviour that demonstrates respect for themselves and others. It affirms that students and teachers have the right to work to their potential, free from disruption, abuse or threat. It also affirms that parents have a joint responsibility to encourage students to be accountable for their behaviour and to contribute to the wider school community in a positive manner.

3.2 Consultation and data review

Mansfield State High School developed this plan in collaboration with our school community. Broad consultation with parents, staff and students was undertaken through survey distribution and community meetings held during 2012.

A review of important data sets for this school was undertaken. They included but were not limited to attendance, unexplained absences, cancellations, suspensions and exclusions, behaviour incidents which included bullying and cyber bullying. Other inappropriate online behaviour including inappropriate use of mobile phones or other electronic devices from 2009-2012 also informed the development process.

The Plan was endorsed by the Principal, the Chair of the School Council, and the Assistant Regional Director in December of 2012, and will be reviewed in 2015 as required in legislation.

3.3 Learning and behaviour statement

At Mansfield State High School, our values and beliefs are driven by the school's philosophy of ‘Quality Learning in a Caring Environment’ and reflect Education Queensland's *School Code of School Behaviour* and by affirming the following values:

1. **Professionalism:** committing to the highest standards of accountability and performance
2. **Respect:** treating all people with respect and dignity
3. **Innovation and Creativity:** fostering safe environments that support innovative and creative practice
4. **Diversity and Inclusiveness:** encouraging all members of the community to participate in education and cultural activities
5. **Excellence:** supporting the pursuit of excellence.

Our school rules have been agreed upon and endorsed by all staff and the School Council. They are aligned with the values, principles and expected standards outlined in Education Queensland's *Code of School Behaviour*. These responsibilities for students, parents and staff are noted in Appendix 1. This acknowledges that all areas of the school are learning and teaching environments.
3.4 Processes for facilitating standards of positive behaviour and responding to unacceptable behaviour

Universal Behaviour Support

The first step in facilitating standards of positive behaviour is communicating those standards to all students. At Mansfield State High School we emphasise the importance of directly teaching students the behaviours we want them to demonstrate at school. Communicating behavioural expectations is a form of universal behaviour support - a strategy directed towards all students designed to prevent inappropriate behaviour and provide a framework for responding to unacceptable behaviour.

A set of behavioural requirements in specific settings has been attached to each of our school rules. The School-wide Requirements Teaching Matrix below outlines our agreed rules and specific behavioural requirements in all school settings.

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These requirements are communicated to students via a number of strategies, including: enrolment interviews with students and their parents, the school website, the prospectus, student enrolment packages, mail-out to new students coming into Year 8. These important lessons are taught in form classes at the beginning of the year and, in future, they will be scheduled classes. The reinforcement of learning occurs in school assemblies and during active supervision by staff during classroom and non-classroom activities.

Mansfield State High School implements the following proactive and preventative processes and strategies to support student behaviour:

- a clearly stated, positive purpose as outlined in the Responsible School Behaviour Plan
- a set of requirements through the Code of School Behaviour
- defined responsibilities and rights of students, parents and staff
- active engagement by students which includes all students annually signing a document to indicate they are aware of the school rules
- opportunities for teaching school-wide expectations, and
- access to a wide range of resources.
Other important processes include:

1. Individual learning plan developed with students, parents and relevant specialists (where appropriate) for students who demonstrate repeated inappropriate or unacceptable behaviour to provide a personal framework of positive behaviour requirements and actions and to enable staff to provide consistent strategies or adjustments across all learning environments.

2. Implementation of specific policies to address:
   a. the use of personal property technology devices at school (See Appendix 1 - Appropriate Use of Mobile Telephones and other Electronic Equipment by Students on our website)
   b. procedures for preventing and responding to incidents of bullying (including cyber bullying and recording incidents for data collection) (Appendix 2 on our website)
   c. Procedures regarding the use or possession of weapons including knives and any other items that could be considered a weapon in school (Appendix 3 on our website).

Classroom teachers have a duty of care to monitor and promote high standards of behaviour of students in their classes. Engaging curriculum, inclusive practices and effective teaching are the starting points of our behaviour support strategies. Classroom teachers are supported in these endeavours through access to relevant professional development, mentoring from the relevant Head of Department, and open and informed communication with school leaders.

Student Development Program (SDP)
Every student in our school participates in the Student Development Program. In fact, it encompasses everything that happens in the school, both inside and outside of the classroom (in the areas of academia, culture, service and sport) to assist students to reach their potential.

As part of this Program, on Wednesday mornings every student has an SDP lesson. The Program includes aspects such as study techniques, life skills, Certificate courses, and QCS preparation. Our Student Handbook plays a vital role in the SDP, as it contains much information which is used throughout the students’ high school years to prepare students better for their futures.

We aim to do our best to create confident, informed and well-balanced Mansfield High School graduates.

Reinforcing expected school behaviour
At Mansfield State High School communication of our key messages about behaviour is backed up through reinforcement, which provides students with feedback for engaging in expected school behaviour. A formal recognition and monitoring system has been developed. This reinforcement system is designed to increase the quantity and quality of positive interactions between students and staff. All staff members are trained to give consistent and appropriate acknowledgement and rewards.

Some programs in operation include:
Volunteers @ Mansfield (V@M) - an initiative to ensure that students who contribute in positive ways are also able to accrue certain rewards and then there is an acknowledgment for them.
Mansfield Star - Through the Mansfield Star program students are identified for having acted in accordance with the philosophy of the school and are acknowledged accordingly. This is presented on assemblies.
Senior Program - All prospective Year 12 TIP Leaders attend workshops on developing positive relationships with their peers and younger students. In The Inter-Year Program (TIP) Senior students assist Year 8 students in their induction into the school.
Buddy System - New students are “buddied” with a responsible student.
Prefect Body - This Senior student body creates a positive role model for students, promotes positive student behaviour through assembly presentations, and supports students in positive behaviours in the various aspects of school life.
Student Council - This Council, comprising Student Development Program (SDP) Class representatives, provides an avenue for students to voice issues and concerns which are presented to the Administration. Student Council members also help organise student activities.
Rauchle Service Club - Students are able to join this Club, raise their level of social conscience and work together to help others and raise money for charity.
Environmental Council – This Council is another avenue for students to be formally recognised for demonstrating positive behaviours.

Responding to unacceptable behaviour
Students come to school to learn. Behaviour support represents an important opportunity for learning how to get along with others.

Anti-bullying Program
Students are aware of responsible reporting and strategies for dealing with harassment. Action for harassment is a three stage process: non-punitive conflict resolution, then counselling and consequences for actions, and then suspension. Students need to report incidents of harassment when they occur, so that the situation does not become more serious.
Each Deputy Principal is allocated year level groups for the purpose of providing behaviour support to students, parents and staff.

Targeted behaviour support occurs around a specific setting, issue, student or group of students. It includes but is not limited to:

(i) **Working It Out Sheet** - This is used when a student behaves inappropriately. The purpose is for the:
- student to identify his/her behaviour
- student to recognise why his/her behaviour is inappropriate
- student to consider alternate behaviour which would be appropriate
- school to document consequences, and
- school to communicate to parents.

(ii) **Behaviour Sheet** - This is used when a student or class requires additional support. The purpose is to:
- monitor behaviour during each lesson providing feedback about behaviour to the student, parent, teachers and Administration, and
- provide support to modify behaviour.

(iii) **Behaviour Contract** - This is used when a student continues to behave inappropriately or when he/she is returning from suspension. It is drawn up after a counselling session with the Guidance Officer, a Parent and the Student. It identifies behaviours, which the student will and will not exhibit, and the consequences of this.

(iv) **Participation Agreement** - This is a formal agreement signed by the student and witnessed by the parent and the principal. This is ordinarily used for post-compulsory aged students. This agreement is a commitment to comply with the responsible behaviour plan with specific reference to:
- working diligently in class
- completing all homework and assignments on time and to an acceptable standard
- behaving in a manner that does not infringe on the rights of others to learn
- attending school regularly and punctually
- complying with all school rules and presentation requirements.

(v) **Term Reviews** - Each term, the Heads of Departments conduct interviews with teachers who identify students at risk. The Heads of Departments in turn, relay the names of these students in their interview with their line managers. Students identified are referred to appropriate personnel and/or the Student Services team.

(vi) **Parent/Student/Teacher Evenings** - These evenings provide opportunities for open communication about student progress and behaviour at school.

The Student Services team (Administration staff, Guidance Officers, HOD - Teaching and Learning, HOD – Senior Schooling, Special Education Program Manager, Chaplain, and Youth Support Co-ordinator) co-ordinate the case management of students in need of intensive behaviour support. A collaborative consultation process is facilitated, involving the appropriate teachers, the student, the parents/caregivers, and relevant school support personnel.

Students who engage in serious unacceptable behaviours such as major violent physical assault or the use, supply or possession of weapons (including knives) or drugs may receive a School Disciplinary Absence (suspension or proposal/recommendation for exclusion) as a consequence of unacceptable behaviour. There is a strong likelihood that unless there are mitigating circumstances that an exclusion may be recommended.

### 3.5 Consideration of individual circumstances

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

### 3.6 Further Information

The detailed version of our school's 2013 – 2015 Responsible Behaviour Plan for Students is on our website.
Appendix 1

RESPONSIBILITIES OF THE SCHOOL COMMUNITY

This section seeks to outline the specific responsibilities of each of the key stakeholder groups in the school, specifically students, parents and the school.

Responsibility of students to:
- attend school regularly, on time, ready to learn and participate in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from all staff
- abide by school rules, meet homework, bookwork and assessment requirements
- be well presented and wear the school’s uniform as prescribed
- behave in a responsible manner that does not infringe on others’ rights to learn
- respect the property of the school and others
- maintain a clean and safe environment
- be a worthy ambassador for Mansfield State High School.

Responsibility of parents to:
- take an active role in the child’s academic and social development by attending school activities, parent evenings and interviews
- inform the school if there are any problems that may affect the child’s ability to learn
- inform the school of the reason for any absence prior to or within 48 hours of the absence
- make arrangements to enable the child to arrive at school on time
- encourage the child to use safe practices
- treat school staff with respect and tolerance
- support the authority and discipline of the school enabling the child to achieve maturity, self-discipline and self-control
- abide by the school’s policy regarding access to school grounds before, during and after school hours.

Responsibility of school to:
- develop each individual student’s talents as fully as possible
- inform parents and carers regularly about how their children are progressing
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community
- clearly articulate the school’s expectations and requirements regarding the responsible behaviour plan for students and the school’s presentation code policy
- ensure that the parent is aware of the school’s record-keeping policy
- set, mark and monitor homework regularly in keeping with the school’s homework policy
- contact parents and carers as soon as is possible if the school is concerned about the child’s school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner
- consult parents on any major issues affecting students
- treat students and parents with respect and tolerance.
Appendix 2

SPECIFIC REQUIREMENTS OF STUDENTS

DRESS AND GROOMING

1. Students must wear full school uniform (as specified in the prospectus) at all times whilst in attendance at school, whilst travelling to and from school and on special occasions. Formal school uniform is worn on school excursions and when a student is representing the school. All items must be clearly marked with the owner's name. Neatness and cleanliness of uniforms are essential.

2. Students must wear the school hat or cap (as prescribed) when outdoors.

3. Make-up, nail polish and jewellery are not part of the school uniform and must not be worn. Girls may wear a wrist watch, signet ring, and one pair of small, fine, plain round silver or gold sleepers or studs in the lower ear lobes. Boys may wear a wrist watch. Watch bands for both males and females are to be gold, silver or in subdued colours. Any religious necklaces are to be on a fine silver or gold chain, but they are not to be visible at any time. No other piercings or tattoos are to be visible. Clear earrings, band-aids etc are not to be used to cover piercings/tattoos. Wrist flash drives are not to be worn.

4. Hairstyles must be neat, tidy and conservative. Extreme hairstyles, unnatural colours or substances used to spike the hair are not permitted. Only one natural hair colour is permitted. A number 2 blade is the minimum hair cut length. For health and safety reasons, hair must be restrained if more than collar length. It is to be tied back in the middle of the head no more than five centimetres above the nape of the neck with a band (in a colour similar to that of the hair) and covered by a ribbon for girls, in the school colour of teal, available at the Uniform Shop.

5. Boys must be cleanly shaven at all times. Sideburns are to be no more than half-way down the ear.

6. The wearing of thongs or sandals is not permitted and students will be denied entry to certain rooms if unacceptable footwear is worn.

7. Jumper sleeves are worn just past the wrist. Jumpers must not be tied around the waist/shoulders.

8. Correct sports uniform is to be worn during sport or physical education. Students will change into sports uniform at the commencement of a period of sport or physical education and will change back before the period ends. Boys' trousers and girls' slacks are part of the formal uniform and will not be worn for sport or HPE. During breaks students may play on the ovals, if they are wearing sports shoes and not engaging in activities that might compromise their formal uniform; otherwise full sports uniform must be worn. Teachers' directions must be followed at all times.

9. Students who compete in inter-school sport may wear the complete sports uniform home after competition. Students going to the gym in the mornings may wear their correct sports uniform, as long as they are delivered by car to the school gate. Students training in a sport after school must wear the full formal/full school sports uniform home. The training/team uniform is not worn in public.

10. Students compelled by any circumstances to wear incorrect or incomplete uniform must report to a member of the Administration before school with a note of explanation. This note must be signed by the member of Administration and kept with the student. Where possible, arrangements will be made to correct the situation to allow students to engage in their usual learning activities.

11. For any occasion, extremes in dress or grooming that will cause undue comment or distraction or that will be a disruptive influence, are not allowed.

12. By collaborative decision-making of all concerned, it has been agreed that all students must wear the chosen uniform at all times. In instances when students are withdrawn from class for a breach of the uniform code, an alternative education program will be provided to ensure that the student's education is not compromised.

CLASSROOMS AND BUILDINGS

1. At no time are students to enter rooms without a supervising teacher.

2. Students are not permitted on verandahs before school or during breaks unless under the supervision of a teacher.

3. Food and drink are not to be taken into buildings. Students only take water bottles into classrooms if absolutely necessary. However water bottles are not to go into computer rooms, science laboratories or workshops.

4. Lesson changes are for movement between classes only. This is to be brisk and orderly. Students are not to visit lockers, eat food, socialise or visit toilets between lessons. On stairways and verandahs, students will keep to the left.

5. Classes must assemble in two lines close to the classroom wall to await the arrival of the teacher. Before entering the classroom, uniforms must be tidy and students must be presented appropriately.

6. Bags must be placed in the racks provided outside of the classroom or arranged in a tidy fashion outside of the room so as not to obstruct passage to rooms and not to create a safety issue.

7. Students must not sit on stairs during breaks and must keep the approaches to stairs clear of bags.

8. When moving from a classroom to a new location, students must move as a class in an orderly fashion under the direction of their teacher.

9. Students are not permitted to enter staff rooms.
GROUNDS
1. Chewing gum is not permitted whilst students are involved in any school activity or whilst they are in school uniform.

2. Permanent marking felt pens are not permitted in this school.

3. No student is to be at the bicycle racks – except owners placing or retrieving their bicycles. Bicycles must not be ridden in the school grounds. Safety helmets must be worn to and from school.

4. Under normal circumstances, students are not permitted to leave the grounds at any time during the school day. There are no regular lunch passes. In emergencies, a student may approach the Principal or Deputy Principals for permission to go home and may be issued with a special pass to do so. Passes for appointments are issued at the Lower Office.

5. Students waiting to be served at the canteen must form queues. Students must be respectful and courteous to the canteen staff. They must be presented appropriately. Students at the canteen are under the direct control of the teacher on duty there.

6. All litter must be placed in the bins provided. Students will be requested to pick up litter in the areas they frequent.

7. Students are encouraged to use the sporting facilities available during the lunch break. Food and drinks must not be taken onto the ovals or into the hall. The ovals must not be used at morning recess. The hall may only be used when a teacher is present. Students are not to play contact sports unless under the supervision of a teacher.

8. Handball is only permitted in designated areas.

9. No student is to remain in the school grounds after school unless under the supervision of a teacher or with authority of the Principal.

10. Students are not permitted near any car parked in the school grounds.

11. Due to safety reasons, students are not to be unsupervised within 10 metres of the fence line. They are also not to interact with members of the public who are in the vicinity of the fence line or who enter the grounds, except to give them directions to the office.

STUDENT ABSENCE
1. A note from a parent or guardian in explanation of a student’s absence must be presented to the Form Teacher within two days of returning to school. Except in special circumstances, failure to do so will result in a detention.

2. If a student is to be absent for more than a couple of days, the parent needs to contact the relevant Deputy Principal to discuss the absence.

3. If a student will be knowingly absent for assessment, it is school policy not to administer the test earlier.

GENERAL
1. Responsible behaviour is required of students at all times.

2. Common rules of courtesy must always apply. When addressed by a member of staff or a visitor, students must answer in a respectful manner.

3. Students are reminded that, to and from school, their conduct must be such that it reflects credit on the school community. Conduct that interferes with the good order of the school or damages its reputation will not be tolerated.

4. Students are encouraged to participate in all aspects of school life: academic, sporting, cultural, service and social. Students are discouraged from confining their friendship to a particular boy or girl during lunch breaks and between lessons. In a formal work environment, any physical contact needs to be appropriate.

5. While students are encouraged to use roll-on or stick deodorant, no aerosol cans are permitted at school for health and safety reasons.

6. Carbonated drinks (soft drinks) are not to be brought to school unless expressly permitted by the Principal.

7. The possession, purchase, distribution or consumption of alcohol, tobacco or any prohibited substance is expressly forbidden at, or prior to school or any school function/event or while wearing the school uniform.
8. Where there is evidence of involvement in illegal drugs, students are suspended pending exclusion and police are notified.

9. Harassment of any kind is unlawful under the Anti-Discrimination Act 1991. All students need to be free of it in its various forms. Problems of this nature are to be reported to the Principal or a Deputy Principal. In addition, Mr Lock and Mrs Couper are trained Sexual Harassment Referral Officers. The School Bullying Policy adopts a three phase approach: 1. non-punitive consequences with mediation and/or conflict resolution; 2. consequences for repeat offence; and 3. suspension.

10. Students are not to have mobile phones in their possession at school during school hours. When it is necessary for a student to bring a mobile phone, it must be deposited at the Resource Centre on arrival (from 8am) and collected from the Resource Centre on departure. This is the same situation for students during exam block. Students found with a mobile phone in their possession and who do not have the Principal’s express permission, are suspended.

11. Personal computer devices (such as laptops, iPads and tablets) must not be brought to school. These devices are not usually necessary as the school has an extensive fleet of computers and laptops. If a personal device is required, students must approach the Head of IT to discuss their special requirements.

12. Images (still or moving) of any student in a Mansfield High School uniform or any persons in the school grounds must not be placed on the internet or distributed unless express permission is given by the Principal.

13. Digital recorder/player devices are not permitted. The use of headphones/ear phones attached to playing devices is not permitted unless as part of the curriculum and with the relevant teacher’s permission. Cameras may be used for an appropriate curriculum activity approved by the Head of Department.

14. Students must return directly to their homes after being dismissed from school. Students may be required to perform errands for their parents before or after school, but they must not loiter at shopping centres, and they are reminded that their conduct must be impeccable, as it will be observed at all times when they wear the school uniform which includes the school hat.

15. The utmost care and respect for all school property is required. Students must return all sporting equipment, book and non-book materials loaned to them, when due or requested.

16. On school excursions, general school rules apply. Quiet and correct behaviour is required as it is when students are at any time in the public eye – at the theatre, at outside sporting venues, in buses, on the street. Students must always be good ambassadors for the school. Students will not be permitted to go on excursions if their presentation is not correct in all respects.
Appendix 3

CODE OF CONDUCT FOR BUSES (AND OTHER PUBLIC TRANSPORT)

This Code of Conduct has been formulated by Education Queensland and Queensland Transport and applies to all students attending schools in Queensland and who use buses either to travel to and from school or for other school related activities, such as excursions and sport.

<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>Students are required to:</td>
</tr>
<tr>
<td></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>• Politely offer adults your seat if they are standing.</td>
</tr>
<tr>
<td></td>
<td>• Not wait on private properties.</td>
</tr>
<tr>
<td></td>
<td>• Not interfere with bus property, equipment, shelters and signs by marking or damaging them in any way.</td>
</tr>
<tr>
<td>Wait for the bus in an orderly manner.</td>
<td>Students are required to:</td>
</tr>
<tr>
<td></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>• Not push other people in the line or push into the line.</td>
</tr>
<tr>
<td>Whilst on the bus, students conduct themselves in an orderly manner.</td>
<td>Students are required to:</td>
</tr>
<tr>
<td></td>
<td>• Always follow instructions from the driver about safety on the bus.</td>
</tr>
<tr>
<td></td>
<td>• Show their bus pass, ticket, go card 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>
<tr>
<td></td>
<td>• Speak quietly and do not create unnecessary noise.</td>
</tr>
<tr>
<td></td>
<td>• Wear a seat belt where fitted.</td>
</tr>
<tr>
<td></td>
<td>It is not appropriate for students to:</td>
</tr>
<tr>
<td></td>
<td>• Bully or harass other students or the driver.</td>
</tr>
<tr>
<td></td>
<td>• Place feet on the seats.</td>
</tr>
<tr>
<td></td>
<td>• Fight, spit, use offensive language or behave poorly in other ways.</td>
</tr>
<tr>
<td></td>
<td>• Throw any article around or from the bus.</td>
</tr>
<tr>
<td></td>
<td>• Consume food or drink, or play music without permission of the driver.</td>
</tr>
<tr>
<td></td>
<td>• Smoke (prohibited on all buses).</td>
</tr>
<tr>
<td></td>
<td>• Travel under the influence of illegal drugs, alcohol or volatile substances.</td>
</tr>
<tr>
<td></td>
<td>• Allow any portion of their body to protrude out of the bus windows.</td>
</tr>
<tr>
<td></td>
<td>• Stand forward of the front seat.</td>
</tr>
<tr>
<td></td>
<td>• Use a mobile phone to send threatening messages, or photograph others without consent.</td>
</tr>
<tr>
<td></td>
<td>• Distract drivers through use of mobile phones or hand-held devices.</td>
</tr>
<tr>
<td>Use designated stops.</td>
<td>Students are required to:</td>
</tr>
<tr>
<td></td>
<td>• It is the responsibility of students to disembark at their correct designated stop.</td>
</tr>
<tr>
<td>When alighting from the bus, do so in an orderly manner.</td>
<td>Students are required to:</td>
</tr>
<tr>
<td></td>
<td>• Wait until the bus stops before standing to get off.</td>
</tr>
<tr>
<td></td>
<td>• Alight from the bus in a quiet and orderly fashion.</td>
</tr>
<tr>
<td></td>
<td>• Never cross the road in front of the bus. Wait until the bus has moved away and it is safe to do so.</td>
</tr>
<tr>
<td></td>
<td>• Use crossings or traffic lights if available.</td>
</tr>
<tr>
<td>In case of an emergency or a breakdown, follow the driver’s directions.</td>
<td>Students are required to:</td>
</tr>
<tr>
<td></td>
<td>• Follow the instructions of drivers at all times.</td>
</tr>
<tr>
<td></td>
<td>• Wait until the bus stops before standing to get off.</td>
</tr>
<tr>
<td></td>
<td>• Leave the bus in a quiet and orderly fashion.</td>
</tr>
<tr>
<td></td>
<td>• Wait in the area indicated by the driver.</td>
</tr>
</tbody>
</table>

Please note that this list of behaviours is not intended to be exhaustive. It forms the basis for any rules developed by individual operators for the management of behaviour on their buses.
The Mansfield High School P & C Association has decided on the policy of wearing the complete school uniform correctly every day. When practical classes demand a specialist uniform, such as the sports uniform for HPE, students will change before class into the required uniform and change back into dress uniform at the end of that class. The wearing of the uniform is an important part of the development of a healthy school tone and all students are required to wear the uniform with pride.

*For reasons of uniformity, all items with the exception of shoes (in the style specified), need to be purchased from our school's uniform shop.* We believe that all items will be more than competitively priced.

## GIRLS’ FORMAL UNIFORM

<table>
<thead>
<tr>
<th>Item</th>
<th>How / when worn</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Blouse</strong></td>
<td>White poly rayon with teal trim (Cleolene #8542) on collar, short sleeves, chest pocket. Buttoned down front. All buttons done up. School badge on pocket. Appropriate size will not allow flesh to be seen when arms are raised. The blouse is not worn tightly.</td>
</tr>
<tr>
<td><strong>Skirt</strong></td>
<td>Poly rayon teal (Cleolene #8542) pleated skirt. To be worn between bottom of kneecap and mid-calf. Please leave a generous hem. Worn on the waist. Adjust waist by tightening buttons at back.</td>
</tr>
<tr>
<td><strong>Shoes</strong></td>
<td>Black laced-up polished leather school shoes of plain, conventional design (with heels-maximum 2cm) and black laces -- not leather sport shoes, no laces around the shoes, plain black with no silver or gold. See the uniform shop for some acceptable shoe styles. Ballet-like shoes are not acceptable. Laces are to be tied tightly with a bow at the top. The backs must always be firm to support the heel. Shoes must be in good order and polished.</td>
</tr>
<tr>
<td><strong>Socks</strong></td>
<td>Short white socks with teal scalloped picot trim on turnover. To be worn folded over. Need to buy large enough so that the sock does not look like an anklet sock.</td>
</tr>
<tr>
<td><strong>Tights</strong></td>
<td>(Optional in Winter) Beige tights as supplied through our uniform shop. To always be in good condition.</td>
</tr>
<tr>
<td><strong>Jumper</strong></td>
<td>(Optional) Poly-cotton V necked with school badge on left chest. Teal and white stripes on bottom of sleeves and at neckline. Neither tight nor sloppy. Students may wear the school jumper and/or blazer. Sleeves are not to be pulled over the hands. They are to remain in good condition.</td>
</tr>
<tr>
<td><strong>Blazer</strong></td>
<td>(Optional) Junior Navy with school badge on front pocket. Orders are to be pre-paid. May be worn with or instead of the jumper. Pockets are not for warming hands.</td>
</tr>
<tr>
<td><strong>Slacks</strong></td>
<td>(Optional) Teal (Cleolene #8542) slacks. NB Long sleeved school blouse may be worn with slacks only. However there is no compulsion to purchase this blouse. To be worn just below the waist. To be worn in Terms Two and Three with the white formal school blouse (NOT the school sports polo shirt).</td>
</tr>
<tr>
<td><strong>Scarf</strong></td>
<td>(Optional) Navy polo fleece with small badge embroidered on end. To be worn as prescribed by the school. May be worn without the jumper.</td>
</tr>
<tr>
<td><strong>Hat only from 2015</strong></td>
<td>All students must wear the school hat, which is navy with the school badge on the front. The badge is to be facing the middle of the student’s front and the brim is turned down. The brim is one centimetre above the eye brows. Hats/Caps are to be worn at all times with the uniform, except inside buildings.</td>
</tr>
<tr>
<td><strong>Hair Ribbon</strong></td>
<td>The only hair adornment is teal ribbon as available at our uniform shop. It is to be 50-100cm in length. It must be worn over hair ties that are similar to the student’s hair colour. Hair is tied back at the nape of the neck.</td>
</tr>
</tbody>
</table>
| **Moslem Girls’ Formal Uniform** | Some Moslem girls choose to wear a slightly different uniform. The only variations are:  
- A plain white non-transparent head scarf may be worn  
- A long sleeved Mansfield blouse may be worn (to be ordered with four weeks’ notice)  
- School tights may be worn in seasons other than Winter  
- School slacks may be worn in seasons other than Winter  
- No skivvies etc are to be visible under the blouse. |
<table>
<thead>
<tr>
<th>Item</th>
<th>How / when worn</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shirt</strong></td>
<td>Teal (Cleolene #8542) short sleeved collared shirt with white piping on sleeve and pocket. School badge on chest pocket. The shirt is of a conventional button-through style. The top button is not done up. It must be worn tucked into shorts or trousers. The collar must be turned down. Long sleeved shirts must be worn by some students.</td>
</tr>
<tr>
<td><strong>Shorts / Trousers</strong></td>
<td>Poly rayon mid-grey shorts with two pleats on each side at front, six belt loops and zip at front. Two pockets at front and inner pocket on back right. Trousers are in the same style and fabric. Both items are only available at our uniform shop. The length of the shorts is to the top of the knee. Shorts and trousers must be worn with the belt described below. Trousers are to be worn to the top of the heel at the back.</td>
</tr>
<tr>
<td><strong>Belt</strong></td>
<td>Black 30mm leather belt with plain silver buckle and black keeper. For reasons of uniformity, belts are available only at our uniform shop. shorts and trousers must be worn with the designated belt.</td>
</tr>
<tr>
<td><strong>Shoes</strong></td>
<td>Black laced-up polished leather school shoes of plain, conventional design (with heels-maximum 2cm) and black laces – not leather sport shoes, no laces around the shoes, plain black with no silver or gold. See the uniform shop for some acceptable shoe styles. Laces are to be tied tightly with a bow at the top. The backs must always be firm to support the heel. Shoes must be in good order and polished.</td>
</tr>
<tr>
<td><strong>Socks</strong></td>
<td>Long mid-grey with teal stripes at top are worn with shorts. May wear short plain mid-grey socks with long trousers. Garters must be used if long socks are not self-supporting. Top of sock must be turned over appropriately and be worn just below the knee.</td>
</tr>
<tr>
<td><strong>Jumper</strong></td>
<td>(Optional) Poly-cotton V necked with school badge on left chest. Teal and white stripes on bottom of sleeves and at neckline. Neither tight nor sloppy. Students may wear the school jumper and/or blazer. Sleeves are not to be pulled over the hands. They are to remain in good condition.</td>
</tr>
<tr>
<td><strong>Blazer</strong></td>
<td>(Optional) Junior Navy with school badge on front pocket. Orders are to be pre-paid. May be worn with or instead of the jumper. Pockets are not for warming hands.</td>
</tr>
<tr>
<td><strong>Scarf</strong></td>
<td>(Optional) Navy polo fleece with small badge embroidered on end. To be worn as prescribed by the school. May be worn without the jumper.</td>
</tr>
<tr>
<td><strong>Hat only from 2015</strong></td>
<td>All students must wear the school hat, which is navy with the school badge on the front. The badge is to be facing the middle of the student’s front and the brim is turned down. The brim is one centimetre above the eye brows. Hats/Caps are to be worn at all times with the uniform, except inside buildings.</td>
</tr>
</tbody>
</table>

**SPORTS UNIFORM (BOYS AND GIRLS)**

<table>
<thead>
<tr>
<th>Item</th>
<th>How / when worn</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shirt</strong></td>
<td>White (SPF 50+) micro fibre (52% cotton, 48% polyester) polo shirt with teal side panels and collar and buttoned at neckline. School badge on left chest. Shirt is not tucked in. Only the top button is undone.</td>
</tr>
<tr>
<td><strong>Long Sleeved Shirt</strong></td>
<td>This is the similar to the short sleeved version. However it must be ordered four weeks ahead of time. Shirt is not tucked in.</td>
</tr>
<tr>
<td><strong>Shorts</strong></td>
<td>Teal (SPF 50+) micro fibre (52% cotton, 48% polyester) basketball style shorts. School badge on bottom front left leg. To be worn at a length that finishes at the top of the knee.</td>
</tr>
<tr>
<td><strong>Sports Shoes</strong></td>
<td>Predominantly neutral coloured non-fluorescent joggers with laces and non-marking sole. Laces match the main shoe colour. Slip on shoes and canvas type shoes are not acceptable. Laces are to be tied tightly with a bow at the top. Shoes are to be clean and in good order. Boots are not acceptable.</td>
</tr>
<tr>
<td><strong>Socks</strong></td>
<td>Short white socks with MANSFIELD written twice around the top. They are worn up. Students must change into them for sport.</td>
</tr>
<tr>
<td><strong>Hat / Cap</strong></td>
<td>All students must wear the school hat or sports cap both of which are navy with the school badge on the front. The badge is to be facing the middle of the student’s front and the brim is turned down. The brim is one centimetre above the eye brows. Hats / Caps are to be worn at all times with the sports uniform, except inside buildings.</td>
</tr>
<tr>
<td><strong>Swimming</strong></td>
<td>Suitable one-piece swimmers. To be worn modestly. Sun shirt may be advisable.</td>
</tr>
</tbody>
</table>
INTER-SCHOOL SPORTS UNIFORM (BOYS and GIRLS)

Any interschool sport item would not be purchased until confirmation of team membership. For the most part, the school sports uniform is to be worn. The school usually provides special uniforms. Teal long socks with white stripes (soccer socks) may be required for some interschool sports such as: soccer, football, hockey, softball, and baseball.

DANCE UNIFORM

The only variation is:
- Rather than the usual sports shorts, students are to wear the Mansfield Dance slacks.

Students must wear the school sport socks and hair must be presented in the usual manner.

SCHOOL BACKPACK AND SCHOOL SPORTS BAG

Every student must use the Mansfield High School backpack. It is a Spartan PhysioPack with a warranty. If properly cared for, it should last for at least five years. Students must name their backpack on the tag as well as obviously inside. They are not to name it obviously outside, nor write graffiti on it. They must also attach a small appropriate identifying item/ribbon on a zip. For health and safety reasons, the backpack must be worn correctly. Unnecessary school items should be left at home.

Students needing to carry an extra bag to school for sporting equipment or other items are to use the Mansfield High School sports bag. This is a compulsory item from 2015 for all year levels.

CARE OF UNIFORM

Please follow laundering instructions on clothing items. The use of a solid garment bag when washing items, particularly darker items such as jumpers, should help keep the garments in a better condition. To avoid fading, garments should not be hung in the sun to dry. All clothing, books and other property are to be kept well marked with the student’s name. Re-labelling each holiday period should occur.

Hats may be sponged o clean them, but not washed in the washing machine. Hats are to be named obviously inside, but not on the brim.

SOME SUITABLE SHOE STYLES
SECTION 4: SCHOOL PROCEDURES AND POLICIES

4.1 ATTENDANCE

Regular attendance is necessary if students are to gain the greatest possible benefit from their experience at high school. Frequent absences have a very detrimental effect on achievement and are often a direct cause of failure in school subjects. A student’s attendance record is noted on school reports.

The Queensland Studies Authority requires that a student must satisfactorily cover the course before an Authority Certificate is issued. High absenteeism can mean that a student does not cover the set course and is ineligible to receive certification.

Every student of this school is required to attend regularly and be punctual.

Arrival and Departure Times
8.30am Earliest desirable time for arrival of students.
8.40am Students must be at school, first bell.
3.00pm School concludes.

School starts at 8.50am at Assembly / SDP Class. There is no need for students to arrive before 8.30am unless specific activities such as training or library research are organised. Parents are requested to ensure students are not dropped at school before 8.30am. Students, who arrive before this, cannot be supervised, nor adequately cared for in case of accidents.

Compulsory Attendance

Attendance is compulsory by law up to the age of sixteen years or the completion of Year 10.

Attendance Requirements for Year 11 and 12 Students

If a student is absent for ten or more days per term on a causal basis and no reasonable explanation can be supplied (letter from a medical practitioner or special circumstances), a request to show cause, why the student’s enrolment should not be cancelled will be issued.

Absent from School

Under the conditions of compulsory attendance, the Principal must approve all absences. To comply with this, parents/guardians need to provide a note explaining the reason for absence, prior to the non-attendance or within two days of the student’s return to school. The note must be given to the Form Teacher. It must include: the name of the student; the form class; the date the note is written; the date/s of absence; the reason for absence; and a parent/guardian signature. (See back of Student Handbook for tear-out notes). Days absent appear on the school report. If a student is likely to be absent for several days, parents are asked to phone the school. Medical certificates are given to the Lower Office.

Late to School

Students are deemed to be late to school if they arrive after 8.50am.
If the student arrives late to school, he/she is to report to the Lower Office. A note must be brought explaining why the student is late. The student will be asked to swipe his/her ID card to register the arrival time.
If the student has a note, he/she will be issued with a receipt to enter the class.
If the student does NOT have a note, he/she will be issued with: a receipt to enter class; AND a late note, which must be signed by the student’s parent or guardian and returned to the Lower Office the very next day. The student has two days to return this note or there will be consequences. Days late appear on the school report. When the student arrives at school, he/she must read the daily notices displayed outside the Lower Office.

Late to class

Students are deemed to be late to class if they are not lined up outside of their room and prepared for class by the second bell.

Leaving School during the day

The student must have a note from his/her parent/guardian requesting permission to leave school at a specific time. He/she reports to the Lower Office BEFORE going to Period 1 and his/her note is handed in. The student will be asked to swipe his/her ID card and he/she will be issued with a receipt. The student needs to show this receipt to the teacher for permission to leave class. Before leaving the school grounds the student must report to the Lower Office where he/she will swipe his/her ID card again to register the departure time and receive an authorisation receipt.
Wednesday afternoons are for MAP (a compulsory aspect of our curriculum), not for appointments, unless it is absolutely essential.

Flexi Students

Students are flexi students if they have the Principal’s permission to have flexible school hours. When the student arrives at school, he/she reports to the Lower Office. He/she will be asked to swipe his/her ID card to register the arrival time. The student will be issued with a receipt to enter the class. When the student leaves school, he/she must report to the Lower Office where he/she will swipe the ID card again to register the departure time and receive an authorisation receipt. Students are to keep this slip with them for proof that they have swiped out.
4.2 HOMEWORK
Homework is made up of more than just written work which is set each day. It includes non-written homework such as music practice, sewing, art, and health and fitness. Five types of work have to be completed at home.

The five types are:
1. Daily written work...needed for tomorrow.
2. Long term written work...for assignments, projects and the like.
3. Daily review of work covered today.
4. Long term review of the semester's work and essential basic learning.
5. Preparation.

Items 1 and 2 are well known and understood but items 3, 4 and 5 do need more explanation. Students should spend time going over the day’s work, to ensure that the work has been understood and also to give them the extra chance to “soak up” the work covered. This may not take long, but it must be done. The long term review is a planned Study Program ensuring that the complete semester’s work is known. Preparation means reading ahead. It could also mean reading books related to the topic.

Homework should be done regularly. A recommended weekly total would be:
- 6 hours in Year 8;
- 8 hours in Year 9;
- 10 hours in Year 10;
- 15 hours in Year 11; and
- 15 hours in Year 12.

4.3 STUDENT HANDBOOK
A Student Handbook will be issued to each student, and must be used every day for recording tasks to be done. Specific rules such as “no graffiti” apply to their use. A semester calendar of events is glued in to assist students to organise their activities and assessment. Other valuable information is also included. The Handbooks are inspected periodically by form teachers, the Principal and Deputy Principals.

4.4 REPORTS
Reports are issued four times a year. They include information on work practices such as conduct, attitude, group participation and homework. Parents may ask for a report on their child’s progress at any time throughout the semester by contacting individual teachers.

4.5 COMMUNICATION

Newsletter
The School organises a Newsletter each fortnight. Parents and other community members are encouraged to register on our website (www.mansfieldshs.eq.edu.au) to have the Newsletter link emailed to them fortnightly when it is available. This may be done at any time.

Reports
A progress statement is issued at mid-semester (except for Year 12s in mid-semester four). A parent’s/guardian’s signature is required. End of semester reports are issued in July and December. A parent’s/guardian’s signature is required. Certification is issued to eligible students at the end of Year 12.

Parent/Teacher/Student Evenings and Appointments
These are conducted usually in early Term 2 and in early Term 3. Appointments with specific teachers are organised online and information is distributed prior to each evening.

However if parents would like to contact a teacher at any other stage, they are highly encouraged to do so by phoning the school office and by providing suitable contact details for the teacher to contact them if the teacher is unavailable at the time.

Permission Slips
When a letter to parents with a return slip on the bottom or a consent form is issued to students, the following procedure needs to be observed. It is taken home the day it is issued. The parent/guardian completes the form and it is returned to the appropriate person or place the next day. Nil returns are required. Forms not returned by the DUE DATE will not be accepted and the student will not be eligible for the activity. A detention may be issued if procedures are not followed.
4.6 ASSESSMENT POLICY

GENERAL

• At the beginning of each semester, all students receive an assessment overview for each subject and a semester calendar of events.
• Students are to record the assessment dates from the overviews and semester calendar in the Student Handbook. Any variations to these due dates (e.g. whole class assessment rescheduled) must be approved by the Head of Department and be noted in the Student Handbook.
• Students must complete all pieces of assessment as per the assessment overviews for each subject unless special consideration has been granted.
• Students on IEPs, EAPs or Group Support Plans are eligible for extensions, adjustments and other special consideration as negotiated with the HOD (Teaching and Learning) and as directed within the student's IEP or GSP.
• For senior students, failure to complete assessment may result in a student's enrolment being cancelled, or affect their ability to be awarded vocational certificates, the Queensland Certificate of Education (QCE) or an OP.
• Students must attend school the entire day when an exam is scheduled. (EXCEPTION: Year 11 and 12 students on exam block with approved study leave.)

ABSENT ON DAY OF EXAM
The absence must be communicated to the school by the parent/guardian via email to (info@mansfieldshs.eq.edu.au) or by a phone call to the relevant Head of Department.

<table>
<thead>
<tr>
<th>Year 11 and 12 students:</th>
<th>Year 8, 9 and 10 students:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illness – student must provide a medical certificate</td>
<td>Illness - student must submit a letter from his/her parent/guardian acknowledging that an assessment item was due on that date OR a medical certificate should be provided</td>
</tr>
</tbody>
</table>

Prior knowledge of possible absence – exams must be sat on the DUE DATE unless arrangements have been negotiated with the appropriate Head of Department (e.g. sporting commitments, TAFE classes, traineeships etc.)

Other – subject to approval by Principal prior to the exam.
Extenuating circumstances – parent/guardian to contact the Principal

• Student to see relevant Head of Department/teacher immediately on the first day after the illness/absence to negotiate the rescheduling of the exam.
• Students must not wait until the next timetabled lesson for the subject.
• Sitting of exam is to be completed as soon as practicable or on the next available free exam session (if during exam block).
• Consequence for non-compliance with procedures outlined above: Failure to present to HOD/teacher may result in student being regarded as disobedient and student may face disciplinary action under the school’s Responsible Behaviour Plan.

STUDY LEAVE – YEAR 11 AND 12 STUDENTS ONLY
Eligibility requirements

• All school requirements fulfilled (including no outstanding notes or detentions, and all assignments or assessment to be submitted/completed etc.)
• Written permission provided by parent/guardian.

Requirements

• Students are to remain at home to study when there is no scheduled exam.
• Students are not to visit shopping centres or engage in any activity that would not be approved by the school.
• Students returning to the school during examination period must be dressed in full school uniform and will go first to the office to swipe in (unless for a scheduled exam).

Consequence for non-compliance
• Withdrawal of study leave.
4.7 ASSIGNMENT POLICY

GENERAL
• Students must attend school the entire day an assignment is due.
• Assignments must be the student’s own work.
• Students must continually update and save their assignment on their school H: drive.
• Assignments must be completed and presented by the due date unless an extension has been granted for extenuating circumstances.

EXTENSIONS FOR ASSIGNMENTS
• Applications must be made BEFORE the due date on the proforma for extension.doc.
• Teachers are NOT AUTHORISED to grant extensions for assignments.
• MALFUNCTION OF EQUIPMENT (including computers, printers, USBs) is not considered a valid reason for failing to submit an assignment on the due date.
• Extension of time may be granted by the Principal prior to the due date, if in his/her opinion, sufficient reason exists and, appropriate documentation has been provided.
• Extensions for assignments for a whole class/cohort may be granted by the HOD, if in his/her opinion, sufficient reason exists. Changes to assignment dates will be noted in the student’s Handbook and communicated to the relevant year level Deputy Principal by email.

STUDENTS ABSENT OR LATE TO SCHOOL ON THE FINAL DUE DATE

<table>
<thead>
<tr>
<th>Year 11 and 12 students:</th>
<th>Year 8, 9 and 10 students:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Should try to deliver assignment to school on due date on time. For example, send with a trusted friend or relative.</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>Should email (if able) the assignment to the class teacher or to the school email (<a href="mailto:info@mansfieldshs.eq.edu.au">info@mansfieldshs.eq.edu.au</a>) and submit a hard copy immediately upon returning to school. It is the student’s responsibility to keep a record of transmission for proof of submission. Students should not use programs which will not provide such a record.</td>
<td>Must provide a letter from parent/guardian &amp; Must indicate reason for absence &amp; Must indicate awareness that assignment was due &amp; Must present letter with the completed assignment to relevant teacher/s IMMEDIATELY on return to school.</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>Must produce a Medical Certificate with assignment. Must see relevant HOD/s immediately upon return to school.</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>If absence is due to excursion, sporting activity, traineeship/apprenticeship, TAFE classes etc, the assignment MUST be submitted PRIOR to the due date.</td>
<td></td>
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<tr>
<td>OR</td>
<td></td>
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<tr>
<td>Special circumstances – at the Principal’s discretion.</td>
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</tr>
</tbody>
</table>

GROUP PRESENTATIONS/PERFORMANCES
Group extensions are not permitted if a member of the group is absent on the day of the presentation/performance. Students will be required to present/perform on the scheduled due date to ensure all students are treated equitably. Adjustments to the presentation/performance may be made with the approval of the Head of Department.

FINAL CHECKPOINT
This is the set date by which a student is to submit sufficient evidence that his/her assignment is in its final stages of completion unless otherwise specified on the task conditions.
• Having ONLY research notes is deemed insufficient evidence at this point.
• Failure to submit work at checkpoint will result in contact with parents or guardians.

LATE SUBMISSION OF ASSIGNMENT
Where no extension has been granted, assignments will be marked but the results will not be credited towards overall level of achievement. Credit shall be based on assessment of evidence provided during the drafting process or work submitted at the final checkpoint. The deduction of a proportion of credit for each day an assignment is late is not acceptable.

INCOMPLETE ASSIGNMENTS
An assignment shall be deemed incomplete if evidence does not exist to indicate that all sections of the assignment have been attempted. Unless covered by written approval by the Principal, the student should be given a result based on the incomplete work submitted on the due date. The student will be required to complete the assignment in full in order to meet course requirements, but will not be given credit for this additional work.
PLAGIARISM AND ASSIGNMENTS
Plagiarism is the use of unacknowledged ideas and quotes. This violates:
• the principles of equity for all students;
• legal considerations under the Copyright Act;
• ethical principles.

Consequently, penalties will be imposed for work that has been plagiarised. Students may be required to have their work checked with anti-plagiarism software to ensure equity.

4.8 BELONGINGS

Lockers
A small number of lockers is available for student use. These will be allocated early in the year for students who agree to the terms and conditions of use.

Students may make the application for the issue of a locker at the beginning of the school year. Students will be informed about the procedure. The following conditions apply:
• Each student must place a substantial lock on his/her locker and hand in a duplicate key to the teacher in charge.
• Students may not change lockers without the approval of the teacher in charge.
• Other students’ lockers will not be interfered with in any way.
• Any vandalism of lockers will be reported.
• Foodstuffs will not be left in the lockers overnight.
• Lockers will be cleaned out periodically – lockers can be inspected at any time.
• Lockers must be emptied prior to holidays and have the lock removed. During the holidays any remaining locks will be cut off.
• Students are to go to their lockers at certain times only: ten minutes before school commences (8.40 to 8.50am); morning break; the first and last ten minutes of the lunch break; and immediately after school for five minutes.

Valuables
If valuables including money need to be brought to school for a specific reason, the student should deposit the items at the Upper Office for safe keeping. Valuable items should not be brought to school. Wallets and purses are to be kept on the person at all times.

Lost Property
In the first instance, the student should retrace his/her steps and try to remember where the belongings might have been left. In some cases items supposedly “stolen” are only misplaced. In the second instance, enquire at the Upper Office. The student must make sure that his/her name appears on all of his/her possessions, including clothing, hats, caps and shoes. If students are unable to find their property, they should complete a lost property form at the Upper Office. Every effort will be made to find the owner for located property. After three weeks it will be disposed of. Therefore it is vital that students ensure that labelling is evident at all times and that students continue to check in lost property.

Lost USBs
USBs should be used to transport information to and from school. Schoolwork and assignments on USBs should be copied to the student H: drive at the earliest opportunity to minimise the inconvenience of losing a USB or the USB device failing. Students should create a file or folder in the top level of the USB named with their full name and form class. This will be used to identify the owner of the USB in the event that it is lost. If a USB is found it should be given to a teacher to be entered in the “Lost USBs” section of the school intranet with the student’s name and teacher who has it. If a student loses a USB the student should check the “Lost USBs” section of the school intranet to identify whether any USBs listed on the website could belong to them.

Subject Change
If the student wishes to request consideration of any change in subjects, he/she must first contact the Guidance Officer and complete a change of subject form. Changes will only be made for good educational reasons by the Principal after receiving the report from the Guidance Officer and Head of Department. Normally students are required to complete a full course of subjects.

Change of Address or Phone Number
The school office must be promptly notified of changes so that efficient service can be given, particularly in emergencies. This is vital.

Leaving School – Transfer, Work Placement etc
The parent/guardian is to notify the school office and give specific details of the intentions. In the case of a transfer, the name of the school to which the student is moving is also required for the completion of a transfer form to a Queensland State High School. All school materials, including library books, must be returned before transfer details can be completed.

References
Students may apply for a reference almost upon completion of their schooling. This reference will be the only one issued on behalf of the school. The onus is on the student to complete the reference request form by the due date.
4.9 HEALTH AND SAFETY

Sickness
In the classroom, students must inform their teacher who will sign the student's Handbook to allow him/her to report to the Upper Office. The student reports to the student window at the Upper Office where he/she will be asked to swipe his/her ID card to register his/her arrival. If the student becomes sick out of class, he/she is to report to the student window at the Upper Office where the student will be asked to swipe his/her ID Card to register his/her arrival. In case of more serious injury, the student or bystander must have someone notify the Upper Office. The office staff will contact the student's parent/guardian. When the student leaves school, he/she must swipe the ID card again to register his/her departure time and receive an authorisation receipt.

Injury/Accident
Should the student receive an injury at school, he/she must report to the Upper Office for treatment. An accident form must be completed on the same day, if possible, but no later than the day of the student’s return to school. The form is also lodged at the Upper Office.

Dangerous Situations
If a student has become aware of an unsafe situation at school, it should be reported through one of the following means:

- Completion of an INCIDENT REPORT at the Lower Office
- Completion on an entry on the Report A Fault software available on the desktop screen when logged on to the school network.

An incident report must be completed at the Upper Office when a dangerous incident happens without any resulting injury.

Fire Drill / Evacuation
In the event of a fire (or other reasons for evacuation of the school), the following plan of action will be followed:

- The fire/need for evacuation will be reported to the Upper Office immediately and the alarm will be sounded (the alarm will be the continuous sound of the siren and/or ringing of the bells).
- Each class will move in an orderly fashion under the direction of its teacher at the time, out of the building by the nearest practicable route. Students are not to go under buildings. Students in sick bay are to join their form classes on the oval.
- In the absence of a teacher, the student sitting nearest the door will lead students out, informing the first teacher encountered in the course of the evacuation procedures that they are without a teacher. If the evacuation occurs at a recess time (or before or after school), students are to move directly to the oval and assemble as below.
- Form classes will assemble in the usual position as on form class parade on the main oval behind F Block – Year 12 on the Ham Road side to Year 8 on the Performing Arts side (see below).
- Form teachers mark form rolls ensuring all students are accounted for. A slip is then returned to staff on the oval bank to check for absent students. Students seat themselves once their roll is marked.

<table>
<thead>
<tr>
<th>Main Oval</th>
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<tbody>
<tr>
<td>12 11 10 9 8</td>
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</tbody>
</table>

F Block

Lockdown Procedures
In the event of a threat to the school, the following plan of action will be followed:
1. The alarm will be the ringing a combination of bell sounds (i.e. short bell, long bell, short bell followed in 30 seconds by the same combination of bells).
2. When the alarm is sounded, students and staff are to remain in their current classroom.
3. ALL entry points and windows are to be locked and ALL lights are to be turned off.
4. Students and staff are to SIT UNDER DESKS and remain QUIET.
5. Wait for further directions from the PRINCIPAL.

Procedure during Recess
1. Students are to move immediately to the closest classroom.
2. Once in the classrooms they are to comply with the original procedure.
3. Staff members are to also move to the closest classroom (i.e. classrooms within the block containing their staffroom), and to complete all tasks as outlined in the original procedure.
4. Staff on playground duty will ensure that they have moved from the grounds.
4.10 INTERNET/COMPUTER POLICY

The purpose of this policy is to ensure that students are aware of the requirements for their continued use of this resource. Students who use the internet at school must be responsible in the choice of material they access. Students must follow the school’s guidelines in the materials they access and use of the internet in a positive manner. Failure to do so will result in sanctions.

Guidelines

The internet is an educational tool for class work and assignments. The searching of sites containing pornographic or violent material is forbidden at all times and such searches are not permitted on school computers. While all care is taken to ensure such sites are not viewed, parents and users should be aware that it is possible to inadvertently access forbidden sites.

During class time, the internet is to be used to promote learning and provide students with access to assignment materials and educational sites. Time will be devoted to developing each student’s skills, to enable them to become proficient and discriminating users of the internet. Topics of general interest may be researched at lunchtime in the Resource Centre and must be cleared with the Teacher-Librarians or the teacher on duty in the computer room before accessing a site. The decision as to the suitability of these topics is entirely at the teacher’s discretion. Students requiring access to computers for assignment work will have priority.

Computer Rooms

All computer rooms are available for use during class time but during lunch breaks students are to use only the computer rooms with a teacher on supervision duty in A Block, H Block and the Resource Centre. The Resource Centre is also available before and after school.

Computer Room Problems

To report any fault with a computer, laptop, monitor or printer, students need to use the “Report a Computer Fault” program from the General Tools menu group. It is essential that students include as much information about the fault as possible to identify both the problem and the piece of equipment on which it is occurring. The computer number should be recorded for a computer fault (this will begin with NBL for laptops and NBD for other computers) and the room or printer code should be recorded for a printer fault. It is also helpful to include your login name and the name of a teacher to whom you have spoken about the fault, so that contact can be made to obtain any additional information required and/or to provide feedback on the logged job.

Printing

Black and white printers are available in each computer room and both colour and black and white printing facilities are available within the Resource Centre. A printing management system has been installed to manage printing costs and students are responsible for managing their own printing requirements. At the beginning of each year every student is given a basic allocation to cover reasonable printing costs for most subjects.

Subjects with heavier printing requirements will specify on booklists that additional printing costs may be incurred. Students enrolled in these subjects may need to increase their printing allocation by purchasing printing vouchers at the lower office. When students exceed their printing allocation they will not be able to print until they redeem their printing vouchers via the papercut hyperlink on the school intranet. Printing vouchers can be purchased before school or during breaks but not during class time.

Students are encouraged to consider the environmental impact and limit printing to only what is necessary. Large printing balances are discouraged as all unused print balances are reset at the beginning of each school year during our annual software maintenance upgrade. Students with self-funded large print balances at the end of the year should contact the Lower Office to make special arrangements before printing balances are reset.

Photocopying

Two student photocopiers are available in the Resource Centre. These copiers can be used for either black and white or colour copying or printing. Students can access the photocopier as a printer from school computers or feed documents directly to the copier using a USB or paper copy. Charging for the copier is managed through the papercut print charging system. Students are encouraged to use this photocopier as much as possible as it is more cost effective than printing to a classroom printer. Jobs sent to the photocopier are held in a queue until the student logs in to the copier to release the job or swipes their student card near the copier’s proximity sensor. The photocopier also provides scanning to USB at no cost.

Laptops

Laptops and iPads are a valuable resource available to students during class time or for homework and assignments. Students are responsible for ensuring that laptops and iPads are cared for appropriately and not damaged. This will maximise the number of working laptops/iPads available for use by all students and classes. Faults with laptops must be reported to the classroom teacher and recorded with the “Report a Computer Fault” program.

Laptop and iPad Trolleys

Laptop and iPad trolleys are available for use during class time. Where the trolley is not stored within the classroom, students may be asked to wheel the trolley from a secure area to the classroom.

The following guidelines must be followed when wheeling laptop and iPad trolleys around the school:

- **Unlock the front wheels of the trolley** - do not drag the trolley if the wheels are locked.
- **Keep all four wheels on the ground at all times** - do not tilt the trolley backwards.
- **Walk sensibly and use ramps** - do not attempt to wheel the trolley up or down stairs.
- **Two students are required to maintain control of the trolley** - do not attempt to wheel the trolley alone.
Technology Loans

Students are permitted to borrow laptops, video cameras, still cameras, tripods and USB memory sticks from the school’s Resource Centre during breaks or overnight for completion of homework and school assignments. Where the equipment will be used within the school under the supervision of a teacher, the student’s ID card can be used to make the loan. To borrow equipment overnight a separate form must also be completed. For laptops, students must complete a Loan Agreement Form. This will normally have been given to students for completion at the start of the school year. An excess fee may be applied if laptops are lost or damaged and an insurance claim needs to be made. Other overnight borrowing of technology items apart from laptops require an EQ11 form which is available from the library. This form must be approved by the Head of Department and a Deputy Principal before the equipment can be taken from school grounds.

Requirements

Students Will NOT:

- Attempt to retrieve, view, or disseminate any obscene, pornographic, age restricted or illegal material
- Threaten, abuse or harass any other user
- Send offensive, racist or sexist messages
- Send anonymous or falsely addressed electronic mail
- Bring Mansfield High School into disrepute in any way whatsoever
- Allow anyone else to use their account or give their password to anyone else
- Use another student’s account or tamper with another student’s account in any way
- Download any file without permission from a member of staff, this includes the downloading and/or playing of online flash programs
- Use chat channels without permission from a member of staff
- Use the internet for business purposes or for financial gain
- Use the internet for political purposes
- Attempt to change the system in any way
- Attempt to bypass security, monitoring or filtering
- Disclose their own or any other person’s home address, telephone number or any credit card or pin number over the internet
- Access unnecessary information that will result in extra expense to the school community
- Bring any program files to school to run on the school’s computers – USB memory sticks and student H: drives should only contain school-related data and assignments, not game programs or downloaded flash applications. Student USB sticks or home folders are not permitted to contain any files with an .exe or .bat extension
- Connect any device to the school computers or network without a teacher’s permission.

Students will:

- Observe all copyright laws, including those relating to computer software
- Follow all rules outlined within the Cybersafety User Agreement (this agreement is sent to all students at the beginning of each year)
- Respect the rights and privacy of others
- Respect the property of others (including electronic property)
- Report any obscene or offensive material encountered
- Report cyber-bullying immediately
- Virus scan memory sticks and files downloaded from email or web sites before use
- Only access their own personal user account and not use any other person’s password or account
- Take proper care of school computers, external devices and specialised furnishings
- Report any damage to the computer or laptop they are using to their teacher at the start of their lesson
- Use the school’s computer fault reporting system to record all damage and faults.
Sanctions

Inappropriate use of the internet or school computers will incur serious consequences:

a) parents will be contacted

b) students found with inappropriate material on their USB could have their USB access rights revoked

c) students will be denied access to the school’s computers; where this involves computer-based subjects, continued enrolment in these subjects will not be possible

d) repeat offences could lead to a suspension from the school

e) further offences may force exclusion.

The school requires that students make correct and optimum use of this expensive resource. The operation and cost of its use will be monitored to determine if changes need to be made in the future.

4.11 SUNDRY ITEMS

When Referred to a Deputy Principal

The teacher will sign the student’s Student Handbook. The student is to report to the Administration Assistant outside the Deputy Principals’ Offices where he/she will be asked to swipe his/her ID card to register his/her arrival time. The student will be given a receipt to take to the Deputy Principal. Before returning to class the Deputy Principal will sign this receipt. The student will then take it back to the Administration Assistant where he/she will be asked to swipe the ID card to register his/her departure time. The student will be issued with a receipt to give to the teacher of his/her class.

Student Services – Guidance Officer / Chaplain

The student must make an appointment prior to visiting these staff members. A date and time will be recorded as an official slip. This is to be shown to the teacher and then taken to the Lower Office. It is handed in and the student will be asked to swipe his/her ID card. The student will be issued with a receipt to allow entry to these staff members. The staff member will sign it when the student leaves. The student then reports to the Lower Office where he/she will be asked to hand in the signed receipt. The student swipes his/her ID card to register the time that student is returning to class. The student is issued with a receipt to give to his/her teacher.

Student Services – Nurse

Students and parents are welcome to make a confidential appointment with the School Based Youth Health Nurse (SBYHN) if they have any health or personal issues they want to discuss. Parents may contact the SBYHN through the school office. The student appointment process with the SBYHN is:

• Students can see the SBYHN before school or during their breaks.
• Appointment times and appointment slips are available from the SBYHN.
• Students need to show the appointment slip to their class teacher and have it signed prior to attending their appointment.
• Please do not “swipe” to attend the appointment.
• On return to class the student will show their teacher the signed slip.
• Students should ensure that the appointment time fits around their exams or assessments.

Student Council

The Student Council, which is chaired by the School Captains, provides a forum for students’ opinions. It affords students the opportunity to work for the benefit of the school community and to enhance the school’s contribution to the wider community. It is an honour to be a member of this Council, and the experience gained by membership will produce fine leaders in the years to come.

Grounds – Usage Outside of Normal School Times

School grounds are not public parks, where unrestricted use is allowed. Community use of school grounds is at the discretion of the school’s Principal.

Community members including students are only legally allowed to use the grounds outside of school after permission has been granted by the school’s Principal. No legitimate use is normally restricted as long as school facilities are respected. Individuals or groups must contact the school for permission.
Consent To Use Copyright Material, Image, Recording Or Name

From time to time the State, Education Queensland, and Mansfield High School in particular, uses/reproduces works created by students and/or portions of sound, video clips or photographs of students taken in the course of their school years for the purposes associated with the promotion of Mansfield High School, Education Queensland and/or the State of Queensland. We seek parent/guardian permission to do this and also permission to name the students. This does not mean that the student loses ownership rights over his/her works and/or sound and/or vision. It simply gives permission to use the above mentioned items for the purposes mentioned. Parents/Guardians are requested to sign the appropriate form if you agree to do this.

Visitors
No visitor is permitted to enter classes to speak to students or teachers without first applying at the school office. The presence of unauthorised persons in the school grounds during school hours, before or after school, during weekends or vacations, is prohibited by the Education Act.

4.12 TRAVELLING TO AND FROM SCHOOL

Pedestrians
Students must always observe pedestrian rules. They must be safety conscious when crossing roads. They must only cross at lights and crossings.

Bicycles
All bicycles ridden to school must be done so in accordance with the rules of the road. They are not to be ridden in the grounds and should be secured in the racks provided. The bicycle racks are out of bounds except when arriving or departing. The wearing of safety helmets is compulsory by law.

Buses
The student’s behaviour when travelling to and from school must be exemplary. If an activity or lesson is going overtime, the student must notify the teacher in charge of the class of the need to leave immediately to catch a bus. The student is to report to the office when there is a problem with transport home. (Refer to Education Qld and Qld Transport Code of Conduct.)

Cars
Students who drive cars to and from school are required to register details with the Principal. They must not transport any other student, except for immediate members of their family. Only in special cases that have been agreed to between both groups of parents and with the Principal, may permission be granted for one student to drive another.

Entry of vehicles
No vehicle is to enter the school grounds at any time with the exceptions of: staff vehicles; official delivery vehicles; parents entering the Administration car park to collect a sick student; and parents’ vehicles for school evening functions.

SECTION 5: STUDENT SERVICES

<table>
<thead>
<tr>
<th>WHO</th>
<th>WHAT</th>
<th>WHERE</th>
<th>WHEN</th>
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<tbody>
<tr>
<td>Deputy Principal</td>
<td>Behaviour Management</td>
<td>Admin</td>
<td>By appointment</td>
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<td></td>
<td>Anti-Bullying Policy</td>
<td></td>
<td>As need arises</td>
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<td></td>
<td>Student needs</td>
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<tr>
<td>Guidance Officers</td>
<td>Personal counselling</td>
<td>A20</td>
<td>By appointment</td>
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<td></td>
<td>Educational counselling</td>
<td></td>
<td>As need arises</td>
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<td></td>
<td>Career counselling</td>
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<td></td>
<td>Referrals to external support</td>
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<tr>
<td>Head of Department</td>
<td>Address the diverse needs of students who have issues with access to the curriculum</td>
<td>D Block</td>
<td>As negotiated</td>
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<tr>
<td>ESL</td>
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<tr>
<td>Resource Aides</td>
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<tr>
<td>AVT</td>
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<tr>
<td>Youth Worker</td>
<td>Assistance (personal or spiritual) for any student</td>
<td>A7</td>
<td>By appointment</td>
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<td></td>
<td>Student health and well-being</td>
<td></td>
<td>As need arises</td>
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<td></td>
<td>Healthy school environment</td>
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<td></td>
<td>Connect to support services</td>
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<tr>
<td>Chaplain</td>
<td></td>
<td>A31</td>
<td>By appointment</td>
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<td></td>
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<td></td>
<td>As need arises</td>
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<tr>
<td>Nurse</td>
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<tr>
<td>Sexual Harassment</td>
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<td>G Block</td>
<td></td>
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<tr>
<td>Referral Officers</td>
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<td></td>
<td>As need arises</td>
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</tbody>
</table>


SECTION 6: CURRICULUM

6.1 COURSE OFFERINGS

Year 7 and 8 Subjects
English; French or Japanese; Humanities & Social Science (including Geography, History, Economics & Business, Civics & Citizenship); Mathematics; Science; Technology (including Manual Arts, Home Economics and ICT); Music; Art; Health and Physical Education; MAP (Mansfield Activities Program); Religious Education (optional); French Immersion (by application); TIC – Technologically Integrated Curriculum (by application).

Years 7 and 8 are exploratory years of secondary school work that will enable students to discover abilities and interests that will guide them in selecting the most suitable subjects for Year 9.

Year 9 and 10 Subjects
Students in Year 9 will study a core of subjects in English, Mathematics, Science, History, Health and Physical Education, Digital Technologies, and up to two electives per semester – see Mansfield High School Junior Curriculum Course Selection Booklet.

Students in Year 10 will study English, Maths and Science as Core subjects, as well as up to three electives – see Mansfield High School Junior Curriculum Course Selection Booklet.

Year 11 and 12 Subjects

All students will choose at least one Mathematics subject and one English subject:

<table>
<thead>
<tr>
<th>Mathematics A</th>
<th>English</th>
</tr>
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<tbody>
<tr>
<td>or Mathematics B</td>
<td>or English Communication</td>
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<tr>
<td>or Prevocational Mathematics</td>
<td></td>
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</tbody>
</table>

Students will then choose four (4) subjects from the following:

<table>
<thead>
<tr>
<th>Authority Registered</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood</td>
<td>Health Education</td>
</tr>
<tr>
<td>Hospitality</td>
<td>Home Economics</td>
</tr>
<tr>
<td>Information, Communication and Technology</td>
<td>Information Processing Technology</td>
</tr>
<tr>
<td>Manufacturing – Furnishings</td>
<td>Information Technology Systems</td>
</tr>
<tr>
<td>Manufacturing – Industrial Technology Studies</td>
<td>Legal Studies</td>
</tr>
<tr>
<td>Recreation Studies</td>
<td>Mathematics C</td>
</tr>
<tr>
<td>Visual Art Studies</td>
<td>Modern History</td>
</tr>
<tr>
<td>Business Certificate II</td>
<td>Music</td>
</tr>
<tr>
<td></td>
<td>Physical Education</td>
</tr>
<tr>
<td></td>
<td>Physics</td>
</tr>
<tr>
<td></td>
<td>Japanese</td>
</tr>
<tr>
<td></td>
<td>Science 21</td>
</tr>
<tr>
<td></td>
<td>Technology Studies</td>
</tr>
<tr>
<td></td>
<td>Visual Art</td>
</tr>
</tbody>
</table>

Notes:
(a) Authority Registered subjects (underlined) do not count for tertiary entrance purposes.
(b) Students who wish to be eligible for tertiary entrance must select at least five (5) AUTHORITY SUBJECTS (not underlined).
(c) A varied course (e.g. English, Maths, Science and a Social Science) should be chosen unless the requirements of a future tertiary course prevent this.
(d) If Physics is chosen, it is normally advisable to take Mathematics C as well.
(e) If Mathematics C is chosen, then Mathematics B MUST be selected.
(f) Students who are seeking a less academic course and who are not interested in tertiary entrance may choose all or several Authority Registered subjects (underlined).
(g) Any subject must be chosen only once.
(h) The availability of subjects will depend on student demand and staffing.
(i) By negotiation, students may select TAFE subjects in place of a preferred subject. TAFE subjects are offered on a semester basis at a number of colleges.
(j) It is advisable for students who are interested in Associate Diploma Courses at TAFE to choose five Authority subjects.
6.2 START SMART

What is Start Smart?
Start Smart is a school wide programme that teaches students skills and strategies that will make them more effective learners in all their subjects. Start Smart is about learning to learn effectively.

The goal of Start Smart is to develop independent learners who:
• understand their preferred learning style.
• have mastered a number of effective learning strategies.
• can select the best strategy for any learning task.

Start Smart is not meant to be a study skills programme, taught in isolation. Start Smart is about students acquiring effective learning strategies in every subject area as part of their everyday learning experiences.

What is Effective Learning?
At Mansfield we believe that successful learning involves the following five processes:

<table>
<thead>
<tr>
<th>Switch On</th>
<th>Engage, focus, acquire, tune in, search, inquire, observe, question, listen and read and view actively...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organise</td>
<td>Categorise, identify, summarise, order, record ...</td>
</tr>
<tr>
<td>Make Sense of</td>
<td>Process, interpret, evaluate, synthesise, prioritise, analyse, integrate, adapt, compare, contrast...</td>
</tr>
<tr>
<td>Remember</td>
<td>Assimilate, recall, retrieve, internalise...</td>
</tr>
<tr>
<td>Use</td>
<td>Express, generate, present, communicate, implement, make, create, solve...</td>
</tr>
</tbody>
</table>

The Start Smart strategies in the following list are guaranteed to help students get better at the five processes of learning in all of their subjects.

Start Smart Strategies

Visualisation/Imagery: Use the power of pictures – use your “mind’s eye” to remember information and concepts by creating an easily recalled picture.

Word in the Margin: It is much easier to remember one key word or phrase which you have extracted and noted in the margin when reading pages of text.

Paragraph Writing: Expressing your ideas clearly and coherently is much easier when you use the correct structure of a paragraph.

Forward Chaining: Use this method to solve problems. Knowing how to start and the steps to use will develop your problem solving confidence.

Active Listening: This tip will help you tune in, identify key points, and make links during lessons.

Graphic Organiser/Mind Mapping: Create summaries of concepts and transfer these into a diagram form for easy recall.

Complete Sentences: Express your ideas in well constructed sentences to make report and essay writing easier.

Top Level Structure: Learn how texts are organised. A great shortcut to understanding texts, improving writing, and researching efficiently.

Graphs and Tables: Use graphs and tables to present information in a more visual format for better interpretation and recall.

How to Use a Text: Unravel the secrets of finding the information you need in your class texts.
Key Concepts: Lessons and texts are built around main ideas. Identifying these key concepts will help you understand and organise what you are learning.

ANU: This strategy offers you a ready-made way of analysing and making sense of what you learn.

Note Taking: Well organised notes are the key to successful revision and study. Learn the secrets to creating useful notes.

5Ws and H: 5Ws and H stands for the Who?, What?, When?, Why?, Where?, and How? Use these questions whenever you read a text or listen to a lesson to help make sense of new information.

Mnemonic: Mnemonics are memory boosters guaranteed to improve your recall of facts and concepts especially for exams.

6.3 MANSFIELD ACTIVITIES PROGRAMME

The Mansfield Activities Programme encompasses all co-curricular activities in the school. Students have many opportunities to participate in a variety of activities both within and outside of school time. All students participate in MAP each Wednesday afternoon, when the specified sports uniform is worn unless notified otherwise. Participation at other times depends on the activities chosen.

Interschool Sport

The School is a member of the South District of the QSSSSA and participates in swimming, athletics and cross-country carnivals and in regular sports fixtures. School sports include: cricket, basketball, netball, volleyball, softball, tennis, hockey, rugby league, touch, soccer, and squash.

Students are encouraged to participate in the Mansfield Sport Group participating in both sport activities and training.

Recreational Activities

There is a host of recreational pursuits and other activities offered in MAP. The broad range of activities may include activities such as: non-competitive sporting activities, fitness, meditation, crafts, cooking, mathematics tuition, and QCS preparation.

Students wishing to participate in non-competitive sporting activities may select from activities such as badminton, basketball, softball, volleyball, cricket, tennis etc. depending upon availability.

Inter-house Sport/Activities

When students enter our school, they are allocated a House in which they remain for their entire time at our school. This is done by family name. The house meeting areas and house colours are also stated below.

<table>
<thead>
<tr>
<th>House</th>
<th>Family name</th>
<th>House colour</th>
<th>Meeting place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hammarskjold</td>
<td>A - D</td>
<td>yellow</td>
<td>Hall</td>
</tr>
<tr>
<td>Gandhi</td>
<td>E - K</td>
<td>blue</td>
<td>Oval side of F Block</td>
</tr>
<tr>
<td>Schweitzer</td>
<td>L - P</td>
<td>green</td>
<td>Under K Block</td>
</tr>
<tr>
<td>U Thant</td>
<td>Q - Z</td>
<td>red</td>
<td>Covered area between A&amp;B Blocks</td>
</tr>
</tbody>
</table>

6.4 CULTURAL ACTIVITIES

Additionally, the School offers avenues for participation in: the Instrumental Music Programme; the various music ensembles including choirs; the Musical; Debating; activities that relate to particular talents including within subject areas; and other suitable activities as they arise.

Instrumental Music Programme

Instructors of Woodwind, Brass, String, and Percussion instruments visit the school each week providing free tuition for students who join the instrumental programme. The school has some instruments available for loan. As well as attendance at lessons, students are required to participate in one of the various ensembles that are formed. These include: Concert Bands, Stage Bands, Orchestra, String Orchestras, and other ensembles. Students wear the music uniform for performance. As part of this program students are also required to participate in the associated performances and competitions.

Choirs

All students have the opportunity to participate in one of the choirs. For students in the elective music course, this is a compulsory part of their studies.

Musical

The school produces a musical. Students from all year levels are encouraged to participate in any capacity (cast, chorus, stage, sound or lighting crew, make up, or backing band).

Debating

A number of teams from different year levels compete in the Queensland Debating Union competition each year. Teachers offer teams individual coaching.
6.5 SERVICE ACTIVITIES
Service to others is a vital component of being a Mansfield High student. Students may involve themselves in service activities in a number of ways. Some are listed below.

The Rauchle Service Club comprises students from all year levels who devote time and talent to raising funds for charities outside of the school. Charities include: Guide Dogs Queensland; Mater Children's Hospital; Lauren, our student at Armani Primary School in Arusha, Africa; Can Teen Queensland; and Variety Club of Queensland.

The Environmental Council also comprises students from all year levels. These students take an active interest in promoting environmental issues and in enhancing the environment both in the school and in the wider community.

V@M (Volunteers at Mansfield) promotes service particularly within our school community. All students are highly encouraged to actively participate in this programme. The opportunities are countless!

6.6 TRIPS AND EXCURSIONS
Excursions and trips are offered usually within subject areas during school time as well as overseas excursions through the Languages programs. Vacation trips are also made available to students.

6.7 COMPETITIONS
All students are entered into the Australian Mathematics, English, and for Years 8, 9 and 10, Science Competition. Students are selected or nominate to participate in a variety of other competitions on offer eg. Geography, Economics, Chemistry, Information Technology, Business, Film and Television, Languages.

6.8 RESOURCE CENTRE
The Resource Centre is a separate multi-functional building, designed to cater for a variety of teaching and learning situations. The multi-media collection offers materials to support the curriculum, as well as to provide resources for leisure and general interest pursuits. A steady flow of new fiction and up-to-date reference books, audio-visual items, periodicals, games, and career information is provided from government grants and P&C funds.

A special feature of the Resource Centre is its Electronic Learning Centre (ELC) where students can use a range of programs such as encyclopaedia and other databases for research purposes. Word processing programs are also available in the ELC so that students may improve the management and presentation of their work.

The main book collection is organised according to the Dewey Decimal System of classification, a system with which most students are already familiar, as it is used in both municipal and primary school libraries. The library skills acquired in primary schools are reinforced and extended both incidentally and through special lessons with the teacher-librarians.

The Resource Centre is open each day from 8am. It remains open after school until 3.30 pm on Mondays and Fridays and until 4pm Tuesdays to Thursdays. Students may have on loan, at any time, two fiction and two non-fiction books. Class set books and periodicals are also available for loan. The loan period for fiction is two weeks, and for research material, three nights. It is imperative that library resources are returned by the due date.

Students may photocopy materials for their own use (within the limits of the Copyright Act) at a reasonable cost. Students should provide their own coins for this purpose. Colour printing is also available at a cost.

The Resource Centre offers a pleasant and engaging environment for research and relaxation for all students. Displays of student work and new books, as well as special interest displays, are therefore a regular feature of the library. For their part, students are expected to maintain the atmosphere by showing consideration for fellow students through quiet behaviour, politeness, and responsible use of the resources provided.
SECTION 7: PRODUCTIVE PARTNERSHIPS

7.1 PARENT SUPPORT

We welcome your child and we welcome you. We are looking forward to your interest and cooperation.

Growing up does not go on in isolation. Education is a social process of development in an environment with other people. Without your parental love, your demonstrated affection, your genuine interest in your child's school and other activities, and your firm, benevolent discipline, your child is alone - groping and insecure - adrift. Your sons and daughters are proud of you and want to show you off to their friends and teachers. They want you to be proud of their achievements. They need your understanding throughout the doubts of their adolescent years - years when they have confusing inner conflicts between a striving for the individuality of adulthood, and a desire for continuance of the comfort and security of dependence on you.

Your child will change into an adult during the years of education at this school. We are educated to help you over this period, and we have the organisation to give assistance e.g. parenting workshops.

The school seeks your cooperation in:

1. Supervising the purchase and wearing of the correct uniform at all times.
2. Insisting that books, clothing, hats, school backpacks, and all individual property are marked with the student's name and are cared for.
3. Checking homework and all written exercises for neatness - especially, perhaps, the day pad. Parents pay for the books and are encouraged to inspect them.
4. Encouraging the students to respect school property and to cooperate in school activities. Only then will the school function effectively.
5. Consulting the Teacher, Heads of Department, Deputy Principals or Principal, if you have a concern. Nearly all trouble stems from misunderstanding. Parents are welcome to visit the school. If an appointment has been arranged, the interview is normally more fruitful.
6. Ensuring that students listen regularly to radio and television news sessions, news commentaries etc. An intelligent use of the newspaper should be encouraged. Social awareness is a necessary part of education.
7. Providing the student with a table/desk, good light and quiet surroundings for his/her homework. You might also check that homework is done. Consult with individual teachers if in doubt.
8. Monitoring the effective use of computer and internet facilities at home.
9. Encouraging students to develop an interest and pride in their school.
10. Ensuring regular and punctual attendance, and refusing to allow anything except illness or quite extraordinary circumstances to stand in the way of students attending school.

7.2 ACTIVITIES

Your interest is particularly directed to the following:

1. Ensuring that you peruse the fortnightly Newsletter (available on our website), as well as other information for parents, is essential for effective school-home communication.
2. The Parents and Citizens' Association usually meets on the fourth Thursday evening of every month in the Administration Block. We welcome your attendance.
3. The School Planning process allows parents to participate in committees.
4. Functions that depend on the support of parents and friends are organised at various times throughout the year. You are particularly asked to attend parent-teacher nights, P&C social functions and sports days.
5. Canteen Roster Duty can be eased considerably if many parents or family members volunteer. By attending - about one day a month - you give invaluable help, enjoy a day with other parents, see the school in action, meet staff members, and show your own child your interest in the school.
6. At different times, help will be needed in areas such as these: debating, musical, book and uniform sales, and fund-raising drives. To register your support in any of these areas, please contact our School Community Liaison Officer.

7.3 ADOLESCENT SOCIAL FUNCTIONS

NOTE: No parties are arranged by the school or supervised by teachers of the school.

From time to time we are approached by parents who are seeking advice in coming to terms with the challenges of understanding their adolescent children and in providing them with guidelines for the organisation and conduct of social functions. As partners in the concern for young people, we wish to ensure that these social activities can occur in a safe, appropriate environment where positive outcomes are possible and in which there is a climate for mutual respect and general consideration of others reflected in social behaviour.

When functions are organised by parents, the school can carry no responsibility for outcomes. However, the general behaviour shown and the impact of a function may reflect adversely upon the good name of the school.
Ideally, such functions should be organised in the holidays and not in term time, in order to maximise the time students spend studying. Functions organised for Friday and Saturday nights should be scheduled early in the term and never during an examination period.

Invitations, preferably written, should indicate clearly the times, transport arrangements and level of parental responsibility and supervision. The names of those attending should be specified: not ‘bring your friend’.

The host parents should take responsibility for the provision of food and non-alcoholic beverages. Appropriate activities should be arranged and active supervision provided during the evening. It is imperative that parents, accompanied by other adults where possible, be present throughout the evening and not leave others in charge of the school students in attendance.

Students at social functions should not be served alcoholic beverages. Also, parents are encouraged to stress that it is a discourtesy to the hosts of a social function to bring alcohol when it was intended by the hosts that it not be served or otherwise available.

Parents should state clearly their expectations in relation to transport to and from the function and be contactable during the evening.

**Suggestions**

**Alcohol/Food**
- Underage drinking laws apply to licensed premises, but parents should alert their sons/daughters to the fact that there are laws relating to drinking and creating a disturbance in public places, eg on footpaths, in the street.
- Guests should be of a similar age. A mix of older and younger students at a party makes control of drinking very difficult.
- BYO invitations encourage alcohol consumption.
- Ample quantities of a variety of foods should always be available.

**Behaviour**
- Keep the size of the party manageable.
- Notify the local police station and, as a courtesy, neighbours, if there is to be a large gathering.
- Gatecrashers should be asked to leave immediately without question. The police should be called if the directive is not followed.
- Parents should be aware that large numbers of gatecrashers may try to attend such parties.
- Guests should not be permitted to leave the party and return later.
- Overt displays of affection should not be such as to offend or embarrass others.

**Appropriate Activities**
- There are many appropriate types of gatherings - barbecues, swimming pool functions, games evenings, sit down dinners.
- Young people should be restricted to one social function in an evening.
- Activities should not extend beyond midnight.
- Video parties should be approached with caution. Parents should monitor the video tapes brought or hired.
- When young people are ‘stopping over’ with friends, parents should check and confirm the arrangements for the stop over with the host parents.
- Hosts should always be the last to retire for the evening.

**Transport**
- Students should never accept a lift if they believe the driver has been drinking.
- Parents should always be punctual to collect their sons/daughters from functions or should ensure appropriate alternative arrangements have been made.
- Students should be delivered to the door and collected from social functions personally by parents, and not be left standing on the roadside or footpath.
8.1 CHARGES AND VOLUNTARY CONTRIBUTIONS (FEE FOR SERVICE)

A charge is incurred in subjects for the hire of class sets of books and/or the purchase of other materials used by students. In addition to this, an Information Technology charge and a general costs charge presently totalling $200 per student per year level is in place. To try to keep these charges to the lowest level consistent with good modern educational practices. We believe any other method of financing your student’s educational materials would be more expensive and very much less convenient than the system we use. Parents will be invoiced by early March.

The school is well resourced thanks to the Parents and Citizens’ Association and parents. To maintain this standard we ask that parents contribute a tax deductible voluntary contribution such as $40 per student into the Library Fund. Therefore, money the school would have spent on the library can be used in other areas eg. computers. Payments may be made by direct deposit (Library Fund BSB 064 118, Account number – 10406498), cheque (made out to Mansfield High School Library Fund), cash, credit card or EFTPOS.

The school also appreciates tax deductible gifts to the School Building Fund. A recommended amount is $100; however all donations are gratefully accepted. Payments may be made by direct deposit (Building Fund BSB 064 118 Account Number - 10208790), cheque (made out to Mansfield High School Building Fund), cash, credit card or EFTPOS.

A receipt will be issued for all payments received.

8.2 TEXTBOOK ALLOWANCE

The Queensland State Government grants this allowance to parents of most secondary school pupils. In order to streamline this funding process, it has been approved by our Parents and Citizens’ Association that the funding is credited directly to the student’s account at school and will offset subject cost charges.

8.3 PURCHASING TEXTBOOKS NEW AND SECOND-HAND

New books/resources

At the end of each year students receive a copy of the booklist/resources required for the following year. The Year 7 and 8 list is mailed out to students. Attached to this list are the details for students to order online with SEQUEL. Orders are available for collection from the school at the end of the holidays. At a cost, deliveries are available to the student’s desired location.

Second-hand books/resources

At the end of each school year, we operate a second-hand bookshop. Only books that will be used in the following year are accepted, and they must be in good condition. The sooner the books come in, the better the chance of a sale. We cannot guarantee any sales. Books are priced at approximately 2/3 new price of the books currently in use. The owner receives 50% of the sale price, and the P&C Association receives 50% commission. Any books unsold and discontinued in future years will be offered to the school library. Please ensure your name and postal address is given when handing in books for sale.

Later in the year the second-hand bookshop opening times will be advised. During the year, the second-hand bookshop enquiries may be made at the canteen.

Stationery

Emergency supplies of stationery for all year levels are available during canteen times throughout the year.

8.4 BUS TRAVEL

Free annual bus tickets are available to students who live beyond 4.8 kilometres from this school if it is the nearest State Secondary School.

It should be noted that misbehaviour of students on public transport could lead to exclusion from this service. It is the student’s responsibility to see that he/she is on time to catch the bus. If the work of a class carries beyond 3.05pm, the bus students should ask to be excused to catch the bus. Brisbane City Council buses run between the school and Garden City and Carindale, morning and afternoon.

During the school year, students travel by bus to various venues for sport and on excursions arranged by subject departments. These trips attract a fare and this fare may be collected on the day, or immediately prior to the excursion.
OTHER INFORMATION

You might like to keep informed about happenings at Mansfield High School this year.

Please go to our website (www.mansfieldshs.eq.edu.au) and register for our Newsletter which is available fortnightly. Flicking through the Newsletter should help you and your student to become more in touch with our school.

We would welcome your attendance at our concerts or our musical. They are advertised in our Newsletter.

MANSFIELD HIGH SCHOOL CANTEEN

Canteen Telephone Number: 3452 5323

With the help of the parents of the school, we provide morning tea and lunches for students and staff at as reasonable a price as possible. Additionally, emergency supplies of stationery in a fairly comprehensive range are available every day for sale.

To enable us to provide the service the students and staff have come to expect, we need help daily - i.e. each parent working one day a month, from 9am to 2pm - lunch provided.

We hope you will consider this as part of your voluntary work at the school, and also as a way to get to know the school and to meet other parents. Other family members/friends are also encouraged. It is a wonderfully professional and cheerful place to work. Please complete and return the form below to our UPPER OFFICE, or telephone Rosalie on 3452 5323.

Rosalie Buzzoni
Canteen Convenor

Mansfield High School
CANTEEN ASSISTANCE

Name of Student: _____________________________________________  Year level in 2015:__________

I am able to work in the canteen on:

<table>
<thead>
<tr>
<th>Week of Month</th>
<th>Day of Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Monday</td>
</tr>
<tr>
<td>Second</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Third</td>
<td>Wednesday</td>
</tr>
<tr>
<td>Fourth</td>
<td>Thursday</td>
</tr>
<tr>
<td>Fifth</td>
<td>Friday</td>
</tr>
</tbody>
</table>

OR  I would be available to come as follows: ____________________________________________________________

Name:  ______________________________________

Signature: ______________________________________

Phone:   ______________________________________
Thank you for your interest in Mansfield High School!

If you have any suggestions regarding how to improve this Prospectus, please email:

info@mansfieldshs.eq.edu.au.