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Principal: Mr Corey Munson

Deputy Principal: Ms Louise Woods

Heads of Department:
Mrs Shirley Hampson
Mr Mark Harm
Mr Russell Kemp

Business Services Manager: Mrs Jodie Elsebach

Administrative Officer: Mrs Sandra Kenny

Office Hours: 8.00am to 4.00pm
Monday to Friday

The School Office will be open in the week prior to the commencement of school starting on Monday 22 January 2013. The office is closed for some of each of the holiday periods.
A MESSAGE FROM THE PRINCIPAL

I welcome you all to the 2013 school year. For families of our new students this year, I thank you for choosing Burnett State College for your child’s secondary education. For continuing families, I thank you once again for your valued support. In 2013 we again support the ideals of creating a clear focus on providing your child with the maximum opportunity to discover his or her strengths and to help them pursue their goals and aspirations. We will continue to develop Burnett State College College as a lifelong learning centre with a futuristic approach, where young people can lay strong foundations of education, strongly aligned with the diverse skills and needs of today’s society. At Burnett State College, we provide wonderful opportunities every day for extraordinary students, by extraordinary staff.

Key Priorities in 2013

Improved Literacy and Numeracy Outcomes - Generally literacy and numeracy has been an area of desired improvement throughout Queensland and thus has been a major focus over the last three years. At Burnett State College we have taken the very proactive approach of employing Literacy and Numeracy Advisor positions, allowing for these individuals to oversee a larger number of students and monitor literacy and numeracy levels, particularly from the grounding years of 8 and 9. Late last year we introduced several new school wide enhancement programs such as a school wide Vocabulary program, undertaken by all subject areas on a daily basis, Progressive Achievement tests in Maths and Reading to better enable us to monitor student progress in these areas and an interactive online reading program called “FastForward” that assist students to catch up on areas of deficiency in reading. A focus on Data Analysis procedures were also undertaken two years ago, with the College emphasising a new outlook of data driven teaching and learning directions. School performance through sound literacy and numeracy attainment assures that Burnett State College will provide a very thorough program for all students with the ability to assess and make correction where needed before students head into their senior years of compulsory schooling.

Improved Senior Pathways Opportunities - For so long at the College we have had senior information and advice regarding pathways into employment very fragmented. This very important aspect of any high school was being done well at our school, but being done by about 5 different staff members, therefore causing both confusion for senior students as to who they should go and see and also lack of consistency of our senior students and their parents being subjected to valuable information. We have taken the step of implementing a “Senior Pathways Coordinator”, who has commenced duties in August last year. This position has a permanent office located in upstairs A Block where students will be able to visit to ask questions about senior pathway information, such QCE’s, OP’s, LUI’s, QTAC and many more aspects that will assist them in a move into the post high school pursuits. Assisting this position are the Youth Attainment and Transition coordinator, who generally works with establishing work experience and traineeship networks and the Guidance Office, who concentrates on testing of both academic and social levels within students.

Improved Behaviour and Engagement - An effective behavioural management program in any school MUST be flexible and ever changing to coincide with the constantly changing demands of our young people. Four years ago we created a very effective Open Roads learning support program, which has a focus on school wide positive behaviour. We employed for the program a fulltime Head of Department with a sole focus on behaviour and the ability to utilise data to drive the management of our behaviour programs and to monitor and correct Absenteeism and Truancy deficiencies. The standards at Burnett State College are very high and we make no apology for that, as the expectations of appropriate behaviour and the need to strive for excellence in academic endeavours are an everyday expectation. Burnett State College has an excellent behaviour management and student achievement record and the desire to get even better in this area is always present.

Improved Indigenous Outcomes – A focus on increasing attendance rates of our indigenous students will continue in 2013, particularly in the junior years of 9 and 10. The engagement of individual families and the participation in such cultural activities such as celebrating NAIDOC day will encourage all indigenous students to find action, interest and a challenging atmosphere at school. The continued link with Mimosa Station offers our indigenous students a hands-on experience and emphasises the possibility of employment in a rural industry. The College is privileged to have indigenous staff who have both academic and cultural expertise, and a focussed direction of improving outcomes and closing the gap between indigenous and non-indigenous achievement.

Improved Family and Community Engagement - Burnett State College will focus in 2013 on increasing the engagement of individual families through regularly inviting parents to school events and to participate in school activities to better establish relationships with the community. Annual events such as our meet-n-greet bar-b-que,
monthly P&C meetings, Parent – Teacher Interviews, IT Boot camps and various Sporting competitions will continue, but also the College will celebrate its 100th year Anniversary in October of next year and this event will engage both school and community from the present and past.

School Values

Burnett State College is a learning institution that promotes school wide positive behaviour among all staff and students. We encourage and expect that all students will strive to develop the quality of being an Active Life Long Learner. We expect students to be act in a responsible manner, be respectful of those around them and be safe in all situations. Our four main school rules are displayed around the school on posters such as the one below.

Managerial

- Burnett State College is a Full Uniform School where students wear the uniform with pride, Our physical appearance sends an important message as to who we are and what we value.
- Student Behaviour expectations are high – respecting the rights of students to learn and the rights of teachers to teach.
- Attendance and punctuality – arriving at school on time and attending all classes. This is a basic expectation of students and staff.
- High quality education and training for the Burnett Community. Our dedicated and motivated staff look forward to another highly successful year of providing quality learning experiences.

I look forward to meeting with you and your family in the 2013 school year as we work together to provide a quality education in a caring, learning environment. Please contact me personally at any stage throughout the year if you have any questions, queries or concerns.

Yours Sincerely,
Corey Munson
Principal
SCHOOL HISTORY

Gayndah State High School opened with an enrollment of 135 on 26th January, 1963. The Foundation Principal was Mr D.L. Dennis. Prior to the opening of the Gayndah High School, students had attended the Secondary Department and Rural School which formed part of the Gayndah Primary School.

Today, the school is known as Burnett State College with an enrollment of approximately 200 students from Year 8 through to Year 12. While the junior school predominantly serves the Gayndah District, the senior school also caters for students who have completed their junior education at the Secondary Departments in Eidsvold, Mundubbera and Biggenden. Burnett State College incorporates Gayndah State High School and Wide Bay Institute of TAFE.

SCHOOL VISION

Valuing our Future: Maximising Potential

SCHOOL MISSION

Our mission is to maximise the potential of all members of the Burnett College community.

Burnett State College “THUNDER”

The Symbol of Strength and Success
SHARED VALUES

Students

We Value:
- commitment to learning potential
- enthusiasm and positive attitudes
- commitment to systemic requirements
- commitment to community expectations
- support of others
- partnership in learning
- respect of one's self and others
- reaching full potential, realising dreams
- responsibility for own actions
- happiness and empowerment

Learning

We Value:
- literacy and thinking skills as key drivers of curriculum
- individual needs of all students
- stimulating the individuals desire for knowledge
- forward and progressive thinking
- energised and motivated students
- the highest quality outcomes
- information communication technologies
- positive citizenship
- enterprising applications of learning
- provision of career paths and options
- health of mind, body and spirit
- cultural enrichment

Relationships

We Value:
- people and their individual needs
- respect, tolerance, empathy and honesty
- friendly, positive and enthusiastic interactions
- commitment to student learning

Community

We Value:
- active and open support of high education standards
- engagement, involvement and support of the school as active participants in education
- open and honest communication
- community satisfaction with high quality education
- community based, life long learning

Environment

We Value:
- relationships as a key priority
- empathy, respect, support and care of all individuals
- high morale, where students, teachers and staff are happy, valued and satisfied.
- teamwork: we all have a role to play
- enthusiasm and positive attitudes
- positive outcomes for all
- fostering effective leadership

Teachers

We Value:
- caring, committed professionals who set high standards
- active engagement in school activities
- community accountability
- positive role models
- understanding of students as individuals
- commitment to professional development to maintain currency and develop professional networks
SCHOOL CALENDAR 2013

TERM ONE
Tuesday, January 29 to Thursday, 28 March
(9 weeks)

TERM TWO
Monday 15 April to Friday, June 21
(10 weeks)

TERM THREE
Monday, July 8 to Friday, September 20
(11 weeks)

TERM FOUR
Monday, October 7 to Friday, December 13
(10 weeks)

- **Year 12 Students** must attend school until **Friday, November 15** to complete course and QSA requirements.
- **Years 10 and 11 students** must attend school until **Friday, November 29** to complete course requirements.
- **Years 8 and 9 students** are required to attend school until **Friday, December 13** to complete course requirements.

STUDENT FREE DAY FOR 2013

- Monday October 22

Permission cannot be granted to vary these days of attendance.

OPENING DAY
School re-opens for ALL students at **9.00am on Tuesday 29 January**. The Principal and Deputy Principal will not be available for interviews before 11.00am on this day.
ENROLMENT PROCEDURES

The school office will be open for general enquiries and enrolments in the week prior to the commencement of school.

1. From Local Primary Schools

Each primary school will be visited by a representative of Burnett State College who will distribute enrolment forms and explain the Year 8 course. Completed enrolment forms should be returned to the Primary School, which will then forward them to the High School. No other action is required by parents until after school commences in 2011 unless their child has special problems of which the school should be aware. In such cases parents should contact this school as soon as convenient.

2. From Other Secondary Departments

Enrolment forms will be distributed to students at Secondary departments by November the year prior to enrolment. Completed enrolment forms should be returned to the local school which will forward them to Burnett State College. If after submitting a form, you decide to change subjects or not return to school it is important for our planning purposes that you inform us of this change.

3. From Other Schools

Parents should enrol the student at the Burnett State College office as soon as possible, preferably in the week prior to commencement of school.

Enrolment package includes:

- Application for student enrolment
- Enrolment agreement
- Medical form
- Media release/school website agreement
- Text hire agreement/Annual resource contribution
- Computer Use agreement/1to1 Laptop Agreement
- Responsible Behaviour Plan
- Assessment Policy agreement form
- Permission to participate in activities organised by School Chaplain

Additional publications:

- Prospectus
- Text hire contribution scheme
- Year 8 Curriculum Guide
- Junior Curriculum Guide
- Senior Subject Selection
- Subject materials lists
- Senior Education and Training (SET) Plan
- Student Diary
‘OPEN ROADS’ PROGRAM

Burnett State College has designed and implemented a new and innovative program for Behaviour and Academic Support called the "Open Roads" Program. Open Roads is based on the ideals of applying rehabilitative procedures to assure that the issue is resolved and will not reoccur. It is a data driven project that compliments the School Wide Positive Behaviour and Social and Emotional Learning initiatives and the Mimosa Project. The Open Roads room is generally viewed as the “Hub” or “Control Centre” which brings all of these initiatives together.

Aim/Objective

Studies have shown that inappropriate student behaviour and low academic outcomes are many times linked, therefore the objective of the Open Roads program is to identify the academic shortfall in the student who misbehaves, to rehabilitate through ability reassessment, to support learning and social counselling, and then re-introduce the student back into the normal classroom environment when appropriate.

Description of program’s operation

The Open Roads Program was new to the school in 2009 and is based in a general learning area classroom. It is currently staffed by a literacy specialist teacher and a numeracy specialist learning support teacher. The centre is open from 8:30am 3:05pm every day, with two alternative timetables to suit those who may need to be removed from daily social contact with others. Student Support Personnel have their offices attached to this room and it is a requirement that if a student is referred to the Open Roads program, they must undergo counselling to some degree, depending on the circumstances.

This program allows students the opportunity to receive individual work in the areas of Literacy and Numeracy and build or re-establish their knowledge that may have been missed in the past. With a higher self esteem in these two crucial areas of learning the students have been found to return, not only achieving higher, but returning more motivated to learn.

What measurable changes do we want students to achieve from Open Roads?

- Increased student engagement in schooling
- Increased achievement of relevant pathways for students
- Improved Literacy and Numeracy levels in students
- Effective, lifelong Behaviour Modification
- Community support for positive behaviour
### CURRICULUM

**Timetable structure**

- 19 lesson structure, that is 4 days x 4 lessons @ 70 minutes and Wednesday x 3 lessons @ 90 minutes
- School-based Apprenticeship and Traineeship students generally spend Wednesdays in the workplace.
- Incorporates Year 8 – 12 Crossroads program (pastoral care)
- Senior Eng/Maths are not timetabled for Wednesdays

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
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</thead>
<tbody>
<tr>
<td>Home group 8.50 – 9.00</td>
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<td>Home group 8.50 – 9.00</td>
<td>Home group 8.50 – 9.00</td>
</tr>
<tr>
<td>Period 1 9.00-10.10 (70)</td>
<td>Period 1 9.00-10.10 (70)</td>
<td>90 mins Morning tea 10.30 – 11.00</td>
<td>Period 1 9.00-10.10 (70)</td>
<td>Period 1 9.00-10.10 (70)</td>
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<tr>
<td>Morning tea 10.10-10.40</td>
<td>Morning tea 10.10-10.40</td>
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<tr>
<td>Period 2 10.40-11.50 (70)</td>
<td>Period 2 10.40-11.50 (70)</td>
<td>90 mins 11.00 – 12.30</td>
<td>Period 2 10.40-11.50 (70)</td>
<td>Period 2 10.40-11.50 (70)</td>
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<tr>
<td>5 minute break</td>
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</tr>
<tr>
<td>Period 3 11.55-1.05 (70)</td>
<td>Assembly and Crossroads 11.55-1.05 (70)</td>
<td>Period 3 11.55-1.05 (70)</td>
<td>Period 3 11.55-1.05 (70)</td>
<td>Period 3 11.55-1.05 (70)</td>
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<tr>
<td>Lunch 1.05-1.55</td>
<td>Lunch 1.05-1.55</td>
<td>Lunch 12.30 – 1.30</td>
<td>Lunch 1.05-1.55</td>
<td>Lunch 1.05-1.55</td>
</tr>
<tr>
<td>Period 4 1.55-3.05 (70)</td>
<td>Period 4 1.55-3.05 (70)</td>
<td>90 mins 1.30-3.00</td>
<td>Period 4 1.55-3.05 (70)</td>
<td>Period 4 1.55-3.05 (70)</td>
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</tbody>
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### Crossroads Program – all year levels

A 70 minute lesson which will falls on Tuesday is for the purpose of all the ‘other’ things we cover as part of the curriculum

- Self – esteem
- Goal – setting
- Sexuality education
- Bullying issues
- Career Education
- SET planning
- CPR for Life
- Driver Education
- Subject selection
- QCS preparation
- Guest speakers
- National competitions
YEAR 8 PROGRAM

In Year 8 students study a course made up of core units and elective units.

In 2012 the first stage of National Curriculum (Maths, Science, English) was implemented.

The 2013 Year 8 CORE component is:-

- English
- History
- LOTE (German)
- Mathematics
- Science
- Health and Physical Education
- Crossroads (Pastoral Care)

Year 8 students will study an elective each semester from a possible selection of:
Home Economics, Manual Arts, Agriculture, Art, Business Education

YEAR 9/10 Curriculum

All students in Years 8-10 are required to study English, Mathematics and Science each semester as well as participate in Crossroads (Pastoral Care). Students will also undertake History in 2013.

In addition students select a further two elective units from the Key Learning areas of the Arts, Technology*, Studies of Society & the Environment, Science, Mathematics, English and Health and Physical Education.

Students should select their elective units based on skills/knowledge that match interest and ability and that will assist them in the future in terms of senior pathways. It is important that students study certain units that allow them to choose the subjects they need in Years 11/12.

*Technology units can be chosen from the areas of Business Education, Industrial Technology, Home Economics, Graphics and Agriculture.
YEAR 11 PROGRAM

DRAFT as at August 2012

The 2013 Year 11 program at BSC is:-

1. English OR
   English Communication

2. Mathematics A OR
   Mathematics B

3. Certificate II in Hospitality/Tourism OR
   Certificate II in Engineering OR
   Physical Education OR
   Art Studies

4. Chemistry OR
   Certificate II in Manufacturing OR
   Business Communication and Technologies

5. Physics OR
   Dance OR
   Certificate II in Community Activities OR
   Visual Art

6. Certificate II in Digital Information and Technology OR
   Certificate II in Business OR
   Biology

- Underlined subjects do not count towards an OP (Overall Position 1-25)
- We also offer a number of additional subjects via flexible delivery options. Past examples include Childcare, Mathematics C, Ancient History, Geography, Legal Studies
- Certificate III in Agriculture will commence in 2013 subject to student demand.
- Students may opt to participate in a School-Based Apprenticeship or Traineeship and can then reduce their load by one subject.
- Authority-registered Art is being investigated for introduction in 2013 (likely placement is line 3). This would be a practical art course that would not contribute to an OP but could contribute 4 credits towards QCE.
YEAR 12 PROGRAM

The 2013 Year 12 program at BSC is:-

1. Mathematics A OR
   Mathematics B

2. English OR
   English Communication

3. Certificate II in Manufacturing OR
   Biology OR
   Certificate II in Hospitality/Tourism

4. Chemistry OR
   Art OR
   Certificate II in Community Activities

5. Physics OR
   Certificate II in Business OR
   Physical Education OR
   Dance

6. Business Communication and Technologies OR
   Certificate II in Digital Information and Technology

- Underlined subjects do not count towards an OP (Overall Position 1-25)
- We also offer a number of additional subjects via flexible delivery options. Past examples include Childcare, Mathematics C, Ancient History, Geography, Legal Studies
- Students may opt to participate in a School-Based Apprenticeship or Traineeship and can then reduce their load by one subject.
Senior Educational Outreach Program  
(Mundubbera Campus)

Thanks to a joint initiative involving Burnett State College, Mundubbera State School and Education Queensland a program is being trialled which is enabling students heading into trades and traineeships to attend an alternative form of learning at the Mundubbera campus of Burnett State College. It provides an alternative opportunity for learning to those students exiting Year 10 at Mundubbera State School, who are geographically challenged and have selected a non-OP pathway in Years 11 &12.

In this Independent Learning Centre students have access to on-line learning as well as traditional classroom instruction, where students experience both face to face and Distance Education formats of delivery and must be actively participating in a School-Based Traineeship on the other days during the two year course of study. A teacher has been employed three days a week to teach English Communication and to assist students with their on-line learning in Mathematics and other subjects. The students will complete their traineeships with employers who have agreed to assist them to gain the skills necessary to gain employment in their fields of interest.

This is a trial which will be assessed at the end of each year and administration officials from both schools are working together to further develop this innovative concept. The venue, located on the Mundubbera State School campus, was made available through Building the Education Revolution funding.
TEXT HIRE SCHEME

The Textbook and Resource Hire Scheme is a voluntary scheme and is organised to reduce the cost to families of books and other resources used by students in classes. Families who choose not to be part of the scheme are required to provide their child/ren with the required textbooks and resources for the subjects chosen.

COSTS OF THE SCHEME

- A one time deposit of $50 per student or $75 per family refundable when your child leaves Burnett State College, provided that all textbooks have been returned, and all fees owing to the scheme have been paid.

The Government Textbook and Resource Allowance supports the Scheme and is paid directly to the school with parental/caregiver approval. These allowances in 2012 were:

* $111 per year for students in Years 8, 9 and 10
* $212 per year for students in Years 11 and 12

BENEFITS OF THE SCHEME

For contributors the Scheme provides the following:

- Hire of all textbooks and class sets
- All printed class notes, excluding student’s personal photocopying

ANNUAL RESOURCE CONTRIBUTION SCHEME

This school operates a Annual Resource and Contribution Scheme. This is an annual resource contribution levy of $60 per student, per year, if paid by the end of Term 1 or $65 if paid after that time.

This levy helps to provide the following materials and services:

- Arts Council performances
- One Student Diary per student per year
- One Student ID card per year
- Internet contribution
- Computer software
- Sundry materials used for classroom projects

ITEMS SPECIFICALLY EXCLUDED FROM THE SCHEMES

These will need to be purchased by individual students:

(a) Paper on which to write (e.g writing pads, typing paper)
(b) Biros, pencils and other stationary items
(c) Calculators and drawing equipment
(d) Protective clothing where required
(e) Materials required for student home assignment work
(f) Cost of transport
CONSEQUENCE OF NON-PAYMENT

While it is voluntary to join the scheme, participating parents/caregivers have entered into an agreement to pay certain charges in exchange for the use of certain textbooks and resources. There is therefore an obligation on participating parents/caregivers to make these payments or provide their own textbooks and resources.

Participation in the hire scheme may be terminated and hire textbooks, resources or other goods may be retrieved where:

- It is early in the unit of study
- The parent/caregiver has not attempted to make payment and
- No satisfactory arrangements for payment have been made.
- The parent/caregiver is then responsible for providing all necessary textbooks and resources. The school will refund the parent/caregiver funds paid on a pro-rata basis for the remainder of the school year.

A student may be refused admission to the scheme if there are payments outstanding by a family from the previous year. Parents of affected students will be required to have an interview with the Principal, prior to enrolment in the new year.

SUBJECT FEES

Year 8 – 10: $125 per student per year covers all subject areas with the exception of subjects delivered by an external provider such as Dance, TAFE or Distance Education courses.

Year 11/12: User pays principle. In the interest of fairness and equity there are specific contributions in the subject areas of Community Activities, Physical Education, Hospitality/Tourism, Manufacturing, Engineering, Dance, Distance Education and TAFE Certificate subjects. This fee structure is NOT part of the Textbook Resource Hire Scheme. A list of these fees is included in year level Textbook and Stationery Lists and will be invoiced to families within the first 4 – 6 weeks of the school year.

If the subject levies have not been fully paid or a payment schedule been agreed upon, students will not be permitted to participate in recreational excursions organised by the school and other non-educational privileges eg. Arts Council performances, Year 12 Formal, Senior Jersey as per P & C policy.
1-to-1 Laptop Program

All students in Years 9-12 at Burnett State College have the opportunity to participate in a 1 to 1 take-home laptop program.

This program responds to the challenges and improvements in the way knowledge and understanding can now be taught, whilst also responding to the needs of our first ‘connected generation’.

Today’s high school students are the first to be born into a world that has seen full digital technology as a standard, not a luxury. As a school, we need to exploit this connectivity to ensure we deliver learning anywhere and anytime. We need to challenge students to engage and learn in ways we have not used before.

The College and families work together to provide each student in Years 9-12 with a powerful, modern (up-to-date) laptop computer to use both at school and at home. The College and the Federal Government “Digital Education Revolution” will provide as much funding as possible to support this program, but it is only possible with a contribution from each family whose student is issued a laptop computer to cover the extra “take home” costs.

**How much will it cost?** A contribution of $250 per laptop is needed for each year a student is in the program. This contribution is needed because the Digital Education Revolution and school funding is enough for a desktop computer. At Burnett State College, it is our intention that every senior student in the College will have a laptop, and the contribution is necessary to cover the cost of insurance and extra technical support so that students can take the laptop home.

To help make this cost as manageable as possible for families, we will be happy to negotiate payment plans where a small amount could be paid fortnightly or monthly, by credit card if that is convenient.

**Will the laptops be supported?** Yes, the College has plans ready to provide technical support and service, and if a laptop takes more than 24 hours to repair, a loan one will be available to replace it.

**Can I use my own laptop and purchase the software I need for school?** You could use your own laptop and purchase your own software, however some of the school-owned software packages cost many hundreds of dollars. Please be aware you would be responsible for all repairs and problems when using your own laptop and software and you still would not be able to print or connect to the school network which would restrict access to digital resources like online textbooks, videos, etc. There is no Internet access at all for private laptops while at school.

There are many more questions people will have about this program – the College laptop committee has started to answer them on our website ([http://burnettsc.eq.edu.au/1to1/1to1faq.html](http://burnettsc.eq.edu.au/1to1/1to1faq.html)), and if there isn’t an answer to your question there, you are welcome to call about it or email it to the address 1to1coordinator@burnettsc.eq.edu.au.
CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

SCHOOL MASCOT

Burnett State College has adopted the “Thunder” as the school identity and logo. The word ‘Gayndah’ is the indigenous word for thunder and was therefore not only relevant but encompasses power, strength and confidence which reinforces the values we aim to instil in students. The mighty “Thunder” logo is displayed on sporting team shirts, the school bucket hat and school shorts. Staff, students, parents and community support the ‘Burnett State College Thunder’.

THE HOUSE SYSTEM

All students are allocated into Sporting Houses. The houses are:

* Allindarra (Mascot – “Rangers”, colour – green)
* Tarumbal (Mascot – “Tigers”, colour -blue)
* Wandarang (Mascot-“Devils”, colour -red)

Each house elects two House Captain (Year 12 students) and two Vice-Captain (Year 11 students) whose period of office extends for the school year. House names were chosen in 1966 and are the names of Aboriginal tribes. Mascots are a new addition.

EXCURSIONS

Some subjects allow for Educational Excursions to take place for a period of one or more school days. Such excursions only take place with the approval of the Parents and Citizens Association and the Principal, as well as the consent of the Parents or Guardians.

SPORT

A number of units of Health and Physical Education are mandatory in Years 8 – 10 Inter-house, District (Interschool) and Regional competitions are held in Swimming, Athletics and Cross Country for all students.

In addition our students may be involved in carnivals organised by other schools in our district, with an emphasis on full participation.

As a member of the North Burnett Regional Sports Association, all students in all year levels have the opportunity to compete in the Wide Bay district. Summer and winter sports will be trialled for the district and competitions run from February until August.
WORK EXPERIENCE

This is a school-based programme which is designed to assist students in their educational, personal, social and vocational development. Arrangements are made only with the written consent of a parent and a formal contract is signed by the employer before the student starts the work experience. In 2013, Year 10 and Year 11 students will participate in work experience. Year 12 students can make application to undertake work experience.

Students involved in the programme are to ensure that they choose experiences which are different from their casual work. Students are not permitted to complete work experience with family members.

SOCIALS

Student Council will host one social in terms 1, 2 and 3 for students who are currently enrolled at the school. The only exceptions are when students from Mundubbera or in Year 7 at the local schools are invited under our rules. They will be held from 7.00pm until 10.00pm and are fully supervised by school staff.

OTHER EVENTS

Student Council will also endeavour to host other events based on demand and appropriateness. Free dress days are held for community fund-raising events.

Dress standards apply at all school functions where the wearing of the school uniform is not necessary.

A dress code for non-uniform days which are held occasionally throughout the year applies. Correct footwear and sun-safe clothing is mandatory at all times.
GENERAL SCHOOL INFORMATION

1. ATTENDANCE

All absences from school must be explained by letter, phone call, fax or email at the time of the absence. Parents can expect to receive a text message notifying them of their student’s absence if no explanation has been received.

Home Group teachers mark class rolls daily and absentee notes should be taken to the Home Group teacher or the office. Students may be given permission to leave school during the day to attend doctor, dentist appointments, funerals, etc provided a note is sent from home explaining the situation. Students arriving late for school or wishing to leave early must report to the office. Students will then be asked to sign in and/or out in the registers kept at the office. Year 12 students must have 90% attendance in order to attend the Graduation Dinner at the end of the year. Students enrolled in VET (Vocational Education and Training) courses must attend in line with the ‘good standing policy’ for VET education.

Some senior students may have ‘tutorial’ timetabled in to their weekly timetable and they are expected to attend the study centre which is staffed to support learning unless an alternative arrangement has been arranged with school administration.

2. DAILY ROUTINE

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assembly</td>
<td>Tuesday 12.50 pm (end of period 3)</td>
</tr>
<tr>
<td>Home Group Meeting</td>
<td>8.50am</td>
</tr>
<tr>
<td>Morning Break</td>
<td>10.10am to 10.40am</td>
</tr>
<tr>
<td></td>
<td>10.30am to 11.00am (Wednesday)</td>
</tr>
<tr>
<td>Lunch</td>
<td>1.05pm to 1.50pm</td>
</tr>
<tr>
<td></td>
<td>12.30pm to 1.30pm (Wednesday)</td>
</tr>
<tr>
<td>School Finishes</td>
<td>3.05pm</td>
</tr>
</tbody>
</table>

3. ACCIDENT, ILLNESS OR INJURY

All students are asked to hand to the office information concerning regular illness or injury as well as medication/treatment. This information is circulated to staff so all are informed.

In the case of injury occurring at school – minor injuries are generally treated at the main office and the student then returns to class. For major injuries the ambulance is called and treatment either administered at school or in serious cases the student is transported to the doctor/hospital. We also obtain from parents, an emergency contact number to be used when parents are unavailable. All care is taken to ensure that injuries do not occur and that immediate treatment is given if an injury does occur.

In the case of minor illness the student obtains permission to rest in the sickroom for a period of time and then returns to class when he/she feels better. If no improvement occurs after a reasonable period in the sickroom, parents will be contacted and the
student taken home. No ill students will be allowed to go home to an empty house – if there is no one at home, the student will remain in the sick room.

School staff can **NOT** administer over-the-counter medication, including analgesics, homoeopathic or prescribed medications unless they meet the accountability of a written request from a parent/caregiver accompanied by written advice from a medical practitioner and with the medication in the original labeled container. The exception is the reliever puffer, such as Ventolin, that is included for the emergency treatment of asthma under the guidelines.

4. LATE ARRIVAL TO SCHOOL

Students must report to the office on arrival, sign in and receive a late slip for entry to class.

5. P & C MEETINGS

The School Parents and Citizens Association meets at 7.30pm on the third Tuesday of each month during the school year.

6. REPORTING TO PARENTS

At the present time, reporting to parents is undertaken three times during the school year – mid semester one, end semester one and end semester two. Junior students are also reported on mid semester two.

Parent interviews are organised on a whole school basis at least twice per year, however, parents are welcome at any time to discuss their child’s progress, conduct or industry. A phone call to arrange interview times convenient to both parents and teachers is all that is necessary.

Parents visiting the school at any time should always sign in through the main office first.

7. TUCKSHOP

The school tuckshop operates four days per week (closed – Wednesday) at both morning tea and lunchtime selling a wide variety of food and drinks. The canteen is staffed by a part-time paid convenor and by volunteers from the community. The tuckshop operates a “cash-less” system with students depositing money against their student ID cards at the office which is accessed when purchases are made at the canteen.

8. EMERGENCY EVACUATION

**Fire drills** are held at the school each term to ensure that all students and staff are familiar with the evacuation procedures to be followed in the case of an emergency. During a fire drill, students move swiftly to the oval avoiding buildings and walkways. A **lock-down** drill with a different alarm means that students need to remain in classrooms and out of sight should there be the threat of violence. An all-clear is sounded after a lock-down and the procedure for fire drill then occurs.
9. HOMEWORK/STUDY

Home study is vital to a student’s success at school. Home study consists of set homework and study carried out at the student’s own initiative. A reasonable time to spend on home study as prescribed in EQ Guidelines is:

- Year 8 and 9 1 hour per night
- Year 10/11/12 *1½ to 2 hours per night

*This will vary according to the course undertaken and the student’s learning needs.

10. SUPPORT STAFF

GUIDANCE OFFICER

A Guidance Officer is regularly available 1 day per week at our school. The Guidance Officer can offer you and your family information, support and advice on personal, study and career matters. Appointments can be made at the school office.

SCHOOL BASED YOUTH HEALTH NURSE

The School–Based Youth Health Nurse works in our school a day per week. The Nurse is available for individual student interviews (appointments can be made at the office) and for work with class groups in subjects such as Health and Physical Education, Home Economics and Extended Home Group.

SCHOOL CHAPLAIN

The School Chaplain works between Burnett State College and our primary-feeder schools to support students in dealing with adolescent, personal development and self-esteem issues. A range of extra-curricular programs and activities are run at lunch times by the School Chaplain.

YOUTH ACHIEVEMENT AND TRANSITION CO-ORDINATOR

The YAT co-ordinator works across the schools in the geographic cluster to assist students aged 15 years and over to transition from school to work. Work experience placement, work sampling, school-based traineeship/apprenticeships, industry links and networking with employers all fall under the scope of this role. This position is currently based at BSC.

10. PARENTS/VISITORS

Parents are always welcome to discuss student concerns or other school matters with the Principal or other members of the Administrative team. It is requested that an appointment be made for a convenient time by telephoning the Office on 41613888. Appointments to see the Guidance Officer may be made in the same way.

Visitors are welcome at the school. In all cases they are asked to first come to the office so that suitable arrangements can be made and to protect students against “unwanted visitors”.

All visitors to the school must sign-in at the office on arrival and sign-out again when departing. A visitor’s slip will be issued.
11. FACILITIES

As well as general teaching classroom facilities, the school has fully equipped areas for teaching of Business Education, Home Economics, Art, Science, Industrial Technology, Agricultural Science, Computer Studies, Music, Drama and TAFE(Engineering).

Our sporting facilities are extensive with a wide range of both summer and winter sports on offer. Students are encouraged to make use of the equipment and facilities at lunchtime. Some use is made of the school’s sporting areas by community groups on weekends. This is welcomed provided prior arrangements have been made with the school.

Our school library has a selection of reference books, non-fiction and fiction books as well as a quiet area for individual students’ study and reading during spare time e.g. lunch hours.

Each student is given a copy of the library rules. With the added emphasis on assignment and project research work in the school curriculum, it is essential that these rules be strictly adhered to, to ensure fair circulation of all materials to students.

12. SWIMMING ARRANGEMENTS

Swimming classes are conducted at the Gayndah Shire Council Swimming Pool. Students will be transported to and from the pool by bus. Please note – parents should notify the school about any medical condition that could endanger the student or other students while they are participating in this activity. They may be required to produce a medical certificate. Non participation in swimming may affect a student’s results.

13. BEHAVIOUR MANAGEMENT

Burnett State College aims to provide a supportive school environment for both staff and students.

Students are guided and supported in their behaviour by the School-wide Positive Behaviour Management Policy. The Open Roads program (page 8) also supports student behaviour through social and personal counselling to encourage students to alter improved behavioural choices.

Students who decide not to demonstrate satisfactory levels of behaviour, also choose to accept the consequences of their actions. Parents are informed of their child’s non-compliance.

A full copy of the college’s Behaviour Plan is issued at the time of enrolment and available by request.

17. LUNCH PASSES

Students who live within easy walking/cycling distance from the school are permitted to be issued with a lunch pass for second break. This pass will be issued following the receipt of a letter from parents requesting that a pass be issued. The pass allows students to go home for lunch on a regular basis. It does not allow students to go down town or to friend’s homes during the school day. Students must sign in and out each time they leave the grounds for safety and accountability reasons.
18. STUDENTS DRIVING CARS

Students who choose to drive a car to school must complete a Vehicle Registration Form from the office. The form clearly identifies the car, the driver and whether permission is granted for other passengers to travel in the car. No student is allowed to travel as a passenger in a student's car unless they have a note from their parent/guardian. The note must specifically identify the driver of the vehicle and the dates and times that the student is permitted to travel in the car.

16. MOBILE PHONES/ ELECTRONIC DEVICES

Students do NOT require mobile phones, Ipods or other electronic devices at school. If a mobile phone needs to be taken to school it MUST be handed into the Office for the day. If students are found with a mobile phone it will be confiscated and parents will be required to pick the mobile phone up from the Office.
BURNETT STATE COLLEGE
SCHOOL DRESS CODE

This policy was reviewed and endorsed by this school’s P&C in 2012

Just as standards of speech and conduct are considered important, so too are the standards of neatness, appearance and safety. The wearing of a school uniform and the manner in which this is done is considered an accurate measure of the co-operation and attitude of a student. These facts are taken into consideration when preparing reports and references. The school accepts no responsibility for lost clothing that has not been clearly marked with the students’ name.

**Official School Uniform**

**Shirt:** Green and Gold polo shirt (As sold by the school)

**Shorts:** Black school shorts with logo (As sold by the school)

or

**Pants:** Plain Long Black Pants (Not Denim)

or

**Skirts:** Plain Black Skirt

MUST be of appropriate length, no longer than the knee or within 10cm above the knee when kneeling.

Due to their inappropriate nature, “Tube Style” skirts are NOT permitted.

**Footwear:** Sports Style Shoes

MUST be predominantly black or white in colour (not multi-coloured or fluorescent)

MUST have laces (shoes are to be worn laced up at all times)

Flat-soled shoes offer no adequate support, therefore slip-on shoes, ballet flats, etc. of any kind are NOT acceptable.

*Note:* Shoes must offer good support and protection in a variety of indoor and outdoor learning environments.

**Socks:** Plain, short, white socks

**Headwear:** Wide Brimmed Hats, Caps or Beanies

Brands and logos displayed on hats must be appropriate, and are not to include drug, alcohol or sexual references.

Hat brims must be worn in the forward position to maximise sun protection (e.g. Baseball style caps are only to be worn with the bill facing forward).

Headwear of any nature is NOT to be worn indoors or on parades at any time, unless specified by staff for safety reasons.

Head bands and protruding hair fasteners are not permitted at any time.

*Note:* Burnett State College ‘Thunder’ Bucket Hats and ‘Thunder’ beanies are available from the office at minimal cost.

**General Information**

Uniforms must be appropriately fitted with regard to size and style

Denim material of any colour is NOT allowed in any articles of clothing

An optional Formal uniform for students has been endorsed by the P&C for purchase in 2013.
Winter Uniform (Male and Female)
Plain Black tracksuit pants with Burnett State College green polar fleece or Burnett State College green/gold spray jacket.
School polar fleece jumpers and polar fleece sleeveless vests are available at the school office.
For comfort and warmth, undershirts may be worn, but MUST NOT be visible.
Leggings and tights are NOT acceptable; however skin coloured or black stockings are tolerated.

Sports Uniform (Male and female)
Students are able to purchase sporting house shirts from the school office.
These shirts can be worn every Friday, on all school sports days or any other day nominated by the school administration throughout the year.

Year 12 Senior Jersey
Each year the year 12 students incorporate a Senior Jersey as part of their school uniform. The jersey is considered part of their winter uniform.
Guidelines to the appearance and names on the back of these jerseys is at the discretion of the year 12 Coordinator and school Principal

Students who are unable to wear a school uniform, for any reason, should bring a note to the school office before school on that day.

Personal Presentation

Necklace
Allowed if for religious reasons only and otherwise concealed under the blouse or shirt and NOT visible.

Rings
Only ONE discreet ring allowed.

Bracelets
Allowed for medical reasons ONLY
There may be occasions where fundraising ventures allow bracelets to be worn on a temporary basis, however the style and duration of such an event is at the discretion of the school Principal

Anklets
Anklets of any kind are NOT allowed

Earrings
Sleepers or studs only and limited to 2 of either variety in each ear
Sleepers are not to be larger than the small finger diameter and studs should be considered small and discreet.

Facial and Body Piercings
Any visible Facial or Body Piercings in any form (including Tongue Studs) are NOT allowed
Facial and visible body piercings must be replaced by a clear plastic retainer or covered appropriately.

Tattoos
Any visible Tattoos MUST be covered

Hair
Presentation of hair should be subtle and in keeping with community standards. (Neat and conservative).
Hair should NOT be dyed in unnatural colours.
Make-up
Heavy make-up especially eye-make-up is not to be worn to school and students will be asked to remove it.

Finger Nail Polish
Nail Polish of any colour is not acceptable and students will be directed to the office to remove it. Artificial nails are NOT acceptable, for health and safety reasons.

Any student whose appearance draws “Undue Attention” to him/herself will be required to alter their appearance to meet the Dress Code.

Consequences may be issued for non-compliance with the dress code.