

Boonah State High School



Parent Handbook

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'Conaire est Florere' – 'To Strive Is To Grow'

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Office Hours 8:00am – 4:00pm
Finance Hours Tuesday – Friday 8.15am – 12.15pm

Principal	Mr Dan Marrone
Deputy Principal – Senior Secondary	Ms Kristen Murphy
Deputy Principal – Junior Secondary	Mrs Christine Hills
Guidance Officer	Mrs Andrea Schumacher / Ms Melissa Hines
Head of Student Inclusion	Mr Aaryn Brown
Head of Teaching and Learning	Mr Peter Correlje
Head of Humanities and Social Sciences	Mr Adam Sinclair
Head of Creative Arts	Mrs Chris Hills
Head of Trade and Industry	Mr Aidan Richters
Head of English and Languages	Mrs Lyn Colley
Head of Science and Digital Technologies	Mrs Hayley Long
Head of Mathematics	Mrs Amanda Mathewson
Head of Health and Physical Education	Mr Jai YongGee
Business Manager	Joanne Barton
Industry Liaison Officer/Youth Support Coordinator/PR	Mrs Kelly Skewes

VALUES & BELIEFS

Motto: *'Conaire est Florere' – 'To Strive Is To Grow'*

Purpose Statement: Boonah State High School is a community based school that provides opportunity and access to learning experiences for all children in order to empower them in realising their full potential.

Values:

- Resilience
- Compassion
- Integrity
- Community

HISTORY

Boonah State High School has been proudly serving the Fassifern community since 1965. In that time it has progressed from an opening enrolment of 225 students to 680 today.

The school opened on its present site on March 22, 1965. The solitary building had been constructed on the site in late 1964 at a cost of about £51,000. In that time, it has progressed from a single building now known as A Block, to the modern facility of today.

Our current facilities include Assembly Hall, Administration and Library, Industrial Technology and Design, Food, Textiles, Art, Swimming Pool, Ovals, Multimedia Centre, Science Blocks, Tuckshop incorporating a learnscape and Trade Skills Centre.

The Boonah community spirit has never wavered; it is the foundation on which Boonah State High School was built. Our school is a comprehensive public secondary school offering a diverse curriculum for students from Years 7 to 12.

AREA PROFILE

The charming country town of Boonah is nestled among world heritage listed areas, rich in natural beauty. Proud of its farming history, the town retains its traditional 'High Street' where country shopping, friendly locals and a talented arts community welcome visitors to their town. Numerous lookouts provide expansive views across fertile valleys to the encircling mountains of the Scenic Rim. Main Range, Mt Barney and Moogerah Peaks National Parks are easily accessible from Boonah, as are Lake Moogerah, Lake Maroon and Wyaralong Dam – great places for water sports and fishing.

Located 41km west of Beaudesert and 48km south of Ipswich, the town is the primary service centre which caters for the district's needs with a range of businesses, services and commercial activities. The township of Boonah supports the outlying areas of Kalbar, Harrisville, Peak Crossing, Aratula, Mt Alford, Roadvale, Warrill View, Rosevale, Maroon and Dugandan. Boonah State High School has 11 cluster primary schools and is supported by Fassifern Coaches bus routes.

Dairying and pig-raising played important roles during the 20th century, before being overtaken by intensive agriculture. Recent decades have seen a trend back towards cattle grazing. The heritage aspects of Boonah have developed a progressive tourism industry for the region with several wineries, farm stays and bed and breakfast businesses attracting visitors to the region.

SCHOOL WORKFORCE

Boonah State High School has a total of 65 teaching staff and 35 non-teaching and ancillary staff. To support the Principal we have a Leadership Team including three Deputy Principals, a Business Manager, 6 Heads of Department, a Head of Inclusion, a Head of Student Services and a Guidance Officer.

Our non-teaching staff play a vital role in the operation of the school. This group comprises of our Administrative Staff, Student Services Officer Finance, Student Services Officer Attendance, Industry Liaison Officer and Youth Support Coordinator, Chaplain, School Based Health Nurse, Scientific Officer, Computer Technician, Education Support Officers, Schools Officer Grounds, Schools Officer Facilities and Cleaning Staff.

Many of our teaching and non-teaching personnel are long standing members of staff. This allows us to provide continuity to students, staff and the general community and speaks to the calibre of the school.

INCLUSIVE EDUCATION

Boonah SHS vision is that every student succeeds and receives the support they need to belong to the school community, engages in learning and experiences academic success (State School Strategy 2021 to 2025 and BSHS Strategic Plan 2021 to 2024). The Department of Education's (DoE) Inclusive Education Policy supports our shared vision and the right for students of all social, cultural, community and family backgrounds, and of all identities, and all abilities to receive high quality education. Students experience inclusive education when they can access and fully participate in learning, alongside their similar-aged peers, supported by reasonable adjustments and teaching strategies tailored to meet their individual needs. Inclusion is embedded in all aspects of school life, and is supported by culture, policies and every day practices. As we continue our journey towards a more inclusive education system, we are guided by the nine core features for inclusive education (United Nations and adopted by DoE). When you embed 'support' in a school and you look in from the outside, 'support' seems invisible because of these nine factors.

- A system wide approach – across the department and within local schools
- Committed leaders – removing barriers and supporting inclusion
- Whole of school – every member of the school community (staff, volunteers, families and students) collaborates to ensure access
- Collaboration – everyone has a voice
- Respecting and valuing diversity – all families and students feel welcome
- Confident, skilled and capable workforce – expertise developed and shared
- Accessible learning environments – participation in all activities and events
- Effective transitions – primary to high, high to work/study
- Monitoring and evaluation – of student progress and of the inclusion journey

At Boonah SHS we have:

- allocated substantial human resources (leaders, teachers, education support officers (Teacher Aides)
- individualised and personalised learning for all students – inclusion is not just about students with a verified disability. It is for all students.
- aligned 'support' to year levels and curriculum faculties
- collaborated closely with our cluster primary schools to ensure transition is 'support' focused
- increased case management for students
- engaged expert guidance, eg: the South East Region Inclusion Coach

Inclusion is really about making schools a reflection of their community and we commit to ensuring that any child who walks into our school will be included, will be supported and will be part of our community.

FACILITIES & RESOURCES

Boonah State High School takes great prides in its facilities; recent years have seen an improvement program implemented with new buildings and refurbishment of older buildings. We strive to provide our students with an open, clean and inviting learning environment.

Facilities include:

- Specialist science laboratories
- Industrial Design and Technology workshops
- Hospitality catering facilities
- Swimming pool
- 400 metre athletics track
- Gymnasium
- Music room
- Tuckshop and Learnscape
- Junior secondary precinct with playground
- Computer laboratories
- Agriculture Trade Skills Centre
- Textiles room
- Library
- Multipurpose indoor sport/assembly hall
- Football field
- Multipurpose courts
- Multi-Media centre
- Senior secondary precinct

GENERAL INFORMATION

School Calendar: The school calendar is published on QParents and the website; it is regularly updated throughout the year. All cultural and sporting events, celebrations, camps, parent-teacher interview blocks and excursions are listed.

School Hours: Our first bell rings at 8:55am with the school day beginning at 9:00am. Any student who arrives late is required to report to Student Services Attendance window on arrival. Classes conclude at 3:05pm.

Lessons Times:

Name	Start Time	End Time
Form	9:00 am	9:10 am
Period 1	9:10 am	10:20 am
Period 2	10:20 am	11:30 am
First Lunch Break	11:30 am	12:15 pm
Period 3	12:15 pm	1:25 pm
Second Lunch Break	1:25 pm	1:55 pm
Period 4	1:55 pm	3:05 pm

STUDENT WELLBEING

Boonah State High School has a committed Wellbeing Team. This team provides support to nurture the mental, social, emotional and physical growth of our students. Student wellbeing and support can include one or more of the following people:

Heads of Department (HODs): Oversee and consult with staff and students on all matters related to school curriculum and assessment

Head of Inclusion: Coordinates support services for students with disabilities and diverse learning needs

Dean of Students: Deans are responsible for behaviour & attendance data sets and for support in investigating cases of unknown underperformance from students.

Year Level Coordinators: Work with students to assist with any issues that arise and can refer the student or parent onto the appropriate person. Year Level Coordinators also issue uniform cards and liaise with parents and staff to support students

Guidance Officer: Provides a counselling service designed to help students meet their personal, academic and social potential. Areas of assistance can include careers advice, personal and educational concerns and mental health issues. The Guidance Officer is available to support students and the parent community. Appointments can be made through the office.

Social Worker: Respond to the needs of the student population and school community to provide personal and family counselling, therapy and group work, facilitation of referrals to other allied health professionals, and service and care coordination for the purpose of assisting student's wellbeing and mental health.

Chaplain: Provides social, emotional and spiritual support to students, parents/caregivers and staff. This includes extra-curricular activities, community development, mentoring and role modelling, education support and team work. The Chaplain will refer complex issues onto other professionals and specialists. Appointments with the Chaplain can be made through the office or directly with the Chaplain.

School Based Youth Health Nurse: Supports individual school communities. This is a confidential service where students, staff and the parent community can discuss general health, smoking, alcohol and drug use, personal and family problems, relationships, puberty, nutrition, exercise and receive referral to external agencies for additional support. Appointments for the School Based Health Nurse can be made through the office or directly with the nurse.

Industry Liaison Officer/Youth Support Coordinator: Works with senior students to source alternative pathways such as TAFE, School Based Apprenticeship and Traineeships. Liaises with students at risk of disengaging from education.

Attendance Officer: Tracks and reports on student's attendance. Works closely with staff to ensure student attendance meets the requirements of Compulsory Attendance and Compulsory Phase of Education.

Indigenous Liaison Team: Facilitates and supports Indigenous perspectives across the school.

SCHOOL COMMUNICATION

Boonah State High School values communication with parents. We use a wide variety of communication methods to maintain strong links with staff, students, parents and wider community.

QParents: Available for download to mobile devices or accessed on desktop computer. Allows parents/caregivers to see and report absences, view the school calendar including assessment due dates, excursions, camps and school events, receive report cards, view and pay invoices and change student details.

Facebook/Instagram: The School has an active Facebook Page, which is updated daily. This is used to showcase achievement, class work, photos and to remind students and staff of upcoming date claimers.

Website: The Boonah State High School website has a plethora of information, and is a once stop shop for all information including calendar, enrolment, curriculum, support and resources, forms and documents.

Text Messages: The school utilises text messages to advise parents of absences, reminders, outstanding assessment, and changes to school routine. Please ensure you keep the school informed of any changes to your details.

Invoicing / Statements: Invoices and Statements will be emailed to your nominated email address upon creation.

PARENTS & CITIZENS ASSOCIATION

Boonah State High School has an active Parents and Citizens Association (P & C), with a small but committed committee. We invite all community minded people, parents and citizens to contribute. The P & C run a very successful tuckshop and uniform shop that are always looking for volunteers.

INDIGENOUS STATEMENT

Indigenous Education at Boonah State High School includes the education of Aboriginal and Torres Strait Islander students. It also embraces the education of all students about the Aboriginal and Torres Strait Islander peoples and cultures of Queensland.

At Boonah SHS we believe that educating students about Aboriginal and Torres Strait Islander culture contributes to a harmonious environment and a mature approach to inclusion.

Boonah State High School has a varied range of activities to foster inclusion including NAIDOC week activities, Harmony Day/Week activities, implementing and embedding perspectives in a variety of curriculum areas and support of Indigenous Student Ambassador Youth Leadership camp participants.

INSURANCE

The school does not carry insurance to cover injury to students or their property. This is a parental responsibility.

SCHOOL TRANSPORT

If you have a school bus query, please contact Fassifern Coaches on 0754631407. Buses provided by Fassifern Coaches service the school.

The school bus routes are paid for through the Department of Transport School Transport Assistance Scheme. This service is provided for students where Boonah SHS is the closest High School from their main residential address. For students who choose to not attend the closest high school, a fee may be payable to the bus company. To be issued with a bus pass and or check your eligibility please contact Fassifern Coaches. You student will be provided with a registration form at the start of each year by their bus driver.

Behaviour on buses is the responsibility of the bus companies and is not the domain of the school. A Bus Code of Conduct is available through Queensland Transport or by contacting Fassifern Coaches. Any difficulties or behaviour concerns should be directed to the Bus Company or Queensland Transport – School Transport Division.

REPORTING

School Report Cards are issued by QParents and emailed to parents/caregivers at the following intervals:

- Progress report is issued at the conclusion of Term 1.
- Full report is issued at the conclusion of Semester 1 and 2

At the conclusion of Year 12, students will receive a Senior Statement, and if eligible a Queensland Certificate of Education issued by the Queensland Curriculum and Assessment Authority.

SCHOOL PROCEDURES

Student Absence:

If your student is absent from school with parent /caregiver permission, please inform the office using one of the following methods:

- Phone the school absence line on 5460 6160 stating students name, form class, the reason and dates of absence.
- QParents can be used to notify of upcoming absences or to provide a reason for unexplained absences.
- Present in person to the Student Services – attendance window, you must provide a medical certificate if student is away for three or more days

The school will send an alert text message to nominated parent/caregiver each day when a student is absent unexplained.

If a known absence of 10 or more days is to occur, please contact the office to complete a “School Exemption” application.

Late to School / Early Departure

If a student is late to school or is departing early they are required to present to the Student Services – Attendance window for a pass. If closed please proceed to the office for the pass to be issued.

Students who are late are required to provide parental approval either at the time of arrival or on the next school day. The absence will remain unexplained until this occurs.

If a student is required to depart the school grounds during class time, parents/caregivers are required to provide a note in their school diary explaining the absence and departure/return time. This note is then shown to the class teacher at the beginning of the lesson; students without a note **will not** be allowed to leave their class. Students then report to the Student Reception counter where a leave pass will be printed after the request has been confirmed by a parent/caregiver. Text message to a students phone is not an acceptable form of notification for absences.

Illness/Injury

If a student is sick or injured they should report to the nearest staff member. A staff member will contact parent/caregiver if the student needs to be collected.

Finance

Student Reception is available to receive payments 8:15am – 12:15pm Tuesday - Friday **only**. Students can make payments either before school or at first break. Payments can be made directly at the Students Services reception counter via cash, cheque or eftpos; alternatively, payments can be made via direct deposit, QParents or BPoint as per the invoice.

Direct Deposit Details

BSB: 064 402

Account: 0009 0019

Reference: First initial & Surname, brief description of what payment is for ie K Smith Camp.

If a parent wishes to apply for a refund due to their child’s non-participation in an extra- curricular activity, they may do so by completing a Request for Refund form available from the school office. Please refer to the refund guidelines on this form for eligibility.

Away for the Day

All phones, smart watches and earbuds must remain *Away for the Day* during your students time at school. Please see the full policy for further details.

SCHOOL PROCEDURES

Student Messages

To minimise class disruption please contact the school office with student's message prior to 1:30pm where possible.

Student ID

Students participating in the SRS Scheme will be issued a student ID card every year. If you require a replacement card outside of this a cost will be incurred.

Tuckshop

The Parents & Citizens Association run the Tuckshop which is open five days a week with a large range of healthy and nutritious food in accordance with the Healthy Schools Tuckshop guidelines. Students can place orders prior to form if they wish to do so.

Valuables

Students should leave all valuables and large sums of money at the office for safe keeping.

Student Medication

If your child requires staff to administer medication at school, please contact the school office in the first instance to discuss your child's requirements. Please note, school staff will only administer medication that has been prescribed by a qualified health practitioner (e.g. doctor, dentist), is in its original container, in date and has an attached pharmacy label. This includes over the counter medication eg Panadol. Office staff will ask you to complete and sign Section 1 of the 'Administration of Medication' at school record sheet. If your child requires more than one medication, you will need to complete a form for each medication. Please see the website for further details regarding specific conditions and their requirements. All medication must be in date.

Change of Details

Please advise the school of updated details as soon as possible, current contact details are essential in case of accident or illness. Change of details can be notified via the QParents app, email or phone call.

Interviews

Parent-Teacher interviews are conducted twice year; at the conclusion of first and second term. Teachers may request a parent teacher interview at reporting.

Outside of this staff will be more than happy to work with parents/caregivers regarding their students' progress. The school website provides a comprehensive list of staff emails for your use.

Lost Property

Students should report all lost property to Student Reception. All named items will be returned to students; unnamed items will remain in the lost property locked located at the entrance to the library. Uncollected unnamed lost property will be given to charity at the end of each term.

Items not allowed into our School

- Items prohibited by State Law (eg drugs, alcohol, cigarettes, vapes, pornographic material, knives)
- Any potentially dangerous items which may be used to cause injury of offence (eg laser pointers, metal bars, and other items classified under Queensland law as offensive items or weapons)
- Cigarette lighters or matches
- Jewellery or clothing outside the uniform policy
- Aerosol/spray cans (eg deodorant, paint)
- Chewing/bubble gum
- Oil/Nikko pens
- White Out/Liquid Paper
- Energy Drinks (eg mother, V, Redbull)