WOODRIDGE
STATE HIGH SCHOOL

Parent Handbook
General Information

Street Address
323 Wembley Road
Woodridge QLD 4114

Postal Address
PO Box 417
Woodridge QLD 4114

Contact Information
Telephone: (07) 3290 7222
Facsimile: (07) 3290 7200

Other Contact Information
Student absences: (07) 3290 7260
ILC Office: (07) 3290 7272
Community HUB: (07) 3290 7290
Canteen: (07) 3290 7208
Uniform Shop: 0415 633 055

School Office Hours
Monday 8.00am – 4.00pm
Tuesday 8.00am – 4.00pm
Wednesday 8.00am – 4.00pm
Thursday 8.00am – 4.00pm
Friday 8.00am – 4.00pm

Email: office@woodridgeshs.eq.edu.au

Finance Window Hours
Monday 8.00am – 2.45pm
Tuesday CLOSED
Wednesday 8.00am – 2.45pm
Thursday CLOSED
Friday 8.00am – 2.45pm

Email: accounts@woodridgeshs.eq.edu.au

Uniform Shop Hours
Monday 8.00am – 12.00pm
Tuesday CLOSED
Wednesday 8.00am – 12.00pm
Thursday 8.30am – 11.45am
Friday 12.00pm – 3.00pm

Email: WSHS@umspl.com.au

Our school website is a valuable communication tool for our parents.
Visit: www.woodridgeshs.eq.edu.au regularly to keep up to date on the latest news within the school.

School newsletters are emailed electronically and uploaded to our website every month. By accessing this regularly you can keep informed of key events and current news stories.

Please ensure your contact details are always kept up to date so we are able to contact you.
Welcome to Woodridge State High School.

You have made the best choice for your child’s future in choosing our school. The core business of our school is to ensure all students attain successful outcomes. This is achieved through the creation of a high performing, safe and respectful learning environment. Our expert teaching team will provide your child with exciting opportunities to learn, lead and succeed every day.

Each day at Woodridge State High School our students are pushing themselves to be the best they can be. With over 65 different cultures represented at Woodridge State High School, we value the multicultural diversity of our school community and as such our students are learning the values of diversity and appreciate the rich perspectives that these cultures bring to our community. At Woodridge State High School your child will be connected with their learning, connected with their future, and “Connected to every World”.

I welcome all of our new families. You have made the right choice for your child’s future.

Mrs Sharon Schultz
Principal

The Junior Secondary Program at Woodridge State High School is committed to providing a safe, supporting and engaging learning environment that encourages all students to maximise their learning and realise their potential.

Curriculum
Our curriculum is purposefully designed to equip students with the knowledge and skills they need to be successful throughout and beyond their schooling. Our teachers actively work to engage students on an individual level and endeavour meet the specific learning needs of each student. At Woodridge State High School, we recognise the need to develop the literacy, numeracy and higher order thinking skills of our students across all facets curriculum. We are also committed to equipping students with the skills and knowledge they need to thrive in today’s digital society and actively encourage students to engage in our Bring Your Own Device Program (BYOX).

Parent and Community Engagement
Our Junior Secondary School values the development of effective working relationships with students and caregivers and actively encourages clear and consistent communication between teachers, students and families. We also understand that early years of secondary schooling are major times of transition for students as they move out of their primary years of education and into the world of high school. With this in mind we have purposefully designed our Junior Secondary program to help support students through this time of transition so all students feel connected with their learning and their school. We actively encourage parents and care givers to engage with the Junior Secondary program and invite families to the many events we run throughout the year.

Mr Patrick Mackle
Deputy Principal
Woodridge State High School has a range of subjects that can be studied in Year 11 and 12. We have made a commitment to meeting the learning needs of a diverse student population with different strengths, areas of interest and future aspirations.

All Year 11 and 12 students work towards a **Queensland Certificate of Education (QCE)**. Students study an English subject and a Mathematics subject. They also choose four other subjects from a range of Authority subjects, Authority Registered subjects and Vocational Education (VET) Certificate courses. This takes the total number of subjects to six.

**Authority Subjects** count towards an OP and have a high literacy, numeracy and theoretical components.

**Authority-Registered Subjects** have a more practical orientation than the Authority subjects. Authority-Registered subjects allow students a viable pathway to study at TAFE institutions.

**VET Certificate** courses also have a practical orientation with an emphasis on skills that are required in the workplace.

The Queensland Curriculum & Assessment Authority governs both the Authority and Authority-Registered subjects. In order to be eligible for and Overall Position (OP), students must undertake at least five Authority subjects, preferable six, over two years. Some students may include one Authority-Registered subject or VET course in their total of six, and still be OP-eligible.

**Post-Compulsory Education**
Students are required by legislation to stay at school until they have finished Year 10 or have turned 16, whichever comes first. Furthermore these students will be required to then participate in education or training for a further 2 years until they have achieved a QCE, a Certificate III VET qualification or until they have turned 17.

**Commitment and Attendance**
With this choice to attend school past the compulsory years come certain responsibilities. If a student makes the decision to complete Years 11 and 12 there has to be the commitment and motivation to do so.

Students at Woodridge State High School show commitment by attending regularly, completing assignments, handing in all work by the due date, participating in school activities and maintaining school standards.

Students who fail to attend school without a legitimate reason or who do not hand in assignments or other assessment may have to explain why their enrolment should not be cancelled.

**Leadership**
Responsibilities of senior students also extend to the way in which they show leadership to younger students in the school. This leadership encompasses the wearing of correct school uniform, adherence to the standards and expectations of behavior as well as providing peer support.

Mr Glyn Jones
Deputy Principal
Woodridge State High School is a community of forward thinkers that believes our students’ needs extend outside the classroom. We are the proud home of an extensive Wellbeing Support team that provides a support network for all of our students, staff, families and community members. Our team consists of:

Our **ART THERAPIST** is a joint initiative at Woodridge State High school. Our Art Therapists are funded by FHEAL to work therapeutically with newly arrived refugee students who are experiencing difficulty adjusting to new classroom environments and curriculum activities. This program is supervised by the Guidance Officers.

Our **ATTENDANCE OFFICER** monitors students’ attendance and works closely with our students and families, reflecting our philosophy “Every child counts, Every lesson, Every Day”.

Chaplaincy is an optional service within our school and our **CHAPLAIN** works with students, school staff, and parents/guardians to care for the emotional and spiritual needs of our wider school community. Our chaplain works four days a week, organising events, facilitating mentoring groups and supporting the development of a positive schooling environment for students, staff and parents.

Our **COMMUNITY EDUCATION COUNSELLOR** works five days a week and provides educational counselling and support services to our Aboriginal and Torres Strait Islander students. Our Bulkairi Space has built numerous partnerships with outside community groups, individuals and organisations for educational and cultural purposes.

The **COMMUNITY HUB CO-ORDINATOR** works three days a week to support our students, families and community members. The coordinator works with the Pacific Families program and community engagement partnership links, providing practical support for our students and their families as well as transition support.

The **CULTURAL SUPPORT CO-ORDINATOR** works five days a week and provides individual case management and support for our ESL and ILC students including homework and reading, Job Club support, career pathways information, interviewing skill development and information regarding part time employment. Parent English Classes and support provided by TAFE teachers are co-ordinated at our Community Hub Space.

Our two **GUIDANCE OFFICERS** provide a guidance and counselling service for all our students, parents/guardians and school staff. They assist our students to balance the educational, personal, social and emotional issues they may encounter through their adolescent years. The service includes: educational counselling and information, personal counselling (students and parents/guardians), and career counselling.

Our **INDUSTRY LIAISON OFFICER** creates partnerships with employers and trainers and helps our students find school-based apprenticeships and traineeships (SATs). They organise work experience or structured work placement and support our students to find and secure paid work.

The **PACIFIC LIAISON OFFICER** works three days a week, case managing identified students in need of support with a focus on student and family engagement, in a cultural context. This is achieved through the formation of positive working relationships with students and families, and engagement with ministers/pastors for additional family and community support.

The **SCHOOL BASED POLICE OFFICER** works three days a week with our students and families to enforce the law and uphold the standards of the Queensland community. She also works with students in classes, in groups, on assemblies, on camps and excursions to provide support and understanding for students.

Our **SCHOOL BASED YOUTH HEALTH NURSE** works four days a week with our students, school staff and parents to address concerns or problems about health and wellbeing and to connect people to support services inside and outside the school.

Our **YOUTH SUPPORT COORDINATOR** works five days a week with students (15 – 17 years old), staff and parents to address concerns about student health and wellbeing, and to connect students to other support services inside and outside the school.

Ms Tess Varipatis  
**Deputy Principal**
School Uniform and Personal Appearance

**Student Dress Code**
Our school is a professional working and learning environment and as such, its dress code reflects high standards of presentation. The School Dress Code has been developed and approved by the Parents and Citizens Association. The Dress Code identifies clothing that contributes to a safe and supportive teaching and learning environment by:

- **ready identification of students and non-students**
- **fostering a sense of belonging**
- **eliminating the distraction of competition in dress and fashion**
- **developing mutual respect by minimising visible evidence of economic or social differences.**

The approved school uniform is to be worn every school day including all school excursions, unless otherwise authorised by the Principal. The colours of the school uniform are royal blue, white and grey. The full school uniform is to be worn to and from school.

**Formal uniforms must be worn every Monday and Friday.** On other days, students have a choice of either formal or sports uniform. The principal has discretion to insist on formal uniforms for special occasions, for example, ANZAC day ceremony.

The approved school uniform is to be worn every school day including all school excursions, unless otherwise authorised by the Principal. The colours of the school uniform are royal blue, white and grey. The full school uniform is to be worn to and from school.

**The Approved School Uniforms are as follows:**

<table>
<thead>
<tr>
<th><strong>Junior Girls Formal Uniform</strong></th>
<th><strong>Junior Boys Formal Uniform</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Striped white school blouse with school emblem and royal blue tie</td>
<td>• Striped white school shirt with school emblem</td>
</tr>
<tr>
<td>• Grey A-line skirt, or, grey girls dress shorts, or, long grey tailored pants</td>
<td>• Grey coaster shorts, or, long grey trousers</td>
</tr>
</tbody>
</table>

**Sports Uniform - Junior Boys & Girls**
School grey unisex polo shirt
Unisex grey basketball shorts, or, grey dress shorts (formal uniform) may be worn

<table>
<thead>
<tr>
<th><strong>Senior Girls Formal Uniform</strong></th>
<th><strong>Senior Boys Formal Uniform</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Plain white school blouse with blue and grey piping and school emblem with royal blue tie</td>
<td>• Plain white school shirt with blue and grey piping and school emblem</td>
</tr>
<tr>
<td>• Grey A-line skirt, or, grey girls dress shorts, or, long grey business style trousers</td>
<td>• Grey coaster shorts, or, long grey business style trousers</td>
</tr>
</tbody>
</table>

**Sports Uniform - Senior Boys & Girls**
School blue unisex polo shirt
Unisex grey basketball shorts, or, grey dress shorts (formal uniform) may be worn

**Winter Uniform Extras – Junior & Senior**
College grey business style long trousers
Royal blue sloppy joe or polar fleece (no emblems or other colours visible)
A royal blue school scarf, available for purchase from the uniform shop

**Shoes**
Shoes – solid black leather / vinyl dress shoes. Shoes with laces must have black shoe laces. Footwear must have solid, impervious uppers and must be all black without any second colour as edging or decorative striping. Footwear must be properly secured at all times.

Workplace Health & Safety regulations nominate that footwear worn in Manual Arts, Art, Science and Home Economics classes must have solid, impervious uppers. These uppers must be capable of resisting substances such as acids, hot water and sharp implements such as knives and chisels. An “out-of-uniform” pass for shoes does not permit access to these areas. Students may be withdrawn from class and the playground for footwear that contravenes workplace health and safety guidelines.

**Undershirts**
White undershirts can be worn by both male and female students. It must be plain white with no collar. Undershirts may have long sleeves but the colour must be white.

**Socks and Stockings**
Socks must be plain white in colour. Stockings must be plain black or neutral – no patterns. Dark socks are allowed under long grey trousers.
Belts
Belts should be of normal size and made of plain black leather with no embellishments or large buckles.

Make Up
The only acceptable make up is clear nail polish. Eye liner and obvious facial make up is not permitted.

Necklaces
Only one necklace can be worn. The necklace must not pose a safety risk by virtue of its size, shape or sharpness. The necklace must be worn long so that it can be concealed out of sight.

Headwear
Hats or caps should be worn when outdoors. Headwear must be free of inappropriate language, art work or advertising. Beanies and hoods are not permitted as headwear. There are school hats available to order through the uniform shop. The school has applied restrictions on the colour red appearing on students, and as such, red hats will be confiscated and are banned within the school.

Under a belief system such as Islam, students who choose to wear head dress must wear only one of the school colours: White, royal blue or grey. Head dress must be plain, without extra decoration or adornments.

Jewellery and Body Piercing
Workplace Health & Safety regulations require that jewellery and body piercings be kept to an absolute minimum and must not pose a safety risk. Spacers, tapers and other ear-lobe stretching instruments are not allowed at any time. Acceptable items are:

- a watch
- one plain or signet ring without raised edges
- two pairs of small plain sleepers or studs – ie 'no bling'
- facial and body piercings must be replaced by a clear plastic retainer

Hair
Hair should be kept clean, neat and tidy to ensure health issues do not occur. Hair colouring should look natural with no bright colours. Hair styling should be modest and acceptable to a professional workplace and comply with workplace health and safety provisions. The following hair styles are considered unacceptable:

- hair styles with heavy visual ‘thickenings’ such as soap or glue.
- radical, attention seeking hair styles which are deemed unacceptable for a workplace.

Special Purpose Uniforms
Special purpose uniforms are for special times only and are not to be worn as normal uniform.

Non Uniform Days
Clothing for these days must be neat and tidy. On these occasions students are not permitted to wear the following:

- tops which do not provide sun protection for the shoulders
- open footwear such as sandals, thongs and shoes with non impervious uppers
- any item of clothing with inappropriate language or art work
- any item of clothing which is considered to be immodest i.e. bare mid-riffs and low cut clothing
- any items of jewellery which breach school rules or Workplace Health & Safety requirements.

Uniform Notes
When any item of the correct school uniform cannot be worn the student must bring a note of explanation from parents/carers requesting an ‘Out of Uniform Pass’ for each and every day out of uniform. Students, who have a valid reason as explained in the note, will receive an ‘Out of Uniform Pass’ which they must carry with them all that day. Uniform notes do NOT allow the wearing of unacceptable items of clothing (see below). Students who do not bring a valid note of explanation will receive a lunch-time detention on that day, or a subsequent day. Failure to attend uniform detentions will result in further consequences.

Unacceptable items of clothing
The following items of clothing are unacceptable: Hoodies, beanies, denim jeans, non-school track pants, undershirts with non approved colours / mixed colours / designs, black coloured slacks, rolled up slacks, bandanas and wrong coloured jumpers.
Woodridge State High School is committed to providing a thriving teaching and learning environment, where students have the opportunities to engage in quality learning experiences and gain skills essential for lifelong success.

Positive Behaviour for Learning (PB4L) is an evidence-based, whole school approach which supports our commitment to improve the learning outcomes for all of our students. PB4L is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community.

Our school has identified the following school values to teach and promote our high standards of behaviour. In our school, students are expected to be:

**SAFE RESPECTFUL RESPONSIBLE A LEARNER**

At Woodridge State High School, communication of our values and expected behaviours is supported and reinforced through the use of explicit teaching of school expectations through PB4L weekly focus lessons conducted by classroom teachers.

Creating positive learning and teaching environments which promote high expectations for all students and staff, will result in more teaching time and more learning time.

**BYOx (Bring your Own Device)**

Here at Woodridge State High school we offer the BYOx (Bring Your Own Device) option for students. BYOx is a term used to describe a digital device ownership model, where students use their personal device to access the network.

Student devices will be linked to Education Queensland’s Network and have filtered Internet and email. The device will be the student's own responsibility, maintained and supported technically by the student. Technical support will be offered to assist students in connecting to the network.

Woodridge State High School is recommending devices be a Windows platform with a minimum:

- Intel processor
- 10" screen size
- 32GB on board storage
- 2GB Ram
- Physical keyboard
- Minimum 5 hour battery life

For further information, including recommended devices, please access the school's website in the 'Quicklinks' section.

**Student Advantage – Free Microsoft Office 365**

All state school students from Prep to Year 12 can now download multiple free copies of the Microsoft Office 2013 Suite to their personal home and mobile computer equipment.

Students will need to access the Learning Place to download. For more information visit the Student Space section of the Learning Place: [http://education.qld.gov.au/learningplace/](http://education.qld.gov.au/learningplace/). To access the free software, students will need an active school logon and password.
Homework

It is very important that the students consolidate their day’s work by doing regular homework and revision. Home study does not consist of written work only. It includes the study of all that has been taught during the day, and regular revision of past work. Student homework diaries need to be sighted and signed regularly by parents to ensure that this is being done. Recommended minimum times for home study five times a week are:

- Year 7: 1 hour
- Year 8: 1 hour
- Year 9: 1 hour
- Year 10: as needed but up to 3 hours a night
- Year 11 & 12: as needed but up to 3 hours a night

These recommendations are in accordance with Education Queensland’s guidelines.

Variation to School Routine / School Excursions

Variations to school routine in the form of excursions, camps, work education, or sporting events are offered at Woodridge State High School to supplement and extend the range of learning experiences and activities normally offered at the school for students. As such, the school offers variations to students under the following terms and conditions:

- They are not compulsory therefore alternative arrangements are always planned and operated at school. Non-involvement does not mean time off.
- Students can be excluded from participating if:
  - deadlines for payment and return dates of forms are not met;
  - standards of behaviour have not met school expectations;
  - uniform requirements are not met (ie day uniform not worn).
- In all instances the school is the starting and finishing point of each activity.

Students who cannot comply with the above terms and conditions should not seek to participate in the activity.

Absences

Student Absence
Parents may contact the school via: the absence line, 3290 7260 or email absences@woodridgeshs.eq.edu.au to notify absence of students or a written note should be sent with the student immediately following any absences. For convenience, a special page at the back of the student diary is set aside for this purpose. When a series of 3 consecutive absences remain “not explained”, an official absentee letter will be posted home. A response from parent/caregivers will amend school records.

A doctor’s certificate is required for prolonged absence through illness and for all students absent during examination periods.

Queensland Curriculum & Assessment Authority attendance requirements state that students be in attendance for a minimum of 95% of class time to meet course completion requirements. In situations of prolonged illness or extenuating family circumstances, students may seek special consideration via forms available from the Deputy Principal.

Late Arrival
Students arriving late to school must report to administration to collect a late pass for presentation to classroom teachers. A parent letter detailing reasons is expected.

Leaving School Grounds
Leaving the grounds, during recesses or school time, is not permitted. Students needing to leave because of medical appointments are to have a note from a parent. A school leave pass may be issued to those students with permission to leave the grounds.

The Caltex service station is out of bounds during lunch breaks and the surrounding parks are out of bounds at all times. This school does not distribute lunch passes.
What sort of start is your child getting?

Just a little bit late doesn’t seem much, but ...

<table>
<thead>
<tr>
<th>He/She is only missing just ...</th>
<th>That equals ...</th>
<th>Which is ...</th>
<th>over 6 years of schooling that is ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 minutes per day</td>
<td>50 mins per week</td>
<td>Nearly 4 weeks Per year</td>
<td>Nearly 1 term</td>
</tr>
<tr>
<td>20 minutes per day</td>
<td>1 hour 40 minutes per week</td>
<td>8 weeks per year</td>
<td>Nearly half a year</td>
</tr>
<tr>
<td>30 minutes per day</td>
<td>Half a day per week</td>
<td>12 weeks per year</td>
<td>Half a year</td>
</tr>
<tr>
<td>1 hour per day</td>
<td>1 day per week</td>
<td>24 weeks per year</td>
<td>Nearly 1.5 years</td>
</tr>
</tbody>
</table>

Did you know your child’s best learning time is the start of the school day?

That’s when every minute counts the most.

Does YOUR child have a chance of being SUCCESSFUL? 1 or 2 days a week doesn’t seem much, but ...

<table>
<thead>
<tr>
<th>If your child misses...</th>
<th>That equals...</th>
<th>Which is...</th>
<th>And over 6 years of Schooling that is...</th>
<th>Which means the best your child might perform is...</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 day per fortnight</td>
<td>20 days per year</td>
<td>4 weeks per year</td>
<td>Over half a year</td>
<td>Your child&lt;br&gt;Other children&lt;br&gt;Equal to finishing at grade 11</td>
</tr>
<tr>
<td>1 day per week</td>
<td>40 days per year</td>
<td>8 weeks per year</td>
<td>Over 1 year</td>
<td>Your child&lt;br&gt;Other children&lt;br&gt;Equal to finishing at grade 10</td>
</tr>
<tr>
<td>2 days per week</td>
<td>80 days per year</td>
<td>Nearly 2.5 years</td>
<td>Nearly 2.5 years</td>
<td>Your child&lt;br&gt;Other children&lt;br&gt;Equal to finishing at grade 9</td>
</tr>
<tr>
<td>3 days per week</td>
<td>120 days Per year</td>
<td>Over 3.5 years</td>
<td>Over 4 years</td>
<td>Your child&lt;br&gt;Other children&lt;br&gt;Equal to finishing at grade 8</td>
</tr>
</tbody>
</table>

EVERY day counts at Woodridge. Ask us about help with getting your children to school EVERYDAY!
2016 school calendar
Queensland state schools

DECEMBER 2015

JANUARY 2016

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

DECEMBER

JANUARY 2017

There are 192 school days in 2016. Semester 1 2017 commences for teachers on January 19 and for students on January 23.

STAFF PROFESSIONAL DEVELOPMENT DAYS

Staff professional development days for teachers are January 21, 22, 23, April 6, 7, 8, and October 17. Schools are able to decide when their flexible days will be held, as long as they are in the school holidays or out-of-school hours.

PUBLIC HOLIDAYS

Public holidays are set by the Industrial Relations Minister. Public holidays for a local school are not shown due to diversity of dates across the state.

For more information and the latest version of this calendar visit www.education.qld.gov.au

FINAL DATES FOR STUDENT ATTENDANCE

November 18 is the final date for Year 12 attendance for receipt of a Senior Statement. November 25 is the final date for student attendance in years 10 and 11.

Some schools in regional, rural and remote areas will close for the Summer holidays on December 2.

The information in this calendar was correct at the time of publication (November 2015) but may be subject to change.