Middle School Handbook

Years 6 - 9

Kelvin Grove State College

The Pursuit of Excellence With All Our Might
# TABLE OF CONTENTS

Contact Details – Quick Reference.................................................................................4  
Welcome .........................................................................................................................5  
Middle School Philosophy ...............................................................................................6  
College Values ................................................................................................................9  
Middle School Support Staff ...........................................................................................10  
The School Year 2015/2016............................................................................................11  
  Term Dates and Student Free Days ..............................................................................11  
  Transition Program .......................................................................................................11  
  First week procedures ....................................................................................................11  
  College calendar ...........................................................................................................11  
Middle School Bell Times .................................................................................................12  
Middle School Curriculum ..............................................................................................13  
Reporting to Parents ........................................................................................................15  
Homework Guidelines .....................................................................................................15  
  Features associated with homework set in Middle School ..............................................15  
Curricular and Extra-Curricular Information ..................................................................17  
  Semester overviews .......................................................................................................17  
  Morning notices .............................................................................................................17  
  Excursions and Camps ....................................................................................................17  
  Assemblies ......................................................................................................................17  
  Middle School Awards Evening .....................................................................................17  
  Instrumental Music .........................................................................................................18  
  Information Communications Technology (ICT) ..........................................................18  
  Library Hours .................................................................................................................18  
  High Achievers Program ...............................................................................................19  
  Academic Achievers Program .......................................................................................19  
  Special Interest Classes in Year 8 ..................................................................................19  
  Queensland Dance School of Excellence (QDSE) – Development class ......................19  
  Mid Track Dance ...........................................................................................................19  
  Schools of Excellence .....................................................................................................19  
  Other extra-curricular activities .....................................................................................20  
Sport .................................................................................................................................20  
  House System ...............................................................................................................20  
  Interhouse Sport .............................................................................................................20  
  Interschool Sport ............................................................................................................21  
  Wednesday afternoon sport ..........................................................................................21  
  District and Regional Sport ............................................................................................21
CONTACT DETAILS - QUICK REFERENCE

College Executive Principal  Dr Regan Neumann
Principal Middle School    Ms Chrissie Coogan
Deputy Principal Middle School  Mr Andrew Rhule
Head of Department Middle School  Ms Frances Constantine
Principal Senior School  Mr Duncan Steel
Deputy Principal Senior School  Ms Kerrie Richards
Head of Department Senior School  Mr Jamie Smyth
Principal Junior School  Mr Damien Grieg
Deputy Principal Junior School  Ms Diana Morgan
Head of Curriculum Junior School  Mr Peter Blakeney

Faculty (HODs)  Humanities/Business Education  Mrs Wendy Dilley
                English  Mr Adam Davy
                Health and Physical Education  Mr David Kuchler
                Teaching and eLearning  Ms Sue Isbell
                International / ESL  Ms Johanne Walsh
                Mathematics  Ms Stephanie Mee
                Performing Arts  Ms Colleen Toohey-Jones
                Science  Ms Karen Gosney
                Technology & Design/Performing Arts  Mr Gary Hodgson
                Visual Arts/LOTE  Ms Allie Wright
                Head of Special Education Services  Ms Deb Tippett

Address  L’Estrange Terrace
          Kelvin Grove Qld  4069

Web Address  www.kelvingrovesc.eq.edu.au

Email  info@kelvingrovesc.eq.edu.au

College Phone  3552 7333
College Fax  3552 7300
SUBShop  3552 7349 or 3552 7319
Student Services  3552 7304
Student Absence  3552 7303
Enrolments  3552 7340
On behalf of the staff, students and parents of the Kelvin Grove State College, we would like to welcome you and your family to the Middle School. We hope that you enjoy the educational opportunities provided during your time with us.

Kelvin Grove State College commenced operation in 2002. The College is the result of the merging of Kelvin Grove State School with Kelvin Grove State High School. Our three-tiered College caters for the developmental needs of Preparatory to Year 12 students – providing a seamless transition:

- Junior School  Prep – Year 5
- Middle School  Years 6 – 9
- Senior School  Years 10 – 12

Kelvin Grove State College is part of a unique educational precinct. It is only three kilometres from Brisbane City’s central business district.

Our college seeks to provide a supportive and engaging learning environment for all. Our focus is on excellence in all areas of education. This is articulated and promoted through expectations of a strong work ethic, pride in, and recognition of, socially just practices including valuing social diversity, and civic participation.

The college is convenient to public transport, adjoins the Kelvin Grove campus to Queensland University of Technology (QUT), and is close to all the conveniences of the city. It is also adjacent to Kelvin Grove Urban Village.

- The only state Prep Program providing “best practice” demonstration sessions which uses virtual and physical observation booth experiences for QUT pre-service teachers and visiting academics.
- Year 5 and 6 High Achiever Program for high achieving students in English, Maths, Science, Art, Music, Business and Technology.
- Year 7, 8 and 9 Academic Achiever Program for students with high ability in Literacy and Numeracy.
- The largest Art Department in the state which allows students to study Visual Arts and Media Studies. Art students of Kelvin Grove State College have achieved numerous art awards and won many art competitions.
- An extremely strong Music program, including a strong Instrumental Program which offers a range of highly successful ensembles and encourages students to participate in choir.
- We have a broad curriculum base with a choice of over 50 subjects in the Senior School which is complemented by special Excellence Programs and Extension Subjects.

Within the Middle School, a focus is placed on establishing strong partnerships between parent, teacher and child. If all three have a shared understanding of anticipated educational outcomes then the child is most likely to succeed and be happy in their school life and beyond.
We hope that your association with the College is a satisfying, active and rewarding one.

**MIDDLE SCHOOL PHILOSOPHY**

Middle Schooling is aimed at addressing the specific needs of adolescents to make their schooling less alienating. It is based on the shared belief that young adolescents need an education where they can explore themselves and the world in which they live. The Middle School aims to advance the learning of all students, achieve meaningful outcomes and encourage active citizenship.

Kelvin Grove State College Middle School is based on the following principles:

- Learner-centred: A coherent curriculum that is focused on the identified needs, interests and concerns of students, and with an emphasis on self-directed and co-constructed learning.

- Collaboratively organised: Teams of teachers who know and understand their students very well employ powerful teaching and learning strategies to challenge and extend students within a supportive school environment.

- Criteria-based: Progress and achievement are recorded continuously in relation to explicit statements of what each student is expected to know and be able to do.

- Flexibly constructed: Arrangements are responsive to local needs and circumstances, and reflect creative uses of time, space and other resources.

- Ethically aware: Justice, care, respect and a concern for the needs of others are reflected in the everyday practice of students, teachers and administrators.

- Community-orientated: Parents and representatives from other community institutions and organisations beyond the school are involved in productive partnerships.

- Well resourced: Experienced teachers and support staff are supported by quality facilities, technology, equipment and materials.

**Catering for all Learners**

Kelvin Grove State College is characterised by our diversity. We cater for a wide range of students from different backgrounds and cultures.

- Our Inclusive Support Team supports students within our International Student Program as well as our ‘English as a Second Language’ students.

- The middle school allocates significant resources for literacy and numeracy intervention as well as providing for our Gifted and Talented Students.

- The College also provides many programs of excellence to cater for the academic, sporting or cultural talents of our students.
Excellence Programs

- **Year 5 and 6 High Achievers Program**: an 8 week program offering enrichment opportunities in a range of subject areas for high achieving students at Kelvin Grove College and the Brisbane City Cluster.

- **Year 7, 8 and 9 Academic Achievers Program**: Offering a modified curriculum in the core subjects for academically talented students. Entry into the program via an entrance exam, report card and NAPLAN results.

- **Kelvin Grove Dance School of Excellence**: Introductory program in Years 6 and Year 7, 8 and 9 program embedded into curriculum (entry via audition).

- **Sporting Schools of Excellence**: Soccer, Golf, Tennis (entry via nomination and trial)

- **Aviation**: Year 11 and 12 only

- **Engineering**: Year 11 and 12 only

More information about our excellence programs can be found on the College website [http://kelvingrovesc.eq.edu.au](http://kelvingrovesc.eq.edu.au)

**Year 6**

Year 6 is an important transition between our junior and middle school campuses. Students and parents will find the Year 6 experience to be very similar to traditional primary school classrooms. The benefits our Year 6 students have are the access to secondary school resources and teachers for specialist subjects such as Art, Drama, Dance and ICT.

**Year 7 and 8**

Classrooms within the middle school have been purpose built to enable a team of two teachers to work across the core curriculum areas in adjacent classrooms with a computer pod located in between.

This teaching team works with each class for a significant part of each day. The teachers plan together and manage any arising issues as a team. This relationship enables the teaching team to get to know each student as an individual and to gain a better insight into their preferred learning styles.

**Year 9**

Our Year 9 students are still very much part of the middle school. Year 9 students still complete a core curriculum of Mathematics, English, Science and History and are able to choose two elective subjects to complete their program of studies.
The Middle School at Kelvin Grove State College is characterised by:

- Students interacting with fewer teachers
- High use of technology
- Teaching based on thinking skills and problem solving
- Parent/community involvement
- Students engaged in their learning through a relevant and authentic curriculum that promotes deep knowledge and depth of understanding
- Celebration of student achievement and success
- Valuing the richness of our culture from our many diverse backgrounds

We want students that can:

- Look forward – imagination is more important than knowledge
- Look backward – learn from the successes and failures of history
- Look within – understand one’s self (aptitude and passion)

What are our Challenges?

- How do we help students become literate in the 21st century?
- What are the skills and knowledge students will need in order to be successful in 21st century society?
- How do we evolve our teaching methods to deal with new and emerging technologies?
**Kelvin Grove State College**

**Values**

- **INTEGRITY AND HONESTY**
  *Think and act ethically.*
  Do what you know to be right rather than what is easy or convenient. Be accountable for your own actions. Ensure consistency between what you say and what you do. Be honest.

- **RESPECT**
  *Believe in the inherent worth of each person.*
  Respect yourself and others and act with compassion. Show empathy by working to understand the viewpoint of others and how they are feeling.

- **COURAGE AND RESILIENCE**
  *Refuse to give in to doubt and fear.*
  Draw on moral and physical courage in times of adversity. Realise that no matter what happens, you can cope with dignity and strength.

- **HAPPINESS**
  These values shape our unique culture of TRUSTING RELATIONSHIPS, allowing all members of Kelvin Grove State College to build a productive community where happiness is valued.

- **RESPONSIBILITY**
  *Recognise the connections among personal, social and environmental wellbeing.*
  Act responsibly, ethically and in an disciplined way to make the world a better place. Understand that our choices and actions affect the rights of others, including future generations.

- **VALUING DIVERSITY**
  *Recognise the common humanity of all peoples.*
  Advocate for fairness and support the rights of others. Challenge injustice and promote understanding.

- **CREATIVE AND CRITICAL THINKING**
  *Engage in life long learning.*
  Seek empowerment through problem solving, analysis and creativity. Enjoy the pursuit of excellence through learning.
The College has a number of teaching staff who have taken on special responsibilities. Their role/s are integral to operation of the College.

| Year Level Coordinator (YLC) | • Provide individual support to students  
|                            | • Acknowledge student success  
|                            | • Responsible for year level activities  
|                            | • Monitor student welfare and attendance; generate action as required |

| Sports Coordinator (Years 7 – 12) | Responsible for organisation of:  
|                                 | • Inter-school sport  
|                                 | • Sporting carnivals (swimming, athletics, cross-country)  
|                                 | • Nomination of students for representative teams (Year 8-12 only) |

| Sports Coordinator (Year 6) | Responsible for organisation of:  
|                           | • Interschool Sport (Gala Days)  
|                           | • Nomination of students for representative teams (6 and 7 only)  
|                           | • Year 6/7 Swimming Carnival |

| Care Teachers | Academic, emotional and social welfare of students in CARE classes. Liaise with parents regarding student welfare, behaviour and work ethic. Referral to student support personnel where appropriate. |

The College also has a range of support personnel available. Support personnel are accessed by all teaching staff within the middle school to provide support to a particular student or assist in curriculum delivery.

<table>
<thead>
<tr>
<th>Support Personnel</th>
<th>Responsibilities</th>
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| College Guidance Officer (Years 8 – 12) | Provide counselling to students from Years 6 –12 on a range of issues including personal, behavioural and career.  
| College Guidance Officer (Years 8 – 12) | Case management of high level academic, personal or social issues. Referred by Middle School Administration Team.  
| Middle School Guidance Officer (Years 6 – 9) | Based at the College as a liaison person between students, staff and the police service. The role aims to create positive policing by being accessible to students and coordinating proactive programs across the College. Investigates issues as deemed necessary.  
| School-Based Police Officer (SBPO) | At the College three (3) days a week. Available to students to discuss personal health issues. Students access SYHN themselves or via referral. Students in Year 6 and 7 must have parental permission to access this service.  
| School Based Youth Health Nurse | Available as a support to all students to discuss a range of issues.  
| College Chaplain | Responsible for assisting and supporting students who are at risk of leaving school for various reasons. At the college two days per week. Students are referred to the YSC by other support personnel.  
| Youth Support Coordinator (YSC) (Tues, Fri) | Student groups identified with  
| Diverse Learning Teachers | • Learning needs  
| Support Teachers/Literacy & Numeracy | • Behavioural issues  
| Learning Support to Gifted | • Disabilities  
| Learning Support General | • English as a second language  
| Students with disabilities | • Gifts and Talents  
| ESL/ISP | May have teaching delivery, resourcing and assessment practices adjusted to assist students to realise their learning potential.  
| Behavioural Support |
Term Dates

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2016</th>
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<tbody>
<tr>
<td>School Starts</td>
<td>Tuesday 27 January</td>
<td>Thursday 27 January</td>
</tr>
<tr>
<td>Term I</td>
<td>Tuesday 27 January – Friday 2 April</td>
<td>Term I</td>
</tr>
<tr>
<td>Term II</td>
<td>Tuesday 20 April – Friday 26 June</td>
<td>Term II</td>
</tr>
<tr>
<td>Term III</td>
<td>Monday 13 July – Friday 18 September</td>
<td>Term III</td>
</tr>
<tr>
<td>Term IV</td>
<td>Tuesday 6 October – Friday 11 December</td>
<td>Term IV</td>
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Transition Program

In the last week of the school year, in preparation for the following year, all future and current Year 6, 7 and 8 Kelvin Grove State College students attend a Transition Day. Students arrive at the College in their Primary School uniforms and spend the day going to classes, meeting their teachers and classmates for the following year. Dates for this day are determined in consultation each year with our major feeder schools. Parents are advised by mail of the date and time for Transition Day.

First Week Procedures

New students to the college will have received at their interview or by mail an outline of the procedures and times of activities for the college in the first week of the school year. It is essential that all parents/guardians and students read this before commencing the school year.

First week activities include:

- Distribution of timetable**, homework diaries and text books (if applicable)
- Tour of the college with students from the Senior School
- Meeting Year Level Co-coordinator
- Meeting class teachers and other key college staff

** Timetables issued in the first week of the college year are temporary ONLY. They are subject to change; however, every attempt is made to ensure that Middle School timetable changes are minimal.

College Calendar

There are many important activities coming up during the first term and through out the year. The college calendar is an important source of information about upcoming college events and activities. The calendar can be found at [www.kelvingrovesc.eq.edu.au/wcms/#](http://www.kelvingrovesc.eq.edu.au/wcms/#)
# Kelvin Grove State College

## Timetable Configuration - Middle

<table>
<thead>
<tr>
<th></th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<td>3:00-3:45</td>
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<tr>
<td>PER 1B</td>
<td>10:20-10:50</td>
<td>MT</td>
<td>PER 1B</td>
<td>MT</td>
<td>PER 1B</td>
</tr>
<tr>
<td>PER 2A</td>
<td>10:50-11:25</td>
<td>MT</td>
<td>PER 2A</td>
<td>MT</td>
<td>PER 2A</td>
</tr>
<tr>
<td>PER 2B</td>
<td>11:25-12:00</td>
<td>PER 2B</td>
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<tr>
<td>PER 3A</td>
<td>12:35-1:10</td>
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<tr>
<td>PER 4A</td>
<td>1:50-2:25</td>
<td>PER 4A</td>
<td>PER 4A</td>
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<td>PER 4A</td>
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<td>PER 4B</td>
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Throughout the middle schooling years at Kelvin Grove, students will be engaged in a curriculum that enables all students to meet the requirements of the Australian Curriculum in Maths, English, Science and History. In all other learning areas students will be given the opportunity to meet the requirements of the Essential Learnings as a minimum at Kelvin Grove State College.

At the heart of the curriculum is an acknowledgement of the middle years philosophy in making learning relevant and authentic for students. We also aim to integrate learning where possible to ensure knowledge is transferable rather than pigeonholed within the confines of the classroom where it is taught.

The Australian Curriculum

The Australian Curriculum sets out the core knowledge, understanding, skills and general capabilities important for all Australian students.

General capabilities, a key dimension of the Australian Curriculum, are addressed explicitly in the content of the learning areas. They play a significant role in realising the goals set out in the Melbourne Declaration on Educational Goals for Young Australians (MCEETYA 2008) that all young people in Australia should be supported to become successful learners, confident and creative individuals, and active and informed citizens.

The Melbourne Declaration identifies essential skills for twenty-first century learners – in literacy, numeracy, information and communication technology (ICT), thinking, creativity, teamwork and communication. It describes individuals who can manage their own wellbeing, relate well to others, make informed decisions about their lives, become citizens who behave with ethical integrity, relate to and communicate across cultures, work for the common good and act with responsibility at local, regional and global levels.

The general capabilities encompass the knowledge, skills, behaviours and dispositions that, together with curriculum content in each learning area and the cross-curriculum priorities, will assist students to live and work successfully in the twenty-first century. The Australian Curriculum includes seven general capabilities:

- Literacy
- Numeracy
- Information and communication technology (ICT) capability
- Critical and creative thinking
- Personal and social capability
- Ethical behaviour
- Intercultural understanding.

The Australian Curriculum has been written to equip young Australians with the skills, knowledge and understanding that will enable them to engage effectively with and prosper in a globalised world. Students will gain personal and social benefits, be better equipped to make sense of the world in which they live and make an important contribution to building the social, intellectual and creative capital of our nation.
Accordingly, the Australian Curriculum must be both relevant to the lives of students and address the contemporary issues they face. With these considerations and the *Melbourne Declaration on Educational Goals for Young Australians* in mind, the curriculum gives special attention to these three priorities:

- Aboriginal and Torres Strait Islander histories and cultures
- Asia and Australia’s engagement with Asia
- Sustainability.

Cross-curriculum priorities are embedded in all learning areas. They will have a strong but varying presence depending on their relevance to the learning areas.

More Information about the Australian Curriculum can be found at: [http://www.australiancurriculum.edu.au/](http://www.australiancurriculum.edu.au/)

**Essential Learnings**

The Essential Learnings describe the knowledge, understanding and ways of working that students need for ongoing learning, social and personal competence and participation in a democratic society.

The Essential Learnings give:

- Teachers clarity about what to teach
- Teachers assurance that the essential elements of each key learning area are being addressed, and that their students are learning what the wider community values
- Parents and carers confidence that a core curriculum will be offered in all Queensland schools.

While the Essential Learnings are the part of the curriculum that is to be common across all schools, Kelvin Grove continues to organise the curriculum in a ways that meets the needs of every student. Curriculum is seen as an ever-evolving process that caters for individual and community needs and is responsive to emerging trends and technologies that will impact on the future pathways of our students.

There are three components of the Essential Learnings:

- Learning and assessment focus
- Ways of working
- Knowledge and understanding


**Unit and Assessment Outlines**

Unit and Assessment outlines are posted at the beginning of each semester on the College website: [www.kelvingrovesc.eq.edu.au](http://www.kelvingrovesc.eq.edu.au) Lesson content and support materials are made available online for students by core teachers (Maths, Science, English and History) in virtual classrooms and/or Ed Studios.
REPORTING TO PARENTS

Written reports are prepared at key junctures during the year including:

- End of term 1
- End of semester 1
- End of semester 2

Parent/Teacher interviews are held twice a year following the issue of the *Term One Interim Report* and then again after the issue of *Semester One Reports*. Parents are welcome to contact the school and make an appointment to speak with any of their child’s teachers at any time during the year. Teachers will contact parents if they have any concerns or issues. When contacting teachers please be aware that they are in class most of the day. Please leave a message and they will return your call at the earliest convenience. Many staff and parents use email as a quick and efficient method of contact. The college email is: info@kelvingrovesc.eq.edu.au

Parent/Teacher interviews are booked on-line. Information regarding how to access the on-line system is included in the mail out of the student reports.

HOMEWORK GUIDELINES

Homework Diary

At the beginning of every school year each student (from Years 6-12) is issued with a Homework Diary. Apart from being used to record daily homework, the diary contains a range of important information about College rules and procedures.

Purpose

Homework fulfils a number of functions:

- It provides the time necessary to complete extended projects
- It provides an opportunity for students to practise knowledge and skills
- Such practice is one way of helping learning become committed to long-term memory

Features associated with homework set in Middle School classes

- The amount and type of homework will vary from week to week according to specific work/unit/task covered in class
- There is a degree of legitimate flexibility among teachers in relation to the amount and type of homework which is set
- In some instances homework comprises working towards the completion of a long-term project
- Homework may be revision of class work which includes looking back through class notes, worksheets, work booklets or textbooks
- Unfinished class work may be set as additional homework for a specific student
- As a guide, it is reasonable to expect that students would need to spend in **years 6 and 7 up to 3 to 4 hours** per week while students in **years 8 and 9 up to 5 hours per week**. Homework could include:
  - Revision
  - Set homework tasks
  - Completing class work, extension of class work
  - Projects and research
  - Reading
When school tasks, exams or other assessment items are due students will be required to **spend more time** in addition to their usual time each night completing work.

**It is the student’s responsibility to:**
- take his/her homework diary to every class
- copy set homework into the homework diary
- **complete set homework**
- replace the homework diary if the original is lost/damaged
- organise a personal schedule/study plan which ensures that homework is completed within a set timeframe
- organise his/her own revision of the day’s work, memorizing of information covered in class, additional reading etc in the situation when set homework has been completed and there is remaining “homework” time

**It is the teacher’s responsibility to:**
- set homework which supports the stated purpose of homework
- follow the college’s Work Ethic policy in relation to monitoring and recording incomplete homework. This policy follows the process outlined below:
  - notification to parent/guardian when 3 breaches have been recorded i.e.
    - three instances of incomplete homework = 1 breach
    - a fourth instance = a second breach
    - a fifth instance = a third breach

**Please note**
- it is not logistically feasible to phone home each time a student does not complete his/her homework

**It is a parent’s responsibility to:**
- provide a suitable space and necessary equipment to enable the child to complete homework
- allocate a time each night during which the child must sit down at a desk/table to complete homework
- assist the child with time management and organisation
- check that the homework diary is being used
- assist the child with how to revise the day’s work
- assist with homework difficulties/issues when possible
- check that homework is completed
Semester overviews

At the commencement of each semester students are given a semester overview for each discipline studied. The semester overview covers topics to be studied, assessment tasks and dates. Semester overviews can also be viewed on the school website. (www.kelvingrovesc.eq.edu.au) Please ensure that your student enters these dates into their diary and keeps a record in a safe place at home.

Morning Notices

Morning Notices are read to students each day during period 1. Notices include information for students regarding sporting activities, class movements, student meetings, and student activities such as non-uniform day. It is essential that students listen carefully to notices each morning.

Copies of morning notices for each day are kept on the notice board outside Student Services – for students who are late to school or miss hearing the notices in period 1.

Excursions and Camps

These are arranged for educational value throughout the year. It is important that each child participate if at all possible. Parental permission and medical information is required for every excursion your student attends. Permission forms, medical forms and payment are returned to the SUB Shop. Some excursions for each level may include: (Please note these may change from year to year)

Our Current Camps are:

Year 6 – Canberra Trip
Year 7 – Outdoor adventure and Team Building Camp - Alexandra Park
Year 9 - Courage and Resilience Training
Year 10 – Maroon Dam Outdoor Education Centre
Year 11 - Ski Trip, Leadership Camp

Note: Instrumental Music organise their own camps and tours.

Assemblies

The Middle School has a weekly assembly. The purpose of this assembly is to give messages, view performances, and celebrate student success. Guest speakers are invited to these assemblies. At times, the whole Middle School Assembly will be replaced by Year Level Assemblies.

Middle School Awards Evening

Awards Evening is held each year in the second last week of school. The purpose of the evening is to acknowledge student achievement and excellence across the areas of academia, sport, service, culture and leadership. Each sub-school has its own Awards Evening.
Instrumental Music

Instrumental Music is available to all students at Kelvin Grove State College. The programme provides students with individual lessons during the school day. Instrumental music staff are employed by Education Queensland to conduct lessons. Instruments included in the programme include:

- Tuba
- Euphonium
- Trombone
- French Horn
- Bassoon
- Oboe
- Clarinet
- Bass Clarinet
- Flute
- Tenor Saxophone
- Alto Saxophone
- Baritone Saxophone
- Tuned and Un-tuned Percussion
- Strings

This list of instruments available may vary from year to year. There are a number of ensembles for students to become involved in eg. Senior Concert Band, Intermediate Ensembles, Strings etc. For more information please contact the Instrumental Music Coordinator.

Information and Communications Technologies (ICTs)

The use of ICT’s as a way of learning is a priority in the middle school. Laptop trolleys and pods of computers are situated between each pair of classrooms throughout the middle school. Interactive Whiteboards are installed in the Year six and seven classrooms. Teachers are focussed on using ICT to enrich teaching and learning.

Student work is saved to the College network and backed up on a daily basis. Students are able to bring USB drives to school but must seek teacher permission before plugging these, or any other device, into a computer. It is strongly recommended that students always back up files on USB devices to the network or a home computer, as these devices regularly fail. Students must not use USB’s to upload or download inappropriate files eg. games, images, programs.

All students and parents are required to read and sign the ICT Network Access and Usage Guidelines and Agreement included in the enrolment pack. This form must be returned at time of interview. An up-to-date copy of this document and the agreement is also placed in the Student Diary each year which must be completed and signed. Breaches of the guidelines and agreement or inappropriate use of the College network may result in withdrawal and/or suspension of computer and network access and possible suspension from the College.

Library Hours

The library is the research and information hub of the College. The library is open each day for students to access reading material (novels, magazines and newspapers), complete necessary research and access computers. The library is open for student use each day from 8.00am – 5.00pm. The library does not take the place of appropriate Child Care or Out of School Hours Care. The library may be closed at anytime without notice and therefore all students intending to use the Library after school must always have an alternate plan to go home.
Gifted and Talented Programs

High Achievers Program

The High Achievers program is an enrichment program run by Kelvin Grove State College for Year 5 and 6 students from the Brisbane City cluster of schools. Starting in June and running for 8 weeks students participate in one of six programs each Wednesday afternoon. Students are nominated by their classroom teacher utilising program criteria, report cards, NAPLAN results and professional judgement.

Academic Achievers Program

In year 6, all KGSC students sit an entrance exam to determine their suitability for placement in the Academic Achiever classes. Year 7 and 8 students who have achieved strong results in their academic pursuits are also able to sit an entrance exam to be considered for the Academic Achievers classes which run in Year 7, 8 and 9. The purpose of the program is to nurture and develop these students to meet their academic potential.

Special Interest Classes in Year 7, 8 and 9

Music – students apply for a position in this class. The class aims to bring together a range of students who have a love of, interest in and ability for music. Students in this class must have some experience in playing and reading music.

Kelvin Grove Dance School of Excellence (KGDSE)

Students in Years 8 and 9 are able to audition to be part of the KGDSE development programme. The programme runs as part of the Year 8 and 9 curriculum. Students are taught by instructors from the Queensland Ballet.

Mid Track Dance

Mid Track Dance is an extension of Track Dance offered in the Junior School and is available to only Year 6 and 7 students. It is run in association with the Queensland Dance School of Excellence. Students are auditioned for the programme in early January. The programme aims to identify and encourage students who have talent for dance.

Schools of Excellence

There are several Schools of Excellence at the college that cater for sporting, cultural and academic pursuits. They each have specific entry requirements and have a cost associated with them. More information about the Schools of Excellence can be found on the college website http://kelvingrovesc.eq.edu.au/wcmss/content/blogsection/9/272/
Other Extra-Curricular Activities

Any extra-curricular activities will be advertised to students either through the morning notices, flyers or the College Chronicle. A broad range of options is available to students throughout the year and these include participation in musical and drama performances, competitions, targeted learning opportunities and college representation opportunities. Activities will vary from year to year. Activities may include:

- Lunchtime Activities – eg Art Club, handball, sporting competitions, Library games, chess
- Homework Club
- Debating
- Academic Competitions – Westpac Maths, ICAS Maths, Science and English
- Musicals
- Choir
- School Representative Council (SRC)
- Art Expositions

SPORT

House System

Kelvin Grove State College has four sporting houses. Students are placed in each house according to their last name. Each sporting house has two colours and an emblem to denote it. Our College Mascot is the Kelvin Grove Cougar.

Petrie  A – D  Orange and Black  Petrie Panthers
Bowen  E – K  Blue and Gold  Bowen Bulldogs
Herbert  L – Q  Red and White  Herbert Hawks
Lutwyche  R – Z  Purple and White  Lutwyche Lions

Interhouse Sport

The college holds three inter-house sporting events each year. These are compulsory events in the college calendar. The College swimming, cross-country and athletics teams are chosen for participation at District level from these days. There are also various House Competitions that take place across the year which are advertised via notices.

Year 7 – 12 Swimming Carnival
This is held at the Valley Pool in February and students from Year 7 – 12 attend. Students nominate for during the carnival. There are also a number of novelty events during the day.

A bus will be provided for students to travel from the College to the pool and returning to the College for a cost. Students may also make their own way to the pool and home if desired.

Year 5 and 6 Swimming Carnival
Years 5 and 6 have their own carnival in February. Students who are eligible to swim in the 13 years age group are invited to attend the Year 7 –12 carnival if they so wish.

Cross Country Carnival
The cross country is held in April each year. The course is run in the local area and students have the opportunity to progress to district and regional championships.
Athletics Carnival
The athletics carnival is held early during term 3. Students from years 6 – 12 attend this carnival on the College oval. Students nominate for events during the carnival. A number of events such as the 1500m are held prior to the day. Students will be notified via morning notices as to the time of these events. Novelty events are held throughout the day.

**Dress Code: Students are able to dress in house colours for interhouse sporting events; however, sun safe and non-uniform day dress codes apply.**

Interschool Sport

Year 6 participate in interschool sport through Gala Days organised by the District. Year 7 and 8 students are invited to participate in an interschool sport competition on Wednesday afternoons. The competition has summer and winter seasons. Other schools in the competition include: Everton Park, Albany Creek, The Gap, Ferny Grove, Mitchelton and Northside Christian College. Students will be transported to the sporting venues by bus. A cost will be incurred for this.

Wednesday afternoon sport

Year 7 and 8 students who do not participate in the interschool sporting competition are required to attend an activity organised by the college each Wednesday afternoon. Each activity will have physical activity as its focus. Students can choose from a range of activities. They may be required to leave the college grounds to be transported by bus (at a cost) to the venue or make their own way there by walking if the venue is close to the College. Your student will be given details when they choose their activity. Some activities do incur a cost. **Wednesday afternoon interschool sport or physical activity is COMPULSORY for all Year 7 and 8 students. Rolls are marked at each venue and unauthorised student absence will result in a consequence.**

District and Regional Sport

Students wishing to nominate at District/Regional Level for sports such as Tennis, Touch Football, Volleyball, Rugby League, Basketball, Hockey etc are able to nominate via the Sports Co-ordinator. Nomination dates are advertised on morning notices. For more information please contact the Sports Coordinator.

STUDENT LEADERSHIP

Student Representative Council – Middle School

The Student Representative Council (SRC) meets each fortnight at morning tea in the Middle school. The SRC discusses issues relating to student welfare and organises events such as Middle School dances, non-uniform days etc.

Students are able to nominate themselves to be SRC members early in the year. To complete nomination students are required to respond in writing to a number of criteria. A panel of teaching staff and the Middle School Principal decides on final selection to the SRC.
Middle School Captains

Students in Year 9 are given the opportunity and responsibility of nominating for a Middle School Captain position. There are four Middle School Captains:

- one female and male Captain
- one female and male Vice-Captain

Nominations for the captain positions are called for at the end of Year 8. Student nominations are then ratified by the Middle School Principal based on students’ attitude, work ethic, behaviour and general leadership ability. Students short-listed are asked to make a speech to Years 6-9 students on Assembly outlining why they should be considered as a Middle School Captain. The Middle School Principal considers student and staff voting and makes the final decision. The announcement of the successful candidates is made at the Middle School Awards Evening.

House Captains

Students in Year 9 are given the opportunity and responsibility of nominating for a Middle School House Captain position. There are twelve Middle School House Captains (male and female per house) corresponding to each of the four Sporting Houses.

Middle School Captains, House Captains and SRC representatives are inducted into their positions at a special ceremony at the beginning of the College year.
The full version of the Responsible Behaviour Plan can be found in your enrolment pack or on the college website.

The goal of our Responsible behaviour Plan is to empower students to conduct themselves in appropriate ways in all aspects of life.

Schools with well-disciplined students have developed a sense of community that is reflected in a code of conduct based on a set of principles that are understood, accepted and practised by all members of the College community.

The College Code of Conduct is designed to promote cooperative and harmonious relations and is based on four concepts:

- Courtesy
- Consideration
- Cooperation
- Common Sense

The Kelvin Grove State College Responsible Behaviour Plan has been developed in the context of the following sources:
- Education (General Provisions) Act, 2001 and revisions other relevant legislation.
- Section 21 of the Education (General Provisions) Regulation 2000
- Queensland State Education – 2010 website
- Other relevant Education Queensland policies
- Relevant sections of the Department of Education Manual

The Supportive School Environment is one where:
- All members of the College community feel safe and are valued.
- Social and academic learning outcomes are maximised for all through quality practices in the areas of curriculum, interpersonal relationships and College organisation.
- College practices involve a planned continuum from positive to preventive actions for all students, and responsive actions for specific individuals and groups.
- Non-violent, non-coercive and non-discriminatory language and practices are defined, modelled and reinforced by all members of the College community.
- Suspension and exclusion procedures are considered only when all other approaches have been exhausted or rejected.

Principles
- Students and teachers have the right to work to potential, free from disruption, abuse or harassment.
- Positive relationships between teachers and students, and a positive classroom environment are essential for good order and discipline, and for effective teaching and learning.
- Expectations of standards of behaviour are highlighted by College and classroom rules. Applications of the rules, and the consequences of breaking any rule, are consistently exercised.
- Confrontation is to be avoided.
- Students and teachers must accept responsibility for their own behaviour.
• Support staff are available to assist students and teachers to develop appropriate behaviour management strategies. For example: Behaviour Support Co-ordinator, Year Level Coordinators (YLC), Heads of Departments, Guidance Officers, Administration Members, Youth Support Coordinator, Chaplain, College Based Police Officer and School Based Youth Health Nurse.

The Behaviour Support Room (BSR)

A set of classroom rules has been developed with student and staff input. If a student chooses to disrupt in the classroom (or any other learning environment) by breaking these rules, he/she is asked a set of questions:

1. What are you doing?
2. What should you be doing?
3. Are you choosing to stay in the classroom and follow these rules?

The student is given a choice of staying in the classroom and following the rules or, upon continuing disruption, choosing to proceed to the Behaviour Support Room (BSR). Here, the student is supervised by the BSR Co-ordinator until he/she indicates a commitment to following classroom rules. A ‘behaviour commitment plan’ is then completed and the student consults with the classroom teacher to negotiate his/her re-entry to the classroom setting.

Work Ethic

The Work Ethic process is designed to develop structures in assisting students to reach their potential and hence improve the quality of their education.

Breaches of work ethic include:

• homework incomplete
• substantial equipment missing and therefore not prepared for class
• set work not completed to a satisfactory standard

The following process is used to assist and inform students and parents about work ethic issues.

• 3 breaches of work ethic: Teacher contacts parent
• 4 breaches of work ethic: Student referred to Head of Department
  Head of Department contacts parents
  Negotiated work ethic contract with student
• 5 breaches of work ethic: Student referred to Head of Department
  Head of Department refers to Principal of sub-school

Lunch time detentions

The Middle School operates a system of lunch time detentions. Detention room operates from 1.10 pm – 1.30pm every lunch except Wednesday. Detentions are given to students for a variety of reasons including: period truancy, food throwing, disobedience, uniform breaches, and use of inappropriate language. They are issued by the Principal, Heads of Department, Student Coordinator and Year Level Coordinators.

Students who accumulate an unacceptable number of detentions per semester may be suspended from the college for a period of time.
Sun Safe Policy

As in accordance with Education Queensland Policy all students in Year 6 and 7 must have a college hat for play in the break times. Students without a hat will be required to sit in a shaded area. Students who repeatedly fail to bring a hat will be issued with a lunch time detention.

Students in Year 8 and 9 must have a hat for all Sport and Physical Education classes. Students are strongly encouraged to wear the college hat at all times. Students are not allowed to wear ‘other’ hats except for activities on the oval.

Bullying

Bullying is not accepted at Kelvin Grove State College. We encourage students and parents to report all incidents of bullying. The issue will be dealt with initially using the ‘no blame’ approach. Incidents of repeated bullying will be dealt with as per the Responsible Behaviour Plan.
Student Services

Student Services is located in the main office area of the College. The role of Student Services is to:

- Maintain student enrolment details;
- Record student attendance via rolls marked by teachers, student absence, student late arrival and early departure;
- Administer first aid and manage student illness;
- Maintain Guidance Officer appointments;
- Issue uniform passes and uniform lending system; and
- Record student detentions.

Parents are encouraged to contact Student Services on the above matters. Please call the following numbers for:

- Enrolment details – 3552 7340
- Student absence – Middle School 3552 7302, Senior School 3552 7303
- Detentions – 3552 7304 [Chris Riggall]
- General enquiries – 3552 7304 [Chris Riggall]
- Absence email: ms.absence@kelvingrovesc.eq.edu.au

SUB Shop (Stationery, Uniform and Books)

The SUB shop is operated by the P&C and it sells stationery, uniforms and books. It is the collection point for all monies from students – excursions, sports days, and events such as dances, formals and shows. No money is handled by the classroom teacher or office staff.

It is operated by paid staff with volunteer parents assisting when necessary. The SUB Shop is open Monday to Friday from 8:00am - 1:50pm. Cash, cheques, EFTPOS and lay-by facilities are available. They also offer Visa payments via the phone. An up to date price list can be found in the Enrolment pack or from the SUB Shop.

Call the SUB Shop regarding any of the above issues on: 3552 7349 or 3552 7319

Any profit made contributes to the fund raising by the P&C and is put towards the College community, resources and facilities.

College Tuckshop

The P&C is also responsible for overseeing the operation of the tuckshop, which is located in the Middle School. The tuckshop operates with a paid convener, salaried workers and volunteers. It is open for service from 8:00 am and then serves morning tea and lunch each day and aims to provide nutritious food at a reasonable cost. The tuckshop has adopted the Healthy Food policy and has only foods that meet the requirements of this policy.

Please contact the Tuckshop convener if you would like to volunteer as a tuckshop worker.

Tuckshop phone no: 3552 7324
Middle School Parent Advisory Group

The Middle School Parent Advisory Group meets in the College Library, on the second Monday of each month from 7.00pm and is chaired by the Middle School Parent Representative on the P&C. These informal meetings are a great way to meet and network with other middle school parents, find out what is happening in the middle school, bring issues of concern to the attention of the middle school Principal and have input into the future direction of this part of the college.

College Community Liaison Officer

The College P&C employs a part-time College Community Liaison Officer (CCLO) to help increase parent/guardian participation in the school and to facilitate effective two-way communication between the college, parent/guardians and the school community. The CCLO has an office in the Junior School and can be contacted via the college switchboard. Some of the CCLO’s roles include organising catering for various P&C events and mail outs, organising volunteers and the P&C stall at Open Day.

Middle School Playground Areas and Toilets

The Middle School is located at the front of the College. Specific playground areas are allocated to year levels within the Middle School. Students are not allowed to leave their specified area except to go to the toilet, tuckshop, oval or to see a teacher. Senior School students are not able to access Middle School playground areas or toilets. Students in the Middle School have designated toilets located within the Middle School. Students will be shown these during a tour of the College.

Kelvin Grove Childrens’ Centre - Out of School Hours Care – Pre-school – Year 7 only

The P&C is responsible for this program, which offers Before School Care from 7:00-8:30 am and After School Care from 3:00 to 6:00pm weekdays. A Vacation Care program is organized during the school holiday periods from 7:00am - 6:00pm. The children are cared for in the Junior School and if you have any queries please phone the Coordinator on 3352 6007.

College Newsletters (College Chronicle)

A newsletter from the College called the College Chronicle, is emailed to your email address every Friday. The College Chronicle contains items of news relating to curriculum, class events, P&C news, coming events, and community notices etc. The newsletter is on the College website at www.kelvingrovesc.eq.edu.au. Parents are able to subscribe to the College Chronicle by visiting the College Website.

Lockers

Lockers are available for student use from week 3 each year. They are not mandatory. They are located at various points around the college. Allocation of lockers and combination locks must be sought through the SUB Shop. A small fee is charged for the use of locker and lock. This is refunded at the end of the college year. Students may not use their own locks, as staff need to be able to open lockers in emergencies. There are only a limited number of lockers.
Volunteers

Parents are welcome to volunteer their time to the school. There is a range of opportunities for you to participate in the College. The College Community Liaison Officer coordinates volunteer helpers for the College; please refer to the flyer in your enrolment pack to express your interest and to list your skills and preferred options. Any volunteer time is always greatly appreciated at the College. Volunteers other than parents must have a ‘blue card’. All volunteers are required to sign-in at the main office when visiting the college.

Pre-Service Teachers

Pre-Service teachers regularly visit our College from the Kelvin Grove Campus of QUT and University of Queensland for varying periods of time to complete practice teaching sessions. They are supervised by the class teachers and College Deputy Principal and add another dimension to the educational opportunities afforded to the students.

Bus Services

Our College is serviced well by public transport. The Brisbane City Council can assist you with any enquiries re timetables and destinations. For bus information telephone 131230 or www.translink.com.au

Parking

Extensive consultation has occurred between the Transport Department, College and P&C to improve parking facilities around the school. The proximity to QUT places large demands on limited parking spaces.

2-minute zones: Pick up and Put Down Areas are located at front entrance to the Junior School in L’Estrange Tce and at the top of Tank St.

15 minute zones: between 7:00am - 9:00am and 2:00pm - 4:00pm are located in School Street and the bottom of Tank St.

Children are not released until 3:00pm and often take 3-5 minutes to reach a school exit point. Please time your pick-up to occur after 3:05pm to avoid unnecessary waiting and to avoid congestion with the school buses.

Car park facilities in the school grounds are for authorised staff ONLY. They are not to be used by parents as a drop off/pick-up zone unless using Out of School Hours Care facilities (Junior School carpark only).

Brisbane City Council has metered parking in the streets surrounding the College with a fee payable from 7.00am-5.00pm. If you require parking within the College grounds due to a disability or to drop off heavy items please call ahead and an effort will be made to reserve a parking space.

Crossing Supervisors

There are two pedestrian crossing supervisors provided by the Transport Department on patrol every morning, from 8:00am – 9:00am and afternoons from 2.50pm–3.20pm. They co-ordinate the use of the pedestrian crossings located at the front of the College. Please use these crossings when picking up your child/ren to demonstrate safe road crossing practices. Encourage your child/ren to utilise the crossing by NEVER calling for them to cross unsafely.
Student Uniform

Please refer to the enrolment pack for a full listing of the Middle School uniform.

Students are required to comply with the College uniform policy. If your student has a valid reason for not complying with the policy for a day, they are required to bring a signed written note from home explaining why they are unable to wear uniform, present the note at Students Services before school commences and be issued with a pink slip giving them exemption from uniform policy for the day. Students failing to have a note and not wearing uniform as per College policy will be issued with a detention.

The uniform is reviewed every 5 years. Any changes as a result of this review (made after this document is published) will be included as an accompanying flyer.

Uniform Combinations

GIRLS

- White blouse with green skirt or green dress shorts plus tie. White socks and all shiny black leather lace-up shoes. White socks must be ankle socks visible above the shoe.
- White blouse with long grey trousers with grey or black socks. All shiny black leather lace-up shoes and tie.
- College Hat or Cap
- All shorts and skirts must be worn at a reasonable height on hips – no underwear visible

BOYS

- Grey formal shirt; tie with grey shorts or trousers and black belt. Shirt must be tucked in. Shorts must be worn with knee length grey Kelvin Grove socks. Trousers must be worn with black or grey socks. Must wear all shiny black leather lace-up shoes.
- College Hat or Cap
- All shorts and trouser must be worn at a reasonable height on hips – no underwear visible

Sports Uniform

The sports uniform is a green polo shirt with a wide red strip on the front, green cotton shorts, white socks and performance enhancing sports shoes. The uniform is available from the SUB shop.

The sports uniform is to be worn by all students when participating in Health and Phys. Ed and Sport lessons. Students are required to change into the sports uniform in the break before their Phys. Ed or Sport lesson and change out of the uniform back into their full (including shoes) Middle School uniform in the break following their Phys. Ed or Sport lesson.

Year 7 and 8 students are able to wear their sport uniform all day only on Wednesday. Year 6 students are able to wear their sport uniform all day on the day that they have Health and Physical Education.
Contacting Teaching Staff

Parents are encouraged to contact their child’s teacher. This can be done by phoning the main office on 3552 7333. You will then be connected to the relevant staffroom where you will be able to speak with the teacher if available or leave a message asking the teacher to contact you. If you are uncertain who the best person is to help you it is important that a detailed message is provided so that the ‘right person’ can be identified to assist you. Many of the middle school staff use email as an effective and efficient means of communication. Please discuss this possibility with the teacher concerned and/or use your child’s Student Diary to communicate short messages. You can also email the College info@kelvingrovesc.eq.edu.au with a request to speak with your child’s teacher.

The Principal, Deputy Principal and Head of Middle School are also available to speak with parents, however an appointment is necessary.

Students’ Records

Student details are kept on file at the College. It is important that if there is a change of address or telephone (home or mobile) that you let the College know by putting it in writing and contacting Student Services.

Absence from School

Parents will receive a text message on their mobile phone from the college. The message will be sent each day and will indicate that your student was absent from roll marking in period one. The message will ask for a response from parents via return text. Parents are still required to send a written note of explanation on the first day back after absence. These notes must be deposited by the student at student services. (The written note to the college must contain: student name, year level, date and reason for absence).

If your child requires extended absence from school eg holiday, please write a letter to the Principal of the sub-school outlining the dates of the extended absence.

Duty of Care Policy

Middle school student’s safety is paramount and thus the college has a duty of care policy which takes into account the developmental nature of students from years 1 – 12. Students in year 6 and 7 are required to be picked up from Student Services by parents/caregivers if they are sick or have a pre-arranged appointment. Students in Year 8 or 9 must have a parent or guardian contact the school if the student is to make their own way home or to an appointment. The Middle School Principal only may grant permission for this request.
Sickness and Accidents

Students who become ill during the school day are required to report to Student Services. If leaving class they must have a note from their teacher. Kelvin Grove State College does not have a sick bay. Students are asked to sit quietly at Student Services while a phone call is made home. Parents/Guardians are asked to collect their sick child from Student Services. Students are unable to spend the day sitting outside Student Services ill.

Students who have an accident at school and receive an injury must report to Student Services. First Aid will be administered and if warranted parents/guardians contacted. An ambulance will be called immediately if the child needs to be hospitalised or the injuries require more than simple first aid. Parents/Guardians will be contacted.

Access to Students

Parents/Guardians wishing to access their student during the school day are asked to contact Student Services. Do not go directly to classrooms.

Only URGENT phone messages can be left for students at Students Services. It is difficult for staff in this area to get to a student immediately as most classrooms do not have phones.

Arrival at School

Students are required to arrive at school before 9.00am. No supervision is provided in the playground before school. Students arriving after the bell at 9.00am will need to have a late note from home explaining the reason for the lateness.

Students arriving after 9.00am for any reason must sign in at Student Services with a note. A detention will be issued for unauthorised lateness.

ID Cards

All middle school students are issued with a Photographic ID card. Students use this card for borrowing from the library and signing in late or signing out early. All students must carry their ID card on them when at school.

Leaving School Grounds

No student is to leave the school grounds for any reason during the day without permission from the College. Students are not to leave grounds to buy lunch.

Students leaving during the school day with parental permission must have a note explaining the reason for leaving with time of departure and return (if applicable) indicated. All students leaving during the school day must report to Student Services with a note for leaving and then sign-out. Failure to sign-out is regarded as truancy.

Visitors to the College

All visitors to the college are required to report to the main office of the College where they will be asked to sign-in, identify their reason for visiting and who they are visiting. Visitors are then issued with a visitor badge. On leaving the college visitors are required to sign-out at the main office.
Mobile phones and other electronic devices

Students are encouraged not to bring items such as mobile phones, MP3 players or ipods/ipads to school. Refer to the College Mobile Phone Policy on the website.

Students who are found using phones, ipods or other electronic devices during class time will be required to hand in the device to Student Services. On the first offence, the device will be returned after 3:00pm. On the second offence the student will receive three detentions. If students are found to be using devices inappropriately, the matter will be investigated and consequences put in place.

Lost Property

Please make sure that all articles of clothing and personal school equipment are clearly marked with your child’s name. Lost property is located at the SUB shop.

If your child believes that they have had property stolen please get them to report this immediately to our School Based Police Officer. Encourage your student to keep all their property in a safe place. Do not bring valuables to school.

Resolving Issues

Kelvin Grove State College believes that effective partnership between parents, students and our College is important to educational success. One part of that partnership is trust and openness. We need to be able to talk to each other when we have concerns, so that those issues can be worked out. You may at times, have concerns or complaints relating to your understanding of something at the College. It is important that you share these with us. If you have any concerns or issues please contact the College via the main office or College email address info@kelvingrovesc.eq.edu.au and follow up will occur.

Emergency Evacuation or Lockdown Procedures

Every Queensland school is required to have a fully documented and published emergency evacuation procedure and a lockdown procedure. The emergency evacuation procedure is designed to safely and efficiently evacuate every student and staff member from the College buildings with minimum confusion and time. This is used in the event of a fire, bomb threat or other life-threatening event.

A lockdown procedure is used when it is in the best interest of students’ and staff safety to keep them contained within the school buildings — where a person or persons may have entered the school grounds with the intent to do harm.

Procedures are explained to students and in the event of either procedure being activated students are fully supervised and led to safety following predetermined actions. All schools are required to practise both procedures at least once per term.
Information for Students and Parents

Semester Assessment Overviews

Semester Assessment Overviews will be issued by each department at the start of week 2 of each semester. Students use this to plan their work load. Semester Assessment Overviews are to be copied or glued into the student's pad/folder. Semester Assessment Overviews are published on the college website to assist with the completion of all assessment by the required date during the Semester. Assignments or projects are not to be included which extend across the Christmas or July holiday periods.

Assignments

1. Assignment work is a vital part of student learning and assessment.
2. Students are expected to complete all assignments in every subject by the due date. Results will be adversely affected through failure to complete all assessment. In Year 11 and 12, OP, rank, course credit and/or QCE eligibility may be adversely affected if all assignments are not completed.
3. Assignments must be worked on systematically over a period of time to produce the best possible results.
4. Students will be given an appropriate period of time to complete an assignment (this would usually be at least 4 weeks notice). The amount of time students are given to complete a task will be commensurate with its complexity.
5. Due dates are set so that teachers can make timely judgements about students’ achievements at a particular stage of the course of study.
6. Tasks must be presented on the due date unless there are exceptional circumstances. Each situation will be judged on its merit and extensions are not automatically granted.
7. Where there are exams for the subject, due dates for assignments must be at least one week before the start of any formal exam period.
8. Assignments are to be handed in to the subject teacher (or Head of Department) personally during class. When assignments are collected, students are to sign on a roll indicating submission of the assessment. If it is necessary that an assignment has to be handed in at Student Services, it must be submitted no later than 3.00pm and logged into the assignment register at this counter.
9. Plagiarism is the action or practice of taking and using as one’s own the thoughts or writings of another without appropriate acknowledgement. Plagiarism is a serious issue of academic misconduct and, as such any part of an assignment which is deemed to have been plagiarised will be discounted and the result for the assignment will be based on the portion of the assignment which is deemed to be the work of the student. Consequently, the reduction in word length and information relating to the assignment topic would mean that the student would not meet the criteria on a number of levels and would be likely, in most cases, to earn a D or E for the assignment.
10. Students are encouraged to use computers but that computer/printer/email problems will not be accepted as an excuse for late submission.
11. All assignments (Year 5 to 12) will have a cover sheet that outlines topic, conditions, due date, draft due, criteria and any other relevant information.
12. All students are required to submit a draft of assignments on the draft date due. Teachers will comment on and return a draft of assignments in a timely manner (not fewer than 4 days before the final submission date).
13. Students who fail to submit a draft by the date indicated will have their parent/guardian contacted. Contact will include a phone call and a letter or email sent home (noted on OneSchool) by the class teacher within three school days of failing to submit the draft.

14. If a student submits a draft of the assignment after the draft due date, the teacher may only be able to provide limited feedback to the student.

15. If a Year 11 and 12 student is absent on the due date for an assignment, a medical certificate is required in order to satisfy certification requirements. If no medical certificate is produced, the relevant Head of Department in consultation with the sub school Principal has the discretion to accept the assignment – the Head of Department will document the reasons on OneSchool and consult QSA policy.

16. If a Year 5 - 10 student is absent on the due date for an assignment, a medical certificate or contact from home (parent phone call/letter/email) is required. The decision on whether to accept the late assignment lies with the Head of Department in consultation with the sub-school Principal.

17. When a draft or the final assignment is not submitted by the due date, the class teacher will be responsible for follow up strategies and apply the standard college procedures as recorded in the Responsible Behaviour Plan. If this is not successful, then the relevant Head of Department should be informed. The Head of Department must co-sign any letter to the parent advising them of the situation.

Procedures:
All assignments must be presented by the due dates unless there are exceptional circumstances that are covered by the following provisions.

I. Request for Extension – can only be granted by the sub-school Principal or Head of Department prior to the due date. If the reason for extension is due to illness, students in Year 11 and 12 will be required to supply a medical certificate. Students requesting an extension must complete a request in writing by completing the “Application for Special Consideration for Assessment” (available from Student Services) and hand it to the class teacher (or Head of Department) at least 1 day before the due date of the assignment.

II. Absence on due date, due to illness – Year 11 and 12 students must produce a medical certificate or written documentation from the parent (acceptable to the Head of Department in consultation with the sub-school Principal). Alternatively the assignment must be delivered to Student Services or the teacher on the due date. The student and/or parents should, if possible, contact the school to notify them of the circumstances on the day. Year 5 to 10 students must produce documentary evidence to the class teacher of being absent, including the reason.

III. Absence on due date, due to special circumstances – eg. bereavement. Parents should contact the teacher directly to explain the circumstances.

Please note:
- Failure to complete an assignment means that course requirements for that subject are not complete and a rating may not be given.
- When an assignment is submitted after the due date (unless a decision to accept the assignment has been approved), credit will be given only for work seen in the draft by a teacher on or before the due date.
- Failure to complete assignments may result in a student failing to gain credit for that semester. For Year 11 and 12 students, this may affect his/her OP, rank, and/or QCE eligibility as per QSA policy.

Assignments and Off-campus Commitments (School Based Apprenticeships and Traineeships)

If an assignment is due on an off-campus day, it is the student’s responsibility to ensure that the assignment is handed in at the college office or, preferably, given to the class teacher on or before the due date.
Consequences for Incomplete Assessment:

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Years</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Absent From Exam</strong></td>
<td>Years 11 and 12</td>
<td>If a Year 11 and 12 student is absent for a scheduled exam, a medical certificate is required in order to satisfy certification requirements. If no medical certificate is produced, the relevant HOD in consultation with the sub school Principal has the discretion to accept the late assessment item – but must document reasons on OneSchool and consult QSA policy. Where a medical certificate has been provided the student negotiates new exam time with teacher/HOD. Where no medical certificate or parental contact has been provided the student sits the exam on the first day returned to class.</td>
</tr>
<tr>
<td><strong>No assignment submitted on the due date</strong></td>
<td>Years 11 and 12</td>
<td>If a Year 11 and 12 student is absent on the due date for an assignment, a medical certificate is required in order to satisfy certification requirements. If no medical certificate is produced, the relevant HOD in consultation with the sub school Principal has the discretion to accept the late assignment – but must document the reasons on OneSchool and consult QSA policy. If no medical certificate and no assignment is presented the student completes the assignment in class on their first day of return to school.</td>
</tr>
</tbody>
</table>
| **Student states assignment is completed but left at home** | Year 5 - 12 | If it is necessary that an assignment has to be handed in at Student Services, it must be submitted no later than 3.00pm and logged into the assignment register at this counter. If the assignment is not received by this time then it will be considered as per ‘no assignment handed in on the due date’.

**Missed oral performance / other practical assessment**

<table>
<thead>
<tr>
<th>Years</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years 11 and 12</td>
<td>If a Year 11 and 12 student is absent for a scheduled oral/practical assessment item, a medical certificate is required in order to satisfy certification requirements. If no medical certificate is produced, the relevant HOD in consultation with the sub school Principal has the discretion to accept the late assessment item – but must document the reasons on OneSchool and consult QSA policy. Where a medical certificate has been provided the student negotiates new presentation time with teacher/HOD. Where no medical certificate or parental contact has been provided the student presents the item on the first day returned to class.</td>
</tr>
<tr>
<td>Years 5 - 10</td>
<td>If a Year 5 - 10 student is absent for a scheduled oral/practical assessment item, a medical certificate or contact from a parent/guardian is required. The decision on whether to accept the late assessment item lies with the HOD in consultation with the sub school Principal. Where a medical certificate or parent/guardian contact and no assignment is presented the student completes the assignment in class on their first day of return to school.</td>
</tr>
</tbody>
</table>
Block Exams

Kelvin Grove State College runs a ‘no variation to routine’ period for ten school days before each end-of-semester block exam period. This is to allow students maximum time with the teacher before exams. Block exam periods will occur at the end of each semester for Years 10, 11 & 12. A short block exam period will also be held mid semester for Year 11 and 12.

It is the student’s responsibility to:
- Check exam timetables carefully and summarise the relevant information.
- Arrive at the exam sessions on time.
- Wear full school uniform to and from the exam.
- Bring necessary equipment for the exam eg calculator.
- Only attend sessions when an exam is scheduled, arriving just before the exam time and leaving the school as soon as possible after the exam.

Absence from block exams is acceptable for reasons of illness or compassionate grounds only. Students who are absent for a block exam through illness must:
- Contact the school (your teacher or the appropriate Head of Department) on the day of the absence to advice of the absence.
- Make arrangements with the Head of Department/teacher in that subject for an alternative time to sit the exam.
- Provide a medical certificate explaining the illness.

Students wishing to have any other reason for missing a block exam approved must apply in writing to the relevant sub school Principal, preferably before the absence.

Deferred Examination or Extension of Time to Complete a Set Task

- A student may apply to sit for a deferred examination or request an extension of time if, for medical or compassionate reasons or in other circumstances beyond the student's control, he or she was unable to sit for the examination, or complete the assessment.
- An “Application for Special Consideration for Assessment” (available from Student Services), including documentation must be made to the Head of Department as soon as practicable and not later than one week after the due date.
- A deferred examination may be refused at the sub school Principal's discretion.
- Normally, deferred examinations are not granted to candidates who misread examination timetables.

Special Consideration of Factors Affecting Performance

- Candidates who consider that their performance in an examination or other assessment task was adversely affected by illness, disability, bereavement, or other exceptional circumstances beyond their control, may apply to the relevant sub school Principal through the Guidance Officer for special consideration.
- An “Application for Special Consideration for Assessment”, including the documentation (eg medical certificate) must be lodged as soon as practicable and not later than one week after the due date.
Ambulance Cover
If it is necessary to call an ambulance to the school, the State Government Ambulance Policy that provides free ambulance service throughout Queensland covers the school. Parents are advised to always ensure their contact details are current, and if not please notify Student Services.

School Based Dental Program
The State Government School-based Program provides free optional oral health care to school children from preschool up to and including Year 10.

The oral health team providing this service consists of a dentist, school dental therapist and dental assistants. Treatment is provided at a mobile dental clinic located at the school. Some children may have to be treated at a nearby dental facility, within a publicised timeframe. On completion of treatment of children at our school the oral health staff/facility move to the next school in priority and will return to this school as part of the recall system. Emergency treatment is available to all eligible children by telephoning the emergency contact number provided below.

   Emergency Telephone No:   Stafford Dental Clinic   3857 2177

Also please note that the telephone numbers of all School Dental Clinics appear in the white pages of the telephone book under “Queensland Health - School Dental Clinics”.

School Based Youth Health Nurse (SYHN)
The School and Youth Health Nurse is based at the College 3 days a week for students in years 8 -12. Year 6 and 7 students are able to access the service only with parental permission. The SYHN is available to students to discuss personal health issues. Students access the SYHN themselves or via referral. Bookings to see the Nurse can be made through Student Services.

Immunisation Program
The Brisbane City Council conducts a non-compulsory school-based Immunisation programme at the College.

- Year 1 students are immunised for measles, mumps and rubella (MMR); DTPA and Sabin. This vaccination is required between 4-5 years of age.
- Year 8’s are immunised for Hepatitis B, HPV (Gardisil) and Chicken Pox
- Year 9’s are immunised for HPV (Gardisil)

The State Government also conducts an immunisation programme for Meningococcal C (Year 8’s).
Parents are notified and permission forms are sent home, when this procedure is carried out.

Medication at School
New regulations governing the practice for school personnel to administer medication to students have been gazetted (EOG 2 Sept. 88/231). The following are key points that parents should note and follow immediately:
1) A parent/legal guardian must first make a written request indicating that such medication has been prescribed and is absolutely necessary to be administered during school hours or during school approved activities.

2) Medication must be provided in the container that shows clearly the written instructions from the pharmacist at the direction of a medical practitioner. Instructions must indicate specific times at which the medication is to be administered, as well as the quantity of medication to be given. All unused medication will be returned.

3) At no time will medication provided for one child be administered to others, even though they be brothers or sisters of a child for whom the prescription was made.

4) Medication provided under these conditions must be delivered with instructions to Student Services.

5) Non-prescribed oral medication such as analgesics or over-the-counter medications will not be administered by school staff. Education Queensland has laid down strict guidelines that all schools are obliged to follow.

Special Note re Asthma Medication: Asthma inhalers are the only form of medication allowable for the children to administer themselves at school. The children need to keep these inhalers with them at all times, so they need to be familiar with the correct times to use them and the importance of following instructions from parents.
The exclusion from school attendance of students suffering from certain infectious diseases, or living in homes where infectious diseases exist, has been approved by the Minister in accordance with the following table:

### RECOMMENDED MINIMUM PERIODS OF EXCLUSION FROM SCHOOL

<table>
<thead>
<tr>
<th>Condition</th>
<th>Cases</th>
<th>Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chickenpox and Shingles</strong></td>
<td>Exclude until fully recovered or at least five days after the eruption first appeared. (Some remaining scabs are not a reason for continued exclusion).</td>
<td>Exclude children with immune deficiencies (e.g. Leukaemia or chemotherapy), otherwise not excluded</td>
</tr>
<tr>
<td><strong>Conjunctivitis</strong></td>
<td>Exclude until discharge from eyes has stopped</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Cytomegalovirus infection</strong></td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Diarrhoea</strong></td>
<td>Exclude until diarrhoea has stopped</td>
<td>Not excluded</td>
</tr>
<tr>
<td>(campylobacter, cryptosporidium, giardia, rotavirus, salmonella, shigella, intestinal worms)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Glandular fever</strong></td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>(mononucleosis)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hand, Foot and Mouth Disease</strong></td>
<td>Exclude until all blisters have dried</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Haemophilus influenza type b (Hib)</strong></td>
<td>Exclude until medical certificate of recovery is received</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Headlice</strong></td>
<td>Exclude until day after proper treatment has started</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Hepatitis A</strong></td>
<td>Exclude until medical certificate of recovery is received, but not before seven days after the jaundice or illness started</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Hepatitis B</strong></td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Hepatitis C</strong></td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Herpes (&quot;cold sores&quot;)</strong></td>
<td>Exclude if child cannot comply with good hygiene practices while sores are weeping. (Sores should be covered with a dressing where possible)</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Human immune deficiency virus infection (HIV/AIDS virus)</strong></td>
<td>Exclusion not necessary unless child has a secondary infection which requires exclusion in its own right</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Impetigo (&quot;school sores&quot;)</strong></td>
<td>Exclude until proper treatment has started. (Sores on exposed skin should be covered with a watertight dressing)</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Influenza and influenza-like illness</strong></td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Measles</strong></td>
<td>Exclude for at least four days after rash has started or until a medical certificate of recovery is provided</td>
<td>Immunised children not excluded. Non-immunised contacts should be excluded until 14 days after the first day the rash appears in the last case. They may return to the school or centre if immunised within 72 hours of contact with the first case</td>
</tr>
<tr>
<td>Disease</td>
<td>Exclude Until / Not Excluded</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Meningitis (other than the meningococcal infection)</td>
<td>Exclude until well</td>
<td></td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until carrier eradication antibiotic course is completed</td>
<td></td>
</tr>
<tr>
<td>Molluscum contagiosum</td>
<td>Exclusion not necessary</td>
<td></td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for nine days or until swelling goes down</td>
<td></td>
</tr>
<tr>
<td>Parvovirus (erythema infectiosum or “Fifth Disease”)</td>
<td>Exclusion not necessary</td>
<td></td>
</tr>
<tr>
<td>Ringworm, Scabies, Pediculosis, Trachoma</td>
<td>Exclude until day after proper treatment started</td>
<td></td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude until fully recovered or for at least four days after the rash started</td>
<td></td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Exclude until child has received antibiotic treatment for at least 24 hours and feels well</td>
<td></td>
</tr>
<tr>
<td>Typhoid Fever (including paratyphoid fever)</td>
<td>Exclude until a medical certificate of recovery is received</td>
<td></td>
</tr>
<tr>
<td>Whooping Cough (pertussis)</td>
<td>Exclude for 21 days from onset or until child has taken five days of a 10-day course of antibiotics (erythromycin)</td>
<td>Exclude non-immunised household contacts aged less than seven years, and children who are in close contact who are either less than one year old or not fully immunised, for 14 days after they were last exposed to infection or until they have taken five days of a 10-day course of antibiotics (erythromycin). If necessary, contact your nearest public health unit for advice</td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS

Contact Details – Quick Reference .................................................................................. 4
Welcome ............................................................................................................................ 5
Middle School Philosophy ............................................................................................... 6
College Values ................................................................................................................ 9
Middle School Support Staff .......................................................................................... 10
The School Year 2015/2016 ............................................................................................ 11
  Term Dates and Student Free Days ........................................................................... 11
  Transition Program ...................................................................................................... 11
  First week procedures ............................................................................................... 11
  College calendar ....................................................................................................... 11
Middle School Bell Times ............................................................................................... 12
Middle School Curriculum ............................................................................................. 13
Reporting to Parents ....................................................................................................... 15
Homework Guidelines .................................................................................................... 15
  Features associated with homework set in Middle School ........................................ 15
Curricular and Extra-Curricular Information ................................................................. 17
  Semester overviews .................................................................................................... 17
  Morning notices .......................................................................................................... 17
  Excursions and Camps .............................................................................................. 17
  Assemblies .................................................................................................................. 17
  Middle School Awards Evening ................................................................................ 17
  Instrumental Music ..................................................................................................... 18
  Information Communications Technology (ICT) ....................................................... 18
  Library Hours ............................................................................................................. 18
  High Achievers Program ........................................................................................... 19
  Academic Achievers Program ................................................................................... 19
  Special Interest Classes in Year 8 ............................................................................. 19
  Queensland Dance School of Excellence (QDSE) – Development class .................. 19
  Mid Track Dance ....................................................................................................... 19
  Schools of Excellence ............................................................................................... 19
  Other extra-curricular activities ................................................................................ 20
Sport ................................................................................................................................. 20
  House System ........................................................................................................... 20
  Interhouse Sport ........................................................................................................ 20
  Interschool Sport ........................................................................................................ 21
  Wednesday afternoon sport ...................................................................................... 21
  District and Regional Sport ....................................................................................... 21
Student Leadership
Student Representative Council – Middle School
Middle School Captains
House Captains

Behaviour Management
The Behaviour Support Room
Work Ethic
Lunch time detentions
Sun Safe Policy
Bullying

General Information
Student Services
SUB Shop (Stationery, Uniform and Books)
College Tuckshop
Middle School Parent Advisory Group
College Community Liaison Officer
Middle School Playground Areas and Toilets
Out of School Hours Care
College Newsletters
Lockers
Volunteers
Pre Service Teachers
Bus Services
Parking
Crossing Supervisors

General Procedures
Student Uniform
Contacting Teaching Staff
Student’s Records
Absence from School
Duty of Care
Sickness and Accidents
Access to Students
Arrival at School
ID Cards
Leaving School Grounds
Visitors to the College
Mobile phones and electronic devices
Lost Property
Resolving Issues
Emergency Evacuation or Lockdown Procedures

APPENDIX
Appendix 1 - Assessment Policy
Appendix 2 - Health Services
Appendix 3 - Infectious diseases – Exclusion Table
Appendix 4 - College Map
CONTACT DETAILS - QUICK REFERENCE

College Executive Principal  Dr Regan Neumann
Principal Middle School     Ms Chrissie Coogan
Deputy Principal Middle School  Mr Andrew Rhule
Head of Department Middle School  Ms Frances Constantine
Principal Senior School     Mr Duncan Steel
Deputy Principal Senior School  Ms Kerrie Richards
Head of Department Senior School  Mr Jamie Smyth
Principal Junior School     Mr Damien Grieg
Deputy Principal Junior School  Ms Diana Morgan
Head of Curriculum Junior School  Mr Peter Blakeney

Faculty (HODs)  Humanities/Business Education  Mrs Wendy Dilley
                English                           Mr Adam Davy
                Health and Physical Education      Mr David Kuchler
                Teaching and eLearning              Ms Sue Isbell
                International / ESL                 Ms Johanne Walsh
                Mathematics                        Ms Stephanie Mee
                Performing Arts                    Ms Colleen Toohey-Jones
                Science                           Ms Karen Gosney
                Technology & Design/Performing Arts  Mr Gary Hodgson
                Visual Arts/LOTE                    Ms Allie Wright
                Head of Special Education Services  Ms Deb Tippett

Address  L'Estrange Terrace
           Kelvin Grove Qld  4069

Web Address  www.kelvingrovesc.eq.edu.au

Email  info@kelvingrovesc.eq.edu.au

College Phone  3552 7333
College Fax   3552 7300
SUBShop       3552 7349 or 3552 7319
Student Services  3552 7304
Student Absence  3552 7303
Enrolments     3552 7340
On behalf of the staff, students and parents of the Kelvin Grove State College, we would like to welcome you and your family to the Middle School. We hope that you enjoy the educational opportunities provided during your time with us.

Kelvin Grove State College commenced operation in 2002. The College is the result of the merging of Kelvin Grove State School with Kelvin Grove State High School. Our three-tiered College caters for the developmental needs of Preparatory to Year 12 students – providing a seamless transition:

- Junior School    Prep – Year 5
- Middle School    Years 6 – 9
- Senior School    Years 10 – 12

Kelvin Grove State College is part of a unique educational precinct. It is only three kilometres from Brisbane City’s central business district.

Our college seeks to provide a supportive and engaging learning environment for all. Our focus is on excellence in all areas of education. This is articulated and promoted through expectations of a strong work ethic, pride in, and recognition of, socially just practices including valuing social diversity, and civic participation.

The college is convenient to public transport, adjoins the Kelvin Grove campus to Queensland University of Technology (QUT), and is close to all the conveniences of the city. It is also adjacent to Kelvin Grove Urban Village.

- The only state Prep Program providing “best practice” demonstration sessions which uses virtual and physical observation booth experiences for QUT pre-service teachers and visiting academics.
- Year 5 and 6 High Achiever Program for high achieving students in English, Maths, Science, Art, Music, Business and Technology.
- Year 7, 8 and 9 Academic Achiever Program for students with high ability in Literacy and Numeracy.
- The largest Art Department in the state which allows students to study Visual Arts and Media Studies. Art students of Kelvin Grove State College have achieved numerous art awards and won many art competitions.
- An extremely strong Music program, including a strong Instrumental Program which offers a range of highly successful ensembles and encourages students to participate in choir.
- We have a broad curriculum base with a choice of over 50 subjects in the Senior School which is complemented by special Excellence Programs and Extension Subjects.

Within the Middle School, a focus is placed on establishing strong partnerships between parent, teacher and child. If all three have a shared understanding of anticipated educational outcomes then the child is most likely to succeed and be happy in their school life and beyond.
We hope that your association with the College is a satisfying, active and rewarding one.

**MIDDLE SCHOOL PHILOSOPHY**

Middle Schooling is aimed at addressing the specific needs of adolescents to make their schooling less alienating. It is based on the shared belief that young adolescents need an education where they can explore themselves and the world in which they live. The Middle School aims to advance the learning of all students, achieve meaningful outcomes and encourage active citizenship.

Kelvin Grove State College Middle School is based on the following principles:

- **Learner-centred**: A coherent curriculum that is focused on the identified needs, interests and concerns of students, and with an emphasis on self-directed and co-constructed learning.

- **Collaboratively organised**: Teams of teachers who know and understand their students very well employ powerful teaching and learning strategies to challenge and extend students within a supportive school environment.

- **Criteria-based**: Progress and achievement are recorded continuously in relation to explicit statements of what each student is expected to know and be able to do.

- **Flexibly constructed**: Arrangements are responsive to local needs and circumstances, and reflect creative uses of time, space and other resources.

- **Ethically aware**: Justice, care, respect and a concern for the needs of others are reflected in the everyday practice of students, teachers and administrators.

- **Community-orientated**: Parents and representatives from other community institutions and organisations beyond the school are involved in productive partnerships.

- **Well resourced**: Experienced teachers and support staff are supported by quality facilities, technology, equipment and materials.

**Catering for all Learners**

Kelvin Grove State College is characterised by our diversity. We cater for a wide range of students from different backgrounds and cultures.

- Our Inclusive Support Team supports students within our International Student Program as well as our ‘English as a Second Language’ students.

- The middle school allocates significant resources for literacy and numeracy intervention as well as providing for our Gifted and Talented Students.

- The College also provides many programs of excellence to cater for the academic, sporting or cultural talents of our students.
Excellence Programs

- **Year 5 and 6 High Achievers Program**: an 8 week program offering enrichment opportunities in a range of subject areas for high achieving students at Kelvin Grove College and the Brisbane City Cluster.

- **Year 7, 8 and 9 Academic Achievers Program**: Offering a modified curriculum in the core subjects for academically talented students. Entry into the program via an entrance exam, report card and NAPLAN results.

- **Kelvin Grove Dance School of Excellence**: Introductory program in Years 6 and Year 7, 8 and 9 program embedded into curriculum (entry via audition).

- **Sporting Schools of Excellence**: Soccer, Golf, Tennis (entry via nomination and trial)

- **Aviation**: Year 11 and 12 only

- **Engineering**: Year 11 and 12 only

More information about our excellence programs can be found on the College website [http://kelvingrovesc.eq.edu.au](http://kelvingrovesc.eq.edu.au)

**Year 6**

Year 6 is an important transition between our junior and middle school campuses. Students and parents will find the Year 6 experience to be very similar to traditional primary school classrooms. The benefits our Year 6 students have are the access to secondary school resources and teachers for specialist subjects such as Art, Drama, Dance and ICT.

**Year 7 and 8**

Classrooms within the middle school have been purpose built to enable a team of two teachers to work across the core curriculum areas in adjacent classrooms with a computer pod located in between.

This teaching team works with each class for a significant part of each day. The teachers plan together and manage any arising issues as a team. This relationship enables the teaching team to get to know each student as an individual and to gain a better insight into their preferred learning styles.

**Year 9**

Our Year 9 students are still very much part of the middle school. Year 9 students still complete a core curriculum of Mathematics, English, Science and History and are able to choose two elective subjects to complete their program of studies.
The Middle School at Kelvin Grove State College is characterised by:

- Students interacting with fewer teachers
- High use of technology
- Teaching based on thinking skills and problem solving
- Parent/community involvement
- Students engaged in their learning through a relevant and authentic curriculum that promotes deep knowledge and depth of understanding
- Celebration of student achievement and success
- Valuing the richness of our culture from our many diverse backgrounds

We want students that can:

- Look forward – imagination is more important than knowledge
- Look backward – learn from the successes and failures of history
- Look within – understand one’s self (aptitude and passion)

What are our Challenges?

- How do we help students become literate in the 21st century?
- What are the skills and knowledge students will need in order to be successful in 21st century society?
- How do we evolve our teaching methods to deal with new and emerging technologies?
These values shape our unique culture of TRUSTING RELATIONSHIPS, allowing all members of Kelvin Grove State College to build a productive community where HAPPINESS is valued.

INTEGRITY AND HONESTY
Think and act ethically.
Do what you know to be right rather than what is easy or convenient. Be accountable for your own actions. Ensure consistency between what you say and what you do. Be honest.

RESPECT
Believe in the inherent worth of each person.
Respect yourself and others and act with compassion. Show empathy by working to understand the viewpoint of others and how they are feeling.

RESPONSIBILITY
Recognise the connections among personal, social and environmental wellbeing.
Act responsibly, ethically and in a disciplined way to make the world a better place. Understand that our choices and actions affect the rights of others, including future generations.

COURAGE AND RESILIENCE
Refuse to give in to doubt and fear.
Draw on moral and physical courage in times of adversity. Realise that no matter what happens, you can cope with dignity and strength.

VALUING DIVERSITY
Recognise the common humanity of all peoples.
Advocate for fairness and support the rights of others. Challenge injustice and promote understanding.

CREATIVE AND CRITICAL THINKING
Engage in lifelong learning.
Seek empowerment through problem-solving, analysis and creativity. Enjoy the pursuit of excellence through learning.
The College has a number of teaching staff who have taken on special responsibilities. Their role/s are integral to operation of the College.

<table>
<thead>
<tr>
<th>Year Level Coordinator (YLC)</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
|                             | • Provide individual support to students  
|                             | • Acknowledge student success  
|                             | • Responsible for year level activities  
|                             | • Monitor student welfare and attendance; generate action as required |

<table>
<thead>
<tr>
<th>Sports Coordinator (Years 7 – 12)</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
|                                   | Responsible for organisation of:  
|                                   | • Interschool sport  
|                                   | • Sporting carnivals (swimming, athletics, cross-country)  
|                                   | • Nomination of students for representative teams (Year 8-12 only) |

<table>
<thead>
<tr>
<th>Sports Coordinator (Year 6)</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
|                             | Responsible for organisation of:  
|                             | • Interschool Sport (Gala Days)  
|                             | • Nomination of students for representative teams (6 and 7 only)  
|                             | • Year 6/7 Swimming Carnival |

<table>
<thead>
<tr>
<th>Care Teachers</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Academic, emotional and social welfare of students in CARE classes. Liaise with parents regarding student welfare, behaviour and work ethic. Referral to student support personnel where appropriate.</td>
</tr>
</tbody>
</table>

The College also has a range of support personnel available. Support personnel are accessed by all teaching staff within the middle school to provide support to a particular student or assist in curriculum delivery.

<table>
<thead>
<tr>
<th>Support Personnel</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Guidance Officer (Years 8 – 12)</td>
<td>Provide counselling to students from Years 6 –12 on a range of issues including personal, behavioural and career.</td>
</tr>
<tr>
<td>Middle School Guidance Officer (Years 6 – 9)</td>
<td>Case management of high level academic, personal or social issues. Referred by Middle School Administration Team.</td>
</tr>
<tr>
<td>School-Based Police Officer (SBPO)</td>
<td>Based at the College as a liaison person between students, staff and the police service. The role aims to create positive policing by being accessible to students and coordinating proactive programs across the College. Investigates issues as deemed necessary.</td>
</tr>
<tr>
<td>School Based Youth Health Nurse</td>
<td>At the College three (3) days a week. Available to students to discuss personal health issues. Students access SYHN themselves or via referral. Students in Year 6 and 7 must have parental permission to access this service.</td>
</tr>
<tr>
<td>College Chaplain</td>
<td>Available as a support to all students to discuss a range of issues.</td>
</tr>
<tr>
<td>Youth Support Coordinator (YSC) (Tues, Fri)</td>
<td>Responsible for assisting and supporting students who are at risk of leaving school for various reasons. At the college two days per week. Students are referred to the YSC by other support personnel.</td>
</tr>
</tbody>
</table>
| Diverse Learning Teachers                          | Student groups identified with  
| Support Teachers/Literacy & Numeracy               | • Learning needs  
| Learning Support to Gifted                          | • Behavioural issues  
| Learning Support General                            | • Disabilities  
| Students with disabilities                          | • English as a second language  
| ESL/ISP                                            | • Gifts and Talents  
| Behavioural Support                                 | May have teaching delivery, resourcing and assessment practices adjusted to assist students to realise their learning potential. |
THE SCHOOL YEAR – 2015/2016

Term Dates

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Starts</td>
<td>Tuesday 27 January</td>
<td>School Starts</td>
</tr>
<tr>
<td>Term I</td>
<td>Tuesday 27 January – Friday 2 April</td>
<td>Term I</td>
</tr>
<tr>
<td>Term II</td>
<td>Tuesday 20 April – Friday 26 June</td>
<td>Term II</td>
</tr>
<tr>
<td>Term III</td>
<td>Monday 13 July – Friday 18 September</td>
<td>Term III</td>
</tr>
<tr>
<td>Term IV</td>
<td>Tuesday 6 October – Friday 11 December</td>
<td>Term IV</td>
</tr>
</tbody>
</table>

Transition Program

In the last week of the school year, in preparation for the following year, all future and current Year 6, 7 and 8 Kelvin Grove State College students attend a Transition Day. Students arrive at the College in their Primary School uniforms and spend the day going to classes, meeting their teachers and classmates for the following year. Dates for this day are determined in consultation each year with our major feeder schools. Parents are advised by mail of the date and time for Transition Day.

First Week Procedures

New students to the college will have received at their interview or by mail an outline of the procedures and times of activities for the college in the first week of the school year. It is essential that all parents/guardians and students read this before commencing the school year.

First week activities include:

- Distribution of timetable**, homework diaries and text books (if applicable)
- Tour of the college with students from the Senior School
- Meeting Year Level Co-coordinator
- Meeting class teachers and other key college staff

** Timetables issued in the first week of the college year are temporary ONLY. They are subject to change; however, every attempt is made to ensure that Middle School timetable changes are minimal.

College Calendar

There are many important activities coming up during the first term and throughout the year. The college calendar is an important source of information about upcoming college events and activities. The calendar can be found at www.kelvingrovesc.eq.edu.au/wcms/
# Kelvin Grove State College

**Timetable Configuration - Middle**

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<tbody>
<tr>
<td>PER 1A 9:00-9:45</td>
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<td>PER 1A 9:00-9:45</td>
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<tr>
<td>PER 1B 9:45-10:20</td>
<td>PER 1B 9:45-10:20</td>
<td>PER 1B 9:45-10:20</td>
<td>PER 1B 9:45-10:20</td>
<td>PER 1B 9:45-10:20</td>
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<tr>
<td>PER 2B 11:25-12:00</td>
<td>PER 2B 11:25-12:00</td>
<td>PER 2B 11:25-12:00</td>
<td>PER 2B 11:25-12:00</td>
<td>PER 2B 11:25-12:00</td>
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<td>PER 3A 12:00-12:35</td>
<td>PER 3A 12:00-12:35</td>
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<td>PER 3B 12:35-1:10</td>
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<td>PER 3B 12:35-1:10</td>
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<tr>
<td>LUN 1:10-1:50</td>
<td>LUN 1:10-1:50</td>
<td>LUN 1:10-1:50</td>
<td>LUN 1:10-1:50</td>
<td>LUN 1:10-1:50</td>
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</tbody>
</table>
Throughout the middle schooling years at Kelvin Grove, students will be engaged in a curriculum that enables all students to meet the requirements of the Australian Curriculum in Maths, English, Science and History. In all other learning areas students will be given the opportunity to meet the requirements of the Essential Learnings as a minimum at Kelvin Grove State College.

At the heart of the curriculum is an acknowledgement of the middle years philosophy in making learning relevant and authentic for students. We also aim to integrate learning where possible to ensure knowledge is transferable rather than pigeonholed within the confines of the classroom where it is taught.

The Australian Curriculum

The Australian Curriculum sets out the core knowledge, understanding, skills and general capabilities important for all Australian students.

General capabilities, a key dimension of the Australian Curriculum, are addressed explicitly in the content of the learning areas. They play a significant role in realising the goals set out in the Melbourne Declaration on Educational Goals for Young Australians (MCEETYA 2008) that all young people in Australia should be supported to become successful learners, confident and creative individuals, and active and informed citizens.

The Melbourne Declaration identifies essential skills for twenty-first century learners – in literacy, numeracy, information and communication technology (ICT), thinking, creativity, teamwork and communication. It describes individuals who can manage their own wellbeing, relate well to others, make informed decisions about their lives, become citizens who behave with ethical integrity, relate to and communicate across cultures, work for the common good and act with responsibility at local, regional and global levels.

The general capabilities encompass the knowledge, skills, behaviours and dispositions that, together with curriculum content in each learning area and the cross-curriculum priorities, will assist students to live and work successfully in the twenty-first century. The Australian Curriculum includes seven general capabilities:

- Literacy
- Numeracy
- Information and communication technology (ICT) capability
- Critical and creative thinking
- Personal and social capability
- Ethical behaviour
- Intercultural understanding.

The Australian Curriculum has been written to equip young Australians with the skills, knowledge and understanding that will enable them to engage effectively with and prosper in a globalised world. Students will gain personal and social benefits, be better equipped to make sense of the world in which they live and make an important contribution to building the social, intellectual and creative capital of our nation.
Accordingly, the Australian Curriculum must be both relevant to the lives of students and address the contemporary issues they face. With these considerations and the *Melbourne Declaration on Educational Goals for Young Australians* in mind, the curriculum gives special attention to these three priorities:

- Aboriginal and Torres Strait Islander histories and cultures
- Asia and Australia’s engagement with Asia
- Sustainability.

Cross-curriculum priorities are embedded in all learning areas. They will have a strong but varying presence depending on their relevance to the learning areas.

More Information about the Australian Curriculum can be found at: [http://www.australiancurriculum.edu.au/](http://www.australiancurriculum.edu.au/)

**Essential Learnings**

The Essential Learnings describe the knowledge, understanding and ways of working that students need for ongoing learning, social and personal competence and participation in a democratic society.

The Essential Learnings give:

- Teachers clarity about what to teach
- Teachers assurance that the essential elements of each key learning area are being addressed, and that their students are learning what the wider community values
- Parents and carers confidence that a core curriculum will be offered in all Queensland schools.

While the Essential Learnings are the part of the curriculum that is to be common across all schools, Kelvin Grove continues to organise the curriculum in a ways that meets the needs of every student. Curriculum is seen as an ever-evolving process that caters for individual and community needs and is responsive to emerging trends and technologies that will impact on the future pathways of our students.

There are three components of the Essential Learnings:

- Learning and assessment focus
- Ways of working
- Knowledge and understanding


**Unit and Assessment Outlines**

Unit and Assessment outlines are posted at the beginning of each semester on the College website: [www.kelvingrovesc.eq.edu.au](http://www.kelvingrovesc.eq.edu.au) Lesson content and support materials are made available online for students by core teachers (Maths, Science, English and History) in virtual classrooms and/or Ed Studios.
REPORTING TO PARENTS

Written reports are prepared at key junctures during the year including:
- End of term 1
- End of semester 1
- End of semester 2

Parent/Teacher interviews are held twice a year following the issue of the Term One Interim Report and then again after the issue of Semester One Reports. Parents are welcome to contact the school and make an appointment to speak with any of their child’s teachers at any time during the year. Teachers will contact parents if they have any concerns or issues. When contacting teachers please be aware that they are in class most of the day. Please leave a message and they will return your call at the earliest convenience. Many staff and parents use email as a quick and efficient method of contact. The college email is: info@kelvingrovesc.eq.edu.au

Parent/Teacher interviews are booked on-line. Information regarding how to access the on-line system is included in the mail out of the student reports.

HOMEWORK GUIDELINES

Homework Diary

At the beginning of every school year each student (from Years 6-12) is issued with a Homework Diary. Apart from being used to record daily homework, the diary contains a range of important information about College rules and procedures.

Purpose

Homework fulfils a number of functions:
- It provides the time necessary to complete extended projects
- It provides an opportunity for students to practise knowledge and skills
- Such practice is one way of helping learning become committed to long-term memory

Features associated with homework set in Middle School classes

- The amount and type of homework will vary from week to week according to specific work/unit/task covered in class
- There is a degree of legitimate flexibility among teachers in relation to the amount and type of homework which is set
- In some instances homework comprises working towards the completion of a long-term project
- Homework may be revision of class work which includes looking back through class notes, worksheets, work booklets or textbooks
- Unfinished class work may be set as additional homework for a specific student
- As a guide, it is reasonable to expect that students would need to spend in years 6 and 7 up to 3 to 4 hours per week while students in years 8 and 9 up to 5 hours per week. Homework could include:
  - Revision
  - Set homework tasks
  - Completing class work, extension of class work
  - Projects and research
  - Reading
When school tasks, exams or other assessment items are due students will be required to **spend more time** in addition to their usual time each night completing work.

**It is the student’s responsibility to:**

- take his/her homework diary to every class
- copy set homework into the homework diary
- **complete set homework**
  - replace the homework diary if the original is lost/damaged
  - organise a personal schedule/study plan which ensures that homework is completed within a set timeframe
  - organise his/her own revision of the day’s work, memorizing of information covered in class, additional reading etc in the situation when set homework has been completed and there is remaining “homework” time

**It is the teacher’s responsibility to:**

- set homework which supports the stated purpose of homework
- follow the college’s Work Ethic policy in relation to monitoring and recording incomplete homework. This policy follows the process outlined below:
  - notification to parent/guardian when 3 breaches have been recorded i.e.
    - three instances of incomplete homework = 1 breach
    - a fourth instance = a second breach
    - a fifth instance = a third breach

**Please note**

- it is not logistically feasible to phone home each time a student does not complete his/her homework

**It is a parent’s responsibility to:**

- provide a suitable space and necessary equipment to enable the child to complete homework
- allocate a time each night during which the child must sit down at a desk/table to complete homework
- assist the child with time management and organisation
- check that the homework diary is being used
- assist the child with how to revise the day’s work
- assist with homework difficulties/issues when possible
- check that homework is completed
CURRICULAR AND EXTRA-CURRICULAR INFORMATION

Semester overviews

At the commencement of each semester students are given a semester overview for each discipline studied. The semester overview covers topics to be studied, assessment tasks and dates. Semester overviews can also be viewed on the school website. (www.kelvingrovesc.eq.edu.au) Please ensure that your student enters these dates into their diary and keeps a record in a safe place at home.

Morning Notices

Morning Notices are read to students each day during period 1. Notices include information for students regarding sporting activities, class movements, student meetings, and student activities such as non-uniform day. It is essential that students listen carefully to notices each morning.

Copies of morning notices for each day are kept on the notice board outside Student Services – for students who are late to school or miss hearing the notices in period 1.

Excursions and Camps

These are arranged for educational value throughout the year. It is important that each child participate if at all possible. Parental permission and medical information is required for every excursion your student attends. Permission forms, medical forms and payment are returned to the SUB Shop. Some excursions for each level may include: (Please note these may change from year to year)

Our Current Camps are:

Year 6 – Canberra Trip
Year 7 – Outdoor adventure and Team Building Camp - Alexandra Park
Year 9 - Courage and Resilience Training
Year 10 – Maroon Dam Outdoor Education Centre
Year 11 - Ski Trip, Leadership Camp

Note: Instrumental Music organise their own camps and tours.

Assemblies

The Middle School has a weekly assembly. The purpose of this assembly is to give messages, view performances, and celebrate student success. Guest speakers are invited to these assemblies. At times, the whole Middle School Assembly will be replaced by Year Level Assemblies.

Middle School Awards Evening

Awards Evening is held each year in the second last week of school. The purpose of the evening is to acknowledge student achievement and excellence across the areas of academia, sport, service, culture and leadership. Each sub-school has its own Awards Evening.
**Instrumental Music**

Instrumental Music is available to all students at Kelvin Grove State College. The programme provides students with individual lessons during the school day. Instrumental music staff are employed by Education Queensland to conduct lessons. Instruments included in the programme include:

- Tuba
- French Horn
- Clarinet
- Tenor Saxophone
- Tuned and Un-tuned Percussion
- Euphonium
- Bassoon
- Bass Clarinet
- Alto Saxophone
- Strings
- Trombone
- Oboe
- Flute
- Baritone Saxophone

This list of instruments available may vary from year to year. There are a number of ensembles for students to become involved in eg. Senior Concert Band, Intermediate Ensembles, Strings etc. For more information please contact the Instrumental Music Coordinator.

**Information and Communications Technologies (ICTs)**

The use of ICT’s as a way of learning is a priority in the middle school. Laptop trolleys and pods of computers are situated between each pair of classrooms throughout the middle school. Interactive Whiteboards are installed in the Year six and seven classrooms. Teachers are focussed on using ICT to enrich teaching and learning.

Student work is saved to the College network and backed up on a daily basis. Students are able to bring USB drives to school but must seek teacher permission before plugging these, or any other device, into a computer. It is strongly recommended that students always back up files on USB devices to the network or a home computer, as these devices regularly fail. Students must not use USB’s to upload or download inappropriate files eg. games, images, programs.

All students and parents are required to read and sign the ICT Network Access and Usage Guidelines and Agreement included in the enrolment pack. This form must be returned at time of interview. An up-to-date copy of this document and the agreement is also placed in the Student Diary each year which must be completed and signed. Breaches of the guidelines and agreement or inappropriate use of the College network may result in withdrawal and/or suspension of computer and network access and possible suspension from the College.

**Library Hours**

The library is the research and information hub of the College. The library is open each day for students to access reading material (novels, magazines and newspapers), complete necessary research and access computers. The library is open for student use each day from 8.00am – 5.00pm. The library does not take the place of appropriate Child Care or Out of School Hours Care. The library may be closed at anytime without notice and therefore all students intending to use the Library after school must always have an alternate plan to go home.
Gifted and Talented Programs

High Achievers Program

The High Achievers program is an enrichment program run by Kelvin Grove State College for Year 5 and 6 students from the Brisbane City cluster of schools. Starting in June and running for 8 weeks students participate in one of six programs each Wednesday afternoon. Students are nominated by their classroom teacher utilising program criteria, report cards, NAPLAN results and professional judgement.

Academic Achievers Program

In year 6, all KGSC students sit an entrance exam to determine their suitability for placement in the Academic Achiever classes. Year 7 and 8 students who have achieved strong results in their academic pursuits are also able to sit an entrance exam to be considered for the Academic Achievers classes which run in Year 7, 8 and 9. The purpose of the program is to nurture and develop these students to meet their academic potential.

Special Interest Classes in Year 7, 8 and 9

Music – students apply for a position in this class. The class aims to bring together a range of students who have a love of, interest in and ability for music. Students in this class must have some experience in playing and reading music.

Kelvin Grove Dance School of Excellence (KGDSE)

Students in Years 8 and 9 are able to audition to be part of the KGDSE development programme. The programme runs as part of the Year 8 and 9 curriculum. Students are taught by instructors from the Queensland Ballet.

Mid Track Dance

Mid Track Dance is an extension of Track Dance offered in the Junior School and is available to only Year 6 and 7 students. It is run in association with the Queensland Dance School of Excellence. Students are auditioned for the programme in early January. The programme aims to identify and encourage students who have talent for dance.

Schools of Excellence

There are several Schools of Excellence at the college that cater for sporting, cultural and academic pursuits. They each have specific entry requirements and have a cost associated with them. More information about the Schools of Excellence can be found on the college website [http://kelvingrovesc.eq.edu.au/wcmsg/content/blogsection/9/272/](http://kelvingrovesc.eq.edu.au/wcmsg/content/blogsection/9/272/)
Other Extra-Curricular Activities

Any extra-curricular activities will be advertised to students either through the morning notices, flyers or the College Chronicle. A broad range of options is available to students throughout the year and these include participation in musical and drama performances, competitions, targeted learning opportunities and college representation opportunities. Activities will vary from year to year. Activities may include:

- Lunchtime Activities – eg Art Club, handball, sporting competitions, Library games, chess
- Homework Club
- Debating
- Academic Competitions – Westpac Maths, ICAS Maths, Science and English
- Musicals
- Choir
- School Representative Council (SRC)
- Art Expositions

SPORT

House System

Kelvin Grove State College has four sporting houses. Students are placed in each house according to their last name. Each sporting house has two colours and an emblem to denote it. Our College Mascot is the Kelvin Grove Cougar.

Petrie  A – D  Orange and Black  Petrie Panthers
Bowen  E – K  Blue and Gold  Bowen Bulldogs
Herbert  L – Q  Red and White  Herbert Hawks
Lutwyche  R – Z  Purple and White  Lutwyche Lions

Interhouse Sport

The college holds three inter-house sporting events each year. These are compulsory events in the college calendar. The College swimming, cross-country and athletics teams are chosen for participation at District level from these days. There are also various House Competitions that take place across the year which are advertised via notices.

Year 7 – 12 Swimming Carnival
This is held at the Valley Pool in February and students from Year 7 – 12 attend. Students nominate for during the carnival. There are also a number of novelty events during the day.

A bus will be provided for students to travel from the College to the pool and returning to the College for a cost. Students may also make their own way to the pool and home if desired.

Year 5 and 6 Swimming Carnival
Years 5 and 6 have their own carnival in February. Students who are eligible to swim in the 13 years age group are invited to attend the Year 7 – 12 carnival if they so wish.

Cross Country Carnival
The cross country is held in April each year. The course is run in the local area and students have the opportunity to progress to district and regional championships.
Athletics Carnival

The athletics carnival is held early during term 3. Students from years 6 –12 attend this carnival on the College oval. Students nominate for events during the carnival. A number of events such as the 1500m are held prior to the day. Students will be notified via morning notices as to the time of these events. Novelty events are held throughout the day.

**Dress Code:** Students are able to dress in house colours for interhouse sporting events; however, sun safe and non-uniform day dress codes apply.

Interschool Sport

Year 6 participate in interschool sport through Gala Days organised by the District. Year 7 and 8 students are invited to participate in an interschool sport competition on Wednesday afternoons. The competition has summer and winter seasons. Other schools in the competition include: Everton Park, Albany Creek, The Gap, Ferny Grove, Mitchelton and Northside Christian College. Students will be transported to the sporting venues by bus. A cost will be incurred for this.

Wednesday afternoon sport

Year 7 and 8 students who do not participate in the interschool sporting competition are required to attend an activity organised by the college each Wednesday afternoon. Each activity will have physical activity as its focus. Students can choose from a range of activities. They may be required to leave the college grounds to be transported by bus (at a cost) to the venue or make their own way there by walking if the venue is close to the College. Your student will be given details when they choose their activity. Some activities do incur a cost. Wednesday afternoon interschool sport or physical activity is COMPULSORY for all Year 7 and 8 students. Rolls are marked at each venue and unauthorised student absence will result in a consequence.

District and Regional Sport

Students wishing to nominate at District/Regional Level for sports such as Tennis, Touch Football, Volleyball, Rugby League, Basketball, Hockey etc are able to nominate via the Sports Co-ordinator. Nomination dates are advertised on morning notices. For more information please contact the Sports Co-ordinator.

STUDENT LEADERSHIP

Student Representative Council – Middle School

The Student Representative Council (SRC) meets each fortnight at morning tea in the Middle school. The SRC discusses issues relating to student welfare and organises events such as Middle School dances, non-uniform days etc.

Students are able to nominate themselves to be SRC members early in the year. To complete nomination students are required to respond in writing to a number of criteria. A panel of teaching staff and the Middle School Principal decides on final selection to the SRC.
Middle School Captains

Students in Year 9 are given the opportunity and responsibility of nominating for a Middle School Captain position. There are four Middle School Captains:

- one female and male Captain
- one female and male Vice-Captain

Nominations for the captain positions are called for at the end of Year 8. Student nominations are then ratified by the Middle School Principal based on students’ attitude, work ethic, behaviour and general leadership ability. Students short-listed are asked to make a speech to Years 6-9 students on Assembly outlining why they should be considered as a Middle School Captain. The Middle School Principal considers student and staff voting and makes the final decision. The announcement of the successful candidates is made at the Middle School Awards Evening.

House Captains

Students in Year 9 are given the opportunity and responsibility of nominating for a Middle School House Captain position. There are twelve Middle School House Captains (male and female per house) corresponding to each of the four Sporting Houses.

Middle School Captains, House Captains and SRC representatives are inducted into their positions at a special ceremony at the beginning of the College year.
The full version of the Responsible Behaviour Plan can be found in your enrolment pack or on the college website.

The goal of our Responsible behaviour Plan is to empower students to conduct themselves in appropriate ways in all aspects of life.

Schools with well-disciplined students have developed a sense of community that is reflected in a code of conduct based on a set of principles that are understood, accepted and practised by all members of the College community.

The College Code of Conduct is designed to promote cooperative and harmonious relations and is based on four concepts:

- Courtesy
- Consideration
- Cooperation
- Common Sense

The Kelvin Grove State College Responsible Behaviour Plan has been developed in the context of the following sources:

- Education (General Provisions) Act, 2001 and revisions other relevant legislation.
- Section 21 of the Education (General Provisions) Regulation 2000
- Queensland State Education – 2010 website
- Other relevant Education Queensland policies
- Relevant sections of the Department of Education Manual

The Supportive School Environment is one where:

- All members of the College community feel safe and are valued.
- Social and academic learning outcomes are maximised for all through quality practices in the areas of curriculum, interpersonal relationships and College organisation.
- College practices involve a planned continuum from positive to preventive actions for all students, and responsive actions for specific individuals and groups.
- Non-violent, non-coercive and non-discriminatory language and practices are defined, modelled and reinforced by all members of the College community.
- Suspension and exclusion procedures are considered only when all other approaches have been exhausted or rejected.

Principles

- Students and teachers have the right to work to potential, free from disruption, abuse or harassment.
- Positive relationships between teachers and students, and a positive classroom environment are essential for good order and discipline, and for effective teaching and learning.
- Expectations of standards of behaviour are highlighted by College and classroom rules. Applications of the rules, and the consequences of breaking any rule, are consistently exercised.
- Confrontation is to be avoided.
- Students and teachers must accept responsibility for their own behaviour.
• Support staff are available to assist students and teachers to develop appropriate behaviour management strategies. For example: Behaviour Support Co-ordinator, Year Level Coordinators (YLC), Heads of Departments, Guidance Officers, Administration Members, Youth Support Coordinator, Chaplain, College Based Police Officer and School Based Youth Health Nurse.

The Behaviour Support Room (BSR)

A set of classroom rules has been developed with student and staff input. If a student chooses to disrupt in the classroom (or any other learning environment) by breaking these rules, he/she is asked a set of questions:

1. What are you doing?
2. What should you be doing?
3. Are you choosing to stay in the classroom and follow these rules?

The student is given a choice of staying in the classroom and following the rules or, upon continuing disruption, choosing to proceed to the Behaviour Support Room (BSR). Here, the student is supervised by the BSR Co-ordinator until he/she indicates a commitment to following classroom rules. A “behaviour commitment plan” is then completed and the student consults with the classroom teacher to negotiate his/her re-entry to the classroom setting.

Work Ethic

The Work Ethic process is designed to develop structures in assisting students to reach their potential and hence improve the quality of their education.

Breaches of work ethic include:

- homework incomplete
- substantial equipment missing and therefore not prepared for class
- set work not completed to a satisfactory standard

The following process is used to assist and inform students and parents about work ethic issues.

• 3 breaches of work ethic: Teacher contacts parent
• 4 breaches of work ethic: Student referred to Head of Department
  Head of Department contacts parents
  Negotiated work ethic contract with student
• 5 breaches of work ethic: Student referred to Head of Department
  Head of Department refers to Principal of sub-school

Lunch time detentions

The Middle School operates a system of lunch time detentions. Detention room operates from 1.10 pm – 1.30pm every lunch except Wednesday. Detentions are given to students for a variety of reasons including: period truancy, food throwing, disobedience, uniform breaches, and use of inappropriate language. They are issued by the Principal, Heads of Department, Student Coordinator and Year Level Coordinators.

Students who accumulate an unacceptable number of detentions per semester may be suspended from the college for a period of time.
Sun Safe Policy

As in accordance with Education Queensland Policy all students in Year 6 and 7 must have a college hat for play in the break times. Students without a hat will be required to sit in a shaded area. Students who repeatedly fail to bring a hat will be issued with a lunch time detention.

Students in Year 8 and 9 must have a hat for all Sport and Physical Education classes. Students are strongly encouraged to wear the college hat at all times. Students are not allowed to wear ‘other’ hats except for activities on the oval.

Bullying

Bullying is not accepted at Kelvin Grove State College. We encourage students and parents to report all incidents of bullying. The issue will be dealt with initially using the ‘no blame’ approach. Incidents of repeated bullying will be dealt with as per the Responsible Behaviour Plan.
GENERAL INFORMATION

Student Services

Student Services is located in the main office area of the College. The role of Student Services is to:

- Maintain student enrolment details;
- Record student attendance via rolls marked by teachers, student absence, student late arrival and early departure;
- Administer first aid and manage student illness;
- Maintain Guidance Officer appointments;
- Issue uniform passes and uniform lending system; and
- Record student detentions.

Parents are encouraged to contact Student Services on the above matters.

Please call the following numbers for:

- Enrolment details – 3552 7340
- Student absence – Middle School 3552 7302, Senior School 3552 7303
- Detentions – 3552 7304 [Chris Riggall]
- General enquiries – 3552 7304 [Chris Riggall]
- Absence email: ms.absence@kelvingrovesc.eq.edu.au

SUB Shop (Stationery, Uniform and Books)

The SUB shop is operated by the P&C and it sells stationery, uniforms and books. It is the collection point for all monies from students – excursions, sports days, and events such as dances, formals and shows. No money is handled by the classroom teacher or office staff.

It is operated by paid staff with volunteer parents assisting when necessary. The SUB Shop is open Monday to Friday from 8:00am - 1:50pm. Cash, cheques, EFTPOS and lay-by facilities are available. They also offer Visa payments via the phone. An up to date price list can be found in the Enrolment pack or from the SUB Shop.

Call the SUB Shop regarding any of the above issues on: 3552 7349 or 3552 7319

Any profit made contributes to the fund raising by the P&C and is put towards the College community, resources and facilities.

College Tuckshop

The P&C is also responsible for overseeing the operation of the tuckshop, which is located in the Middle School. The tuckshop operates with a paid convener, salaried workers and volunteers. It is open for service from 8:00 am and then serves morning tea and lunch each day and aims to provide nutritious food at a reasonable cost. The tuckshop has adopted the Healthy Food policy and has only foods that meet the requirements of this policy.

Please contact the Tuckshop convener if you would like to volunteer as a tuckshop worker.

Tuckshop phone no: 3552 7324
Middle School Parent Advisory Group

The Middle School Parent Advisory Group meets in the College Library, on the second Monday of each month from 7.00pm and is chaired by the Middle School Parent Representative on the P&C. These informal meetings are a great way to meet and network with other middle school parents, find out what is happening in the middle school, bring issues of concern to the attention of the middle school Principal and have input into the future direction of this part of the college.

College Community Liaison Officer

The College P&C employs a part-time College Community Liaison Officer (CCLO) to help increase parent/guardian participation in the school and to facilitate effective two-way communication between the college, parent/guardians and the school community. The CCLO has an office in the Junior School and can be contacted via the college switchboard. Some of the CCLO’s roles include organising catering for various P&C events and mail outs, organising volunteers and the P&C stall at Open Day.

Middle School Playground Areas and Toilets

The Middle School is located at the front of the College. Specific playground areas are allocated to year levels within the Middle School. Students are not allowed to leave their specified area except to go to the toilet, tuckshop, oval or to see a teacher. Senior School students are not able to access Middle School playground areas or toilets. Students in the Middle School have designated toilets located within the Middle School. Students will be shown these during a tour of the College.

Kelvin Grove Childrens’ Centre - Out of School Hours Care – Pre-school – Year 7 only

The P&C is responsible for this program, which offers Before School Care from 7:00-8:30 am and After School Care from 3:00 to 6:00pm weekdays. A Vacation Care program is organized during the school holiday periods from 7:00am - 6:00pm. The children are cared for in the Junior School and if you have any queries please phone the Coordinator on 3352 6007.

College Newsletters (College Chronicle)

A newsletter from the College called the College Chronicle, is emailed to your email address every Friday. The College Chronicle contains items of news relating to curriculum, class events, P&C news, coming events, and community notices etc. The newsletter is on the College website at www.kelvingrovesc.eq.edu.au. Parents are able to subscribe to the College Chronicle by visiting the College Website.

Lockers

Lockers are available for student use from week 3 each year. They are not mandatory. They are located at various points around the college. Allocation of lockers and combination locks must be sought through the SUB Shop. A small fee is charged for the use of locker and lock. This is refunded at the end of the college year. Students may not use their own locks, as staff need to be able to open lockers in emergencies. There are only a limited number of lockers.
Volunteers

Parents are welcome to volunteer their time to the school. There is a range of opportunities for you to participate in the College. The College Community Liaison Officer coordinates volunteer helpers for the College; please refer to the flyer in your enrolment pack to express your interest and to list your skills and preferred options. Any volunteer time is always greatly appreciated at the College. Volunteers other than parents must have a ‘blue card’. All volunteers are required to sign-in at the main office when visiting the college.

Pre-Service Teachers

Pre-Service teachers regularly visit our College from the Kelvin Grove Campus of QUT and University of Queensland for varying periods of time to complete practice teaching sessions. They are supervised by the class teachers and College Deputy Principal and add another dimension to the educational opportunities afforded to the students.

Bus Services

Our College is serviced well by public transport. The Brisbane City Council can assist you with any enquiries re timetables and destinations. For bus information telephone 131230 or www.translink.com.au

Parking

Extensive consultation has occurred between the Transport Department, College and P&C to improve parking facilities around the school. The proximity to QUT places large demands on limited parking spaces.

2-minute zones: Pick up and Put Down Areas are located at front entrance to the Junior School in L’Estrange Tce and at the top of Tank St.

15 minute zones: between 7:00am - 9:00am and 2:00pm - 4:00pm are located in School Street and the bottom of Tank St.

Children are not released until 3:00pm and often take 3-5 minutes to reach a school exit point. Please time your pick-up to occur after 3:05pm to avoid unnecessary waiting and to avoid congestion with the school buses.

Car park facilities in the school grounds are for authorised staff ONLY. They are not to be used by parents as a drop off/pick-up zone unless using Out of School Hours Care facilities (Junior School carpark only).

Brisbane City Council has metered parking in the streets surrounding the College with a fee payable from 7.00am-5.00pm. If you require parking within the College grounds due to a disability or to drop off heavy items please call ahead and an effort will be made to reserve a parking space.

Crossing Supervisors

There are two pedestrian crossing supervisors provided by the Transport Department on patrol every morning, from 8:00am – 9:00am and afternoons from 2.50pm–3.20pm. They coordinate the use of the pedestrian crossings located at the front of the College. Please use these crossings when picking up your child/ren to demonstrate safe road crossing practices. Encourage your child/ren to utilise the crossing by NEVER calling for them to cross unsafely.
GENERAL PROCEDURES

Student Uniform

Please refer to the enrolment pack for a full listing of the Middle School uniform.

Students are required to comply with the College uniform policy. If your student has a valid reason for not complying with the policy for a day, they are required to bring a signed written note from home explaining why they are unable to wear uniform, present the note at Students Services before school commences and be issued with a pink slip giving them exemption from uniform policy for the day. Students failing to have a note and not wearing uniform as per College policy will be issued with a detention.

The uniform is reviewed every 5 years. Any changes as a result of this review (made after this document is published) will be included as an accompanying flyer.

Uniform Combinations

GIRLS
- White blouse with green skirt or green dress shorts plus tie. White socks and all shiny black leather lace-up shoes. White socks must be ankle socks visible above the shoe.
- White blouse with long grey trousers with grey or black socks. All shiny black leather lace-up shoes and tie.
- College Hat or Cap
- All shorts and skirts must be worn at a reasonable height on hips – no underwear visible

BOYS
- Grey formal shirt; tie with grey shorts or trousers and black belt. Shirt must be tucked in. Shorts must be worn with knee length grey Kelvin Grove socks. Trousers must be worn with black or grey socks. Must wear all shiny black leather lace-up shoes.
- College Hat or Cap
- All shorts and trouser must be worn at a reasonable height on hips – no underwear visible

Sports Uniform

The sports uniform is a green polo shirt with a wide red strip on the front, green cotton shorts, white socks and performance enhancing sports shoes. The uniform is available from the SUB shop.

The sports uniform is to be worn by all students when participating in Health and Phys. Ed and Sport lessons. Students are required to change into the sports uniform in the break before their Phys. Ed or Sport lesson and change out of the uniform back into their full (including shoes) Middle School uniform in the break following their Phys. Ed or Sport lesson.

Year 7 and 8 students are able to wear their sport uniform all day only on Wednesday. Year 6 students are able to wear their sport uniform all day on the day that they have Health and Physical Education.
Contacting Teaching Staff

Parents are encouraged to contact their child’s teacher. This can be done by phoning the main office on 3552 7333. You will then be connected to the relevant staffroom where you will be able to speak with the teacher if available or leave a message asking the teacher to contact you. If you are uncertain who the best person is to help you it is important that a detailed message is provided so that the ‘right person’ can be identified to assist you. Many of the middle school staff use email as an effective and efficient means of communication. Please discuss this possibility with the teacher concerned and/or use your child’s Student Diary to communicate short messages. You can also email the College info@kelvingrovesc.eq.edu.au with a request to speak with your child’s teacher.

The Principal, Deputy Principal and Head of Middle School are also available to speak with parents, however an appointment is necessary.

Students’ Records

Student details are kept on file at the College. It is important that if there is a change of address or telephone (home or mobile) that you let the College know by putting it in writing and contacting Student Services.

Absence from School

Parents will receive a text message on their mobile phone from the college. The message will be sent each day and will indicate that your student was absent from roll marking in period one. The message will ask for a response from parents via return text. Parents are still required to send a written note of explanation on the first day back after absence. These notes must be deposited by the student at student services. (The written note to the college must contain: student name, year level, date and reason for absence).

If your child requires extended absence from school eg holiday, please write a letter to the Principal of the sub-school outlining the dates of the extended absence.

Duty of Care Policy

Middle school student’s safety is paramount and thus the college has a duty of care policy which takes into account the developmental nature of students from years 1 – 12. Students in year 6 and 7 are required to be picked up from Student Services by parents/caregivers if they are sick or have a pre-arranged appointment. Students in Year 8 or 9 must have a parent or guardian contact the school if the student is to make their own way home or to an appointment. The Middle School Principal only may grant permission for this request.
Sickness and Accidents

Students who become ill during the school day are required to report to Student Services. If leaving class they must have a note from their teacher. Kelvin Grove State College does not have a sick bay. Students are asked to sit quietly at Student Services while a phone call is made home. Parents/Guardians are asked to collect their sick child from Student Services. Students are unable to spend the day sitting outside Student Services ill.

Students who have an accident at school and receive an injury must report to Student Services. First Aid will be administered and if warranted parents/guardians contacted. An ambulance will be called immediately if the child needs to be hospitalised or the injuries require more than simple first aid. Parents/Guardians will be contacted.

Access to Students

Parents/Guardians wishing to access their student during the school day are asked to contact Student Services. Do not go directly to classrooms.

Only URGENT phone messages can be left for students at Students Services. It is difficult for staff in this area to get to a student immediately as most classrooms do not have phones.

Arrival at School

Students are required to arrive at school before 9.00am. No supervision is provided in the playground before school. Students arriving after the bell at 9.00am will need to have a late note from home explaining the reason for the lateness.

Students arriving after 9.00am for any reason must sign in at Student Services with a note. A detention will be issued for unauthorised lateness.

ID Cards

All middle school students are issued with a Photographic ID card. Students use this card for borrowing from the library and signing in late or signing out early. All students must carry their ID card on them when at school.

Leaving School Grounds

No student is to leave the school grounds for any reason during the day without permission from the College. Students are not to leave grounds to buy lunch.

Students leaving during the school day with parental permission must have a note explaining the reason for leaving with time of departure and return (if applicable) indicated. All students leaving during the school day must report to Student Services with a note for leaving and then sign-out. Failure to sign-out is regarded as truancy.

Visitors to the College

All visitors to the college are required to report to the main office of the College where they will be asked to sign-in, identify their reason for visiting and who they are visiting. Visitors are then issued with a visitor badge. On leaving the college visitors are required to sign-out at the main office.
Mobile phones and other electronic devices

Students are encouraged not to bring items such as mobile phones, MP3 players or ipods/ipads to school. Refer to the College Mobile Phone Policy on the website.

Students who are found using phones, ipods or other electronic devices during class time will be required to hand in the device to Student Services. On the first offence, the device will be returned after 3:00pm. On the second offence the student will receive three detentions. If students are found to be using devices inappropriately, the matter will be investigated and consequences put in place.

Lost Property

Please make sure that all articles of clothing and personal school equipment are clearly marked with your child’s name. Lost property is located at the SUB shop.

If your child believes that they have had property stolen please get them to report this immediately to our School Based Police Officer. Encourage your student to keep all their property in a safe place. Do not bring valuables to school.

Resolving Issues

Kelvin Grove State College believes that effective partnership between parents, students and our College is important to educational success. One part of that partnership is trust and openness. We need to be able to talk to each other when we have concerns, so that those issues can be worked out. You may at times, have concerns or complaints relating to your understanding of something at the College. It is important that you share these with us. If you have any concerns or issues please contact the College via the main office or College email address info@kelvingrovesc.eq.edu.au and follow up will occur.

Emergency Evacuation or Lockdown Procedures

Every Queensland school is required to have a fully documented and published emergency evacuation procedure and a lockdown procedure. The emergency evacuation procedure is designed to safely and efficiently evacuate every student and staff member from the College buildings with minimum confusion and time. This is used in the event of a fire, bomb threat or other life-threatening event.

A lockdown procedure is used when it is in the best interest of students’ and staff safety to keep them contained within the school buildings – where a person or persons may have entered the school grounds with the intent to do harm.

Procedures are explained to students and in the event of either procedure being activated students are fully supervised and led to safety following predetermined actions. All schools are required to practise both procedures at least once per term.
APPENDIX 1 - ASSIGNMENT POLICY

Information for Students and Parents

Semester Assessment Overviews
Semester Assessment Overviews will be issued by each department at the start of week 2 of each semester. Students use this to plan their work load. Semester Assessment Overviews are to be copied or glued into the student's pad/folder. Semester Assessment Overviews are published on the college website to assist with the completion of all assessment by the required date during the Semester. Assignments or projects are not to be included which extend across the Christmas or July holiday periods.

Assignments

1. Assignment work is a vital part of student learning and assessment.
2. Students are expected to complete all assignments in every subject by the due date. Results will be adversely affected through failure to complete all assessment. In Year 11 and 12, OP, rank, course credit and/or QCE eligibility may be adversely affected if all assignments are not completed.
3. Assignments must be worked on systematically over a period of time to produce the best possible results.
4. Students will be given an appropriate period of time to complete an assignment (this would usually be at least 4 weeks notice). The amount of time students are given to complete a task will be commensurate with its complexity.
5. Due dates are set so that teachers can make timely judgements about students’ achievements at a particular stage of the course of study.
6. Tasks must be presented on the due date unless there are exceptional circumstances. Each situation will be judged on its merit and extensions are not automatically granted.
7. Where there are exams for the subject, due dates for assignments must be at least one week before the start of any formal exam period.
8. Assignments are to be handed in to the subject teacher (or Head of Department) personally during class. When assignments are collected, students are to sign on a roll indicating submission of the assessment. If it is necessary that an assignment has to be handed in at Student Services, it must be submitted no later than 3.00pm and logged into the assignment register at this counter.
9. Plagiarism is the action or practice of taking and using as one’s own the thoughts or writings of another without appropriate acknowledgement. Plagiarism is a serious issue of academic misconduct and, as such any part of an assignment which is deemed to have been plagiarised will be discounted and the result for the assignment will be based on the portion of the assignment which is deemed to be the work of the student. Consequently, the reduction in word length and information relating to the assignment topic would mean that the student would not meet the criteria on a number of levels and would be likely, in most cases, to earn a D or E for the assignment.
10. Students are encouraged to use computers but that computer/printer/email problems will not be accepted as an excuse for late submission.
11. All assignments (Year 5 to 12) will have a cover sheet that outlines topic, conditions, due date, draft due, criteria and any other relevant information.
12. All students are required to submit a draft of assignments on the draft date due. Teachers will comment on and return a draft of assignments in a timely manner (not fewer than 4 days before the final submission date).
13. Students who fail to submit a draft by the date indicated will have their parent/guardian contacted. Contact will include a phone call and a letter or email sent home (noted on OneSchool) by the class teacher within three school days of failing to submit the draft.

14. If a student submits a draft of the assignment after the draft due date, the teacher may only be able to provide limited feedback to the student.

15. If a Year 11 and 12 student is absent on the due date for an assignment, a medical certificate is required in order to satisfy certification requirements. If no medical certificate is produced, the relevant Head of Department in consultation with the sub school Principal has the discretion to accept the assignment – the Head of Department will document the reasons on OneSchool and consult QSA policy.

16. If a Year 5 - 10 student is absent on the due date for an assignment, a medical certificate or contact from home (parent phone call/letter/email) is required. The decision on whether to accept the late assignment lies with the Head of Department in consultation with the sub-school Principal.

17. When a draft or the final assignment is not submitted by the due date, the class teacher will be responsible for follow up strategies and apply the standard college procedures as recorded in the Responsible Behaviour Plan. If this is not successful, then the relevant Head of Department should be informed. The Head of Department must co-sign any letter to the parent advising them of the situation.

Procedures:
All assignments must be presented by the due dates unless there are exceptional circumstances that are covered by the following provisions.

I. Request for Extension – can only be granted by the sub-school Principal or Head of Department prior to the due date. If the reason for extension is due to illness, students in Year 11 and 12 will be required to supply a medical certificate. Students requesting an extension must complete a request in writing by completing the “Application for Special Consideration for Assessment” (available from Student Services) and hand it to the class teacher (or Head of Department) at least 1 day before the due date of the assignment.

II. Absence on due date, due to illness – Year 11 and 12 students must produce a medical certificate or written documentation from the parent (acceptable to the Head of Department in consultation with the sub-school Principal). Alternatively the assignment must be delivered to Student Services or the teacher on the due date. The student and/or parents should, if possible, contact the school to notify them of the circumstances on the day. Year 5 to 10 students must produce documentary evidence to the class teacher of being absent, including the reason.

III. Absence on due date, due to special circumstances – eg. bereavement. Parents should contact the teacher directly to explain the circumstances.

Please note:
▪ Failure to complete an assignment means that course requirements for that subject are not complete and a rating may not be given.
▪ When an assignment is submitted after the due date (unless a decision to accept the assignment has been approved), credit will be given only for work seen in the draft by a teacher on or before the due date.
▪ Failure to complete assignments may result in a student failing to gain credit for that semester. For Year 11 and 12 students, this may affect his/her OP, rank, and/or QCE eligibility as per QSA policy.

Assignments and Off-campus Commitments (School Based Apprenticeships and Traineeships)
If an assignment is due on an off-campus day, it is the student’s responsibility to ensure that the assignment is handed in at the college office or, preferably, given to the class teacher on or before the due date.
Consequences for Incomplete Assessment:

<table>
<thead>
<tr>
<th>Event</th>
<th>Grades</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absent From Exam Years 11 and 12</td>
<td></td>
<td>If a Year 11 and 12 student is absent for a scheduled exam, a medical certificate is required in order to satisfy certification requirements. If no medical certificate is produced, the relevant HOD in consultation with the sub school Principal has the discretion to accept the late assessment item – but must document reasons on OneSchool and consult QSA policy. Where a medical certificate has been provided the student negotiates new exam time with teacher/HOD. Where no medical certificate or parental contact has been provided the student sits the exam on the first day returned to class.</td>
</tr>
<tr>
<td>No assignment submitted on the due date Years 11 and 12</td>
<td></td>
<td>If a Year 11 and 12 student is absent on the due date for an assignment, a medical certificate is required in order to satisfy certification requirements. If no medical certificate is produced, the relevant HOD in consultation with the sub school Principal has the discretion to accept the late assignment – but must document the reasons on OneSchool and consult QSA policy. If no medical certificate and no assignment is presented the student completes the assignment in class on their first day of return to school.</td>
</tr>
<tr>
<td>Student states assignment is completed but left at home Year 5 - 12</td>
<td></td>
<td>If it is necessary that an assignment has to be handed in at Student Services, it must be submitted no later than 3.00pm and logged into the assignment register at this counter. If the assignment is not received by this time then it will be considered as per ‘no assignment handed in on the due date’.</td>
</tr>
<tr>
<td>Missed oral performance / other practical assessment Years 11 and 12</td>
<td></td>
<td>If a Year 11 and 12 student is absent for a scheduled oral/practical assessment item, a medical certificate is required in order to satisfy certification requirements. If no medical certificate is produced, the relevant HOD in consultation with the sub school Principal has the discretion to accept the late assessment item – but must document the reasons on OneSchool and consult QSA policy. Where a medical certificate has been provided the student negotiates new presentation time with teacher/HOD. Where no medical certificate or parental contact has been provided the student presents the item on the first day returned to class.</td>
</tr>
<tr>
<td>Missed oral performance / other practical assessment Years 5 - 10</td>
<td></td>
<td>If a Year 5 - 10 student is absent for a scheduled oral/practical assessment item, a medical certificate or contact from a parent/guardian is required. The decision on whether to accept the late assessment item lies with the HOD in consultation with the sub school Principal. Where a medical certificate or parent/guardian contact has been provided the student negotiates a new presentation time with teacher/HOD. Where no medical certificate or parental contact has been provided the student presents the item on the first day returned to class.</td>
</tr>
</tbody>
</table>
Block Exams

Kelvin Grove State College runs a ‘no variation to routine’ period for ten school days before each end-of-semester block exam period. This is to allow students maximum time with the teacher before exams. Block exam periods will occur at the end of each semester for Years 10, 11 & 12. A short block exam period will also be held mid-semester for Year 11 and 12.

It is the student's responsibility to:

- Check exam timetables carefully and summarise the relevant information.
- Arrive at the exam sessions on time.
- Wear full school uniform to and from the exam.
- Bring necessary equipment for the exam eg calculator.
- Only attend sessions when an exam is scheduled, arriving just before the exam time and leaving the school as soon as possible after the exam.

Absence from block exams is acceptable for reasons of illness or compassionate grounds only. Students who are absent for a block exam through illness must:

- Contact the school (your teacher or the appropriate Head of Department) on the day of the absence to advice of the absence.
- Make arrangements with the Head of Department/teacher in that subject for an alternative time to sit the exam.
- Provide a medical certificate explaining the illness.

Students wishing to have any other reason for missing a block exam approved must apply in writing to the relevant sub school Principal, preferably before the absence.

Deferred Examination or Extension of Time to Complete a Set Task

- A student may apply to sit for a deferred examination or request an extension of time if, for medical or compassionate reasons or in other circumstances beyond the student's control, he or she was unable to sit for the examination, or complete the assessment.
- An “Application for Special Consideration for Assessment” (available from Student Services), including documentation must be made to the Head of Department as soon as practicable and not later than one week after the due date.
- A deferred examination may be refused at the sub school Principal's discretion.
- Normally, deferred examinations are not granted to candidates who misread examination timetables.

Special Consideration of Factors Affecting Performance

- Candidates who consider that their performance in an examination or other assessment task was adversely affected by illness, disability, bereavement, or other exceptional circumstances beyond their control, may apply to the relevant sub school Principal through the Guidance Officer for special consideration.
- An “Application for Special Consideration for Assessment”, including the documentation (eg medical certificate) must be lodged as soon as practicable and not later than one week after the due date.
**Ambulance Cover**

If it is necessary to call an ambulance to the school, the State Government Ambulance Policy that provides free ambulance service throughout Queensland covers the school. Parents are advised to always ensure their contact details are current, and if not please notify Student Services.

**School Based Dental Program**

The State Government School-based Program provides free optional oral health care to school children from preschool up to and including Year 10.

The oral health team providing this service consists of a dentist, school dental therapist and dental assistants. Treatment is provided at a mobile dental clinic located at the school. Some children may have to be treated at a nearby dental facility, within a publicised timeframe. On completion of treatment of children at our school the oral health staff/facility move to the next school in priority and will return to this school as part of the recall system. Emergency treatment is available to all eligible children by telephoning the emergency contact number provided below.

- Emergency Telephone No: Stafford Dental Clinic 3857 2177

Also please note that the telephone numbers of all School Dental Clinics appear in the white pages of the telephone book under “Queensland Health - School Dental Clinics”.

**School Based Youth Health Nurse (SYHN)**

The School and Youth Health Nurse is based at the College 3 days a week for students in years 8 -12. Year 6 and 7 students are able to access the service only with parental permission. The SYHN is available to students to discuss personal health issues. Students access the SYHN themselves or via referral. Bookings to see the Nurse can be made through Student Services.

**Immunisation Program**

The Brisbane City Council conducts a non-compulsory school-based Immunisation programme at the College.

- Year 1 students are immunised for measles, mumps and rubella (MMR); DTPA and Sabin. This vaccination is required between 4-5 years of age.
- Year 8’s are immunised for Hepatitis B, HPV (Gardasil) and Chicken Pox
- Year 9’s are immunised for HPV (Gardasil)

The State Government also conducts an immunisation programme for Meningococcal C (Year 8’s).
Parents are notified and permission forms are sent home, when this procedure is carried out.

**Medication at School**

New regulations governing the practice for school personnel to administer medication to students have been gazetted (EOG 2 Sept. 88/231). The following are key points that parents should note and follow immediately:
1) A parent/legal guardian must first make a written request indicating that such medication has been prescribed and is absolutely necessary to be administered during school hours or during school approved activities.

2) Medication must be provided in the container that shows clearly the written instructions from the pharmacist at the direction of a medical practitioner. Instructions must indicate specific times at which the medication is to be administered, as well as the quantity of medication to be given. All unused medication will be returned.

3) At no time will medication provided for one child be administered to others, even though they be brothers or sisters of a child for whom the prescription was made.

4) Medication provided under these conditions must be delivered with instructions to Student Services.

5) Non-prescribed oral medication such as analgesics or over-the-counter medications will not be administered by school staff. Education Queensland has laid down strict guidelines that all schools are obliged to follow.

Special Note re Asthma Medication: Asthma inhalers are the only form of medication allowable for the children to administer themselves at school. The children need to keep these inhalers with them at all times, so they need to be familiar with the correct times to use them and the importance of following instructions from parents.
The exclusion from school attendance of students suffering from certain infectious diseases, or living in homes where infectious diseases exist, has been approved by the Minister in accordance with the following table:

### RECOMMENDED MINIMUM PERIODS OF EXCLUSION FROM SCHOOL

<table>
<thead>
<tr>
<th>Condition</th>
<th>Cases</th>
<th>Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chickenpox and Shingles</td>
<td>Exclude until fully recovered or at least five days after the eruption first appeared. (Some remaining scabs are not a reason for continued exclusion).</td>
<td>Exclude children with immune deficiencies (e.g. Leukaemia or chemotherapy), otherwise not excluded</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has stopped</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Cytomegalovirus infection</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diarrhoea (campylobacter, cryptosporidium, giardia, rotavirus, salmonella, shigella, intestinal worms)</td>
<td>Exclude until diarrhoea has stopped</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Glandular fever (mononucleosis)</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hand, Foot and Mouth Disease</td>
<td>Exclude until all blisters have dried</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Haemophilus influenza type b (Hib)</td>
<td>Exclude until medical certificate of recovery is received</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Headlice</td>
<td>Exclude until day after proper treatment has started</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until medical certificate of recovery is received, but not before seven days after the jaundice or illness started</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Herpes (“cold sores”)</td>
<td>Exclude if child cannot comply with good hygiene practices while sores are weeping. (Sores should be covered with a dressing where possible)</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Human immune deficiency virus infection (HIV/AIDS virus)</td>
<td>Exclusion not necessary unless child has a secondary infection which requires exclusion in its own right</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Impetigo (“school sores”)</td>
<td>Exclude until proper treatment has started. (Sores on exposed skin should be covered with a watertight dressing)</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Influenza and influenza-like illness</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least four days after rash has started or until a medical certificate of recovery is provided</td>
<td>Immunised children not excluded. Non-immunised contacts should be excluded until 14 days after the first day the rash appears in the last case. They may return to the school or centre if immunised within 72 hours of contact with the first case</td>
</tr>
<tr>
<td>Condition</td>
<td>Exclude Criteria</td>
<td>Excluded Notes</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Meningitis (other than the meningococcal infection)</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until carrier eradication antibiotic course is completed</td>
<td>Not excluded. Close contacts should take antibiotic (rifampicin). Public health authorities will advise</td>
</tr>
<tr>
<td>Molluscum contagiosum</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for nine days or until swelling goes down</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Parvovirus (erythema infectiosum or “Fifth Disease”)</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Ringworm, Scabies, Pediculosis, Trachoma</td>
<td>Exclude until day after proper treatment started</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude until fully recovered or for at least four days after the rash started</td>
<td>Not excluded (Female staff of child-bearing age should check their immunity to rubella with their GP)</td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Exclude until child has received antibiotic treatment for at least 24 hours and feels well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Typhoid Fever (including paratyphoid fever)</td>
<td>Exclude until a medical certificate of recovery is received</td>
<td>Not excluded unless advised by public health authority</td>
</tr>
<tr>
<td>Whooping Cough (pertussis)</td>
<td>Exclude for 21 days from onset or until child has taken five days of a 10-day course of antibiotics (erythromycin)</td>
<td>Exclude non-immunised household contacts aged less than seven years, and children who are in close contact who are either less than one year old or not fully immunised, for 14 days after they were last exposed to infection or until they have taken five days of a 10-day course of antibiotics (erythromycin). If necessary, contact your nearest public health unit for advice</td>
</tr>
</tbody>
</table>