Senior School Handbook
Years 10 - 12

Kelvin Grove State College
The Pursuit of Excellence With All Our Might
# TABLE OF CONTENTS

Welcome ............................................................................................................. 3  
College Values ................................................................................................. 4  
Senior School Philosophy ............................................................................... 5  
   Key Features of the Senior School ................................................................. 5  
   Curriculum .................................................................................................... 5  
   Schools of Excellence .................................................................................. 6  
   Partnerships ................................................................................................ 6  
   Why the Senior School is Important ............................................................ 6  
School Procedures .......................................................................................... 7  
   First Week Procedures ............................................................................... 7  
   College Calendar ......................................................................................... 7  
   Daily Routine and Bell Times ....................................................................... 7  
   Timetable Explanation ............................................................................... 8  
Communication .............................................................................................. 9  
   Assemblies .................................................................................................. 9  
   Morning Notices and Newsletter ............................................................... 9  
   Academic Reports ....................................................................................... 9  
   Parent/guardian Teacher Interviews ......................................................... 9  
General Information ...................................................................................... 9  
   Student Services ......................................................................................... 9  
   SUB-Shop .................................................................................................. 9  
   Information Communications Technology ............................................... 10  
   Semester Overviews .................................................................................. 10  
   Special Education Unit .............................................................................. 10  
   Excursions and Camps .............................................................................. 10  
   Extra-Curricular Activities and Instrumental Music .................................... 10  
   Student Representative Council ............................................................... 11  
   Library Hours .............................................................................................. 11  
   Tutoring ...................................................................................................... 11  
   Bus Services ................................................................................................ 11  
   Lockers ........................................................................................................ 11  
General Procedures ....................................................................................... 11  
   Absences from School ............................................................................... 11  
   Arrival at School ....................................................................................... 11  
   Duty of Care Policy .................................................................................... 12  
   Emergency Procedures .............................................................................. 12  
   ID Cards ...................................................................................................... 12  
   Leaving School Grounds ........................................................................... 12  
   Lost Property .............................................................................................. 12  
   Students’ Records ...................................................................................... 12  
   Sickness and Accidents ............................................................................. 12  
   Visitors to the College ............................................................................... 12  
   Sport House System and Interschool Sport .............................................. 12  
Staffing and Inclusive Welfare Team ............................................................. 13  
   Parents and Citizens Association ............................................................... 14  
   Fundraising ................................................................................................. 14  
   Senior School Parent Advisory Group .................................................... 14  
   Volunteers .................................................................................................. 15  
Policies ............................................................................................................ 15  
   Responsible Behaviour Plan .................................................................... 15  
   Homework Guidelines ............................................................................... 15  
   Attendance .................................................................................................. 15  
   Assessment Policy ..................................................................................... 15  
   Referencing Style ....................................................................................... 15  
   Behaviour Support Room ......................................................................... 15  
   Bullying ....................................................................................................... 15  
   Detention System ...................................................................................... 15  
   Mobile Phone Policy ............................................................................... 15  
   Uniform Policy and Work Ethic Policy ...................................................... 16  
Contact Details and Website Reference Guide ........................................... 16  
Appendix .......................................................................................................... 17  
   Appendix 1 – College Map ....................................................................... 17  
   Appendix 2 – Pathway Information ............................................................ 18  
   Appendix 3 – Homework Policy ................................................................. 20  
   Appendix 4 – Course Credit Policy ............................................................. 21  
   Appendix 5 – Assessment Policy ................................................................. 22  
   Appendix 6 – Behaviour Support Room .................................................... 26  
   Appendix 7 – Mobile Phone and Electronic Devices Policy ...................... 27  
   Appendix 8 – Health Services ................................................................... 28  
   Appendix 9 – Infectious Diseases ............................................................... 29
WELCOME TO KELVIN GROVE STATE COLLEGE

On behalf of the staff, students and parent/guardians of the Kelvin Grove State College, we would like to welcome you and your family to the Senior School. We hope that you enjoy the educational opportunities provided during your time with us.

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.

Within the Senior School, a focus is placed on establishing strong partnerships amongst parent/guardian, 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.

Kelvin Grove State College is part of a unique educational precinct. It is only three kilometres from Brisbane City’s central business district and adjoins the Kelvin Grove campus to Queensland University of Technology (QUT). It is also adjacent to Kelvin Grove Urban Village.

- A broad curriculum base in the Senior School which is complemented by special Excellence Programs and Extension Subjects
- University links to enhance learning opportunities for students
- 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
- Extensive employer links to enhance students work opportunities

This handbook provides you with information about the Senior School and its operation and has been compiled collaboratively by the Senior School Parent Advisory Group, Principal Senior School and College staff.

We hope that your association with the College is a satisfying, active and a rewarding one.
COLLEGE VALUES

- Respect
- Responsibility
- Valuing Diversity
- Happiness
- Creative and Critical Thinking
- Integrity and Honesty
- Courage and Resilience
At Kelvin Grove State College in the Senior School we promote the concept of excellence in teaching and learning. Students are provided with opportunities to excel within academic, excellence and vocational areas. We focus on collaboratively working to improve student engagement and student potential, allowing a focus on the importance of lifelong learning.

In the Senior School we aim to:
- Engage students in their learning to ensure deep knowledge and depth of understanding
- Celebrate student achievement and success
- Value each student as an individual.

Our aim is to provide improved educational outcomes for all students by focusing on each individual student’s aspirations. This is accomplished through a Three Year Senior Curriculum, which caters for your child’s specific needs.

Furthermore we believe in providing students with multiple pathways that enhance learning and employability. Flexible delivery is the key to these multiple pathways – accomplished through the tertiary links; enrichment courses; industry mentors; structured work placements; traineeships and apprenticeships.

**Why the Senior School is Important?**
Kelvin Grove State College, Senior School has been developed in response to the specific needs of young adults. The transition from school to work is a longer and more complex process than in previous decades. Hence, more students remain at school and complete Year 12. There is a need for students to keep their options open for as long as possible, allowing students to move into jobs but also to undertake tertiary study – sometimes simultaneously. Increasing pathways for post-compulsory education is essential in ensuring that students can qualify for both work and tertiary study. By allowing students to have multiple exit points, students may cross from one path to another with minimal loss of time, and maximum opportunity for success.

**Key features of the Senior School**
- Three year senior
- Specialist professionals, trainers and coaches delivering curriculum
- Tertiary Study Options during Senior years
- International Student Program
- School based Traineeship/Apprenticeships
- Structured Work placements
- Wide range of personal, academic and vocational support systems
- Work Ethic Process.

**Curriculum**
Our curriculum aims are to:
- Offer pathways for students to gain their Queensland Certificate of Education (QCE)
- Ensure that Year 10 is the first year of a Three Year Senior offering diverse pathways for students
- Our Three Year Senior Curriculum gives students the opportunity to start accruing points towards their QCE in Year 10. It also gives the students the opportunity to accelerate their senior program which enables students to begin tertiary studies early.

Year 10 (first year of senior) is aimed at providing rich and challenging learning, specific to either preparing students for Queensland Studies Authority (QCAA) subjects or enabling students to begin QCAA Authority Registered subjects and Vocational Education and Training (VET) Certificates.

We believe in providing students with multiple pathways that enhance learning and employability, accomplished through the outsourcing of professional coaches/dancers/trainers for the Schools of Excellence (sport, Performing and Visual Arts and Aviation), tertiary links, enrichment courses, industry mentors and structured work placements, traineeships and apprenticeships.

Tertiary studies can begin in Year 11 if students are interested in Engineering, Art and Design and Mathematics C. These courses are in partnership with Queensland University of Technology (QUT) and upon successful completion student will have gained credit for a QCAA subject and two QUT units thus giving them preferred entry to QUT. Also there are many other QUT, UQ and Griffith University courses available for students to begin in Year 12.
The curriculum is organised within eleven (11) departments offering Authority-Registered subjects and Excellence Programs (some with National Units of Competency) in addition to off-campus studies, this includes:

- A wide range of Year 10 Extension Courses: Foundation Mathematics B/C; Foundation Physics/Chemistry; and English Extension
- Year 12 Extension Authority Subjects in English and Music
- Seven (7) Schools of Excellence (Aviation, Dance, Golf, Tennis, Football, and Art and Design and Engineering)
- Tertiary studies: QUT, University of Qld, USP studies, Griffith University, Conservatorium of Music, TAFE Queensland, Conservatorium of Music, Brisbane North International Schools Alliance, Manufacturing & Gateway Schools industry partnership, Parmalat working with senior Biology & Chemistry classes
- Traineeships and apprenticeships

For further information about QCAA, subject offerings, Overall Position (OP), Rank Selection, Career Education and QTAC, please refer to Appendix 2 for pathway information and the Senior Curriculum Guide KGSC website: http://kelvingrovesc.eq.edu.au/

**Schools of Excellence**

- Art + Design Excellence in partnership with QUT and the State Library of Queensland
- Queensland Dance School of Excellence with Queensland Ballet
- Queensland Aviation School of Excellence in partnership with Royal Queensland Aero Club. Year 11 and 12 leads to direct entry into the Bachelor of Aviation at Griffith University
- Queensland Golf School of Excellence in partnership with Golf Queensland
- Queensland Tennis School of Excellence in affiliation with Tennis Queensland
- Queensland Football School of Excellence in partnership with Football Queensland
- Students in Year 12 can commence university studies in various university degree courses in place of senior subjects providing direct entry to QUT
- QUT Engineering and Art and Design Courses in Year 11 and 12 providing preferred entry to QUT

**Partnerships**

Queensland University of Technology

- Start QUT
- Engineering Course with QUT beginning in Year 11
- Faculty of Creative Industries
- Mathematics C accelerated pathway
- University of Queensland
- USP Studies

Griffith University

- Early start Guest Program
- College of Art

TAFE Queensland

Other partnerships

- Brisbane North International School Alliance
- Conservatorium of Music
- Manufacturing and Gateway Schools industry partnership
- Parmalat working with senior Biology and Chemistry classes.
SCHOOL PROCEDURES

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 timetables (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 Senior School timetable changes are minimal), homework diaries and text books
- Tour of the College
- Photographs for College Identification
- Meeting Year Level Coordinator
- Meeting class teachers and other college staff.

College Calendar

The college calendar is available on the KGSC website early in Term 1 at: www.kelvingrovesc.eq.edu.au. Information about important events will be forwarded home and students are reminded of these events through the morning notices (read daily to students in Period 1)

Daily Routine & Bell Times

Monday, Tuesday, Thursday, Friday

<table>
<thead>
<tr>
<th>Warning Bells</th>
<th>Time</th>
<th>Senior School</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:55</td>
<td>9:00-10:20</td>
<td>Period 1</td>
</tr>
<tr>
<td>10:45</td>
<td>10:20-10:50</td>
<td>Morning Tea</td>
</tr>
<tr>
<td></td>
<td>10:50-12:00</td>
<td>Period 2</td>
</tr>
<tr>
<td></td>
<td>12:00-1:10</td>
<td>Period 3</td>
</tr>
<tr>
<td>1:45</td>
<td>1:10-1:50</td>
<td>Lunch</td>
</tr>
<tr>
<td></td>
<td>1:50-3:00</td>
<td>Period 4</td>
</tr>
<tr>
<td></td>
<td>3:00-4:45</td>
<td>Period 5 (Year 11 and 12 only)</td>
</tr>
</tbody>
</table>

Wednesday

<table>
<thead>
<tr>
<th>Warning Bells</th>
<th>Time</th>
<th>Senior School</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.55</td>
<td>9:00-10:20</td>
<td>Period 1</td>
</tr>
<tr>
<td>10.45</td>
<td>10:20-10:50</td>
<td>Morning Tea</td>
</tr>
<tr>
<td></td>
<td>10:50-12:00</td>
<td>Period 2</td>
</tr>
<tr>
<td></td>
<td>12:00-12:35</td>
<td>Period 3A: Senior Education Planning lesson or QCS lesson</td>
</tr>
<tr>
<td></td>
<td>12:35-1:10</td>
<td>Period 3B: Senior School Assembly</td>
</tr>
<tr>
<td>1.45</td>
<td>1:10-1:50</td>
<td>Lunch</td>
</tr>
<tr>
<td></td>
<td>1.50-3.00</td>
<td>Year 10 Period 4</td>
</tr>
<tr>
<td></td>
<td>3.00-4.45</td>
<td>Period 5 (Year 11 and 12 only)</td>
</tr>
</tbody>
</table>
### Timetable Explanation

Teacher codes and subject codes are available under the timetable.

<table>
<thead>
<tr>
<th></th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>PER 1A</td>
<td>9:00-9:45</td>
<td>9:00-9:45</td>
<td>9:00-9:45</td>
<td>9:00-9:45</td>
<td>9:00-9:45</td>
</tr>
<tr>
<td>ENG111E</td>
<td>DRENA</td>
<td>LEG111A</td>
<td>BEASCA</td>
<td>MERDCA</td>
<td>SE16</td>
</tr>
<tr>
<td>PER 1B</td>
<td>9:45-10:20</td>
<td>9:45-10:20</td>
<td>9:45-10:20</td>
<td>9:45-10:20</td>
<td>9:45-10:20</td>
</tr>
<tr>
<td>MAA11B</td>
<td>DRENA</td>
<td>TAYLJO</td>
<td>SE16</td>
<td>SE10</td>
<td>SF03</td>
</tr>
<tr>
<td>MAA11B</td>
<td>DRENA</td>
<td>TAYLJO</td>
<td>SE16</td>
<td>SE10</td>
<td>SF03</td>
</tr>
<tr>
<td>PER 2B</td>
<td>11:25-12:00</td>
<td>11:25-12:00</td>
<td>11:25-12:00</td>
<td>11:25-12:00</td>
<td>11:25-12:00</td>
</tr>
<tr>
<td>MAA11B</td>
<td>DRENA</td>
<td>TAYLJO</td>
<td>SE16</td>
<td>SE10</td>
<td>SF03</td>
</tr>
<tr>
<td>PER 3A</td>
<td>12:00-12:35</td>
<td>12:00-12:35</td>
<td>12:00-12:35</td>
<td>12:00-12:35</td>
<td>12:00-12:35</td>
</tr>
<tr>
<td>MAA11B</td>
<td>DRENA</td>
<td>TAYLJO</td>
<td>SE16</td>
<td>SE10</td>
<td>SF03</td>
</tr>
<tr>
<td>PER 3B</td>
<td>12:35-1:10</td>
<td>12:35-1:10</td>
<td>12:35-1:10</td>
<td>12:35-1:10</td>
<td>12:35-1:10</td>
</tr>
<tr>
<td>MAA11B</td>
<td>DRENA</td>
<td>TAYLJO</td>
<td>SE16</td>
<td>SE10</td>
<td>SF03</td>
</tr>
<tr>
<td>LUN</td>
<td>1:10-1:50</td>
<td>1:10-1:50</td>
<td>1:10-1:50</td>
<td>1:10-1:50</td>
<td>1:10-1:50</td>
</tr>
<tr>
<td>MAA11B</td>
<td>DRENA</td>
<td>TAYLJO</td>
<td>SE16</td>
<td>SE10</td>
<td>SF03</td>
</tr>
<tr>
<td>PER 4B</td>
<td>2:25-3:00</td>
<td>2:25-3:00</td>
<td>2:25-3:00</td>
<td>2:25-3:00</td>
<td>2:25-3:00</td>
</tr>
<tr>
<td>MAA11B</td>
<td>DRENA</td>
<td>TAYLJO</td>
<td>SE16</td>
<td>SE10</td>
<td>SF03</td>
</tr>
<tr>
<td>PER 5A</td>
<td>3:00-3:35</td>
<td>3:00-3:35</td>
<td>3:00-3:35</td>
<td>3:00-3:35</td>
<td>3:00-3:35</td>
</tr>
<tr>
<td>MAA11B</td>
<td>DRENA</td>
<td>TAYLJO</td>
<td>SE16</td>
<td>SE10</td>
<td>SF03</td>
</tr>
<tr>
<td>MAA11B</td>
<td>DRENA</td>
<td>TAYLJO</td>
<td>SE16</td>
<td>SE10</td>
<td>SF03</td>
</tr>
</tbody>
</table>

**Legend:**

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Class Name</th>
<th>Teacher Code</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACS111A</td>
<td>Access</td>
<td>BEASCA</td>
<td>Ms Beastley</td>
</tr>
<tr>
<td>AS311A</td>
<td>Assembly</td>
<td>DRENA</td>
<td>Ms Drennon</td>
</tr>
<tr>
<td>BOM111B</td>
<td>Business Organisation and Management</td>
<td>GUINJU</td>
<td>Mrs Guinanee</td>
</tr>
<tr>
<td>BSC111B</td>
<td>Biology</td>
<td>MAA11B</td>
<td>Mrs Chandler</td>
</tr>
<tr>
<td>ENG111E</td>
<td>English</td>
<td>MERDCA</td>
<td>Mr Pritchard</td>
</tr>
<tr>
<td>LEG111A</td>
<td>Legal Studies</td>
<td>PRITSH</td>
<td>Mr Taylor</td>
</tr>
<tr>
<td>MAA11B</td>
<td>Mathematics A</td>
<td>TAYLJO</td>
<td>Ms Toneff</td>
</tr>
<tr>
<td>MRT111A</td>
<td>Multi-Arts Studies</td>
<td>TURMCA</td>
<td></td>
</tr>
<tr>
<td>SEP111B</td>
<td>Senior Education Planning</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8
COMMUNICATION

Assemblies
Each week the Senior School has Year 10, 11 and 12 Year Level Assemblies and also a weekly Senior Assembly (Year 10-12). At the beginning of each term a full College assembly is held. Senior assemblies are held on Wednesday in the College Hall and run for about 35 mins. Guest speakers, student performers and presentations are integral parts of these assemblies.

Morning Notices
Morning Notices are read to students each day during form class. 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 at Student Services.

Newsletters
A weekly chronicle from the College is emailed to parent/guardians and is also available on our college website. The College Chronicle contains items of news relating to curriculum, class events, P&C news, coming events, and community notices etc.

Academic Reports
Written reports are prepared at key junctures during the year including, end of Term 1, end of Semester 1 and end of Semester 2.

Parent Teacher Interviews
Parent/guardian-Teacher interviews are held twice a year after the issuing of end of Term 1 report card and the end of Semester 1 report card. Parent/guardian-Teacher Interviews are managed using a web-based online booking system which, when open for bookings, can be accessed via a link on the College website. All parent/guardians receive instructions for using this booking system when student reports are mailed from the College. More information will follow during the college year.

At any time during the school year parent/guardians are invited to contact their student’s teachers to discuss progress. Teachers will contact parent/guardians if they have any concerns or issues. When contacting teachers please be aware that they are in class most of the day. Leave a message and they will return your call at the earliest convenience. Many staff and parent/guardians use email info@kelvingrovesc.eq.edu.au as a quick and efficient method of contact.

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.

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

- Enrolment details – 3552 7340
- Student absence – 3552 7303 or email absence@kelvingrovesc.eq.edu.au
- General enquiries – 3552 7304

SUB-Shop (Stationery, Uniforms and Books)
The SUB-Shop is operated by the P&C. 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 Parent/guardians assisting when necessary. The SUB-Shop is open Monday, Tuesday, Thursday, Friday from 8:00am - 2:00pm, Wednesday 8.00am – 1.00pm. Cash, cheques, EFTPOS and lay-by facilities are available. They also offer Visa and Mastercard 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.
Information Communications Technology (ICT)

ICT or computer usage is an important aspect of our college. It provides students with the main tools they use to research, prepare and present documents and collate data. ICTs are integrated into every aspect of the curriculum. Student work is saved to the College network. Students are able to bring electronic devices and USB drives to school but must seek teacher permission before using the College network.

All students and parent/guardians are required to read and sign the Student ICT Network Access and Usage Agreement form included in the enrolment pack. This form must be returned at the time of interview. Please note that breaches in Internet access or inappropriate use of the College network may result in suspension of access and suspension from the College.

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 college website. Please ensure that your student enters these dates into their diary and keeps a record in a safe place at home.

Special Education Unit

Kelvin Grove State College has a Special Education Unit for students in Year 8 - 12 with disabilities, which range from intellectual, physical, hearing and vision impairments to students with Autistic Spectrum Disorder (ASD). These students are integrated into the College, attending classes and participating in programs. The unit is known as the Enrichment Unit.

Excursions and Camps

These are arranged for educational value throughout the year. It is important that each child participates 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)

Senior SRC Leadership Camp
Year 10 – Outdoor Education Camp at Mount Maroon
Year 11 – Maranatha Campsite
Year 11 – Ski Trip

Camps - Instrumental Music has their own camps and tours

Please be aware that the criteria for Senior Students, who may not be permitted to attend an extra-curricular event, include students who have been:

- suspended for 1-5 days ten weeks prior to the co-curricular event
- suspended for 6 – 20 days in the last 12 months
- suspended multiple times throughout the school year
- given a Non-Compliance letter and who are progressing towards Show Cause
- suspended the ten week period before the co-curricular event but more than 4 detentions after the suspension.

Extra-Curricular Activities

Any extra-curricular activities will be advertised to students either through the morning notices or the school newsletter. 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:

- Sports – e.g. Rugby Union, Soccer competitions, Running club, AFL, Futsal
- Lunchtime Activities – e.g. Touch Football, Mixed Netball, Indoor Soccer, Basketball competitions
- Debating
- Academic Competitions – Westpac Maths, University of NSW Science and English
- Musicals
- Choir
- School Representative Council
- Art Expositions
- Excellence in Performing Arts Nights
- Book Club
**Instrumental Music**

Instrumental Music is available to all students at Kelvin Grove State College. The program provides students with individual lessons during the school day. Instrumental music staff are employed by Education Queensland to conduct lessons. Please refer to the college website for further details or contact the Instrumental Music Coordinator on 3552 7341.

**Student Representative Council – Senior School**

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 Senior School Principal decides on final selection to the SRC.

The Student Representative Council (SRC) meets each Thursday morning at 8.00am in the College library. The SRC discusses and helps resolve issues relating to student welfare and organises events such as; Senior SRC Year 8 Activity Day, Peer Mentoring, Self Esteem workshops, Senior School dances, SRC Leadership Camp, Non-Uniform Days, Open Day displays and Shave For a Cure fundraising.

**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 and is open for student use each day from 8.00am – 5.00pm.

**Tutoring**

A Year 10 Homework Club is run every Wednesday from 3pm - 4pm. Year 11 and Year 12 students can access tutoring in Science, Maths and English during their Access lesson (Wednesday from 1:50pm – 3pm). For further details, please contact the Senior School Deputy Principal or Senior School Head of Department on 3552 7322.

There are also formalised study pathways with QUT, University of Queensland and Griffith University (Conservatorium of Music) available to Year 12 Students to undertake studies in various university degree courses. Further information is available on the College website (www.kelvingrovesc.eq.edu.au) or through the Enrolment Officer.

**Bus Services (who to contact)**

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

**Lockers**

Lockers are available for student use. 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.

**GENERAL PROCEDURES**

**Absence from School**

Parent/guardians will receive on their mobile phone a text message (or emails) from the college. The message will be sent each day and will indicate that your student was absent from roll marking in form class. The message will ask for a response from parent/guardians via return text. A written note from parent/guardians to the college must contain: student name, year level, date and reason for absence. Parent/guardians who do not have a mobile phone will be contacted about student absence using the postal system. Alternatively, Parent/guardians can send an email explaining the absence to absence@kelvingrovesc.eq.edu.au. The email must contain: student name, year level, date and reason for absence.

If your child requires an extended absence from school (10 days or more) e.g. holiday, please write a letter or email to the Principal of the sub-school outlining the dates of the extended absence to gain College approval for this absence.

**Arrival at School**

Students are required to arrive at school before 9.00am. No supervision is provided in the playground before school. With approval from their classroom teacher students can be provided with the opportunity to enter classrooms before the 9.00am bell.

Students arriving after the bell at 9.00am will need to have a late note from home. If arriving late, students should go straight to Student Services. Students, who do not have a note, will be tracked by the Year Level Coordinators. At three unexplained late arrivals, parents/guardians will be contacted and at the fourth late the student will be reported to the Senior School Principal or Deputy Principal. Consequences can include Access lesson removal, suspension, or detentions.
Duty of Care Policy
Senior 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 Prep to Year 12. Thus students are required to be picked up by parents/caregiver if they are sick or have a pre-arranged appointment from student services. However, Senior Students are able to make their own way with parental consent and are released early from school on Parent/guardian/teacher interview and Open Days.

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 student 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. Refer to Student Diary for further details.

ID Cards
All senior 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.

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/guardian 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.

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 in 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.

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 contacting Student Services.

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. Ill students are unable to spend the day sitting outside Student Services.

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 if an ambulance is called.

Visitors to the College
All visitors to the college are asked to go 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 asked to sign-out at the main office.

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.

<table>
<thead>
<tr>
<th>House</th>
<th>Initials</th>
<th>Colour</th>
<th>Emblem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Petrie</td>
<td>A – D</td>
<td>Orange and Black</td>
<td>Petrie Panthers</td>
</tr>
<tr>
<td>Bowen</td>
<td>E – K</td>
<td>Blue and Gold</td>
<td>Bowen Bulldogs</td>
</tr>
<tr>
<td>Herbert</td>
<td>L – Q</td>
<td>Red and White</td>
<td>Herbert Hawks</td>
</tr>
<tr>
<td>Lutwyche</td>
<td>R – Z</td>
<td>Purple and White</td>
<td>Lutwyche Lions</td>
</tr>
</tbody>
</table>
Inter-house Sport
The college holds three major inter-house sporting events each year which are the Swimming, Athletics and Cross Country Carnivals. These are compulsory events in the college calendar. The College swimming and athletics teams are chosen for participation at District level from these days. Senior Students are also invited to participate in the Cross Country.

STAFFING

The following are the general responsibilities of classified staff within the College.

<table>
<thead>
<tr>
<th>Position</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Executive Principal</td>
<td>Responsible for the overall organisation and strategic direction of the College</td>
</tr>
<tr>
<td>Principals – Senior School</td>
<td>Responsible for the overall organisation and strategic direction of the individual sub-schools</td>
</tr>
<tr>
<td>Middle School</td>
<td></td>
</tr>
<tr>
<td>Junior School</td>
<td></td>
</tr>
<tr>
<td>Business Manager</td>
<td>Responsible for the financial management of the College and all non-teaching staff</td>
</tr>
<tr>
<td>College Deputy Principal</td>
<td>Daily organisation of the College, including timetable and human resources</td>
</tr>
<tr>
<td>Deputy Principals – Senior School</td>
<td>Responsible for monitoring student attendance, student detentions and the general welfare of students in the individual sub-schools</td>
</tr>
<tr>
<td>Middle School</td>
<td></td>
</tr>
<tr>
<td>Junior School</td>
<td></td>
</tr>
<tr>
<td>Head of Department (HOD)</td>
<td>Responsible for the strategic direction and day-to-day organisation of their faculty. The Heads of Department are also responsible for the curriculum implementation and development for their faculty</td>
</tr>
<tr>
<td>Kelvin Grove State College has 13 Heads of Departments:</td>
<td></td>
</tr>
<tr>
<td>• Senior School</td>
<td></td>
</tr>
<tr>
<td>• Middle School</td>
<td></td>
</tr>
<tr>
<td>• Junior School</td>
<td></td>
</tr>
<tr>
<td>• English</td>
<td></td>
</tr>
<tr>
<td>• Mathematics</td>
<td></td>
</tr>
<tr>
<td>• Science</td>
<td></td>
</tr>
<tr>
<td>• Visual Arts / Languages</td>
<td></td>
</tr>
<tr>
<td>• Performing Arts</td>
<td></td>
</tr>
<tr>
<td>• Business Education / Humanities</td>
<td></td>
</tr>
<tr>
<td>• Technology and Design</td>
<td></td>
</tr>
<tr>
<td>• Health and Physical Education</td>
<td></td>
</tr>
<tr>
<td>• ICT</td>
<td></td>
</tr>
<tr>
<td>• International / ESL</td>
<td></td>
</tr>
<tr>
<td>Head of Special Education Services (HOSES)</td>
<td>Kelvin Grove State College has a Special Education Unit for students with identified impairments – Intellectual, Physical, Visual, Hearing and Autistic Spectrum Disorder (ASD) – to receive support. Students are integrated throughout the college.</td>
</tr>
</tbody>
</table>

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 | |
| • Are responsible for year level activities | |
| • Are referred issues of truancy and class misbehaviour | |
| • Build a productive and cohesive culture within each year level cohort | |
| • Help to build cohesion amongst all year levels | |
**Sports Coordinator**  
(Years 8 – 12)  
Responsable for organisation of:  
- Inter-school sport  
- Sporting carnivals (swimming, athletics, cross-country)  
- Nomination of students for representative teams (Years 8 - 12 only)

**Inclusive Welfare Team**  
The College also has a range of support personnel available. Support personnel are accessed by all teaching staff within the Senior School to provide support to a particular student or assist in curriculum delivery. Also refer to Appendix 8 and 9 for additional Health Services available at KGSC.

<table>
<thead>
<tr>
<th>Support Personnel</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guidance Officer  (GO)</td>
<td>Provide counselling to students from Years 8 – 12 on a range of issues including personal, behavioural and career.</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. Investigates issues as deemed necessary.</td>
</tr>
<tr>
<td>School and Youth Health Nurse (SYHN)</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.</td>
</tr>
<tr>
<td>College Chaplain</td>
<td>Our College Chaplain works three days a week. Appointments are available to all Year 6-12 students to discuss a range of issues. Please refer to college website for further details in relation to this role and for appropriate content forms.</td>
</tr>
<tr>
<td>Youth Support Co-ordinator (YSC)</td>
<td>Responsible for assisting and supporting students who are at risk of leaving school for various reasons. At the college one day per week. Students are referred to the YSC by other support personnel.</td>
</tr>
<tr>
<td>Diverse Learning Teacher</td>
<td>To support and enhance the wide range of academic abilities in classrooms.</td>
</tr>
<tr>
<td>English as a Second Language (ESL)</td>
<td>Role is to enhance students identified as ESL language learners while offering assistance and support to them and their families.</td>
</tr>
</tbody>
</table>

**PARENTS AND CITIZENS ASSOCIATION**  
The P&C at Kelvin Grove State College consists of a group of parents/guardians who work closely together with other parent/guardians, staff, students and the local community to build a warm, supportive school environment for our children. The P&C seeks to represent the interest of parent/guardians within the school and, more broadly, through the state wide parent body the Queensland Council of Parents and Citizens Associations (QCPCA). Parent/guardians have an active role to play in the school community, not only through the P&C and its sub-committees, but also through other representational forums, such as, the College Council, Information and Communications Technology (ICTs) Committee, Health and Wellbeing Committee and the Finance Committees.

The P-12 P&C meets on the third Monday of the month, from 7pm in the Middle/Senior School Library and the dates are advertised in the College newsletters. These meetings are open to all interested parent/guardians and citizens. The P&C Executive is made up of a President, three Vice-Presidents (one representing each sub-school; they also chair the Parent Advisory Group for each of the sub-schools), Treasurer and Secretary.

**Fundraising**  
The P&C assists in providing financial support for projects needed for the school. The main mechanism for this is through the Parent/guardians Voluntary Contribution which is tax deductible. The P&C asks each family to make a voluntary contribution (details will be sent via the mail in 1st Semester). This contribution is directed into the P&C Building Fund for improvements to facilities used by the students e.g. the hall. Please support our voluntary contribution campaign.

**Senior School Parent Advisory Group**  
This group meets in the College Library on the 2nd Monday of each month from 7pm and is chaired by the Senior Vice-President or President of the P&C. The Senior School Principal or a representative from the Senior School attends these informal meetings to inform the group of happenings within the Senior School and to answer questions of a general nature.
Volunteers
Parent/guardians are welcome to volunteer their time to the school. There is a range of opportunities to participate at the College. Any volunteer time is always greatly appreciated at the College. Volunteers other than Parent/guardians must have a ‘blue card’. All volunteers are required to sign-in at the main office when visiting the college.

Please contact the Tuckshop convener if you would like to volunteer as a tuckshop worker. Tuckshop phone no: 3552 7324.

POLICIES

Responsible Behaviour Plan
The full version of the Responsible Behaviour Plan document can be found on the KGSC website.

Homework Guidelines
For information regarding homework guidelines and policy, please refer to Appendix 3.

Attendance
Attendance is monitored by the classroom teachers, Year Level Coordinators and Senior School Deputy Principal. Please refer to Appendix 4 for Course Credit Policy.

Assessment Policies
Writing templates are used to support students with assignments. It is compulsory for students to submit a draft 10 days prior to their assessment due date. For further information on assessment and assignment policies refer to Appendix 5.

Referencing Style
At KGSC we use the Harvard AGPS referencing style which is based on Australian Government Publishing Service (AGPS). For information on how to correctly use this method of referencing please refer to the college website and the student planner.

Behaviour Support Room (BSR)
The BSR is designed to:

• assist students to take responsibility for their behaviour
• provide a supervised environment for constantly disruptive students

For additional information regarding the process of the BSR, refer to Appendix 6.

Bullying
Bullying is not accepted at Kelvin Grove State College. We encourage students and parent/guardians to report all incidents of bullying. Incidents of repeated bullying will be dealt with as per the Responsible Behaviour Plan. For further information please refer to the Bullying Policy (BRO) on the KGSC website: www.kelvingrovesc.eq.edu.au

Detention System
School detentions are issued for breaches of the Uniform Policy or other breaches of the College Behaviour Management Policy. The detentions are attended at lunchtime from 1.10pm –to 1.30pm.

Procedure:
1. Detentions may be issued by Principals, Year Level/Student Co-ordinators, Heads of Department and staff in Student Services
2. If a student is absent on the day of the detention, they are responsible for renegotiating a new detention date immediately upon return.
3. If a student is unable to attend on the due date, they are required to negotiate a new date 24 hours in advance.
4. Failure to attend detentions is treated very seriously. Repeated failure to attend may result in suspension.
5. Detentions are supervised by the Senior School Leadership Team and Year Level Co-ordinators. Students attending detentions are required to work or read in silence.
6. Excessive detentions are regarded as serious breaches of the Behaviour Management Policy. A student’s record of detention is accessed when other issues concerning student behaviour are being considered.

Consequences:
1. When a student fails to attend or renegotiate a detention, a replacement will be issued and the detention count may increase by one.
2. When a student repeatedly fails to attend/renegotiate a detention OR receives an excessive number of detentions (more than 6 in one semester), the student may be suspended for up to 5 days.

Mobile phone and electronic devices policy
Refer to Appendix 7.
Uniform Policy
Please refer to college website and the enrolment pack information.

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. The Work Ethic process applies to students from Year 6 through to Year 12. KGSC regards breaches of work ethic very seriously. Please refer to college website for additional information.

CONTACT DETAILS

Senior School Principal          Duncan Steel
Senior School Deputy Principal  Kerrie Richards
Senior School Head of Department Jamie Smyth

College Address                  L'Estrange Terrace
                    KELVIN GROVE Queensland 4069

Web Address                      www.kelvingrovesc.eq.edu.au
Email                             info@kelvingrovesc.eq.edu.au
Absence Email                    absence@kelvingrovesc.eq.edu.au

College Phone                    3552 7333
College Fax                      3552 7300
SUB-Shop                         3552 7349 or 3552 7319
Student Services                 3552 7304
Student Absence                  3552 7303
Enrolments                       3552 7340

WEBSITE REFERENCE GUIDE

Kelvin Grove State College       www.kelvingrovesc.eq.edu.au
Queensland Curriculum and Authority www.qcaa.qld.edu.au/
Queensland Tertiary Admittance Centre www.qtac.edu.au/
Queensland Transport            www.translink.com.au
QUT Start                        www.qut.edu.au/
Career Education

Year 10 SET Plan
These plans are collaboratively designed through a partnership between the school, student and parent/guardians. They are subject selection interviews for Senior School based on students’ aptitude, results, interests and aspirations. All Year 10 students at Kelvin Grove State College participate in Career Education and SET Plan lessons. Students complete a Career interest test and worksheets before completing the Senior Education Training Plan (SET Plan) on line. These plans are kept in student files during Years 10 - 12 and referred to each year in relation to subject choices.

An essential aspect of this mandated completion of SET Plans is an interview process with each Year 10 student and parent/guardian meeting with a teacher or executive member. The purpose is to check that the following aspects are all aligned and agreed upon in the student's SET Plan:

i. Year 11 subjects selected
ii. Career goals
iii. Year 10 report indicating achievement levels and work ethic
iv. OP eligibility / Selection Rank application

This SET Plan Interview Process aims to augment each Year 10 student's career education by:

i. creating a comprehensive process for checking Set Plans in terms of appropriate choices
ii. providing an effective process for ensuring that each family has a good understanding of all the parameters relating to these choices (OP / Selection Rank / career choices / subject selection / achievement levels on recent reports etc)
iii. ensuring that parent/guardians and students agree with the SET Plan
iv. facilitating a process of collaboration for the final check of Year 11 subject selection

Each of the facilitators will refer to the student's folder, containing all Career Education worksheets, student report and individual SET Plan. Students and parent/guardian are requested to sign the agreed SET Plan after checking and agreeing upon all aspects. There will also be guidance officers available to answer specific career/subject entry questions.

Queensland Curriculum and Assessment Authority (QCAA)
The Queensland Curriculum and Assessment Authority (QCAA) is a statutory body of the Queensland Government. This body provides Prep to Year 12 syllabuses, assessment and reporting, testing, accreditation and certification services for Queensland schools. The QCAA provides a range of educational services to Queensland schools and the community.

The QCAA develops, approves and revises syllabuses for Prep to Year 12, and accredits syllabuses prepared outside of the QCAA. It also offers services and resources to help teachers implement QSA syllabuses. Additionally, QCAA registers schools to deliver Australian Quality Training Framework certificates and accredits vocational education and training programs.

It is QCAA’s role to determine procedures and implement quality assurance for Queensland's system of continuous school-based assessment in the senior phase of learning. The QCAA advises schools about administering assessment, and coordinates the national Years 3, 5, 7 and 9 NAPLAN tests in Queensland. Additionally, QCAA designs, administers and marks the Queensland Core Skills Test and administers the Senior External Examination.

QCAA issues certificates of achievement and certified copies of certificates, such as the Senior Certificate and the Queensland Certificate of Education (QCE). It also records achievements in QCAA-approved areas of learning and reports data on Year 12 outcomes to the public. The QCAA is responsible for deciding equivalency for school qualifications obtained at educational institutions outside Queensland.

The QCAA develops tertiary entrance procedures, issues tertiary statements and provides information to the public about tertiary entrance procedures and requirements.

OP and Selection Rank

OP
An Overall Position (OP) for each student is based upon the following:

1. His/her relative placement in each subject in relation to all student placements in each of the student’s KGSC subject groups
2. How well each of these subject groups performed in the QCS Test in relation to other KGSC subject groups
3. How well all KGSC students performed on the QCS Test in relation to all other school cohorts.

Selection Rank
A Selection Rank for each student is based upon the following:

1. His/her levels of achievement
2. His/her individual QCS Test score (if QCS was completed).

A selection rank, like an OP, is a measure that places students in order of merit for entry to tertiary courses. The difference is the scale used. Where OPs are based on a scale from 1 (best) to 25 (worst), selection ranks are based on a scale from 99 (highest) to 54 (lowest). Students gain a high selection rank if they gain high or very high levels of achievement in their subjects and if they...
also do well in the QCS Test (if completed). In these cases, students will still be eligible for entry to university and TAFE, if they have completed the pre-requisite subjects.

Queensland Certificate of Education (QCE)
Please refer to the QCAA website for information on the QCE:

QCS TEST

One important aspect of the every year is the preparation for the Qld Core Skills (QCS) Test that is held over two days in early September. Each year, over 30,000 students from every public and private school in Queensland sit the QCS Test which comprises four sub-tests: Writing Task, Short Response and Multi-Choice papers. Group data (results on the QCS Test) are used in two ways to contribute to OP calculations: subject group data are used to compare subject groups within a school and whole school QCS Test results are used to compare whole schools across the state.

All Year 11 and Year 12 OP students must attend QCS Test training lessons. Students will attend QCS lessons in period 3A.

As the whole group’s QCS Test results are used in calculating the cohort’s OPs, we expect every student to attend each lesson unless there is a valid reason for absence.

Any student who is not sitting for the QCS Test must bring a parental letter requesting permission for them to either study at home or in the college library.

QTAC

QTAC’s role is to provide and operate a centralised tertiary application system and to publish comprehensive information for prospective applicants. QTAC currently receives and processes applications for admission to the majority of undergraduate courses offered by the publicly funded universities in Queensland, Bond University, the Australian Maritime College in Tasmania, and to some courses at universities in Northern New South Wales. It also processes applications to full-time advanced diploma and diploma courses in Queensland institutes of TAFE and some private providers of post-secondary courses.
Homework is a very valuable part of the learning process. In the less structured environment at home, students have the opportunity, through focused activities to deepen knowledge, refine a range of skills and develop their thinking processes. Homework enables time management and organisational skills to be developed.

Homework is any school related work done at home and comprises but is not restricted to:
- teacher set tasks
- assignments done at student pace by due date
- reading fiction and non-fiction books, set texts, internet and newspapers
- reviewing, highlighting and summarising daily lessons
- preparing for practical lessons
- organising a study and assignment planner
- revising rough drafts
- study for specific assessment

Homework is organised by:
- teacher, written in homework diary by student
- student, from personal study / assessment plan

Homework expectations are outlined by each faculty/sub-school at the start of the year via one of:
- handout given to student to be glued into subject book
- intranet
- college website
- parent teacher information night

**Responsibilities**

**Student:**
- have a homework diary
- bring it to every class
- write homework clearly in diary
- complete homework and bring it back to class
- accept responsibility for homework completion
- have a set time for homework in the afternoon/evening
- organise a personal study/homework/assessment plan

**Teachers:**
- set homework that is relevant and meaningful
- check homework is written in the diary
- correct, check, initial or date
- contact parent/ guardian as per work ethic policy if not complete

**Parent/guardians:**
- encourage students to complete homework
- check homework diary occasionally
- check completed homework occasionally
- provide resources to complete homework – quiet area
- assist where necessary
- monitor that student’s part time work, extra-curricular activities and social agenda does not place undue pressure on study and homework requirements through over commitment.

**Heads of Department**
- monitor homework and convey expectations to staff
- follow up students of concern as per Work Ethic Policy

**Executive**
- discuss monitoring process with Heads of Department
- update college diary annually
- communicate relevant policy through assemblies, staff meetings, newsletters, intranet, handbooks and on college webpage
All Senior Students are required to attend all scheduled timetabled classes. If Year 11 and 12 Students attend less than 70% of a subject in a semester, then they may lose course credit for a semester of a subject. This means they won't get accredited for the semester of the subject on their Senior Statement which can affect their OP/Selection Rank and QCE (Queensland Certificate of Education). All absences count towards the loss of course credit except for:

- Start QUT units and Guest Griffith units organised through the Guidance Officer
- SATs and certificate courses at TAFE organised through the Futures Coordinator.

### Tracking of Course Credit

All teachers are required to have a roll marking procedure for every lesson, for every day. Teachers are required to track course credit through their roll marking. As an example, in a 20 week semester with three lessons per week for a subject students are to attend 42 out of the 60 for 70% attendance. Students should not be absent for approximately 18 lessons in a semester. The number of weeks in a semester varies from year to year and for year level. As a guide the Semester Course Credit Form below can be used but it is not mandatory.

### Notification of the impending loss of Course Credit

To support the student, the teacher will warn the student and will contact their parent/guardian of the impending loss of course credit. Teachers and HODs can use the course credit Letters (Appendix 2 & 3) to notify the parent/guardians of the impending loss of course credit.

### Loss or no loss of Course Credit

The Head of Department along with the Principal will take into consideration all mitigating circumstances before removing course credit. In all cases, students with greater than 30% of absences will NOT be given credit for their course of study, unless parent/guardians have applied for Special Consideration and this has been granted by the Principal. If Special Consideration is not granted for these absences, students who have 30% or more authorised / unauthorised absences in any subject will not receive course credit for that subject.

<table>
<thead>
<tr>
<th>SEMESTER COURSE CREDIT FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT NAME:</td>
</tr>
<tr>
<td>SUBJECT</td>
</tr>
<tr>
<td>TEACHER</td>
</tr>
<tr>
<td><strong>4 LESSONS ABSENT</strong></td>
</tr>
<tr>
<td>DATES</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td><strong>8 LESSONS ABSENT</strong></td>
</tr>
<tr>
<td>DATES</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td><strong>12 LESSONS ABSENT</strong></td>
</tr>
<tr>
<td>DATES</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td><strong>14 LESSONS ABSENT</strong></td>
</tr>
<tr>
<td>DATES</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

Special Consideration Granted: Yes / No

HOD Recommendation:  □ Credit for semester granted
□ Credit for semester withdrawn

Signature:  
Date:  

### APPENDIX 4 – Course Credit Policy

21
Kelvin Grove State College Assessment Policy
Information for Students and Parent/guardians

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 judgments 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/guardian 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/guardian 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.

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.

Absence on due date, due to illness – Year 11 and 12 students must produce a medical certificate or written documentation from the parent/guardian (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 parent/guardians 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.

Absence on due date, due to special circumstances – e.g. bereavement. Parent/guardians 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 QCAA 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

| Absent From Exam | Years 11 and 12 | 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 QCAA 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. |
|---|---|---|
| Years 5 - 10 | If a Year 5 - 10 student is absent for a scheduled exam, 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 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. |
<table>
<thead>
<tr>
<th>No assignment submitted on the due date</th>
<th>Years 11 and 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frieda 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 &amp; 12. A short block exam period will also be held mid semester for Year 11 and 12.</td>
<td></td>
</tr>
<tr>
<td>It is the student’s responsibility to:</td>
<td></td>
</tr>
<tr>
<td>• Check exam timetables carefully and summarise the relevant information.</td>
<td></td>
</tr>
<tr>
<td>• Arrive at the exam sessions on time.</td>
<td></td>
</tr>
<tr>
<td>• Wear full school uniform to and from the exam.</td>
<td></td>
</tr>
<tr>
<td>• Bring necessary equipment for the exam e.g. calculator.</td>
<td></td>
</tr>
<tr>
<td>• 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.</td>
<td></td>
</tr>
<tr>
<td>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:</td>
<td></td>
</tr>
<tr>
<td>• Contact the school (your teacher or the appropriate Head of Department) on the day of the absence to advise of the absence.</td>
<td></td>
</tr>
<tr>
<td>• Make arrangements with the Head of Department/teacher in that subject for an alternative time to sit the exam.</td>
<td></td>
</tr>
</tbody>
</table>
- 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 (e.g. medical certificate) must be lodged as soon as practicable and not later than one week after the due date.
APPENDIX 6 – Behaviour Support Room

The REFERRAL PROCESS for TEACHERS

1. The classroom teacher is responsible for developing a set of classroom rules and ensuring all students are aware of the BSR Process and philosophy.

2. If a student chooses to disrupt in the classroom, teachers are expected to utilise a range of classroom management strategies.

3. If a student continues to disrupt in the classroom (or any other learning environment), 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 to follow the rules?

4. The student chooses to remain in the classroom and follow the rules or, upon continuing disruption, proceeds to the Behaviour Support Room (BSR) with a completed Referral Form. Classroom Teacher to put each referral on One School.

5. The student is supervised until he/she completes a Negotiation Plan. The BSR Coordinator’s responsibility is to support students to ensure that students complete the plan to the best of their ability and is then carefully read by the BSR Coordinator.

6. Students must negotiate back to class by the end of the next lesson. By the end of their second lesson, if the student has not completed their plan or negotiated back to their class, the BSR Coordinator must refer student on One School to the Deputy Principal.

7. If a student disrupts the BSR, the BSR Coordinator must outline clearly that they may be suspended for the actions. If necessary, referred to the Admin Office immediately.

The REFERRAL PROCESS for BSR Coordinator and Administration

Referral One
1. Students are referred to the BSR with a completed Referral Form.
2. Students complete a Negotiation Form and discuss with the BSR coordinator.

Referral Two
1. Students are referred to the BSR with a completed Referral Form.
2. Students complete a Negotiation Form and discuss with the BSR coordinator.

Referral Three
1. Students are referred to the BSR with a completed Referral Form.
2. Students complete a Negotiation Form and discuss with the BSR coordinator.
3. BSR co-coordinator refers student to appropriate HOD via One School in consultation with the Deputy Principal
4. HOD interviews student, contacts home, posts Behaviour Letter and applies appropriate intervention strategies e.g. Green Forms, Guidance Officer. A Behaviour Contract must be completed and sent to Student Services for filing. Actioned on One School.

Referral Four
1. Students are referred to the BSR with a completed Referral Form.
2. Students complete a Negotiation Form and discuss with the BSR coordinator.
3. BSR co-coordinator refers student to Deputy Principal via One School
4. Deputy Principal interviews student, reviews Behaviour Contract and records and contacts home. Apply appropriate consequences possibly including suspension 1 – 2 days, withdrawal from sport/subjects, community service and parent/guardian interview. Actioned on One School.

Referral Five
1. Students are referred to the BSR with a completed Referral Form.
2. Students complete a Negotiation Form and discuss with the BSR coordinator.
3. BSR co-coordinator refers student to the appropriate Principal via One School.
4. Sub school principal applies appropriate consequences including higher level suspension, referral to Support Services, STIP, LASER, GGG. Actioned on One School.
Kelvin Grove State College Student Use of Mobile Phones and Electronic Devices Policy

Students are allowed to carry a mobile telephone and other electronic devices based on the conditions of use below. In case of emergency, if a parent/guardian needs to contact their child during college class time this must be done through the college office. Should a student need to go home because of illness or any other reason during college hours, the college will contact parent/guardians to coordinate arrangements.

The following rules apply with respect to mobile phones and other personal electronic devices:

- Mobile phones and other electronic devices are prohibited in the Junior School.
- Courtesy, consideration and respect are paramount at all times when using any electronic device.
- Mobile telephones must be switched off during lesson time. If they ring during a lesson, are visible, or cause any disruption to the lesson by any other use teachers are instructed to direct the student to Student Services for the phone or device to be handed in. Refusal to attend Student Services or hand over the phone/device will result in a consequence for wilful disobedience.
- It is advisable to protect phones/devices with security codes, clear markings and to keep them in a safe place while at the college.
- Mobile phones and other electronic devices are brought to the college entirely at the owner’s risk. The college cannot accept any responsibility for theft, loss, damage or health effects resulting from the use of any electronic device. Parent/guardians and students are reminded that electronic devices are personal property and are not insured by the college or Education Queensland.
- Mobile phones and other electronic devices are to be switched off in toilets or change rooms.
- Serious action will be taken against any students who take photographs or film other individuals without their consent.
- Mobile phones are not to be used to send harassing or threatening text messages or inappropriate images to other individuals. Action will be taken against students who use their mobile phone as a means to harass other students.
- Electronics devices confiscated at Student Services will be recorded and placed in a security room.
- It is highly recommended that students in the middle school do not bring devices which allow for internet connectivity. [Students in years 6 and 7 are encouraged to leave electronic devices at home to avoid conflict, isolation and reduced physical activity in the playground.]

Consequences for incorrect use of mobile phones:

<table>
<thead>
<tr>
<th>INCORRECT USE</th>
<th>CONSEQUENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Phone turned on, rings or text messaging used – 1st offence</td>
<td>Student directed by teacher to take the phone to student services (teacher to follow up) - receipt of property given to student and phone returned to student at the end of the day.</td>
</tr>
<tr>
<td>2 Phone turned on, rings or text messaging used – 2nd offence</td>
<td>Student directed by teacher to take the phone to student services (teacher to follow up) - receipt of property given to student and phone returned to student at the end of the day. Student issued with 3 detentions. Parent/guardian/guardian contacted.</td>
</tr>
<tr>
<td>3 Phone turned on, rings or text messaging used – 3rd offence</td>
<td>Student directed by teacher to take the phone to student services (teacher to follow up) - receipt of property given to student. Student to notify parent / guardian to contact sub school Principal prior to phone being returned to the student.</td>
</tr>
<tr>
<td>4 Phone turned on, rings or text messaging used – 4th offence</td>
<td>Student directed by teacher to take the phone to student services - receipt of property given to student. Parent / guardian contacted, possible suspension.</td>
</tr>
<tr>
<td>5 Harassing, threatening text messages, inappropriate images</td>
<td>Phone lodged at student services – parent / guardian contacted, possible suspension.</td>
</tr>
<tr>
<td>6 Taking photos, film without consent</td>
<td>Phone lodged at student services – parent / guardian contacted, possible suspension.</td>
</tr>
<tr>
<td>7 Use of other’s phone without permission</td>
<td>Parent / guardian contacted, possible suspension.</td>
</tr>
<tr>
<td>8 Use of phone in an exam room</td>
<td>Phone lodged at student services – possible cancellation of exam paper.</td>
</tr>
</tbody>
</table>

Other Electronic Devices

- Earphones are not to be worn or to be visible at any time in class.
- Teachers are instructed to direct students to Student Services if any music/game playing device is used in class. Refusal to hand over the device/earphones to Student Services will result in a consequence for wilful disobedience.
- Other electronic devices are brought to the college entirely at the owner’s risk. The college cannot accept any responsibility for theft, loss, damage or health effects resulting from the use of such devices. Parent/guardians and students are reminded that they are personal property and are not insured by the college or Department of Education and Training.
- Other electronic devices confiscated at Student Services will be recorded and placed in a security room.
- Personal laptops or college issued laptops are considered to be an electronic device under this policy.
- Consequences of incorrect use: as per mobile phone chart above.
Emotional and Mental Health
The College support team of the Guidance Officer, School and Youth Health Nurse (SYHN) and Chaplains can help with issues around emotional and mental health. If you are concerned about your student please refer them the support team who are able to assess the student and if necessary refer students to professional services such as Child and Youth Mental Health Service (CYMHS).

Immunisation Program
The Brisbane City Council conducts a non-compulsory school-based Immunisation program at the College.
- Year 10 students are immunised for Diphtheria, Tetanus and Pertussis (Whooping Cough) (dTpa) vaccination
Please refer to the website for further details.

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 parent/guardians 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 forms 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 parent/guardians.

School Based Dental Program
The State Government School-based Program provides free, optional, oral health care to schoolchildren from prep 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 and 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.

For details of the exclusion from school attendance of pupils suffering from certain infectious diseases, or living in homes where infectious diseases exist, please refer to the following appendix.
## Infectious Diseases – exclusion table

The exclusion from school attendance of pupils 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>Head lice</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>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>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>