

PARENT INFORMATION HANDBOOK
Middle & Senior School

Kelvin Grove State College

The Pursuit of Excellence With All Our Might

A Message from the College Executive Principal

At Kelvin Grove State College (KGSC) we focus on working collaboratively to improve student engagement and optimise student potential. The College's central value of *Happiness* is supported by our core values – *Courage & Resilience*, *Creative & Critical Thinking, Integrity & Honesty, Respect, Responsibility, and Valuing Diversity.* These underpin our strategies to enhance student learning and outcomes.

Transitioning into Middle or Senior School is a significant step, and we understand the importance of providing a supportive pathway. Your student is now enrolled to commence their Middle or Senior School studies. We have prepared this information handbook is to make the transition easier for both students and families.

Within the Middle School program, students are guided to develop the skills, routines, and resilience required for success in high school. The focus is on helping students feel a sense of belonging, establishing good learning habits, and understanding College expectations.

As students move into Senior School, they are expected to be increasingly self-motivated, mature in their approach, and committed to working both independently and collaboratively. The Senior Curriculum is flexible, providing multiple pathways for future study, training, or employment.

Partnerships with Families

We look forward to developing positive partnerships between staff, students, and parents/carers across both Middle and Senior School. To support your student's journey, this information booklet includes:

- Key information about our College
- Student Opportunities
- Parent Communication
- Community and College Engagement
- Finance and Resource Schemes
- Personal Devices
- Student Dress Code
- Student Code of Conduct
- College Map

We are excited to welcome you and your student to Kelvin Grove State College and look forward to supporting every step of your child's journey.

Best wishes,



John Thornberry

College Executive Principal

Our Motto

THE PURSUIT OF EXCELLENCE WITH ALL OUR MIGHT

Our Just Cause

NURTURING GLOBALLY COMPETENT LEARNERS, LEADERS AND CITIZENS.

HAPPINESS

The heart of everything we do



Foster a community of belonging, kindness and wellbeing.

COURAGE AND RESILIENCE

Refuse to give in to doubt and fear



Draw on moral and physical courage in times of adversity. Realise that no matter what happens, you can cope with dignity and strength.

CREATIVE AND CRITICAL THINKING

Engage in lifelong learning



See empowerment through problem solving, analysis and creativity. Enjoy the pursuit of excellence through learning.

INTEGRITY AND HONESTY

Think and act ethically



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

RESPECT

Believe in the inherent worth of each person



Respect yourself and others and act with compassion. Show empathy by working to understand the viewpoint of others and how they are feeling.

RESPONSIBILITY

Recognise the connections among personal, social and environmental wellbeing



Act responsibly, ethically and in a disciplined way to make the world a better place. Understand that our choices and actions affect the rights of others, including future generations.

VALUING DIVERSITY

Recognise the common humanity of all peoples



Advocate for fairness and support the rights of others. Challenge injustice and promote understanding.

1 The College

Kelvin Grove State College is a unique, committed and collaborative P-12 educational institution that seeks to provide a supportive and engaging learning environment. Our uniqueness is characterised by:

- Intellectual rigour across core and elective disciplines.
- Multiple learning and career pathways.
- Schools of Excellence, accelerated learning pathways, and extension courses.
- Quality partnerships with our community, industry groups and tertiary institutions.
- Cohesion and continuity across junior, middle and senior phases of learning and development.

We are a community enriched through multi-culturalism and invigorated through diversity by valuing both local cultures and international students.

Our Motto:	The Pursuit of Excellence With All Our Might
Our Just Cause:	Nurturing globally competent learners, leaders and citizens
Our Mission:	A Prep to Pathways learning community delivering wellness and excellence, guided by our College Values

Middle School

Overview

Our Middle School plays a vital role in fulfilling our College Mission. We believe that the key to a successful middle schooling experience lies in our students becoming resilient young adults through learning in a range of contexts. In the Middle School we define resilience as the learned ability to adapt to change, develop character strengths and approach challenges as opportunities for learning. Through building this resilience, students build connections and foster positive relationships within the College and contribute to their wider communities.

Our Middle School Pathway focuses on supporting students to *ignite their spark; be their best and become ready for their future*.

Integral to the College's Just Cause, is the development of resilience within our students. As our young people progress through our Middle School Pathway, there are many opportunities for this to occur.

Curriculum

One ways student learn resilience is through actively engaging with curriculum and taking advantage of the opportunities to choose different subjects to study as they progress through the year levels. As students transition from Middle School into Senior School, they can engage with an increasingly diverse range of subjects that will assist them in making decisions about their future pathways beyond our College. To support our Middle School Pathway, our curriculum aims to:

- Present diverse and differentiated options for students so they are empowered to progress towards their preferred future pathway and engage in their learning.
- Offer a rigorous academic pathway for students who are interested in pursuing tertiary studies beyond school.
- Provide opportunities for students to develop 21st century skills and capabilities.
- Extend the range of subject offerings from Year 7 into Year 8, then again from Year 8 into Year 9 to further enhance student agency and engagement in their learning pathway.

CARE Teacher Program (Years 6 & 7)

The Middle School conducts a CARE Teacher Program that acknowledges and caters to the needs of young adolescent learners. During this phase of learning, significant physical, cognitive, emotional, social and moral changes occur more rapidly than any other period in their life. The CARE Teacher Program also recognises that there are two transitions that take place during this phase of learning - from Primary Schooling into Junior Secondary, and from Junior Secondary into Senior Schooling and future pathways. The needs of learners evolve as they progress through this journey, as does the focus of the CARE Teacher Program.

Each Year 6 and 7 class has a CARE Teacher who has additional responsibilities with an intentional approach to teaching and learning that is responsive to the full range of needs, interests and achievements of middle years' students. These are summarised within the CARE Teacher Program of Connectedness, Achievement, Responsibility and Engagement and delivered through our weekly My Personal Best (MyPB) lesson.

C – Connectedness

Foster a strong teacher-student relationship with each student and make connections between home and school as the first point of contact for parents.

Foster positive intra-class connections by facilitating team-building and class-building activities.

Liaise with other teachers of their CARE class and Inclusion / Wellbeing teams to enhance student support.

Communicate student successes and concerns to Head of Year/Middle School Leadership Team.

A – Achievement

Are aware of academic progress across the year and aspirations across courses of study.

Assist students to make informed choices in subject selections and future pathways.

R – Responsibility

Assist students to manage the increasing degree of student independence and self-management required as students transition through Middle School.

Support students to navigate and take ownership of the social and emotional challenges that will present during young adolescence.

E – Engagement

Utilise a comprehensive range of teaching strategies and organisational initiatives to engage young adolescents in meaningful and challenging learning.

Encourage students to become immersed in the full range of classroom and extra-curricular activities available at KGSC.

Success in Middle School

- We believe that the key to a successful middle schooling experience lies in our students becoming resilient young adults through learning in a range of contexts.
- In Middle School, we define resilience as the learned ability to adapt to change. develop character strengths and approach challenges as opportunities for learning.
- Through building this resilience, students build connections and foster positive relationships within the College and contribute to their wider communities.

A Restorative Approach

A restorative approach results in a culture which is inclusive, builds fair process into decision-making practices, and facilitates student learning to address the impact of their actions through an approach that allows for true accountability, skill building, cooperation and mutual understanding. Through restorative practices, members of the school community will:

- Have an opportunity to be heard
- Understand the greater impact of one's actions
- Learn to take responsibility
- Recognise one's role in maintaining a safe school environment
- Recognise one's role as a positive contributing member of the school community

Middle School Team

Each year level is supported by a dedicated Head of Year and Deputy Principal, providing consistent guidance and pastoral care throughout students' learning journey. Additional support is available from our Inclusion team, Middle School Head of Department and Middle School Principal. A complete list of Middle School contacts is available on the College website.

Senior School

Overview

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 optimise student potential, allowing a focus on the importance of lifelong learning. The vision for our Kelvin Grove State College Senior School Pathway builds on from the Middle School: *Passion (ignite their spark); Performance (be their best)* and *Pathways (ready for their future)*.

Senior School Aims

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 each student's specific needs through our academic curriculum, acceleration courses, university units and vocational pathways.

We engage students in their learning to ensure depth of knowledge and depth of understanding, celebrate student achievement and success, and value each student as an individual.

The College provides students with multiple pathways that enhance learning and employability. Flexible delivery is the key to these multiple pathways and we accomplish this through the tertiary links, enrichment courses and industry mentors; structured work placements; traineeships and apprenticeships.

Curriculum

Our three-year Senior Curriculum Assessment gives students the opportunity to start accruing points towards their QCE in Year 10. It also gives students the opportunity to accelerate their senior program, enabling them to begin tertiary studies early.

Year 10 is aimed at providing rich and challenging learning, specific to preparing students for a range of pathways including those who are tertiary bound or seeking Vocational Education and Training (VET).

Courses at QUT, Griffith University and the University of Queensland are available for students to begin in Year 11. Flexible timetabling is designed to allow students to access afternoon classes and off campus studies.

Senior School Team

Each year level is supported by a dedicated Head of Year and Deputy Principal, providing consistent guidance and pastoral care throughout a students' learning journey. Additional support is available from our Inclusion team, Senior School Head of Department and Senior School Principal. A complete list of Senior School contacts is available on the College website.

Excellence Programs

Kelvin Grove State College offers a variety of Excellence Programs for Middle & Senior School students. Students must apply through the Enrolments page on the College website to be considered an Excellence Program. We offer a range of Year 6 Taster Excellence Programs designed to give students an introduction to our Excellence pathways. These currently include Volleyball, Football and Music, with TrackDance also available as a potential pathway into Dance Excellence. Participation in a Year 6 Taster Excellence Program does **not** guarantee entry into an Excellence Program in Year 7, however, it provides students with valuable insight into the programs, helping them decide whether they would like to trial or audition for. More information about Excellence Programs can be found on the College website.

	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Academic Achievers – Global Leaders Program		✓	✓	✓			
Art + Design Excellence		✓	✓			✓	✓
TrackDance	✓						
Dance Excellence		✓	✓	✓			
Music Excellence		✓	✓	✓	✓	✓	✓
Music Extension							✓
Football School of Excellence	✓	✓	✓	✓	✓	✓	✓
Queensland Golf School of Excellence	✓	✓	✓	✓	✓	✓	✓
Queensland Tennis School of Excellence		✓	✓	✓	✓	✓	✓
Volleyball Excellence	✓	✓	✓	✓	✓	✓	✓
Rugby 7s Excellence		✓	✓	✓	✓	✓	✓
Swimming & Triathlon Excellence		✓	✓	✓	✓	✓	✓

Academic Achievers – Global Leaders Program (Years 7-9)

Students are provided extension and enrichment opportunities whilst learning the Australian Curriculum in Mathematics, Science, English and Humanities while developing curiosity and fostering open-mindedness.

Art + Design Excellence (Years 7, 8, 11 & 12)

Through partnerships with Queensland University of Technology's School of Design and Griffith University's College of Art and Design, students strengthen their creativity, technical skills and capacity for innovative design problem-solving.

TrackDance (Year 6)

TrackDance is a program unique to KGSC for students in Years 3–6 and was established in 2003. It provides students with an exciting introduction to a variety of dance styles and develops strong foundation dance skills in a fun and supportive environment. Participation in TrackDance does not guarantee entry into Dance Excellence, however, it offers a valuable opportunity to help students decide whether to audition.

Dance Excellence (Years 7-9)

The program offers quality training and performance opportunities by industry professionals in classical ballet technique, contemporary dance and jazz, as well as hip-hop and national dance, to produce versatile dancers prepared for the dance industry.

Music Excellence (Years 7-12)

The program is designed to deepen music students' knowledge and understanding of music theory through Australian Music Examinations Board (AMEB) studies in order to extend their application in the dimensions of performance, composition and analysis of music.

Music Extension (Year 12)

Designed for students who have participated in the Music Excellence Program, Music Extension provides advanced enrichment opportunities to refine their skills and deepen their understanding of music analysis, performance and composition.

Football School of Excellence (Years 7-12)

Developed in partnership with Football Queensland, this specialised program supports aspiring footballers in developing both their sporting ability and understanding of high-performance pathways. Students engage in targeted skill development, tactical learning, and athlete education, building the knowledge and confidence required to excel in football and beyond.

Queensland Golf School of Excellence (Years 6-12)

Developed in collaboration with Golf Australia, this program provides dedicated golfers with an environment that combines academic learning with sport-specific training. Students refine their technical skills, enhance their strategic understanding of the game, and gain valuable insights into the habits and disciplines of successful athletes.

Queensland Tennis School of Excellence (Years 7-12)

Delivered in affiliation with Tennis Queensland, this program offers talented tennis players the opportunity to advance their on-court performance while exploring the principles that underpin sporting success. Through specialised coaching and athlete development experiences, students are encouraged to reach their full potential both competitively and personally.

Volleyball Excellence (Years 7-12)

Designed for students with a passion for volleyball, this program focuses on developing technical proficiency, game awareness, and teamwork skills within a performance-oriented environment. Participants

gain practical experience in training, competition preparation, coaching and personal development, helping them grow as athletes and leaders.

Rugby 7s Excellence (Years 7-12)

This dynamic program is tailored for students seeking to elevate their Rugby 7s performance through structured coaching and athlete education. Emphasising speed, decision-making, fitness, and resilience, the program equips students with the skills and mindset needed to thrive in both sporting and academic pursuits.

Swimming & Triathlon Excellence (Years 7-12)

Created for students committed to swimming and triathlon, this program combines sport-specific training with education in performance, wellbeing, and goal setting. Participants develop their endurance, technique, and race preparation skills while gaining a deeper understanding of what it takes to succeed in individual sports at any level.

Student Wellbeing and Support

The College recognises that students achieve their best when they feel supported and connected. A wide range of wellbeing and support services are available to Middle and Senior School students. The Student Wellbeing Team offers support in areas ranging from emotional health to behaviour and learning.

Specialist staff such as Guidance Officers, the School-Based Youth Health Nurse, Psychologist, and Police Officer contribute additional expertise. These professionals work closely with teachers and families to ensure that each student has the support they need. Students are encouraged to seek help early if they face challenges with wellbeing, safety, or academic demands. A complete list of Student Wellbeing contacts is available on the College website.

Our Student Wellbeing Team provides proactive and support programs to improve student engagement and learning outcomes. This collective group provides a holistic range of support services for all students.

The Student Wellbeing Team are in located in the Student Wellbeing Centre, ground level of SA Block.

We also have a comprehensive Inclusion Support Team who work collaboratively with students, parents and the wider school community to ensure that students with diverse needs can access the curriculum and participate in learning and school life at KGSC.

College Policies

The College website (https://kelvingrovesc.eq.edu.au) is always the most up to date location for policies, information and executive communications that affect students and parents. Updates or critical information will be featured in the College's social media posts, as well as through formal publications such as newsletters, Schoolzine and email.

At Kelvin Grove State College, your child is expected to:

- Attend school regularly, on time, ready to learn and take part in school activities.
- Always act with respect, showing tolerance towards other students and staff.
- Work hard and comply with requests or directions from the teacher and principal.
- Abide by College rules and policies.
- Meet homework requirements.
- Represent the College with pride whenever identifiable as a student of Kelvin Grove State College.
- Always wear the school uniform as stipulated.
- Respect the school environment.

You will find some of our policies outlined in this document. For the full policy, please refer to the College website.

2 Starting the School Journey

Kelvin Grove State College welcomes all new and returning families. Our aim is to ensure that every student feels prepared, supported, and ready to embrace the learning opportunities ahead. Both Middle and Senior School students will start with structured activities to help them settle in and find their place within the College community.

It is important that students know when and where they are expected on their first day, as arrangements vary depending on their year level and whether they are new or returning. Clear procedures and communications will be emailed from the College so that every student can begin smoothly and with confidence.

Families are encouraged to establish clear routines for transport. Parents and carers of new students should discuss pick-up arrangements ahead of time to ensure confidence and safety.

3 Student Opportunities

Leadership

Leadership at Kelvin Grove State College is a vital part of student life. Middle and Senior students are provided with opportunities to take on formal leadership positions that not only build their own skills but also serve the wider school community. These positions are highly respected within the College and carry both responsibility and privilege.

Middle School Captains & College Captains

Student leadership roles are open to Year 9 and Year 12 students who demonstrate a commitment to service, academic effort and personal integrity. Leaders act as ambassadors for the College, representing the student body at official functions, ceremonies and in daily interactions with peers and staff. They support the maintenance of high standards of behaviour, act as liaisons between students and staff, and model the qualities expected of leaders.

Key responsibilities include:

- Representing the College at formal events such as award nights, assemblies and community functions.
- Supporting College major events including open days, cultural festivals and fundraising campaigns.
- Assisting staff with supervision and coordination of younger students at events.
- Advocating for student concerns and providing feedback to the College Executive through formal channels.
- Upholding and promoting the Student Code of Conduct and modelling appropriate behaviour at all times.

Leaders are appointed through a formal process that may include nomination, staff endorsement and student voting. This ensures that those selected are recognised by both their peers and teachers as strong candidates for leadership. Serving as a leader gives students practical preparation for leadership beyond school, developing skills in communication, problem solving, event coordination and civic responsibility.

House Captains

Each of the four houses, Bowen – Baways, Herbert – Gabuls, Lutwyche – Juwehrr and Petrie – Mirris, elects House Captains for both Middle and Senior School each year. These leaders act as role models across all Sub-Schools. They are expected to display commitment, enthusiasm and integrity in their leadership of house activities. House Captains take a central role in organising teams, rallying participation, and representing their house at major College events such as sports carnivals, cultural competitions and fundraising initiatives.

Key responsibilities include:

- Encouraging broad participation in house events across sport, culture and academic activities.
- Assisting staff in the planning and smooth running of inter-house competitions.
- Acting as role models by demonstrating the College values.
- Supporting the development of younger students by offering guidance, encouragement and mentorship.
- Contributing to the accumulation of house points and fostering pride in house identity.

Through these responsibilities, House Captains gain practical experience in teamwork, event management and public leadership. They are regularly acknowledged at assemblies and play a significant role in strengthening school spirit and belonging.

Student Representative Council (SRC)

KGSC runs a Student Representative Council (SRC) in the Middle and Senior Schools to develop student leadership and representation. Any students from Year 6-12 can be involved in SRC.

Structure and Function

Selection: Students self-nominate by talking to the relevant Sub School SRC Coordinator.

Responsibilities: Members build engagement between students and the school, act as a voice for peers, lead environmental or facilities improvements (e.g., water bubblers, gardens), organise College events, support transitions across the Sub-Schools, participate in College-wide activities (e.g. open days, sports carnivals), and lead fundraising efforts. Students also lead through organising awareness-raising events such as non-uniform days, fostering College spirit and club collaboration.

Commitment: The SRC meets weekly and representatives are expected to contribute additional time when necessary. This offers practical leadership training and develops civic responsibility.

House System

KGSC operates a four-house system that fosters community, identity and participation across all Sub-Schools. Our house names are based on four significant historical figures whose surnames are reflected alongside and local animals that are important to the Yuggera and Turrbal First Nations people.

The house system provides opportunities for students to:

- Develop a sense of belonging within a smaller group community.
- Participate in structured competitions across academic, sporting and cultural fields.
- Contribute to College spirit through collective achievement and recognition.
- Develop teamwork, leadership and responsibility in line with the College's values of courage and resilience, creative and critical thinking, integrity and honesty, respect, responsibility, and valuing diversity.

Houses

Kelvin Grove State Colleges houses are:



Bowen – Baways

The Baway (shark) totem is both protective and versatile, thriving in both fresh and salt water. They were abundant in the freshwater creeks and waterholes of Brisbane and an essential food source for the Turrbal/Yuggera people. This house is also named after Sir George Ferguson Bowen, Queensland's first Governor.



Herbert – Gabuls

The Gabul (snake) totem is powerful and able to move swiftly through water and tree branches with ease. The grease from the Gabul was used in ceremonies and corroborees. Herbert House is named after Sir Robert George Wyndham Herbert who was Queensland's first Premier.



Lutwyche – Juwehrrs

The Juwehrr (eagle) totem is one of the proudest birds in Australia and is known to be stoic, strong and fast. It was not a source of food, however the feathers were used in ceremonies. This house is named after Alfred James Peter Lutwyche who was Queensland's first Supreme Court judge.



Petrie – Mirris

The Mirri (dingo) totem is known for its loyalty, friendship and teamwork. Mirris were trained to be faithful companions that helped protect and hunt. Petrie is named after a pioneering Brisbane architect, builder, explorer and Superintendent of Works, Andrew Petrie.

House Cup & Participation

The House Cup is a year-long competition that encourages students to actively engage in College life through participation in events such as sports carnivals, cultural performances, clubs, and committees. By getting involved, students earn points for their house while building a strong sense of community, school spirit, and pride.

Students earn points for participation and performance. Cumulative points are tallied towards the annual House Cup. Recognition is given at year-level and whole-College assemblies. Outstanding contributions to house spirit and leadership may also be acknowledged within the College's awards framework.

Sports Carnivals

Inter-house swimming, cross country and athletics carnivals form a core part of house competition. All points accrued at Sports Carnivals also contribute to the Bob Allen Cup. The Bob Allen Cup is awarded to the house with the most cumulative points at the conclusion of the three carnivals.

Academic and Cultural Events

Points are also earned through debating, performance, music and creative competitions. Houses may organise lunchtime challenges, fundraising drives or awareness campaigns to increase student involvement throughout the year.

Clubs and Committees

At Kelvin Grove State College, our wide variety of clubs and committees provide students with meaningful opportunities to connect, grow, and thrive beyond the classroom. Through participation, students develop valuable skills, build confidence, and form genuine friendships in a supportive environment. With a wide range of co-curricular options available, every student can find a place to belong, explore new interests, and contribute to the life of our College community. Clubs and committees meet outside of curriculum time. This can be before or after school and first or second break. Students can join by nominating at the Clubs and Committees Expo in Term 1, or by emailing the supervising teachers. Our full list of clubs and committees can be found on our College website.

4 Parent Communication

Parents play an important role in supporting the College's values and expectations. By modelling respect, responsibility and safety, families help foster a positive partnership between home and school. We encourage parents to communicate openly and respectfully with staff, raise concerns early and support their child's attendance, learning and wellbeing.

The College is equally committed to open communication, timely responses and respect for family privacy. By working together, families and staff can help students thrive academically, socially and personally.

Communication Expectations

Our Commitment to You

- Recognition and celebration of your child's achievements.
- Reports on your child's academic progress.
- Communication about your child's learning, wellbeing and development.
- Informing you of any serious issues concerning your child.
- Alerting you on the same day if your child is absent without a reason.

- Forwarding requests needing your consent or payment.
- Providing regular school updates and notification of school events, whether through our communication channels (Schoolzine, Newsletters, QParents, email) or social media.
- Offering opportunities and methods to provide feedback.
- Offering parent/carer-teacher interviews twice per year.

Understanding Our Boundaries

- Non-urgent inquiries will not receive an immediate response. It may take a minimum of 2 or more business days.
- Staff are not expected to return calls or reply to emails outside standard business hours (including evenings and weekends).
- Staff will not respond to social media messages sent to their personal account.
- Parents/Carers do not have access to a teacher's personal phone number(s) or email(s).
- Staff are not expected to discuss school matters when not at work (e.g. if you see a teacher outside of school hours in the community).
- Staff are not expected to meet with you during the school day without an appointment.
- You will not be allowed on school grounds if you have been aggressive, or harassed staff or students.

When to Contact the College

- You are concerned about your child's learning, social progress or wellbeing.
- There are changes to your child's medical information.
- There are changes in family circumstances.
- You notice safety issues or behaviour changes at home.
- Issues arise that may affect student and/or staff safety at school.
- You need to make or change an appointment.

How to Contact the College

- Contact the College administration for general inquiries by sending an email to: info@kelvingrovesc.eq.edu.au, calling +61 7 3552 7333, or in person between 8:00am and 4:45pm.
- Follow the College's processes for requesting meetings or contact with teachers.
- Allow staff time to respond to your inquiry, remembering that teachers' priorities during the day are in the classroom.

Communication Best Practices for Families

- Keep your contact details up-to-date. Contact the College if your details change.
- Read school communications (i.e. QParents, Schoolzine, Newsletters, emails, social media).
- Use respectful language in all spoken and written messages.

Raising Concerns & Feedback

- In the first instance, please raise any concerns with the school by contacting your child's Head of Year (HOY), Year Level Deputy Principal, or relevant Sub School Principal via email or phone call.
- Refer to the Queensland Government's Compliments and Complaints page.

Schoolzine

The College publishes its newsletter, The College Buzz online via the Schoolzine site. Our school newsletters are released electronically in twice each term through Schoolzine. Subscribers will receive an email notification upon publication. Parents/carers, sponsors, and community members can join the mailing list by subscribing.

QParents & Daymap

QParents and Daymap are two separate opt-in platforms the College utilises to enable families a greater access to information relating to their child. Each platform offers a selection of features relevant to both Sub Schools.

QParents is a Department of Education (DoE) parent portal, which provides parents access to information concerning their child, and access to online/in-app consent management and payments of invoices. The features enabled are specific to KGSC Sub Schools and may differ from what is offered at other EQ schools.

Daymap is utilised by KGSC staff to mark rolls. For parents, it is a platform to view your child's timetable and attendance.

Feature	Online Platforms
Attendance	Daymap
Consent Management & Excursion Approvals	QParents
Finance & Payments	QParents
Academic Reporting	QParents
Daily Class Timetable	Daymap or QParents
Classwork *(for most but not all activities)*	QLearn
Homework *(for some but not all activities)*	QLearn

QParents & Daymap Registration

Registration information for QParents is emailed to the first listed parent/carer for Middle and Senior students during the first week of your child's attendance. If you have not received this email, please check your junk folder.

Shortly after QParents registration is completed, an email will be sent from Daymap with a link to create a password. Again, if you have not received this email, please check your junk folder. Please do not cut and paste codes and passwords when signing into Daymap.

If you need registration information to be resent, please email a request to info@kelvingrovesc.eq.edu.au. More information and troubleshooting guidance is available on the College website.

Common Scenarios & Communication Requirements

Absences

At Kelvin Grove State College, we believe that every day matters for student learning. However, if your child will be absent, the Middle & Senior School Absence Process must be followed to avoid the issuing of student detentions.

If your child will be absent from school for any amount of time, you as the parent/carer must send an email **by 9:00am** to: ms.absence@kelvingrovesc.eq.edu.au, providing your child's name, year level and reason for absence. If the College has not been notified of the reason a student is absent, or has not yet processed the absence email, a text message will be sent to the relevant parent(s)/carer(s) instructing them to send an email to the College (if they have not done so already).

Extended Absences (10+ School Days)

For absences of more than 10 consecutive school days, an Application for Exemption form must be completed. This includes consecutive days surrounding a school holiday (e.g. six days before a school holiday, and six days after). This form must be submitted via email to: ms.absence@kelvingrovesc.eq.edu.au, or in-person at College Reception. The relevant Principal will then consider and approve/decline the application.

Late Arrivals

If your student arrives late, but before 9:10am, they are to go directly to their Period 1 class. If arriving after 9:10am, the standard absence process needs to be followed.

Detentions are issued for students who arrive late without a reason provided by their parent/carer.

Please note, physical letters for late sign ins and early departures are no longer accepted. Should a student present a physical letter, a parent/carer will be called to confirm.

Early Departures

If your child will knowingly need to leave school early (e.g. appointment), you as the parent/carer must send an email **by 9:00am** to: ms.absence@kelvingrovesc.eq.edu.au, providing your child's name, year level and reason for early departure. Your child will then present to the HOY Hub at the time of their departure to sign out.

- Students in Year 6 are to be collected at College Reception by a parent/carer.
- Students in Years 7-12 are able to sign out without a parent/carer present.

Illness & Injury

Your child becomes unwell/injured

If a student becomes unwell or is injured during the day, they must inform a teacher and report to First Aid at Student Services. Once your child arrives at Student Services, the staff member will call the parent/carer to inform you and organise potential early departure.

Your child cannot use stairs as result of injury

You must contact the HOY Hub or Student Wellbeing Centre to arrange safe alternative access. The school will coordinate assistance, such as temporary classroom relocation or access routes, in line with inclusion support protocols.

Communication Between Parent & Child

You want to relay a non-urgent message to your child during the school day

If you need to send a non-urgent message to your child, there are two recommended options:

- Email your child's EQ email address. Students are likely to check their emails while at school.
- Text your child, who will see the text when their phone is turned on at 3:00pm in accordance with our *Away for the Day* policy.

You want to relay an urgent message to your child during the school day

If you need to send a urgent message to your child, please call College reception on +61 7 3552 7333 and we will locate your child.

Your child wants to relay a message to you

Your child can request that you be called by visiting the HOY Hub located in the Student Wellbeing Centre. A staff member at the HOY Hub will call you on your child's behalf.

Lost Property & Valuables

Your child has lost property

If your child has lost property, direct them to check the lost property area behind College Reception next to the Student Wellbeing Centre. If your child has lost something valuable, direct them to the HOY Hub located in the Student Wellbeing Centre.

Your child has money or valuables at school

If possible, your child should not bring extra money or valuables to school. If they must bring these items, they will need to be kept safe in the HOY Hub located in the Student Wellbeing Centre. If the items are large e.g. a musical instrument or a camera then your child is advised to never leave these unattended.

Your child loses their ID card

Your child will need to pay for a new ID card at the SUBShop and present the receipt at the Student Wellbeing Centre. The Student Wellbeing Centre will order a new card and notify the student via email once it has arrived.

Update Contact Details

You change your address, email or phone number

Please send an email providing your full name, your child's name, year level and updated details to: ms.absence@kelvingrovesc.eq.edu.au

5 Community and College Engagement

Families play an essential role in the life of Kelvin Grove State College. Parents, carers and community members are encouraged to participate actively in College activities through the Parents and Citizens (P&C) Association, volunteering, and membership of sub-committees. Engagement in these areas strengthens the connection between home and school, provides valuable support for students, and enhances resources and opportunities available across the College.

P&C Association

The Kelvin Grove State College Parents and Citizens Association (KGSC P&C) is powered by passionate volunteers who work alongside the school to enrich every student's educational journey. By getting involved, you not only support your child, you become part of a vibrant, connected community.

The P&C manages several operations that directly support students and generates revenue to fund school improvements. These include:

- **Junior and Middle/Senior Tuckshops**: Providing nutritious food and beverages to students and staff.
- **Outside School Hours Care (OSHC)**: Offering before and after school care, as well as vacation care programs.
- **SUBShop**: Managing uniforms and school merchandise.

Funds raised by the P&C are directed into facilities, resources and student programs. Parents and carers automatically can apply for membership, which, once ratified at a P&C meeting, provides voting rights and the ability to influence decisions. Meetings are held regularly during the school term and are open to all interested families.

How to Participate

Attend P&C Meetings

Hear from the Principal, staff and guest speakers, stay informed, and have your voice heard.

Become a P&C Member

Help shape the future of our school or step into an Executive role such as President, Secretary or Treasurer.

Volunteer in the Tuckshop

Lend a hand in our Junior Tuckshop or Middle/Senior Tuckshop! It's fun, social and greatly appreciated.

Support Fundraising Events

Join us at one of our many events throughout the year and help raise funds for valuable programs and resources.

Make a Donation

Your contribution directly enhances learning opportunities for our students.

Parent involvement has a powerful impact. When families connect with the school, students thrive, and our whole community grows stronger. Whether you have an hour, a day, or a special skill to share, there's a place for you in the KGSC P&C. Discover more and get involved via the P&C website.

Join a Sub-Committee

The P&C Association operates a number of sub-committees that focus on specific areas of College life. These committees allow parents to contribute specialist skills, take part in project-based planning, and provide targeted input into particular services or programs.

Typical sub-committees at Kelvin Grove State College include:

- **Tuckshop Committees:** Oversee menu planning, operations and volunteer rosters for the Junior and Middle/Senior tuckshops.
- **OSHC Committee:** Provides governance and oversight of the Outside School Hours Care service, including staffing, licensing compliance and program quality.

Membership of sub-committees is open to any parent or carer who is a current member of the P&C. Each committee reports back to the P&C's general meetings. Participation allows families to engage more deeply in particular areas of interest and to contribute directly to services that benefit all students.

Alumni Association

The Kelvin Grove State College Alumni Network keeps former students connected long after graduation. Our Alumni community celebrates achievements, supports current students, and strengthens lifelong ties to the College.

By joining the Alumni Network, graduates can:

- Stay in touch with classmates and past teachers.
- Be part of special reunions, events, and milestone celebrations.
- Share their experiences to inspire future generations.
- Give back through mentoring, volunteering, or guest speaking opportunities.

Our Alumni Network ensures that every student's relationship with Kelvin Grove continues well beyond their school years, creating a proud, supportive community for life. For more details, please refer to the College website.

6 Finance & Resource Schemes

Resource Programs & Schemes

Student Resource Scheme Information

The Student Resource Scheme has been implemented in the College to ensure that all students have the necessary resources to support their educational requirements. It is also intended as a convenience to parents/carers to provide a more economical option to purchasing new textbooks, resources and consumables each year.

Contribution to this scheme is voluntary. Parents/carers are under no obligation to join, however, they will need to provide all necessary textbooks and purchase and/or pay for resources for the students if they elect not to join the scheme.

The scheme does not cover students' personal requisites such as stationery and writing materials. Resources not covered under the Student Resource Scheme are included in the Stationery Pack information available online at the end of Term 4 on the College website. Parents are required to purchase the stationery items outlined in the relevant year level stationery lists to start the year and any additional items as advised by class teachers.

The Student Resource Scheme operates at the College under the policy and guidelines of the Department of Education (DoE). The Kelvin Grove State College P&C supports and authorises any changes to the Student Resource Scheme at the October meeting. Parents wishing to take advantage of the resources and services provided by the scheme pay an annual flat fee as well as any individual subject charges and fees to participate in Excellence programs.

Some subjects studied attract an additional fee. All subject levies are invoiced at the commencement of the school year. Students enrolling in the Brisbane School of Distance Education or in TAFE courses are required to meet any costs involved with this enrolment. See our College website for further information and documents.

Government Textbook Allowance

The Queensland Government's Back to School Boost provides a $100 credit for every eligible Prep to Year 6 student enrolled in a Queensland state school, which parents and carers can use towards approved school-related expenses such as SRS fees, camps, excursions, uniforms, stationery, and extracurricular activities.

Every eligible student in Years 7 to 12 at Kelvin Grove State College receives financial assistance from Department of Education to offset the costs of textbooks and resources. This assistance is provided to the College once per year in the form of a Textbook and Resources Allowance (TRA). The school retains this allowance to offset the costs to the parents as detailed in the Fees area.

Certain students are not entitled to the TRA. These include Exchange students, Full Fee-Paying Students, Adult Students (aged 18 years or older) and students from other states enrolling after the cut-off date (the first Friday in August).

Participation Agreement Form

Each year, all families will be provided with a Student Resource Scheme Participation Agreement Form via QParents. Newly enrolled students will complete their form at the Induction Session/Enrolment Meeting.

One form per student must be completed, and once the Participation Agreement Form has been completed, it will remain valid for the duration of the student's enrolment. A new form is only required if there are changes to the information provided or the student's circumstances.

Any payment made towards the Student Resource Scheme overrides the need to enter into a written agreement by signing the Participation Agreement Form.

Fees & Payment

Payment Options

There are several options for making required fee payments to the College:

- Online, through QParents (preferred payment method)
- Digitally, through BPAY or bank transfer
- In person, at the SUBShop

If you have any issues or concerns, please contact the SUBShop (subshop@kelvingrovesc.eq.edu.au).

Fees if Commencing Enrolment After Term 1

Where students enrol after the commencement of Term 1, the fees will be reduced on a pro-rata basis. The calculation will be based on a 40-week school year. Please note that the school, with the approval of the P&C, reserves the right to review and amend fees at any time.

Financial Difficulties

It is acknowledged that some families can experience financial difficulties. Parents/carers in these circumstances are urged to contact the SUBShop staff to discuss individual payment options. All discussions will remain confidential.

Non-payment of Fees

The school operates the Student Resource Scheme to benefit all eligible students. It is not viable for the school to provide this service if fees are outstanding. It is for this reason that students may be refused entry into the scheme if fees are outstanding from the previous year/s.

Students with outstanding fees may denied the opportunity to participate in non-compulsory school activities (e.g. excursions, camps, formals, senior jerseys). Students will not be provided with resources until any outstanding fees from previous year/s have been paid.

Pro Rata Refunds

Students leaving school or transferring to another will be entitled, after receipt of a written request, to a pro-rata refund of any fees paid to the school and the Textbook and Resources Allowance. The pro-rata calculation is based on a 40-week school year. Costs for the ID Card, Homework Diary and replacing any lost or damaged resources will be deducted from the refund. An electronic funds transfer will be issued to the parent/carer within one month of the school being notified the student has left, and all outstanding textbooks are returned.

7 Personal Devices

BYOx Program

Students in Years 6–12 must bring a **Windows or Apple MacOS** laptop that meets minimum specifications. iPads, Chromebooks, Android, Linux devices and laptops with ARM-based processors are not supported by the Department of Education (DoE) and cannot be connected to the BYOx Link (EQNet) network.

Purpose

Bring Your Own 'x' (BYOx) is a program supporting the delivery of 21st century learning. BYOx is a term used to describe a digital device ownership model where students use their privately-owned devices to access the network and information systems in an educational setting.

The Department of Education, Training and Employment (DETE) recognises that 1:1 programs (i.e. one student to one device) are a critical component in an international move towards individualised learning, and that participation in these programs is associated with increased student and staff technology use, student engagement and interest levels.

According to international research, schools that use a BYOx model enjoy many benefits, including:

- Increased student motivation, confidence and engagement with learning because students are familiar with their devices;
- Greater autonomy in the classroom;
- The maturing of students as digital citizens who embrace digital opportunities and responsibilities:
- The normalising of technology use between the school and home; and
- Greater opportunity for inter-school collaboration Device Requirements.

To learn more about the BYOx program and computer specifications, please refer to the College website.

Daily Requirements

Your child is expected to bring their laptop, fully charged, to school each day. Their laptop and all accessories must be named to allow the owner to be easily identified.

Specialised Software

Some subjects use specialised software (e.g. computer aided design, image and video editing, animation, augmented and virtual reality, music composition) which requires upgraded hardware components to run efficiently on the laptop. More information about specific software used in subjects can be obtained by emailing the Head of Department – e-Learning at BYOx@kelvingrovesc.eq.edu.au.

BYOx Laptop Issues & Support

A limited number of College owned laptops are available for daily borrowing each day on a first-in basis from the College Library. Our IT department also runs IT Support Sessions in the Library to help with troubleshooting.

Borrowing School Laptops

A limited number of laptops are available for Year 6-12 students on a first-in basis. This service is to be used if your child's device is being repaired, replaced, or experiencing technical issues. Laptops must be returned by 3:30 pm each day and cannot be taken home. Laptops can be borrowed from the College Library at the following times:

- 8:00-8:30am
- First 10 minutes of each lesson (with teacher permission)
- Morning tea and lunch breaks

Equity Programs

For families experiencing financial hardship, a limited number of College-owned laptops are available. Applications are made through the relevant Sub-School Principal using the BYOx Equity Program form (available annually). Costs associated with equity loans and daily borrowings are covered by the annual ICT contribution within the Student Resource Scheme. This fee also funds connectivity infrastructure, technical support and licensing.

Mobile Phones & Smart Devices

In line with the Department of Education's 'Away for the Day' system, the following expectations and procedures are in place at Kelvin Grove State College.

Away for the Day

Mobile Phones

All students must keep mobile phones switched off and 'away for the day' from when they first enter College grounds until after they leave their final class for the day. Mobile phones must also be switched off and away while students are attending school activities, such as representative school sport, excursions and camps.

Personal Smart Devices

All students must switch off notifications on personal smart devices, including smartwatches, from when they first enter College grounds until after they leave their final class for the day, and while attending school activities, such as representative school sport, excursions and camps, ensuring that phone calls, messages and other notifications cannot be sent or received during school hours.

Headphones & Earphones

All students must keep headphones, AirPods and similar devices turned off and away from when they first enter College grounds until after they leave their final class for the day. These devices must also be switched off and away while students are attending school activities, such as representative school sport, excursions and camps.

For more information, please refer to the Away for the Day Policy.

Exemptions

Families can apply for an exemption by completing an exemption form and submitting this to inclusionadmin@kelvingrovesc.eq.edu.au. Exemptions are managed by the College's Inclusive Education Department and may be granted on grounds including use of a device:

- To monitor or manage a medical condition, in accordance with established health support procedures;
- As an agreed reasonable adjustment for a student with disability or learning difficulties;
- As an augmentative or alternative communication system or as an aide to access and participate in the environment;
- As an agreed adjustment for a student with English as an additional language or dialect;
- In extenuating circumstances that necessitate the need for access to a mobile device during the school day, including students who are primary carers for a child or family member; and
- By students in Years 11 and 12 who are applying for Access Arrangements and Reasonable Adjustments (AARA) for assistive technology.

8 Student Dress Code

Purpose

Kelvin Grove State College prides itself on high expectations. We view the manner in which students present themselves as an extension of the attitude to learning and growth, and we are committed to guiding students toward becoming globally competent learners, leaders and citizens. The Kelvin Grove State College P&C Association has established an appropriate uniform which is to be worn correctly every day. Students attending Kelvin Grove State College are required to maintain the highest standard of dress and grooming.

The complete Student Dress Code policy document can be accessed on the College website.

College Uniform

For reasons of uniformity, all clothing items (with the exception of shoes, white socks, black belt, cultural headwear and the specified style of stockings/tights and long-sleeved undershirts) need to be purchased from our College's SUBShop. Clothing is to be worn as supplied by the SUBShop. The Middle School (Years 6–9) and Senior School (Years 10–12) uniforms share the same base components, with differentiation achieved through accessories and the manner in which items are worn.

The College uniform must be worn daily including to and from school. If a student is unable to follow the Dress Code, an email from a parent/carer addressed to the relevant Head of Year (HOY) and sent to ms.absence@kelvingrovesc.eq.edu.au is required.

Non-Compliance with the Dress Code

Based on the Education – General Provisions Act 2006

- All teachers are expected to speak to students in incorrect uniform, ask for uniform slip, and reinforce our uniform policy:
    - They may ask students to change into appropriate uniform (when students have the appropriate uniform with them).
    - They may ask students to remove jewellery, non-school coats/jumpers/outerwear or other non-uniform items and hand those items into the HOY Hub. A receipt will be given for jewellery and other items.
- If a student is not in correct uniform (i.e. not complying with the Dress Code) but follows all the processes correctly by having an email from their parent or carer, they will be provided with a uniform item to borrow or be issued with a uniform slip. They have appropriately followed the Dress Code Process.
- Students who do not follow the Dress Code Process are referred to the HOY who may issue a consequence that aligns with the Student Code of Conduct and the Education General Provisions Act (2006).
- Students may have exceptional or mitigating circumstances that need consideration. In an instance like this, they can discuss this with their Head of Year, Deputy Principal or Guidance Officer, who may then contact home.

Awareness Days

Awareness Days are organised by the Student Representative Council (SRC) to promote awareness of a particular issue or initiative. Monies collected are used by the SRC to support a range of projects. With the donation of a “gold” coin, the students of Kelvin Grove State College may come to school wearing a specified accessory or item of clothing.

- Students must wear their full school uniform as specified by this Dress Code, the exception being the accessory or item of clothing nominated by the SRC for the Awareness Day.
    - Clothing must be sun-safe (i.e. sleeved – no singlets or shoe-string style straps).
    - Clothes are to be neat and tidy.
    - Garments with inappropriate print/slogans are not permitted.
    - Immodest clothing (e.g. bare mid-riffs, low-cut clothing) and sleepwear/pyjamas are not permitted.
    - No open shoes are allowed (e.g. sandals, thongs) for workplace health and safety reasons.
- On the day, SRC members/teachers will collect the gold coin from each student who is participating.
- Students who have chosen to not wear the accessory/item may still donate money if they wish.
- Students dressed inappropriately are referred immediately to the Head of Year (HOY) or Deputy Principal.

9 Student Code of Conduct

Purpose

Kelvin Grove State College is committed to providing a safe, respectful and disciplined learning environment. The Student Code of Conduct communicates the responsibilities and processes that guide and promote the conduct we expect from our students, staff, parents/carers, visitors and community members. Its purpose is to facilitate high standards of behaviour from all in the school community, ensuring learning and teaching in our College is prioritised, making it a place where all students are able to experience success and staff enjoy a safe workplace.

The complete Student Code of Conduct policy document can be accessed on the College website.

10 College Map

