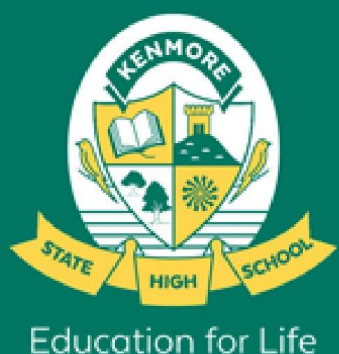


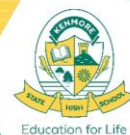
Parent Information Handbook



Kenmore State High School

Kenmore State High School

Welcome



Welcome to Kenmore State High School. Thank you for your interest in our exceptional school. We look forward to having you as part of our learning community.

Kenmore State High School enjoys an excellent reputation and has a proud history of outstanding academic, cultural, citizenship and sporting achievements. We have exceptional staff who have contributed much to shaping the lives of our students over the years. Inspirational teaching and quality learning are cornerstones of our school.

Our school is founded on strong values. We believe that every student has the ability to learn and expect each person to strive for personal best. We provide a learning environment that affords students multiple opportunities to experience success and to build on this success. This is vital in a moving and changing world. We want our students to experience learning that is futuristic, enterprising and transferable to the range of situations that will emerge in their lifetimes.

We want our students to develop a range of options to live a quality life because they have maximised every opportunity that this school has afforded them. At the same time, we place great value on developing personal qualities. Our values of integrity and belonging incorporate respect, dignity, trustworthiness, responsibility, equity and fairness. Our job is to provide a safe and supportive place that nurtures these qualities so our students graduate as great citizens with a deep social conscience and a very real commitment to humanity.

The partnerships we forge among students, staff, parents and the wider community enable us to build a strong sense of community where young people can exercise their emerging influence with the surety of support. Please continue to connect and work with us to maximise your child's outcomes.

Our aim is that schooling at Kenmore State High School is a happy and inspiring experience, a time and place where every young person develops a sense of spirit and belonging. Our vision is for our young people to be influential locally and prepared to transform the world. We want our school to make a difference for each and every student, now and in the future. Our motto is "Education for Life".

We are delighted to be able to share our school with you. I am sure you will be very pleased when you join the Kenmore State High School family.

Paul Robertson
Executive Principal

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SCHOOL PROFILE

Our Vision

Schooling at Kenmore State High School will be a happy and inspiring experience; a time and a place where every young person develops a real sense of spirit and belonging. Our vision is for our young people to be influential locally and prepared to transform the world. We want our school to make a difference to each and every student, now and in the future. Our motto is **“Education for Life”**.

We will achieve our vision because:

- We have a strong Foundation of Values by which we live
- We provide a world-class education
- We focus on quality outcomes for students

Foundation of Values

Excellence	We are committed to personal excellence.
Learning	Everything we do is focussed on discovering, growing and improving.
Integrity	We act with respect, dignity and fairness, demonstrating trustworthiness and responsibility.
Belonging	Each person has the opportunity and support to succeed as a member of a just and equitable community.
Partnerships	We create a network of local, regional and international support to build a strong sense of community.

Excellence

We are committed to personal excellence and expect each person to strive for their best. We believe in setting high standards and providing quality support to help people reach those standards and experience success. The school provides an extensive range of high-quality opportunities and experiences so our students maximise creative options for their futures.

Learning

Kenmore State High School is all about learning. We believe that all people can learn. Each individual has special qualities, interests and character to be developed. We provide learning experiences in all aspects of life. Young people at Kenmore State High School will experience learning that is future-focused, enterprising and transferable to the range of situations they will encounter. We believe that young people learn best when they have structure as well as space and time to foster creativity - time to think and grow. We think that learning should be inspirational, challenging and fun.

Integrity

We insist on personal integrity. Each person at Kenmore State High School is expected to act with respect and dignity, and demonstrate trustworthiness and responsibility. We expect staff, parents, students and supporters to act with a high-level of personal integrity, modelling the best standards in personal behaviour.

Belonging

Every person at Kenmore State High School has the right to a strong sense of belonging. This occurs when each person has the opportunity to express themselves and to learn to appreciate others whilst treating others fairly and being treated fairly. It also occurs when each person knows our school provides a safe environment so they can create their own identity within a community that values diversity and promotes equity.

Partnerships

We believe partnerships create a local, regional and international support network. Partnerships are vital to building a strong sense of community where young people can exercise their emerging influence with the surety of support. The people involved in these partnerships bring richness to the school experience. Partners are welcomed as important members of our learning community.

We aspire to develop highly capable, well-rounded and resilient young people.

To achieve this, we will:

- Live an inclusive **culture** that caters for the diverse needs of individuals within our learning community.
- Care for and challenge our students so they can **grow** to be the best that they can be.
- Provide **learning engagement** that is accessible, challenging and empowering for all.

We know we will have succeeded if:

- Our people feel connected, explore possibilities, set high expectations and support each other to thrive.
- We provide a broad program of opportunities for intellectual, cultural, emotional and social growth at school and in our community.
- Students are stimulated in purposeful, relevant, visible, personal growth and real-world experiences in and beyond our classrooms.

Culture:

- ✓ Our culture positions relationships at the centre of learning. We embrace diversity, inclusion and facilitate connectedness.
- ✓ We cultivate a positive school climate of high expectation and high support. Every person can learn and succeed.
- ✓ Our strong, positive school identity fosters success for all. Staff and students display personal well-being, curiosity for learning, and pride in our school.
- ✓ We create time and space to collaborate and celebrate. Every person's engagement, growth and a collective culture is the goal of our school.

Engagement:

- ✓ We deliver inclusive and contemporary learning environments. Learning is relevant and individuals feel a sense of belonging and a connection to personal progress and deep learning.
- ✓ We provide a diverse range of experiences for students. Students learn they belong and can actively participate in their school and wider community.
- ✓ We are a community of learners. Individuals commit to a culture of collaboration, innovation and service to self and others.

Growth:

- ✓ We ensure each person is visible in each cohort. We monitor, track and support individual progress in learning and wellbeing.
- ✓ We value our expert teaching team. Our Staff collaborate, progress their own practices, create quality educational experiences and assess their impact on student learning.
- ✓ We inspire each other to grow. We value thinking big, taking risks, innovating, being resilient and learning from our endeavours.

Description

Kenmore State High School was established in 1972. It is situated on approximately 10 hectares along Moggill Creek in the Western suburbs of Brisbane. The school draws students from around 60 suburbs. While there is diversity in families, a significant proportion of parents are involved in professional or managerial occupations. The community is generally well educated and values education.

From 2001 to 2023 there has been a growth in enrolment from 1120 to 2012 students. An enrolment management plan helps the school meet the needs of the community and its current students.

The school has a strong focus on values. The statement of Philosophy and Objectives sets out a number of challenges that push the school beyond existing practice and will set it apart. There is strong endeavour to place individual students and their outcomes at the centre of the teaching/learning process and a desire to see this learning engage students in practical community leadership. Diverse educational and personal outcomes are explicitly identified.

The community is very supportive of the school, its values, mission and goals. Parent support groups are very active and the school enjoys a positive and productive relationship with the community it serves.

The school offers a student centred, responsive curriculum reflecting the value of learning as a lifelong process. It offers an extensive range of QCAA General, Applied and VET subjects in order to cater for students with a wide range of abilities, interests and aspirations.

The school is known for strong academic achievement. International achievement tests, school data and academic competitions show world-class results. The data from catchment schools shows a continuing pattern of strong academic results. Most students are university bound. Vocational Education and Special Education are part of the comprehensive package the school offers but deal with relatively small sections of the student population.

Students are focussed on learning. They are very well behaved. Students expect teachers to facilitate their learning, to be knowledgeable and able to engage them in the learning process. Parents are demanding of quality teaching. The staff at Kenmore State High School are experienced and highly skilled. They have multi-faceted roles as facilitators of learning, mentors, coaches, advisors and counsellors.

The school's Programs of Excellence are German Immersion and Extension, Music Extension and Ken-X. The school also offers a general focus on the Arts, a significant sports program including District and Regional sports pathways and strong Science achievement.

The school is a completely 1:1 environment with Years 7-12 students using a laptop device.

Kenmore State High School offers programs which include cultural activities, personal development programs, exchange visits and community service.

For more information about the school's student leadership opportunities, visit www.kenmoreshs.eq.edu.au/our-school/student-leadership

To learn more about Ultimate House activities, extra-curricular and co-curricular opportunities on offer during the term and how students can be involved, visit www.kenmoreshs.eq.edu.au/extra-curricular/activities

Kenmore State High School has sister school agreements with schools in Germany, Japan and China, with the German and Japanese exchange programs being successful, long-standing partnerships. Kenmore State High School is one of two schools in Australia in partnership with the German Government for the purpose of providing extension opportunities for students studying German.

The school has a number of strong partnerships with local businesses, community organisations and other learning institutions. Students play an increasingly significant role in a range of community activities which enable them to be influential and valued members of the local community and with a skill set that is applicable to the global community.

The P & C Association's main function is to facilitate parent participation. The main parent body is supplemented by large support groups for German Immersion, Music and Environment. The School Council provides strategic advice and direction with representatives of the parent, staff and student body.

Kenmore State High School is a high-quality school with a solid community reputation. It is well positioned to build on strong values and the achievements of recent years as it strives to provide a unique take on public education.

Contact Details

School Address: 60 Aberfeldy Street, Kenmore, QLD, 4069
Postal Address: PO Box 116, Kenmore, QLD, 4069
Phone: (07) 3327 1555
Student Absences: SMS: 0427 061 838
Email: absence@kenmoreshs.eq.edu.au
Phone: (07) 3327 1577
Fax: (07) 3327 1500
Email: principal@kenmoreshs.eq.edu.au
Website: www.kenmoreshs.eq.edu.au

Staff Directory

Please see 'Our Staff' on the school website: <https://kenmoreshs.eq.edu.au/our-school/our-staff>

STUDENT ORIENTATION DAYS

Orientation Day

At the end of Year 6, all enrolled students will have the opportunity to take part in an Orientation Day. Orientation Day is for all students who are enrolled for **Year 7 in 2024** and will be held:

- **Week 9 of Term 4, 2023 (Friday December 1) starting at 8.45am to 3:00pm**

It is important that all enrolled students attend this day. Students will meet at the **Activities Centre** and undertake a program of familiarisation with secondary school life including meeting classmates, teachers and participate in a school tour. We invite parents to attend an information session at 9:00am followed by morning tea.

First Day at School

First Day at School for Year 7: MONDAY 22nd JANUARY 2024*

On their first day of school students are introduced to their care class, receive their timetables and are taken on a tour of the school. They are introduced to the student support services in the school including their teachers and year coordinator, the school administration, the guidance officers, chaplain and school nurse. Time is taken throughout our Transition Program to ensure that the needs of all students are addressed, and they have a successful and enjoyable introduction into Kenmore State High School. Year 7 students will assemble in the Activities Centre at 8.45am on **Monday 22nd January 2024***.

*Parents/caregivers will be notified if any changes are made. Please check the school's website prior to the commencement of the school year for any updates: www.kenmoreshs.eq.edu.au/calendar-and-news/term-dates

Parent Orientation: Staying connected with your School

Year 7

German Immersion and Extension Year 7 Welcome BBQ	Date T.B.C.
Year 7 Orientation Day: Parent Information Session Focus: First day of school procedures, transport procedures, class formation explanation.	Week 9 Term 4, 2023 (Friday Dec 1) 9:00am – 10:15am Morning Tea provided
Year 7 Meet and Greet + Guest Speaker: An introduction to the core curriculum, including unit overviews and assessment, meet the key teachers and visit the Junior Secondary building. The Meet and Greet is followed by a guest speaker exploring parenting an adolescent.	Week 3, Term 1 2024
Year 7 Parent Teacher Interviews Focus: Achievement, assessment and feedback for future actions.	Week 3 Term 2, 2024 Week 3 Term 3, 2024
Year 7 Camp (pending venue, student numbers and suitability confirmation)	Term 1, 2024 TBA

DAILY OPERATIONS

Lesson Times and Timetables

Lesson Times

Lesson	Monday		Tuesday - Friday	
	Start	Finish	Start	Finish
Care Class			8:55	9:05
1	8:55	10:05	9:05	10:15
Morning Tea	Senior Morning Tea Junior Wellbeing 10:05 Junior Morning Tea Senior Wellbeing 10:40	10:40 11:15	10:15	10:45
2			10:45	11:55
3	11:15	12:25	11:55	1:05
Lunch	12:25	1:05	1:05	1:50
4	1:05	2:15	1:50	3:00

- Please note Monday times are different to Tuesday - Friday times with a school finish time of 2:15pm. Bus services have been adjusted accordingly.

Students are expected to be in their classrooms until the bell rings and move promptly to the next class at the time shown. Making the best use of lesson time is a priority for all students and teachers.

Assemblies

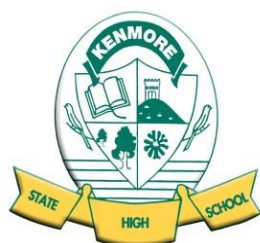
Assemblies are during Lesson 2 on a Monday when there are whole school events to be celebrated and are divided into Junior and Senior, or Year Level assemblies. All students are required to wear their formal day uniform. Otherwise, lessons are divided between Wellbeing and a split Morning Tea on a Monday.

Timetables

Students are issued with a weekly timetable that shows them the subject, teacher and room for each lesson. Students should carry the printed timetable with them each day along with their homework diary.

The timetable consists of 6 subjects, each with three 70-minute lessons. The remaining timetable slots are used for assembly/student wellbeing, sport and career development programs.

Map of School



<p>A Block Teacher Aide Hub International Student Coordinator Senior HOYs Senior Year Level Coordinators HOD Pathways Guidance Officer for Senior Schooling</p> <p>B Block Mathematics</p> <p>C Block Science Maths</p>	<p>Admin Principal Deputy Principals Business Manager Office staff</p> <p>E Block Science Maths School Officer (Grounds)</p>	<p>F Block Languages School Chaplain</p> <p>Activities Centre Physical Education</p> <p>G Block English Performing Arts</p> <p>H Block Design Technology</p> <p>J Block Social Science</p>	<p>S Block - Junior Secondary Junior Secondary HOYs Junior Secondary Year Level Coordinators Guidance Officer for Junior Secondary</p> <p>LC – The Learning Centre Teaching and Learning Support (upstairs) Professional Development Centre (downstairs)</p> <p>N Block Business and Design Technology</p>	<p>R Block Design Technology Resource Centre Librarian IT Support Technicians</p> <p>Q Block Visual Arts & Media (ground floor) Auditorium (upstairs)</p>
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Student Resource Scheme (SRS)

The Student Resource Scheme (SRS) is a resource scheme which involves parents making a contribution to resource enhancement at Kenmore State High School. All parents are urged to support the scheme because without this support, we cannot provide the resources we believe we need to assure quality learning outcomes for all students.

SRS is directed by the P & C Association but administered by the school. The contribution for each student is \$365. Payment plans require a minimum deposit of \$100. All fees need to be finalised or a payment plan in place by 23 February 2024.

The SRS is applied to:

- Annual loan of Textbooks or E-books in subjects where this is needed (short term, long term and school usage).
- Access to class sets of books for short-term needs.
- Specially prepared and photocopied Workbooks used in some subject areas.
- Access to innovative, new and different resources (*Education Perfect*).
- Student ID Card (including transport concession).
- Specialised materials, equipment and resources eg: Art, Science, Industry, Physical Education, Film and Media, Vocational subjects – all of which must be of industry standard.

Under the SRS the \$365 fee is set and not available in part.

All students provide his/her own requisites as per the Year Level Stationery List. Stationery requirements for 2024 are to be ordered online (Sequel) from early Term 4, 2023 with additional stationery that is required during the year available from the Bookshop at competitive prices. Visit www.kenmoreshs.eq.edu.au/facilities/bookshop for more information.

Parents of participating students need to:

- **Complete and sign the SRS Agreement** (located in the *Enrolment Application Booklet*)
- Pay \$365 at the school office
- Should you require a payment plan, please telephone (07) 3327 1555 to make an appointment with the School Business Manager.

All required textbooks will be collected from the Textbook Room during the first few weeks of the new school year, through classes. Students will only receive books if SRS has been paid, or an approved payment plan has been established.

Years 10-12 students are to arrange independent collection. Please note that resources will only be issued if there are no outstanding resources from previous years.

Textbook Room Hours

	Opening Hours
Monday 22 nd January 2024 - Friday 2 nd February 2024	7.30am - 11.30am
Normal opening hours from 5th February 2024	
Monday (or Tuesday if Monday is a holiday)	7.30am - 10.30am
Thursday	7.30am - 10.30am

Please note that dates and times may change. Please visit www.kenmoreshs.eq.edu.au for the most up to date information.

Student Resource Scheme

Student Resource Scheme Participation Agreement form must be completed by the enrolling parent (in the Enrolment application)

Minimum deposit \$100 (may be paid in term instalments)

Invoiced in October - \$365.00

CYOD

(Choose Your Own Device)

25% deposit required for order to be placed

Ordered by end of November 2023

Annual Service Guarantee Fee - \$175

Options starting from - \$1160

BYOD

(Bring Your Own Device)

Annual Fee \$125

Year 7 Camp

March 2024 - TBC
(2023 cost \$310)

All students will be invoiced. Permission forms and payment must be received by cut-off date.

Excursions

Invoices are emailed to parents for excursions.

Permission forms and payment must be received before attending excursion.

Sport

Sport is not invoiced.

Payments can be made by QKR! App, EFT into the school bank account or at the Finance Desk.

Excellence Programs

- Ken-X
- Music Extension
- German Immersion

Placement fee \$200 (non-refundable)

Methods of Payment

- **BPoint** (click link in BPOINT box to make payment for individual invoice) *Preferred Method*
- **EFT** (Bank details are Account Name Kenmore State High School BSB – 064152 Account Number – 00090103) use EQ ID Number for Student as reference
- **QKR! App** (Download QKR! – Register – Find our school – Register your children) Select menu – select child – select items - checkout
- **In person at the office** using Cash, Cheque or EFTPOS from 8.00am to 1.50pm
- **Phone payment** using credit/debit card via BPOINT 1300 631 073. Please quote CRN and invoice number from the BPOINT box on the left of the invoice.

If you have any questions please contact the Finance team on 3327 1502 or via email

finance@kenmoreshs.eq.edu.au

Stationery Shop Hours 2023/2024 (for stationery purchases)

Please note that dates and times may change. Please visit www.kenmoreshs.eq.edu.au for the most up to date information.

Day	Stationery Shop
NOVEMBER 2023	
Friday 10	1.00pm – 3.30pm
Monday 13	7.30am – 10.30am
Thursday 16	7.30am – 10.30am
Friday 17	1.00pm – 3.30pm
Monday 20	7.30am – 10.30am
Thursday 23	7.30am – 10.30am
Friday 24	1.00pm – 3.30pm
Monday 27	7.30am – 10.30am
Thursday 30	7.30am – 10.30am
DECEMBER 2023	
Friday 1 BY APPOINTMENT ONLY & Pre- Order collection	2.00pm – 4.00pm
Year 7 Orientation Day (date TBC) Collection of PRE-ORDERS ONLY	7.30am – 11.00am
JANUARY 2024	
Monday 15	7.30am – 12.00pm
Tuesday 16	7.30am – 12.00pm
Wednesday 17	7.30am – 12.00pm
Thursday 18	7.30am – 12.00pm
Friday 19	7.30am – 12.00pm
FIRST WEEK OF SCHOOL 2024	
Monday 22 January	7.30am – 12.00pm
Tuesday 23 January	7.30am – 12.00pm
Wednesday 24 January	7.30am – 12.00pm
Thursday 25 January	7.30am – 12.00pm
Friday 26 February	CLOSED – Public Holiday
SECOND WEEK OF SCHOOL 2024	
Monday 29 January	7.30am – 11.00am
Tuesday 30 January	7.30am – 11.00am
Wednesday 31 January	7.30am – 11.00am
Thursday 1 February	7.30am – 11.00am
Friday 2 February	7.30am – 11.00am
NORMAL TRADING HOURS – From 5 FEBRUARY 2024	
Mondays (or Tuesdays if Monday is a holiday)	7.30am – 10.30am
Thursdays	7.30am – 10.30am
Fridays (February and November only)	1.00pm – 3.30pm

For further enquiries phone: (07) 3327 1526 (during trading hours)

Please note that dates and times may change. Please visit www.kenmoreshs.eq.edu.au for the most up to date information.

Uniform Shop Hours and Booking Information 2023/2024

Please note that these **bookings are only for the dates the Uniform Shop is open at Kenmore SHS, not the Primary School visit dates. Primary School visit appointments are made through the Primary school.** Further details of this will be given closer to the time.

Day	Uniform Shop
NOVEMBER 2023	
Friday 10 <i>Primary School Visit - School TBA</i>	1.00pm – 3.30pm
Monday 13 <i>Primary School Visit - School TBA</i>	7:30am – 10:30am
Tuesday 14 <i>Primary School Visit - School TBA</i>	
Thursday 16	7.30am – 10.30am
Monday 20	7.30am – 10.30am
Wednesday 22 <i>Primary School Visit - School TBA</i>	
Thursday 23	7.30am – 10.30am
Friday 24 <i>Primary School Visit - School TBA</i>	1.00pm – 3.30pm
Monday 27	7.30am – 10.30am
Wednesday 29 <i>Primary School Visit - School TBA</i>	
Thursday 30	7.30am - 10.30am
DECEMBER 2023	
Friday 1 BY APPOINTMENT ONLY & Pre-order collection	2.00pm – 4.00pm
Year 7 Orientation Day (date TBC) Collect PRE-ORDERS ONLY	7.30am – 11.00am
JANUARY 2024	
Monday 15 BY APPOINTMENT ONLY	7.30am – 12.00pm
Tuesday 16 BY APPOINTMENT ONLY	7.30am – 12.00pm
Wednesday 17 BY APPOINTMENT ONLY	7.30am – 12.00pm
Thursday 18 BY APPOINTMENT ONLY	7.30am – 12.00pm
Friday 19 BY APPOINTMENT ONLY	7.30am – 12.00pm
FIRST WEEK OF SCHOOL 2024	
Monday 22 January	7.30am – 12.00pm
Tuesday 23 January	7.30am – 12.00pm
Wednesday 24 January	7.30am – 12.00pm
Thursday 25 January	7.30am – 12.00pm
Friday 26 January	CLOSED – Public Holiday
SECOND WEEK OF SCHOOL 2024	
Monday 29 January	7.30am – 11.00am
Tuesday 30 January	7.30am – 11.00am
Wednesday 31 January	7.30am – 11.00am
Thursday 1 February	7.30am – 11.00am
Friday 2 February	7.30am – 11.00am
NORMAL TRADING HOURS – From 5 FEBRUARY 2024	
Monday (or Tuesday if Monday is a holiday)	7:30am – 10:30am
Thursday	7:30am – 10:30am
Friday (February and November only)	1.00pm – 3.30pm

For further enquiries phone: (07) 3327 1526 (during trading hours)

Please note that dates and times may change. Please visit www.kenmorehs.eq.edu.au for the most up to date information.

School Processes

Absences

If your student is absent from school, please contact the school **absence line on (07) 3327 1577** on the day of absence or **SMS only to 0427 061 838**. This line is available 24 hours a day. Alternatively, you can **email** absences to absence@kenmoreshs.eq.edu.au If your student is absent for an extended period of time due to illness, or will miss an assignment or exam, it is vital that a medical certificate is submitted to the office upon their return to school.

Lateness

If your student is late, they are required to go to the relevant senior or junior hub and provide a parent note. Alternatively, have a parent/caregiver contact the school to explain the lateness before the student presents at the office. Students are provided with a pass to enter class, once their late arrival has been recorded. We actively discourage lateness as it makes a major impact on key learning time and school communication processes.

Leaving Early

If your student has an appointment during the day for something that cannot be scheduled for out-of-school hours, or has to leave school during the day, please write a note providing all details regarding the appointment. This note should be presented at the office, so that the details can be recorded and a pass produced. Alternatively, please ring the school prior to the event so that a pass can be produced for your student to collect. For unexpected events, requests to collect students from their class will require adequate notification (eg: 1 hour). *Please do not contact student on their mobile phone as all requests should come through the office.*

Sickness

If your student becomes ill or sustains an injury during the day, we ask them to report immediately to the office. We provide simple care or basic first aid. If it is believed that an injury/condition is beyond simple care we will use our discretion to call an ambulance. Parents are asked to collect students when they may require professional medical assessment. Parents are asked not to send students to school when they are unwell. **Students *must not use their mobile phone to contact parents directly, but rather sign into the sick bay and allow the office staff to contact their parents.***

Medication

If the student has to bring medication to school, the student must leave their medication with the staff in the office, unless it is vital that they need to have the medication on their person. Full details must be provided to the office, including written advice from a medical practitioner. Please be aware that we are unable to supply and administer Panadol.

Details Change

If you change your address / telephone number (home, work or mobile) / email address please provide all the new details to the staff in the office as soon as possible. We rely on this information in event of an emergency, so we appreciate your advising us of all changes as they occur. **Report cards and other important communications are delivered via email so please maintain accurate records with the school.**

Lost / Found

We encourage the students to be very careful with their belongings. We advise students to leave valuables at home. Students are also advised **NOT** to leave wallets or valuables in their bags. We also advise students to keep their bags with them or in plain sight at all times. A limited number of lockers are available for use. In the event of a lost item the student should check with the office as soon as possible. We ask students to hand in all found items to the office. Year 7 students should also check the Junior Secondary staffroom for lost property.

Excursions

The school runs a number of excursions to enrich the curriculum or provide for the broader development of students. These events are published on the school calendar. Where students are travelling out of the school a letter is provided to parents giving the details of the trip and a permission section. Payments must be received on the specified payment dates listed on the excursion letter.

Insurance / Accident Cover

Parents are advised that the Department of Education Training (DoE) does not have Personal Accident Insurance cover for students. DoE has public liability cover for all approved school activities and provides compensation for students injured at school only when the Department is negligent. If this is not the case, then all costs associated with the injury are the responsibility of the parent or caregiver. It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.

Lockers

There are lockers located in most blocks in the school. Students are not assigned a specific locker but use different lockers depending on their location at any given time.

There are a limited number of lockers in the Junior Secondary building for laptop storage. These are allocated through the Year 7 coordinator.

For example, if they are in the Science block just before lunch, they can use **any** available locker in the Science block and then go and play on the oval for lunch. They need to bring their own distinctive lock and key to facilitate this approach.

ID Cards and School Photos

School Photographs are taken of individual students in approximately mid-February and can be purchased in a variety of formats. These photos form the basis of the school ID cards which are developed shortly thereafter.

Payments

Over the Counter: Over the counter payments are processed from **8.00 am to 1.50 pm** each day.

Payment by Electronic Funds Transfer (EFT): Payment by EFT can be made to the school bank account:
BSB: 064-152 Account Number: 00090103

To ensure correct identification of the payment, please ensure that the EFT payment reference STUDENT EQ ID NUMBER (located on the student card below the bar code or on the invoice located next to your student's name) along with the characters SRS if a payment is being made for the Student Resource Scheme, eg: 001461SRS.

In addition to this, please email your payment advice to finance@kenmorehs.eq.edu.au

Excursion Payments

If paying for an excursion, payment reference should be the STUDENT EQ ID NUMBER (located on the student card below the bar code or on the invoice located next to your student's name), followed by EXR, e.g. 001461EXR.

The excursion permission slip must be handed in to the office as soon as possible, after the payment has been made online.

Transport

Bus

Bus transport is available via Brisbane City Council bus services (you can visit their website TransLink at www.translink.com.au or phone 131 230) and Southern Cross Bus lines (timetables are available on www.southerncrosstransit.com.au or phone 07 3813 8900).

Information about transport assistance is available on the Queensland Transport website at: <https://www.qld.gov.au/transport/public/school/school-transport-assistance/school-transport-assistance-schemes>

This material covers eligibility for assistance with bus and rail transport. In general, assistance is provided for students who reside more than 4.8km from the nearest state secondary school. This material also includes information for students with disabilities including the application process for assistance.

After school bus processes

Students move to either Mabb St or Dumbarton Drive to collect buses to travel home. Buses arrive in various shifts between 3:00pm and 3:45pm and from **2:15 pm on a Monday**.

Students from the Western suburbs who catch the later 3.40pm bus from Mabb St are required to wait in the library or outside the library until 3.30pm, and then are walked down to the bus stop by a teacher aide at 3.30pm.

Bicycle

Bicycle racks are available at each entrance of the school (Aberfeldy St) for students who wish to cycle to school. Students should provide their own locking device to secure their bicycle and ensure that any removable items are secure.

Car Arrival

Drop off zones for car passengers are:

Mabb Street: Students may be dropped off either at the **end of Mabb Street** with a short walk or at the drop off area before the school gate.

Brookfield Road: Student dropped opposite bus stop on Brookfield Road between Branton Street and Aronia Street can take a short walk through a park to the enter the school near Mabb Street.

Dumbarton Drive: A drop off on Dumbarton Drive provides easy access to the school. In the afternoons we separate bus and car students by asking parents to collect students on the left side of the street (outbound) preferably between Lairg & Dumfries Street. We urge care either side of the crest.

Aberfeldy Street: This entrance is **not recommended** as either a set down or collection point. However, if necessary, a set down near the intersection of Aberfeldy Street and Orkney Street is possible.

We encourage parents to find set down areas and collection points that involve a short walk from the school. This eases congestion and provides for a little exercise.

Homework

The classroom is the place where much of the learning takes place.

However, real understanding is achieved when, outside the classroom, students:

- revise the work introduced in class
- test their understanding
- apply their newly acquired knowledge / skills
- extend their reading; and
- summarise the information obtained in class or from the textbook or e-text.

This additional work comes under the heading *home learning*. Home learning consists of:

- set homework - this is negotiable and will be checked by the teacher
- revision of work covered in class or on any one day - revision involves more than just reading the material - it involves note taking eg: looking for main ideas of the speaker / writer and then writing them out in your own words - be concise which does not mean just writing down main headings but includes the explanation and / or information - notes should be neat, orderly and legible and should be a summary of the main facts
- assignment work and / or test / exam preparation

Home learning provides students with an opportunity to work independently and develop greater responsibility for their own learning.

For home learning to be effective students should:

- have a regular routine and time
- develop a weekly home learning planner (modify it after two weeks if there are problems)
- have an area where they can learn without unnecessary distractions
- have a short break every 45 - 60 minutes
- focus on what they are doing

Ask for teacher assistance if, after reading and thinking about a section of work, they still fail to understand it.

SCHOOL 1-TO-1 TECHNOLOGY PROGRAM

1-to-1 Technology Program

Why a 1-to-1 Learning Environment?

- At Kenmore State High School, technology is a tool that enhances pedagogy and allows differentiation in learning.
- By utilising virtual classrooms and online learning environments, students can research, collaborate, present, create, refine and represent knowledge in contemporary and meaningful ways.
- 1:1 access to appropriate technology allows students to transition seamlessly, the learning from school to home and in between.
- Digital literacy is embedded in the Australian Curriculum and is critical for life beyond high school.

Device Style and Use

- Split Junior Secondary (7 to 9) / Senior Secondary (10 to 12) technology model.
- Device changeover aligns with device warranties and expected usable life.
- Device style: Windows 2-in-1 touch-screen with active digital pen.
- Digital ink allows students to brainstorm, jot down ideas and annotate with accuracy. Non-linguistic content and questions are best suited to a digital ink interface.
- Fully-featured device. No compromise on learning possibilities.
- Microsoft OneNote and electronic resources are the primary method of content delivery to students.
- Expectation that all students have a device.

Options for Purchase and Support

- **School-managed: Choose Your Own Device (CYOD)**
 - Consistency in the classroom with choice for students
 - Devices from \$1160 in 2023
 - School (state-wide) purchasing power including 'Lemon clause'
 - 3-year warranty including accidental damage protection (ADP) cover
 - Access to school-owned software
 - Full technical support through our school ICT Service Desk
 - Access to Hot-Swap laptops when the student's device is in for repair
- **Self-managed: Bring Your Own Device (BYOD)**
 - Purchase yourself
 - Negotiate own warranty, ADP, insurance
 - Some software included, where vendor licencing supports BYOD
 - Network and printer connection at school
 - Basic technical support through our school ICT Service Desk

- **Considerations for BYOD:**

- Device Specifications:
 - Pen input? Light weight? Robust design? All-day battery life? Carry case?
- Warranty and Accidental Damage Protection:
 - So important for devices used by students in a school context.
- Repair time and location:
 - Likely back to place of purchase and sent away for repairs. Repairs may take weeks.
- Current take-up Year 7 to 9: 70% CYOD, 30% BYOD.
- It is the school's recommendation that families Choose Your Own Device.

For more information, visit the 1-to-1 Technology Program page: www.kenmoreshs.eq.edu.au

PARENT PARTICIPATION

P & C Association

The P&C Association plays an important role in today's secondary education system and Kenmore State High School is fortunate to have strong active parent participation. The P&C Association works very closely with our school towards building a stronger school community where all students benefit.

The P&C Association fosters productive partnerships between parents and teachers to help provide the best possible educational, cultural and social experiences for our students. When parents and the school work together we can ensure that the vision and direction of the school is compatible with that of the parents and the broader community.

Our P&C Association strives to build a stronger school community by:

- Contributing to school policy decisions
- Building active parent support groups
- Providing financial contributions to enhance the learning environment
- Managing a nutritious and healthy Tuckshop
- Operating an efficient school Uniform Shop
- Supporting school activities and events
- Cultivating school-community partnerships

At Kenmore State High School parents choose to become involved in a number of ways. There are opportunities to join groups or sub-committees of interest, such as the P&C Executive committee, School Council, or one of the active Parent Support Groups, including; Environment, Music, and German Immersion and Extension. Alternatively, parents may choose to respond to surveys, attend parent forums or volunteer at the Tuckshop.

Meetings and Membership

The P&C Association meet on the third Tuesday evening of each month (excluding school holidays). Meetings commence at 7.00PM. All parents and community members are invited to participate.

P&C Parent Support Groups (sub-committees)

Parent support groups allow parents to become involved in programs their student's access. The support provided by these groups contributes to the great success of many school programs by organised support and fundraising. We have several established parent support groups including German Immersion & Extension, Music and Environment.

Tuckshop and Uniform Shop

Our volunteer parents are an invaluable group who work with our Tuckshop convenors daily, enabling the P & C to operate a busy canteen that serves breakfast, morning tea and lunch five days per week. We invite parents to volunteer their time to work at the Tuckshop to assist the staff with preparation and serving. The P & C also operates the school Uniform Shop which is located adjacent to the Tuckshop in P block.

Contact Kenmore State High School P&C Association

The P & C Association regularly communicates with members via email, the P&C News section of the school newsletter and the P&C pages on the school website. Parents are encouraged to contact the P&C for information or assistance at any time. We look forward to working with you.

Email: pandc@kenmoreshs.eq.edu.au

Telephone: (07) 3327 1523

Parent Involvement: Staying Connected with Your School

Kenmore SHS has a range of communication systems in place to help you keep up to date with the latest news. The following page lists a range of communication strategies we use.

Email

Parents/caregivers and students receive important information through this communication channel from administration and teaching staff. Parents are advised to regularly check their junk email if they are not receiving school emails and asked to notify the school when email addresses are changed, so vital information is received.

Website

The school website contains a significant amount of information about the school and should be your first point of call for whole-school information. It includes school policies, staff contacts, enrolment information, Uniform and Book Shop hours, as well as current school news. Visit Kenmore State High School's website: www.kenmoreshs.eq.edu.au

QSchools App

The QSchools app is linked to our website and will notify you each time new calendar dates, news items and school newsletters become available. Download the QSchools App to your mobile phone or iPad.

Newsletter

This fortnightly bulletin goes directly to interested parents and is available for collection from the school office for those without email access. The newsletter allows us to keep parents posted of key areas of development, share news stories and information in greater detail, provide reminders of upcoming events, and issue any urgent messages. To subscribe to receive the newsletter, visit

www.kenmoreshs.schoolzineplus.com/subscribe

The newsletter is also available on the school's website or through the QSchools app.

Social Media

Our social media platforms are regularly updated with good news stories and events, promoting all of the great things that happen within the school. They celebrate the achievements of our current students and staff, as well as our Alumni.

- Facebook: www.facebook.com/KenmoreSHS
- Instagram: @kenmoreshs - <https://www.instagram.com/kenmoreshs/>
- LinkedIn: <https://in.linkedin.com/company/kenmore-state-high-school>
- YouTube: https://www.youtube.com/channel/UCf_UBTSGB-m7V74z218E4_w

Parent Events

There are multiple opportunities throughout the year to meet with staff face to face. Two evenings are set aside in early Term 2 and 3 for Parent-Teacher meetings and a Junior Secondary Parent Breakfast is held early each year to give parents an opportunity to briefly meet teachers. It is a chance to put a 'face to a name' and provides an informal atmosphere to build connections with your child's teachers for the coming year. We celebrate International Women's Day and Mental Health Week with two functions per year. Throughout the year, staff also host parent information evenings to keep parents informed of curriculum matters, school events, adolescent health and wellbeing, and other important information. These will be advertised through email correspondence, social media and on the school website.

There are also Parents and Citizens' Association meetings, GIEP and Music Support Group meetings, as well as other school community events throughout the year.

In addition, parents are welcome to contact teachers directly throughout the year. The best way to do this initially is via email, as teachers are often very hard to reach on the phone between 9am – 3pm. Follow up phone calls can then be made at a mutually convenient time. Parents may also contact the Year Level Coordinator or Head of Year for confidential reports on their student, especially where they would like to get a more holistic view about their student's progress.

Parent-Teacher Interviews

Two evenings are set aside in early Terms 2 and 3 for parents to meet with teachers to discuss the progress of their student/s. These evenings currently run from 2.00pm - 7.00pm. Parents are able to book 10 minute interviews during this time. Details of how to make online bookings are provided with report card email and a link is provided to our school website.

Student Reports - email

Student's academic reports are issued four times a year, just after the vacations at Easter, July, September and then at the end of the year. These are sent to parents via email.

SMS Messaging

SMS messages are sent at 11am to parents if their child has been marked away in period 1, and we have not received any explanation regarding this absence. SMS may also be used in some emergency situations (e.g. school closures for floods).

STUDENT SUPPORT SERVICES

Key Student Support Services

Heads of Year

Heads of Year provide support to students by building relationships through day to day interactions regarding attendance, uniform, behaviour modification and disciplinary actions, restorative practises, year level inclusion and belonging activities.

Heads of Year will provide individual case management of students / targeted and intensive intervention to groups of students requiring extra support in a range of areas including but not limited to behaviour modification, self-regulation, resilience building, cyber safety, pro social skills, self-esteem, school/work connectedness etc.

Year Level Coordinators

Year Level Coordinators provide support to students by building relationships through day to day interactions regarding attendance, uniform, social emotional support, basic welfare needs, friendship related issues, and year level and inclusion activities.

Year Coordinators will also provide targeted intervention to groups of students requiring extra support in a range of areas including but not limited to resilience building, cyber safety, pro social skills, self-regulation, self-esteem, mediation, school/work connectedness etc.

TALS (Teaching & Learning Support)

TALS staff provide support to teachers and students both within the classroom and in small group settings. Please contact Deputy Principal of Inclusion and Differentiation, Mrs Karla Pope or HOSES Ms Jo Morelli, for more information.

Guidance Officers

Our Guidance Officers provide support to students in three broad areas:

- ✓ Vocational issues: e.g. information about post-school options, course and career selection
- ✓ School issues: e.g. subject selection, time management, study skills
- ✓ Personal issues: e.g. relationship problems, problems at home, coping with stress.

See page 29 for more information.

Chaplain

Our Chaplain provides support to our students by engaging in a range of extra-curricular activities — participating in general school activities, for example, camps, excursions, sports days or coaching team sports. See page 30 for more information.

School Based Youth Health Nurse

Our School Based Youth Health Nurse works with young people, school staff and parents to promote health and wellbeing and provide relevant information. See page 31 for more information.

Role of the Guidance Officers

Kenmore State High School has two Guidance Officers, Ms Julie Savage (Years 7–9) and Ms Anthea Daniels (Years 10–12). Their role is to provide support for the school community, particularly students, their parents and/or guardians by offering confidential counselling services.

Our Guidance Officers also liaise with a wide network of agencies and individuals both within and outside the school community.

Some of the issues addressed by our Guidance Officers include:

Career issues	eg. Information about post-school options, course and career selection.
School issues	eg. Subject selection, time management, study skills.
Personal issues	eg. Relationship problems, problems at home, coping with stress.

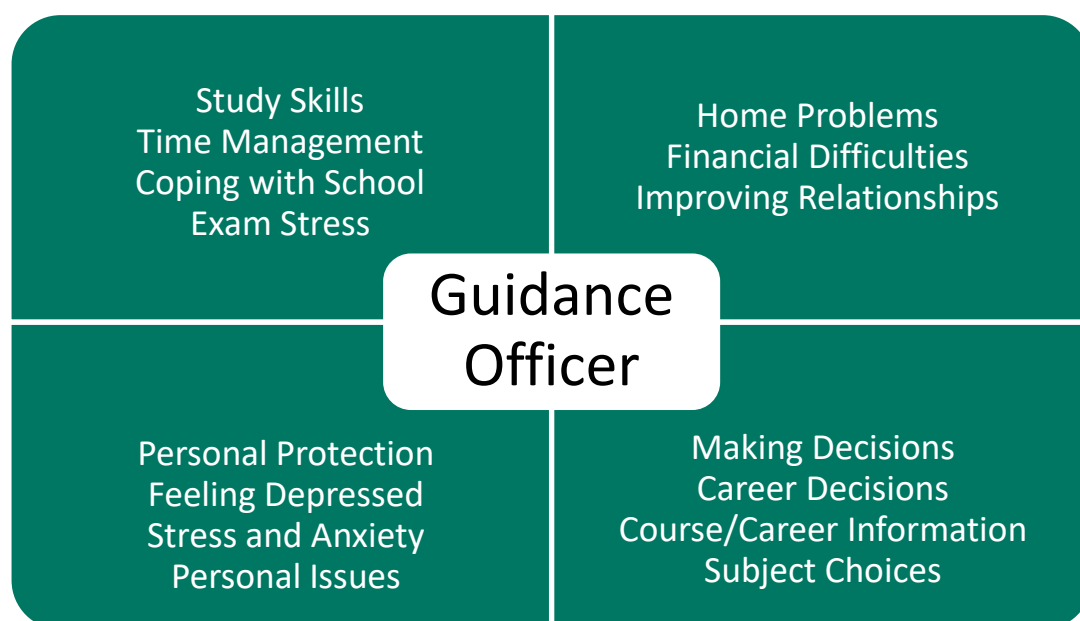
Students, parents and/or guardians can make appointments to see one of the School's Guidance Officers either separately or together through the main school office. Appointments are available throughout the school day, before and after school.

Guidance Officers can also be contacted via email as follows:

Ms Julie Savage (Years 7–9)	jsava2@eq.edu.au
Ms Anthea Daniels (Years 10–12)	adani10@eq.edu.au

Make an appointment at the office on (07) 3327 1555

Some areas where the Guidance Officer may be able to assist:



Role of the School Chaplain

The School Chaplains seek to assist teachers and parents in fostering the physical, mental, social and spiritual development of students within a supportive and caring environment. Through pastoral care, provides emotional and spiritual support for the students, staff and families.

The Chaplains operate from Christian principles and values, while being sensitive to other spiritual and ethical insights. The Chaplaincy service is therefore, available to all students without prejudice, and with respect for each person's right to hold their own beliefs and values.

The Chaplains, along with a few regular volunteers, seeks to be a positive role model for the students and provide programs which create opportunities for exploring matters of life and faith.

The Chaplains work with and complement the existing school's support services, and encourage students to live to their full potential and make good life choices.

Role of the Youth Health Nurse

The School-based Youth Health Service is delivered in partnership with Education Queensland to address the health and wellbeing of the young people and school communities in Brisbane state secondary schools.

The School-based Youth Health Nurse (SBYHN), Adrienne, is employed by Queensland Health and is available at the school on Tuesday- Friday, and can be contacted on (07) 3327 1578.

This is a voluntary, private and confidential service, unless the information is required by law or there is a risk to the young person's safety. Nurses are mandatory reporters of child abuse.

School-based youth health nurses provide:

- Individual health consultations with students to address emerging health issues which can impact on the young person's health and wellbeing. These may include:
 - ❖ Physical health
 - ❖ Mental health, including their social and emotional wellbeing. Examples include feeling 'down' and/or stressed, not managing as well as usual, changes in eating and sleeping patterns
 - ❖ Stress management
 - ❖ Feeling sad, worried or angry
 - ❖ Eating issues/Body image
 - ❖ Relationship issues with parents, peers or partners
 - ❖ Sexual health, including contraception, gender and sexuality
 - ❖ Nutrition, healthy eating and exercise
 - ❖ Smoking, vaping, alcohol and other drugs
 - ❖ Growth and development, including puberty
- Referrals for students to the right health service. This can include GP referral, mental health referral, assistance with Medicare cards and adolescent sexual health services, and where appropriate liaising with parents/caregivers about next steps. The SBYHN can also liaise with other health services within Queensland Health. The SBYHN is able to assist students in communicating their needs to relevant staff/supports within the school.
- Delivery of health talks in classes on Adolescent health issues. SBYHN's liaise with teachers to target relevant health issues while also addressing curriculum requirements.
- Promotion of health and wellbeing with a "whole of school" approach under the Health Promoting Schools Framework. This includes helping with the curriculum teaching and learning activities, supporting the development of an environment and school culture that supports health and wellbeing, and collaborating with the community and other local services.

The School-based Youth Health Nurse does not provide medical treatments, first aid, medications, physical examinations or ongoing counselling. They also do not manage chronic health conditions at school but can put students/families in touch with the correct support and services.

The School-based Youth Health Nurse is available **Tuesday - Thursday**. Students can make an appointment with Adrienne directly in G08 or through their Year Level Coordinator.

SCHOOL POLICIES

Kenmore State High School has a range of school policies to ensure the effective running of the school and fair dealing with all people involved.

Read our school policies at <https://kenmoreshs.eq.edu.au/our-school/rules-and-policies>.

Learning Policy	The Learning Policy outlines the school's procedures that support high quality learning and teaching.
Student Code of Conduct	The Student Code of Conduct sets out the responsibilities and processes we use to promote a productive, effective, whole school approach to discipline.
Uniform Policy	The Uniform Policy outlines school dress standards and expectations as determined by the Executive Principal and representatives of the school community.
Enrolment Management Plan	The Enrolment Management Plan sets out the conditions under which students may be enrolled into Kenmore State High School. The plan ensures in-catchment students can enrol at their local state school.
Complaints Process	Kenmore State High School appreciates and acknowledges that parents, carers, students and community members have a right to communicate politely and respectfully their view. This document outlines how Kenmore State High School will manage these issues when they arise.
1-to-1 Student Charter	The 1-to-1 Technology Program Student Charter outlines clear guidelines relating to the responsible use of technology devices, facilities, services and resources.