



# Parent Information Handbook

**YEPPOON STATE HIGH SCHOOL**

*Together we succeed*

## Principal's Welcome



Dear parents and carers

Thank you for choosing our school for your child's secondary education. At Yeppoon State High School, we have established expectations which support every child's improvement, be that academic, social or emotional.

These expectations are known as our "STARS":



We recognise the importance of an effective transition between primary school and high school. As such, our school provides a broad range of experiences to enable informed choices as each student progresses into each phase of learning; junior, middle and senior secondary.

Our school motto 'Together we succeed' reflects the united and collaborative effort of leaders, teachers, students, parents and carers. We believe there is no "I" in TEAMS and that through genuine collaboration and team work, we will realize our vision of *"inspiring and achieving success through opportunities for all"*.

At Yeppoon State High School, students wear their uniform to symbolize pride in our school. The logo includes the Capricorn symbol (as we are on the Tropic of Capricorn), and the sporting house colours: **FRASER (Red)** – **LAVER (Green)** – **ELLIOT (Blue)** – **DAVIDSON (Orange)**.

**See our School Prospectus and virtual tour for a full overview –**

[www.yeppoonshs.eq.edu.au/calendar-and-news/news/virtual-tour-and-school-prospectus](http://www.yeppoonshs.eq.edu.au/calendar-and-news/news/virtual-tour-and-school-prospectus)

Regards

**James O'Neill**

**Principal**

## Table of Contents

<b>Principal’s Welcome</b> .....	2
<b>Management and Support Structure</b> .....	5
<b>Curriculum</b> .....	6
Junior school .....	6
Middle school.....	6
Senior school.....	6
Music.....	6
Health and physical education.....	6
Agriculture .....	6
Trade training centre .....	6
<b>Commencing at Our School</b> .....	7
School contact details .....	7
The first day .....	7
Parking .....	7
The school day .....	8
Uniform shop .....	8
Tuckshop .....	8
Key personnel.....	9
Student ID card .....	10
Communication to parents and carers .....	10
Student absences .....	11
Missed exams and assessment extensions.....	11
Student late arrivals and leave passes.....	11
Update student records and consent .....	12
School fees and charges.....	12
Bring your own device program (BYOx).....	12
Invoice and debtor statements.....	12
Refunds .....	13
Payment options .....	13
Payment plans.....	13
Lost property.....	13
Awards night and special events.....	13
Subject changes .....	13
Student report cards .....	14

Parent teacher interviews..... 14

School policies and procedures ..... 14

Student code of conduct..... 14

Social media and the school community ..... 14

School uniform (dress code) policy..... 15

**School Map** ..... 18

**2024 School Calendar**..... 19

## Management and Support Structure

### EXECUTIVE

<b>Principal</b> .....	Mr James O'Neill
<b>Deputy Principal Year 7 and 8</b> .....	Mr Dylan Kussrow
<b>Deputy Principal Year 9 and 10</b> .....	Mr Patrick Coe
<b>Deputy Principal Year 11 and 12</b> .....	Ms Dani Pozzetti
<b>Deputy Principal Diversity and Inclusion</b> .....	Mrs Kerri Wellspring
<b>Business Manager</b> .....	Mrs Grace Linaogo

### HEADS OF DEPARTMENT

<b>The Arts</b> .....	Ms Peta McAllister
<b>Business &amp; Information Technology</b> .....	Mrs Sandra Byrt
<b>English</b> .....	Mr Shane Dwyer
<b>Health &amp; Physical Education</b> .....	Mr John Cronin
<b>Technologies</b> .....	Ms Amanda Cole
<b>Junior Secondary Year 7 and 8</b> .....	Ms Lisa Whitworth
<b>Middle Secondary Year 9 and 10</b> .....	Mrs Phebe Chelepy
<b>Senior Secondary Year 11 and 12</b> .....	Ms Rhianna Titmarsh
<b>Mathematics</b> .....	Mrs Taylor Olsson
<b>Science</b> .....	Mrs Caledonia Yore
<b>Senior Schooling and Vocational Education and Training</b> .....	Mr Shannon Boyle
<b>Social Sciences &amp; Languages</b> .....	Mr Nigel Hutton

### SUPPORT STAFF

<b>Guidance Officer (Year 7 to 9)</b> .....	Ms Peta Thomas/Ms Shannon Devenish
<b>Guidance Officer (Year 10 to 12)</b> .....	Mrs Lisa Ramsay
<b>Guidance Officer (Wellbeing)</b> .....	Mrs Roxanne Franke
<b>International Student Program Coordinator</b> .....	Mrs Samantha West
<b>International Homestay Coordinator</b> .....	Mrs Kylie Johnstone
<b>School Chaplain</b> .....	Ms Amelia Sell
<b>Industry and Vocational Training Officer</b> .....	Mrs Heather Sanders
<b>Youth Support Coordinator</b> .....	Mrs Kerrie McDonald
<b>Youth Worker</b> .....	Mrs Jillian Jeffries
<b>Link and Launch Coordinator</b> .....	Mrs Emma Kirkland

A full list of staff contact details is available on the school's website [www.yeppoonshs.eq.edu.au/our-school](http://www.yeppoonshs.eq.edu.au/our-school)

## Curriculum

### Junior school

Junior secondary school includes Year 7 and 8. The focus of our junior secondary program is to provide education that meets the needs of our students as they transition through the early years of adolescence. Subject offerings are arranged in pathways to give a continuous learning journey. For more information and subject offerings please refer to the school website - [www.yeppoonshs.eq.edu.au/curriculum/junior-school](http://www.yeppoonshs.eq.edu.au/curriculum/junior-school)

### Middle school

Middle secondary school includes Year 9 and 10. The focus of middle school is the development of students into the future leaders of our school, while preparing for a successful transition into senior schooling. Students can choose from a range of elective subjects through to their senior phase of learning. For more information and subject offerings please refer to the school website - [www.yeppoonshs.eq.edu.au/curriculum/middle-school](http://www.yeppoonshs.eq.edu.au/curriculum/middle-school)

### Senior school

Senior secondary school includes Year 11 and 12. The senior secondary curriculum offers students a broad range of pathways to their future careers.

These pathways include:

- A diverse offering of Queensland Curriculum and Assessment Authority (QCAA) subjects for students wishing to gain entry into a tertiary institution
- The opportunity to study a Vocational Education and Training (VET) qualification during school time
- The option of completing a traineeship or apprenticeship with one of our many partner industries

For more information and subject offerings please refer to the school website

[www.yeppoonshs.eq.edu.au/curriculum/senior-school](http://www.yeppoonshs.eq.edu.au/curriculum/senior-school)

### Music

Our music program commences in Year 7 and continues through to Year 12. Students can elect classroom music as an elective subject from Year 9 - 12. Talented musicians are offered the opportunity in Year 7 and 8 to engage in the Music Excellence program with the opportunity to attain AMEB Certificates. Many extra-curricular music experiences are on offer including choir, orchestra, band, and chamber ensemble. Musical instruments include – Brass: trumpet, trombone, euphonium, French horn, tuba - Percussion: drums, xylophone - Strings: violin, viola, cello, double bass - Woodwind: flute, clarinet and saxophone.

### Health and physical education

A variety of sports are offered through either curriculum or extra-curricular opportunities from Year 7 to Year 12. HPE extension can be chosen as an elective from Year 9 - 12. Rugby league and netball focused classes are also available. Sporting opportunities include -: athletics, basketball, cross country, football, netball, rugby league, rugby union, soccer, human powered vehicle teams, swimming and volleyball.

### Agriculture

Our agriculture farm provides outstanding training opportunities for students in agriculture, aquaculture and animal husbandry.

### Trade training centre

Our school partners with CQUniversity to deliver certificate courses in construction, resources and infrastructure and horticulture.

## Commencing at Our School

### School contact details

Main Reception:	07 4925 1333
	Option 1 – Student absences
	Option 2 – Sick bay
	Option 3 – BPOINT telephone payments
	Option 4 – Accounts payable
	Option 5 – Student account enquiries
	Option 6 – Administration
Address:	30 Rawlings Street, Yeppoon Queensland 4703
Administration email:	<a href="mailto:admin@yeppoonshs.eq.edu.au">admin@yeppoonshs.eq.edu.au</a>
Student absences:	07 4925 1307
Absences:	<a href="mailto:studentabsences@yeppoonshs.eq.edu.au">studentabsences@yeppoonshs.eq.edu.au</a>
Website:	<a href="http://www.yeppoonshs.eq.edu.au">www.yeppoonshs.eq.edu.au</a>
Facebook:	<a href="http://www.facebook.com/YeppoonSHS">www.facebook.com/YeppoonSHS</a>
Instagram:	<a href="http://www.instagram.com/YeppoonStateHighSchool">www.instagram.com/YeppoonStateHighSchool</a>
YouTube:	<a href="http://www.youtube.com/YeppoonStateHighSchool">www.youtube.com/YeppoonStateHighSchool</a>
BPOINT payments:	1300 631 073

The school administration office is located at the front of the school and is open from 8.00 am to 4.00 pm Monday, Tuesday, Wednesday and Friday and open from 8.00 am to 3.30 pm Thursday.

The administration public reception area is located on the left hand side of the building (near Tabone Street Bus Interchange) and student reception is located on the right hand side of the building (opposite the Indoor Sports Centre). Please refer to the school map in the parent handbook.

All visitors to the school are required to register at administration public reception prior to entering the school grounds.

### The first day

All students commence on day one at the start of each year. Students will have an assembly in the ISC at 8.55 am and break into year level groups for their day one induction.

Upon acceptance of an enrolment application throughout the year, students will be advised of their commencement date. On their first day, students will need to arrive, wearing full school uniform, at 8.00 am at administration public reception where they will receive their school timetable. A staff member will conduct a tour of the school, introduce the student to key personnel and take them to their first class.

School term dates are posted on Facebook and the website [www.yeppoonshs.eq.edu.au/calendar-and-news](http://www.yeppoonshs.eq.edu.au/calendar-and-news)

### Parking

Parking is available at the front of administration for 10 minutes (visitor parking) and across the road from Tabone Street Bus Interchange.



## The school day

The following table outlines the school day:

### BELL TIMES

Lessons	START	FINISH
<b>8.55 am – Move to Care Class Bell</b>		
CC	9.00 am	9.10 am
1	9.10 am	10.20 am
2	10.20 am	11.30 am
1 <sup>st</sup> break	11.30 am	12.10 pm
<b>12.05 pm – Move to Class Bell</b>		
3	12.10 pm	1.20 pm
2 <sup>nd</sup> break	1.20 pm	1.50 pm
<b>1.45 pm – Move to Class Bell</b>		
4	1.50 pm	3.00 pm

## Uniform shop

Yeppoon State High School is a Parents and Citizens' Association endorsed full-uniform school. The school is committed to building a proud reputation and the uniform is regarded by the school community as being important in encouraging a sense of self-esteem, belonging and self-discipline in our students. Students must be wearing the complete day or formal uniform in accordance with school routine and dress code.

The uniform has been designed in consultation with the Yeppoon State High School Parents and Citizens' Association. The uniform shop is open from 7.30 am to 9.00 am each weekday and is located near the school tuckshop. The Uniform shop is also available from 9.00 am to 2.00 pm each weekday by appointment only. Appointments can be made by phoning 4925 1316. Start of year uniform shop open times are published on the Yeppoon State High School Parents and Citizens' Association and Yeppoon State High School Facebook page in early January. The uniform shop uses an online Flexischools ordering system. Please refer to the school website for uniform prices and information on Flexischools [www.yeppoonshs.eq.edu.au/facilities/uniform-shop](http://www.yeppoonshs.eq.edu.au/facilities/uniform-shop)

## Tuckshop

Yeppoon State High School complies with the [Smart Choices – Healthy Food and Drink Supply Strategy for Queensland Schools](#). The tuckshop is open 8.30 am to 2.00 pm every weekday and uses an online Flexischools ordering system. All profits from the canteen are used by the Yeppoon State High School Parents and Citizens' Association to provide additional teaching aids and equipment for the school. If you would like to volunteer at the school tuckshop, or join the Yeppoon State High School Parents and Citizens' Association please complete the membership form which can be found on the school website [www.yeppoonshs.eq.edu.au/facilities/tuckshop](http://www.yeppoonshs.eq.edu.au/facilities/tuckshop)



## Key personnel

Should you have any concerns about your child, you can contact your child's year level Head of Department or relevant subject teacher.

A full list of staff contact details is available on the school's website [www.yeppoonshs.eq.edu.au/our-school](http://www.yeppoonshs.eq.edu.au/our-school)

Position	Name	Email
HOD - Junior Secondary (Years 7 and 8)	Lisa Whitworth	<a href="mailto:lwhit139@eq.edu.au">lwhit139@eq.edu.au</a>
HOD - Middle Secondary (Years 9 and 10)	Phebe Chelepy	<a href="mailto:pdbur0@eq.edu.au">pdbur0@eq.edu.au</a>
HOD - Senior Secondary (Years 11 and 12)	Rhianna Titmarsh	<a href="mailto:rtitm0@eq.edu.au">rtitm0@eq.edu.au</a>

Parent concern	Who to contact
A subject or extra-curriculum area	Subject teacher Teacher-in-charge of extra-curricular activity
A particular assessment task or due date	Subject teacher Head of Department
Extension of time across one or multiple subject areas	Year Level Head of Department
School fees	Accounts Receivable Officer and Business Manager
Public transport or incidents on a student's way to or from school	Year Level Head of Department
Absence from school	Attendance officer – Student Services
Extended absence from school (11 days or more)	Deputy Principal - Request an exemption to schooling application
Personal or school related issues that are impacting on social and emotional wellbeing	Care Class Teacher
Career planning	Head of Senior Schooling and VET
Health issues affecting progress	Year Level Head of Department
Bullying/harassment issues	Year Level Head of Department – Complete a student statement form
<b>Yeppoon State High School Parents and Citizens' Association</b>	
<ul style="list-style-type: none"> <li>• <a href="mailto:pandc@yeppoonshs.eq.edu.au">pandc@yeppoonshs.eq.edu.au</a></li> <li>• <a href="http://www.facebook.com/YSHSPandC">www.facebook.com/YSHSPandC</a></li> <li>• PO Box 1700, Yeppoon 4703</li> <li>• Phone 4925 1316</li> </ul>	

## Student ID card

At the commencement of a new school year, students will have an ID photo taken on school photo day. If new students arrive throughout the year they will have their photo taken by administration staff on their first day. The ID photos are used to produce student ID cards, which are distributed to students in Term 1. The cost of the student ID card is included in the Student Resource Scheme.

The student ID card is used in the following ways:

- To identify the student
- To identify students making payments at administration student reception
- To hire library books
- To identify the student for public transport, flights, movies, etc

If a replacement student ID card is required, a small fee is incurred. Students needing a replacement ID card should visit administration student reception.

## Communication to parents and carers

School communication to parents and carers is generally sent via email or SMS. It is therefore important to keep the school informed of any changes to your contact details. Please refer to the school website where you can find the change of contact details form [www.yeppoonshs.eq.edu.au/our-school](http://www.yeppoonshs.eq.edu.au/our-school)

The school's event calendar is also available on the school website and is updated frequently to ensure the most current information is available [www.yeppoonshs.eq.edu.au/calendar-and-news/events-calendar](http://www.yeppoonshs.eq.edu.au/calendar-and-news/events-calendar)

The school also has a Facebook and Instagram page which is updated daily with student positive news stories, upcoming events and other important information [www.facebook.com/YeppoonSHS](http://www.facebook.com/YeppoonSHS) and [www.instagram.com/yeppoonstatehighschool](http://www.instagram.com/yeppoonstatehighschool)

The QParents app is a secure, online portal that has been created by the Department of Education to provide parents of Queensland State School students with 24 hour access to their child's information. The QParents app allows you to securely access information about your child and communicate directly with your child's school. To register as a user of QParents please email [admin@yeppoonshs.eq.edu.au](mailto:admin@yeppoonshs.eq.edu.au). Please note, the initial registration process will only work on a computer (not a phone). For more information please refer to the school website [www.yeppoonshs.eq.edu.au/calendar-and-news/news/qparents](http://www.yeppoonshs.eq.edu.au/calendar-and-news/news/qparents)



### Benefits of QParents:

- Check your child's timetable, assessment and exam schedule on your phone or computer
- Access your child's report cards online
- Pay school invoices online with a credit card
- Notify the school of your child's absences and monitor attendance
- Update contact information

### Student absences

To inform the school of your child's absence, please contact the school by 8.50 am on the day of the absence, in one of the following ways:

- Student absences: 07 4925 1307
- Absences: [studentabsences@yeppoonshs.eq.edu.au](mailto:studentabsences@yeppoonshs.eq.edu.au)
- Main reception: 07 4925 1333
- QParents app

In your message, please advise of your child's name, the date of absence, the reason for absence and the expected duration of absence. All correspondence in relation to an absence must be received directly from the parent/guardian.

Extended leave arrangements should be raised with the relevant year level Head of Department for approval where the due date of assessments and exams are taken into consideration. Applications for extended leave are approved if they meet the guidelines and application categories by the Department of Education. Please refer to the school website for more information – Procedure Policy for Student Exemption and Application for Student Exemption [www.yeppoonshs.eq.edu.au/support-and-resources/parent-resources](http://www.yeppoonshs.eq.edu.au/support-and-resources/parent-resources)

### Missed exams and assessment extensions

All students are required to complete their assessments and exams on the scheduled due date. If students are unable to attend a scheduled exam or submit an assessment, they will need to communicate with the year level Head of Department and meet the guidelines and application categories by Queensland Curriculum and Assessment Authority (QCAA). Please refer to the school website for more information – Special Provision Policy and Request for Access Arrangements and Reasonable Adjustments (short term or long term) form and attach any supporting documentation [www.yeppoonshs.eq.edu.au/curriculum/exam-timetables](http://www.yeppoonshs.eq.edu.au/curriculum/exam-timetables)

### Student late arrivals and leave passes

Students who arrive late to school are required to attend administration student reception to report their arrival and reason for being late. Students will be provided with a printed late pass to be handed to their teacher. If returning to school, students must report to administration student reception to record their presence before returning to class. Students will be issued with a returning to class pass to be shown to their teacher.

Students leaving the school during class times are discouraged to avoid disruption of classroom activities. However, if your student needs to leave the school before 3:05pm parents/carers are required to organise a leave request for their student. Parents/carers are required to phone in their leave request which includes a reason, time of departure and time of return (if applicable) before school commences at 8.50 am. The leave request allows the students to leave the classroom to meet their parents/carers in administration where they will be signed out and issued with a leave pass. Only persons registered on a student's account as a contact are able to collect a student from school.

## Update student records and consent

Parents and carers should advise the school of any change of student or parent personal details, including, email, mailing address, telephone, custody arrangement, health support, medical condition and emergency contacts. The change of details form can be emailed to [admin@yeppoonshs.eq.edu.au](mailto:admin@yeppoonshs.eq.edu.au) or handed in to administration. Please refer to the school website where you can find the change of contact details form [www.yeppoonshs.eq.edu.au/our-school](http://www.yeppoonshs.eq.edu.au/our-school)

Parents and carers should also advise the school of any changes to consent or permission they initially provided at the time of enrolment. You may review, limit or revoke your consent at any time and advise in writing when you would like to make a change to your consent.

## School fees and charges

At Yeppoon State High School, we offer an excellent educational environment and provide many opportunities to all students. State schools do not charge instruction, facilities and administration costs, however, some fees are essential to support the delivery of education. These fees include:

- Subject fees
- Student Resource Scheme
- Extra-curricular activities
- Instrumental music program fees
- Excursion and camp fees

Yeppoon State High School operates a Student Resource Scheme (SRS) for students from Year 7 to 12. Whilst the cost of providing instruction for the education of a student is met by the State, parents and carers are responsible for providing the student with textbooks and other resources for the student to use. The Queensland Government Textbook and Resource Allowance supplement is paid annually to all secondary schools and is used to offset the cost of the school's SRS.

When you enrol your child, you will be asked to sign the Student Resource Scheme (SRS) participation form agreeing to pay the annual participation fee as advised and invoiced by the school. Parents can opt out of participating in the SRS in any year by completing a new participation agreement form.

For more information concerning school fees and the SRS participation form, please refer to the school website – Resource Scheme per year level [www.yeppoonshs.eq.edu.au/enrolments/resource-scheme](http://www.yeppoonshs.eq.edu.au/enrolments/resource-scheme)

## Bring your own device program (BYOx)

Yeppoon State High School provides a Bring Your Own Device (BYOx) Program to engage students in digital learning. The BYOx program is not compulsory for connection to the school's network and software licensing. Students are able to access all their textbooks electronically online. Once students have signed up for the BYOx program they will be able to onboard their device by following the school onboarding instructions.

It is recommended that students in Year 7 and 8 have access to an iPad as their device. Students in Year 9 - 12 may choose an iPad or laptop taking into consideration their subject choices and ICT needs. Any questions regarding the BYOx program can be emailed to [2123\\_BYOx@eq.edu.au](mailto:2123_BYOx@eq.edu.au). For more information please refer to the school website [www.yeppoonshs.eq.edu.au/curriculum/bring-your-own-device](http://www.yeppoonshs.eq.edu.au/curriculum/bring-your-own-device)

## Invoice and debtor statements

Student invoices (e.g. SRS fees, subject fees and extra-curricular activities) are emailed as they arise and outstanding debtor statements are emailed and posted twice during each term. In addition to debtor statements being issued to parents dunning letters (automated reminder notices) may be issued for overdue invoices.

## Refunds

Refunds can only be made if a parent/carer debtor account has a credit balance as a result of: an overpayment, an adjustment after the original invoice was paid in full, payment made by mistake or similar transaction or applying terms of a contract, agreement or event which allows for a refund for non-participation, cancellation or other criteria.

Refunds will not be made if the debtor has an overdue invoice.

If a parent/carer wishes to apply for a refund, you may do so by completing a request for refund form available from administration or through email. Where possible, we prefer to credit the refundable amount against your student's account at the school, and use it to offset any future charges.

## Payment options

You can pay all fees and levies by:

- Paying at administration – up front or instalments as negotiated with the Business Manager
- Setting up a Centrelink (Centrepay 555 114 715T) direct debit
- Paying by BPOINT payment electronically or phoning 1300 631 073
- Making a payment via QParents

## Payment plans

If you are experiencing financial difficulties, please contact our Accounts Receivable Officer in administration (ph. 4925 1333) early in the year to set up a payment plan, which allows you to pay fees to a negotiated payment plan. By contacting the school early, you can ensure your child's extra-curricular and recreational activities are allowed, as any outstanding payments prohibit students from attending these events.

## Lost property

Lost property can be found at the BOD hall or administration student reception. Please ensure your child's clothing and personal items are labelled so that in the event of an item being lost, we can endeavour to return the item to your child. Students should not bring valuable personal items to school.

## Awards night and special events

In Term 4 there are three award nights to celebrate students' achievements throughout the year and two special events for the Year 12 students. Please refer to the school calendar on the website for current information

[www.yeppoonshs.eq.edu.au/calendar-and-news/events-calendar](http://www.yeppoonshs.eq.edu.au/calendar-and-news/events-calendar)

- Sports Awards – Students are recognised for their sporting achievements
- Night of Excellence Awards – Students are recognised for their citizenship, sporting, cultural, vocational, musical and academic excellence as well as leadership and teamwork
- STARS Evening – Year 7 – 9 students are recognised for their effort and behaviour (Gold, Silver or Bronze award)
- Year 12 Graduation – Celebration where students are presented with a school graduation gift and all family and friends are welcome to attend
- Year 12 Formal – Formal dress, tickets purchased for students and limited family members

## Subject changes

All Year 7 and 8 students are rotated through the elective subjects on offer at Yeppoon State High School and therefore there are no subject changes. Students in Year 9 and 10 can select two elective subjects with an additional two backup elective subjects should the first two preferences not be available. There are no subject changes throughout Year 9 and 10. Subject changes are limited in Year 11 and 12 due to the nature of the Queensland

Certificate of Education rule requirements. Once a student commences Unit 3 of a course, they are not able to change subjects. This usually starts in Year 11 Term 4 for most courses.

### Student report cards

Student report cards are emailed to parents at the end of each term. Families without access to email are to notify administration so that paper copies can be issued.

### Parent teacher interviews

Yeppoon State High School uses the School Online Booking System (SOBS) for parent teacher interviews which are held in May and October. Please refer to the school website for more information on how to register for an interview [www.yeppoonshs.eq.edu.au/our-school/parent-teacher-communication](http://www.yeppoonshs.eq.edu.au/our-school/parent-teacher-communication)

### School policies and procedures

The following Yeppoon State High School policies and procedures are available on the school's website - [www.yeppoonshs.eq.edu.au/our-school/rules-and-policies](http://www.yeppoonshs.eq.edu.au/our-school/rules-and-policies)

- Student Code of Conduct –
  - Mobile Phone Policy
  - Electronic Devices Policy
  - Yeppoon State High School Dress Code
  - Bullying Prevention Strategy
- Assessment Policy
- Reporting Policy
- Special Provisions Policy – Access Arrangements and Reasonable Adjustments
- Exam and Assessment Policy
- Senior Privileges Policy

### Student code of conduct

Yeppoon State High School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing and which prepare them to become active citizens in a global society. Our school mantra “together we succeed” is achieved through our commitment to our core values – STARS – Spirit, Teamwork, Achievement, Respect and Safety.

Our Student Code of Conduct is designed to facilitate high standards of behaviour so that learning and teaching in our school can be effective and students can participate positively within our school community. The Student Code of Conduct outlines the school's processes for facilitating positive behaviour and responding to inappropriate and unacceptable behaviours. The detailed Student Code of Conduct can be found on the school website [www.yeppoonshs.eq.edu.au/our-school/rules-and-policies](http://www.yeppoonshs.eq.edu.au/our-school/rules-and-policies)

### Social media and the school community

The social media and the school community guide from the Department of Education offers information to parents and caregivers about how to use social media in relation to comments or posts about the school community and where to go to access further information. The guide can be found on the school website [www.yeppoonshs.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/social-media-and-community-online.pdf](http://www.yeppoonshs.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/social-media-and-community-online.pdf)

## School uniform (dress code) policy

Yeppoon State High School is a full-uniform school. The school is committed to building a proud reputation and the uniform is regarded by the school community as being important in encouraging a sense of self-esteem, belonging and self-discipline in our students. All students are expected to observe the details of the correct attire and appearance, always presenting in a neat and tidy manner. This includes, but is not limited to, whilst travelling to and from school, or whenever a student is in the community wearing the school uniform. This high standard ensures students represent themselves and our school in an outstanding way.

The uniform has been designed in consultation with the Yeppoon State High School Parents and Citizens' Association, and with the elements of safety, comfort, climate, modesty, cost, efficiency, social equity, community values and activity taken into account. This policy has been developed in accordance with the Education (General Provisions) Act 2006 (Sections 360-363) ["The Act"] and the Department of Education and Training policy SMS-PR-022: *Student Dress Code* in relation to implementing student dress codes in Queensland State Schools.

### Expectations of students

Yeppoon State High School and the Parents and Citizens' Association have endorsed the following expectations of students with regard to uniform and personal appearance:

- All uniform items, with the exception of socks and shoes, are to be purchased from the uniform shop
- Uniforms are not to be altered in any fashion, including but not limited to:
  - Cutting and shortening hem lines
  - Rolling up of sleeves and shorts, or the rolling down of skirt tops
  - Re-embroidering, replicating or reproducing the school logo/badges
  - Visible undershirts are not to be worn
  - All students are to wear the day or formal uniform as standard dress. For formal occasions, students will be advised if they are required to wear the formal uniform. The school provides formal uniform items (i.e. blazers) in specific circumstances e.g. Investiture, Year 12 Graduation and Awards Night
- The uniform routine includes wearing the uniform daily and only changing for specialist lessons if required i.e. sport/HPE/drama, changing back into the day or formal uniform at the end of the lesson.
- Hats are to be worn outside
- Students out of uniform must have a letter from a parent or carer explaining the reason. These may be accepted for specified and temporary reasons, but are not long-term waivers of the uniform expectations. Students out of uniform must report to the library before the start of Care Class – 8.50 am.

Whilst this policy seeks to assist students and parents by identifying appearance expectations, it should be noted that it is at the school's discretion to make a determination on any student's appearance and/or dress in keeping with the spirit of this policy and the community's expectations. Body art (e.g. tattoo) is **not** accepted in our school and students are expected to ensure such items are covered and not visible.



DAY UNIFORM				
	TOP	BOTTOM	SOCKS	SHOES
Can be worn by all year levels every day	<b>SHIRT:</b> YSHS polo shirt or YSHS white button up shirt.  <b>JUMPER:</b> New YSHS blue stripe zip-up jacket	<b>SHORTS:</b> YSHS black school shorts  <b>SKIRT:</b> YSHS black school skirt  <b>TRACK PANTS:</b> YSHS black track pants	Plain white or plain black ankle and short socks (known as “crew” and “quarter crew”)	Fully compliant plain black footwear (upper & lower)
FORMAL UNIFORM				
Can be worn by all year levels every day and when representing the school.	<b>SHIRT:</b> YSHS white button up shirt.  <b>TIE:</b> YSHS school tie.  <b>BLAZER:</b> YSHS school blazer	<b>SKIRT:</b> YSHS black school skirt. *Black opaque stockings.  <b>PANTS:</b> Black dress trousers  <b>BELT:</b> Plain black belt with plain buckle.	Plain white or plain black ankle and short socks (known as “crew” and “quarter crew”)	As above.

<b>HATS</b>	As part of the Department of Education’s Sun Safe Policy, students must have a hat on while playing sport or participating in outdoor activities including excursions. The wide brimmed school hat is available through the Uniform Shop. The wearing of sun-screen is highly recommended and is available at all HPE classes.
<b>JEWELLERY</b>	A small clear plastic nose stud may be worn (no metal studs). YSHS is a work place and only a minimum amount of jewellery is acceptable. Students will be asked to remove excessive jewellery. If the jewellery cannot be removed, it must be taped over.
<b>MAKE-UP</b>	Students may wear light foundation only. Students with excessive make-up will be asked to remove it.
<b>HAIR</b>	Hair must be neat, clean, tidy and well-maintained. Long hair must be tied back in practical subjects as this is a safety requirement. Hair nets will be provided to students if required for an activity.



**School shoes**

Please note that black shoes are not able to be borrowed. White stripes, white ticks and white soles are not acceptable. Parents will need to provide communication to the year level Head of Department if there is a valid reason for not having correct footwear. A uniform pass may be provided depending on circumstances. All black shoes below are acceptable. **BLACK DOC MARTENS AND BASKETBALL BLACK SHOES ARE NOT ACCEPTABLE FOOTWEAR.**

Approved shoes – must be black sole, black upper and black laces with no other colour			
			
Plain all black lace up jogger	Plain all black velcro jogger	Plain all black canvas shoe	Plain all black leather jogger
			


**Consequences for non-compliance with the dress code**

- Students not wearing the correct uniform will be given the option of:
  - Removing the incorrect item, which is retained for collection by the student at the end of the day
  - Parents contacted to bring the appropriate item to the school for the student to wear for the day
  - Students may borrow the item of clothing (except shoes). Students present to the library before 8:50 am
- The incorrect uniform will be stored in the library in a labelled bag. If the student has a note explaining the reason for inappropriate uniform, they are to take it to the library where they will be issued with an item from the uniform bank, with the exception of shoes.
- Return the borrowed uniform to the library before 3.15 pm and collect their own items
- Failure to return a loan item will result in the family being invoiced after a period of 4 weeks
- Families who are experiencing genuine hardship may contact the relevant year level Head of Department

The school priority is to work with all families and where there is a valid reason for not wearing the school uniform, provide appropriate options, which include parent and school communication as the first step. If a student does not comply with the school’s student Dress Code, the principal or delegated officer may impose one of the following sanctions:

- Detention of the student for a period mentioned in section 283 (3) of The Act
- Prevent the student from any activities for which the student would have represented the school that, in the opinion of the principal/delegate, is not part of the essential educational program of the school.

# School Map



# YEPPOON STATE HIGH SCHOOL

**Contact Information**  
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2024 School Calendar

# 2024

## School calendar

### Queensland state schools

<b>DECEMBER 2023</b> S M T W T F S 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>JANUARY</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>FEBRUARY</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	<b>MARCH</b> S M T W T F S 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>APRIL</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>MAY</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>JUNE</b> S M T W T F S 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	<b>JULY</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>AUGUST</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>SEPTEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>OCTOBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>NOVEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>DECEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>JANUARY 2025</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>FEBRUARY 2025</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28

School terms
  School holidays
  Public holidays
  Staff professional development/student free days
   
 Part public holiday after 6 pm

There are 199 school days in 2024.

Semester 1, 2024 commences for teachers on 18 January and for students on 22 January 2024.

**STAFF PROFESSIONAL DEVELOPMENT DAYS**

Staff professional development days for teachers are 18 and 19 January, 11 and 12 April and 30 August 2024. Schools are able to decide when they undertake the required hours for professional development for the flexible days, as long as they are on the flexible days, in the school holidays or out of school hours.

**PUBLIC HOLIDAYS**

Queensland public holidays are set by the Industrial Relations Minister.

Public holidays for local show days are not shown due to diversity of dates across the state.

**FINAL DATES FOR STUDENT ATTENDANCE**

15 November is the final date for Year 12 attendance for receipt of a Senior Statement. 22 November is the final date for student attendance in Years 10 and 11.

Some schools in regional, rural and remote areas will close for the summer holidays on 6 December.

*The information in this calendar was correct at the time of publication but may be subject to change.*

For more information and the latest version of this calendar, visit

[www.education.qld.gov.au](http://www.education.qld.gov.au)





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