



# Loganlea State High School

## Information and Enrolment Pack 2022

*To the Stars* ★



Neridah Street, Loganlea, QLD 4131



(07) 3451 8777



[enrolments@loganleashs.eq.edu.au](mailto:enrolments@loganleashs.eq.edu.au)



# WHY CHOOSE OUR SCHOOL



## *Our small school advantages...*

Choosing a school is one of the most important decisions you can make for your child. In Logan City there are many choices of secondary schooling, enough to make it tough to decide!

Like many secondary schools Loganlea State High School offers a broad academic program and an exciting range of co-curricular and extra - curricular opportunities. However, we pride ourselves on an important difference.....**we are small and we care!**

Our vision is "Making a difference for every student" and as a smaller school it is possible for "everyone to know everyone". Our school community is close-knit, friendly and supportive of all its members – students, parents/carers and staff. We value a strong sense of belonging and positive partnerships and this enhances the learning experiences of our students. At "super-sized" schools, students often report feeling like "just a number". At small schools like ours, your child will not "slip under the radar". Our staff ensure they know and connect with every student and their parents/carers. We will work hard to meet both your child's individual needs and your expectations of us.

In the Logan community our great school is well known for its caring and supportive approach to education. This "care factor", the broad curriculum offerings available to students and our unique programs of excellence means significant numbers of our students choose to travel to our school, by-passing geographically closer options to experience life at Loganlea State High School.

In our "small school" learning environment, we hope you and your children will feel welcome and valued. Our vibrant and talented staff are dedicated to teaching your children. It is with their help, support and guidance that your children will reach their full potential.



# TABLE OF CONTENTS



## WHY CHOOSE OUR SCHOOL

## OUR LEADERSHIP TEAM

## INFORMATION

THE LOGANLEA VALUES	2
ATTENDANCE POLICY & PROCEDURE	3
UNIFORM POLICY	9
ASSESSMENT POLICY	12
INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY	14
MOBILE PHONE AND ELECTRONIC DEVICE POLICY	16
SUNSMART POLICY	18
SPORT CONSENT FORM DETAILS	20
PUBLICITY CONSENT FORM	21

## WEBSITE USE

THIRD PARTY WEBSITE CONSENT INFORMATION	24
---	----

## STAR PROGRAMS

STAR PROGRAM INFORMATION	25
--------------------------	----

## LOCATION

MAPS AND TRANSPORT	26
TRAVELLING BY BUS INFORMATION FOR PARENT / CARERS	27
TRAVELLING BY BUS INFORMATION FOR STUDENTS	29
TRANSLINK - PASSENGER CODE OF CONDUCT	31

## CANTEEN

MUNCHMONITOR	33
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# OUR EXECUTIVE TEAM



**BRENTON  
FARLEIGH**

PRINCIPAL



**MARIA  
DOBLO**

DEPUTY PRINCIPAL



**KIRI  
GRIFFITHS**

DEPUTY PRINCIPAL



**ROSS  
DAVIS**

DEPUTY PRINCIPAL

# OUR DEANS



**JOANNE  
SYMES**

JUNIOR SCHOOL  
DEAN OF STUDENTS



**KEVIN  
ROY**

MIDDLE SCHOOL  
DEAN OF STUDENTS



**KATHERINE  
BLAKE**

SENIOR SCHOOL  
DEAN OF STUDENTS

# INFORMATION

## THE LOGANLEA VALUES



Our school's high expectations are reflected in our school motto "To The Stars..." and our care for each individual in the community by our vision "Making a difference for every student".

We successfully reflect these ideals because:

- We provide all students with access to high quality education, and
- We have a strong foundation of values underpinning all that we do.

As members of Loganlea State High School community the values we commit to are Respect, Integrity and Resilience, and we guide our community members with the following action statements.

<b>RESPECT</b>	Yourself, others and the environment.
<b>INTEGRITY</b>	Do what is right, not what is easy - even when no-one is watching
<b>RESILIENCE</b>	Stay strong and overcome challenges to achieve your goals.

Students from Loganlea State High School will emerge as successful, confident and creative individuals who are equipped to be active, informed and responsible citizens.

*To the Stars*

# INFORMATION

## ATTENDANCE POLICY & PROCEDURE



**Attendance Goal: 92- 100%**

### Rationale

All schools in Queensland are committed to providing safe and supportive learning environments which address the educational needs of all students. Within this environment Loganlea State High School promotes the Department of Education attendance policy Every Day Counts.

In addition to this framework, the Loganlea SHS attendance policy aims to:

- Develop and reinforce the importance of the connection between school, student, home and the wider school community to positively impact on student attendance, engagement and academic achievement
- Develop relationships between teachers (Care Group teacher or other) and students so that students feel safe to attend school and voice their needs – academic, social or emotional
- Provide a platform for students to develop resilience and self-motivation

When a student misses...	That equals...	Which is...	Over 13 years of schooling...
10 minutes per day	50 minutes per week	Nearly 1 and a half weeks per year	Nearly half a year
20 minutes per day	1 hour 40 minutes per week	Over 2 and a half weeks per year	Nearly 1 year
Half an hour per day	Half a day per week	4 weeks per year	Nearly 1 and a half years
1 hour per day	1 day per week	8 weeks per year	Over 2 and a half years

### Role Marking Procedures

Every morning students attend Care Group sessions to have the roll marked. If a student is not in attendance a text message is sent home at 9.30am to parents to notify them of the absence. A follow up email is sent at 10.30am if the student is still not in attendance.

If the student arrives late to school they are to present at the office to have their names marked off the roll.

The marking of the roll in each session every day is a very important responsibility as it informs the school where students are, which students are not arriving to school and to class on time.

### ID Attend Processes

Loganlea State High School's key attendance program is ID Attend. Staff record all student attendance and absences, late to class or other infringements (i.e. uniform, phones, late to school etc.) in this application as detailed above

### Daily School Absentee List

Loganlea State High School is committed to closely monitoring student attendance as a matter of routine. Each day attendance is monitored and a process of notifying parents is in place, this includes emails and phone calls.

If you receive notification of your child being absent and you believe it to be an error, please contact the school as soon as possible.

# INFORMATION

## ATTENDANCE POLICY & PROCEDURE



### Explaining Absences

All students must provide notification from a parent/guardian when they are absent from school. Please note that for students of compulsory school age, there is a duty of care to establish the reasons for absence from school. For students of post-compulsory age, school staff have a responsibility to seek reasons for absences from school, although the responsibility for providing the information rests firmly on the students and parents.

#### A parent/guardian can explain an absence in the following ways:

- A note submitted to the Student Foyer. Doctor's Certificates are acceptable notes provided that they cover the total period of absence
- A phone call during office hours.
- A message left on absentee hotline **Ph: 3451 8777 press 1 to leave a voice mail**
- An entry on Qparents
- Email [attendance@loganleashs.eq.edu.au](mailto:attendance@loganleashs.eq.edu.au)

Further information for parents and carers is available at: [Education Queensland Attendance](#)

If a student is to attend a non-school representative sport, dance or cultural event the school must be notified before the date of absence by contacting the School Attendance Officer on 3451 8777 or via email to [attendance@loganleashs.eq.edu.au](mailto:attendance@loganleashs.eq.edu.au)

### Acceptable Absence Reasons

- Serious illness or medical conditions (the majority of these conditions should be accompanied by a medical certificate)
- Representative activities including sport, academic and cultural
- Serious family emergencies (these should be rare)

### Unacceptable Absence Reasons

- Holidays outside of school holiday periods
- Non-essential activities (e.g. shopping trips, parties, functions during the school day)
- Medical appointments that can be scheduled outside of school hours

*\* If you are unsure, contact the school on Ph: 3451 8777*

### Student Arriving Late To School - Applies After 8:40am

- Student signs in at Student counter in Administration Block
- Student proceeds to class with their 'sign in' slip
- When the lateness was avoidable the student will make up for the lost class time later in the week.

### Persistent Lateness to School

- The Student Dean will monitor the number of times students are late to school and provides the reason for their lateness.
- If a student is regularly late to school, a teacher, HOD or Dean of students will contact guardians to explain the school's concerns regarding attendance and provide appropriate notification of lateness. If the student continues to be late, a staff member will be contacted to liaise with the student and parents to assist the family with any barriers contributing to lateness.

Further information is available at: [Every Day Counts](#)

# INFORMATION

## ATTENDANCE POLICY & PROCEDURE

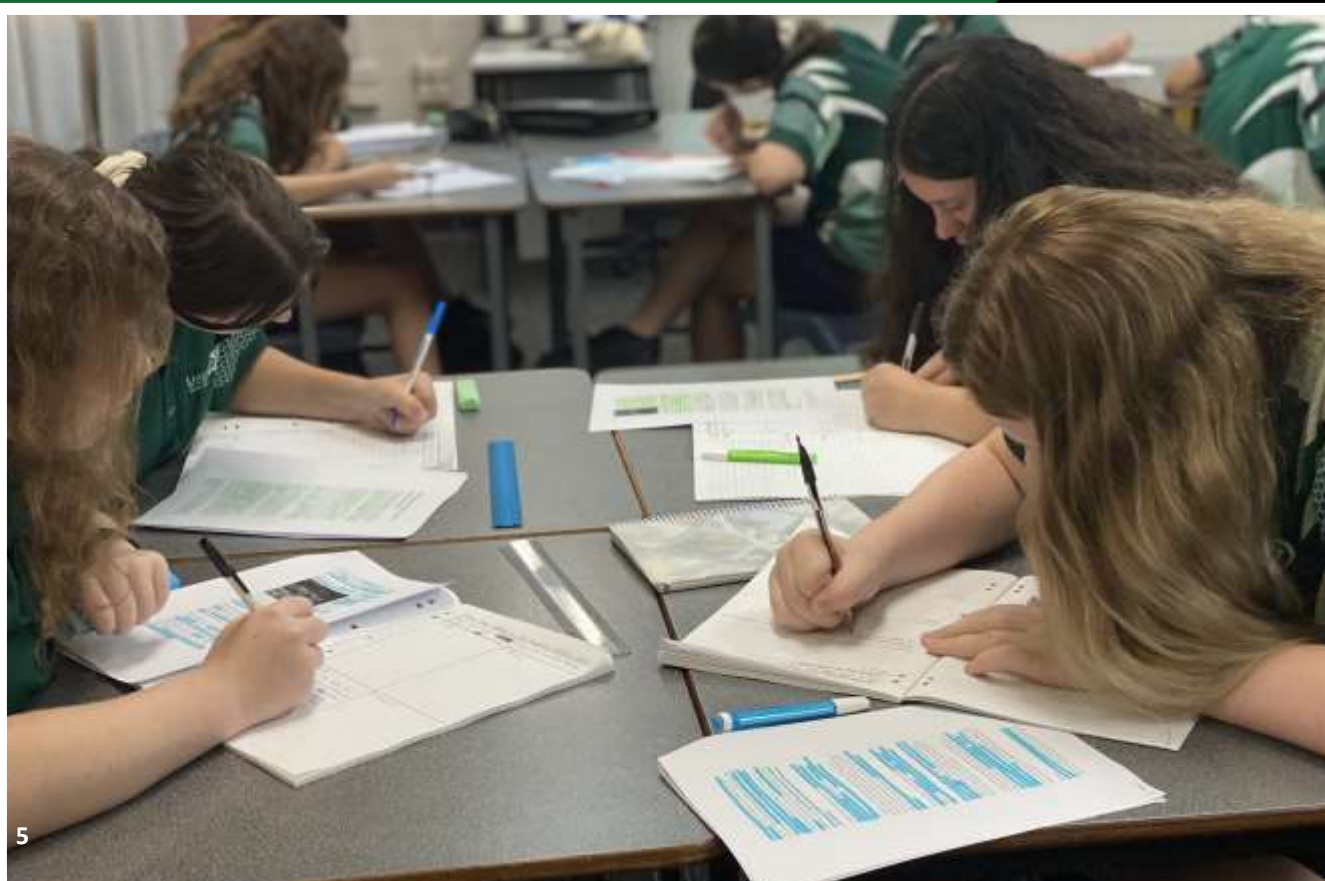


### Strategies

Loganlea State High School promotes the cooperation of all stakeholders (students, parents, staff and community) to ensure that every student attends school on every school day.

#### To achieve this vision, Loganlea SHS:

- Establishes and maintains a positive school culture
- Communicates the importance of the "Every Day Counts" policy
- Implements the Loganlea SHS "One Caring Adult" strategy (Appendix 1)
- Implements a student rewards points program to acknowledge excellence in attendance (Appendix 2)
- Deploys an attendance team to consistently notify parents of consecutive absences
- Implements a whole school case management process for consistent proactive management of attendance
- Communicates with parents and the community through Facebook and with invitations to come into the school to celebrate student success.
- Provides support for parents/guardians struggling to get their students to school.
- Operationalizes an Attendance Working Party and employs a dedicated Attendance Officer and Youth Support Coordinator to analyse data and develop strategies toward improved outcomes
- Sets whole-school achievable targets and engages the school community in meeting those targets
- Utilises a systematic monitoring and action process with clearly defined roles, responsibilities and timelines informed by data and linked to a strong action/review
- Implements a case monitoring process - PASS (Proactive Approach to Student Success) to track and address attendance issues





# INFORMATION

## ATTENDANCE POLICY & PROCEDURE



### Staff Key Attendance Duties

Ensuring students are accounted for and safe is a key priority at Loganlea SHS. Many staff are involved in the recording and tracking of attendance and behaviour at Loganlea SHS. These staff include but are not limited to: The Principal, Deputy Principals, Deans, Youth Support Coordinators, Guidance Officers, School Based Police Officer, Community Education Counsellor, Chaplain, Behaviour Advisory Teacher and Attendance Officer. These staff all contribute to effective monitoring of attendance at Loganlea SHS and this is actioned through collaboration with parents and the wider community, which is necessary to achieve high attendance rates for students.

Staff at Loganlea SHS:

- Are committed to promoting the key messages of Every Day Counts
- Believe all children should be enrolled at school and attend school all day, every school day
- Monitor, communicate and implement strategies to improve regular school attendance
- Believe truancy can place a student in unsafe situations and impact on their future employability and life choices
- Believe attendance at school is the responsibility of everyone in the community.

Specific key processes and staff responsible:

PROCESSES	RESPONSIBLE OFFICER
<b>Monitoring attendance</b>	Care Group Teachers PASS Case Managers Youth Support Coordinators Deans of Students Deputy Principals
<b>Daily Absence</b> SMS sent at approximately 9.30am Email home at approx. 10.30am Updates attendance tracking spreadsheet	Attendance Officer
<b>3 Days of Unexplained Absences</b> <b>Phone call home –</b> If answered a confirmation email will be sent home / if no answer, a 3 confirmation day letter will be emailed/posted home	Attendance Officer
<b>Home Visits</b> Deliver an attendance reminder letter Where a home visit is not possible a reminder letter will be emailed/posted home	Youth Support Coordinators Chaplain School Based Police Officer Behaviour Advisory Teacher Community Education Counsellor
<b>Enforcement Process</b> Formal letters will be posted home and referred to Department Education Training Regional Officer	Deputy Principals

# INFORMATION

## ATTENDANCE POLICY & PROCEDURE



### Enforcement of Compulsory School Attendance

**Student absent from school for four or more non-consecutive days.**

Attendance Officer, after 3 or more non-consecutive days absent per week, is to contact guardian via phone in regards to reason for absences. If absence is persistent and recurring, a medical certificate or appropriate documentation is required from the guardian. If unable to contact guardian via phone, an optional email can be sent to the guardian. All contacts to be recorded in OneSchool with appropriate referrals.

Youth Support Coordinator to phone the designated contact for the student after 4 consecutive unexplained absences or regular non-attendance - more than 4 days per week without appropriate justification. If unable to contact, a home visit will be conducted by a staff member. A reminder letter will be hand delivered or emailed at the time of the visit.

#### Unsatisfactory attendances explanation

Youth Support Coordinator/Chaplain/School Based Police Officer/Behaviour Advisory Teacher/Community Education Counsellor to conduct a home visit after 6 consecutive unexplained absences or a concerning pattern of non-attendance more than 6 days if:

- Parents are uncontactable or have not responded to communication.
- No improvement can be seen

#### Satisfactory explanation of absences established

Or

Improvement of attendance

#### Continued Attendance Improvement Strategies:

- Contact with parent
- Daily attendance monitoring
- Late arrival monitoring with consequences
- Advertising on social media and Promotion of attendance

#### Enforcement Process - Junior

If no improvement of attendance, no change in circumstance, parent did not make contact with the school:

**Form 4** (Failure to Attend) sent via registered mail

If student does not attend school or parent fails to meet with Deputy a **Form 5** (Warning Notice) will be sent via registered mail

#### Enforcement Process - Senior

If no improvement of attendance, no change in circumstance, parent did not make contact with the school:

Commencement of cancellation of enrolment process.

#### Prosecution (Junior) / Cancellation (Senior)

- Regional Office will advise parents of the process

# INFORMATION

## ATTENDANCE POLICY & PROCEDURE



### Appendix 1: The Role of the Care Group Teacher One Caring Adult

Care groups comprise the primary point of pastoral care in the school. Working within the house system and with the support of House Masters and Deans of Students - Care groups are vital to the development of positive relationships with students.

“All teenagers need relationships that are both caring and stable. They need to build a sense of trust and have the time to communicate the complexity, frustrations, and positive aspects of their lives in and out of school. Only after creating a strong relational base will an adult have the platform to be a source of enduring and cherished advice to a student. Students won't confer trust to an adult based on his or her role as a counselor, psychologist, or social worker; we have to earn it by building a relationship” (Prof M. Ellis, Edutopia).

#### **Student Well-being – Care for student’s social emotional development**

- Teaching the student school and community values
- Each day creating a sense of belonging by genuinely welcoming the student to school
- Encouraging participation in learning and school events.
- Reading the morning notices and distributing any literature to members of the care group as per the associated instructions
- Fostering enjoyment of school
- Providing a point of student advocacy and support for students concerns
- Promoting perseverance and resilience with difficult matters
- Promoting healthy choices and life-style
- Maintaining communication with parents with regard to their child’s wellbeing.

#### **Student Attendance – care for student’s engagement with their course of study**

- Communicating the importance of regular school attendance (with a target of 95%)
- Marking the official care rolls each morning
- Checking absences and collecting any notes explaining past absences from school.
- Contacting parents when students are not attending and encouraging them to return to school and/or passing on relevant reason for absences to the attendance officer
- Addressing persistent lateness to school with the student, parents and House Master to find a solution or issue an appropriate consequence
- **Checking the daily attendance inconsistencies report** to monitor and address fractional truancy issues. If persistent, contact parents and the relevant Dean of Students
- During the school reporting period it is also a Care Group teacher responsibility to proof read the reports for the Care class before final printing and distribution.
- Taking an interest in students’ academic performance, in regard to such items as progress, completion of homework, problems with studies and curriculum achievements.
- Working with the student to set and record SMART learning goals for each subject
- Checking students have a diary and that it is regularly signed by parents.

#### **Student Appearance – care for students’ physical health and welfare**

- Checking the physical appearance of all students to monitor general health. If concerns arise communicate with the relevant Dean of Students and/or Guidance Officer
- Checking students’ appearance meets school standards with respect to uniform, jewellery or make-up; directing students to the house master in the block to address the issue

# INFORMATION

## UNIFORM POLICY



**Loganlea State High School has a uniform policy which has been developed in consultation with the P&C Association. It is our school community's belief that a school uniform is an important part of a student's life at the school.**

**Some of the reasons for this belief are because a school uniform:**

- avoids competition between students to be dressed in expensive, brand name clothes;
- ensures that students are dressed in clothes that are appropriate for learning activities;
- creates a good impression of students and the school to the wider community;
- easily identifies intruders to the school when all others are in uniform;
- and, complies with Workplace Health and Safety requirements. In particular activities in Art, Industrial Technology, Agriculture, Hospitality and Science require impervious shoes to protect the feet in the event of a chemical spill. As such the school has chosen to apply that standard to all students in all classes

**Parents and students need to ensure that:**

- Students must have enough items of uniform to be properly dressed every day
- Students are to wear the entire formal or sports uniform at any one time (but not a combination of both)
- Jewellery is limited to a watch, one rubber charity wrist band worn on the wrist, and two studs or sleepers in the ears. Sleepers are to be smaller than a 5-cent piece and studs smaller than 3 mm in diameter.
- Other piercings are not allowed apart from a small, clear plastic retainer
- Visible make-up is not to be worn
- Boys must be cleanly shaven, or with facial hair neatly trimmed
- Students' hair is to be a natural in colour and appearance, conservative in style and should be neatly groomed at all times
- Students nails are to be short, neatly trimmed and without coloured nail polish
- Every student has a school jumper or jacket by the beginning of Term 2
- Any clothing worn under the school uniform is not to be visible
- Uniform shoes are to be entirely black, impervious and polishable leather or vinyl shoes that do not rise more than 2 cm above the ankle and have a heel lower than 2.5 cm
- Only "Loganlea" scarves may be worn as optional winter uniform items
- Head dress worn for religious or cultural reasons is to be plain green, black or white.

### **Other Uniform Policies**

1. In the senior school (grades 10 to 12) the polo shirts are part of the sports uniform only and as such may only be worn with sports shorts.
2. In the senior formal uniform, the tie is a compulsory element
3. Students with genuine religious, cultural or medical considerations may discuss their particular concerns with the Principal. As such, if exemption to the uniform policy is granted, the student will carry a note signed by the principal, in their student diaries.
4. Students in years 10 – 12 are to wear formal uniforms every Monday and to all school excursions, unless advised otherwise by the excursion coordinator
5. Alternate Loganlea SHS STAR program uniforms may only be worn on Fridays and to STAR program classes.

**Please note students may face disciplinary action for repeated breaches of uniform policy or wilful refusal to comply with the school dress code.**



# INFORMATION

## UNIFORM POLICY



### Junior School Uniform (Year 7-9)

Item of Clothing	Description
<b>Polo Shirt</b>	Bottle green with school logo, two-button tab front and sleeves almost elbow length.
<b>Uniform shorts or tracksuit pants</b>	Shorts – Black with bottle green school initials embroidered at the hem of the left leg. Shorts length to be no more than 10 cm above the knee  Tracksuit pants – Black ankle length pants with bottle green school initials embroidered vertically to finish at the hem of the left leg
<b>School jacket, jumper or hoodie</b>	Bottle green with white school logo embroidered on the chest
<b>Socks</b>	Plain black socks rising clearly above the shoes and no higher than mid-calf

### Senior School (Year 10-12) - Formal Uniform

Item of Clothing	Description
<b>Formal Shirt/Blouse</b>	Collared white with fine green stripes and buttons down the front. Single pocket (left side) features school logo.
<b>Tie</b>	The tie forms a compulsory part of the formal uniform <b>Boys</b> - Plain bottle green <b>Girls</b> - Plain bottle green, buttoning below the collar of the blouse
<b>Long pants</b>	Plain matt finished school black, ankle-length pants with bottle green school initials embroidered at the hem of the left pocket
<b>Shorts/Skirt</b>	Shorts - School black tailored shorts with side tabs and zipped fly front, with bottle green school initials embroidered at the hem of the left pocket  Skirts – School black tailored skirt with two inverted box-pleats front/back, with bottle green school initials embroidered at the hem of the left pocket
<b>School jacket or jumper</b>	Jacket, jumper or hoodie - Bottle green with white school logo embroidered on the chest
<b>Socks Stockings</b>	Plain black socks rising clearly above the shoes and no higher than mid-calf. Stockings may only be worn with the formal skirt and are to be black and in good condition, without holes or ladders.

# INFORMATION

## UNIFORM POLICY



### Senior School (Year 10 - 12) - Sports Uniform

Item of Clothing	Description
<b>Sport Shirt</b>	Bottle green with school logo, two-button tab front and sleeves almost elbow length.
<b>Sport shorts or tracksuit pants</b>	Shorts – Black with bottle green school initials embroidered at the hem of the left leg. Shorts length to be no more than 10 cm above the knee  Tracksuit pants – Black ankle length pants with bottle green school initials embroidered vertically to finish at the hem of the left leg
<b>School jacket, jumper or hoodie</b>	Bottle green with white school logo embroidered on the chest
<b>Socks</b>	Plain black socks rising clearly above the shoes and no higher than mid-calf

### Hats

Item of Clothing	Description
<b>Hats</b>	School caps, bucket or bush hats with the school logo may be purchased as an optional uniform item  Non-uniform caps or bush hats may be worn but must be black, bottle green, tan or white with no inappropriate markings or symbols

### School Shoes

Students are reminded that the only shoes students may wear are entirely black, impervious and polishable leather or vinyl shoes that do not rise more than 2 cm above the ankle and have a heel lower than 2.5 cm. The following illustrations show approved and unapproved footwear.



# INFORMATION ASSESSMENT POLICY



## Principles

Loganlea State High School is committed to education that encourages all students to achieve personal excellence by developing their talents and abilities through teaching, learning and assessment grounded in principles of academic integrity and excellence.

## Academic Integrity

Loganlea SHS **promotes academic quality and integrity** through the following whole-school procedures:

- Communicating and consistently applying the full version of school assessment policy, located both on the school website and the student intranet homepage
- Publishing due dates for final responses and drafts in the online One School assessment planner by Week 10 of the preceding term. This planner will be available to a variety of devices, both within the school and in any external venue where students can access OneSchool through the internet.
- Encouraging students to engage in their learning, record relevant assessment due dates, manage their time to meet the due dates and produce assessment that is their own work
- Where students experience unforeseen short term circumstances that means they are unable to meet a due date, they may seek an extension to an assessment date, by informing the head of department and classroom teacher as soon as possible, providing them with the relevant documentation, and adhering to the alternative arrangements for submission of assessment, if applicable, as decided by the school. Copies of the extension application and medical report template are available on the school website and students intranet homepage
- Similarly where students believe their long term disability, impairment, medical condition or other circumstances may affect their ability to read, respond to or participate in assessment, they may seek an AARA application (Access Arrangements and Reasonable Adjustments) to consider relevant adjustments to the assessment conditions relevant to the impairment. As above, the application is to be made to head of department and classroom teacher as soon as possible, providing them with the relevant documentation.

Loganlea SHS **ensures academic integrity** through the following whole-school procedures:

- Providing scaffolding for assessment to both help students understand the process for completing the task and to maintain the integrity of the task and its related unique students responses
- Providing assessment checkpoints on task sheets, to monitor progress and establish student authorship
- Ensuring drafts are submitted, as the single opportunity for formal feedback to students about their response
- Students must adhere to assessment response lengths as specified by syllabus documents. If the student's response exceeds the word length, the school will allow students 48 hours to redact their response to meet the required length, before making judgments on the redacted student work. If a redacted response is not provided within 48 hours, the school will mark only the work up to the required word length
- Applying additional authentication strategies such as submitting the assessment to an online authorship platform where that is specified on the assessment instrument

# INFORMATION ASSESSMENT POLICY



## Non-submission of assessment

Where a final response to an assessment is not submitted, the school will make judgments based upon any available checkpoint/draft responses. Where there is no evidence available on the due date a “Not Rated” will be recorded and the students will be deemed to have not met the requirements for that subject.

## External Assessment

Please note end of year external assessments are developed and administered by the QCAA for all General and General (Extension) subjects. For more information refer to the QCE Handbook - [Sections 7.3.2, 10.3](#) and [10.4](#)

## Academic Misconduct

Students who knowingly falsely demonstrate their own or other student's learning may face both assessment penalties and school disciplinary consequences. For examples of academic misconduct and the likely school responses see the full version of the school assessment policy.



# INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY



## **I UNDERSTAND THAT:**

- The use of the network is a privilege not a right. Access is provided to promote educational excellence by facilitating resource-sharing, innovation and communication.
- As a public place in cyberspace, students are expected to exhibit the high standards of behaviour on the Internet which are expected at all other times and places.
- The school is not responsible for the accuracy or quality of the information obtained through or stored on the network. I must make my own judgments about the accuracy and relevance of information.
- It is not possible for the school to filter out all controversial, offensive or inappropriate material available through the network. It is my responsibility to not initiate access to such material or distribute it by copying, storing or printing.
- The school makes no guarantee that the school network will be error-free or without defect. The school will not be responsible for any cost I may suffer by circumstances such as loss of data or interruption of service.

## **I AGREE THAT:**

### **I will accept responsibility for individual privacy:**

- I am responsible for my individual account and will take all reasonable precautions to prevent others from being able to use my account. Under no conditions will I give my password to another user.
- I will not attempt to access another user's files.

### **I will accept responsibility for my personal safety:**

- I will not send personal contact information (including home address, telephone, email address etc) about myself or other people over the internet or school network.
- I will disclose to my teacher any message I receive that is inappropriate or makes me feel uncomfortable.

### **I will accept responsibility for network security:**

- I will not attempt to gain unauthorised access or go beyond my authorised access to the network. I will immediately notify a teacher or the system administrator if I have identified a possible security problem. I will not go looking for security problems.
- I will avoid the inadvertent spread of computer viruses by following the school virus protection procedures if I download files.
- I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

# INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY



## **I will be considerate of other users:**

- I will not use coarse, inflammatory, threatening or disrespectful language.
- I will not engage in personal, prejudicial or discriminatory attacks.
- I will not harass another person by persistently acting in a manner that distresses or annoys them. If told by a person to stop sending them messages, I will stop.
- I will not knowingly post false or defamatory information about a person.
- I will not scan or display graphics; record or play sounds; or type messages that could cause offence to others.
- I will allow others to work uninterrupted.

## **I will respect resource limits:**

- I will use the system only for educational and career development activities.
- I will not download large files unless absolutely necessary. If necessary, I will download the file at a time when the system is not being heavily used.
- I will not post chain letters or engage in spamming by sending an annoying or unnecessary message to a large number of people.
- I will check my email frequently and delete unwanted messages promptly.
- I will not waste printing resources and internet bandwidth and realise that limits apply to both these resources.
- I will prepare a list of keyword search terms before using the World Wide Web.

## **I will use my network access appropriately:**

- I will not plagiarise works that I find on the network, by taking the ideas or writings of others and presenting them as if they were mine.
- I will respect the rights of copyright owners by not inappropriately reproducing a work that is protected by copyright law. If a work contains language that specifies appropriate use of the work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner.
- I will not use the network, or material that advocates illegal activity.
- I will not use the network to access material that advocates violence or discrimination towards other people except to conduct research with both my teacher and parent/carer approval.
- If I mistakenly access inappropriate information, I will immediately tell my teacher or system administrator.
- I will follow my parent's/carer's instructions if there is additional material that they think it would be inappropriate for me to access.

# MOBILE PHONE & ELECTRIC DEVICE POLICY



In order to maximize the learning opportunities for every student, the following guidelines are to be followed by all students at Loganlea State High School.

- Mobile phones must be turned off and out of sight during school hours inclusive of lunchtimes. This means students are required to have their phones off and out of sight from 8.40am – 2.35pm.
- Students traveling to or from school must display courtesy, consideration and respect for others whenever they are using a mobile phone.
- Students must not use in-phone cameras anywhere a normal camera would be considered inappropriate, such as in change rooms, toilets, classrooms or the playground.
- iPods, MP3 players and other listening devices are banned in class time unless for sound educational purposes. Exceptions must be cleared with the Principal via Heads of Department e.g. Dance, Music.
- Caution should be exercised if used while traveling to and from school (to ensure student safety).
- Students are not permitted to receive or make phone calls, send or receive text messages or to take video or photographs during school time or during any other school-related activity on or off campus. With the exception of sound educational purposes e.g. Media Studies.
- All contact with or from parents/carers (emergency or other) must be made through the school office. It is absolutely essential that the school is aware of any changes to a student's routine during the day so that it can carry out its duty of care. This includes having information about whether a student uses the bus to go home at the end of the day. Students are not permitted to use their mobile phones to contact parents/carers on occasions when they are ill. All phone calls of this nature must be through the school office to ensure the student's health and safety. These calls are made at no cost to the student.

## Storage of Mobile Phones

- Phones are to be switched off between the hours of 8.40am – 2.35pm.
- Students who bring mobile phones to the school are solely responsible for this property at all times. Loganlea State High School does not accept responsibility for the theft or damage of mobile phones or electronic devices (unless it can be established that the loss theft or damage resulted from the school's negligence).

## Electronic Devices

It is recognized that electronic devices play a large role in students' education however it has become apparent that electronic devices such as iPods, mp3s, laptops, iPads, mobile phones and digital cameras are impacting negatively on students' learning environment and their right to privacy. Students are not permitted to use the above listed electronic devices at school or during any other school-related activity on or off campus.

## EXCEPTIONS

**Personal laptops – Students are permitted to bring personal laptops under the following strict conditions:**

- The express permission of the Principal must be obtained in writing
- The IT Manager must be permitted to check the device for unlicensed software and appropriateness of content prior to use at school
- The device must not be able to connect remotely to the internet whilst in use at school (i.e. no 3G or dongle)
- iPads are subject to the same conditions.

# MOBILE PHONE & ELECTRIC DEVICE POLICY



## Consequences

- Students using mobile phones or electronic devices during school hours will be asked to hand them in at the office. Students can be sent to the office by any staff member of Loganlea State High School (this includes teacher aides, pre-service teachers, supply teachers, office staff etc).
- These consequences apply to use of mobile phones or electronic devices between 8.40 am – 2.35pm.
- Should a student repeatedly use a mobile phone or electronic device in school hours, the matter will be treated as willful disobedience and school consequences will apply.
- Consequences may also be established for any student who photographs or films other individuals (staff or students) without their consent, distributes or uploads these images to the internet, or who sends harassing or threatening messages or who uses a mobile telephone or electronic device to cheat during exams and assessments.

### **Student referred with mobile phone or electronic device in class or in playground (no warnings)**

- Teacher/staff member directs student to office to hand in device.
- Student takes device to the office.
- At office student places item in envelope.
- Database checked – students advised they are able to collect and sign for the device at 2.35pm.
- Student returns to teacher with slip from office.
- After school, item is picked up (when student returns slip).
- Record is made on student behaviour database /database of confiscated items.

### **5th Time referred with mobile phone in class or in playground in a term.**

- Teacher/staff member directs student to office to hand in device.
- Student takes device to the office
- At office student places item in envelope.
- Database checked and student advised parent to arrange for a collection time.
- Student returns to teacher with slip from office.
- Parents or carers will have to contact the school and negotiate an arrangement for collection of the item with Admin and form is signed on collection.
- Record made on student behaviour database by Administration.

**Subsequent referrals will be dealt with by Administration as student is refusing to comply with school policy.**



# SUNSMART POLICY



## RATIONALE

Too much exposure to ultraviolet (UV) radiation from the sun causes sunburn, skin damage and increases the risk of skin cancer. Sun exposure during the first 15 years of life contributes significantly to the lifetime risk of developing skin cancer. Australia has the highest rate of skin cancer in the world, with two out of every three Queenslanders developing some sort of skin cancer in their lifetime.

Skin cancers account for 80% of all new cancers diagnosed in Australia each year and melanoma is the most diagnosed cancer for 15 – 44 year olds. Research suggests that at least two-thirds of all melanomas occurring in Australia could be prevented if children were protected from the sun during their first fifteen years.

With ultraviolet radiation (UVR) levels being highest during the hours that young people are at school, Loganlea State High School recognises the need to protect young people's skin and educate them about SunSmart behaviour, thus reducing the risk of skin damage from exposure to the sun.

## OBJECTIVES

The purpose of this SunSmart policy is to ensure that all young people attending our school are protected from the harmful effects of the sun throughout the year, particularly between 10am and 3pm when UV levels reach their peak. This will be achieved by:

- Increasing student and community awareness about skin cancer and sun protection
- Encouraging the entire school community to use a combination of sun protection measures all year round
- Working towards a safe school environment that provides shade for students, staff and the school community
- Assisting students to be responsible for their own sun protection
- Ensuring that families and new staff are informed of the school's SunSmart policy
- Creating an awareness of the need to reschedule work commitments and outdoor activities to support SunSmart practices

## OUR COMMITMENT

*Loganlea State High School will:*

- Inform parents/carers of the SunSmart policy when they enrol their child
- Include the SunSmart policy statement in the school prospectus
- Increase the amount of shade in the school grounds, where possible, by building shelters and planting trees particularly in areas where students congregate eg. Lunch areas, canteen, outdoor lesson areas and popular play areas
- Ensure that shade provision is considered in plans for future buildings and grounds
- Incorporate education programs that focus on skin cancer prevention into the school curriculum
- Regularly reinforce and promote SunSmart behaviour to the whole school community through newsletters, school homepage, parent/carer meetings, staff meetings, school assemblies, and student and teacher activities
- Encourage teachers and staff to act as positive role models for children in all aspects of SunSmart behaviour
- Encourage all students and staff to wear hats that protect the face, neck and ears, and encourage the use of SPF 30+ broad-spectrum, water-resistant sunscreen when students are involved in outdoor activities
- Encourage students without adequate sun protection to use shaded or covered areas at recess and lunch times
- Ensure that, wherever practicable, outdoor activities take place before 10:00am or after 3:00pm
- Ensure that adequate shade is provided at sporting carnivals and other outdoor events
- Ensure that SPF 30+ broad-spectrum, water-resistant sunscreen is included in the school sports kit
- Ensure that students can access SPF 30+ broad-spectrum, water resistant sunscreen every day at application points within the school
- Review the SunSmart policy annually

# SUNSMART POLICY



## OUR EXPECTATIONS

### *Parents / Carers will:*

- Provide a hat for use in all outdoor activities.
- Ensure that their child's clothing provides adequate protection from UVR.
- Provide SPF 30+ broad-spectrum, water-resistant sunscreen for their child's use.
- Act as positive role models by practising SunSmart behaviour.
- Support the school's SunSmart policy and help to regularly update this policy.

### *Students will:*

- Be aware of the school's SunSmart policy, participate in SunSmart education programs and contribute to regular updates of the policy.
- Take responsibility for their own health and safety by being Sunsmart by undertaking the wearing of suitable hats, clothing and sunscreen.
- Apply SPF 30+ broad-spectrum, water-resistant sunscreen twenty minutes before going outdoors.
- Use shaded or covered areas when outdoors.
- Act as positive role models for other students in all aspects of SunSmart behaviour.

## REVIEW

The Principal and Parents and Citizen's Association, in consultation with the school community, will review the effectiveness of this policy every two years.

### *They will:*

- Review the SunSmart behaviour of students, staff, and parents/carers and make recommendations for improvement. Assess shade provision and usage and make recommendations for increases in shade provision.
- Review and update curriculum material relevant to SunSmart Activities.

# LOGANLEA SHS SPORT CONSENT FORM DETAILS



Please sign the corresponding consent form in the permissions pack to consent to your child attending sporting activities relevant to them, both away from school and at school, throughout their enrolment at Loganlea State High School. Sports played include Netball, Volleyball, Soccer, Basketball, Futsal, Touch Football and Rugby League.

During the Logan District Interschool Sporting seasons your child may be travelling away to play sport on Tuesdays (Year 7, 8 & 9) or Wednesdays (Year 10, 11, 12). Games are played against the following schools on a home and away basis; Kingston College, Woodridge State High School, Mabel Park State High School, Marsden State High School, Springwood State High School, Windaroo State High School and Groves Christian College. Students will be travelling by bus (accompanied by a teacher) to these schools. There will be a cost per season for the bus used to travel between venues. Your student will be invoiced at the beginning of each season.

In signing this form you acknowledge that you understand that the appropriate precautions will be taken to help provide a safe environment to participate, and realise that there is always a risk of injury associated with participating in any sport and/or physical activity. Should you wish to change permission for your child at any stage, please provide written notification to the school.

To minimize the risk of injury to your child it is expected that they follow all procedures and safety instructions.

# PUBLICITY CONSENT FORM DETAILS



## **Introduction to the State School Consent Form (attached) for Loganlea State High School**

This letter is to inform you about how we will use your child's personal information and student materials. It outlines:

- what information we record
- how we will use student materials created during your child's enrolment.

Examples of personal information which may be used and disclosed (subject to consent) include part of a person's name, image/photograph, voice/video recording or year level.

Your child's student materials:

- are created by your child whether as an individual or part of a team
- may identify each person who contributed to the creation
- may represent Indigenous knowledge or culture.

## **Purpose of the consent**

It is the school's usual practice to take photographs or record images of students and occasionally to publish limited personal information and student materials for the purpose of celebrating student achievement and promoting the school and, more broadly, celebrating Queensland education.

To achieve this, the school may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below.

The State School Consent Form may, at your discretion, provide consent for personal information and a licence for the student materials to be published online or in other public forums. It also allows your child's personal information and student materials to be presented in part or alongside other students' achievements.

The school needs to receive consent in writing before it uses or discloses your child's personal information or student materials in a public forum. The attached form is a record of the consent provided.

It should be noted that in some instances the school may be required by the *Education (General Provisions) Act 2006* or by law to record, use or disclose the student's personal information or materials without consent (e.g. assessment of student materials does not require further consent).

## **Voluntary**

There will not be any negative repercussions for not completing the State School Consent Form or for giving limited consent. All students will continue to receive their education regardless of whether consent is given or not.



# PUBLICITY CONSENT

## FORM DETAILS



### Consent may be limited or withdrawn

Consent may be limited or withdrawn at any time by parent/carer.

If you wish to limit or withdraw consent please notify the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

If in doubt, the school may treat a notice to limit consent as a comprehensive withdrawal of consent until the limit is clarified to the school's satisfaction.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images of student materials) once published by consent, to be deleted or restricted from use.

The school may take down content that is under its direct control; however, published information and materials cannot be deleted and the school is under no obligation to communicate changes to consent with other entities/third parties.

### Media sources used

Following is a list of online and social media websites and traditional media sources where the school may publish your child's personal information or student materials subject to your consent.

- School website: [www.loganleashs.eq.edu.au](http://www.loganleashs.eq.edu.au)
- Facebook: [www.facebook.com/loganleastatehigh](http://www.facebook.com/loganleastatehigh)
- Local newspaper
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations.

### Duration

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

During the school year there may be circumstances where the school or Department of Education may seek additional consent.

### Who to contact

To return a consent, express a limited consent or withdraw consent please contact:

**Administration Office**  
**Loganlea State High School**  
**07 3451 8777**

The Administration Office should be contacted if you have any questions regarding consent. Please retain this letter for your records and return the signed consent form.

# THIRD PARTY WEBSITE CONSENT FORM



## **Privacy Notice**

*The Department of Education and Training is collecting your personal information on this form in order to obtain consent for disclosure of a student's personal information to facilitate registration and use of third party web based software identified on the form. The information will be used and disclosed by authorised school employees for the purposes outlined on the form.*

*Student personal information collected on this may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.*

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The use of web based educational resources has risen steadily over the last decade. Teachers are increasingly using these resources across Queensland to improve student-learning outcomes.

Our school and teachers make decisions about the best eLearning experiences to meet the needs of our students. While the Department provides most of the resourcing we use at school, sometimes a need exists that is not included. On these occasions, it is beneficial for students to utilise services provided by third party web based providers.

Our school wishes to utilise the third party web based service providers listed below to aid students learning. For your child to use these services, their teacher will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service.

Registration **may** include disclosing the following information about your student:

- Student Name (First Name ONLY)

- Year group

- Class Teacher and

- Student Education Queensland email address

In the case of the services outlined below they are private companies that are hosted *onshore in Australia and/or outside of Australia*. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws.

We need your permission for the registration and use of these sites by your child and for this reason a website consent form is included as part of the school consent form pack.

*Note: It is not compulsory for you to provide this consent – If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.*

Before you complete this consent form it is important that you understand the reasons that these websites collect this information, what will be done with it, who may have access to it and where the data is stored. This information can be found in the hyperlinks below referring to each website's terms and conditions and/or privacy policy.

Please read these and ensure that you understand the implications of using this service before giving your consent. If you have any queries around the storage of student's information, please feel free to contact the Principal. Please note that, given the significance that these services provide, the school will contact you to discuss your reasons should you not consent or fail to provide a response.

# STAR PROGRAMS



## **AGRIBUSINESS STAR PROGRAM**

Loganlea State High School offers students in year 7 to 12, a unique opportunity to experience learning in an Agribusiness program in a city environment.

Our Agribusiness teachers are passionate about the value of Agriculture and environmental awareness to the individual and to the Australian economy. They are keen to share their considerable experience and enthusiasm with students.



## **HOSPITALITY STAR EXCELLENCE PROGRAM**

Students in the hospitality program in years 7 to 12, have the opportunity to experience learning in our Hospitality Trade Training Centre which has a commercial kitchen and attached restaurant and bar. Training in both back and front of house, students will engage with Industry Partners, workshops and excursions to gain the necessary skills and knowledge to follow a career into the Food, Wine and Tourism Industry. In the Senior years, students have the opportunity to gain a Certificate II in Hospitality and Certificate II in Kitchen Operations.



## **SIGNATURE ACADEMIC EXCELLENCE PROGRAM**

Loganlea State High School takes great pride in delivering curriculum catering to the diverse needs of all students. The Signature Program is a vehicle that provides students in year 7 to 10, opportunities to be engaged in the learning process with peers of a similar ability level in their timetabled CORE classes. Teachers are not only highly enthusiastic but also experienced with a passion for English, History, Geography, Science and Mathematics.

The English and Humanities component focuses on reading and writing excellence. The Mathematics and Science component has a strong focus on higher order thinking skills and incorporates STEAM excellence (Science, Technology, Engineering, Arts & Mathematics).



## **DANCE EXCELLENCE PROGRAM**

The Star Dance program is an innovative program to support the development of dance performance, choreographic, analytical and technical skills while promoting excellence in education through industry and community engagements. This program is offered to students Grade 7 - 12, no matter their starting point or previous dance training. Students will engage with the viewing of live performances, participate in technique training, participate in workshops run by industry professionals, attend dance camps both local and interstate and have opportunities to perform at local and regional competitions. This program develops students' confidence and self-esteem while increasing their engagement in a safe and supportive learning environment.



## **LIS - LOGANLEA INSTITUTE OF SPORT PROGRAM**

The Loganlea Institute of Sport is an athletic development program for year 7 - 9 students with a keen interest in Sport and Athletics. LIS students are placed into a specialised Health & Physical Education and Care Class where they will participate in a specialised curriculum; focused upon strength training, fitness conditioning, specific sport training and general sport play. Students will also study theoretical aspects of high performance sport; including but not limited to fitness components, personalised gym programming, performance data analysis, and physical strength and fitness training techniques.



## **LYDP - LOGANLEA YOUTH DEVELOPMENT PROGRAM**

The Loganlea Youth Development Program (LYDP) is a leadership program for students in year 7 to 12 run by Loganlea State High School in partnership with Kirra Surf Lifesaving Club. In years 10 to 12, students complete three camps plus excursion days each year. During these camps, students gain valuable awards and experience that benefit both themselves and their community. Students gain their Certificate II in Public Safety (Bronze Medallion) on the first camp. After they get this award, they are expected to patrol Kirra beach on weekends during the surf season. Students also gain their First Aid Certificate, CPR Certificate, Advanced Resuscitation Certificate and IRB Crewman certificate.

# LOCATION

## MAP & TRANSPORT



Loganlea State High School is conveniently located to maximise a variety of transport options to and from school. Although general information is provided, for more detailed public transport routes and timetables, please contact Translink.



### Trains

Loganlea State High School is located an easy 5 minute walk from the Loganlea train station. Regular services (at least every 15 minutes) run from both the North and South of this station.

School students can travel to and from school on any [TransLink service](#), regional *qconnect* or designated school bus services.

Primary and secondary school students are eligible for [concession fares](#). Eligible students may be entitled to [additional fare assistance](#).

### Buses

A number of school bus services operate to Loganlea State High School. Parents should access the Logan Coaches website for the latest information.

### Cars

When parents drop off their children at school they are asked to please access either the cul-de-sac entrance at Valencia Street, or the area approaching the Neridah Street entrance. Parents with appointments at the administration building are invited to use parking within the Neridah Street entrance.

### Links

#### Concession Fares

<https://translink.com.au/tickets-and-fares/concessions>

#### Additional Fare Assistance

<https://translink.com.au/tickets-and-fares/concessions/school-students/school-transport-assistance>



## Code of Conduct for School Students Travelling on Buses

**Information for Parents/Carers****What is the Code of Conduct for School Students Travelling on Buses?**

The Code outlines expected standards of primary, middle and secondary school student behaviour while travelling on buses so that bus travel can be safe and enjoyable for everyone. The Code encourages all students to be safe and responsible passengers, provides clear processes for dealing with misconduct, outlines categories of inappropriate behaviour, consequences for students who misbehave and the rights and responsibilities of those involved in school bus transport.

**How can I help my children to be safe and responsible bus travellers?**

Parents/carers need to ensure that their children have the necessary skills and knowledge to be safe and responsible bus travellers and are capable of travelling independently on the bus. You can support your children by talking about the Code to ensure that they are aware of their rights and responsibilities and the consequences of misconduct on the bus.

**Who is involved in implementing the Code of Conduct?**

Ensuring the safe transport of each and every child is a shared responsibility which brings together the efforts of students, their parents/carers, schools, bus drivers and bus operators. If there are any bus conduct issues involving your child it is important that you cooperate with the bus operator and the school principal in discussing reported incidents of bus misconduct and in implementing agreed consequences. As a parent/carer you play a leading role in influencing and guiding your child's behaviour. Therefore, your involvement in this process is essential to ensure a satisfactory resolution and to help your child understand the importance of safe and responsible bus behaviour.

**What are my responsibilities under the Code of Conduct?****Parents' and carers' roles**

To actively support bus safety with their school aged children.

**Parents' and carers' rights**

- Safe and comfortable travel for their children.
- To be respected and treated fairly.
- To be consulted and to receive accurate information about the bus behaviour of their children.

**Parents' and carers' responsibilities**

- To ensure that their children are capable of travelling independently on the bus.
- To ensure their children have an understanding of the Code and the bus rules.
- To communicate respectfully with the operator, school and transport staff.
- To teach their children about bus safety and consequences for misconduct.
- To demonstrate appropriate bus travel behaviours to their children.
- To co-operate with the school and bus operator in managing bus misconduct.
- To ensure the safe travel of their children to and from the bus stop.
- To be available for discussions about the behaviour of their children.

**Parents' and carers' expected behaviours**

- To provide their children with the correct bus fare.
- To cooperate with their children's school and the bus operator in discussing behaviour incidents and in implementing any agreed disciplinary action.
- To communicate with the bus operator and the school about their children's bus transport and respond to phone and written communication.
- To address concerns about their children's bus travel by promptly contacting the bus operator so that relevant issues can be managed using the procedures outlined in the Code.



## What if a student does not pay the bus fare?

Unfortunately, the incidence of fare evasion by school students has increased in recent times. Some students have exploited the framework for safe travel of school students by not paying the correct fare, thinking that they will not be refused travel. As a parent/carer, you need to let your children know that they cannot expect to travel on the school bus unless they pay their fare and that there are consequences for fare evasion. Therefore, you must ensure that they have the required bus fare for their school bus travel.

## What about bullying on the bus?

Bullying is a complex societal issue which is not the responsibility of just one individual or group. Everyone, especially those who have responsibility for the care of children, need to cooperate in managing bullying.

Physical bullying which affects the safety of bus travel can be easily observed and is dealt with under the Code. However, other forms of bullying, while being totally unacceptable, can be very difficult to identify as threats to passenger safety. When the bus driver has concerns, either observed or reported, of bullying issues the bus operator will be advised and will then inform the school of the situation.

Useful information about strategies to identify and to deal with bullying is available for parents/carers at [www.bullyingnoway.gov.au](http://www.bullyingnoway.gov.au).

## What can I do if I am dissatisfied with the bus service?

If you are dissatisfied with any aspect of the service provided by the bus company you should contact the bus operator to lodge a complaint and to attempt to resolve the issue. If you are not able to resolve the matter effectively with the operator you can consider referring the issue to the nearest Department of Transport and Main Roads Translink regional office (school transport) (for list of locations refer to [www.translink.com.au/schooltransport](http://www.translink.com.au/schooltransport)) to investigate according to the Department's complaints management process.

## What can I do if I am dissatisfied with a decision made by the bus operator?

After implementing the processes outlined in the Code, an operator may decide to refuse a student travel on the bus or to implement alternative consequences. If you are dissatisfied with this outcome you may request that the operator review the decision.

If attempts to resolve your dissatisfaction with the operator's decision are unsuccessful and you wish to take the matter further, more formal procedures are involved. In these circumstances you may contact the nearest Department of Transport and Main Roads Translink regional office (school transport) (for list of locations refer to [www.translink.com.au/schooltransport](http://www.translink.com.au/schooltransport)) and request, in writing, a review of the decision.

## What are the possible consequences for not following the Code\*?

### Category 4: The behaviour is immediately life threatening

- Refused bus travel for a defined period (school weeks) plus behaviour agreement (agreement period up to one school year) or
- Permanent refused travel.

### Category 3: The behaviour is dangerous/destructive and highly likely to cause immediate harm to property and others

- Refused bus travel (maximum 10 school weeks) plus behaviour agreement (agreement period up to one school year).

### Category 2: The behaviour is unsafe where there could be harm to property and others

- First Report – refused bus travel (maximum five school days).
- Repeat Report within 10 school weeks – refused bus travel (maximum 10 school days) and/or behaviour agreement (agreement period up to 10 school weeks).

### Category 1: The behaviour is irresponsible but not likely to cause harm

- Report of single incident – written caution considered.
- Report of repeat of incidents in single journey – written caution and/or one to two days refused travel.
- First Repeat Report in 10 school weeks (repeat incidents across multiple journeys) – written caution and/or one to two days refused travel.
- Second Repeat Report in 10 school weeks – maximum five days refused travel and/or behaviour agreement for up to 10 school weeks.
- Third Repeat Report in 10 school weeks – maximum 10 days refused travel and/or behaviour agreement for up to 10 school weeks.

*\* In some circumstances an alternative consequence may be considered appropriate.*



## Code of Conduct for School Students Travelling on Buses

# Information for Students

### What is the Code of Conduct for School Students Travelling on Buses?

The Code outlines expected standards of primary, middle and secondary school student behaviour while travelling on buses so that bus travel can be safe and enjoyable for everyone. The Code provides clear processes for dealing with misconduct and outlines consequences for students who misbehave. The Code encourages all students to be safe and responsible passengers.

### How can I be a safe and responsible passenger?

If you follow these guidelines for student expected behaviours you will be a safe and responsible passenger:

#### Students' role

To be a safe and responsible passenger.

#### Students' rights

- To be safe
- To be respected and treated fairly

#### Students' responsibilities

- To act safely and responsibly by:
  - following driver instructions
  - following the bus rules and the Code
  - respecting self and others
  - respecting own property and the property of others
  - communicating respectfully with others
  - accepting consequences for bus misconduct.

#### Students' expected behaviours

- Hail the bus and wait in an orderly manner.
- Respect other people and their property.
- Behave in a way that ensures a safe bus journey for all passengers by:
  - following bus rules
  - staying in the right place
  - behaving in a calm, non-aggressive way
  - keeping hands and feet to self
  - speaking politely
  - storing all objects safely
- Get off the bus in an orderly manner.
- Follow the driver's safety instructions.

#### Description of students' expected behaviours

##### Hail the bus and wait in an orderly manner

- Stand in a visible location or at a designated bus stop
- Stand well back from the edge of the road when waiting for the bus
- Hail the bus as it approaches
- Remain quiet and calm without pushing or shoving
- Be patient and wait until the bus comes to a complete stop before getting on
- Have bus pass, ticket, card or money ready
- When the bus stops, move quietly to the bus



### **Respect other people and their property**

- Speak respectfully to the driver and other passengers.
- Respect other people's belongings and personal space.
- Ask for permission before touching other people's belongings.
- Keep hands, feet and belongings to self.
- Follow the driver's directions.
- Follow the bus rules.
- Look after the bus and bus equipment by making sure students:
  - leave the bus and bus equipment tidy and undamaged
  - report any damage to the driver.

### **Behave in a way that ensures a safe and enjoyable bus journey for all passengers**

- Show the driver bus pass, ticket or ID upon request.
- Pay the correct bus fare.
- Show care, courtesy and common sense while on the bus.
- Sit properly on the bus (if a seat is available) and make sure to:
  - place feet on the floor
  - keep hands and feet out of the aisle
  - face the front of the bus
  - wear a seatbelt at all times, if one is available
  - store belongings under the seat or in an appropriate luggage area
  - remain seated until the bus has come to a complete stop and the door is opened
  - keep entire body inside the bus.
- If required to stand:
  - remain in the area designated by the driver
  - face the front of the bus
  - hold the rail firmly.
- Avoid distracting the driver and remember to:
  - speak quietly
  - use calm voices and polite language
  - use headphones or mute options when using hand-held computer games or electronic devices.
- Keep doors and aisles clear.

### **Get off the bus in an orderly manner**

- Get off the bus at the designated stop.
- Press the stop button once to signal the intention to get off at the next bus stop or raise hand and say "next stop" to the driver.
- Begin to move to get off the bus when the bus has come to a complete stop and the door is opened.
- Gather belongings and leave the bus in a quiet, safe and orderly way.
- Remove headphones so that the traffic can be heard.
- Wait in a safe location until the bus has moved away before making a decision to cross the road.

- Cross the road safely
  - look to right, left, right again
  - make sure the roadway is clear
  - walk, don't run.

### **In case of an emergency or a breakdown, follow the driver's safety instructions**

- Follow the driver's instructions at all times.
- Wait until the bus stops before standing up to get off.
- Leave the bus in a quiet and orderly way.
- Wait in the area indicated by the driver.

## **What are the possible consequences for not following the Code\*?**

### **Category 4: The behaviour is immediately life threatening**

- Refused bus travel for a defined period (school weeks) plus behaviour agreement (agreement period up to one school year).
- Permanent refused travel.

### **Category 3: The behaviour is dangerous/destructive and highly likely to cause immediate harm to property and others.**

- Refused bus travel (maximum 10 school weeks) plus behaviour agreement (agreement period up to one school year).

### **Category 2: The behaviour is unsafe where there could be harm to property and others**

- First Report – refused bus travel (maximum five school days).
- Repeat Report within 10 school weeks – refused bus travel (maximum 10 school days) and/or behaviour agreement (agreement period up to 10 school weeks).

### **Category 1: The behaviour is irresponsible but not likely to cause harm**

- Report of single incident – written caution considered.
- Report of repeat of incidents in single journey – written caution and/or one to two days refused travel.
- First Repeat Report in 10 school weeks (repeat incidents across multiple journeys) – written caution and/or one to two days refused travel.
- Second Repeat Report in 10 school weeks – maximum five days refused travel and/or behaviour agreement for up to 10 school weeks.
- Third Repeat Report in 10 school weeks – maximum 10 days refused travel and/or behaviour agreement for up to 10 school weeks.

*\* In some circumstances an alternative consequence may be considered appropriate.*

## Passenger code of conduct

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TransLink is committed to providing a safe and inclusive environment for everyone on public transport.

This code of conduct applies to customers travelling anywhere on our network; either on a service or at any public transport stop or station. To help us ensure everyone has a safe and comfortable journey:

### Respect

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- Treat all public transport staff and other passengers with courtesy and respect. Verbal or physical aggression towards staff or other passengers will not be tolerated.
- Report any incidents of anti-social behaviour (including incidents of bullying, harassment, discrimination and vilification of any kind) to either a driver or public transport staff at the time the incident occurs.
- Please let everyone disembark the service before boarding.
- Be mindful of other passengers, such as people with disabilities, seniors, pregnant women or people with small children, and offer them your seat.
- If you're sitting in an area designated for the use of persons with disabilities or with reduced mobility, you will need to vacate your seat when such people board the service.

**Any immediate threats of physical harm to people or property should be reported to Police on 000. Non-urgent matters can be reported to Policelink on 13 14 44.**

### Safe and efficient

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- It is the customers' responsibility to ensure they have a valid ticket for the entirety of their journey. Have a go card, valid paper ticket, or the correct fare ready before boarding and ensure you have a valid ticket to travel for the entire length of your journey.
- If you're travelling on a concession fare, you need to have your proof of entitlement with you and be able to show staff when requested.
- If you're a student travelling on a concession fare, please let adults have your seat if the service is full.
- Keep doorways and walkways free from bags and other items, and please don't put your feet or bag on seats.
- Please don't talk to or distract the driver of a public transport service while you are travelling. Never interfere with controls or safety equipment as this could endanger the driver and other passengers.
- Please don't bring excessive luggage on board, or occupy more than one seat. Use the storage racks on the service if available.



## Clean and comfortable

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- Animals are not allowed on a public transport service, unless they are an approved guide, hearing, or assistance animal.
- Smoking is not allowed on public transport services or near public transport infrastructure such as bus stops or terminals. This includes electronic cigarettes.
- Food and drink is not allowed to be consumed on board services and please take any rubbish with you.
- Use earphones when listening to music or watching videos on a personal device, and keep the volume at a reasonable level. Please don't play musical instruments on a public transport service.

If you have an issue to report or if you see something on your public transport service that is not right, call us on 13 12 30 or complete our [online feedback form](https://translink.com.au/contact-us/feedback) (<https://translink.com.au/contact-us/feedback>).

Thank you for adhering to this code of conduct.

## Related links

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- [Queensland Anti-Discrimination Act 1991](https://www.legislation.qld.gov.au/view/html/inforce/current/act-1991-085) (<https://www.legislation.qld.gov.au/view/html/inforce/current/act-1991-085>)
- [Conditions of travel \(/tickets-and-fares/conditions-of-travel\)](#)

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**Queensland Government**





**SAVE TIME with our ONLINE TUCKSHOP!**





**Loganlea State High School Tuckshop  
accepts online orders using MunchMonitor**

**Setting up an online account is easy!**

1. Go to **www.munchmonitor.com**
2. Click **LOGIN**
3. Click **REGISTER**
4. Enter
  - School ID: **loganleashs**
  - Password: **munch4131**
5. Click **Submit**
6. Enter your email address
7. Enter the password you want. Make sure you can remember your password
8. Review and tick on the Terms of use
9. Click **Create your Account**
10. Click on the **Activation Link** in the email we sent
11. Follow the steps to **create your Parent Profile**
12. **Add Students** to your account
13. Click on **Account Top-up** to transfer money into your account
14. **You are now ready to order online!**

 **SETUP A NEW ACCOUNT**

	Your School ID
	Your School Password
<b>SUBMIT</b>	

### Quick Information

#### Using MunchMonitor Online Ordering

- You can place orders online up to 4 weeks in advance
- Top-up your account online using VISA/MasterCard or Visa Debit Card
- List allergies to alert canteen staff
- You can order anytime you want using web browsers such as Chrome
- You can use desktops, laptops, tablets or smart phone with internet access
- It only cost \$ 3.65 (incl-GST) per school term for the family account
- No sign-up fee
- No transaction fee

#### Giving Student Snack Money using their MunchMonitor Account

- In the Student Profile, tick YES in ALLOW SNACK MONEY
- If you selected DAILY ALLOWANCE, enter the daily amount and the days to use
- If you selected WEEKLY ALLOWANCE, enter the weekly amount
- You can set banned food items from the menu
- If you would like to use the Snack Allowance function please include a photograph of your student in their Student Profile so they can be easily identified by the Tuckshop staff.
- You can view what they've ordered from the online transaction reports

Call us at **1300 796 190** or email us at **help@munchmonitor.com**  
if you require further assistance.

**MunchMonitor...making your school day easier**

