



**TOOLOOA STATE
HIGH SCHOOL**

JUNIOR SECONDARY HANDBOOK

2023

WELCOME TO TOOLOOA SHS



It is with great excitement that we welcome our current and future Junior Secondary students and their families to our school. Toolooa State High School continues to be a regional leader in this very important stage of learning. We are extremely proud of our students and staff for their clear focus on improvement for every child every day in every classroom.

From the Principal, Mr Justin Harrison

**Core
Values**

**Respect
Responsibility
Achievement**

Vision Statement

Graduates from Toolooa State High School will exit as GREAT LEARNERS and GREAT CITIZENS with GREAT FUTURES. The purpose of Toolooa State High School is to develop people who are recognised as being equipped to contribute positively to society, valuing respect, responsibility and achievement and participating in lifelong learning.

At Toolooa State High School we recognise the changing needs of students and support every student to stay on track with positive transitions from upper primary through junior secondary.

JUNIOR SCHOOL CONTACTS

Principal	Mr Justin Harrison	principal@toolooashs.eq.edu.au
YR 7 Deputy	Mr Greg Hage	ghage2@eq.edu.au 07 4971 4333
YR 8 Deputy	Mrs Georgie Schluter	gschl4@eq.edu.au 07 4971 4333
YR 9 Deputy	Mrs Danielle Willard	dwill321@eq.edu.au 07 4971 4333
Junior Secondary Head of Dept	Mr Gerard Clark	gclar136@eq.edu.au 07 4971 4389
YR 7 Coordinator	Mrs Libby Small	lsmal23@eq.edu.au 07 4971 4316
YR 8 Coordinator	Mrs Dee Cook	dcook61@eq.edu.au 07 4971 4393
YR 9 Coordinator	Mr Brad Fry	bfry8@eq.edu.au 07 4971 4342
Attendance Officer	Kylie Tummon	studentabsentee @toolooashs.eq.edu.au 07 4971 4304
Enrolment Officer	Mandy Young	2152_enrolment@eq.edu.au 07 4971 4320

2023

JUNIOR SECONDARY YEARS

During the Junior Secondary years meaningful learning experiences provide the foundation for a successful education. At this time students establish the essential knowledge and skills they will build on in the Senior years and beyond.

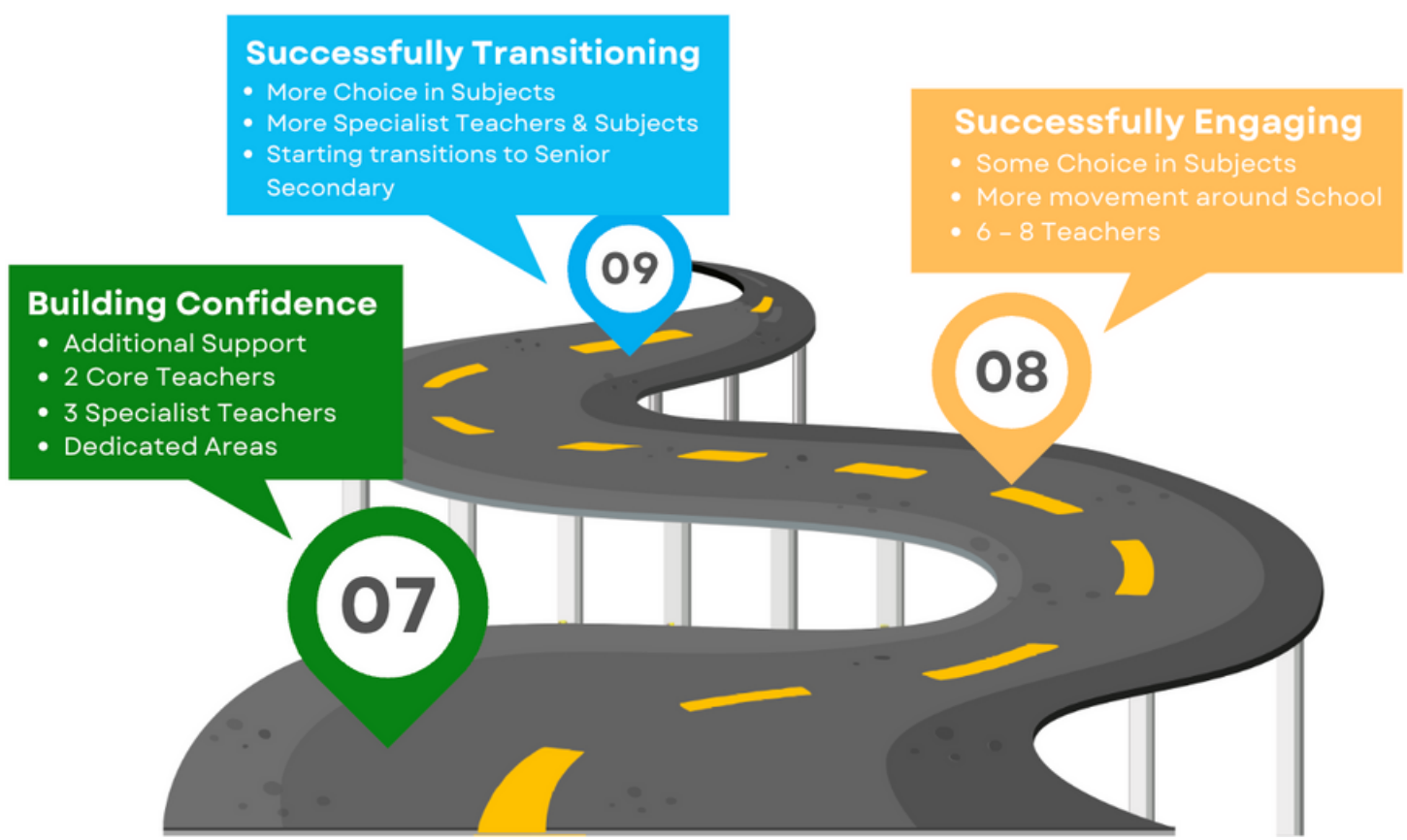
At Toolooa State High School we have designed a Junior Secondary curriculum that is responsive to the learning needs of young adolescents. It is rigorous but supportive and is designed to assist students in becoming deep, critical, futuristic, ethical and reflective thinkers.

Junior Secondary students complete studies in a wide range of subjects drawn from the core learning areas in Years 7 and 8, with increasing opportunity for specialisation in Years 9 and 10 and beyond. There is a focus on developing core skills in literacy and numeracy, supported by school wide practices that help students make connections between their studies in different subjects.

Our Junior Secondary programmes are compliant with the Australian Curriculum and have been designed using our school wide pedagogy Framework. They have also been informed by Education Queensland's Equity & Excellence Strategy providing a progressive, high performing education system realising the potential of every student.

Junior Secondary Transition Model

Recognising changing needs and supporting every student to stay on track with positive transitions from upper primary through junior secondary.



YEAR 7 SUBJECT GUIDE

CORE

- English
- Focused Reading & Writing
- Mathematics
- Science
- Humanities (History & Geography)
- HPE (Health & Physical Education)

ELECTIVES

Technologies Rotation

- Digital Literacy
- Design Technology
- Manual Arts
- Digital Technology

Arts Rotation

- Music / Dance / Drama / Visual Art

Languages - Japanese

YEAR 8&9 SUBJECT GUIDE

**CHOOSE 2
PER YEAR**

CORE

- English
- Focused Reading & Writing
- Mathematics
- Science
- Humanities (History & Geography & Civics)
- HPE (Health & Physical Education)

ELECTIVES

Technologies: Design / Manual Arts / Digital Technology / Food & Fibre / Engineering

Arts: Music / Dance / Drama / Visual Art

Languages - Japanese

Business & Economics

JUNIOR SECONDARY OPPORTUNITIES @ TSHS



Academic Opportunities

- Access to a range of competitions, including Opti-MINDS, National Mathematics Competition, ICAS Competitions, First Lego League, Local Maths Competitions, Tech Girls, etc.
- Free weekly maths tutoring available to all students
- STEM Squad (a group that meet weekly to sharpen their STEM skills and knowledge, use fun technology to solve real-world problems (robots, spheros, drones, apps, etc.) and compete in local, regional, state and national competitions throughout the year)
- Intensive literacy & Numeracy program for those requiring additional support
- Homework Club
- Junior Leadership
- Interact Club



Artistic Opportunities

- Access to instrumental Music Program
- Access to combined School Musicals - Every 2 years
- Annual Arts Showcase
- QLD Theatre Companies Scene project
- Dance Troupe
- Choir



Sporting Opportunities

- Interschool sport including, soccer, touch football, netball, volleyball and rugby league
- Inter-Careport competitions
- Leadership opportunities (Junior Careport Captains)
- Access to representative sport

STUDENT EXPECTATIONS

Attendance: It is an expectation that students attend school regularly to ensure that they are getting the best out of their education. If a student is absent from school, it is essential that the school is notified of the reason for the absence. This notification can be communicated through a reply to the automated text message, a phone call to the office, or a written letter to the student's form teacher. Extensive unexplained absences will be investigated as per the departmental policy.

Parents are asked to advise the school of expected absences by calling the Absence Line 49 714 304.

Uniform: Students in the Junior Secondary sector of Toolooa State High School are expected to comply with a uniform policy, including the TSHS polo shirt, TSHS shorts, white socks and predominantly black shoes. During the cooler months, the TSHS jacket or a plain black jumper/jacket can be worn, in addition to TSHS or plain black tracksuit pants. Please note that tights, jeans and 'jeggings' are not acceptable pants to wear to school.

Out of Uniform Consequences: If a student is out of uniform, they need to bring a note to their form teacher explaining why they are out of uniform. If they fail to do this, they will need to attend a uniform detention.

The Uniform Shop opening hours are Tuesdays 8am-12pm. For enquiries, online orders or emergencies please email uniformshop@toolooashs.eq.edu.au.



Behaviour: To uphold the outstanding level of engagement and learning, as well as the safe environment at Toolooa State High School, students are expected to behave appropriately in the classroom and the playground. The school's Student Code of Conduct (available on the school website, as well as an abridged version in the student diary) outlines expectations and possible consequences.

Assessment: Toolooa State High School adheres to a strict assessment policy, which sees all students engage in assessment tasks to their full potential. To assist students in successfully completing assessment, all assessment tasks will include a cover sheet detailing the requirements of the task, the draft date and the due date. Teachers will thoroughly explain the task to all students and will make themselves available to assist the students when necessary. If students require assistance, it is important that they make an effort to see their teacher outside of regular class time. All assessment items are outlined in the assessment calendar, which is sent home with the report card each term. If, for some reason, an extension is required, it must be applied for through the Head of Department with a minimum of 48 hours before the due date.

Communication Device Policy:

Developed with students, staff, and parents, Toolooa SHS's policy aligns with Education Queensland guidelines. 'Communications Devices' include mobile phones, laptops, smartwatches, and more. While recognizing their societal importance, the school sets clear boundaries:

- 1.Devices are not to be used in school, except under specific conditions.
- 2.They must remain off and hidden during school hours.
- 3.Camera and video functions require a teacher's written consent.
- 4.For emergencies, students should use the front office, not personal phones.
- 5.Devices are allowed before/after school and during lunch, with supervision.
- 6.Breaching rules leads to consequences, ranging from confiscation to suspension.
- 7.The school isn't liable for lost or damaged devices.

Misuse consequences include confiscation, acknowledgment letters, suspension, and potential police involvement, based on the offense's nature and frequency.

Toolooa State High School's curriculum is heavily based around use of a device in the classroom and supports the delivery of a curriculum for 21st century learning.



BYOD: The BYOD Program is for students from Years 7 to 12 with different requirements per year level. Students are required to follow the BYOD charter, which outlines how the device should be used in class and around the school. All students are expected to have their device at school and charged, with enough space to save class work and install apps and books for classes. Students must abide by the standards in the school's Responsible Behaviour Plan.

Requirements - Strongly Recommended for Junior Secondary

- iPad (see below for specifications)
- Bluetooth keyboard / case
- Apple pencil / stylus (optional)

Student Support

A key component of Toolooa's safe and supportive environment is its Student Wellbeing Team, which exists to facilitate the provision of a supportive school environment for all students emotionally, academically, physically and relationally. It meets fortnightly and its members include;

- Chaplain
- Year Level Coordinator
- School-based Youth Health Nurse
- Youth worker/Youth Support Coordinator
- Community Education Counsellor
- Indigenous Support Team
- Guidance Officers
- Diverse Learning Case Management

RULES & POLICIES

End your report with a review of the highlights, and a renewed commitment to continue working on making the SDGs attainable by 2030.

OVERVIEW OF KEY RULES & POLICIES

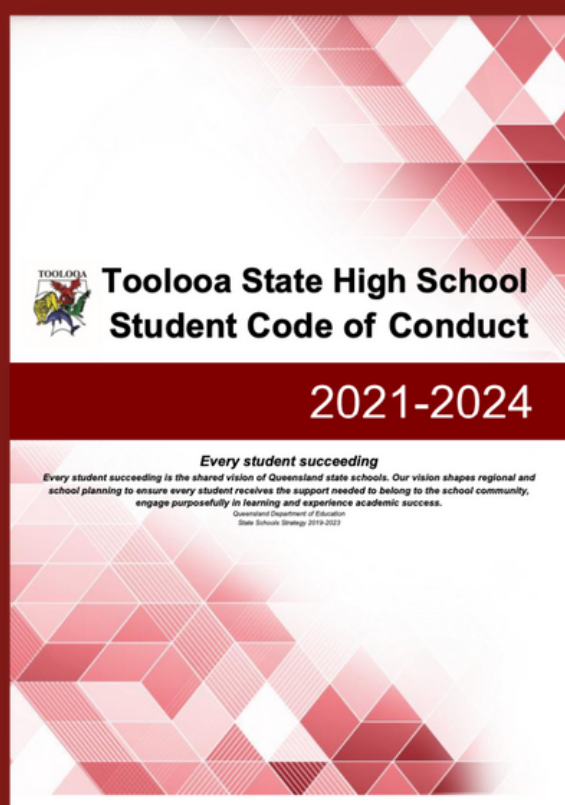
- Uniform
- Communication Device Policy
- Sun Safe Policy
- Jewellery / Cosmetics Policy

<https://toolooashs.eq.edu.au/our-school/rules-and-policies>

BRING YOUR OWN DEVICE

- BYOD Charter
- Preparation for BYOD Connection
- Instructions for setting up your child's devices

<https://toolooashs.eq.edu.au/curriculum/bring-your-own-device>



STUDENT CODE OF CONDUCT

Toolooa State High School Student Code of Conduct sets out the responsibilities and processes we use in our school to promote a productive, effective whole school approach to discipline. Its purpose is to facilitate high standards of behaviour from all in the school community, ensuring learning and teaching in our school is prioritised, where all students are able to experience success and staff enjoy a safe workplace.

<https://toolooashs.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/Toolooa%20student-code-of-conduct.pdf#search=code%20of%20conduct>

ENROLLING YOUR CHILD

To enrol your child into Toolooa State High School, take one of the following options:

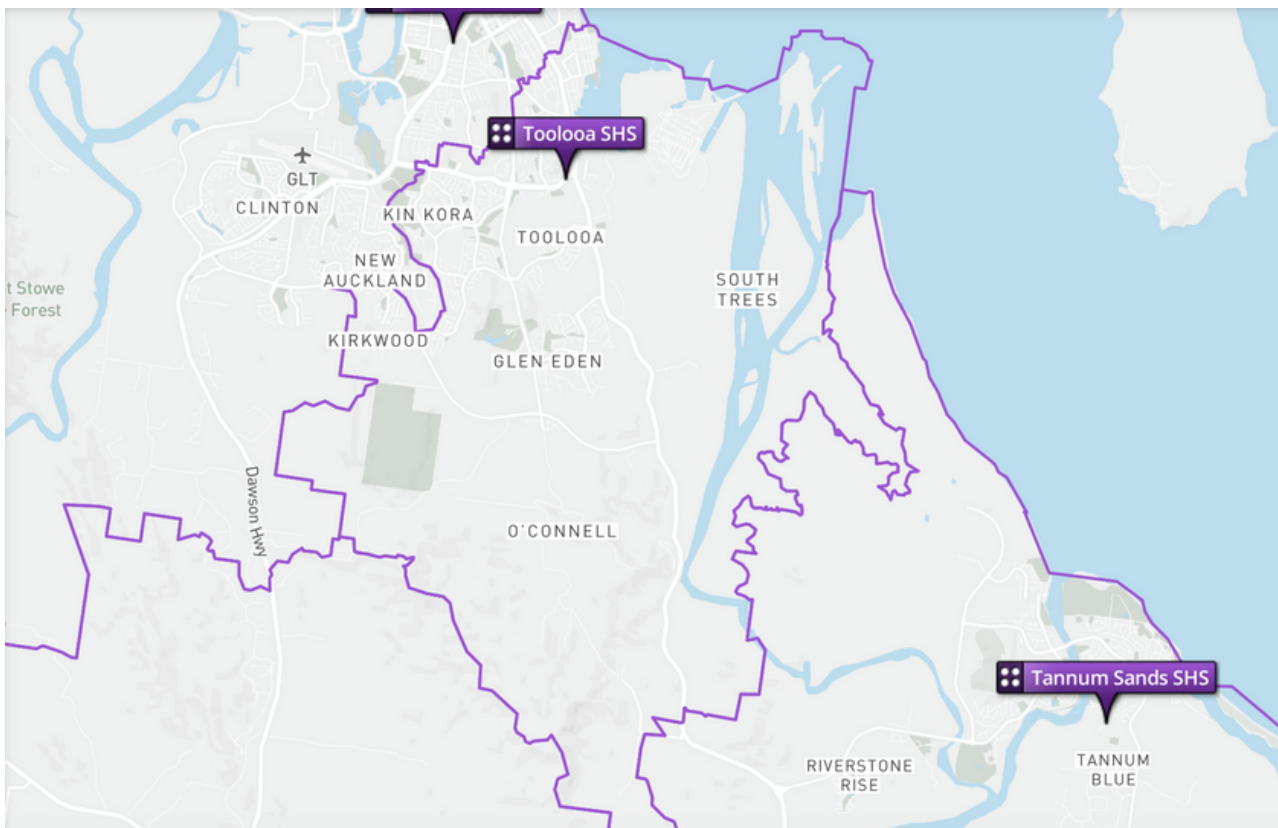
- Visit the school's website: toolooashs.eq.edu.au and following the links to 'enrol at TSHS: <https://toolooashs.eq.edu.au/enrolments/enrolling-at-our-school>
- Come into the office and collect an enrolment package from the friendly office staff
- Phone the school office on 49 714 333 for further information

Enrolment Management - Catchment Area

Toolooa State High School, along with the other local high schools, is enrolment managed. This means that families must live within a particular area to be eligible to enrol in our school. There are some exceptions to enrolment management – if your child has a residing sibling that already attends our school, if you (as a residing parent) is an employee of the school, or if a child is in care, they are also eligible to attend our school.

For information in relation to catchment zones, and to view the catchment map for TSHS, please follow this link:

<http://www.qgso.qld.gov.au/maps/edmap/>





Once again, welcome to Gladstone's premier secondary school, Toolooa State High School. We look forward to working in partnership with you to ensure your child reaches their full potential in a school that promotes and ensures equity and excellence.

