

**PLEASE KEEP THIS
PAPERWORK**

FOR YOUR INFORMATION



Toolooa SHS



YEAR 7 TRANSITION 2027

Toolooa State High School



Complete enrolment forms and return to Toolooa SHS Office by 18th September

Provide proof of address and birth certificate to process enrolment

Attend one information session.

- Tuesday 18th August 5pm-6pm
- OR
- Tuesday 3rd November 5pm-6pm

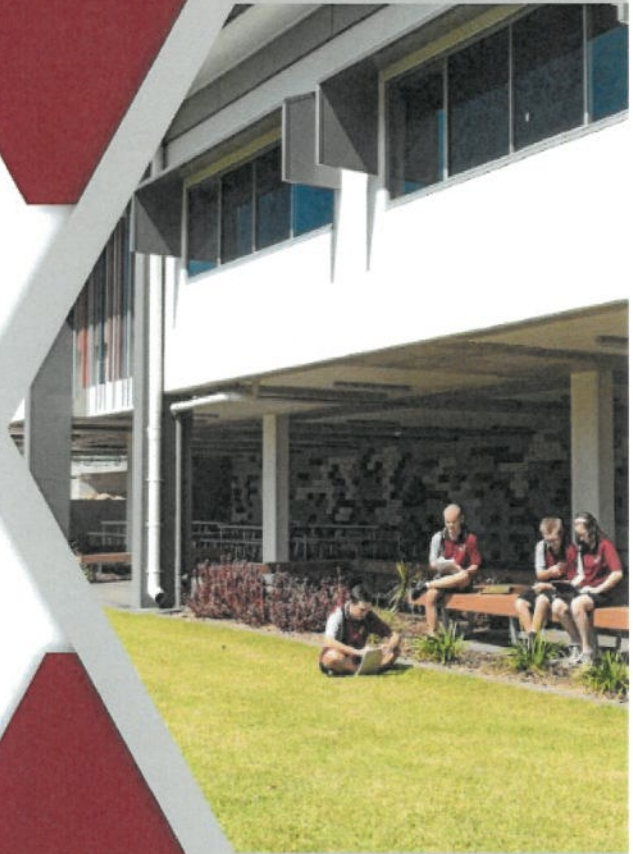
Students attend transition days - 30th Nov and 1st December 2026

Follow the school's Facebook page for any updates and extra information

Contact information for enrolment officer:

Phone: 49 714 333

Email: 2152_enrolment@eq.edu.au



YEAR 7 TRANSITION 2027

Toolooa State High School



Instrumental Music transition will be week 9 or week 10 of Term 4.

Extended Transition dates are (invitation only)

Wednesday and Thursday

Week 5 - 4th & 5th Nov

Week 6 - 11th & 12th Nov

Week 7 - 18th & 19th Nov

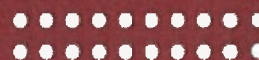
Week 8 - 25th & 26th Nov

A reminder that we are enrolment managed, so all prospective students must live in our catchment or have a residential sibling already attending TSHS.

Contact information for enrolment officer:

Phone: 49 714 333

Email: 2152_enrolment@eq.edu.au





Toolooa now has QKR!





QKR! is an online payment app that you can use on your smartphone to conduct all your financial business with the school.

The app is secure, easy to set up, it accepts payments 24 hours a day, 7 days a week and it is completely free for parents!

All fees and goods for sale through the school office are now available for purchase on the QKR! app during the year meaning you no longer need to attend the office to make payments.

All other payment methods continue to be accepted such as bpoint, eftpos and cash. QKR! is just one more way in which our families can conduct business with Toolooa State High School.

GETTING STARTED

<p>Step 1: Download QKR!</p> <p>Download the app for apple or android to get started</p> <p>https://apps.apple.com/au/app/qkr-by-mastercard/id589799471</p> <p>https://play.google.com/store/apps/details?id=com.mastercard.labs.qkr&hl=en</p>  	<p>Step 3: Find our school</p> <p>Locate Toolooa State High School with the search function</p> 
<p>Step 2: Sign Up</p> <p>Sign up for the app</p> 	<p>Step 4: Register your children</p> <p>When first accessing our school, you will be prompted to set up a profile for each of your students. This allows you to make orders and payments for that specific student.</p> <p style="text-align: center;">It is so easy!</p>



P & C UNIFORM SHOP ORDER FORM

Student Name: _____ Form/Year: _____

Parent/Guardian Name: _____

Phone: (home) _____ (mobile) _____

Email: _____

Item	Size	Qty	Price	Total
Everyday Polo Size 6-14			\$30.00	
Everyday Polo Size 16+			\$32.00	
Everyday Shorts – Unisex			\$25.00	
Formal Skirt			\$37.00	
Formal Blouse			\$35.00	
Formal Shirt			\$35.00	
Girls/Boys Music Shirt			\$45.00	
TOTAL				

P & C OFFICE USE ONLY – PAYMENT DETAILS

DATE	EFTPOS	OWING	RECEIPT No.

DATE ORDER COLLECTED/...../..... SIGNATURE.....

UNIFORM SHOP TIMES:

1. Uniform Shop will be open on Tuesdays: 8.00am to 12.00 noon.
2. Alternatively, orders can be emailed directly to the uniform shop at:
uniformshop@toolooashs.eq.edu.au
3. Uniform shop hours may vary over the holidays. Please check our Facebook page.



TOOLOOA STATE HIGH SCHOOL TUCKSHOP MENU



BREAKFAST

BACON & EGG MUFFIN	\$ 5.50
TOASTIE - CHICKEN & CHEESE	\$ 5.00
TOASTIE - HAM & CHEESE	\$ 5.00
HAM & CHEESE CROISSANT	\$ 3.00
SAUSAGE ROLL	\$ 5.50
CHICKEN, CHEESE, BACON WRAP	\$ 6.00
SWEET MUFFIN	\$ 5.00

HOT FOOD

STEAK BURGER	\$ 7.50
CHICKEN BURGER	\$ 7.50
CHICKEN WINGS & CHIPS	\$ 6.00
CHICKEN CHIPPIS	\$ 4.00
CRUMBED SAUSAGES	\$ 2.00
SAUSAGE ROLL	\$ 5.50
PIE	\$ 6.00
GARLIC BREAD	\$ 3.00
WEDGES WITH GRAVY	\$ 5.00
POTATO GEMS	\$ 4.00
NACHOS (Inc. Sweet Chilli & Sour Cream)	\$ 5.50
POTATO BAKE	\$ 5.50
PASTA - BOLOGNESE	\$ 5.00
PASTA - CARBONARA	\$ 5.00
LASAGNE	\$ 5.00
BUTTER CHICKEN	\$ 5.00
QUICHE	\$ 4.00
QUICHE & SALAD	\$ 6.00
SINGAPORE NOODLES	\$ 6.00
CHICKEN, CHEESE, BACON WRAP	\$ 6.00
TOASTIE - CHICKEN & CHEESE	\$ 5.00
TOASTIE - HAM & CHEESE	\$ 5.00
TOASTIE - CHEESE & TOMATO	\$ 4.00

SALADS

CAESAR SALAD	\$ 5.50
CAESAR SALAD WITH CHICKEN	\$ 6.50
GARDEN SALAD	\$ 5.50
GARDEN SALAD WITH MEAT	\$ 6.50

Garden Salad Dressing Choices
Included with Salad Price:

- Mayonnaise
- Honey Mustard
- Ranch
- Aioli



SANDWICHES

SANDWICH (Choice of Ham or Chicken) \$ 4.50

*Add Salad choices below:

- Lettuce
- Tomato
- Cucumber
- Carrot
- Beetroot
- Red Onion
- Avocado
- Pineapple



*ADD CHEESE	\$ 5.00
*ADD SALAD & CHEESE	\$ 6.00
SANDWICH - EGG & LETTUCE	\$ 5.50

WRAPS

DICED ROAST CHICKEN - LARGE	\$ 8.00
DICED ROAST CHICKEN - SMALL	\$ 4.00
FLAME GRILLED CHICKEN - LARGE	\$ 8.00
FLAME GRILLED CHICKEN - SMALL	\$ 4.00
SOUTHERN STYLE CHICKEN - LARGE	\$ 8.00
SOUTHERN STYLE CHICKEN - SMALL	\$ 4.00



SWEETS

TIM TAMS (Limit 2 per person)	\$ 0.50
SWEET MUFFIN	\$ 5.00
PACKET OF CHIPS - LARGE	\$ 3.00
PACKET OF CHIPS - SMALL	\$ 1.00



DRINKS

SLUSHIE	\$ 2.50
MILK *FLAVOURED - POPPER SIZE	\$ 2.50
MILK * FLAVOURED - LARGE	\$ 5.00
MILK * PLAIN - LARGE	\$ 2.50
JUICE - POPPER SIZE	\$ 2.50
ICED TEA	\$ 4.50
GFORCE	\$ 5.00
WATER - COOLRIDGE - 750ML	\$ 3.50
WATER - PUMP - 750ML	\$ 4.00



ICE-CREAMS

ZING	\$ 1.00
MAXIBON	\$ 5.00
MILO CUP	\$ 4.00
OREO COOKIE	\$ 4.00
ICYPOLE	\$ 2.00
LIFESAVER	\$ 2.00



SAUCES

TOMATO SAUCE	\$ 0.50
BBQ SAUCE	\$ 0.50
GRAVY	\$ 0.50

Cookie Day - Wednesdays \$ 1.00



Dear Parents and Students,

We're excited to remind you that our Tuckshop offers **online ordering** its the easiest way to secure your lunch. There is no longer an option to pre order in the morning over the counter.

Please note:

- ✓ **The ONLY way to pre-order lunch is through our online ordering system.**
- ✓ Students can still purchase food **over the counter at lunchtime**, however popular items may sell out.

How to Order Online

1. Visit: <https://toolooa.website.wooshfood.com/>
2. Add your items to the cart.
3. Enter the **student's** name and phone number.
4. Select which break you would like your lunch.
5. Choose your payment method and complete your order.

- Orders can be collected from the **Pre-Order Counter** at the Tuckshop.

Ordering Times

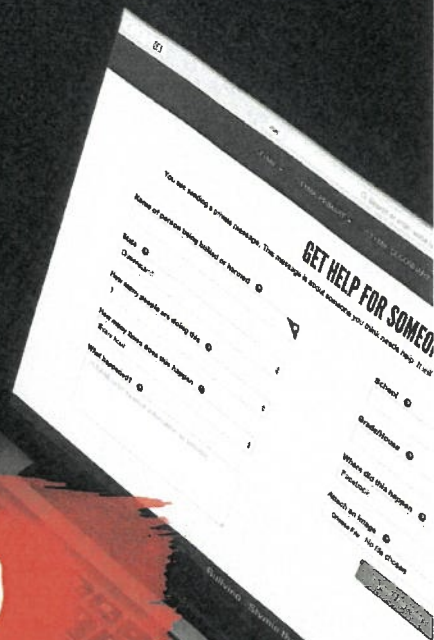
- Same day orders close at **9:00am**
- The website opens at **10:00am** for next day orders

Online ordering helps to avoid missing out on favourite menu items, and makes lunch time quicker and easier for everyone.

Thank you for supporting our school Tuckshop, proudly operated by the Toolooa State High School P&C Association.

Kind regards

#saysomething





Bystanders are the largest group in the cycle of bullying. Most bystanders passively accept bullying because of anxiety, peer-pressure or fear. **Stymie gives your child the power to say something.**

How Does Stymie Work?



If your child witnesses bullying, harrassment, assault, self-harm or substance abuse...



*...they can use an Internet-enabled device to make an **anonymous notification** through Stymie.*



Your school receives this anonymous notification and deals with it according to their wellbeing framework.

Stymie allows your child to send anonymous notifications to their school about someone who they believe is being bullied or harmed.

This allows them, as bystanders, to remain anonymous. It also gives them the courage to overcome the fears and social pressures that prevent them from speaking up and the opportunity to help themselves and their peers

Ultimately, Stymie works with your school to make it a safer place and helps reduce the stress that bystanders can experience.



To meet the educational needs of our students, in 2027 students in Years 7 to 10 at Toolooa SHS are required to bring an iPad to school. For students in Years 11 and 12, we encourage the bringing of an iPad or laptop.

eLearning Vision

In the 21st century, digital literacy is an increasingly important skill. Information and Communication Technologies (ICTs) are therefore used at Toolooa State High School to enhance the teaching and learning within the classroom. Teachers design learning experiences which facilitate the creation and sharing of knowledge. Many subjects offered at Toolooa SHS require students to use their own device to best engage in a wide range of differentiated learning activities. These include, but are not limited to:

- accessing digital textbooks;
- undertaking research and completing assignments;
- creating multi-modal presentations;
- completing competencies in certificate courses;
- filming performances in practical classes to analyse and evaluate technique;
- using OneNote in most lessons to learn content, keep class notes, submit drafts and access feedback;
- using specialised software to create film clips, compose music and code; and
- for students with additional needs, access to a suite of tools that makes content and learning more accessible.

Device Specifications

The following is required for students in Years 7 to 10 and is encouraged for Year 11 and 12 students new to the BYOD program.

- iPad (see the following page for specifications)
- Protective case with a built-in keyboard: E.g., Logitech Slim Folio Keyboard Case with Bluetooth
- *** Recommended:** Stylus / Apple Pencil - The iPad with a stylus enables students to annotate on screen, take notes, sketch ideas, mark up documents and show working out, and thinking.

Note: all devices must meet minimum requirements

Minimum Requirements (as of Mid 2025)

	iPad	iPad Air	iPad Pro
Required Operating System - iPadOS: 26.5 or later	<ul style="list-style-type: none"> • iPad (8th generation, 2020) • iPad (9th generation, 2021) • iPad (10th generation, 2022) • iPad (A16, 2025) 	<ul style="list-style-type: none"> • iPad Air (3rd generation, 2019) • iPad Air (4th generation, 2020) • iPad Air (5th generation, M1) • iPad Air (M2) • iPad Air (M3) • iPad Air (M4) 	<ul style="list-style-type: none"> • iPad Pro 11-inch (1st gen, 2018) • iPad Pro 11-inch (2nd generation, 2020) • iPad Pro 11-inch (3rd gen, M1) • iPad Pro 11-inch (4th gen, M2) • iPad Pro 11-inch (M4) • iPad Pro 12.9-inch (3rd gen, 2018) • iPad Pro 12.9-inch (4th gen, 2020) • iPad Pro 12.9-inch (5th gen, M1) • iPad Pro 12.9-inch (6th gen, M2) • iPad Pro 13-inch (M4)

An iPad with a Wi-Fi only model will reduce the cost of the device and will **not** compromise the student's ability to complete school tasks as they will be connected to the school's Wi-Fi Network. By connecting to the school's Wi-Fi network, students access resources through a filtered connection that is monitored for student safety and security.

Although some students will have a 4G or 5G enabled device, any connection to private networks during school hours must comply with the school's Student Code of Conduct. Students using iPad's will be required to connect to the teachers' device via Apple Classroom or AB Tutor.

We strongly encourage parents to appropriately label their child's resources with their name and write down the serial numbers of the device and stylus.

Please retain this document for your reference



Important Information

Broken or Damaged Device

While Toolooa SHS will continue to deal with inappropriate behaviour in line with existing policies, Toolooa SHS is not liable for any damage or replacement costs incurred while the device is at school.

There are therefore important details regarding insurance and warranty for parents to consider when purchasing an iPad. We strongly encourage parents to consider this at the time of purchase.

Some Home and Contents Insurance Policies may cover devices when they are at alternate sites, such as the student's school. There may be a requirement to individually list this device. Close examination of these damage protection and insurance documents, and consultation with your insurance representatives is highly recommended.

Toolooa SHS does not accept responsibility for damage, loss or theft of BYO devices. Furthermore, Toolooa SHS will not be involved in any way with warranty and insurance claims. This will be between the purchaser and the retailer.

Backing up

Technology failure is a fact of life, and it is the responsibility of the student to ensure that their material is backed up regularly. Students should be saving all documents to their OneNote or OneDrive, a free cloud- based storage available for all students. No USBs are to be used.

Toolooa SHS will not be held responsible for loss of material or assessment on BYO devices.



Charging devices

There will not be any charging facilities at school to charge devices. All charging should be done at home. Portable power banks will be allowed during class time, but only for the purpose of charging iPads.

Use of 3G / 4G / 5G












Toolooa SHS provides a filtered internet connection that students can use while on school grounds. Access to private 3G, 4G and 5G (mobile networks) services will need to occur in strict accordance with the school's Student Code of Conduct. This is to ensure the online safety of all members of our school community.

Joining the BYOD Program

To join the program, students need to complete a *BYOD Participation Agreement* and have their device checked by one of our School Technical Officers. Once checks have been completed, students will be supported and guided through the process to connect to the school network.

Required APPS for iPad

The following apps must be installed on students' iPads before signing up to the BYOD program.

	App	Cost	Purpose
	Intune Company Portal	Free	Required to set up device and connect to school network
	Microsoft Word	Free	A range of uses in many classes
	Microsoft PowerPoint	Free	A range of uses in many classes
	Microsoft Excel	Free	A range of uses in many classes
	Microsoft OneNote	Free	Access to all lesson content and resources
	Microsoft Teams	Free	Access to all lesson content and resources
	Microsoft Outlook	Free	Emails
	Microsoft OneDrive	Free	Save all documents to the cloud
	iMovie	Free	Create and edit movie projects
	Kahoot!	Free	Game based learning for all classes
	Canvas	Free	Online Learning Platform

Digital Learning Expectations

All students use technology to support their learning at Toolooa State High School and are required to comply with the following expectations regarding device use. The iPad is a learning tool that students are expected to bring to every lesson.

Students not meeting these expectations will be managed according to the Student Code of Conduct.

iPad as a Learning Tool

We expect all students to arrive at school ready and prepared to learn. This includes:

- Ensuring the BYO device is functional and in good working order.
- Ensuring the BYO device is fully charged before school and has enough battery life for all class periods to complete required work.
- Devices should be stored in school bags when moving between classes or around the school.
- While at school, devices should be used for an educational purpose. This includes the use of camera/video and audio recording functions. **For privacy reasons, students must not take photos of, film or audio record any other student or staff member without the explicit consent of, and under the supervision of, a staff member.**
- To avoid damage, food and drinks should be kept away from ICT equipment.
- Student devices are for their use only. They are not to be shared with others.
- Regularly check that all ICT equipment and home devices are tested for viruses and other threats.
- Ensure at least 1GB of storage capacity is available at all times for use in learning activities.
- Devices and apps should be updated regularly. Running the latest version of iOS and apps ensures students can make the most of their device.
- Only run approved and officially released versions of iOS for Apple devices.

During Lessons

An iPad is a valuable teaching and learning tool. To make the most of learning time, the following routines for the use of the device have been developed:

- Students connect to their teacher's device via the Apple Classroom app or AB Tutor at the start of each lesson.
- Students will wait for teacher instruction to use the device or open apps.
- Use of the device to communicate with other students during learning time is not permitted unless with the explicit consent of the teacher.
- Students will not project their screen to any other device without explicit teacher consent.
- Students cannot use their device during exams unless otherwise instructed.
- Students are not permitted to take a photo of any exam.
- At times, teachers may permit parts of a lesson to be recorded. Such recording must only occur when explicitly permitted by the class teacher and only for the part of the lesson the teacher approves. Other students should not be in the frame of the recording.

Communicating with Others

There are some further routines and procedures required to ensure the most appropriate use of the device in an educational setting:

- Remember respectful communication conventions should be used at all times.
- Students will be supplied with an EQ email address. This must be the only email used between students, teachers and other students when communicating or transferring documents.
- Email or other forms of communication, including through Bluetooth (e.g. Airdrop), may only be used during class time when directly instructed by a teacher. Airdrop should be turned off when not in use.

Responsible use of the school network and ICT resources

In addition to the rules and procedures outlined earlier in this document, students and parents need to understand and comply with the following requirements when using school ICT resources and/or their BYO device on the school network.

These requirements are varied only slightly (to provide for a school specific context) from the advice and guidelines in the Department of Education's document titled *Advice for state schools on acceptable use of ICT services, facilities and devices*.

Authorisation and controls

The principal reserves the right to restrict student access to the school's ICT services, facilities and devices if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program.

The Department of Education monitors access to and use of its network. For example, email and internet monitoring occurs to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

The department may conduct security audits and scans, and restrict or deny access to the department's network by any BYO device if there is any suspicion that the integrity of the network might be at risk.

Responsibilities for using the school's ICT facilities and devices

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the Student Code of Conduct.
- Students are to be aware of occupational health and safety issues when using computers and other learning devices.
- Parents/guardians are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.
- The school will educate students regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to adopt these safe practices.
- Use of the school's ICT network is secured with a username and password. The password must be difficult enough so that it cannot be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).
- Students cannot use another student's or staff member's username or password to access the school network. This includes not browsing or accessing another person's files, home or local drive, email or accessing unauthorised network drives or systems. Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
- Students need to understand that copying software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from enforcement agencies.

Responsibilities for using a BYO device on the department's network

- Prior to using any BYO device, students and parents need to ensure it meets the required specifications.
- Students are responsible for the security, integrity, insurance and maintenance of their personal mobile devices and their private network accounts.
- Where possible, appropriate anti-virus software has been installed and is being managed.
- Students must follow any advice provided on best security requirements e.g. password protection.
- Students and parents are to employ caution with the use of BYO devices, particularly as these devices can store significant numbers of files, some of which may be unacceptable at school.
- Any inappropriate material or unlicensed software must be removed from BYO devices before bringing the devices to school and such material is not to be shared with other students.
- Unacceptable use will be managed in accordance with the school's Student Code of Conduct.

Acceptable/appropriate use/behaviour by a student

It is acceptable for students while at school to:

- use BYO devices for:
 - assigned class work and assignments set by teachers;
 - developing appropriate literacy, communication and information skills;
 - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school;
 - conducting general research for school activities and projects;
 - communicating or collaborating with other students, teachers, their parents or experts in relation to schoolwork;
 - accessing online references such as dictionaries, encyclopedias, etc;
 - researching and learning through the department's eLearning environment.
- be courteous, considerate and respectful of others when using a mobile device.
- use their personal mobile device for private use before or after school, or during recess and lunch breaks, in accordance with the Student Code of Conduct.

Unacceptable/inappropriate use/behaviour by a student

It is unacceptable for students while at school to:

- use a BYO device in an unlawful manner;
- download, distribute or publish offensive messages or pictures;
- use obscene, inflammatory, racist, discriminatory or derogatory language;
- use language and/or threats of violence that may amount to bullying and/or harassment, or stalking;
- insult, harass or attack others or use obscene or abusive language;
- deliberately waste printing and internet resources;
- damage computers, printers or network equipment;
- commit plagiarism or violate copyright laws;
- ignore teacher directions or school policy regarding the use of social media, online email and internet chat;
- send chain letters or spam email (junk mail);
- share their own or others' personal information and/or images which could result in risk to themselves or another person's safety;
- knowingly download viruses or any other programs capable of breaching the department's network security;
- use in-device cameras inappropriately, such as in change rooms or toilets;
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material;
- use the BYO device to cheat during exams or assessments;
- take into or use BYO devices at exams or during class assessment unless expressly permitted by school staff.




Parent and Community Code of Conduct

Supporting learning, wellbeing and safety in every Queensland state school

We welcome parents¹ and other members of our diverse community into schools across Queensland.

Working together with their school community², school staff support the learning and wellbeing of every student, and are entitled to a safe work environment.

Parents and other visitors to schools support safety by ensuring their communications and conduct at the school and school activities is respectful.

Elements of engagement	It is expected that parents and visitors to our school communities will:	Parents and visitors to our school communities demonstrate this by:
Communication 	<ul style="list-style-type: none"> • be polite to others • act as positive role models • recognise and respect personal differences • use the school's communication process to address concerns 	<ul style="list-style-type: none"> • using polite spoken and written language • speaking and behaving respectfully at all times • being compassionate when interacting with others • informing staff if the behaviour of others is negatively impacting them or their family • respecting staff time by accepting they will respond to appropriate communication when they are able • requesting a meeting to discuss any concerns about their child's education — allowing staff time to prepare and appreciating their time may be limited
Collaboration 	<ul style="list-style-type: none"> • (parents) ensure their child attends school ready to learn • support the Student Code of Conduct 	<ul style="list-style-type: none"> • taking responsibility for their child arriving and departing school safely on time every day • reading and encouraging their child to understand and follow the Student Code of Conduct
School Culture 	<ul style="list-style-type: none"> • recognise every student is important to us • contribute to a positive school culture • work together with staff to resolve issues or concerns • respect people's privacy. 	<ul style="list-style-type: none"> • valuing each child's education • acknowledging staff are responsible for supporting the whole school community • speaking positively about the school and its staff • not making negative comments or gossiping about other school community members, including students — in person, in writing or on social media • understanding, at times, compromises may be necessary • considering the privacy of all school community members at all times, and understanding that the school cannot share confidential information.

¹The term 'parent' refers to parents, carers, guardians and people who exercise parental responsibility for a child.

²The term 'school community' refers to staff, students, parents, local business and community organisations and visitors to the school.



Every day counts

Preparing your child for high school

The move from primary to high school can be a time of excitement and new experiences. It can also be challenging or worrying for some students. Helping your child prepare for high school and making them feel supported will reduce the risk of disengagement from school in the future.

What to expect

- **Relationships** — your child will meet new people, make new friends, and need to re-establish their position within a peer group.
- **School work** — your child will need to adapt to new teaching and assessment styles, cope with a wide range of subjects, adjust to having different teachers and classrooms, become more responsible for their own learning, manage a heavier study and homework load, and learn a new and more complex timetable.
- **Getting around** — your child will have to adjust to a new school site, get to class on time with the correct books and materials, and possibly cope with new transport arrangements.
- **Adolescent developmental changes** — your child will be experiencing normal developmental changes during this time (e.g. physical changes, emotional swings, and an increased desire for independence). Peers will become a greater influence in their life.

How can I help my child transition to high school?

Before your child starts:

- Attend parent information/enrolment sessions

and open days.

- Take your child to school open days.
- Involve your child in selecting the appropriate school.
- Encourage your child to develop their independence (e.g. look after their own belongings, use a diary to plan their homework and activities, read a timetable).
- Ensure your child has all of the things needed to support their learning (e.g. stationery and books, uniform).
- Familiarise yourself with the new school's policies and procedures so you can answer questions and support your child's decision-making.
- Find out what transition services and supports are offered by your child's new school which may include visiting the school prior to enrolment.
- Talk to your child before the move happens. Discuss what they're most looking forward to and what they're worried about. Give your child lots of reassurance.
- Emphasise the positives and highlight the new opportunities your child will have.
- Involve your child in decision-making (e.g. transport to and from school, selection of school bag and additional school materials, and subject choices if applicable).

During or after the time your child starts high school:

- Find out who your child's form teacher or year level coordinator is and make contact or ask questions.
- Ensure your child has a suitable place to study at home, away from distractions such as the television or mobile phone.

- If your child has access to the internet for study, ensure they are visiting appropriate websites.
- Assist your child in developing a homework/study plan and assist with supervision of homework in the junior secondary years.
- Attend parent nights and interviews. Keep in regular contact with class teachers and support staff (email is a great way to do this).
- Encourage your child to join an extra-curricular program offered by the school.
- Discuss your child's achievement results and reports with them and help them to set future learning goals.
- Talk to other parents to check whether your child's experiences and feelings are similar to those of others.
- Ensure your child gets plenty of sleep, eats well and gets regular exercise as this is important for a successful transition to high school.
- Ensure you maintain consistent routines with your child (e.g. getting ready for school).
- Celebrate milestones with your child (e.g. the first day, first week, end of term).

What are some of the signs to look for when my child is not coping?

Be aware there may not be obvious or visible signs that things are not going well for your child. Be conscious of any changes in your child's behaviour, attitude, communication or reactions that are different to what you would normally expect. For example, they may:

- show a lack of involvement in the new school
- lose confidence or self-esteem
- refuse to talk about school or friends/peers
- have no desire to go to school, or refuse to go
- show a decline in academic performance
- become withdrawn or display excessive behaviours
- become easily emotional (crying or angry at the slightest instance).

My child is having difficulties adjusting in high school. What can I do?

It is important that you don't wait for things to improve on their own. Talk to your child to find out what the issues are. Be aware that they may be reluctant to open up to you. It is also a good idea to have a discussion with your child's form teacher, year level coordinator or guidance officer so they can assist you in developing some strategies to address these issues.

Useful websites

- Ten Hints for Creating Resilient Families
<http://andrewfuller.com.au/wp-content/uploads/2014/08/Ten-Resilience-Hints.pdf>
- Resources to build and sustain positive school cultures
<https://behaviour.education.qld.gov.au>
- Advice for parents to help children have safe experiences online
<https://www.esafety.gov.au/>
- Supporting student's wellbeing and mental health
<https://education.qld.gov.au/students/student-health-safety-wellbeing/student-wellbeing>
- Youth – Health and looking after yourself
<http://www.qld.gov.au/youth/health-looking-after-yourself/>
- The Australian Parenting Website
<http://raisingchildren.net.au/>





Every day counts

How can I get my teenager to go to school?

Many teenagers seek independence and think they know best. No matter how hard parents try, some students may be **reluctant** or **refuse to go to school**. These are some ideas which may assist parents in dealing with teenagers and school refusal. Addressing this issue promptly and **setting up good patterns** in adolescence can lead to future success.

Did you know?

- Missing one day of school each week adds up to 2 months missed over a year.
- Regular school attendance increases access to learning, helps maintain friendships, and results in better long-term life outcomes.

What you can do

- Talk about the **importance of showing up to school** every day, make that the expectation. Regular attendance at school sets up good behaviours for regular attendance at work.
- Help your teenager maintain **daily routines** such as finishing **homework** and getting a good night's sleep. On average, teenagers need 8-9 hours sleep to be healthy and alert. You may also need to monitor their use of the Internet, mobile phone and TV at night to ensure they are not staying up too late or being disturbed while sleeping.
- Try not to schedule hair, dental or medical appointments during school hours. Arrange family holidays during scheduled school holidays so that they are not missing out on classes and, therefore, will not have to struggle to make up for lost time.
- Don't let your teenager stay home unless genuinely sick. Complaints of headaches or stomach aches may be signs of anxiety.
- If your teenager wants to stay home to finish an assignment, rather than letting them stay home, expect them to go to school – make attendance the number one priority. Later, you can discuss with them how they can improve their study habits or adjust their schedule.
- If your school has an assessment calendar on their website, use this to help your teenager plan their study so that they avoid working late the night before an assignment is due.
- Be sure to set a good example – how you meet your commitments impacts on how they will meet theirs.
- **Talk to your teenager.** What are their feelings about school? What interests them at school? Are there any difficult situations? It helps if you open these discussions in a relaxed way so that your teenager knows you are demonstrating concern, not authority.
- Try to be aware of your teenager's social contacts. Peer pressure can lead to skipping school, while students without many friends can feel isolated.
- Encourage meaningful **extracurricular activities** that your teenager enjoys, such as sports and clubs, to develop positive relationships and have success outside of a classroom setting. These activities can help your child feel part of the group, important to the school, and more motivated.
- Set clear parameters around part-time work. Make sure that the hours your teenager is working do not

impact on their ability to go to school the next day, or interfere with school assessment expectations or exam preparation.

- Familiarise yourself with the school's attendance policy. This can help when trying to reason with teenagers.
- Monitor your teenager's attendance and school performance. Periodically check with their teachers to find out how things are going. If you find it difficult to contact several different teachers [by phone](#), [try email](#). Alternatively, if your school has a year level coordinator, they may be a helpful point of contact in relation to specific issues.

Remember...

You can [talk with school staff](#) (such as the teacher, year level coordinator, deputy principal or principal) to find out what assistance they can provide to keep your teenager attending and engaged.

Useful websites

- ReachOut.com
<http://au.reachout.com/>
- Spark their Future
<https://www.sparktheirfuture.qld.edu.au/>
- Supporting student's wellbeing and mental health
<https://education.qld.gov.au/students/student-health-safety-wellbeing/student-wellbeing>
- Ten Hints for Creating Resilient Families
<http://andrewfuller.com.au/wp-content/uploads/2014/08/Ten-Resilience-Hints.pdf>
- The Australian Parenting Website
<http://raisingchildren.net.au/>
- Youth – Health and looking after yourself
<http://www.qld.gov.au/youth/health-looking-after-yourself/>



Communicating with your child's school

We value open and respectful communication with parents and carers, to support student learning.

✓ You can expect schools to:

- recognise and celebrate your child's achievements
- report on your child's academic progress
- communicate about your child's learning, wellbeing and development
- inform you of any serious issues concerning your child
- alert you on the same day if your child is absent without a reason
- forward requests needing your consent or payment
- provide regular school updates and notify you of school events
- offer opportunities and ways to give feedback
- offer parent/carer-teacher interviews twice per year.

✗ You should not expect:

- an immediate response to non-urgent inquiries — it may take a minimum of 2 or more business days
- staff to return calls or reply to emails outside standard business hours (including evenings and weekends)
- a response from staff to social media messages from their personal account
- access to teachers' personal phone numbers or emails
- teachers to discuss school matters when not at work (e.g. if you see a teacher outside of school hours in the community)
- meetings with staff during the school day without an appointment
- to be allowed on school grounds if you have been aggressive or harassed staff or students.

💬 Contact your child's school if:

- your child will be absent, providing the reason
- you are concerned about your child's learning, social progress or wellbeing
- there are changes to your child's medical information
- there are changes in family circumstances

- you notice safety issues or behaviour changes at home
- issues arise that may affect student and/or staff safety at school
- you need to make or change an appointment.

💬 When contacting your child's school:

- contact the school administration for general inquiries
- follow the school's processes for requesting meetings or contact with teachers
- for more complex or sensitive issues, request a face-to-face meeting to give the matter the attention it needs
- allow staff time to respond to your inquiry, remembering that teachers' priorities during the day are in the classroom.

👤 How you can help your child's school:

- keep your contact details up-to-date
- read school communications
- use polite language in all spoken and written messages
- be open to ideas and willing to compromise if needed to reach an agreement.

? If you are unhappy about something that has happened at school, you can make a complaint:

- first raise your concern with the school by making an appointment or sending an email
- if you're not happy with the outcome, you can speak with the principal or take your [complaint](#) to the school's [Regional Office](#). All complaints about staff or school operations are handled fairly.



Ways to support your child's learning

Years 7 to 9

1. **Keep up-to-date** by reading information provided by the school (e.g. newsletters, emails, social media) and attending events whenever possible (e.g. information evenings, open classrooms, parent/teacher interviews, P&C meetings).
2. **Maintain a positive dialogue with your child about what they are learning.** Ask your child about what they are learning at school and show an interest. Offer your support and encouragement for their hard work and efforts.
3. **Establish appropriate study arrangements** at home or another location, such as the library or a dedicated homework class. Help your child develop a routine to assist them to manage school and personal commitments through a homework diary or events calendar.
4. **Ask your child about their learning and school day.** Ask them what they enjoyed most about their school day or the most interesting thing they learned. This shows your child that you are interested in their learning and their wellbeing. If your school uses digital technologies to share classroom learning, use this information to open conversations, especially when they can't remember.
5. **Access local services,** including local community health services, parenting programs and libraries that can support your child's learning and development.
6. **Monitor screen time and sleep.** Maintain ground rules to ensure consistency. Children going through growth spurts need lots of sleep without interruptions from phones and social media so that they can maintain focus on learning, when required.
7. **Involve your child in decision-making,** particularly in matters that directly affect their school and personal life.
8. **Talk with your child about goals and aspirations** and communicate high but realistic expectations for their education and career. Look for opportunities to explore different career options based on your child's interests and skills.
9. **Be approachable and supportive.** Accept that sometimes your child may be more comfortable talking to another adult about their problems, rather than their parent.
10. **Support good relationships with peers** by talking positively with your child about their friends and teachers, and by helping them with conflict resolution skills. If you notice any changes in their behaviour or attitudes that concern you, talk confidentially with the school's Guidance Officer for some advice.
11. **Explore** the resources listed below for ideas on helping your child to learn and other topics of interest to parents.



Useful resources

- ▶ **Learning Potential website**
www.learningpotential.gov.au
Ideas to support your child's learning from birth to Year 12.
- ▶ **Triple P Courses for Parents of Teens**
<http://www.triplep-parenting.net.au/qld-uken/get-started/triple-p-courses-for-parents-of-teens/>
Parents of teenagers all have different needs – Triple P has many different ways to get positive parenting help.
- ▶ **The Family Dinner Project**
<https://thefamilydinnerproject.org/resources/faq/>
Food, fun and conversation about things that matter.
- ▶ **P&Cs Qld**
<https://pandcsqld.com.au/>
The peak parent body which represents the interests of state school parents and citizens associations throughout Queensland.



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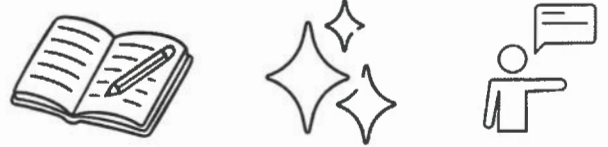
Responsibility • Respect • Achievement

On Time & Ready to Learn



You've got your equipment ready, and you're at your class, before the 2nd bell. You've had a drink, been to the toilet, and you're ready to learn.

End of the Lesson



Make sure you've completed all the tasks set by your teacher, then pack-up your area and wait for your teacher's instruction to leave the room.

Late to School or Class

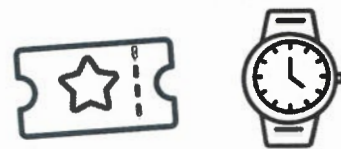


If you're late to school, go to the Student Counter to sign in.



If you're late to class, enter without disruption, then speak with your teacher at an appropriate time. You'll need to make up the time you missed.

Out of Class



If you're out of class, you must have a pass from your teacher. Be efficient, returning to class as soon as possible. You are not to be out of class in the first or last 20 minutes of the lesson.

Uniform



If you're out of uniform, bring a note from home; otherwise, you will be issued with a uniform detention with a deputy principal.

Electronic Devices

Phones & headphones are put away for the day from 8.45am. Smart watches are set to Flight Mode at the same time.



iPads/laptops are down or locked when the teacher is giving direct instructions.

