



KIRWAN STATE HIGH SCHOOL

A World Class School

International Student Handbook



Contents

Contact Details	2
Kirwan High Scholar	3
Kirwan High Statement of Intent	4
Helpful Links	5
After School Tutorial Groups	5
Anti-Litter Policy	5
Student Attendance	5
Student Attendance	6
House Structure	6
House Groups	6
Purpose of the House Structure.....	6
Senior Secondary Leadership Opportunities	6
Reasonable Adjustment for Assessment	7
Senior Secondary Dress Code	8
Guide to Correct Senior Secondary Footwear	9
Procedures If Not in Correct Uniform	9
School Network and Internet Policy	9
Emergency Procedures	10
Items Banned From Our School	10
Electronic Devices Policy.....	10
Thuringowa Library and Surrounding Area	10
What To Do.... When	10
Positive Behaviour for Learning	12
Anti-Bullying Policy.....	13
Homestay Overview	14
Australian Families	15
Homestay Provisions.....	15
Everyone Helps	15
Chores to expect:.....	15
Mealtimes.....	15
Breakfast.....	15
Lunch.....	16
Dinner.....	16
Expected table manners.....	16
Manners	16
Communication	16
Socialising with Friends	17
Australian Teenagers	17
Transport to School.....	17
Road Safety.....	17
Insects and Creepy Crawlies.....	17
Make the most of your homestay experience.....	18



Contact Details

OFFICE: 8:00am to 3:30pm Monday
HOURS: 8:00am to 4:00pm Tuesday-Friday
ADDRESS: Hudson Street, Kirwan QLD 4817
 PO Box 33 Thuringowa Central Qld 4817
PHONE: 4773 8111
FAX: 4773 8100
EMAIL: principal@kirwanshs.eq.edu.au
WEBSITE: kirwanshs.eq.edu.au

ADMINISTRATION:

Executive Principal
 Principal Meredith Wenta 4773 8123
 Deputy Principals Murray James 4773 8134
 Years 11-12 Stephen Baskerville 4773 8156
 Years 9-10 Shannon Carter 4773 8112
 Years 7-8 Rochelle Jones 4773 8156

FINANCIAL MATTERS:

Business Services Manager
 Student Resource Scheme & Cashier Sandy Marsh 4773 8110
 4773 8107

STUDENT ATTENDANCE:

Rolls Officer absences@kirwanshs.eq.edu.au
 4773 8108

HOUSE MASTERS:

Castle Saints Errin Reilly 4773 8148
 Cook Crocodiles Alex Smit 4773 8194
 Elliot Eagles Ashley Baxter 4773 8199
 Louisa Lions Kylie Tillack 4773 8199
 Magnetic Marlins Evan Sgroi 4773 8194
 Stuart Sharks Sarah Potts 4773 8199

STUDENT WELLBEING & SUPPORT:

Head of Department Student Wellbeing – Senior
 Secondary Natasha Knight 4773 8150
 School Based Youth Health Nurse
 Debbie Downie 4773 8162
 International Student Coordinator
 Lorraine Duve 4773 8165
 Defence Transition Mentor Lisa Hill 4773 8191
 Youth Support Coordinator
 Renae Curley 4773 8105
 Chaplain John Cochrane 4773 8199
 Guidance Officers Carla Anderson 4773 8170
 Kirsty Anderson 4773 8151
 Melissa Spilsbury 4773 8170
 Helen Turner 4773 8181
 Debbie Quirk 4773 8109
 Community Education
 Counsellors Casey Ross 4773 8160
 Sue Tabo 4773 8172
 Julie Thaiday 4773 8136

HEADS OF DEPARTMENT:

Arts Jamie Hunt 4773 8159
 Business and Industry Christian Beattie 4773 8163
 Data Analysis & School Improvement Peter Spilsbury 4773 8144
 English Glynnis Dobson 4773 8118
 HPE & Sport Dave Ackers 4773 8132
 Humanities & LOTE Tynan Krosby 4773 8116
 Information Technology Tim Villalba 4773 8174
 International & Library Services
 Elena Hawkins 4773 8189
 Mathematics Nigel Martin 4773 8128
 Science Paddy MacLeod 4773 8125
 Special Education Dimity Barnes 4773 8169
 Teaching & Learning Karen Watson 4773 8164
 Vocational Education Liz Hennig 4773 8139





KIRWAN HIGH SCHOLAR→



Throughout European and Asian history, a scholar has been a highly esteemed person with a passion to learn and make a positive contribution to the world.

At Kirwan High we value learning and citizenship above all else. We believe that all students can learn and achieve at a high level. We demand that all students be good citizens of the world and we expect all students to be leaders - leaders of self and leaders of others.

A Kirwan High Scholar is a leader who is:

- Inquiring
- Optimistic
- Inclusive
- Aspirational
- Acting with Integrity

As graduates of Kirwan High, our scholars will be confident and caring citizens who are prepared for the future and value personal excellence.



Kirwan High - a great school...a good place to be!



Kirwan High Statement of Intent

KIRWAN HIGH STATEMENT OF INTENT



Our mission is to provide educational excellence for tomorrow's citizens.

Our philosophy is to enable greatness through an inclusive culture underpinned by a mindful school community built on professionalism, continuous improvement and accountability.

We have respectful and supportive relationships with our whole school community, underpinned by the tenets of the United Nations Universal Declaration of Human Rights.

Our core beliefs about student learning are:

- All students can learn.
- All students can achieve at a high level.
- All students are part of a world wide community of learners.
- All teachers have high expectations of all students.
- All teachers are responsible for student learning.

Our core beliefs about student wellbeing are:

- We all accept responsibility for the wellbeing of others.
- We all deserve to feel safe, valued and respected.
- All students are citizens of the world.
- We must demand "greatness" from everyone.
- "Something is Right" in every person.



Kirwan High - a great school...a good place to be!



Helpful Links

Education Queensland International (EQI)

<https://eqi.com.au>

Travel Procedures

<https://eqi.com.au/for-students/policies-procedures/travel-procedure>

EQI Homestay Handbook

<https://eqi.com.au/PDFs/homestay-handbook.pdf>

EQI Policies and Procedures

<https://eqi.com.au/for-students/policies-procedures>

EQI Email

<mailto:EQInternational@det.qld.gov.au>

EQI Application Form

<https://eqi.com.au/apply-now>

Department of Immigration and Border Protection

<http://www.border.gov.au/>

Studying in Australia

<http://www.studyinaustralia.gov.au/global>

Blue Card Services

<http://www.bluecard.qld.gov.au>

Queensland Family & Child Commission

<http://www.qfcc.qld.gov.au/contact-us>

Kirwan State High School

<https://kirwanshs.eq.edu.au/>

After School Tutorial Groups

The After School Tutorial Groups operate from 2:15pm to 3:30pm on Monday and 3:00pm to 4:15pm on Tuesday and Wednesday in the school library. Teachers are available to assist students with homework and assessments. Students are also able to access computer facilities during tutorial sessions.

All students are able to attend and there is no cost involved. Subject Departments also offer after school homework and tutoring sessions. Heads of Department can be contacted regarding the days and times of specific subject areas.

Anti-Litter Policy

Kirwan State High School is proud of its grounds and facilities. All members of our school community are expected to treat our school with respect. Litter should go in the bins provided.

Student Attendance

- Every student will achieve >93% attendance rate
- Kirwan High Scholars are in Every Class, Every Day, Working Hard

Attendance at school is compulsory by law if students are under 16 years of age. If students are absent from school, a note of explanation, an email to our Rolls Office (absences@kirwanshs.eq.edu.au) or a phone call to 4773 8108 is required during the absence or immediately upon return to school.

If students are likely to be absent due to illness for two, or more days, a medical certificate is required to be handed into the Rolls Office.

All absences are recorded on the students' school report. Electronic rolls will be marked every period. A SMS message will be sent out daily notifying parents / carers of an unexplained full day absence.



Student Attendance

Staff procedure for following up with non-attendance are as follows:

Subject Class (Teacher)

INDIVIDUAL CLASS TEACHER

Teacher asks for an explanation

If student is present for the day but absent from class:

- Contact parent
- Arrange for time to be made up with a lunch, after school or Saturday detention
- Record on **Truancy Incident Form**
- Advise House Master / HOD Student Wellbeing
- If absences continue consult with your HOD and advise House Master / HOD Student Wellbeing

Admin Support

FULL DAY ABSENCES

- SMS message sent out daily notifying parents / carers of an unexplained full day absence.
- Attendance team contact students with 2 or more consecutive full day absence and record on ID Attend.
- CEC/YSC contact parents daily for unexplained absences

For continual absences

- Form 4 and Form 5 letters sent (Years 7, 8 & 9)
- Cancellation of enrolment process (Years 10, 11 & 12)

House Structure

Castle Saints (WHITE)

Cook Crocodiles (BLUE)

Elliot Eagles (GREEN)

Louisa Lions (ORANGE)

Magnetic Marlins (PURPLE)

Stuart Sharks (YELLOW)

House Masters are in charge of each House and they work closely with the House Captains, House Vice Captains and House Group Teachers to create House Spirit and a sense of community.



Each House is divided into 15 House Groups. Every student is placed in a House Group on enrolment.

House Groups

A House Group consists of students from each year level (Years 7 – 12). The House Group is led by a House Group Teacher and meets every day to build community across the school.

On Mondays the House Group Meetings run for 30 minutes and 10 minutes on Tuesday to Friday. During this time roll marking is completed. Student notices are read and focus lessons delivered.

Students and teachers will remain in the same House Group for their time at Kirwan High, where possible. Students will also be placed into the same House Group as their siblings, where possible.

Purpose of the House Structure

For Students: The House Structure evolved as a means of providing better personal care, mentoring, leadership and service learning opportunities for all students at Kirwan State High School.

For Staff: It allows staff to develop a relationship with students across year levels over a number of years (staff will stay with their House Group for their time at Kirwan State High School). It also allows an ongoing relationship to form between staff and families.

For Parents: It provides an opportunity for families to develop a relationship with one staff member who will work daily with their child. It will provide a 'go to' person for families who have any questions or concerns regarding their child.

Senior Secondary Leadership Opportunities

Our rich diversity of people and cultures enables each member of the Kirwan High community to grow as a learner and as a person, connecting them to a world filled with wonder and opportunity. At Kirwan High there are a number of formal leadership positions available

for our Senior Secondary students. These include:

YEAR 12 SENIOR SECONDARY CAPTAINS

- School Captains
- Vice School Captains
- Creative Arts Captains
- Sports Captains
- Indigenous Captains

YEAR 12 SENIOR SECONDARY HOUSE CAPTAINS

- Castle
- Cook
- Elliot
- Louisa
- Magnetic
- Stuart

There are also a range of leadership opportunities available to all students. These include:

Leadership Opportunities (Year 10, 11, 12)

- Interact
- Indigenous Young Leaders
- House Group Representatives

Leadership through Service Learning

- YWAM
- The Cure Starts Now
- LIVIN
- RUOK Day
- Relay for Life
- Melanoma March
- Duke of Edinburgh
- Eisteddfod
- NAIDOC Week
- Defence Care Packages
- Musical
- School clubs
- School Sports
- Fun Run
- Cultural Fest
- Kirwan's Got Talent
- Swimming Carnival
- Athletics Carnival
- Cross Country
- School Bunnings BBQ
- Defence Journalist

- Interact
- Pink Shirts
- ANZAC Day March
- Year 12 Leadership Camp
- Year 10 Great Leap into Senior
- Year 11 Leadership Program
- Service Learning Trip to Papua New Guinea
- Bandana day (Canteen)

Reasonable Adjustment for Assessment

In a mindful school all students take responsibility for meeting assessment deadlines or negotiating alternatives when necessary.

1. **Aim** – every student will complete all assessment items to the best of their ability to ensure they achieve their best possible outcomes.
2. **Rationale** – There will be times when students will have valid reasons for submitting an assignment late or for being absent from a test. The range of legitimate reasons for not completing a piece of assessment includes sickness, representation in sporting or cultural events, family problems, work commitment, overload and stress.
3. **Process** – If students know they will be absent in advance (e.g. family holiday, sporting event) they should complete the Request for Reasonable Adjustment to ensure that arrangements are completed before the due date or examination time. If a situation occurs suddenly then the form should be completed on return to school.
4. **Consequences** – There will be very serious consequences for students who fail to comply with this process and do not attend for assessment or submit their work on time.
 - a. If a teacher is concerned that a student is not going to complete their assessment task to a satisfactory standard, then they will make contact with parents. The students will be directed to attend After School Detentions and/or withdrawal from class in order to complete the task and achieve their best possible results.
 - b. If the work is not submitted on the due date, a mark will be awarded for drafts or



other evidence sighted by the teacher on this date or beforehand.

- c. If the assessment is not submitted on the due date and drafts or other evidence have not been submitted, the student will be awarded a N/S (Non-Submit).
- d. Year 11 and 12 students
 - If a student received a N/S for a mandatory task or a number of assessment items then they will not receive a result.
 - Failure to receive a result in a subject may prevent the student from receiving a QCE at the end of Year 12.
 - Non-submission of assessment in VET subjects will prevent the student from obtaining their qualification (e.g. Certificate III in Childcare).
 - Students who do not receive results in one or more subjects may be required to show cause as to why their enrolment should not be cancelled.

This is an open and fair system, based on the policies of the Queensland Curriculum and Assessment Authority, which gives an opportunity for due consideration in any particular circumstance. It is also a rigorous system which expects all students to carry out their responsibilities. All students are urged to develop a study schedule to ensure they meet drafting dates and complete their work by the due date. However, if circumstances are such that this can't be done it is strongly recommended to use the Request for Reasonable Adjustment process or accept the consequences.

Senior Secondary Dress Code

GIRLS

White blouse with red stripes, teal and black piping and school logo. The red school tie with black/teal stripes and school logo. Teal box pleated skirt with school logo or teal dress shorts with school logo. White socks which cover the ankle or KSHS socks. Plain black formal lace up school shoes (leather or vinyl only). A school hat is provided and must be worn at all times outside the classroom

GIRLS – HPE / SPORT

Teal sport shorts with the school logo. The school polo shirt with logo. White socks which cover the ankle or KSHS socks. Sports shoes.

Students are to change into their HPE / Sport uniform at the beginning of the HPE / Sport lesson and change back into dress uniform immediately after the lesson. Sports academy students will change into designated academy training attire.

GIRLS – WINTER

School black jacket with red stripe and logo. Plain black formal dress pants with school logo may be worn. Plain black stockings may be worn under the school skirt.

GIRLS – FORMAL

Teal box pleated skirt with logo. Short sleeve white blouse. School tie. Black stockings. Plain black formal lace up shoes. School black blazer (provided by the school for formal wear).

BOYS

White shirt with red stripes, teal and black piping and school logo. The red school tie with black / teal stripes and school logo. Black dress shorts with school logo and plain black leather or vinyl belt. White socks which cover the ankle or KSHS socks. Plain black formal lace up school shoes (leather or vinyl only). A school hat is provided and must be worn at all times outside the classroom

BOYS – HPE / SPORT

Black sport shorts with the school logo. The school polo shirt with logo. White socks which cover the ankle or KSHS socks. Sports shoes.

Students are to change into their HPE / Sport uniform at the beginning of the HPE / Sport lesson and change back into dress uniform immediately after the lesson. Sports academy students will change into designated academy training attire.



BOYS – WINTER

School black jacket with red stripe and logo.
Plain black formal trousers with school logo
may be worn.

BOYS – FORMAL

Plain black formal trousers. Long sleeved white
shirt. School tie. Plain black formal lace up
shoes. School black blazer (provided by the
school for formal wear).

HAIR – GIRLS & BOYS

Neat and tidy. Vision should not be obstructed.
Hairstyles should not be a safety hazard in
practical classes. Long hair should be tied back.
Outlandish colours and styles are not
acceptable.

JEWELLERY – GIRLS & BOYS

One watch. Plain bracelet. Two pairs of sleeper
earrings or two pairs of plain studs. One plain
chain necklace and one plain ring. No other
form of jewellery or adornment is to be worn.
Facial piercings and spacers, of any colour,
including clear ones are NOT to be worn at all.

MAKE-UP – GIRLS & BOYS

No eye make-up or excessive facial make-up is
to be worn.

Guide to Correct Senior Secondary Footwear

Guide to Correct Senior Secondary Footwear

Plain black formal lace up shoes (leather or vinyl only)



Procedures If Not in Correct Uniform

Kirwan High is a uniform school and we are
serious about students being in uniform.

Students out of uniform are required to:



1. Report to the Rolls Office with your note of
explanation from your parent / carer
before 9am.
2. Students will be provided with the correct
uniform where possible. Refusal to comply
will result in consequences.

DO THE RIGHT THING AND WEAR THE
UNIFORM!

School Network and Internet Policy

The Kirwan State High School network has
been designed to support you in your efforts to
learn. The features of the network include: 1 GB
/ month of internet from school; the library
catalogue and 200MB of space for your
individual files.

Email can be accessed from anywhere by going
to <http://webmail.eq.edu.au>.

From within the school, you need only press the
'email' link on the Intranet menu.

Kirwan State High School expects all users of
the school network to be safe, respectful and
engaged. The following guidelines will ensure
continued access to network privileges:

- Use the network, email and Internet for
educational purposes only.
- The school's email system is filtered and
offensive emails sent by students may
result in consequences for that student.
- Use the network for research and mailing.
Accessing, distributing or posting racists,
harassing, obscene, inflammatory,
fraudulent or libellous material is definitely
prohibited and may result in criminal
proceedings.
- Use of non-educational computer games is
prohibited on school computers.
- Use school computers with care and report
damage. You must not attempt to repair or
relocate computers.
- Never distribute your own or other users'
personal details on the network.
- Never disclose passwords to others.
Report security breaches.
- Never attempt to interfere with the
network system or resources.

- The use or even storage of 'hacking' software incurs dismissal in the workplace. It may mean suspension or even exclusion.

The system administrator reserves the right to access your files, Internet Usage logs and any device that can be connected to the school network, at any time without notice.

Emergency Procedures

Emergency evacuation

- The signal for evacuation of school buildings is the continuous ringing of bells / sirens.
- You are to leave your classroom quietly and follow the directions of your teacher in moving to the designated evacuation area on the oval.
- You are to remain in your class group with your teacher until the all clear is declared.
- Bags must remain in the class.

Lockdown due to intruder or external threat

- The signal to lockdown is an intermittent (short sharp on/off sequence) ringing of the bell.
- The aim of the lockdown is to remain out of sight in a locked classroom or building.
- If this occurs before school or during the lunch break, you are to move immediately to the nearest building and enter in an orderly manner.
- Windows and external doors are to be locked and lights turned off.
- You should remain quiet, still, out of sight under your desk and away from windows.

The all clear will be determined by school authorities and your teacher will advise you.

Items Banned From Our School

Those things prohibited by State Law (e.g. weapons, drugs, alcohol, cigarettes, pornographic material, etc.), and any potentially dangerous items.

Possession of illegal substances or illegal items will result in criminal proceedings.

Jewellery or clothing outside the school dress code. Aerosol / spray cans (deodorant, paint,

etc.). Cigarette lighters and matches. Chewing / bubble gum. Skateboards, roller blades and scooters. Liquid paper, Nikko pens and laser pointers.

Electronic Devices Policy

ELECTRONIC DEVICES, INCLUDING HEADPHONES (MOBIEL PHONES, IPODS, ETC)

Students are permitted to use personal technology devices for learning purposes during teaching time, and under the direct supervision of a teacher. The responsible and respectful use of personal technology devices is permitted in the school grounds during lunch breaks. Devices used inappropriately will be confiscated and may be collected at the end of the day from the office.

FACEBOOK AND SOCIAL MEDIA

Parents are responsible for monitoring student use of Facebook and other social media outside of school hours to ensure the appropriateness of all content.

Thuringowa Library and Surrounding Area

Students are not to loiter (hang around) at the Thuringowa Library or surrounding area before or after school. Students are not to use the Library's bike racks to chain up their bikes for the day. They must use the school's bike compound. Parents are encouraged not to use Thuringowa Library as a drop off and / or pick up area.

What To Do... When

THIS IS YOUR RESPONSIBILITY

MEDICAL INFORMATION - All medical information and medication must be handed in at the public counter in the office.

LATE TO SCHOOL / CLASS - If students arrive after 8:55am, they must go immediately to the Rolls Office. If they do not have a note, the teacher taking the class will apply consequences for this late arrival if there is no legitimate reason for the lateness. Wherever



possible, students are to bring a note of explanation for late arrivals from their parent / guardian. Teachers will take into consideration the reason for late arrival when they apply consequences for their lateness. NB – excuses such as ‘slept in’ or ‘I missed the bus’ are not acceptable.

If a student is regularly late for class, the teacher should address this problem. If the planned strategy does not solve the problem, continued lateness should be reported to the relevant House Master. When the respective reports are given they should include not only the issue of ‘lateness’ but also the strategies attempted, both successful and unsuccessful.

LEAVING SCHOOL FOR SOME REASON

DURING THE DAY – Present a note from your parent to the Student Counter requested a pass, before school or in the breaks. Once approved, you will receive a temporary pass which you must take with you. Students should never leave the school grounds without permission from the Administration.

TOILET ACCESS DURING CLASS TIME

Request a toilet pass from your teacher. After using the toilet, return to class immediately and recommence work. Return the pass to your teacher.

LOST PROPERTY – If you have lost some property, or if you find property, check with the Student Counter.

FEELING SICK – If in class, inform your teacher who will issue you with a note to report to the office. Outside of class you are to report to the Student Counter. **NO STUDENT IS TO ENTER THE SICK BAY WITHOUT PERMISSION FROM THE OFFICE STAFF.** If you are injured at school in class, report your injury to your teacher and get a note to report to the Student Counter. In case of a more serious injury, have someone notify the office immediately.

TO SEE A GUIDANCE COUNSELLOR OR

SCHOOL BASED POLICE OFFICER – They are located in the Administration Building. You should make an appointment at the Student Counter during breaks. The date and time will be recorded on the slip provided. You will need

to ask your teacher to sign it before attending the interview. If you must urgently see any of these people, but have no appointment, ask your teacher for a note and report to the Office.

TO SEE A COMMUNITY EDUCATION COUNSELLOR OR YOUTH SUPPORT COORDINATOR – Go to FY01.

TO SEE THE SCHOOL BASED YOUTH HEALTH NURSE or DEFENCE TRANSITION MENTOR – Go to FY 02.

TO SEE THE SCHOOL CHAPLAIN – Go to FYC Staff Room.

STUDENT COUNTER – Office hours are from 8:00am to 3:30pm on Monday and 8:00am to 4:00pm on Tuesday to Friday. Students should not come to the Student Counter in class time without a note from their teacher.

CASHIER – Any money brought to school, e.g. fees, excursions, fundraising, must be handed into the office **IMMEDIATELY** on your arrival at school. Also, telephone payments can be made during office hours. This ensures the security of your money. You will be issued with a receipt for all payments.

SCHOOL LIBRARY HOURS – you have access to the Library before school, during regular school hours, lunch and after school.

INJURIES AND SICKNESS – Serious injuries require professional help. Parents will be contacted as quickly as possible in the event that you need further treatment. Minor injuries will be treated at Sick Bay in the Administration Building.

TELEPHONE – Ask at the Student counter before school or during breaks, not in class time. The phone should only be used in urgent circumstances.

CANTEEN – Form an orderly queue, no pushing in. You will be served only during breaks and before school. EFTPOS is available.

SAFETY – For safety reasons, you are not permitted to enter classrooms, staffrooms, prep rooms, labs or storerooms unless a teacher is present.



STUDENTS ARE NOT ALLOWED IN PREP ROOMS OR STAFFROOMS, OR IN OUT OF BOUNDS AREAS UNLESS A TACHER IS PRESENT

– The following areas are OUT OF BOUNDS AT ALL TIMES – Fence lines. All car parks and bike racks. Any roof.

NON-STUDENTS – Any person who is not a student of the school is not allowed on school premise without permission from the Administration. There is a register at the Public Counter. You are not permitted to associate with outsiders who may be loitering outside school fences. Do not invite nonstudent friends into the grounds or to wait for you near the gates / fences.

OUT OF CLASS – If you need to be out of class during a lesson, you must have a pass from your teacher or a note in your planner.

PARTICIPATION – You are expected to participate in all organised school activities including all interhouse sporting carnivals and alternative programs run in the final week of each term.

BICYCLES / SCOOTERS – Bicycles / Scooters must only ridden on the bike paths, stored in the bicycle racks provided and securely locked. The Bicycle / Scooter compound will be locked at 8:45am and unlocked after period 4. You are not to loiter in the bicycle area. Park your bike / scooter, lock it and move out of the area. Helmets are to be worn when riding.

STUDENTS WHO WISH TO DRIVE THEIR CAR TO SCHOOL – If you drive your car to school you are not to access your care before the end of school, unless you have a note from your parent / guardian to leave the grounds, and you have obtained a pass from the Student Counter. Students must utilise on street parking or use the Future's Centre Carpark.

EXCURSIONS – School excursions are generally arranged by subject areas. They are intended to be enjoyable, but they also have a definite educational purpose. Many form part of assessment tasks. While travelling on excursions you are representing the school to the general public. You are expected to be in full

school uniform (unless otherwise stated), and behave responsibly.

CHANGE OF ADDRESS / PHONE NUMBER –

A change of details form is available at the Administration office or alternatively details can be updated on QParents. It is necessary that the school has emergency contact numbers for each student at all times in case of accidents.

APPLYING FOR A BUS PASS – Collect a form from the bus company, have your parents complete it and return it to the bus company.

IF YOU LOSE EITHER YOUR STUDENT I.D. CARD OR DIARY –

Report the loss to the Student Counter. Necessary replacements will then be made. There is a \$5.00 fee for replacement of student I.D. cards. Replacement planners cost \$15.00.

SUBJECT CHANGE TIMELINE – In order to minimise disruption to classes and maximise student learning, there are deadlines for subject changes. Students must collect a subject change form from the Student Counter and follow all the steps. No student should be accepted into a class without a current timetable. Senior students must realise that any subject changes could impact on OP eligibility and prerequisites for tertiary or TAFE entrance and therefore must check these changes with a Guidance Officer.

ENQUIRING ABOUT WORK EXPERIENCE, INDUSTRY PLACEMENT, TRAINEESHIP OR APPRENTICESHIPS –

Come into the VET office at the end of the Administration Building, near the Guidance Officers, before or after school or in your lunch breaks – NOT DURING CLASS TIME.

Positive Behaviour for Learning

Positive Behaviour for Learning (PBL) is a school-wide approach to behaviour management that crates a positive, safe and supportive school environment.

At Kirwan High all students are expected to be Kirwan Scholars.





The first step in facilitating standards of positive behaviour is communicating those standards to all students. At Kirwan State High School we emphasise the importance of directly teaching students the behaviours we want them to demonstrate at school. These behaviours are underpinned by Art Costa's 16 Habits of Mind which contribute to the development of highly successful citizens.

Communicating behavioural expectations is a form of universal behaviour support or primary prevention – a strategy directed towards all students designed to prevent problem behaviour and provides a framework for responding to unacceptable behaviour.

A set of behavioural expectations in specific settings has been attached to each of these school rules.

These expectations are communicated via a number of strategies including:

- Reinforcement of learning from behaviour lessons on School Assemblies and during active supervision by staff during classroom and non-classroom activities;



- Behaviour lessons conducted by classroom teachers;
- Signs in all areas of the school.

Be recognised for doing something positive!

- A reward slip or PBL Merit may be awarded to you at any time, for displaying positive social skills, e.g. speaking politely, following directions, putting rubbish in the bin, doing something nice for someone else.
- These may be awarded by a member of staff.
- It is up to staff to award your behaviour with a reward slip. If you ask for one, you will not receive one.
- Students will place their reward slip into their house PBL box.
- House captains will tally the number of slips received by students. Students gaining reward slips will be presented with a certificate on weekly House Parades. Prizes will also be given out on House Parade.
- Students demonstrating positive classroom behaviours will also be identified and teachers will send a postcard home to parents at any time.
- Kirwan High Scholar certificates will be presented to those students consistently meeting the attributes of a Kirwan High Scholar: Inquiring, Optimistic, Inclusive, Aspirational, Acting with Integrity.

Anti-Bullying Policy

Kirwan State High School takes bullying very seriously and has a clear policy for dealing with such behaviour. However, no matter how good our policies and procedures, curriculum and classroom behaviour strategies, the reality is that bullying and harassment will occur in all our schools and therefore it is important to mobilise all members of the school community in dealing with the issue.

Australian research suggests that up to 50% of all young people subjected to bullying do not report the incidents either for fear of reprisals or because the victims feel they are somehow to blame.

The school understands its duty of care to its students and recognises that they have the right to learn in a safe environment. However, the school can only act if it has information, hence we encourage all members of the school community to report any incidents of bullying.

'Bullying – There's No Excuse'

Our belief: 'Bullying – There's No Excuse' underlines our commitment to reducing the prevalence of this behaviour in our community. If you are being bullied or witness bullying:

- Report the incident immediately to a member of staff. Don't hesitate. Bullies only get stronger when they're allowed to continue their inappropriate behaviour.
- The incident will be investigated and consequences and strategies will be put into place.
- Extra support will be offered to the person being bullied if required. These include programs such as *Reach for the Stars* and *Power Up*.
- Contact the House Master or Head of Department Student Wellbeing for further assistance.

For more information or support:

Kids Help Line – www.kidshelp.com.au
(1800 551 800)

Cyber Bullying – www.netalert.net.au
(1800 880 176)

THE TYPES

TEASING – includes name calling, insults, demands or threats.

EXCLUSION – includes pointing, staring, sniggering, exclusion from peer group.

PHYSICAL – includes hair pulling, pinching, knocking, stealing books or possessions.

HARASSMENT – includes sexual gestures, unwelcome sexual advances, stalking.

CYBER – includes sending unwanted messages, spreading rumours, photos.

STOP BULLIES WITH THESE 5 STEPS

1. Ignore it



2. Move over
3. Say politely: 'Leave me alone'
4. Say loudly: 'Stop annoying me'
5. Ask a teacher for help

Remember – Depending on the situation and how it makes you feel you may not be able to start at #1. If it makes you feel uncomfortable **REPORT IT!!**

CYBER BULYING

What is Cyber Bullying?

Cyber bullying is a form of bullying, which is carried out through an Internet service such as email, chat room, discussion group, online social networking, instant messaging or web pages. It can also include bullying through mobile phone technologies such as SMS. Examples of cyber bullying behaviour are:

- Teasing and being made fun of;
- Spreading of rumours online;
- Sending unwanted messages; and
- Defamation.

Cyber bullying can happen to anyone and the bully can act anonymously if they want. People can also be bullied online by groups of people such as class groups or collective members of an online community.

It's really important to learn how to protect yourself online and to learn how to respond if you or a friend is being cyber bullied.

If you wouldn't say it in person, why say it online?

Delete cyber bullying!

Don't write it!

Don't forward it!

Homestay Overview

If you are not residing with a relative or legal guardian during your EQI enrolment, you will be required to live in EQI approved homestay accommodation for the entire duration of your study course.

The School's homestay coordinator Lorraine Duve is responsible for the organisation and ongoing monitoring of your homestay

placement. If you experience any problems or difficulty during your homestay, please contact Lorraine at any time.

Lorraine is available Monday – Friday from 8am to 3pm at the school, or can be contacted on the Homestay Mobile 0418 720 608 (24 hours a day, 7 days a week).

Australian Families

The first thing you will notice is that there is no *typical* Australian family and our families differ widely from each other in many ways. This is especially due to Australia being a *multicultural* society i.e. settled by many cultures from all over the world.

Australian families *usually* have a Mother, Father, children and pets (most commonly a dog or cat). It is also common to find *single parent* families where either the Mother or Father is responsible for keeping the home and providing care for the children.

The cost of living in Australia is very high, therefore it is normal that both parents work, share household chores and care for the children. Because Australian parents are very busy, it is expected that children in the home help with the household chores.

Homestay Provisions

Living with an Australian family provides an excellent opportunity to experience life within a different culture and improve your English language development on a daily basis.

Your homestay family will provide you with a fully furnished bedroom with room to store your belongings and an area in which to study. They will also provide you with three meals a day (including snacks) as well as access to the use of the homes facilities; including the laundry, kitchen, telephone (local calls). For long distance landline calls, please use an international calling card.

Everyone Helps

It is expected that all people living within the family home help with household tasks. These tasks might include helping with food preparation and clean-up, keeping their own bedroom clean, washing and ironing their own

clothes and helping to tidy the shared areas of the home.

In most Australian families, children over the age of 10 years prepare their own breakfast and high school aged children are generally responsible for making and packing their own school lunches. Generally the Mother or Father will prepare the evening meal and the children are expected to help with the washing up.

Generally speaking, international students living in homestay will be responsible for *minor* household tasks such as cleaning their private bedroom and tidying up after themselves. Please see below for an idea of what to expect.

Chores to expect:

- Helping to tidy shared areas of the home, for example, picking up after yourself, wiping down bathroom vanity/shower recess after use, cleaning up any *personal* mess after using the toilet.
- Helping to prepare or tidy up before and after meals. I.E. assisting to set the table, assisting to wash dishes or stack/unstack the dishwasher.
- Cleaning up after preparing own meals or snacks.
- Help take out the household garbage.
- Keep own room clean and tidy. I.E. not leaving wet towels or dirty clothes on the floor, keeping food stuff out of bedroom and emptying private waste bin regularly.
- Wash and iron own laundry (some parents do this for international students, but it is not expected).
- Make own breakfast and lunch with food provided by the homestay.

Mealtimes

Breakfast

You will be expected to make your own breakfast with food provided by the homestay family. In Australia, the typical breakfast can include;

- **Cereal** (a carbohydrate consisting of grains such as wheat, oats or corn) served with milk
- **Toast** (sliced bread that is heated in an electrical appliance called a toaster) with toppings such as peanut butter spread, Vegemite or cheese



- **Eggs** that are cooked and served with toast

Ask your homestay family what food is available for breakfast and ask them to show you how to prepare it. Let your homestay know if there are certain foods that you like or dislike so that they know what to buy when shopping.

Please wake up early enough to allow yourself time to prepare a nutritious breakfast before leaving for school, and remember to clean up afterwards.

Lunch

It is most likely that you will also be required to *make and pack* your own school lunch using food provided by the homestay.

In Australia, it is common for lunches to consist of sandwiches (2 slices of bread with fillings such as spreads, cooked meats or salads), something sweet like biscuits or cake, a piece of fruit and a cold drink. Sometimes families give students leftover food from dinner and it can be heated up using the microwave at school.

Talk to your homestay family about the choice of foods available for lunches, and if you have any problems please see Lorraine.

Dinner

Dinner time varies depending on the age of the children living in the home and the hours the parent/s work until, but generally dinner is served anywhere between 5.30pm and 7.30pm.

Food that is served for dinner varies greatly, however dinner usually consists of a meat (chicken, fish, beef, lamb or pork), a variety of vegetables (potato, beans, peas, broccoli, carrots) and a serve of carbohydrate (rice, pasta, potato, couscous or bread).

Food is served on an individual plate, rather than shared dishes in the centre of the table. People eat off their own plate.

Generally all members of the family sit to eat the meal together and talk about the day's events. It is important to participate in *table conversation* as this is an excellent chance for you to improve your conversational English and get to know your homestay family better.

Expected table manners

Do:

- Wait until everyone is seated before eating
- Eat with your mouth closed
- Make a positive comment on the meal

Don't:

- Talk with your mouth full
- Eat noisily – Try not to slurp your food
- Leave the table without asking, or thanking the cook

Food customs vary greatly between cultures, so ask your homestay parent if you are unsure about what is expected at the dinner table. Eating dinner with your family should be an enjoyable experience. Remember, it is okay to ask for more food if you are still hungry.

Expressing Emotions

Australians tend to express their emotions openly and are not usually embarrassed about showing others that they are happy, sad, etc.

Many Australians find it quite acceptable to openly disagree with another person's opinion, as long as this is done in a non-aggressive and reasonable manner. In most cases, it is also considered acceptable to discuss personal problems with other people, especially friends, family and trained professionals (i.e. guidance officers in schools).

Manners

Manners are very important in Australian culture, and parents encourage their children to say "please" and "thank you" when they ask for something. They also encourage them to apologise (say "I am sorry") when they have done something wrong, or have upset someone.

When asking for something, please remember to say, "Can I *please* have ..." and say "thank you" when you receive it.

Communication

It is normal to feel nervous when you first meet your homestay family. You will begin to feel happier when you get to know the family better. Talking to your homestay family about any worries or questions you have when you first arrive will help you adjust to living in a new country.



If you do not speak English well, you can still communicate by using the following;

- Use Google Translate or an electronic dictionary
- Draw a picture of what you want to say
- Use hand gestures or mime
- Ask another student to interpret for you

Spend some time each day with your homestay family. You can do this by watching a TV show with them, helping with dinner preparation, asking questions about Australia or talking about your home country.

Don't spend all of the time in your bedroom on the computer. It is very important to make the effort to get to know your family and build a friendship with them. If you have difficulty communicating with your family please see Lorraine for some advice and guidance.

Socialising with Friends

Hopefully you will make many friends while you are in Australia, and want to go out with them on the weekends. Please be considerate of your host family and always ask for permission, let them know where you are and when you will be home.

As a general rule, socialising should be limited to weekends, as weeknights are for study and to spend with your host family. If friends ask you to stay over, discuss this with your host family. They may also allow you to have friends to stay, but remember not to inconvenience your host family by always having your friends in the house. Please ask your homestay parent before inviting friends over to your homestay.

Please remember to complete a travel form for overnight travel.

Australian Teenagers

Australian parents expect to be told where their teenagers are going, who they are going with, what they will be doing and the time they will be done. Homestay parents expect the same courtesy from their international student.

It is extremely important that international students let their homestay parents know these things also. This will avoid a lot of worry. It is

also polite to tell homestay parents in advance if you will not be home for dinner.

Most parents set a time by which their children must return home, and also usually set a time for going to sleep. Some international students find this difficult because they usually stay up very late. Australians generally get up early in the mornings.

Australian teenagers participate in a wide range of leisure activities, including sports, movies, parties, using the computer, visiting friends and shopping.

Transport to School

If you live close to school, you may walk to school or ride a bike (please remember Australian Law requires you to wear a helmet whilst riding a bike). Before you ride a bike to school, first ask your homestay parent to show you the *designated bikeway* to ensure this travel is safe.

If you live further away, you can catch a bus or your host parent may drive you. International students are not eligible for a bus pass, so you will have to pay the bus fare to and from school.

Road Safety

Australian roads are generally very busy and drivers are not used to sharing roads with cyclists or pedestrians. It is important to take care when crossing roads, and always cross at intersections with traffic lights and/or pedestrian crossing zones.

In Australia we drive on the left-hand side of the road and as such, you will need to **look right, look left, and then look right again before crossing.**

Insects and Creepy Crawlies

You will notice that in Australia, particularly in the summer months, that there are many different types of insects crawling and flying around.

Queensland has the perfect climate for many insects including ants, flies, spiders and cockroaches. If you see these in your homestay, please do not be alarmed as it does not necessarily mean that a home is dirty.



To help your homestay minimise insect activity within the home, do not eat or leave food in your bedroom, wash out plates and bowls after use and empty your bin regularly.

Make the most of your homestay experience

Living in homestay will be a challenging, but rewarding experience. Challenge yourself by starting conversations with your family and strive to be an active and involved member of the family unit. Don't spend all day and night in your room on the computer – get out and get involved!

Please talk to your family about any problems or concerns you may have and remember, if you are worried about anything AT ALL, tell someone, as we are **all** here to help you.

We hope that you enjoy your enrolment with Kirwan State High School, and that you enjoy your time in Australia!

