



Important Information for Students and Parents/ Caregivers

Attendance

All students are expected to attend regularly as part of their obligation of continued enrolment. Absences must be explained by the parent/guardian. Students should only be absent on account of illness or special circumstances. Students must attend sport and parents should avoid using this time to make appointments for students. Students who have excessive absences may not fulfil the requirements needed to progress to the next year level or receive certification from the Queensland Curriculum and Assessment Authority (QCAA) – Queensland Certificate of Education (QCE).

- Students must attend all timetabled classes including parades and assemblies.
- All unexplained absences are recorded on student report cards.
- **Students who are late to school** need to report immediately to the Administration Office with a note from their parents. Students who arrive at school late without a note are automatically issued with a lunchtime detention.

Absences

Parents/ Guardians must notify the school of their student/s absence/s via

- **SMS message 0427 916 282** (do not use emojis)
- Email absence@clevdistshs.eq.edu.au
- Telephone the Absentee Line 07 3824 9280.

Please clearly state the student's full name, home group and brief reason for absence (eg sick, holiday, family). Advise the days and dates of the absence and expected date of return.

Leave Pass Procedure

Leave passes are only issued to students in exceptional circumstances. Generally students should not leave the school grounds during the day and leave passes are issued on an individual basis in special circumstances. Notes from parents detailing the reasons for leaving school early are required before a leave pass can be issued. Notes requesting a leave pass are to be placed in the drop box outside the student counter before school. Students are to collect signed passes at morning tea.

Parents should not arrive to collect students from the office without prior arrangements being made using the leave pass procedure. Students cannot be easily contacted in class and require a leave pass from Administration before a teacher will allow them to leave a class. A member of Administration cannot leave their duties to collect students from class.

Students may never leave the school grounds without a leave pass. Consequences will be put in place for students who leave the school grounds without permission.

Lost Property

Students are to identify and collect lost property from the school library.

Sick Bay Procedures

Students who become ill or have an accident during the day are to report to the Sick Bay in the Administration Block for treatment. Students reporting during or between lessons must have a note from their teacher.

Students who become ill are not to contact parents directly. All phone calls to parents/carers regarding accident or illness are to be made by the school. It is a requirement of our Duty of Care that we contact the parent. Sick Bay staff will make contact as soon as the student presents at Sick Bay.

Please make sure that contact details are kept up-to-date and include the contact details of a responsible adult who can collect your child if parents/guardians are unavailable.

Medication at School

Long term prescription or over the counter medication – parents/carers need to have a doctor complete and sign a Request to Administer Medication at School Form and deliver this, with the medication, to the school.

A treatment action plan should be supplied for students with asthma or any other illness that may require first aid assistance at school. In particular, medical conditions such as epilepsy, haemophilia, diabetes, anaphylaxis or severe allergic reactions. This plan will be attached to your student's records.

If your student is at risk of anaphylaxis, you will need to provide the school with a management plan that has been developed in consultation with the parents/carers and the student's medical practitioner.

Short term prescription medication – parents/carers need to provide a letter authorising the administration of the medication. This letter should include directions of use (frequency and dose). Sick Bay staff can only administer medication that is in the original pharmacy labelled container. Please note that the school does not keep a supply of pain medication (eg Panadol) for student use.

First aid medical supplies are only issued for injuries or accidents that occur at school. If your student requires medical supplies such as strapping tape, they must provide their own supplies.

Safety

- Students are not to sit on rails or port racks.
- Broken property must be reported to the office immediately. Students may be subject to costs incurred and possible penalties.
- Rooms and verandas are out of bounds before school and during breaks.
- Students may access their lockers before school and during lunch breaks only.
- In order to abide by Workplace Health and Safety Requirements, students are not to wear jewellery, hair must be tied back and leather shoes must be worn at all times. Students studying practical subjects, such as Manual Arts, will also be subject to additional safety requirements.
- Students are to wear their school hat or cap when in the sun in compliance with sun safety policy.

Travel to and from school

- If walking to school, students are to use pedestrian crossings wherever possible.
- Students must wear a bike helmet when riding a bike.
- Bikes must be walked into the school grounds and left in the bike enclosure.
- **Bikes are to be secured with a good quality bike chain and lock.**
- Student cars and motorbikes are not to be parked in the school grounds. Students who wish to drive cars to school or ride in another student's car must present written authority from their parent/carer to the Deputy Principal.
- Student cars are not to be used during school hours (including at lunchtime) without permission.
- The bike enclosure and the car parking areas are out of bounds.
- Responsible behaviour is expected when travelling on school buses or the train. Consequences will be put in place for students who misbehave on buses or the train.
- Student conduct travelling to and from school should never bring the school into disrepute.

Prohibited Items

The following items are not to be brought to school:

- Skateboards and Scooters – these will be confiscated if brought to school.
- Chewing gum or bubble gum – consequences will be put in place for students who persistently bring gum to school.
- Aerosol deodorant– these will be confiscated. Roll-on or pump deodorants are acceptable.
- Aerosol paint/ permanent markers - these items will be confiscated if brought to school and serious consequences will be put in place for any student who vandalises school property.
- Soft drinks, especially cola drinks or energy drinks
- Cutters/Stanley knives/pen knives etc – these will be supplied to students if they are needed for school activities such as craft. Serious consequences will be put in place for any student who brings these items to school.
- Laser lights – serious consequences will be put in place for any student who brings a laser light to school.
- Cigarettes/lighters/matches/electronic cigarettes – serious consequences will be put in place for students who smoke or bring these items to school. Students who have a smoking problem will be referred to the School Nurse.
- Alcohol or Drugs – this will be reported immediately to the police and very serious consequences (which may include exclusion) will be put in place for all students involved.

Food Delivery

Students are not permitted to have food delivered to school by any retail food provider, for example Uber Eats or McDonalds delivery. In line with EQ healthy schools' policies, students are not permitted to bring 'fast food' from take away stores onto school grounds, nor can parents or carers bring this type of food to the school for their student/s. Parents and carers are welcome to bring forgotten lunchboxes to the Administration building.

School Uniform

- The school uniform as outlined in the School Dress Code is to be worn every day.
- Sports uniform may be worn on Tuesdays (Years 8 and 9), Wednesdays (Senior School Students), Fridays (Year 7 Students) and for sports lessons when required by the Physical Education teacher.
- Detentions will be given to students who are out of uniform. This will be a lunchtime litter duty in the first instance and afterschool detentions for students who do not complete their lunchtime detentions or are persistently out of uniform.

School uniforms are available from the Uniform Shop located behind the main office.

Contact Telephone: 3824 9213.

Communication

Subscribe to the school newsletter via our website and have it emailed directly to you:

<https://clevdistshs.eq.edu.au/calendarandnews/newsletters/pages/Newsletters.aspx>

Keep up-to-date with the school news via the school webpage and social media:

- School web page www.clevdistshs.eq.edu.au
- Twitter twitter.com/clevelandshs
- Facebook www.facebook.com/clevelandshs

It is important for parents and teachers to communicate regularly to ensure students make the most of the opportunities provided by the school. We encourage parents/ carers to contact their child's teacher directly should a problem arise. Alternatively our Heads of Department, Deputy Principals and support staff (for example: Learning Support, Special Education) are available.

QParents

QParents provides comprehensive information regarding your school student/s. You will receive an email invitation to join QParents early in the school year. If you wish to register, open the email and follow the prompts. If you do not receive an invitation and would like to register, please call our office. For more information see <https://qparents.qld.edu.au>.

All families who use QParents will also be able to access DayMap.

ID Cards and Student Diaries

Newly enrolled students will be issued with an ID Card shortly after they commence school. The ID Card will be required at school at all times. ID Cards are required to print at school. Should a student lose their ID Card can be replaced at an additional cost.

All students have access to an electronic Student Diary called Daymap. Students are expected to use Daymap to access daily notices as well as record their homework, assignment and exam dates.

School Office Hours

The school administration office is open during school terms on weekdays: Monday to Thursday 8.00am to 4.00pm and Friday 8.00am to 3.30pm. During school holidays the administration office is closed. The office phone number is 3824 9222 or email admin@clevdistshs.eq.edu.au.

Payments

- Please email accounts@clevdistshs.eq.edu.au to advise you have made a payment. Please include your student's name, year level and the description of the excursion or invoice paid.
- Internet transfers can be made at any time to our bank account:
Account Name: Cleveland District State High School BSB 064 138 Account 00090051.
- The payment window is open Tuesday to Friday 8.00am - 10.45am and 12.45pm – 3.15pm.
- Card payments can be made via an automated 24hour payment line; call 1300 631 073. You will need to have your CRN (Customer Reference Number) and Invoice number handy.

Lockers

A limited number of lockers are available for annual hire on a first come/ first served basis. Lockers are available for hire in the first few weeks of the new school year. We recommend students view and select their preferred locker number/s to ensure a suitable location and height for convenient use. Locker hire is arranged using Flexischools. After Flexischools have confirmed payment and a locker number, students can bring their own padlock to school to secure their locker.

Flexischools can also be used to order from our Tuckshop and Uniform Shop. Register for Flexischools at www.flexischools.com.au

Tuckshop

The tuckshop offers a range of healthy food choices and special dietary requirements can be catered for if meals are pre-ordered. Orders can be placed online at www.flexischools.com.au or in person before school only. The tuckshop can be contacted on 07 3824 9214. Parents/ caregivers are welcome to volunteer, please call the tuckshop to discuss the roster.