



# Tamborine Mountain State High School

# Parent Handbook

# Welcome To Tamborine Mountain State High School

## To All Parents/Caregivers

I would like to extend to all parents/caregivers a warm welcome to our school. We have already established traditions of high standards in achievement, industry and responsible behaviour since our opening in 1999 and subsequent autonomy in 2001.

I encourage all parents/caregivers to be actively involved in their child's progress. A supportive team of teachers, parents/caregivers and student is the best way to ensure successful outcomes in the high school years. In addition, a commitment by parents/caregivers to some aspect of school life (canteen, Parents & Citizens Association, volunteer, School Council etc.) promotes a sense of belonging for both the student and parent/caregiver - a key factor in student success.

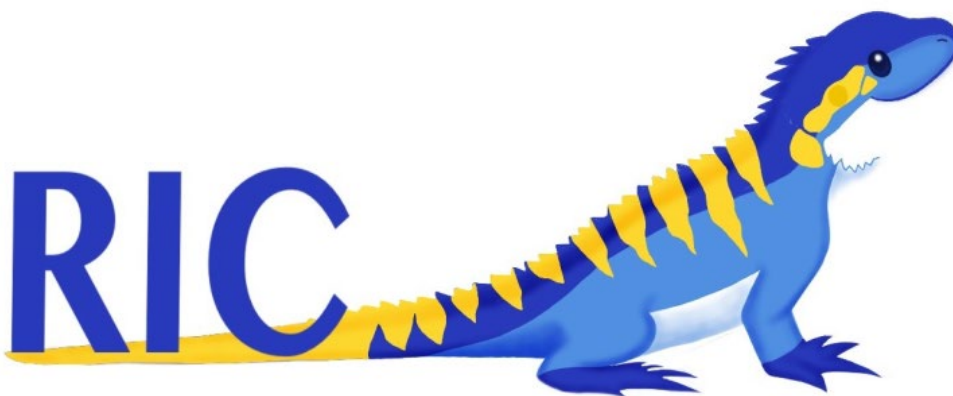
Please contact the school if you would like to discuss your child's progress or any aspect of school organisation. You are also welcome to join my email communication group [principal@tamborinemtnshs.eq.edu.au](mailto:principal@tamborinemtnshs.eq.edu.au).

I look forward to a productive partnership throughout 2024.

Yours sincerely



Principal



R – RESPECT  
I – INTEGRITY  
C – CARE

**NAME:** Tamborine Mountain State High School  
**POSTAL ADDRESS:** 67 – 87 Holt Road, North Tamborine QLD 4272  
**CONTACT NUMBERS:** Office: 5545 7222 Fax: 5545 7200  
**E-MAIL:** [principal@tamborinemtnshs.eq.edu.au](mailto:principal@tamborinemtnshs.eq.edu.au)  
**STUDENT SERVICES EMAIL:** [Absences@tamborinemtnshs.eq.edu.au](mailto:Absences@tamborinemtnshs.eq.edu.au)  
**WEB ADDRESS:** [www.tamborinemtnshs.eq.edu.au](http://www.tamborinemtnshs.eq.edu.au)  
**QPARENTS** <https://qparents.qld.edu.au/#/login>  
**OFFICE HOURS:** 8.00 am – 4.00 pm Monday to Friday

## OUR PURPOSE

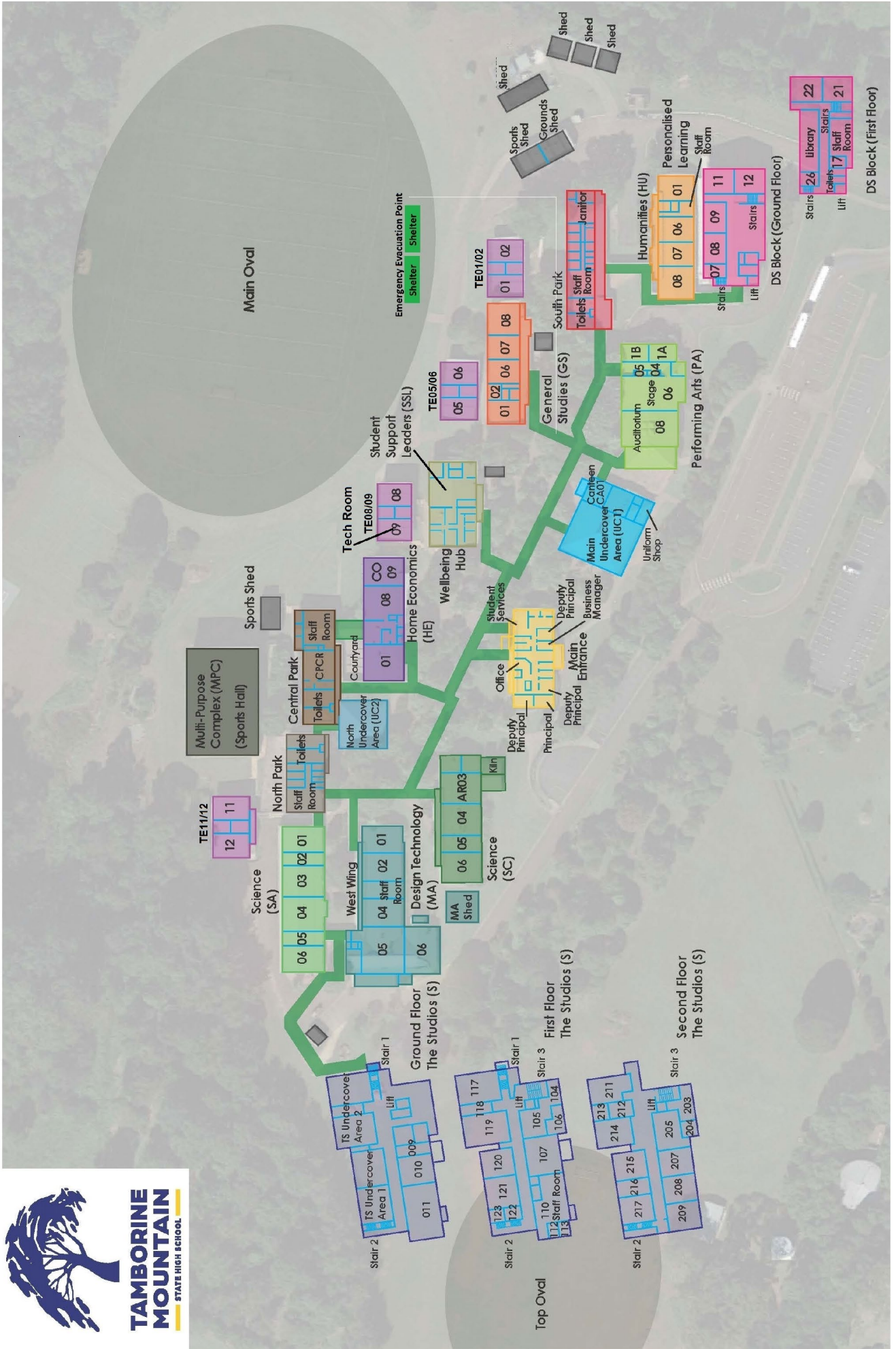
Students at Tamborine Mountain State High School will be active and reflective members of the community, with the skills and desire to be lifelong learners.

*To achieve our purpose, our school will be characterised by:*

- a focus on literacy/numeracy as the basis for all learning.
- learning which is relevant, challenging and responsive to individual and community needs.
- productive partnerships throughout the school community.
- staff who are committed to excellence in teaching and learning.
- a supportive and disciplined environment in which all students can learn.

# Contents

School Map.....	5
Absence - Students .....	6
Absence - Tests/Assessments.....	6
Accident/Illness.....	6
After-school Room .....	7
Assessment Policy.....	7
Behaviour Management.....	7
Bell Times.....	7
Bicycles/skateboards/scooters.....	8
Bullying .....	8
Bus Information .....	8
Call Record.....	8
Canteen .....	8
Cash Collection .....	9
Colours .....	9
Facebook.....	10
Guidance Officer/School Nurse .....	10
Homework .....	10
Instrumental Music.....	12
Lateness to School .....	13
Leaving School Early .....	13
Library Resources - Replacement .....	13
Lost Property .....	13
Medication .....	13
Mobile Phones/iPods/Digital Devices .....	14
Parents & Citizens Association .....	15
Refund Policy .....	15
Reporting to Parents/Caregivers.....	15
Semester Dates .....	15
Sport.....	16
Student Council .....	16
Student Free Days/Public Holidays .....	16
Student Resource Scheme .....	17
Student Transfers .....	17
Timetable/Subject/Class Changes .....	18
Uniform and Appearance.....	18
Uniform Shop.....	21
Website.....	21
Uniform and Appearance Requirements.....	22



## **ABSENCE - STUDENTS**

Students are to attend school on every official school day gazetted by the Department of Education State Schools, unless the student is ill or special family circumstances prevent the student from attending.

- QParent Absences – (Today and future absences)
  - Log on to QParents (<https://qparents.qld.edu.au/#/login>)
  - Click Attendance/View Attendance History
  - Click notify of an absence
  - Complete absence details
  - Click Submit
- Student absences if not using QParents require a note of explanation submitted to the Form Teacher on the day the student returns to school. Parents/caregivers can text our school mobile 0416 907 032, email Absences@tamborinemtshs.eq.edu.au or telephone 5545 7260 and leave a message. Student Services staff will record parent/caregiver contact.
- Students absent from school on a particular day are not permitted to attend school activities or school excursions scheduled after normal school hours.
- Parents/caregivers intending to take students out of school for holidays/personal reasons during the school year will need to apply in writing stating the dates the students will be absent from school and the reason for the absence. Copy of exemption form can be obtained by email Deputy Principal Mrs Jackie Anderson (jande83@eq.edu.au).
- If a student is absent for more than 10 days at one time then an official exemption from the Department of Education State Schools is required. Documentation and written permission are necessary.

## **ABSENCE – TESTS / EXAMINATIONS**

In the event of a student being absent on the day an examination is held or an assessment item is due, parents/caregivers are asked to make every effort to contact the school in advance or to notify the school on the day.

For students in Year 7 - 9 a note, explaining the absence and acknowledgment that parents/caregivers were aware of assessment, is to be given to the relevant teacher/Head of Department immediately on return to school. If the student does not take the appropriate action, the student will not be given any credit for the work.

For Year 10 - 12 students – a medical certificate explaining the absence is given to the relevant teacher/Head of Department immediately upon return to school. If the student does not submit a medical certificate, the student will be required to complete the assessment during the next available lesson or a draft will be assessed. For emergent situations (e.g. urgent family issues, bereavement) please contact the Principal or Deputy Principal.

## **ACCIDENTS / ILLNESS AT SCHOOL**

Parents/Caregivers are requested not to send to school students who are unwell.

When a student is not feeling well at school, they obtain a permission slip from the class teacher and report to Student Services. If a student is not in class, they will report to the nearest teacher and then to Student Services.

The student may recuperate in the sick bay for ten minutes after which they are returned to class. Students will not be allowed to stay in the sick bay for an extended period of time.

The office staff will monitor this. If the situation warrants, parents/caregivers will be contacted. If the parent is unavailable, the emergency contact will be contacted.

If the student requires urgent medical attention, an ambulance will be called. All students are covered by Queensland Ambulance when involved in school activities.

It should be noted if students remain unwell in sick bay after 2:30 pm, Tamborine Mountain State High School will advise parents/caregivers that the student needs to be collected as unsupervised bus travel for an unwell student is not an advisable risk.

## **AFTER-SCHOOL ROOM**

- If your child is allocated after school hour/s as part of a disciplinary consequence (part own student code of conduct), parents/guardians will be notified via text/phone call or email. In such instances students have 10 school days to complete the after-school hour/s. Parent/student can choose which day/s in that time period that best suits your family circumstances.
- The after-school room is opened at 3:15 pm and closes at 4:15 pm in AR03. Students are supervised and work on homework and assessments with support available from a learning support teacher aide.
- Parents do not need to come into administration to sign the student out of the afterschool room.
- In 2024, our after-school hour/s room will operate for only 1 hour each day, this differs from previous years where the afterschool room operated for 2hours each day until 5:15 pm.

## **ASSESSMENT POLICY**

A full copy of the current Assessment Policy is available from the school office and is located on the school website. A version also appears on the individual student's laptop.

## **BEHAVIOUR MANAGEMENT**

At Tamborine Mountain State High School we are committed to a quality education for all young people.

A full copy of our Student Code of Conduct is available from the school office and is also located on the school website.

There are three basic expectations for students:

- Do What It Takes To Learn
- Respect And Support The Rights Of Others
- Act Responsibly

## **BELL TIMES**

<b>Each Week Day</b>	
First bell	8.38 am
Year Parade Full Assembly (Mon)	8.40 am – 8.55 am
Period 1	8.55 am – 9.50 am
Period 2	9.55 am – 10.50 am
<b>Lunch 1 - 10.50 am – 11.40 am</b>	
Period 3	11.45 am – 12.40 pm
Period 4	12.45 pm – 1.40 pm
<b>Lunch 2 - 1.40 pm – 2.05 pm</b>	
Period 5	2.10 pm – 3.05 pm

## **BICYCLES / SKATEBOARDS / SCOOTERS**

Provision is made at the school for the proper safe keeping of bicycles, which are to be left in the bicycle racks near the Administration block. It is essential that bicycles be chained to the racks.

Students are discouraged from bringing skateboards and scooters to school. If necessary, students will bring the skateboard or scooter to Student Services for storage.

Students who use skateboards inappropriately within the school grounds will have them confiscated.

## **BULLYING**

Tamborine Mountain State High School is a safe environment. We have an Anti-Bullying Policy. This policy is also available on the school website.

## **BUS INFORMATION**

Two bus companies service the school.

GOLD COAST COACHLINE Phone 5545 1298

LOGAN COACHES Phone 5546 3077

Queensland Transport provides a bus pass for a student who satisfies both of the following conditions:

1. The nearest high school is more than 4.8 km from his/her residence.
2. The student attends the high school nearest to his/her residence.

## **CALL RECORD**

Tamborine Mountain State High School has the ability to use 'Call Record' functionality on school phones.

A statement that phone calls 'Call Record' may be recorded is on the school website, school enrolment and package information.

Where an outgoing call is made, the Tamborine Mountain State High School employee will advise the call recipient that 'Call Record' is being activated.

## **CANTEEN**

The canteen operates five days a week and is open before school each day. Copy of the canteen menu is available on the TMSHS school website.

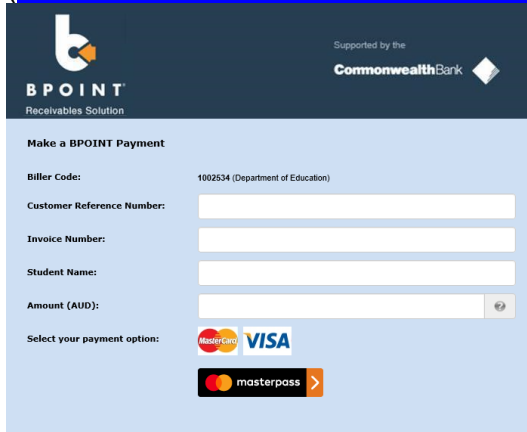
The Parents and Citizens Association implements "Smart Choices", which governs the food and drink sold by the canteen.

The canteen offers EFTPOS, Cash and Flexischools facilities.



## CASH COLLECTION

- BPOINT payments can be paid directly to BPOINT (<https://www.bpoint.com.au/payments/dete> or by telephone 1300 631 073)



- EFTPOS payments can be made at the Office Payment Cash Window only on Monday and Thursday 8:15 am – 9:15 am.
- **PAYING BY INTERNET BANKING:** Direct Payment into School Bank Account
  - **School's Bank Account Name:** Tamborine Mountain State High School General A/C
  - **BSB Number:** 064-430 (CBA Branch Southport)
  - **Account Number:** 10417005
  - **Reference/Details:**

Please record "Student's last name, Student's first name, AND Reference/Item Code" in the reference/details section so that your payment can be recorded correctly.
  - If insufficient details are supplied, payments will be applied to the oldest debt for that family/customer.
  - *We are unable to process internet payments for Parents & Citizens Association Uniform or Building Fund.*

### Payment Method

Payments can be paid by –

- QParent/BPOINT\*
- BPAY\*\*
- Centrepay deduction\*\*\*
- EFTPOS (Credit/Debit Card)\*\*\*\*
- Cheque
- Cash

When paying by BPOINT, please use the Customer Reference Number (CRN) and invoice number printed on the invoice received from the school. If unsure of your CRN, please contact the school.

\* Online through QParents/BPOINT or see your school's website

\*\* Following return of this completed form to the school, an invoice, which will include BPAY details will be provided

\*\*\* Payment by Centrepay deduction can be arranged through the school

\*\*\*\* Payment at cash window only

## COLOURS

The school colours are sky blue, navy blue, white and yellow.

## FACEBOOK

The school has a Facebook site –

<https://www.facebook.com/search/top/?q=tamborine%20mountain%20state%20high%20school>.

Student activities and advertisement for up-coming events are permitted to be uploaded. The school's Facebook moderator is Alison Smith (asmit161@eq.edu.au).

## GUIDANCE OFFICER/CLINICAL SOCIAL WORKER/MENTAL HEALTH CLINICIAN/ PSYCHOLOGIST / COMMUNITY WELFARE WORKER / SOCIAL WORK STUDENT

Our school has the services of one Guidance Officers, two Clinical Social Workers, Mental Health Clinician, Psychologist, Community Welfare Worker, Community Liaison Officer. Appointments are made through Student Services.

## HOMEWORK

### Independent Home Study Expectations:

**Year 7 and 8** students do not have homework as such however; it is an expectation that assessment/assignment completion is undertaken weekly.

### Year 7 and 8 students:

- Have regular scheduled homework activities for Math's and English, "*Squizya*" for Maths and "*English Rules*" for English.
- Do not have Maths or English homework issued when these two subjects issue other revision or assessment.

### Year 7 and 8

- Assessment/assignment preparation and drafting per week.
  - Year 7 – 30 minutes per week per subject
  - Year 8 – 30 minutes per week per subject
- The assessment/assignment task replaces homework and is seen as independent study.
- The assessment/assignment based homework is given early in the week allowing one week for completion. (7-day cycle so weekend is included). This is the only homework and cannot take more than the allocated time across the week.
- Expected time frames that students will undertake as independent study is 30 minutes per week per subject.
- If during the school week a student completes the allocated time there is no need for additional time on weekends for study, homework or assessments/assignments.
- Each teacher will have clearly communicated with their class a procedure to follow if students can not complete the required assessment/assignment work and they are experiencing difficulty e.g. see the teacher before school the next day to notify the teacher of their difficulties.
- Reading and some assignment completion are the only independent study components to be completed at home.

## Failure to Complete Homework/Assignment

### Year 7 & 8

Occasion	Consequence
First	Warning
Second	Second break lunchtime detention
Third	Referral to HOD with a 1-hour afterschool consequence. Parent/caregiver contact will occur by text.
Subsequent	Referral to HOD. HOD consultation with SSL team to identify any additional support required. 1-hour afterschool consequence – unless advised otherwise by SSL team. Parent/caregiver contact regarding consequence will occur by text.

### Homework Expectations

In Year 9, the expected **minimum** amount of time devoted to homework, independent study will vary according to the student's learning needs, and individual program of learning however as a guide is 45 minutes per week per subject.

- Year 9 – 45 minutes (minimum requirement per week per subject)

### Senior Phase

In the Senior Phase, Year 10, 11 and 12, the amount of time devoted to homework and independent study will vary according to the student's learning needs and individual program of learning, as determined through their Senior Education and Training (SET) Plan.

As a guide, Year 10 students may be given up to 7.5 hours of homework per week. Year 11 and Year 12 students may receive up to 15 hours per week.

- An example of this may be 2 Hours per week on English and 4 Hours each, per week for the other two subjects as a minimum requirement.
- As an independent learner, senior students need to exercise their own judgement to complete the other 5 hours of homework across the week outside of school time.
- As a minimum, a senior student will have either a weekend or Wednesday included into the time frames to complete the homework task however in some circumstances, a senior student may be given up to 1 week to complete the homework task.

While teachers may provide students with additional work relevant to their learning which the student may undertake at home, young people during this phase should generally be independent learners exercising their own judgement as to the out-of-hours' time they devote to their studies. Of course, care should be taken to ensure a balance is maintained between the various demands of study, sporting, cultural, recreational and part-time employment activities.

## Failure to Complete Homework/Assignment

### Year 9, 10, 11 and 12

Occasion	Consequence
First	Warning
Second	Second break lunchtime detention
Third	Referral to HOD with a 1 x Loss of Senior Study Day. HOD will contact parent/caregiver by text/email.
Subsequent	Teacher refers student to HOD. HOD contacts parent/caregiver (text/email). HOD applies consequence – <ul style="list-style-type: none"><li>Year 9, 10, 11 – 12 – Attendance on 1 or multiple Wednesday Study Days</li></ul>

### Parents' and Caregivers' Responsibilities

Parents and caregivers can assist by:

- reading with their child.
- helping students to complete tasks by discussing key questions or directing them to resources.
- encouraging students to organise their time and take responsibility for their own learning.
- encouraging students to read and to take an interest in and discuss current local, national and international events.
- helping students to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and music and engaging in other recreational activities.
- discussing any concerns about the nature of homework and their children's approach to the homework with the relevant teacher.

### Suggestions for Parents/Caregivers

- Monitor the length of time your child is undertaking homework/assignment completion. If after the allocated homework/assignment time for that subject e.g. Year 7 (30 minutes); Year 8 (30 minutes); Year 9 (45 minutes) per week per subject. The homework/assignment is not completed; sign to verify time has lapsed.

## **INSTRUMENTAL MUSIC**

Please contact the Head of Department Cameron Ross ([cross55@eq.edu.au](mailto:cross55@eq.edu.au)) for any enquiries regarding enrolment in the Instrumental Music Program.

Mrs Evans will devise a rotating roster for students to ensure that they do not miss the same subjects when they have their weekly lesson.

Tuesday and Thursday Instrumental Music rehearsals are conducted after school from 3:15 pm onwards in the Performing Arts Centre.

Friday rehearsal for the String Ensemble is from 11:00 am onwards in the Performing Arts Centre.

- Stage Band (Tuesday) - 3:15 pm - 4:00 pm
- Wind Symphony (Thursday) - 3:15 pm - 4:00pm
- Vocal Ensemble (Friday) - 8:00 am – 8:40 am
- String Ensemble (Friday) - 11:00 am - 11:40am

## **LATENESS TO SCHOOL**

If a student is late to school he/she will report to Student Services to be recorded in the late register and then will collect a late note which is taken immediately to class. If this procedure is not followed, a student will be marked absent for that day. Students without a late note are referred to Student Services before being admitted to class.

## **LEAVING SCHOOL EARLY**

If a student is to leave school during the day, a note needs to be submitted to Student Services before 8:40 am.

Students will be issued a slip which they present to Student Services when they leave.

## **LIBRARY RESOURCES - REPLACEMENT**

At times library resources are lost or damaged. In order to replace these items costs are prorated depending on the age of the item.

- 0-1 Year – Full replacement
- 1-2 Year – Pro-rata 20% of replacement cost
- 2-3 Year – Pro-rata 40% of replacement cost
- 3-4 Year – Pro-rata 60% of replacement cost
- 4-5 Year – Pro-rata 80% of replacement cost
- 5+ Years – Written off

## **LOST PROPERTY**

All personal property is to be clearly marked with the owner's name. Students are held responsible for their own personal possessions. Lost property will be held at Student Services and then passed to the School Facilities Officer for storage. After 12 months lost property will be disposed.

## **MEDICATION**

If it is essential for a student to take medication, students must get a doctor's prescription and the instructions are to be set out clearly by the pharmacist and the medication kept securely at the Office. An Administration of Medication at School Record Sheet (Routine/Short-Term Medication) is required for any student on medication. This is available from the Treatment Room (Practice Manager) upon request. This form must be signed by parent/caregiver and is kept at the sick bay/treatment room. The student will then come to the Treatment Room (Practice Manager) at the appropriate time to receive the dosage. At no time is any student to have medication in their possession.

An Administration of Medication at School Record Sheet (Emergency Medication) is required for any student with an Emergency Health Plan for Asthma, Anaphylaxis and

Glucagon Injection. This record sheet must be signed by parent/caregiver and is kept at the sick bay/treatment room.

Anaphylaxis students require an Anaphylaxis Individual Health Plan signed by a health practitioner. This plan is to be renewed annually.

Diabetic students require a Diabetic Individual Health Plan signed by a health practitioner. This plan is to be renewed annually.

If student requires glucagon injection to be stored at the Office an Emergency Health Plan – Hypoglycaemia is required. This plan is developed by a Health Practitioner and is to be renewed annually. If glucagon is kept at school first aide staff require specialised training.

Students with self-administered medication such as asthma medication may have their inhaler with them and use it as needed. An email or note from Parent/Caregiver stating that their child self-administers is required.

It is against regulations for the school to issue to students' medication of any kind that has not been issued by a doctor. Pain relief medication is not able to be distributed by the school.

### **MOBILE PHONES/SMART WATCHES/I PODS/DIGITAL DEVICES**

It is usually unnecessary for students to have mobile phones/smart watches/iPods or other electronic devices at school. It is most disruptive to the teaching and learning process for students to have these devices in the classroom.

Students who, for some reason, have a mobile phone/smart watches/iPod/electronic device with them at school are required to leave it at Student Services immediately upon arrival at school.

- If necessary, students may access their mobile phone during recesses under the supervision of Student Services staff.
- Important messages will be communicated to students wherever possible.

Appropriate disciplinary action will be taken against any student who:

- a) photographs or films other individuals without school permission.
- b) sends harassing or threatening messages.
- c) sends inappropriate/offensive photos/images.
- d) Takes images of students in uniform and/or uploading of photographs of students in school uniform to social media site or on to laptops.
- e) uses a mobile phone, smart watches or electronic device to cheat in exams or assessments.

This policy also applies to students during school excursions, camps and extra-curricular activities. If for security reasons a mobile phone is permitted, then parents/caregivers will be notified.

A full copy of our personal technology policy is available from the school office and is also located on the school website.

No liability will be accepted by the School in the event of the loss, theft or damage to any device.

## PARENTS AND CITIZENS ASSOCIATION

The Parents and Citizens Association will meet on the third week on Tuesday in February, March, May, July, September and November throughout 2023. Meetings begin at 6.30 pm in the Central Park Common Room. All parents/caregivers are encouraged to attend. The P&C can be contacted at [pandc@tamborinemtshs.eq.edu.au](mailto:pandc@tamborinemtshs.eq.edu.au)

## REFUND POLICY

- Refunds will be issued for Resource Scheme fees if the student leaves Tamborine Mountain State High School before the end of the year.
- This will be paid via direct credit on a pro rata system dependent upon the weeks attended.
- This refund will also be conditional upon return of all school resources in good condition. The school's laptop and ID card must be returned.
- All other refunds will be credited to the student's account and applied against future excursions or activities that require payment.
- Refunds for excursions may only be available in part due to agreed payments to establishments (entrance fees), buses etc.

## REPORTING TO PARENTS/CAREGIVERS

Parent/Student/Teacher interviews will be conducted Term Two and Term Three (dates to be advised).

Prior to each term's Parent/Student/Teacher interviews, each teacher will complete a progress report.

Progress reports are emailed via QParents. Details are available on the TMSHS website at <https://tamborinemtshs.eq.edu.au/Supportandresources/Parentresources/Pages/Parentresources.aspx>

Year 12 end of year documentation is issued by Queensland Studies Authority.

Informal reports and confidential reports on particular students may be completed if there are specific concerns regarding a student.

Meetings to discuss progress can be arranged by parents/caregivers at any time. Please phone the Student Support Leaders (SSL) (55457222).

## SEMESTER DATES

### Term Dates - Semester One, 2024

TERM ONE	Monday 22 January – Friday 28 March
----------	-------------------------------------

TERM TWO	Monday 15 April – Friday 21 June
----------	----------------------------------

TERM THREE	Monday 08 July – Friday 13 September
------------	--------------------------------------

TERM FOUR	Tuesday 30 September – Friday 13 December
-----------	---

FINAL DAY	Year 12	Friday	17 November 2024
	Year 11	Tuesday	19 November 2024
	Years 10	Monday	18 November 2024
	Years 7, 8 and 9	Friday	22 November 2024
	Alternative Programme - Year 7, 8 and 9		25 November – 13 December 2024

## SPORT

School swimming, cross-country and athletics carnivals will be organised during the year. District and regional carnivals will follow for selected students.

### Sport Houses

Tamborine Mountain State High School has four houses. They are:

- |             |        |               |
|-------------|--------|---------------|
| 1. Yarga    | Orange | (Surname A-E) |
| 2. Curtis   | Green  | (Surname F-K) |
| 3. Waiburra | Red    | (Surname L-R) |
| 4. Holt     | Purple | (Surname S-Z) |

## STUDENT COUNCIL

A Student Council is formed each year for students to have a forum to express their opinions and to develop leadership across the school.

The Student Council is developed after consultation with staff and the student body early in the year.

Nominations are called and elections are held during a form lesson early in the year.

## STUDENT FREE DAYS AND PUBLIC HOLIDAYS

### Student Free Days 2024

- |          |            |
|----------|------------|
| Thursday | 18 January |
| Friday   | 19 January |
| Friday   | 30 August  |

### Public Holidays 2024

- |          |            |                                  |
|----------|------------|----------------------------------|
| Thursday | 26 January | Australia Day                    |
| Friday   | 29 March   | Easter Friday                    |
| Monday   | 1 April    | Easter Monday                    |
| Tuesday  | 25 April   | ANZAC Day                        |
| Monday   | 6 May      | Labour Day                       |
| Monday   | 12 August  | Beaudesert/Brisbane Show Holiday |
| Monday   | 7 October  | King's Birthday                  |



## **STUDENT RESOURCE SCHEME**

The school operates a Student Resource Scheme from the commencement of the school year. The Scheme provides students with access to all relevant texts, photocopied notes and handouts, computer paper, an ID card, materials and equipment to support the curriculum.

The cost to students in all year levels for 2023, which is decided by the Parents and Citizens Association, is \$498.00. Parents/caregivers will be invoiced \$450.00 initially. Full payment is required before close of day 24 February 2024. A \$48.00 late fee will be invoiced to parents/caregivers if full payment has not been received by close of business 24 February 2023.

Instalment payments are available to parents/caregivers if required. The \$50.00 discount fee does not apply to this instalment arrangement.

Term 1: \$150.00 due by 24/02/2024

Term 2: \$150.00 due by 24/05/2024

Term 3: \$150.00 due by 24/08/2024

Final payment \$48.00 (*Invoice will be raised 25 February and emailed*)

Please contact the Payment Support Officer [paymentplans@tamborinemtshs.eq.edu.au](mailto:paymentplans@tamborinemtshs.eq.edu.au) or 55457222 if you wish to discuss an instalment plan, payment plan or are experiencing financial hardship

All borrowing of texts is through the Resource Centre.

All computer PDF's for computer users will be lent for the appropriate time period and are to be returned when they are no longer required. Any lost or damaged texts will be replaced in monetary value by the students to whom the text was issued.

Any texts for non-computer users will be lent to students for the appropriate time period and are to be returned when they are no longer required.

Students who leave the school during the year will be entitled to a pro rata refund.

Students with outstanding textbook and resource fees will not be permitted to attend non-compulsory excursions, for example end of year activities.

## **STUDENT TRANSFERS**

Parents/caregivers are requested to notify the school in writing when a student is leaving / transferring to another school. The student's ID card, Laptop and other resources need to be returned. This is necessary to enable a refund of fees and transfer details to be processed.

## **TIMETABLE/SUBJECT/CLASS CHANGES**

### **Timetable Changes**

Timetable changes occur to optimise class sizes and composition for learning. Classes will change due to:

- new enrolments; *(where possible students are placed in appropriate subject and class)*
- subject changes. *(Students and parents need to ensure that the appropriate subjects are studied, and at times subject changes will need to take place. Due to the complexity of the timetable there are circumstances where a single change in subject may result in changes to more than one class)*

Throughout the year as class sizes and composition change, the classes are checked by the Administration team as well as the relevant Heads of Department.

### **Subject Changes**

Subject changes (into a new subject) occur in the first 2 weeks of Term 1 and 3.

Timeframes for changing subjects in the senior school occur in the first 2 weeks of Term 1 only (year-long subjects).

### **Class Changes**

Requests for class changes within a subject **are not considered** for timetabling reasons.

Support is given to students to help them if they are experiencing difficulty in a class. Requests for support may be directed through the teacher, Head of Department or any appropriate school contact.

Our student support teams may nominate and organise a class change in exigent circumstances in consultation with a Head of Department, for example where a student's behaviour plan requires additional measures to be undertaken.

## **UNIFORM AND APPEARANCE**

The school uniform is valued by the school community for encouraging a sense of self-esteem, belonging and self-discipline in students. The school and the Parents' and Citizens' Association have agreed on the expectations of students with regard to uniform and personal appearance.

All students are expected to observe the standard of correct attire while on their way to, during and on their way home from school.

<b>Boys' Uniform</b>	<b>Girls' Uniform</b>
<ul style="list-style-type: none"> <li>Boys' shirt</li> <li>Boys' navy shorts</li> <li>Boys' navy trousers</li> </ul>	<ul style="list-style-type: none"> <li>Girls' blouse</li> <li>Girls' tartan skirt (below knee length) Students are not permitted to shorten their skirts by any means (cutting, rolling, etc.). Students found wearing short skirts will be required to amend the skirt to the required length or to purchase a replacement and will be eligible for uniform breach consequences.</li> <li>Girls' navy slacks/shorts</li> </ul>
<b>Boys' Uniform</b>	<b>Girls' Uniform</b>
<ul style="list-style-type: none"> <li>Black leather/vinyl shoes (impervious uppers) with black shoelaces</li> <li>White sport socks (no markings, logos or colour trim, ankle length)</li> </ul>	<ul style="list-style-type: none"> <li>Black leather/vinyl shoes (impervious uppers) with black shoelaces</li> <li>White sport socks (no markings, logos or colour trim, ankle length)</li> <li>Navy/black stockings</li> </ul>
<b>Winter - Boys</b>	<b>Winter - Girls</b>
<ul style="list-style-type: none"> <li>Tracksuit pants</li> <li>School jumper</li> <li>Spray jacket</li> <li>Winter jacket</li> </ul>	<ul style="list-style-type: none"> <li>Tracksuit pants</li> <li>School jumper</li> <li>Spray jacket</li> <li>Winter jacket</li> </ul>

### Formal Uniform

- Formal uniform is to be worn on Monday, Tuesday, Thursday and Friday.
- The formal uniform also includes BLACK leather/vinyl shoes, black laces and white socks. The leather shoes are a requirement of Workplace Health and Safety risk assessment of the school and must have impervious uppers.
- Mary/Lady Jane, canvas, mesh shoes, basketball shoes or boots are not acceptable.
- Coloured trimmed shoes, logos, coloured shoe laces or socks with markings are not permitted.
- On excursions and on formal occasions, complete formal uniform is required. This includes black leather/vinyl shoes. Tracksuit pants, spray jackets and jerseys are **not** permitted unless the excursion is a sporting or practical activity.

### Sports Uniform

<ul style="list-style-type: none"> <li>Unisex polo shirt</li> </ul>	<ul style="list-style-type: none"> <li>Black leather/vinyl sport shoes (no canvas, mesh shoes, basketball shoes or boots)</li> </ul>
<ul style="list-style-type: none"> <li>Unisex sport shorts</li> </ul>	<ul style="list-style-type: none"> <li>White sport socks (no markings, logos or colour trim, ankle length)</li> </ul>

- Specialised sport shoes may be worn for specific activities e.g. track and field events. Once the activity is completed students are required to wear their black school shoes.
- Boys curved hem formal shirt must be tucked in during classes. Boys straight hem formal shirts may be worn out.

Sports uniform may be worn on Wednesday. However, a class which has Health and Physical Education, Dance, Drama or a sport activity in Periods 1, 2, 3, 4 or 5 (on days other than Wednesday) are required to change at the conclusion of the lesson into the formal uniform. A class which has Health and Physical Education, Dance, Drama or a sport activity in Period 5 may wear the sports uniform on their way home from school.

The formal uniform and the sport uniform are not permitted to be mixed and matched.

### **Winter**

- The school jacket may be worn with any other school uniform item.
- During winter months, students are permitted to wear the school tracksuit or part thereof on any day. It may be worn with either the formal or sport uniform. It is not to be worn on excursions or to formal occasions.
- Beanie/gloves/scarf are permitted in school colours (navy blue, sky blue, yellow or white) only. They are not to be worn during class time.

### **Appearance**

- A watch, a thin chain (no pendant), two pairs of sleepers or studs for pierced ears, and a flat ring are the approved jewellery for school. Anklets are not permitted. Workplace Health and Safety regulations will sometimes require all jewellery to be removed. Students will be instructed to remove excess jewellery. Non-compliance will result in jewellery being removed and secured at Student Services.
- Body jewellery poses a Workplace Health and Safety risk and as such is not permitted. Facial piercings are not permitted and therefore may not be worn covered or uncovered. Ear studs and plugs must be no larger than the plug end of a biro. Retainers, stretchers/tapers and spacers/tunnels are not permitted. Ear jewellery must not extend beyond the width of the ear lobe. Ear jewellery must be gold, silver or school colours.
- Make up and coloured nail polish are not appropriate for the school environment. Students wearing nail polish will be directed to Student Services, where nail polish remover is available. Likewise students with make-up will be required to remove it. Clear lip-gloss/balm is permitted. Tinted moisturiser is not permitted. Extended, permed, lifted, false or gel eye lashes are not permitted. Tinted eyebrows are not permitted.
- Hairstyles must be neat, clean and tidy. Hair colourings must be natural tonings. Subtle natural colour highlights are acceptable, whilst full block colour differentiation is inappropriate. If unsure, students should see the Principal before proceeding. Long hair must be tied back when hair accessories in school colours if the activity warrants it.
- Students should be of neat and tidy appearance at all times. Mid-riffs are not to be visible. Skirts are to below knee length.

## Hats

- The school supports a sun safe policy.
- Students may wear their individually chosen hat provided it does not promote alcohol, drugs or offensive material.
- Hats are to be worn during any outdoor class activity.
- The wearing of hats during recess is encouraged.
- Sunscreen is provided for student use.

## Procedure for Students Out of Uniform

- Teachers are expected to check uniforms and jewellery every lesson.
- Students who are out of uniform for any reason will need to take a note of explanation to Student Services when they arrive at school in the morning. The explanation will be assessed by a member of the Administration and an appropriate course of action determined.
- Students out of uniform will be expected to access loan clothing from the school uniform pool. If an appropriate item or size is unavailable, students may be supplied with an exemption slip for the appropriate period of time.
- Students must have this exemption slip on their person at all times and produce the slip when requested.
- Failure to follow these procedures will result in an appropriate consequence.

## UNIFORM SHOP

The school uniform shop is open Monday 8:15 am – 9:15 am and Thursday 3:00 pm – 4:00 pm.



## WEBSITE



The school website can be accessed by [www.tamborinemtshs.eq.edu.au](http://www.tamborinemtshs.eq.edu.au)

The website contains specific school policies, school profile, curriculum, calendar, general student information and school contact information.



## TAMBORINE MOUNTAIN STATE HIGH SCHOOL SCHOOL UNIFORM AND APPEARANCE REQUIREMENTS

BOYS' UNIFORM	GIRLS' UNIFORM
<ul style="list-style-type: none"> <li>Boys' shirt</li> <li>Boys' navy shorts / navy slacks</li> </ul> <div style="display: flex; justify-content: space-around; margin-top: 10px;">  </div>	<ul style="list-style-type: none"> <li>Girls' blouse</li> <li>Girls' tartan skirt (below knee length)</li> <li>Girls' navy slacks/shorts</li> <li>Navy blue/black plain stockings</li> </ul> <p>Students are not permitted to shorten their skirts by any means (cutting, rolling etc.). Students found wearing short skirts will be required to amend the skirt to the required length or to purchase a replacement. Students will be eligible for uniform breach consequences.</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;">  </div>

WINTER UNIFORM	SPORTS UNIFORM
<ul style="list-style-type: none"> <li>School jumper</li> <li>Spray jacket</li> <li>Winter jacket</li> <li>Tracksuit pants</li> </ul> <div style="display: flex; justify-content: space-around; margin-top: 10px;">  </div>	<ul style="list-style-type: none"> <li>Unisex polo shirt</li> <li>Unisex sport shorts</li> <li>White sport socks (<b>no markings, logos or colour trim, ankle length</b>)</li> <li>Black leather/vinyl sport shoes (<b>no canvas, mesh shoes, basketball shoes or boots</b>)</li> </ul> <p><u>Please note</u></p> <ul style="list-style-type: none"> <li>Sports uniform may be worn on Wednesday.</li> <li>Students who study Health and Physical Education, Dance, Drama or a sport activity in Period 1, 2, 3 or 4 (on days other than Wednesday) are required to change at the conclusion of the lesson into the formal uniform. A class which has Health and Physical Education, Dance, Drama or a sport activity in Period 5 may wear the sports uniform on their way home from school.</li> </ul> <p><b>The formal uniform and the sport uniform are not permitted to be mixed and matched.</b></p> <div style="display: flex; justify-content: space-around; margin-top: 10px;">  </div>

FOOTWEAR
<ul style="list-style-type: none"> <li>Black leather/vinyl with impervious uppers (the top of the foot must be covered). No markings.</li> <li>Black shoe laces</li> <li>White sport socks (no markings, logos or colour trim, ankle length)</li> </ul>

Permitted Shoes	The following Shoes are not permitted
	

### JEWELLERY/APPEARANCE

The following clothing items are permitted in school colours (sky blue, navy blue, yellow or white).

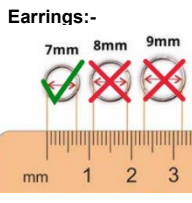
- Scarves, gloves, beanies (not to be worn during class time)
- Undershirt (must not be visible)

Students should be of a neat and tidy appearance at all times.

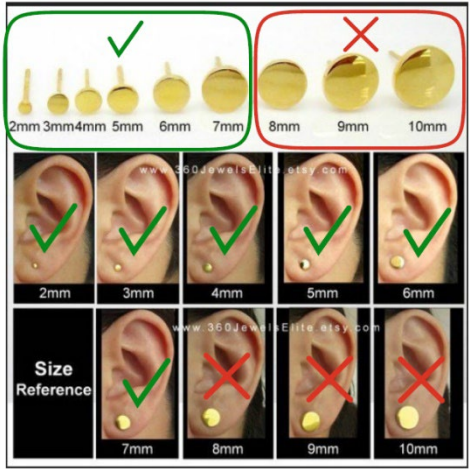
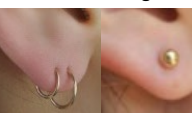
- Appearance:**
- Natural hair colours only
  - Subtle natural colour highlights permitted
  - Full block colour differentiation is inappropriate
  - Clear lip-gloss/balm is permitted
  - No tracks or patterns in hair
  - No make-up
  - No tinted moisturiser
  - No coloured nail polish
  - No extended, permed, lifted, false or gel eye lashes
  - No tinted eyebrows

- Jewellery:**
- 1 watch
  - 1 flat ring
  - 1 fine linked chain - no coloured necklaces, leather necklaces or material necklaces; gold, silver and rose gold chains allowed; Must be no larger than 4mm.
  - No pendants permitted. Students seeking permission to wear a pendant for genuine reasons (e.g., religious, cultural or medical considerations) are to seek approval from administration for an exemption. If an exemption is granted, the student must take responsibility for wearing the pendant in a location that is not visible and in line with Administration's expectations.
  - 2 sets of earrings (sleepers or studs; gold; silver; school colours)
  - Ear studs and plugs must be no larger than the plug end of a biro (7mm).
  - The diameter of the inside of a sleeper must be no larger than the plug end of a biro (7mm).
  - No permanent or attachable charms permitted on earrings.
  - Retainers/stretchers/ tapers/ spacers/tunnels are not permitted
  - Facial piercings are not permitted
  - Anklets are not permitted

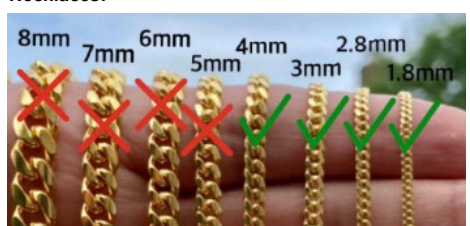
**Jewellery Size Guide:-**



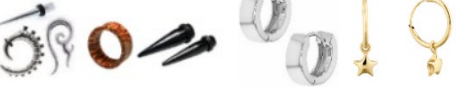
**Permitted Earrings: -**



**Necklaces:-**



**The following earrings/spacers/stretchers are NOT permitted:-**



Please be aware that our uniform policy aims to be clear about student appearance, jewellery and accessory expectations and what students are not allowed to wear, but our list is not exhaustive. If it is not listed in the policy, it is not permitted.  
For clarification, please contact administration.