



Senior Schooling

Year 11-12

Policy and Procedures



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1. SENIOR SCHOOLING TEAM

| | | |
|-------------------------------------|---------------------|--|
| Senior Deputy Principal | Ms Kate Jorgensen | kjorg4@eq.edu.au |
| Senior Schooling Head of Department | Mrs Jodie Teng | Jteng5@eq.edu.au |
| Senior Dean | Mrs Kandice Shaw | sheff13@eq.edu.au |
| Guidance Officer | Mr Rishi Jagunundan | rjagu4@eq.edu.au |

2. STUDENT RESPONSIBILITY

Students are expected to:

- Abide by Nerang SHS's Senior Schooling Expectations with regard to Attendance, Attitude (Behaviour) and Achievement – 'AAA's. Refer to Section 3 below.
- Refer to Senior Schooling Agreement in Appendix 1. This is signed at the student's Year 10 SETP meeting.

3. 'AAAs'

- Attendance: attend school every day, on time, ready to learn.
 - Report Card Expectation > 95% or above
- Attitude: positive attitude and behaviour right for learning
 - Report Card Expectation > Effort and Behaviour = Very good or Excellent
- Achievement: the result of engagement in learning
 - Report Card Expectation = Minimum a 'C'; Competent for VET.

4. SENIOR ASSESSMENT POLICY AND AARA

Students are expected to:

- Follow Nerang SHS's Senior Assessment Policy.
- Attend exam blocks/sessions as scheduled each Term.
- Apply for an Access Arrangements and Reasonable Adjustments (AARA) if assessment is not able to be submitted by the due date.
- Refer to Senior Schooling Assessment Policy and AARA Applications forms on the school's website: <https://nerangshs.eq.edu.au/curriculum/testing-and-assessment>

5. QCE AND QCIA

In line with the State Schooling's Vision, our Vision is "Every Student Succeeding". Nerang SHS is committed to the provision of courses of study (ATAR and VET), programs of personal development and extra-curricular activities aimed at assisting each individual to reach his/her full potential academically, socially, morally and physically. Our goal is for each student to successfully achieve their Queensland Certificate of Education (QCE) or Queensland Certificate of Individual Achievement (QCIA) on exit of Year 12. The QCE is **Queensland's senior school qualification**. It is awarded to eligible students (usually at the end of Year 12) by the Queensland Curriculum and Assessment Authority (QCAA). A QCE can help graduates improve their job prospects. Refer to our Senior Schooling Subject Handbook on our website for further information – [Senior Subject Handbook](#). The QCIA is a qualification that recognises and reports the achievements of students whose learning is part of an individual learning program.

6. ATTENDANCE – Every student, Every lesson, Every day

Students are expected to strive to 100% attendance. Failure to meet the minimum attendance rate of 95%, may result in the following:

- Loss of School-based Traineeship and Apprenticeship and TAFE privileges.
- Student will not be permitted to sign in at morning tea if they have a study lesson Period 1 or sign out early if they have a study lesson Period 4.
- Warning of cancellation of enrolment given. Refer to Section 8 below for more information.
- Refer to our [Attendance Policy](#) for further information.

N.B. 90% Attendance = 10 days absent (explained) a semester.

7. STUDENT WELLBEING

Throughout a student's secondary school life, a student faces huge changes physically, socially and mentally. Along the way, these young people may need support systems in place to help them deal with a range of mental health issues. These may include career counselling to needing some help in sorting out a friendship problem or strategies on how to deal with anxiety. Nerang SHS's support team consists of a Guidance Officer, Youth Support Coordinator, Nurse, Chaplain and Indigenous Liaison Officer. Teachers may complete a referral for a student or Parents/Caregivers and Students themselves are welcomed to make appointments via the Hub. Please contact Ms Tracey Spiers (HUB PA) on (07) 5503 7863 or at tspie16@eq.edu.au for appointments.

Wellbeing resources including time management, personal improvement plan (PIP) can be found on Nerang SHS's SharePoint – [The Student Hub](#).

8. WARNING OF CANCELLATION OF ENROLMENT

The Senior Schooling Team meet fortnightly and at report junctures to track and review student AAA – Attendance, Attitude (Behaviour) and Achievement. Students may be given a warning of cancellation from the age of 16 years old (Sections 316-317 of the Education General Provisions Act) if they are not abiding by the Senior Schooling Agreement (Appendix 1). Parents/Caregivers will be contacted and the student will be required to attend a meeting with the Senior Deputy Principal and Senior Head of Department to explain their circumstances and for an Action Plan to be put into place. Should this inappropriate level of engagement in their learning persist and the Action Plan in place is not being followed, the student will have their enrolment at Nerang SHS cancelled.

9. UNIFORM

Senior Students are expected to adhere to our Uniform Policy and set an example for our Junior Students. Failure to wear the correct uniform will result in a detention if an explanation is not given by a Parent/Caregiver to their Form Teacher or Senior Dean. Please read our [Uniform Policy](#).

10. BEHAVIOUR

Nerang SHS is committed to providing a safe, respectful and disciplined learning environment for all students, staff, parents and visitors. The Nerang SHS Student Code of Conduct sets out the responsibilities and processes we use in our school to promote a productive, effective whole school approach to positive behavior. Its purpose is to facilitate high standards of behaviour from every student in the school community, ensuring learning and teaching in our school is prioritised, where all students are able to experience success and staff enjoy a safe workplace. Please read our [School Code of Conduct](#) here.

11. VOCATIONAL, EDUCATIONAL AND TRAINING (VET)

Students (from Year 10) are eligible to apply for TAFE courses, School-based traineeships and apprenticeships (SATs) and work experience (WE). The Senior Schooling Head of Department will approve applications pending student's AAA – Attendance, Attitude (Behavior) and Achievement. Please see Mrs O'Sullivan in the Hub (Industry Liaison Officer) for enrolment forms/application process. *Please note:* A student's TAFE, SAT or work experience may be reviewed or cancelled at any time if a student is not abiding by their Senior Schooling Agreement. School classwork and assessment is always the priority. If an exam falls on the same day as a SAT, the student must sit the exam and contact their trainer to explain their absence.

12. STUDENTS DRIVING TO SCHOOL

Any student who holds a valid Queensland's driver's license who intends to drive to school (on a regular basis or occasionally) must comply with the school's Safe Senior Driver policy below and complete the Senior Student Driver Agreement Form – refer to Appendix 2. Senior Driver Students must abide by the following policy:

- adhere to all road rules and drive in a safe and responsible manner.
- students are not permitted under any circumstances to drive from the school grounds during school hours unless they have permission from Administration.
- student license details, vehicle make and registration must be recorded with the school by completing the details below.
- students are **NOT PERMITTED TO PARK ON THE SCHOOL GROUNDS** i.e. staff carpark – this is for staff only.
- students are not permitted to carry other students as passengers to and from school without the written permission of their Parent/Caregiver and the passenger's Parent/Caregiver.
- no more than one peer passenger should travel with the driver. Peers do not include siblings.
- any unsafe driving behaviour or breaches of road rules may be dealt with under the school's disciplinary procedures (Student Code of Conduct) or reported to the Police.

13. STAMP OF APPROVAL

Senior Students must complete a 'Stamp of Approval' form prior to finishing their final week of school in Year 12. They are required to submit this form to the Senior Schooling Head of Department to ensure they have completed all assessment and subject/VET requirements. Students will then be approved to attend the Year 12 Formal and Graduation. Refer to Appendix 3.

14. APPENDIX

APPENDIX 1 – SENIOR SCHOOLING AGREEMENT



Senior Schooling Contract

Student Name: _____ Form: _____ Mentor: _____

Parent/Carer Name(s): _____

ATAR Vocational TRADE Program

As a senior student enrolled at Nerang SHS, I agree to meet the following Senior Schooling Expectations with regard to attendance, attitude and behaviour and achievement. I will:

- attend all timetabled lessons – every student, every lesson, every day – *striving for 100% attendance*. N.B. 90% Attendance = 10 days absent (explained) a semester.
- explain in writing, to the Senior Schooling HOD, any extended absences providing a medical certificate (if required).
- model behaviour, at school and off campus, that respects the rights of others and facilitates the learning process as outlined in the School Responsible Behaviour Plan.
- wear the correct school uniform with pride.
- complete all assessment and submit by the due date. For extension requests, I will follow the Assessment Policy.
- strive to achieve a minimum of a C result or pass in all my subjects and if applicable, fulfil all VET certificate requirements, to remain on track for my QCE.
- I am aware that:
 - breaches of this contract may result in verbal and/or written notification by Senior Schooling HOD and may affect my QCE attainment.
 - ongoing breaches of this contract may result in a referral to the Senior School Deputy Principal
 - ongoing and serious breaches may result in a formal written warning of cancellation of enrolment.

Student Signature: _____ Dated: _____

Parent/Carer Signature: _____ Dated: _____

Mentor Signature: _____ Dated: _____



Senior Student Driver Agreement Form

All Students must complete and return this form to the office prior to driving to school.

Student Name: _____ Form: _____

Any student who holds a valid Queensland’s driver’s license who intends to drive to school (on a regular basis or occasionally) must comply with the school’s Safe Senior Driver policy below:

- adhere to all road rules and drive in a safe and responsible manner.
- students are not permitted under any circumstances to drive from the school grounds during school hours unless they have permission from Administration.
- student license details, vehicle make and registration must be recorded with the school by completing the details below.
- students are **NOT PERMITTED TO PARK ON THE SCHOOL GROUNDS** i.e. staff carpark.
- students are not permitted to carry other students as passengers to and from school without the written permission of their Parent/Caregiver and the passenger’s Parent/Caregiver.
- no more than one peer passenger should travel with the driver. Peers do not include siblings.
- any unsafe driving behaviour or breaches of road rules may be dealt with under the school’s disciplinary procedures (Student Code of Conduct) or reported to the Police.

VEHICLE DETAILS

MAKE: _____ COLOUR: _____

REGO NUMBER: _____

AUSTRALIAN DRIVER’S LICENCE NUMBER: _____

PARENT/CAREGIVER INFORMATION:

NAME: _____

(PLEASE PRINT)

ADDRESS: _____ PHONE: _____

[PLEASE COMPLETE THE DETAILS AND PERMISSION FORM BELOW](#)

I hereby give permission for _____ to drive to and from school.

I also give permission for my student to drive the following passenger/s on a regular basis:

| NAME OF STUDENT | FORM | OFFICE USE ONLY | |
|-----------------|------|---|---------------|
| | | PARENT OF PASSENGER PERMISSION OBTAINED (ü) | DATE RECEIVED |
| | | | |
| | | | |

I understand that in order to provide transport, the driver must be the holder of a current driver’s licence and that vehicles must be registered and covered by compulsory Third Party Insurance.

Parent/Caregiver Name: _____ Parent Signature: _____ Date: _____

Independent students are to have this countersigned by the Senior Deputy Principal.



Student Passenger Agreement Form

Student Name: _____ Form: _____

PARENT/CAREGIVER INFORMATION:

NAME: _____

(PLEASE PRINT)

ADDRESS: _____

PHONE: _____

PLEASE COMPLETE THE DETAILS AND PERMISSION FORM BELOW – FORM TO BE RETURNED TO THE OFFICE

I hereby give permission for _____ to travel as a passenger with _____ (Name of Student Driver) to and from school but not to sporting venues, excursions etc.

I am aware that the Department of Education, Training and Employment does not have Personal Accident Insurance Cover for students.

Parent/Caregiver Name: _____ Parent Signature: _____ Date: _____

STUDENT DRIVER AGREEMENT

I have read Nerang Park State High School's Safe Senior Driver Policy and this SENIOR STUDENT DRIVER AGREEMENT FORM and I agree to abide by the conditions listed above as well as the normal road rules. I acknowledge that failure to comply with the school's expectations for conduct by students in the community may be dealt with under the school's disciplinary procedures (Student Code of Conduct) or reported to the Police.

Student Name: _____ Student Signature: _____ Date: _____

Privacy Statement

The school is collecting information about you and your student in order to ensure the safety of our students. Your information will only be accessed by school staff. Your information will not be given to any other person or agency unless we have your consent, or we are required or authorised by law to do so.



NERANG STATE HIGH SCHOOL SENIOR SCHOOLING

YEAR 12 'STAMP OF APPROVAL'

- The following criteria must be met in order to obtain your '**STAMP OF APPROVAL**'. This is required to receive your invitation to the **YEAR 12 FORMAL AND THE GRADUATION**.
- All books and materials owned by the school must be returned and all money owed to the school must be paid **IN FULL**. All outstanding assessment including VET competencies must be completed.
- You must obtain signatures from every teacher for the subjects you study and the additional '**Other Areas**' to show this has been completed. This form must be completed **prior** to **(INSERT DATE)**.
- Once this form is complete, return it to **Mrs Teng in the HUB (Senior Schooling HOD)** and have your name marked off.

| | |
|------------------------|--------------------|
| STUDENT'S NAME: | FORM CLASS: |
|------------------------|--------------------|

Teachers please confirm that all assessment is completed and resources have been returned.

| <i>SUBJECTS STUDIED</i> <small>*Enter every subject studied this semester incl VET</small> | TEACHER | TEACHER SIGNATURE |
|--|-----------------------------------|-------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| OTHER AREAS | STAFF NAME | STAFF SIGNATURE |
| Book Room Resources | Ms Spiers | |
| School Fees / money owing <small>Paid in full</small> | Finance Officer | |
| Senior Dean Term 4 – All lateness and absence explained in writing (MC or parental note). Students with <95% attendance will have their attendance record scrutinised. All detentions must be completed. | Mrs Shaw | |
| IT Service Centre (if applicable) <small>Laptop, case, charger returned in good working order</small> | Teddy Chan – IT Technician | |
| VET Courses / Tafe / SATs – completed | Mrs Teng | |

❖ ***If you have any sports uniforms, please return to the PE Staffroom***

NERANG SHS 'STAMP OF APPROVAL' HERE

SS HOD SIGNATURE: _____

DATE: _____

