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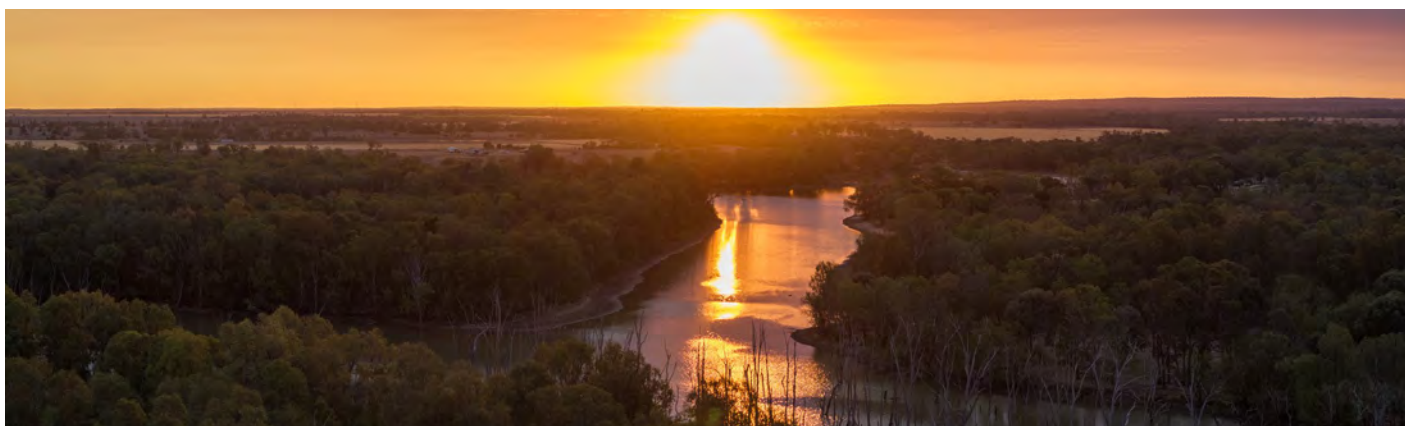


PARENT HANDBOOK

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Welcome to Chinchilla State High School



Welcome to Chinchilla State High School. Centrally located in the Darling Downs South-West region of Queensland, Chinchilla State High School caters for students in Years 7-12.

Chinchilla State High School continues to embody the motto, “Learning together for a happy and productive future” and this is regularly reinforced through the school’s TEAM core values; Together, Excellence, Acceptance and Motivation.

Our staff members are very enthusiastic in their work and there is a strong focus on student wellbeing, the development of academic excellence and providing a diverse range of learning opportunities for all students.

Students are provided access to a breadth of curriculum offerings and numerous opportunities to excel in academic, sporting, cultural and citizenship areas.

We are delighted to be able to share our school with you and welcome all to be a part of the Chinchilla State High community.



2025 School Captains

School Information

Administration Team

Principal	Mr Rob Burke
Deputy Principal - Year 7, 8 and 11	Mrs Amanda Cooper
Deputy Principal - Year 9, 10 and 12	Mrs Karena Laracy
Business Manager	Mrs Pamela Widdon

Heads of Department - This information is subject to change

Head of Department - English & Humanities	Miss Alys Tipler
Head of Department - Health & Physical Education	Miss Kim Priem
Head of Department - Mathematics & Science	Ms Jackie Beck
Head of Department - Technology	Mr Dustin Davis
Head of Department - The Arts	Mrs Helen Hubbard
Head of Department - Student Engagement	Ms Yanah Floridis
Head of Department - Senior Schooling	Mr Luke Conroy
Head of Special Education Services	Mrs Renee Richards

2025 Year Level Co-ordinators

Year 7	Miss Abby Child
Year 8	Miss Indica Lanham
Year 9	Mr Brian Hobson
Year 10	Miss Emma Gribble
Year 11 & Year 12	Miss Shelby Eaton

Important Information

Address	7 Tara Road CHINCHILLA QLD 4413
Postal Address	PO Box 195 CHINCHILLA QLD 4413
Telephone	07 4672 9333
Email	admin@chinchillashs.eq.edu.au absent@chinchillashs.eq.edu.au enrolments@chinchillashs.eq.edu.au
Website	www.chinchillashs.eq.edu.au
Office Hours	8:30am - 4:00pm

School Houses

Atkins	Blue / Sky Blue
Black	Red / Maroon
Evans	Green / Teal
Wheeler	Yellow / Gold

Please contact the Administration Office following your enrolment interview for your School House allocation. If your family has had a past association with a School House, please advise our Enrolments officer.

Chinchilla State High School Expectations

Statement of Purpose

At Chinchilla State High School our School Vision is: Learning together for a happy and productive future.

Our main focus every day is:

- Teaching and learning in a safe, disciplined environment
- Be polite and respectful to visitors, other students and staff
- Be safe in your choices and actions
- Be here every school day
- Be focused on learning and doing your best
- Be positive and responsible and meet your commitments

Statement of School Values


Our School Vision is underpinned by our TEAM Core Values.



Important Dates for 2025

Term	Dates	Length
Term 1	Tuesday 28 January to Friday 4 April	10 weeks
Term 2	Tuesday 22 April to Friday 27 June	10 weeks
Term 3	Monday 14 July to Friday 19 September	10 weeks
Term 4	Tuesday 7 October to Friday 12 December	10 weeks

Australia Day	Monday 27 January	Labour Day	Monday 5 May
Good Friday	Friday 18 April	Chinchilla Show	Friday 23 May
Easter Saturday	Saturday 19 April	Pupil Free Day	Friday 5 September
Easter Sunday	Sunday 20 April	King's Birthday	Monday 6 October
Easter Monday	Monday 21 April	Christmas Day	Thursday 25 December
ANZAC Day Holiday	Friday 25 April	Boxing Day	Friday 26 December

		<h2>DAILY TIMETABLE MONDAY - FRIDAY</h2>	
Warning Bell		8:50	
Period 1		8:55 - 10:05	
Morning Tea		10:05 - 10:45	
Warning Bell		10:40	
Period 2		10:45 - 11:55	
Movement Break		11:55 - 12:00	
TEAM		12:00 - 12:10	
Period 3		12:10 - 1:20	
Lunch		1:20 - 1:50	
Warning Bell		1:45	
Period 4		1:50 - 3:00	

Enrolment Information

Enrolment Procedure

The enrolment process at Chinchilla State High School provides an opportunity for you to become acquainted with your student's new school. Contact the Administration Office to arrange an enrolment appointment with a Deputy Principal where school policies and procedures are discussed. Students commence school the following Monday.

Enrolment will not be approved without enrolling staff sighting and copying the student's birth certificate or passport.

The First Day

Upon acceptance of an enrolment application, students will be advised of their commencement date. On their first day, they will need to arrive wearing their full school uniform and present to the Administration Office in A Block at 8:30am where they will receive their school timetable, diary and have their ID photo taken. The Year Coordinator will conduct a tour of the school, introduce the student to key personnel and take them to their class.

For the start of a new school year all students are to meet at our School Hall.

The School Day (subject to change)

Start time (Period 1 start) - 8:55 am

Finish time (end of Period 4) - 3:00 pm

Refer to Page 6 for timetable.

Student Absences

If your child/ren are absent from school you are required to inform the school of their absence. Please make contact by 8:45am on the day of absence, in one of the following ways:

- Telephone Message: 4672 9333 or 4672 9360(Absence Line)
- Email: absent@chinchillashs.eq.edu.au
- Note from a parent or guardian, to be given to the Administration Office;
- QParents App.

You are required to state the reason for your child/ren's absence. Reporting of absences should not be referred to teachers. Teaching staff are informed of the student's absence via internal processes.

Education Queensland requires all parents to be informed of their child's unexplained absences daily. This is undertaken at our school via submission of a text to parents advising them of their child/ren's absence. This is undertaken by 10:00am. Any absences advised by the parent/guardian after this time will be amended. Your child/ren's attendance and unexplained absences may impact on Centrelink and Abstudy payments.

Students who are absent when assessment is due, exams or assignments, are to refer to the Assessment Policy located on the school website:

<https://chinchillashs.eq.edu.au/supportandresources/formsanddocuments/documents/assessment-policy.pdf>



Late to school

Students arriving late to school must report to the Administration Office to sign in with a note from their parent explaining their reason for being late to school, or alternatively the parent can notify the school via phone or email.

Every Day Counts

Education Queensland's positive message, "Every Day Counts!" is taken seriously at Chinchilla State High School. We know that the students who achieve their best have very few days absent from school. Parents are also urged to support the school in ensuring that students attend swimming, athletics and cross-country sport carnivals – this is not a day to make dental/doctor appointments.

Absences of more than 10 days

If you intend for your child to be absent from school for more than 10+ continuous school days, parents are required to obtain an exemption from schooling. This process is completed through the Administration Office. Supporting documents are required eg. flight details, medical certificates etc., along with the completed Application for Exemption document. Students are encouraged to communicate with their teachers regarding missed school work. Students in Year 11 and 12 may not have exemptions approved and it is recommended that all travel is limited to school holidays.

If unexplained absences extend to 10 days, (either consecutively or as individual days), formal contact by Enforcement of Attendance letter will be started.

Leaving the School Grounds

Students wishing to leave the school at any time during the day require either written permission or a phone call from a parent/guardian, through the Administration Office for approval by a Deputy Principal. Before leaving the school, students must present to Administration Office to generate a "Leave Pass". Permission will only be granted for legitimate reasons eg. medical, dental appointments.

Lunch passes are not available and under no circumstances are students to leave the school grounds to purchase lunch. It is expected that all students will remain in the school grounds for the duration of the school day, including morning tea and lunch breaks.

Updating Student Records

It is essential that the school can contact parents and guardians. Parents/Guardians should advise the school of any change of student or parent personal details including email, mailing address, telephone, etc. by email to: enrolments@chinchillashs.eq.edu.au or alternatively via the QParents App. Please include your student's name. We thank parents and guardians for following these procedures.

School Expectations

Responsibility of student to:

- Attend school regularly, on time, ready to learn and take part in school activities.
- Act with respect and show tolerance towards other students and staff.
- Work hard and comply with requests or directions from the school staff.
- Abide by school rules, meet homework requirements and wear the school's uniform.
- Respect the school environment.

Responsibility of parent/guardian to:

- Inform the school, via email, phone, QParents or SMS of the reason for any absence.
- Attend parent/teacher interviews and parent information sessions that are offered.
- Let the school know if there are any circumstances that may affect your child's ability to learn.
- Treat school staff with respect.
- Support the authority and discipline of the school enabling your student to achieve maturity, self-discipline and self-control.
- Abide by the School's policy regarding access to school grounds before, during and after school hours.
- Advise the Principal if your child is in the care of the State or you are the carer of a child in the care of the State.
- Inform the school if your child's living arrangements change and provide details of a new home address, contact details including phone numbers and emergency contacts, medical, financial.

Responsibility of school to:

- Develop each individual student as fully as possible.
- Inform parents and guardians regularly about how their student is progressing.
- Teach effectively and set a high standard in work and behaviour.
- Take reasonable steps to ensure the safety, happiness and self-confidence of all students.
- Be open and welcoming and offer opportunities for parents and guardians to become involved in the school community.
- Clearly articulate the school's expectations regarding the Responsible Behaviour Plan for students.
- Advise parents and guardians of extra-curricular activities at the school in which their child may be involved.
- Contact parents and guardians as soon as possible if the school is concerned about the student's school work, behaviour, attendance or punctuality.
- Deal with complaints in an open, fair and transparent manner.
- Consult parents on any major issues affecting students.
- Treat students and parents/guardians with respect.



Code of Character

Chinchilla State High School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing.

The Student Code of Character is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community.



School Uniform

The school uniform is supplied directly through the Chinchilla State High School P&C Association and items can be purchased at the Tuckshop or from the Uniform Shop. The Uniform Shop is open Tuesday and Thursdays from 8:00am to 9:00am. Orders can be placed via the Qkr! App. Orders can be collected the following Uniform Shop open day. Order forms can be collected from the Tuckshop, school office, Chinchilla State High School P & C Association Uniform Shop and are available on the school website.

All students will be required to wear the new compulsory school uniform consisting of the new white embroidered socks and embroidered shorts. The formal uniform is worn at school every Monday.

Compulsory School Uniform	<ul style="list-style-type: none"> • School polo shirt (maroon with navy sleeves and gold collar) • Navy shorts (with CSHS embroidered) • White sports socks (with CSHS embroidered) • Navy blue bucket hat with school logo • Black leather shoes with black laces
	Safety requirements mean only leather shoes with impervious uppers are to be worn. Students may not wear open footwear of any kind.
In Winter	<ul style="list-style-type: none"> • School Jacket • Navy blue track pants • Navy blue fleecy jumper
	Year 12 students design and purchase their own winter jersey each year in consultation with the Principal and Parents and Citizens' Association. Only the approved design constitutes the school uniform. If students choose an unapproved design, they are choosing an item of clothing to be worn out of school only.
Formal Uniform	<ul style="list-style-type: none"> • Shirt • Tie • Shorts/Cullottes/Skirt • Long navy socks (male students) or; • White sports socks (with CSHS embroidered) (female students)
	Students will wear the formal uniform every Monday, when representing the school at excursions, formal events and other occasions to be determined by the school.
Unacceptable Dress Standard	<p>Any garment not of the prescribed uniform including, but not limited to:</p> <ul style="list-style-type: none"> • Board, rugby or cargo style shorts, shorts with emblems (eg. Canterbury). • Skirts/shorts rolled at the waist. • Sleeves and/or shorts rolled up. • Synthetic, canvas, sports, skate, ballet style, open sandal or thong type footwear. • Footwear that is not all black. • Ankle socks below the shoe line. • Beanies, scarves, hair decorations, hoodies. • Black leggings or tights in place of skirts/shorts. • Denim jeans, cord shorts or long pants, 3/4 pants.

Out of Uniform	<p>Students out of uniform must bring a note from their parent/guardian stating reasons for being out of uniform. This must be presented to a Deputy Principal and a uniform pass will be provided.</p> <ul style="list-style-type: none"> • Long term notes must go to the School Office for approval and kept in the diary. • If teachers consider students are inappropriately dressed they will be sent to Administration.
Jewellery, Piercing and Grooming	<p>Jewellery, Makeup and Grooming</p> <ul style="list-style-type: none"> • Makeup, except natural SPF product in a clear tone, or fingernail polish are not allowed. Foundation, eye make-up, nail polish, or French manicure nails are not to be worn. False eyelashes, eyelash or eyebrow tint are not acceptable. • Hair must be clean and tidy and comply with workplace health and safety provisions. In workshops and laboratories, hair is to be restrained. Hairstyles should be conventional with natural colours and tone. • Jewellery is restricted to a wrist watch and two sets of plain studs or sleepers worn in ears only. Facial jewellery is not permitted (i.e. pierced body jewellery – no studs, rings or bars are to be worn on the eyes, ears, nose, tongue or lip area). Ear lobes with wide open holes are not acceptable in the school environment. Students may not cover any facial piercing. • If your child does undertake to have piercing done, he/she is advised to have it done at the beginning of the Christmas holiday when the healing time of six weeks is sufficient to allow for a clear retainer to be inserted. The clear retainer represents our effort to compromise. Should an infection result at any time, or healing time is not sufficient, given that it is not acceptable to wear 'cover' jewellery, it is an expectation that the piercing be removed.





Our Dress Code Aims to:

- allow students to be immediately identifiable as a Chinchilla State High School Student.
- be comfortable and sunsafe.
- look neat and tidy.
- be appropriate for school activities.
- be appealing so students want to wear it.
- be affordable.

Education Queensland has an obligation to ensure the Health and Safety of students. This duty of care will be discharged using a risk management process.

The P&C Association supports the Principal in determining the level of acceptable risk to students. In conjunction with the Chinchilla State High School P & C Association, the school community has determined that students at this school will wear our prescribed uniform for reasons of: school identity, personal safety, pride, a sense of belonging, a positive public image, to minimise economic and social differences and competition between students in dress and fashion, and to satisfy workplace health and safety requirements.

Junior Secondary Curriculum

Years 7, 8 and 9

Transition

Chinchilla State High School is committed to a smooth beginning to secondary school for as many students as possible, with a transition program from feeder Primary Schools. This includes school staff visiting feeder Primary Schools, offering curriculum related opportunities at Chinchilla State High School and a formal transition day program. The transition continues into the Year 7 school year with a welcome event for parents/guardians to meet with their student's teachers. Year 7 students participate in team building and getting-to-know each other activities at a camp, held in early Term 1.

Federal and State Assessment

All Year 7 and 9 students will participate in the federal NAPLAN testing in literacy and numeracy skills in March. Parents will receive the results of these assessments via post.



Senior Secondary Curriculum

Years 10, 11 and 12

Queensland Certificate of Education (QCE) System Queensland has a QCE system started with Year 11 students in 2019. From 2020, the Australian Tertiary Admission Rank (ATAR) has been the standard pathway to tertiary study for Queensland Year 12s. Key features of the system include:

- New and redeveloped QCAA senior syllabuses
- External assessment in most senior subjects
- New quality assurance processes to strengthen the quality and comparability of school-based assessment
- Changes to QCE eligibility requirements
- The introduction of the Australian Tertiary Admission Rank (ATAR).

Year 10 curriculum

The Year 10 curriculum provides a link between the junior and senior school, helping students to succeed in Year 11 and 12.

Students in Year 10 will study the core subjects of English, Mathematics, Science, History and Health and Physical Education. A range of elective subjects are offered in accordance with the Australian Curriculum requirements including Geography, Economics & Business, Civics & Citizenship, along with a wide range of Technology and The Arts subjects.

Year 11 and 12 curriculum

After completing Year 10, students choose from a broader range of learning options that may lead to a:

- Senior Statement
- Queensland Certificate of Education (QCE)
- Queensland Certificate of Individual Achievement (QCIA)
- Tertiary Entrance Statement (ATAR eligible students)
- VET Certificate qualification. General subjects are developed by the Queensland Curriculum and Assessment Authority (QCAA).

General subjects are regarded as academically demanding. Students not achieving a sound level of achievement in Year 10 subject, will find the equivalent General subject at Year 11 challenging. General subjects are designed to prepare students for tertiary studies at university level.

Australian Tertiary Admission Rank (ATAR) Eligibility

The calculation of an Australian Tertiary Admission Rank (ATAR) will be based on students:

- Best five General subject results or
- Best results in a combination of four General subject results plus an Applied subject or a Certificate III or higher VET qualification.

Eligibility for an ATAR will require satisfactory completion of a QCAA English subject. Satisfactory completion will require students to attain a result that is equivalent to a Sound Level of Achievement in one of either General English, Literature or Essential English.

While students must meet this standard to be eligible to receive an ATAR, it is not mandatory for a student's English result to be included in the calculation of their ATAR.

The Queensland Tertiary Admissions Centre (QTAC) has responsibility for ATAR calculations. If choosing Essential English, students need to be aware that General English or Literature is a requirement for most university subjects.



Vocational Education and Training Subjects

Chinchilla State High School has partnerships with a number of external Registered Training Organisations who deliver a wide range of nationally accredited vocational (VET) courses in Years 11 and 12. Examples include: Certificate I in Construction, Certificate II in Hospitality, Certificate II in Events, Certificate II in Rural Operations, Cert II in Engineering Pathways.

School-Based Apprenticeships and Traineeships (SAT)

Chinchilla State High School is actively committed to facilitating SAT's. These programs support students who wish to follow this vocational education pathway. The School-Based Apprenticeship and Traineeship programs allow students to study for their QCE while completing a nationally recognised training qualification as a paid employee. Benefits to the students include: increasing employability; first-hand experience in an industry; and effective progression from school to apprenticeships.

Some examples of traineeships that students have undertaken are: Automotive, Hairdressing, Agriculture, Office Administration, Hospitality and Business. Students wishing to undertake an apprenticeship or traineeship should first contact the Vocation Education and Training (VET) Co-Ordinator in the Library or Head of Year: Senior Schooling.

Composite Class Structure

All subjects, other than Maths and English, can be delivered as composite classes. This may limit the number of students able to access individual classes in Year 11, as a class limit may apply. This additionally enables subjects with low enrolment numbers to be continued to be offered to allow for subject diversity. Some subjects are also limited in size due to safety considerations, workshop and facility size.

Choosing Subjects

During the Year 10 Pastoral Care Program, students will engage in the development of their Senior Education and Training Plan (SET Plan). This helps students to identify interests, strengths and weaknesses and potential career options. This information should be taken into account when choosing senior subjects.

Further information regarding our Curriculum can be found at: www.chinchillashs.eq.edu.au

Assessment Policy

The Chinchilla SHS assessment policy provides information for teachers, students and parents/carers about roles, responsibilities, processes and procedures to ensure the integrity of assessment for students at Chinchilla State High School from Year 7 – 12.

The framework for the policy is developed from the QCE and QCIA policy and procedures handbook available from www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook-2019 and applies to Applied, Applied (Essential), General, General (Extension) subjects, and Short Courses across all faculties. The policy is available on the school website.

Non-Submission of an Assessment Task

In regard to non-submission of an assessment item, consideration needs to be given as to whether a level of achievement can be awarded for the semester where non-submission occurred. Insufficient evidence to make a judgment for that semester may appear on the internal report. Students will still be required to submit the outstanding assessment item in order to receive credit for that semester.

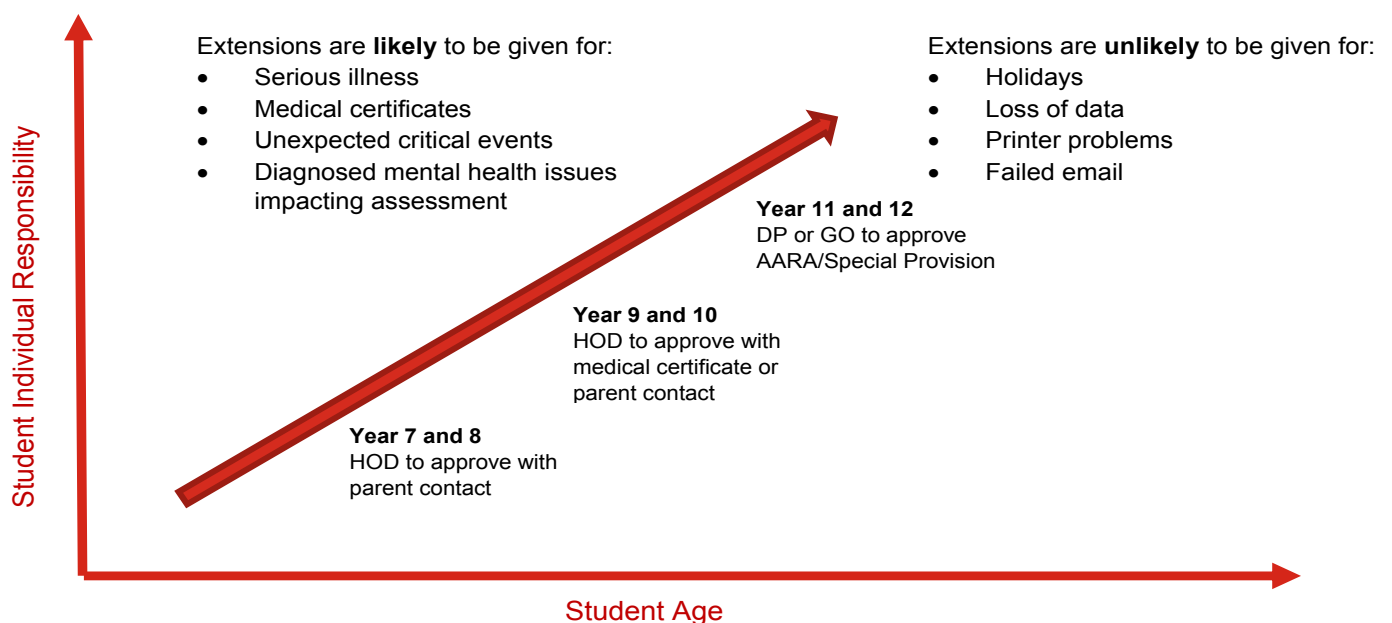
Approval for Time Out From a Timetabled Class

In extenuating circumstances permission may be granted by Administration for students to absent themselves from normal lessons during normal school time in order to complete assessment tasks.

Original Work

All assessment tasks submitted must be the original work of the students and all references used must be acknowledged.

Assessment Extension Guidelines



Senior Schooling Policy

Chinchilla State High School is committed to providing a breadth of opportunities and programs for senior school students.

The school will: challenge students at all levels, support them in setting and attaining realistic personal academic goals and remain committed to excellence at all times. It will also guide students in selecting and attaining credentials from a variety of pathways for successful transition post school.

The staff will support all students throughout their senior years at the school. They will also share the responsibility with parents and students for assisting each student in attaining his/her educational goals.

Senior students need to be self-motivated and mature in their approach to their studies. They will be required to adopt effective study routines and commit to working in an increasingly independent way. They will be expected to work as part of their cohort and achieve their very best.

Policy

1. Chinchilla State High School will provide a range of high quality academic and vocational study options.
2. Chinchilla State High School staff will provide personal monitoring and goal setting for all students in its support of the students' academic and vocational pursuits.
3. Students will be expected to approach their studies in a diligent manner, access available support services if needed, be accountable for their actions and responsible for their learning.
4. Parents will be expected to support their children and work collaboratively with Chinchilla State High School.
5. Each Year 10 student will participate in a senior education and training planning process beginning with the submission of an individual Student Education and Training (SET) plan. The plan will be endorsed by the student's parents but will only become operational for the student once approved by Chinchilla State High School.
6. In addition to its ongoing support and advice, Chinchilla State High School will implement, in consultation with the student and his/her parents, a targeted support plan for students who achieve less than a "C" grade (or VET equivalent) in any senior subject, at the end of a term. If a student does not achieve the agreed outcomes of the plan, the school may require the student to amend or change their subjects or course, including the student's participation with a school-based traineeship or apprenticeship.
7. Chinchilla State High School will provide an ATAR preparations pathway program to assist students to prepare for External Assessment.
8. Failure to comply with the requirements of this policy will be considered a breach of Chinchilla State High School's Student Code of Conduct. In addition, students whose behaviour amounts to a refusal to participate in the education program may have their enrolment cancelled.
9. Regular attendance at school is expected as it is a contributing factor to student success. Failure to meet requirements will place enrolment at risk.



Textbook and Resource Scheme

Student Resource Scheme

Chinchilla State High School operates a Student Resources Scheme.

Chinchilla State High School offers parents the option of participating in the Student Resource Scheme, where all necessary textbooks and materials are provided by the school. This enables costs to be kept as low as possible and allows a wide variety of resources to be kept at school. Parents have to purchase stationery and other subject requirements. The Student Resource Scheme at this school operates under the policy and guidelines of Education Queensland and is endorsed by the Chinchilla State High School P & C Association.

In subject areas where materials, goods or excursions provide extra benefits to the student or family, these may be billed separately.

The Student Resource Scheme fee for 2025 is \$100.00 per student. There will be no fees for Instrumental Music students for 2025.



Textbook Resource Allowance - State Government

Education Queensland encourages schools to provide a resource hire scheme in an effort to limit costs to parents. To this end, schools, with the approval of their Parents and Citizens' Association, have elected to receive a direct bulk payment of the Government Textbook Allowance for all students. This allowance assists with the purchase of materials and books.

Financial Assistance

There are various Government Agencies which offer financial support for students and families.

Please contact Centrelink at the Family Support Centre on 46628528 or www.centrelink.gov.au/ to obtain information on these schemes.

Please note: Centrelink accesses the school's student absentee data each term. High absenteeism may affect Youth Allowance payments. Therefore, all student absences must be followed up by a phone call or note of explanation from parents or a medical certificate.



Payment Options

The school may levy fees for varied reasons throughout the year e.g. for subject related excursions or registration fees for competitions. Please note that not all fees are invoiced.

There are several options for paying invoiced and non-invoiced items. Payment options are printed on the statements and include the following:

Paying by BPOINT – Credit Card Payments for invoiced items only:

BPOINT is an online payment system which provides a secure and efficient method of making payment for invoiced items. **It is the preferred payment method for the Department of Education.** BPOINT payment details are listed on invoices generated from the department's finance systems. BPOINT allows customers make payments from their electronic devices.

If you receive invoices via email:

- Tap on live link on emailed invoice.
- Customer Reference Number (CRN) and invoice number will automatically load to the payment page.
- Input payment amount and credit card details.
- Email receipt to yourself for later reference.

If you do not receive invoices via email:

- Log onto BPOINT web link – <https://www.bpoint.com.au/payments/dete>
- Enter CRN from the invoice you are paying – this is the unique identifier located at the bottom of your invoice/statement.
- Enter Invoice Number. Enter student's name. Indicate amount of payment and follow prompts.

Invoiced and non-invoiced items:

Paying by Qkr! (pronounced quicker)

- Download Qkr! App to your smartphone or android device.
- Register your details/card details for payment.
- Search for our school.
- Register your children.
- Select child profile.
- Select item to purchase, enter amount to pay.
- For more information and a detailed guide, visit our website www.chinchillashs.eq.edu.au

Paying by QParents

- Please contact the school for an invitation letter and code.
- Verify your identity in the online registration process – must be completed on a computer.
- Create a QParents Account.
- Add your children.
- Download QParents App and register your details.
- For more information and a detailed guide, visit our website www.chinchillashs.eq.edu.au

Paying in Person

Method: Payment by Credit Card, Debit Card or Cheque are preferred. Cash will be accepted.

- Payment can be made at the School Office, Monday to Friday between the hours of 8:30am and 3.30pm.
- EFTPOS facilities are available – minimum payment \$10.00.

Paying through Centrelink

Method:

- Contributions can be paid directly to the school through Centrelink. Parents can nominate a fortnightly amount, no less than \$20.00, and this is credited to the school account until the fees are fully paid. Unless otherwise negotiated, payments must be completed by the end of Term 3. NOTE: It is the parent's responsibility to cease deductions upon completion of payment of accounts to avoid accrual of credits on account.

How to set up a Centrelink deduction:

- online using your Centrelink online account through myGov website <https://my.gov.au/>
- using the Express Plus Centrelink mobile app on your mobile device.
- at a service center with help from Centrelink staff; or
- by calling Centrelink on your regular payment number.

Details you will require:

- your Centrelink Customer Reference Number (CRN).
- the bill details, such as the account or billing number.
- the name of the business you're paying: Chinchilla State High School.
- the business address and phone number: 7 Tara Road, Chinchilla, QLD, 4414.
- Ph: 4672 9333.
- the business CRN: Chinchilla State High Schools Business CRN: 555-084-849-S.

Further details regarding using the Centrepay service can be accessed via: www.humanservices.gov.au/individuals/services/centrelink/centrepay

Payment Instalment Scheme – Please contact the Administration Office to arrange a payment plan.

Method:

Regular payments to the School via the options above with all debt to be finalised by end of Term 3.

- Complete Payment Plan Agreement noting amount to be paid and frequency of payment.
- Commence and maintain arranged payments. Please note eligibility to attend extracurricular events such as PQ ball will be based on adherence to agreed payments.
- Note balance to pay on monthly statements. These are sent to families with outstanding debt.
- Notify school if any changes in circumstance will affect payment plan.

Debt Management

Debt recovery action can be undertaken for outstanding fees and charges. A student can be excluded from extra-curricular activities for non-payment of fees where the fees have accrued from previous years, or current year fees are not paid/arrangements made by end of Term 1 of that year. This may additionally apply if the student is presenting the money for the extracurricular activity.

Exclusion from activities can be avoided by parents maintaining regular communication with the school and negotiating payment options to meet their agreed commitments. Further information regarding our Debt Management Policy can be found at: <https://chinchillashs.eq.edu.au/supportandresources/formsanddocuments/documents/debt-management-policy.pdf>

Personal Technology Devices Policy

On the 6 July 2023, the Minister for Education announced the introduction of a state-wide ban on personal technology devices in Queensland schools from 2024.

Chinchilla State High School is a Bring Your Own Device (BYOD) school; laptops and network accessible tablets are the identified acceptable technology device for use at school. All other devices are considered personal technology devices, which are not necessary for learning and provide a distraction for students and teachers, and are proved to prevent learning in many situations.

Parents/guardians wishing to urgently contact their students, or vice versa, are required to do so through the school office on 4672 9333.

Personal Devices

Personal technology devices include, but are not limited to:

- mobile phones
- portable music players
- wireless headphones and earbuds

Wearable devices including smart watches must be switched to “do not disturb”

Every Student, Every Day

All personal technology devices must be switched off and not visible on school grounds from before school through to the last bell at 3.00 pm.

Misuse of Personal Technology Devices

If a device is sighted or heard, the student will be required to hand in the device to administration where it will be stored securely until 3.00 pm.

A refusal to follow staff directions and submit a phone will result in an automatic after school detention.

First offence → Contact made home via email

Second offence → After school detention and device is to be collected by parent/carer

Third offence → Suspension

Exemptions

Individual students with documented medical or wellbeing needs will work with the relevant Deputy Principal or Principal to consider whether an exemption is required and to implement a plan. Other extenuating circumstances will be considered.

BYOD: Bring your own device

Bring Your Own Device (BYOD) is being offered at Chinchilla State High School as a pathway supporting the delivery of 21st century learning. It is a term used to describe a personally owned laptop or tablet that meets CSHS's minimum specifications and can be connected to the Department of Education and Training (DET) information and communication (ICT) network for teaching and learning. BYOD is an initiative that allows students who have personal technology devices to bring them to school to use them for educational purposes to meet their learning needs, in a safe and secure manner while under the direction of their classroom teacher.

Minimum Hardware Requirements	
<i>All Devices must meet CSHS's BYOD Minimum Requirements; devices that do not meet the requirements will not be connected to the school's resources.</i>	
Platform	PC
Processor	CPU/Processor: Intel Core i5 or better
RAM/Memory	8GB minimum, 16GB recommended
OS/Operating System	Windows 10 or Windows 11.
HDD/Hard Drive	240GB or more. A solid-state drive (SSD) is strongly recommended for improved performance and durability
Battery Life	8 hours or more
WLAN/Wireless	5GHz compatible (e.g 802.11n / 802.11ac / 802.11ax)
Screen Size	11 inches or greater
External Ports	USB, HDMI, 3.5mm Aux audio output
Accidental Damage Protection: Strongly recommended	
Warranty: 3 years or more with next business day / 3-day onsite support is strongly recommended for faster repairs	
Protective Sleeve: A protective sleeve is recommended to protect your device from accidental damage like drops. It is expected that all students will use a sleeve and keep their laptop in their school bag, which is designed to hold a laptop, when moving around the school.	
Microsoft Office: Available to students for free.	
Antivirus: Windows 10 comes with antivirus (Microsoft Defender) included. Third party AntiVirus (e.g. Norton, Trend, AVG) can conflict with the network security provided by the Department of Education, resulting in broken internet access. Third party antivirus can also cause problems with software installations.	
Not suitable: Chromebooks, Microsoft Surface RT, iPads and Android devices, Apple/Mac laptops.	

We understand and can appreciate the uncertainties that may be associated with choosing the best device for your child. Unfortunately, we are unable to recommend one particular device (or supplier) over another, due to our adherence to the "Public Sector Ethics Act 1994" where we have a "duty to provide advice which is objective, independent, apolitical and impartial". Should you have any specific questions in regards to a particular device, please check with us before purchase. Tablet devices (including Apple iPads) are not suitable as a replacement for a laptop device due to software constraints and performance.

Lost / Stolen and Damaged Laptops

Students are responsible for ensuring laptops are secure at all times, it is recommended that students do not leave their devices unattended in public places. The school is not responsible for any damage to student devices and will not be accountable for any lost or stolen student devices or property.

Backing Up

Technology Devices can fail, be lost or stolen so it is extremely important that student's backup their important files to an external device such as a USB Memory Stick or External Hard Drive.

Sun Safety - Sun Smart Policy

When students are outdoors, they must wear the school uniform hat. If students wish they may also wear suitable sunglasses. Please note that sunglasses are not to be worn unless students are wearing a school hat. Students should also be aware of the importance of wearing sunscreen when out in the sun. Sunscreen is available at the school when students are outdoors for any length of time.

Chinchilla State High School has a Sun Smart Policy.

Students will:

- be aware of the school's Sun Smart policy;
- use shaded or covered areas when outdoors;
- take responsibility for their own health and safety by being Sun Smart;
- comply with Sun Smart rules and guidelines by wearing the school uniform hat, clothing, sunscreen and sunglasses;
- act as positive role models for other students in all aspects of Sun Smart behaviour;
- help to design and regularly update the Sun Smart policy; and participate in initiatives to protect the school population from excessive exposure to the sun.



Diversity in Queensland Schools

Chinchilla State High School is committed to providing all students with a safe and supportive environment where all students can learn free from discrimination based on gender, language, sexuality, culture, ethnicity, religion, health, disability and/or socioeconomic background. We value teamwork as a school community, recognizing that there is power in diverse experiences and celebrating difference. This fits with our TEAM ethos that has formed the backbone of our operations for many years at Chinchilla State High School. Our vision is to ignite opportunity for all current and future students.

Further details regarding Chinchilla State High School Diversity Policy can be found at: <https://chinchillashs.eq.edu.au/supportandresources/formsanddocuments/documents/diversity-qld-schools.pdf>

Student Health and Welfare

“Little” TEAM

Each student is placed in a TEAM Class which meets each day. These small groups allow the teacher to get to know students better and encourage a sense of belonging and understanding. The TEAM Teacher is a strong and crucial link in the chain that connects home and school.

“Big” TEAM

Students in all year levels will have regular sessions of “Big” TEAM throughout the year. These sessions are used to develop social skills that may not be focussed on in curriculum classes. The program targets topics such as, how to build resilience, developing self-esteem, as well as looking at social issues like bullying.

Camps

In addition to the programs run at school and to ensure students have the greatest opportunity to maximise their potential, we have developed a comprehensive personal development and camping program utilising various camping venues, expertise within the school and external agencies.

Illness

When students are ill, we believe the best place for them is at home. Consequently, an effort is made to contact the parents when their child is ill and needs to go home. If they are unavailable, the emergency contact provided by parents will be used. It is important to keep emergency contact phone numbers up to date.

Medical Conditions

Chinchilla State High School is committed to supporting students’ health and wellbeing. We would appreciate parents/carers providing the school with any relevant health information that is required to support the student at school. This information is also collected at enrolment but needs to be updated regularly, or if a new health condition develops.

Information about medically diagnosed conditions such as allergies, asthma, diabetes, epilepsy and other health conditions that may require school staff to provide support to students, including administering medication and performing health procedures, should be provided to the school. Additionally, any health need that may impact on school activities such as sports, outings (including camps) should also be discussed with the school. Information should be provided in writing, and any specific health plans (completed and signed by the medical practitioner) should be included. Please contact the school to discuss any specific requirements.

Please inform the school office staff of any changes to contact details or the contact details of the people nominated as emergency contacts. A medication form, available from the School Office, needs to be filled out and filed at the School Office if students are taking medication at school. Parents are required to drop medication at office in labeled box as provided by the Pharmacy, students cannot drop sheets in at office.

Injury

In case of injury or serious illness, the Queensland Ambulance Service will be called and the child may be transported to the Hospital/Medical Centre.

Student services and support programs

Guidance and Counselling

Guidance officers are specialist teachers who deliver a broad range of services to school community members. Support offered by guidance officers includes providing advice and counselling on educational, behavioral, vocational, personal, social, family, and mental health and wellbeing issues. Guidance officers also conduct psychoeducational assessments. They can also aide in pediatric and mental health referrals for students with parental consent.

The guidance officer is based at school five days a week.

School Chaplain

The role of a state school Chaplain is to provide social, emotional and spiritual support to students, parents and staff. The role of the chaplain will reflect the specific needs of the students attending the school. Activities provided by the chaplain are at the discretion of the school principal, in consultation with the school community.

Chaplains must be able to provide support for a range of day-to-day matters affecting the school community and communicate effectively with a diverse group of people. While chaplains personally model and own their own positions or beliefs, they must avoid any claims or implications that any one religion, denomination or worldview advantageous or superior to any other religion, denomination or worldview.

The Chaplain runs a breakfast club program with funding grants that have been given to the school. The breakfast club is on set mornings during the school week. We have also partnered with the Kup of Kindness van which comes in on Wednesdays. The breakfast club is for every student and staff and is a great way to start the morning and meet with new and old friends alike. The Chaplain also runs other various programs like riddle comps and has a food pantry for students that have no lunch.

Beyond the Broncos Student Support Officer

Beyond the Broncos Student Support Officer provides support for identified indigenous students with curriculum related issues and works with Beyond the Broncos to encourage retention and attendance.

Big Buddy Mentor

Empowering Chinchilla youth to achieve their full potential and thrive through improving Social Inclusion, Mentorship, Promoting Life skills & Education (SIMPLE). Chinchilla youth will be provided with invaluable skills and experience in food handling and small business exposure. This includes events planning, money handling, customer service and catering skills.

The Big Buddy Program aims to achieve this objective through social interaction, such as trips to National Rugby League matches, camping out, disco nights and after school sports activities.

The organised camps will focus on character development and leadership qualities with an emphasis on self-worth and defining individual success.

All participants have the opportunity to challenge themselves as an individual and as a team member. Activities focus on problem solving, team building, leadership and communication.



School-Based Youth Health Nurse

A School-Based Youth Health Nurse is based at the school. The nurse is available to students, parents and staff for advice on any issues such as: medical problems; nutrition and exercise; personal and family problems; relationships; puberty; smoking; alcohol and drugs; sexual health; and referrals to the correct health service.

Youth Support Coordinator

Our Youth Support Coordinator is based at Chinchilla State High School. The Youth Support Coordinator can be seen by students for a range of different topics including, but not limited, to reengagement, social and emotional well-being. Referring at risk students to appropriate agencies and support services that will assist students to overcome barriers to education and training. Providing individual support, case management and, where appropriate, group support to students to maximise their engagement with education and training.

Youth Insearch Coordinator

Youth Insearch are industry leaders in providing youth peer-to-peer support. Our program focusses on empowering young people aged 12-20, through a unique combination of peer led workshops and support groups in addition to one-to-one case management provided by a social worker.

Social Workers at Youth Insearch provide an integral role in our ability to support young people through a place-based case management model. Youth Insearch Social Workers are an integrated 'youth hub' for young people, working out of local schools to support young people improving their health, wellbeing and connection to community. In partnership with Chinchilla State High School, this role will integrate within the Wellbeing team, supporting young people to access Youth Insearch peer-facilitated programs, whilst supporting these young people within a strong case management lens.

Further details regarding Student Services and Support Programs can be found at: <https://chinchillashs.eq.edu.au/Supportandresources/Studentservicesandsupportprograms/Pages/Studentservicesandsupportprograms.aspx>

Communication

Student Diary

Students are issued with a Student Diary at the beginning of the year. Space is provided for students to display their timetable and assessment planners. If the diary is lost, a replacement can be purchased from the Administration Office. The diary contains general information for students and parents. If students misplace their diary, a replacement can be purchased from the school for \$15.00.

Newsletter

A school newsletter is produced and emailed. This is also available on the school website and through the QSchools app. Events and happenings, both general and sporting, along with information on administrative procedures for students and parents, are published. All of the current year's newsletters are available on the school's website.

QSchools Mobile App

How do download the QSchools App

1. Download the QSchools App via iTunes (Apple), Play Store (Android).
2. Open the app and Allow QSchools to send notifications.
3. Select Begin.
4. Select Home Menu from the upper left.
5. Search for Chinchilla State High School in the School search. Select Chinchilla State High School.

Favourite Chinchilla State High School by pressing on the start in the top right corner. By selecting Chinchilla State High School as a favourite, you will:

- Have access to school information, newsletters, reports and more
- Automatically receive important updates and push notifications from the school

School Yearbook

The School Yearbook is published annually and is available to purchase from the Administration Office.

Student Report Cards

Student report cards are emailed at the end of each Semester with an Interim Report at the end of Term one and Term three. Please ensure your email address is current by contacting the Administration Office.

Parent/Teacher Interviews

Parents have the opportunity to meet their child's teachers one-on-one and receive information about the expectations of teachers in each of their classes. If your students' report card indicates a required meeting, it is expected that a parent attends parent/teacher interviews or contacts the school to arrange an alternative time. Teachers welcome the chance to meet the parents of their students and build up a rapport which assists the communication process for the coming year.

Parent/Teacher Communication

When a parent wishes to discuss progress, etc. with a teacher, it is school policy for the parent/guardians to ring the Administration Office. The teacher will ring the parent to make arrangements.



Subject Pathway Evenings

Subject Pathway Evenings are held to provide parents and students with information about subjects on offer. The school's administration team provide an overview of relevant issues involved in subject selection, including a review of the types of subjects available and implications of various choices. Parents and students have the opportunity to talk directly to subject teachers and Heads of Department about the content and relative merits of specific subjects and subject choices.

Awards Ceremony

We celebrate our students' successes with an awards evening. Students receive awards in recognition of their achievements in academic, sporting, cultural and service fields. Special awards, such as Dux, are also announced on the night.



Student Information

Student Cars and Passengers

Students driving cars to and from school are required to complete a Driver Registration Form signed by their parent/guardian. These are collected from the Administration Office or Senior Head of Year.

This is to be completed by the parent/guardian including vehicle details, registration information and driver's licence number. This is to be returned to the Administration Office to the Head of Year and is then added to our internal database.

Students who need to leave the grounds prior to 3:00pm must have permission from the parent each time they leave. Application can be made via the school office.

We require that if your student is taking passengers in the vehicle, that you are aware of this.

Bicycles/Skateboards/Scooters

The school has a bicycle and scooter rack where students are encouraged to lock their bicycles during the school day. Students must walk their bicycles from the gate to the bicycle rack and from the bicycle rack to the gate. These are not to be ridden in the school grounds. Please note that for safety reasons, students are not to give other students permission to borrow their bicycles/skateboards/scooters. These are to be stored in the bicycle rack only and are left there at the student's own risk.

Accessing Email from home

Students can access email from home.

- Go to <http://mis.eq.edu.au>
- Log in using your school internet User ID and Password.
- Click on the link that says "Click here to go to MIS WebMail".

Personal Belongings at School

Students should not bring personal belongings to school unless they have special permission (e.g. Drama classes). Personal sporting equipment, jewellery, radios, iPods and MP3 players are too valuable to risk being damaged and should not be brought to school.

- Items such as liquid paper, Nikko pens, rubber bands, steel rulers, and pocket knives are banned from school. Where students require these for school purposes, they will be provided by the teacher.
- Only pump action or roll-on deodorants are allowed at school. Aerosols are banned because they can set off asthma attacks and the dangers associated with pressure cans.
- Chewing gum is banned from school.
- For security reasons, school verandas are out of bounds during morning tea and lunch breaks.

Valuables

Valuables or large sums of money must not be left in school bags. Valuables can be handed to the office staff for safe keeping during the school day and collected at the end of the day.

Lost Property

Please ensure that all property and clothing have a name on it. It is very difficult to return lost property when this basic procedure has not been followed. Lost Property is kept in large bins located in the gated area adjacent to the exit door of the library.

Extra-Curricular Activities

Chinchilla State High School offers students a host of extra-curricular activities to develop their interests and talents. They include: Interact Club, School Musical, Personality Quest Ball, Debating, Public Speaking Contests, Instrumental Music, Dance Troupe, Excursions and Camps to places of interest.

Representative Sport

Chinchilla State High School regularly participates in representative sport via our Chinchilla and District Trials, Regional Trials (SW Trials) and State Titles. School Sport allows quality sport education programs to our secondary students and students with disabilities. The sport structure, from intra-school through to national level, identifies and caters for the gifted and talented students and provides students with a goal at which to aim. We have an extensive array of sports on offer to students within the region. 12–19 year-old school students are offered a choice of up to 22 sports (41 teams). These include, but are not limited to: swimming, cricket, rugby league, soccer, softball, tennis, netball, basketball, equestrian and athletics.

Instrumental Music

The Chinchilla State High School Instrumental Music Program provides students with the opportunity to learn an instrument and work together in a Concert Band and Big Band. A variety of woodwind, brass and percussion instruments are on offer. Many of the students that are involved in the program began Instrumental Music in primary school; however, students are able to begin learning an instrument during their time at high school. Please contact the Head of Department for The Arts for more information.

Group lessons and ensemble rehearsals

Our current Instrumental Music day is at Chinchilla State High School are Wednesday. Students in the program attend weekly lessons on Wednesdays with a rotating timetable so that they will not miss out on the same class every time. All students who learn an instrument at the school are expected to participate in the schools Concert Band which rehearses on a Wednesday afternoon after school, as well as have the opportunity to audition for the Big Band that rehearses on a Wednesday morning before school. Please contact the Head of Department of The Arts for more information.



Parent Involvement

Success at school relies on Student-Parent-Staff cooperation.

The school seeks parent cooperation in:

- the purchase and wearing of uniform.
- insisting that books, clothing, hats, school bags and all individual property are marked with the student's name.
- checking homework is completed.
- encouraging students to respect school property, cooperate in school activities and develop an interest and pride in their school.
- providing the student with table, good light and quiet surroundings for homework. Consult individual teachers if in doubt, and ensure regular and punctual attendance and refusing to allow anything except illness or quite extraordinary circumstances to stand in the way of a student attending school.

Parents and Citizens' (P & C) Association

All parents are invited to become involved with the Chinchilla State High School P & C Association. Meetings are held in the Administration Office Board Room once a month. The association supports the school in many ways, with various projects. The P & C Association is also responsible for approving all excursions and providing essential feedback on proposed changes. The P & C's major revenue raiser is the school tuckshop but it also undertakes a range of fundraising activities which include catering events and community activities associated with the Melon Fest. These activities can only be undertaken with the support of families.

Tuckshop

The Chinchilla State High School P & C Association runs the school tuckshop which provides a wide range of healthy foods. It is operated 5 days a week by paid convenors with the assistance of volunteers. All profits go to the Chinchilla State High School P & C Association to benefit the school. EFTPOS is available for payments. Students can pre-order their food before the start of the school day.

Uniform Shop

The Chinchilla State High School P & C Association runs the school's Uniform Shop. The Uniform Shop is open Tuesday and Thursdays from 8:00am to 9:00am with a small profit going back to the Chinchilla State High School P & C.

Visiting the School

We openly welcome visitors and volunteers as valued school members and role models. On arrival all visitors and volunteers are to present at the Administration Office. Schools do require visitors to 'sign in and out' of the school and will issue them with an official visitor identification. Should you wish to meet with a member of staff, please call the school in advance. This will ensure that they are able to speak to you at the time of your visit.



Hostel Accommodation

A student Hostel called Leichhardt House exists in Chinchilla. It provides accommodation for students who are living away from home to attend high school in Chinchilla. Leichhardt House accommodates up to 30 students and attracts the usual State and Federal grants such as Assistance for Isolated Children (AIC) and Conveyance Allowance. Prospective users of the Hostel should contact Leichhardt House directly on 07 4668 9571 for further details. Early bookings are advised.



School Complaints Management Procedure

Complaints management at this school is also underpinned by section 46 of the Education (General-Provisions) Act 2006 (Qld) Education Queensland's Complaints Management-State Schools and Making a Complaint located on the department's website. All complaints are handled in a positive and open way.

The school documents all complaints.

Complaints are recorded and reported to the principal as soon as practicable after receiving the complaint. Complaints can be made directly to the principal.

The record of the complaint:

- uses objective language clearly stating the facts.
- contains information in chronological order as practically possible.
- uses quotation marks, where appropriate and necessary.
- is neatly and legibly written in biro/pen or in print in clear unambiguous language.
- includes, where necessary, initialled and dated corrections.
- includes signature, designation of the author, and time and date of the incident/complaint.

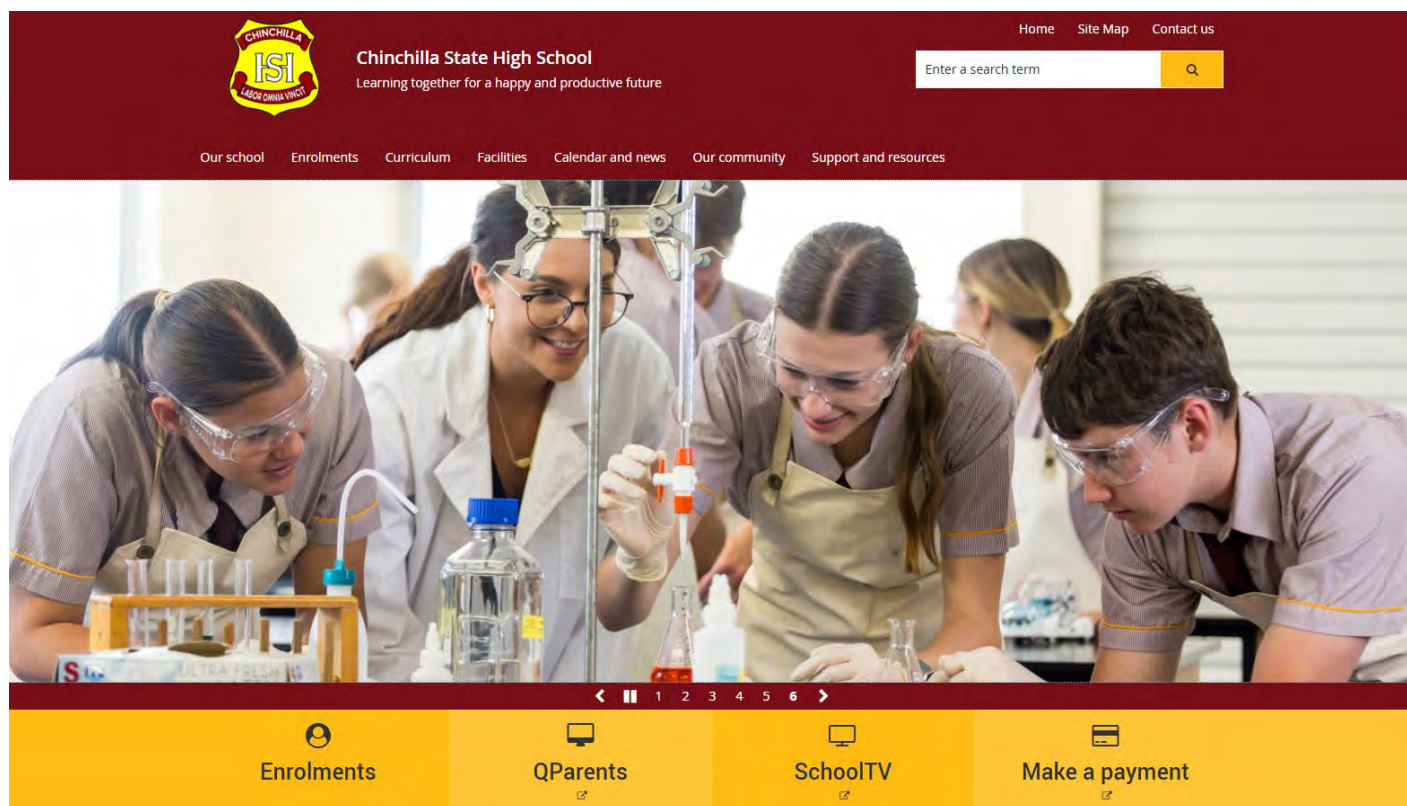
Further information regarding our School Complaints Management Policy can be found at: <https://chinchillashs.eq.edu.au/supportandresources/formsanddocuments/documents/complaints-process.pdf>



School Website

The school's internet site is continually updated with links to coming events, the school newsletter, our Junior/Senior Secondary and our Vocational Education program.

www.chinchillashs.eq.edu.au



Online Library: SORA

Chinchilla State High School has the opportunity for our school community to access thousands of online books, magazines and audio books through our SORA subscription.

Getting started with Sora

With Sora, you can get free ebooks and audiobooks from your school.

Step 1

Install the Sora app from the Apple App Store or Google Play Store, or go to soraapp.com.

Step 2

In Sora, find your school (or enter your school's setup code), then sign in.

Note: If you need your sign-in information (like an ID, username, or password), talk to a teacher.

Step 3

Browse the Explore tab and borrow a book. Your book will open so you can start reading right away.

Step 4

Close the book and go to shelf to see all your books (including assignments). From there, you can:

Select Open book or Open audiobook to read or listen to the book.

Select Options to renew or return the book, see your notes and highlights, and more.

<https://soraapp.com/welcome>

