



# PARENT HANDBOOK

## OUR SCHOOL VISION

*“Pursue Excellence”*

Students at Aviation High School pursue academic excellence and social responsibility in a safe, supportive, nurturing environment.

## *OUR SCHOOL VALUES:*

*Respect*

*Integrity*

*Responsibility*

*Learning*

*Passion for Aviation High School*

# PARENT HANDBOOK

## TABLE OF CONTENTS

### Contents

.....	1
<b>SCHOOL VISION</b> .....	<b>5</b>
<b>SCHOOL VALUES</b> .....	<b>5</b>
<b>ENSURING A SAFE AND DISCIPLINED SCHOOL ENVIRONMENT</b> .....	<b>6</b>
<b>POLICY FOR MOBILE PHONES, PORTABLE MUSIC DEVICES, CAMERAS AND OTHER ELECTRONIC DEVICES</b> .....	<b>6</b>
<b>ENROLMENT</b> .....	<b>7</b>
<b>INTERVIEWS</b> .....	<b>7</b>
<b>PARENTS &amp; CITIZENS’ ASSOCIATION</b> .....	<b>7</b>
<b>CANTEEN</b> .....	<b>7</b>
<b>UNIFORM SHOP</b> .....	<b>7</b>
<b>ASSESSMENT POLICY</b> .....	<b>8</b>
1. <i>Common assessment practices across the whole school</i> .....	8
2. <i>Every assessment task will have a cover sheet showing the following information (where applicable)</i> .....	8
3. <i>Assessment Accountabilities</i> .....	8
a. <i>Heads of Department</i> .....	8
b. <i>Teachers</i> .....	8
c. <i>Students</i> .....	9
d. <i>Non-submission of Work</i> .....	9
e. <i>Senior School only:</i> .....	9
f. <i>Report Cards</i> .....	9
g. <i>Request to complete delayed assessment</i> .....	9
h. <i>Classes</i> .....	10
i. <i>Special Requirements</i> .....	10
j. <i>Oral Assignments</i> .....	10
k. <i>All Assignments</i> .....	10
l. <i>Senior School only:</i> .....	10
m. <i>Tests</i> .....	10
n. <i>Exam Block Conditions – Senior School</i> .....	11
o. <i>Competency Based Testing – Senior School (Vocational Courses)</i> .....	11
p. <i>Recognition of Prior Learning (RPL) – Senior School</i> .....	11
4. <i>Failure to submit Work Due to Malfunctions of Computers and Peripheral Devices</i> .....	11
5. <i>Plagiarism</i> .....	11
6. <i>Special Provisions for Senior Assessment</i> .....	12
7. <i>Grievance Procedures</i> .....	12
8. <i>Student Scripts in the Senior School</i> .....	12
9. <i>Academic Ethics</i> .....	12
<b>HOME LEARNING POLICY</b> .....	<b>13</b>
<b>SPORTS HOUSES</b> .....	<b>14</b>
<b>YEARS 11/12</b> .....	<b>15</b>
<b>CHANGE OF SUBJECTS</b> .....	<b>16</b>

<b>AN OVERVIEW OF THE CHILD EMPLOYMENT ACT 2006.....</b>	<b>16</b>
<b>REPORTING TO PARENTS/CAREGIVERS.....</b>	<b>17</b>
<b>PARENT-TEACHER EVENINGS.....</b>	<b>17</b>
<b>STUDENT COUNCIL .....</b>	<b>17</b>
<b>TUTORING .....</b>	<b>17</b>
<b>STUDENT RESOURCE SCHEME.....</b>	<b>18</b>
<b>P &amp; C VOLUNTARY LEVY.....</b>	<b>18</b>
<b>STUDENT RESPONSIBILITIES.....</b>	<b>18</b>
<b>SUMMARY OF SCHOOL POLICIES .....</b>	<b>18</b>

# “Pursue Excellence”

## Administration

David Munn - Principal

Mandy Forbes - Deputy Principal

Susan Taylor - Deputy Principal

HEADS OF DEPARTMENT		WELFARE LEADERS	
Aerospace/Business/IT	Andrew Read		<u>Name</u>
English/Humanities	Nadene Benjak	Year 7/8	Scott J Clark
Maths/Science	Craig McGrath	Year 9/10	Nikita Harrison
Senior Schooling	Denise Dunn	Year 11/12	Sean Riordan
Aerospace	Jack Clarke		
HPE/The Arts	Lauretta Dowling		
Guidance Officer	Alison McFarlane		

## Term Dates

Term 1:	Monday 22 January	To	Thursday 29 March	10 weeks
Term 2:	Tuesday 17 April	To	Friday 29 June	11 weeks
Term 3:	Monday 16 July	To	Friday 21 September	10 weeks
Term 4:	Tuesday 8 October	To	Friday 14 December	10 weeks

## Daily Routine:

Form Class	8.45am – 8.55am
Session 1	8.55 am – 10.05am
Morning Break	10.05 am – 10.45am
Session 2	10.45 am – 11.55am
Session 3	11.55 am – 1.05pm
Afternoon Break	1.05 pm – 1.35pm
Session 4	1.35 pm – 2.45pm

Students are expected to be in their classrooms from the designated lesson start times until the designated completion times. Making the best use of lesson time is a priority for all students and teachers.

## **SCHOOL VISION**

**PURSUE EXCELLENCE** - Students at Aviation High School pursue academic excellence and social responsibility in a safe, supportive, nurturing environment.

## **SCHOOL VALUES**

Aviation High School is committed to providing a supportive school environment where all members feel safe and are valued; where social and academic learning outcomes are maximised for all through a quality curriculum, interpersonal relationships and school organisation; where school practices are proactive rather than reactive and where appropriate and non-discriminatory language and behaviours are defined, expected, modelled and reinforced.

The school's five core values are embedded in every aspect of school life. We value students who demonstrate:

### **Responsibility**

Be accountable for your own actions, resolve differences in peaceful ways and take care of the environment.

### **Integrity**

Act with honesty, trustworthiness, loyalty, truthfulness, courtesy, understanding, reliability and ethical behaviour.

### **Respect**

Treat self and others with consideration and regard as individuals of worth.

### **Learning**

Engage with others to develop knowledge, understanding and skills to maximise academic, social and personal abilities.

### **Passion for Aviation High School**

Enjoy learning and Aviation experiences by being positive, committed and willing to embrace challenge and change.

**Essential to effective learning is a safe, supportive and disciplined environment that respects the following rights:**

- The rights of all students to learn
- The rights of teachers to teach
- The rights of all to be safe

The school community has developed a comprehensive Responsible Behaviour Plan for Students (2015-2018) which is a guide for student behaviour.

**It is the Responsibility of students to:**

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

## ENSURING A SAFE AND DISCIPLINED SCHOOL ENVIRONMENT

Our school provides a safe and disciplined environment for all our students. Please see our Responsible Behaviour Plan on the School website.

To ensure parents and carers feel confident about their child's school environment, the powers for state school principals and school staff to temporarily remove student property that disrupts classes, endangers staff or students, is illegal or being used inappropriately are stated in the *Education (General Provisions) Regulation 2006*.

In response to the legislation a policy has been developed titled, Temporary Removal of Student Property by School Staff.

The policy sets out the circumstances where a member of staff may remove property in a student's possession.

Our school does not tolerate weapons including knives, illegal substances or inappropriate magazines being brought onto the school grounds and both parents and students should be aware these items will be removed immediately and, where necessary, relevant authorities notified.

If you would like more information please visit [www.education.qld.gov.au/student-services](http://www.education.qld.gov.au/student-services) or contact the office and make an appointment to discuss the matter further.

## POLICY FOR MOBILE PHONES, PORTABLE MUSIC DEVICES, CAMERAS AND OTHER ELECTRONIC DEVICES

Aviation High School embraces the effective use of technology to support and enhance learning. Any electronic devices used for these purposes will be used under the control of teachers.

**Mobile phones, portable music devices with an earphone jack (including iPods, MP3 Players etc), cameras and other electronic devices are NOT permitted at Aviation High School unless for the above purpose and under the direct instruction of teachers.**

These devices are a disruption to the teaching and learning process, infringe upon the privacy of others when misused, and impact on students' ability to communicate and interact with their peers and teachers.

Such devices are generally **NOT** required as a learning tool (eg. phone as a calculator); however, USB devices are permitted for transporting data but not for playing music. With the increasing use of IT devices in everyday life, there may at times be opportunity when such devices will be deemed appropriate for educational use in the school environment. In such circumstances, the use and supervision of such devices will be strictly controlled and not be considered acceptable beyond the subject/classroom activity.

Students using tablets (eg. iPads) in place of writing pads need to be aware that the use of such devices in a social context (for example social networking on Twitter, Facebook; accessing inappropriate web sites; taking photographs), will be deemed to be in breach of this policy and relevant consequences will subsequently apply. This applies to use both inside and outside the classroom.

If, for safety reasons, it is necessary for a student to carry a mobile phone before and after school, the phone is to be handed in at the office at the beginning of the school day. The mobile phone will be safely stored and can be collected from the office at the conclusion of the school day.

A visible mobile phone, portable music device, camera or other electronic device, will be confiscated and held at the office for collection by the student at the end of the school day in the first instance. This applies to both in the classroom and the playground, and includes all times of the school day.

Possession and/or use of such devices in the classroom unless for educational purposes approved by the teacher may attract an automatic after school detention for failure to comply with school policy and causing a disruption to the teaching and learning environment.

Possession and/or use of these items outside the classroom will see the item confiscated in the first instance. A second offence will result in an after school detention.

Repeated offences, either in the classroom or the playground, will result in suspensions of increasing duration.

A student who refuses a direction to hand over such items will be referred to Administration and consequences for disobedience and failure to comply with staff instructions will be applied. The recording or photographing of members of the school community, without permission, is considered a serious invasion of privacy and will also result in a consequence.

Parents needing to make contact with their child during the day can do so through the school office. Office staff will forward all messages to the student, where appropriate and possible.

Aviation High School takes no responsibility for valuables (including all devices listed above) that are brought to school. Staff will NOT invest time in investigating the damage to, loss or theft of such objects.

Students who have paid 2018 fees and have no previous outstanding debts or library books have been allocated a locker. All personal belongings including bags, iPads, textbooks and all mobile devices can be stored in lockers.

## **ENROLMENT**

Please contact the office for an appointment with the Deputy Principal or visit the school web page for further information.

## **INTERVIEWS**

Interviews with the Principal, Deputy Principals, Guidance Officer, or members of the teaching staff will normally be conducted by appointment only. Parents/caregivers requesting an interview should do so by contacting one of the office staff. We welcome enquiries and interaction with home. Please feel free to contact the school to discuss your student's progress.

## **PARENTS & CITIZENS' ASSOCIATION**

The P & C Association meets on the second Monday of each month. The Annual General Meeting is held in March. Meetings are held at the school and commence at 6.15pm.

## **CANTEEN**

The School Canteen, operated by a convener and the voluntary help of parents/caregivers, provides a five day service for morning tea and lunch.

**Canteen Hours:**        **8.30 am – 11.30 am**  
                                     **12.00 pm – 1.30 pm**

Parent/Carer Volunteers are always needed and are most welcome.

The Canteen phone number is 3637 0167.

## **UNIFORM SHOP**

OPENING TIMES – Monday & Wednesday 8.00am – 10.30am

# ASSESSMENT POLICY

Assessment is viewed as a balanced process which informs student outcomes, achievements and progress. The aim of this policy is to ensure fairness and equity is maintained in all assessment tasks and between all students. This reinforces the school's focus on academic excellence by supporting students to achieve to the best of their potential.

All assessment for every subject should be included in the Assessment Planner for each year level. Some variation to the planner may be effected by the teacher in consultation with the Head of Department.

Assessment includes any assignment, exam, practical, oral presentation or group presentation that is a student performance measurement instrument.

Assessment can mean any work done in class, exam block, at home or in the student's own time. This may range from written assignments, multimedia presentations, oral presentations, performances, field studies, exams and practical work.

## 1. Common assessment practices across the whole school

- Every student will receive a unit and assessment overview in each subject
- Overviews will contain (where applicable):
  - topics to be studied
  - assessment tasks for the semester
  - rough draft and final due dates
  - exam dates
  - excursions

## 2. Every assessment task will have a cover sheet showing the following information (where applicable)

- Topic or content
- Task requirements
- Date of issue, rough draft and final due date
- Marking criteria sheet
- Declaration verifying the authorship of student work
- Appropriate monitoring guidelines
- Note any delayed assessment/special provisions applied

This should be given to students in sufficient time to ensure adequate preparation be given to successfully accomplish each assessment task.

## 3. Assessment Accountabilities

### a. Heads of Department

Heads of Department have assessment responsibility for ensuring that:

- Assessment is appropriate and relevant to the teaching and learning program
- All students are catered for through the variety and scope of assessment tasks
- Assessment meets program criteria
- Assessment loads are reasonable within QCAA and curriculum standards
- Assessment is fair and consistent across classes
- They negotiate additional time for completion of work and delayed assessment

### b. Teachers

Teachers have assessment responsibility for ensuring that:

- Assessment is appropriate and reflects work covered
- Assessment tasks are proportional to time allocated for units of study



- Student needs are catered for – ie students with special needs have assessment items adjusted accordingly in consultation with support staff and HOD
- Students have access to adequate resources to complete required assessment
- Students are fully aware of criteria for assessment and are given adequate time to complete assessment
- The necessary skills required to complete the type of assessment given have been covered
- A model annotated text exemplar for each written task is developed and provided to students
- Students are given regular feedback opportunities
- Students at risk of not completing assessment require parental contact via email
- There is follow up for students who have not completed assessment

#### c. Students

Students have assessment responsibilities for:

- Completing and submitting assessment tasks **on time** and to the best of their ability
- Submitting drafts of work as required and using time management strategies
- Ensuring any digital versions of their assessment is stored on the school network
- Communicating to the subject HOD if difficulties arise that require additional time **before** the due dates
- Following the school's attendance policy
- Submitting their own work and complying with the Academic Ethics policy

#### d. Non-submission of Work

An 'E' Grade for a particular assessment cannot be awarded where there is no supporting evidence. Absence of any evidence will be documented as a 'not submitted'.

#### e. Senior School only:

When non-submission of assessment prevents a teacher from making valid judgments about a student's coverage of a course of study, the student may receive a 'not rated' for the particular semester. In this case, the HOD reserves the right to make the decision not to give credit for the semester. This means that the student may still receive a level of achievement based on available evidence matched against syllabus exit standards, but the number of semesters of credit recorded on a Senior Certificate needs to reflect the relative coverage of the course of study. The Principal will be notified of any such situations.

In extreme cases of non-submission and significant lack of evidence, the Principal may consider the course coverage and achievement in the objectives of the course of study to be insufficient to be able to award a level of achievement for the subject. This may jeopardise a student's eligibility for an OP and/or a QCE. In this situation, s42 and 43 Education (QCAA) Regulations 2002 apply. Further information is available on [www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au)

In all cases, students and their parents/caregivers will be informed in writing of any decision and possible consequences that may result.

#### f. Report Cards

To be awarded a Semester Level of Achievement students must show evidence to meet all criteria from the assessment plan for the semester, otherwise the teacher will assign a 'not rated' (NR) on the report.

#### g. Request to complete delayed assessment

All applications for extensions must be made prior to the due date of the assessment task. In particular, extensions of time for orals will not be granted on the same day students are to present their orals. The Head of Department of the relevant subject area must process all applications for additional time.

Applications for additional time should be supported by a medical certificate or other official documentation and by evidence of work completed to date.

#### h. Classes

Where a teacher is absent for a prolonged time, or there are other identified disruptions to the school routine, there may be some adjustment to the due dates for submission of assessment in consultation with the HOD and subject teachers. In which case such a delayed due date may apply to all classes of the subject to ensure consistency in the assessment program.

#### i. Special Requirements

#### j. Oral Assignments

On the first day the class orals begin, all students must submit a copy of the notes/palm cards they intend to use for their presentation. This makes the preparation time equitable for all students. Students absent on this day must, at least, email their notes/palm cards to the class teacher to arrive in time.

In the case of group orals where absence occurs, the group is to complete the task with a substitute who works from the group script. Group members will be individually assessed on that performance. To ensure ease of access by a substitute, all group members must keep a copy of the whole group script. On the first day of return to class, the absent student is expected to complete the oral, with other group members merely supporting the process.

#### k. All Assignments

Assignments must be the student's own work. Every assignment has designated class time. Students are required in this time to display evidence of their input into the assignment content/outlines. The completed assignment (and the draft copy) must be submitted by the due dates unless an extension has been granted by the subject Head of Department, based on exceptional circumstances such as:

- Extended absence due to illness (this must be supported by a medical certificate) or other school approved reason. In either of these circumstances a **Request to Complete Delayed Assessment** (available from the school office) must be completed and submitted before the due date of the assignment
- Absence due to illness or bereavement or other special circumstances on the due date. This must be supported by a medical certificate or other documentary evidence. In such cases it is advisable to try to submit the assignment to the school via email. It is the students' responsibility to ensure the assignment is submitted on time.

#### l. Senior School only:

Aviation High School refers to the Queensland Curriculum Assessment Authority policy in relation to **"Late Submission and Non-Submission of student responses to Assessment Instruments in Authority and Authority-Registered subjects"**.

Should an assignment NOT BE submitted by the due date and no extension or "Special Provisions" be given, students will be assessed on the rough copy / draft and any other evidence available at the due date.

#### m. Tests

Should a test be missed for reasons such as illness, bereavement or other special circumstances the following procedures apply:

- Fill out a Request to Complete Delayed Assessment form (available from the school office)
- Submit the completed form to the Head of Department IMMEDIATELY on return to school
- Medical certificate must be attached if assessment is missed due to illness
- Letter from parent must be attached for bereavement or other special circumstances
- Approval must be given by the subject Head of Department
- Approved form is then attached to the assessment item

This application must be supported by a medical certificate or other documentary evidence.

Should no extension or special provisions be given, the student will be required to sit the test on the first day back at school.

The Head of Department will then notify students and their parents/carers of the rescheduled exam time which will be either:

- Before or after school on an agreed day when the student returns
- During exam block catch-up sessions

Students who miss an exam and fail to provide the required documentation may not be given credit for the subject that semester. This may jeopardise a student's eligibility for an OP and/or a QCE.

**n. Exam Block Conditions – Senior School**

- Students are to attend school for the sessions they have an exam in their subjects
- Students are required to wear full school uniform
- Student entry/exit of an exam room will be determined by the subject teacher in consultation with the HOD
- Once in attendance, students are not allowed to leave the school grounds until they complete their tasks for the day (No leave passes granted)

**o. Competency Based Testing – Senior School (Vocational Courses)**

Under Competency Based Training students are judged as “Competent” if they demonstrate success in all the learning outcomes relating to a module/unit. Each Vocational subject has a number of industry related modules embedded.

Requirements for testing are:

- All students undertake testing at the first scheduled opportunity
- One retest will be allowed within 2 weeks of completion of the failed test
- A second retest will be allowed if the student can show evidence of undertaking further work to increase competence. This retest will be completed in the student's own time.
- Failure to show competence will lead to a “Not Yet Competent” result being recorded, and to gain competency the student must revisit the complete unit of competency
- Students will be given the opportunity for retraining and testing where appropriate.

**p. Recognition of Prior Learning (RPL) – Senior School**

Some Authority-registered and some Authority subjects contain vocational competencies that contain underpinning industry knowledge and work related skills. Therefore, when a student commences Senior studies they may feel that they already have achieved competencies in a previous study or work experiences. If the student feels that they have sufficient prior experience and skills they may apply for ‘Recognition’ for those specific units of competency. The student will need to obtain an RPL Application Form and submit it, with evidence such as testimonials, qualifications, through the Vocational Education Head of Department.

**4. Failure to submit Work Due to Malfunctions of Computers and Peripheral Devices**

Where assignments are completed on a computer, it is the student's responsibility to ensure that clear evidence of hard copies and/or printed drafts are kept. These will be used to substantiate the level of task completion in the event of computer crashes, loss of USB devices, printer malfunctions etc. Students are advised to keep duplicate copies of all assignments in their network folders at the school and to email drafts to their teachers.

**5. Plagiarism**

The schools plagiarism policy will be adhered to in all forms of assessment and consequences for non-compliance will be enforced.

## 6. Special Provisions for Senior Assessment

Aviation High School refers and adheres to the QCAA policy in relation to “Special Provisions for School-based Assessments in Authority and Authority Registered subjects”.

Special provision means making reasonable educational adjustments to assessment conditions that ensure equitable assessment for all students.

Special provisions may apply to any student, depending on the circumstances. In making a decision about special provision, the school must take into account the mandatory and significant aspects of the subject outlined in the syllabus and the school's work program.

Equity in assessment requires that all students have an opportunity to demonstrate their current knowledge and skills, free from bias and misrepresentation. Students with specific educational needs should liaise with the Head of Department if they require special consideration.

Details of the policies for special provisions can be found on the QCAA website under A-Z of Senior Moderation.

The school sets assessment items to gather evidence to support school judgements regarding subject achievement.

The school will consider and endeavour to implement “Special Provisions” for students who have specific educational needs which may include:

- Physiological disabilities
- Cultural and linguistic factors such as sensory, motor and neurological
- Socio-economic circumstances
- Short term illnesses
- Life circumstances
- Special talents

In order to obtain special provision students must request this through the relevant Head of Department and Guidance Officer.

Students and parents should be aware that the syllabus mandatory requirements including 55 hours of subject class time per semester need to be met by students. i.e. students must participate and engage in the “course of study”. A special provision refers to modification of assessment conditions where reasonable adjustment is considered appropriate.

## 7. Grievance Procedures

Should a student feel that the assigned assessment level is not appropriate then:

- Discuss the issue with the teacher concerned
- If necessary consult the subject Head of Department who may arrange for a second opinion
- An appeal on the decision may be made in writing to the Principal

## 8. Student Scripts in the Senior School

For interschool comparability purposes it is necessary for the subject area to store assignments and tests at the school. However, students have the right to access those worked items and profiles while at school.

Year 12 student work used to determine Exit levels of achievement must be kept at the school until all appeals are finalised. If a student wishes to arrange for the collection of certain assessment items (student work only) from the school they should notify the subject HOD in February for collection after 31 March of the year following completion of Year 12

## 9. Academic Ethics

Students are expected to undertake their assessment honestly, ethically and in accordance with accepted standards of academic conduct. Any contrary behaviour is academic misconduct, for which serious consequences may be applied.

Examples of academic misconduct may include:

- Collusion

- Cheating
- Plagiarism, ie knowingly presenting the work or property of another person as if it were one's own

It is imperative that all sources of information that have been used in developing assignments are acknowledged by a student.

The Aviation High School library has developed an up-to-date handout **on BIBLIOGRAPHY & REFERENCING** for student use. Please see the class Teacher or Librarian for a copy of the format used in the subject. (This is also available on the school website under the Library tab).

Consequences for breaches of academic ethics will depend on the degree of severity and the year level involved.

The appropriate penalties for academic misconduct will be as determined by the Head of Department, in consultation with the class teacher and may involve the Deputy Principal and/or the Principal. Parents/caregivers will be notified of any significant infringements of academic ethics.

## HOME LEARNING POLICY

Home learning provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. The setting of home learning takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, sport, culture, recreation and part-time employment where appropriate.

### PURPOSE OF HOME LEARNING

Home learning can engage students in independent learning to complement work undertaken in class through:

- Revision and reflection to consolidate learning
- Applying knowledge and skills in new contexts
- Pursuing knowledge individually and imaginatively
- Preparing for forthcoming classroom learning

Home learning that enhances student learning:

- Is purposeful and relevant to students' needs
- Is appropriate to the phase of learning (Early, Middle or Senior)
- Is appropriate to the capability of the student
- Develops the student's independence as a learner
- Is varied, challenging and clearly related to the classwork

### PHASE OF LEARNING

In Junior Secondary schooling, Years 7, 8 and 9, some home learning can be completed daily or set over a weekly or fortnightly period and may:

- Include daily independent reading
- Be coordinated across different subject areas
- Include extension of class work, projects and research

In Years 7, 8 and 9, students should be given more responsibility for their own learning. They can be required to engage in independent learning to complement work undertaken in class. Home learning in Years 7, 8 and 9 could be up to but generally not more than 5 hours per week.

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

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 school 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. Home learning and study in Years 10, 11 & 12 could be up to 15 hours per week.

The school provides every student with an **Assessment Planner** each semester. This is available on the Education Queensland One School site, using the link from the school's website. The Assessment Planner is prepared to give students and parents' notice of assessment workloads. There may be some minor variations throughout the semester and students will be notified by their teachers of such variations.

## STUDENTS' RESPONSIBILITIES

Students can take responsibility for their own learning by:

- Discussing home learning expectations with their parents or caregivers
- Accepting responsibility for the completion of home learning expectations within set time frames
- Following up on comments made by teachers
- Seeking assistance when difficulties arise

Organising their time to manage and balance home expectations, participation in physical activity and sport, cultural and recreational activities and part-time employment.

## SPORTS HOUSES

**HINKLER (Red)**

**KINGSFORD-SMITH (Yellow)**

**MILLER (Green)**

Famous Australian aviators are acknowledged in the house names voted in by students and staff. For your information and interest a brief biography of each aviator bearing a house name at Aviation High School follows.

**BERT HINKLER** (8 December 1892 - 8 January 1933)

Herbert John Louis Hinkler, DSM, better known as Bert Hinkler, was a pioneer Australian aviator. Hinkler was born in Bundaberg, Queensland, the son of a German-born stockman. In his early life, he constructed and flew gliders on beaches near his hometown.

During the First World War, he served with the Royal Naval Air Service as a gunner/observer in Belgium and France, for which he was awarded the Distinguished Service Medal, and later as a pilot in Italy.

During the 1920s he competed in numerous aviation events and created many records e.g. a non-stop flight from England to Latvia.

He flew the first solo flight between England and Australia, departing England on 7 February 1928 and arriving in Darwin on 22 February 1928 and back in his hometown of Bundaberg, Queensland on 27 February 1928. This reduced the England-Australia record from 28 days to just under 15½ days.

In 1931 he did his most remarkable feat – the first solo flight across the South Atlantic.

Hinkler was more than a great airman, he was a fine mechanic with a fertile brain continually throwing up ideas which were often given to his employers, and his engines frequently had gadgets of his own invention. He was thoroughly courageous without being reckless, and was successful in his most amazing feats because he was practically faultless as a pilot and knew exactly what he and his machines could do.

## **CHARLES KINGSFORD-SMITH** (9 February 1897 – November 1935)

Charles Edward Kingsford-Smith was born in Hamilton, Brisbane, Australia on 9 February, 1897 and graduated from Sydney Technical College as an Electrical Engineer at age 16.

He enrolled in the Australian Military Forces in 1915 firstly serving in the Middle East then in 1917, in France as a fighter pilot where he was awarded the Military Cross for gallantry in action.

From 1919 to 1927 Kingsford-Smith performed at aerial circuses and pioneered commercial aviation service throughout Australia. In 1927, he went to the United States to purchase and prepare a Fokker Trimotor aircraft that he named the "Southern Cross". On 31 May 1928, Kingsford-Smith and his crew took off from Oakland, California, arriving in Brisbane via Honolulu and Fiji eight days later.

In succeeding months, piloting "Southern Cross" he made the first non-stop flight across the Australian Continent and the first flight across the Tasman Sea to New Zealand. In 1929, Kingsford-Smith completed a round-the-world flight and in 1934, he made the first west to east crossing of the Pacific. In November 1935, on a flight from England to Australia, Kingsford-Smith and his co-pilot John Pethybridge disappeared in typhoon weather over the Bay of Bengal.

## **ROBIN MILLER** (8 September 1940 – 7 December 1975)

Robin Elizabeth Miller, known as "The Sugarbird Lady", was an Australian aviator and nurse. The name "The Sugarbird Lady" was given to her by outback aborigine children during her work combating polio. She died of cancer at the age of 35.

After obtaining a private pilot licence and a commercial flying licence while training as a nurse, she approached the Western Australian Department of Health to ask permission to fly to northern Western Australia in order to carry out a vaccination programme.

She later flew with the Royal Flying Doctor Service of Australia (RFDS), after carrying out 9 aircraft delivery flights for them.

She is remembered fondly in Perth. As well as the large memorial in Jandakot Airport, there is also a seminar room in Royal Perth Hospital named after her in addition to a road at Perth International Airport: Sugarbird Lady Road.

Two quotes from ABC's "George Negus Tonight" described her flying prowess. "One was a solo flight from Paris to Australia. And in another one, I think she actually came across the Pacific. Later, did a co-pilot flight across the Atlantic. So she circumnavigated the world. She was one of the outstanding women pilots of the 20th Century and we should recognise her as such."

## **YEARS 11/12**

Each student is required to have a Senior Education and Training (SET) Plan. This SET Plan will have been formulated during Year 10.

A realistic evaluation of a student's academic capacity and commitment to study has to be made before making subject choices. Every student entering Year 11 will have a Set Plan meeting with a member of staff prior to commencing studies.

When choosing subjects it is important to achieve the best results by choosing subjects that are enjoyable and that will provide the skills required for the future.

N.B. Where "QSA" is mentioned it refers to the Queensland Studies Authority.

The School offers two (2) distinctly different groups of subjects:

- **Authority Subjects** are used in the compilation of the Tertiary Entrance Profile and are subject to the QSA requirements.
- **Authority-Registered subjects** are more vocationally and practically oriented.

- It is vitally important that an accurate check be made of your subjects to ensure that you are not excluded from your choice of further studies. Check this carefully with the Guidance Officer and the QTAC Guide 2013/2014.

**Please note the following:**

- **To qualify for Tertiary Entrance a minimum of twenty credits, including continuous study of a minimum of three Authority Subjects over Years 11 and 12, must be undertaken.**
- The School reserves the right to withdraw the offer of a subject if the School is unable to service that subject.
- A combination of Authority and Authority-Registered subjects is permissible. Please check with Guidance Officer or Deputy Principal for QSA rulings.

## **CHANGE OF SUBJECTS**

***Steps for each student to take if he/she thinks a subject change is justified, are:***

- collect a 'Change of Subject' form from the office and see a Deputy Principal to complete the relevant parts.
- have the form signed by parents/caregivers with their comments.
- make an appointment with the Guidance Officer to discuss reasons for the change.
- consult the subject teacher and the HOD of both the current subject and the required new subject.
- consult the Deputy Principal responsible for QSA liaison for a final decision and entry on the computer if approved. (Yr 11/12).

Students may not change classes until approval is given. This will occur in justifiable circumstances only.

The School Guidance Officer is available for advice in the areas of Support, Education, Career and Personal Counselling. Appointments can be made at C Block Reception.

## **AN OVERVIEW OF THE CHILD EMPLOYMENT ACT 2006**

**From 1 July 2006, employers of children will have to comply with Queensland's *Child Employment Act 2006* and the *Child Employment Regulation 2006*.**

The majority of provisions in the laws are targeted at employers of school-aged children.

School-aged children are those under 16 years of age and who have not yet completed Year 10 of their schooling.

Central to the laws is protecting school-aged children from being required to perform work that may be harmful to their health and safety, or physical, mental, moral and social welfare.

The laws also limit the hours of work so that children's studies aren't adversely affected by their work.

The laws establish a general minimum age of 13 years for children starting work, although it allows those between 11 and 13 to perform supervised delivery work, for items such as newspapers and advertising leaflets.

**Maximum allowable hours of work for school-aged children**

<b>On a school day</b>	<b>On a non-school day</b>	<b>During a school week</b>	<b>During a non-school week</b>
<b>4</b>	<b>8</b>	<b>12</b>	<b>38</b>

Children between 11 and 13 are not allowed to work between 6pm and 6am, while all other school-aged children are not allowed to work between 10pm and 6am.



Under the laws, it is illegal for an employer to employ a school-aged child until they have obtained a Parent's Consent Form. The form must be signed by the child's parent and include information for the employer about the hours when the child is required to be at school. A new form must be completed by the parent and given to the employer whenever those hours change. The Parent's Consent Form must be kept on file by the employer.

The Act and the Regulation outline offences and penalties for employers who do not comply with the law. The laws also prohibit the employment of children in adult entertainment and related activities. Further information on the *Child Employment Act 2006* can be found on the Department of Industrial Relations website on [www.dir.qld.gov.au](http://www.dir.qld.gov.au) or by calling **1300 369 945**.

## REPORTING TO PARENTS/CAREGIVERS

During the year reports will be issued to all students as per the following schedule.

- **Mid Semester 1:** Individual subject reports with the provision for teachers to request interviews will be issued.
- **End Semester 1:** All students will receive a progress report
- **Mid Semester 2:** Individual subject reports with the provision for teachers to request interviews will be issued.
- **End Semester 2:** All students will receive a progress report

All eligible Year 12 students will also receive a Tertiary Entrance Statement and/or a QCE (Queensland Certificate of Education) from the Queensland Studies Authority in December.

## PARENT-TEACHER EVENINGS

While we welcome parents/caregivers to talk to us at any time, formal Parent/Teacher Evenings will be held twice a year.

1. **After the Easter break** - at this time all students will have received their mid-semester reports.
2. **In July**- there will be another opportunity to meet Teachers after the Semester One reports have been issued.

## STUDENT COUNCIL

Every year at Aviation High School a Student Council is assembled of interested students. The main aims of the Student Council are to:

- Provide a forum for the expression of student opinion.
- Help solve problems which arise in the school
- Promote school spirit.
- Promote better communications between staff and students.
- Create interest in community affairs.
- Consider problems of students.

Each Form in the school has one (1) representative which serves on the Student Council. The Year 12s provide the executive which runs the various committees including sport/social, publicity and charities. The Student Council meets as a full group once a month with committees meeting alternate fortnights.

## Tutoring

Senior Secondary students may access tutoring in the library each Monday and Wednesday afternoon. Junior Secondary students may access tutoring by Senior Secondary students each Thursday afternoon. These sessions commence at 2.45pm and conclude at 3.45pm. Light refreshments are provided for students at 3.15pm

## STUDENT RESOURCE SCHEME

### State Government Textbook Allowance

Parents/caregivers of students attending approved secondary schools are eligible to receive an allowance of \$125 for Year 8, 9, and 10 and \$271 for Year 11 and 12. Correct at time of publication. The Government Textbook Allowance provides financial assistance to parents/caregivers to offset textbook and education resource costs for full time and part time students (with the exception of international fee paying students). No application is required from parents /caregivers for this allowance. **At a meeting of the Parents and Citizens Association it was approved that Education Queensland pay the school for all textbook and resources allowances for eligible students at this school.**

### Parent Contribution

A fee of \$315.00 is also charged for Years 7, 8 & 9 and \$365 for Years 10, 11 & 12. Depending on subjects chosen there may be a levy, subject levies apply to the additional necessary consumable items required for each subject. A breakdown of what these costs include are available on the website. Students enrolling in the Brisbane School of Distance Education are required to meet the non-refundable costs involved with this enrolment. Students enrolling in Certificate Courses are required to meet the non-refundable costs involved with this enrolment. If you are under financial hardship please contact the Business Manager immediately. Statements will be forwarded home each month.

The School operates the Student Resource Scheme to benefit all eligible students. It is not viable for the school to provide this service if a substantial percentage of fees are outstanding. It is for this reason that students may be refused entry into the scheme if fees are outstanding from previous year/s or textbooks have not been returned.

## P & C Voluntary Levy

Aviation High School P & C Association have introduced a fundraising levy of \$50.00 per family per year. Due to the small number of students in our school, the long distance that some parents live from the school and that many parents work, we have found it very difficult to get volunteers in the canteen and for fundraising ventures.

## STUDENT RESPONSIBILITIES

1. Each student is responsible for his or her books.
2. Each book is marked with an estimate of condition, by the student and confirmed by library staff, when lent. If the book has been lost or negligently damaged the student is responsible for its replacement.
3. Keep Student Resource Scheme books inside your school bag in order to keep books clean and dry.
4. Subject textbooks will be on loan until late in Term 4 when they will be recalled to the Text Hire Scheme.
5. Books should not be left in classrooms unless the teacher can lock them up. The student will always be responsible for the book.
6. Only the student whose name is on the stamp in the book should use that book. If a book is used by a different student and is subsequently lost, the original borrower on the computer system is still responsible.
7. English novels or plays will be short-term loans for the period of the unit of work. Before a new English novel or play can be issued the previous one/s must be returned. There would be a maximum of two novels or plays on loan at any one time.
8. When a student leaves the School, all Student Resource Scheme books must be returned prior to leaving. A 'Clearance Form' must be completed and signed by the staff in the Library. This will be done only after all books have been returned and any problems resolved.

***Please return any lost Student Resource Scheme books or items to the Library or the main school office.***

## SUMMARY OF SCHOOL POLICIES

**Behaviour** – Aviation High School students take pride in demonstrating a positive image both within the school and in the wider school community. To that end they demonstrate our school values at all times.

**Uniforms** – Students demonstrate their commitment to the school and its values by wearing the correct uniform at all times.

**SunSmart** – Given that Queensland has the highest rate of skin cancer in the world, we need to work together as a school community to protect, educate and reduce the risk of skin damage from sun exposure. Students need to wear the SunSmart school hats when outdoors (including travelling to and from school). Parents need to encourage students to apply sunscreen 20 minutes before leaving for school.

**Attendance** - is compulsory for all students who have not completed Year 10 or who have not turned 16 years of age. Students over 16 years are at school to obtain the awarding of a certificate. A condition of the awarding of these certificates is that students are in full-time attendance at school. Attendance at every lesson is one of the best predictors of achievement, so 100% attendance is strongly encouraged at Aviation High School.

**Late Arrival** – All late arrivals **MUST** report to the office with a note of explanation. A slip is issued and must be signed by a Deputy Principal. A copy is to be given to the class teacher. Late arrival without a documented and valid reason will mean the student will be issued with a 30 minute after school detention to be completed the following day.

**Leaving early** - Leave Passes from the office are required for any students leaving the school grounds. Shopping areas are out of bounds during lunch time. Students leaving the school for any reason must sign out and in at the office, and provide *written parental explanation to a Deputy Principal*. Appointments are to be made outside school hours whenever possible.

**Absence** – **Any absence must be explained to the Principal by phone, note, text or email.** Where the need for leave of absence can be foreseen, a prior written request should be made. In general, students are not granted leave for absences which can be avoided. Should any absence of five days or more be deemed by parents/caregivers to be necessary, they must apply to the Principal for exemption from compulsory schooling.

**Absences of three days or more for medical reasons require a medical certificate.** Should absences occur at examination and test times, students must produce evidence in support of their request for special permission to sit examinations as soon as possible after returning to school. Absences from semester exams must be supported by a doctor's certificate. Failure to produce medical evidence for such absences may result in reduced credit.

**Illness** – It is school policy to send students home if they become ill. Parents/caregivers must ensure that the school has an emergency contact when they are unavailable. Students should be kept at home if they show signs of illness.

In emergency situations, appropriate first aid procedures will be adopted and every effort will be made to notify parents/caregivers. In cases of accident or extreme illness, the Queensland Ambulance Service will be called and parents advised.

**Dispensing of Medication** – Students taking prescribed medication must have it registered at the office. Medications (other than for asthma) must be left at the office by the parent. School staff can assist a student with medication under the carer provisions of the Health (Drugs and Poisons) Regulation (1996) provided a written request is received from the student's parent/caregiver and that the medication includes an original pharmacy label detailing the name of the person authorized to take the medication, dosage, time to be taken and medical practitioner's name.

**Change of Address** – Please notify the school of any change of address, telephone number or email immediately.

**Newsletters** – Newsletters to parents/caregivers are prepared by the school's publicity and promotions officers and issued at regular intervals throughout the year (usually every fortnight). The newsletter is emailed to all families who have registered online and is also available on the school website. Newsletters often contain vital information applicable to all students.

**Visitors** - All visitors including past students and relatives of students must first report to the main office. Speaking to outsiders over the fence is not acceptable student behaviour.

**Books and Materials** – Students committed to their studies will have with them at all lessons: a current copy of their timetable, student diary and all books and materials required until the next break. Permanent marking pens are prohibited in the school.

**Internet Use** – All students are required to sign an Acceptable Use Policy – Information Technology Student Contract prior to gaining access to the school’s computer facilities.

**Classrooms and Verandahs** – Students are expected to co-operate with their teachers by lining up outside rooms before lessons begin and moving into rooms only under the supervision of a teacher. At all other times, students must obtain permission to enter these areas. Stairs should be kept free to allow access.

**Movement** – Punctuality to assemblies, classes and Welfare lessons is essential. When moving to and from rooms, students should walk quietly and quickly, keep left, and use the stairways nearest to their rooms. Students are not to loiter in toilets. Running in the buildings and on concrete or bitumen areas is unsafe, inconsiderate and unacceptable.

**Litter** - Foodstuffs are to be eaten in seated areas only. No food on the oval or courts.

### **Chewing gum is strictly prohibited**

*All students are expected to consider other members of the school, by assisting in keeping the grounds clean.*

**Canteen** - Students are expected to form queues and show courtesy (“please” and “thank you”) to canteen workers at all times. Queue jumping and multiple ordering by one student are discourteous practices which do not reflect the school values.

**Personal Belongings** - Care of personal property is each student's responsibility. Bags and other belongings should be clearly identified and where possible left in bag racks during lessons. Valuables may be left at the office for safe keeping.

**Lost Property** – All lost property is located in the school office in C Block. See office staff for details.

**Surveillance Cameras** – Surveillance Cameras are installed in the School for the prevention of damage to School property and safety of all students, staff and visitors.

**School Bags/Lockers** - Students who have paid fees for 2018, have no previous outstanding debts or library books have been allocated a locker. This is to ensure that all students have access to an easily accessible locker for storage of their personal belongings, removing the need for students to carry bags to class. All bags can be stored in lockers, along with iPads, textbooks and all mobile devices. Please see 2018 Mobile Phone Policy.

**Bicycles** - The area of the bicycle racks is out of bounds except when students are taking their bicycles to or from the racks. Cyclists should lock up their bikes to protect them and place them in the racks provided.

**NO SKATEBOARDS OR SCOOTERS** are to be brought onto the school site.

**Safety** - Safety awareness is essential at all times. In particular, students should be sensible when near glass doors and windows. When riding bicycles to and from school, wear a helmet, use bikeways and walk bicycles into school grounds. No dangerous implements should be brought to the school.

**Insurance** – The School does not contribute to an insurance company to cover School accidents. Parents/Caregivers must accept this responsibility.

**Student behaviour while travelling on public transport** - Parents and carers play an important role in teaching children about appropriate behaviour when travelling on public transport.

While most students are well-behaved when travelling by public transport, a few misbehaving students can make for an unpleasant journey for all commuters. Students bringing the name of the school into disrepute through poor behaviour while travelling to and from school will receive a consequence.

To keep our students happy and safe, parents and carers are encouraged to discuss expected student behaviour with their children, including:

- showing respect for other passengers and their property
- waiting for the train/bus in an orderly manner
- behaving appropriately at all times while on the train/bus
- using only designated bus stops
- behaving safely and using caution when getting on or off the train/bus
- following directions of the driver in case of an emergency or a breakdown

**Assemblies** – A school assembly is held in the hall on a Monday morning, alternating with a Welfare meeting or Year Assembly.

Students must be punctual to their Form rooms, leave their bags and move swiftly and directly to assemblies. Welfare teachers will conduct attendance checks. Normal late procedures apply.

Year level assemblies will be held as required. Special assemblies are arranged for significant occasions.

**Student Leadership** – The student voice of the school is represented in a structured, formal way through elected leaders and a Student Council representing all year levels throughout the school.

School leaders meet with the Principal and Administration regularly and the Student Council meets every month. Through these channels, all students have the opportunity to contribute to the management of the school and learn the importance of civic responsibility. At Aviation High School, all Year 12 students who are successful in their application for Senior Student status are inducted as such to form a wider group to guide younger students and help set the tone of the school.