

Kawana Waters State College  
Secondary Campus

# Parent Information Handbook 2025



## Our Values



Respect



Excellence



Diversity



Enjoyment

## Our Vision

Kawana Waters State College is an international community of learners achieving excellence.

## Our Purpose

We strive to develop life-long learners who make a positive contribution to a global society.

## Our Belief

At Kawana Waters State College, we believe all people can learn.

## Executive Welcome

Dear Parents and Guardians

Since 1986, Kawana Waters State College has come to symbolise and exemplify excellence in public school education. Today, the college offers a truly unique learning environment. Students are surrounded by possibilities and opportunities in many diverse areas of academia, sport, culture, international experience and community responsibility.

This environment, coupled with high performance expectations and personalised attention, has led to a record of success by our students. We have outstanding staff who have contributed much to the lives of our students over the years. Inspirational teaching and quality learning are cornerstones of our school.

As you would appreciate, the strength of any community is built upon the active participation and involvement of its members; this is certainly true in a school like ours. Just as there are numerous opportunities for the students, there are many groups in the school who support our enterprise. These include parent committees, social occasions, workplace training connections as well as the traditional parent representative organisations. The Parents and Citizens' Association and canteens are always seeking active support; please take the opportunity to get involved in the college community in this way.

The following pages contain information about the organisation and support of Kawana Waters State College Secondary Campus. Please take the time to read through the handbook and keep for your reference.

We look forward to welcoming you and your child to Kawana Waters State College.

Brett Burgess  
Executive Principal

Elly Gerbo  
Head of Secondary Campus

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## 1. Starting Learning in 2025

### 1.1 Being in the right place

#### The first day

At the start of the 2025 school year, all students in Year 7 to Year 12 commence the academic year on Tuesday 28 January. Year 7 students move directly to PA1, 2 and 3 for a short assembly. All other year levels (Year 8 to 12) will make their way to the Indoor Sports Centre.

Students commencing after the start of the school year will be advised of their commencement date once their enrolment application is accepted. On their first day, they will need to arrive, wearing their full school uniform, at 8:30am at Reception in the Administration Block where they will receive their school timetable. A year level coordinator will introduce the student to key people and help them find their first class.

You will find these documents useful:

- Appendix 1: School Map
- Appendix 2: Lesson times

#### Arrival and departure

Students should arrive after 8:00am and leave before 3:00pm, unless they have a flexible timetable or/ and are involved in co-curricular, sport or cultural activities.

It is typical for students who are involved in extra-curricular, sport or cultural activities to be here at 7:00am in the morning and until 5:00pm in the afternoon. For some activities, these hours are earlier or later.

The school is then totally locked down at 5:45pm once all trainings and practices are finished.

### 1.2 Having the right things

#### Student ID Card

At the commencement of a new school year, new students have an ID photo taken on the first School Photo Day (check the website for the date). The ID photos are used to produce Student ID Cards which are distributed to students within the first few weeks of a new school year. (For students who commence during the school year, this process is managed by staff in the secondary office). The cost of the Student ID Card is included in the General Fee.

The Student ID Card is used in the following ways:

- To identify the student
- To borrow library books
- To identify the student for public transport, domestic flights, movies etc.

If a replacement student ID Card is required, a fee of \$5.00 is incurred. Students needing a replacement ID Card should visit the Administration Block and make payment by cash or card.



## Laptop specifications

At Kawana Waters State College, we believe that teaching and learning practices that intentionally integrate and embed technology can do more than just enhance learning – they have the power to transform learning. Our goal is for students to use devices as a tool to support key processes in learning and for teachers to use them as an environment to facilitate deeper engagement in learning and higher-order thinking.

All students are required to bring a device as standard school equipment through a Bring Your Own Device (BYOD) program. The laptop is the core learning device from Year 7 to 12.

Some of the ways the devices will be used in the classroom include:

- Accessing content through textbooks available in eBook format. This not only alleviates the need to carry heavy textbooks in their school bag, but it also provides on-demand access to these up-to-date, rich resources.
- Demonstrate learning and obtain feedback using a carefully selected range of classroom apps.
- 24/7 access to the school's Learning Platform – OneNote and Microsoft Teams.

Please refer to our school's website for specifications:

[https://kawanawaterssc.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/ICT/BYOxLink-Recommended-Specifications\\_2025\\_V1.2.pdf](https://kawanawaterssc.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/ICT/BYOxLink-Recommended-Specifications_2025_V1.2.pdf)

## Insurance cover for devices

Parents/guardians are encouraged to include their child's device on their personal contents insurance to ensure they are covered in the event of accidental damage or loss. The school is not liable for repairs or replacement costs under the Department of Education's insurance policy as these devices are owned by parents and guardians.

Further information about this program, including frequently asked questions, Cybersafe resources and device help documents, is available on the schools website:

<https://kawanawaterssc.eq.edu.au/facilities/computers-and-technology>

## 1.3 Looking the part

Students are required to wear the school uniform. We ask them to wear it and carry themselves with pride. Full details of the uniform requirements can be found at:

<https://kawanawaterssc.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/Rules%20and%20Policies/019-uniform-policy.pdf>

## Uniform shop

Kawana Waters State College is proud to be a uniformed school. Parents, carers and students are advised to read the Student Dress Code / Uniform Policy. This can be found at 'Rules and Policies' under the 'Our School' tab on the college website.

### **Purchasing Uniforms**

College uniform items are available to purchase for all students from the School Locker, Maroochydore Homemaker Centre, 11/55 Maroochy Boulevard, Maroochydore, QLD 4558.

Phone: 07 5452 1431

Email: [maroochydore@theschoollocker.com.au](mailto:maroochydore@theschoollocker.com.au)

### **Opening Times**

Monday	9.00am – 5.30pm
Tuesday	9.00am – 5.30pm
Wednesday	9.00am – 5.30pm
Thursday	9.00am – 7.00pm
Friday	9.00am – 5.30pm
Saturday	9.00am – 5.00pm
Sunday	10.00am – 4.00pm

### **Assistance**

If you require any assistance with uniform purchasing, please contact the School Locker.

## 1.4 Setting good routines

How can I assist my child's successful move to Kawana Waters State College?

- ✓ **Celebrate their learning at home** - It is the essence of resilience to grow through challenges and you can help your child identify their personal growth, reflecting on their achievements each day. "What did you learn today?" is a great daily question.
- ✓ **Connect with friends** – Encourage your child to reach out and make contact with a friend during weekends so they connect and look out for one another during the school day.
- ✓ **School routines** are essential to assist your child's successful start in school each year. It may take a few days to adjust to school routine. Talk with your child about what they are enjoying.
- ✓ **Public transport/ school pick up** – Translink and CDC will advise of bus schedules, please ensure your child knows their home routine at the end of the school day.
- ✓ **Healthy routines** – Supporting your child in regular healthy routines includes beginning the day with breakfast, daily physical activity, having a good night's sleep and setting devices to "do not disturb" each evening. Having your child's sleep cycle in sync with our school day improves learning and mental health.
- ✓ **Academic regulation** – You can continue to support your child's learning by reminding them of this effective three question framework to use during each lesson:
  - Do I know **what** task I have to complete?
  - Do I understand what **order** I need to complete the task?
  - Do I know **how** to do each task?

If your child answers 'no' to any question, encourage them to speak with their teacher.

- ✓ **Apple support apps – Family sharing** makes it easy for you and up to five family members to share Apple Books, App Store purchases, an Apple Music family plan and an iCloud storage plan. **Do Not Disturb**, you can silence calls, alerts and notifications to increase your child's learning focus. **Screen Time** lets you know how much time you and your children spend on apps, websites and more. This way, you can make informed decisions about how you use your devices and set limits if you'd like to.



## What routines will my child see at school?

Your child should check their school email inbox and student home page each day for daily notices, messages on their year level page and assessment and learning calendar updates. IntraNet is their one stop shop for communication, assessment calendar, access to resources, year level information and assemblies.



Your child will have a 'course' for each subject that they are studying through QLearn or Office 365 Applications as the way of working. The lesson content, the learning materials and all the required resources, including homework and assigned learning tasks, are attached to the subject course in OneNote.



Your child will upload evidence of their learning, homework and draft assignments through Turn It In. Teachers will continue to connect and respond through this app and other online platforms to provide feedback and facilitate student learning.



## Learning the Kawana Waters State College way!

### Student Belonging



Each day, students check, read and action their school emails and the information on the IntraNet.

The IntraNet provides whole school daily messages, specific messages for each year level and assessment and learning updates.

The IntraNet is where students connect and belong to their college family.

### Teaching and Learning



Students use Turn It In to learn and collaborate with their teachers and friends. Students can submit a checking for Understanding task to their subject teacher via this app.

Teachers can monitor submission, review student work and provide feedback.

Each subject will use either QLearn or a OneNote course containing learning goals, lesson materials and links to other core learning apps.



Teachers can monitor when students log into the courses and use the information to engage students with assigned tasks.

### Connection

Teams allows us to connect and communicate. At times we might invite you to use this app, phone or email to arrange a meeting with a staff member.

### Routines

Students follow their school timetable. This means they engage with four lessons each day.

## Student Daily Routine

Follow College Expectations



### KAWANA WATERS STATE COLLEGE

*We are SAFE*

*We are RESPONSIBLE*

*We are RESPECTFUL*

*We are ENGAGED*

*We are **REDE** TO LEARN*

## Student Daily Structure

### Session Times 2025

<b>Before School</b>	7:40am – 8:50am
<b>Lesson 1</b>	8:50am – 10:00am
<b>Lesson 2</b>	10:00am – 11:10am
<b>First Break</b>	11:10am -11:50am
<b>Home Group</b>	11:50am - 12:00pm
<b>Lesson 3</b>	12:00pm - 1:10pm
<b>Second Break</b>	1:10pm – 1:40pm
<b>Lesson 4</b>	1:40pm – 2:50pm
<b>After School</b>	2:50pm – 4:00pm

## Device Protocols

**STUDENT DEVICE PROTOCOLS @ KWSC**  
The primary purpose of the use of personal devices at school is educational.

**Protocol 1:** I will be organised with my device and ensure it has **enough charge** to last the standard school day.

**Protocol 2:** I am responsible for the **security** of my device, including passwords and where I store it.

**Protocol 3:** I will **back up my data** securely in multiple locations. Either on the device, external storage or OneDrive.

**Protocol 4:** I will use my device during school activities **at the direction of the teacher.**  
This includes using the device in accordance with school rules, policies and procedures as well as expected standards.

**Protocol 5:** All apps/programs in my **multitasking bar** or **taskbar** will be **closed** at the beginning of each lesson unless they are directly related to my studies.

**Protocol 6:** I will **maintain the health** of my device.  
This may include: checking for updates, maintain connection to school network, turn of the device and restart frequently

### 1.5 Finding out things

School communication to parents/guardians is generally sent via email or SMS. It is important to keep the school informed of any changes to your contact details.

On the home page of the school's website – <https://kawanawaterssc.eq.edu.au/> - the 'Latest News' section contains important information and messages.

The school's event calendar is available on our website:  
<https://kawanawaterssc.eq.edu.au/calendar-and-news>

Each Monday a weekly update is emailed to parents. Each month we publish our school newsletter which is available on the school's website and will be emailed to parents and guardians who have self-subscribed. You can subscribe on-line via <https://kawanawaterssc.schoolzineplus.com/subscribe>. Please note that you will need to re-subscribe via the same link if you change your email address at any time so you continue to receive our newsletters.

#### I am looking for details about an event

The school's website has an events calendar - <https://kawanawaterssc.eq.edu.au/calendar-and-news/events-calendar>. It details the start time, venue, duration and contact for each event. Access to the events calendar is also located at the bottom of the home page – under 'Upcoming Events'.

### I want to find out a school policy

The following Kawana Waters State College policies and procedures are available on the school's website: <https://kawanawaterssc.eq.edu.au/our-school/rules-and-policies>

- Student Code of Conduct
- Uniform Policy
- Locker Use Policy
- Refund Policy
- SunSmart Policy

### I want to contact a teacher

A full list of names is available on the school's website <https://kawanawaterssc.eq.edu.au/our-school/our-staff>.

We would like to draw your attention particularly to the following policies which are summarised below:

#### Student code of conduct

Kawana Waters State College 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 well-being.

Our Student Code of Conduct is designed to facilitate high standards of behaviour so that learning and teaching in our school can be effective and students can participate positively within our school community. It outlines our system for facilitating positive behaviours and responding to inappropriate and unacceptable behaviours.

#### Sun safe policy

The Kawana Waters State College cap or a blue generic cap must be worn with the day uniform, when travelling to and from school, during lunch breaks and when travelling between classes. Please help us enforce this important safety measure.

## 1.6 What do I do when...

### My child will be absent

To inform the school of your child's absence, please make contact, by 8:50am on the day of absence, in one of the following ways:

Telephone: 07 5436 9366  
Text: **0429 471 066 (Preferred Method)**  
Email: [studentabsences@kawanawaterssc.eq.edu.au](mailto:studentabsences@kawanawaterssc.eq.edu.au)  
Online: QParents

In your message, please advise of your child's name and year level, the date of absence, the reason for absence and the expected duration of absence.

All correspondence in relation to an absence must be received directly from the parent/ guardian. Messages that are presented on a student's device will not be accepted as an authorised parent/ guardian request.

### My child will be absent due to a contagious condition

If your child has a contagious condition, please seek medical advice and follow that advice. We appreciate your contact as soon as practicable, so we can determine the need to advise others of any protective measure they need to take. Prior to your child returning to school, please note that a medical practitioner's certificate is required stating either:

- The student does not have the condition; or
- The prescribed period for the condition specified has ended.

Further information is available via the Public Health Regulation 2018 (Qld) and Queensland Health's Time Out poster. Please refer to the Queensland Health website for the most current information – <https://www.health.qld.gov.au/>

### I want to request extended leave for my child

Extended leave arrangements should be raised and negotiated with the relevant deputy principal. Applications for extended leave are approved if they meet the guidelines and application categories outlined by Education Queensland. Arrangements are then made for continuity of learning and potential return.

### My child will be late to school

Students who arrive late to school are required to attend their timetabled class. If students are arriving more than 20 minutes late, they must present to Student Services to sign in. Students will be provided with a printed Late Pass to be handed to their teacher. The school must be advised by the parent/ guardian of the reason the student is late for school.

### I would like my child to leave school early

Students who need to leave the school during the school day are required to obtain a Leave Pass **before the commencement of Period 1** from Student Services on the day they need to leave the school grounds. Advice from a parent/ guardian must include the reason, time of departure and time of return (if applicable).

Advice of late arrival or request for a Leave Pass must be received by one of the following forms of communication:

- Presentation of a written note, signed by parent/ guardian.
- **Text message 0429 471 066 (Preferred Method)**
- Email by parent/ guardian to [studentabsences@kawanawaterssc.eq.edu.au](mailto:studentabsences@kawanawaterssc.eq.edu.au)
- Phone the Attendance Officer on 5436 9366. Please note: Phone calls received on a student's mobile device will not be accepted. During high volume times, your phone message will be recorded and actioned as soon as practicable.

Please note: The person collecting a student from school should be listed as one of their contacts on OneSchool. If they are not a contact on OneSchool, prior written consent needs to be provided by the parent/ guardian advising of their permission for this person to collect a student on their behalf. The person collecting the student on the parent/ guardian's behalf will be required to present photo ID to Student services at the time of collection.

If returning to school, students must report to Student Services to record their presence before returning to class. Leave Passes may only be obtained before the commencement of the school day.

We ask that parents/guardians only make appointments for their child during school time where it is unavoidable.

### **I need to update my contact details**

It is important that the school can contact parents and guardians. Please make changes via QParents or email [info@kawanawaterssc.eq.edu.au](mailto:info@kawanawaterssc.eq.edu.au) to advise of any change to student or parent/guardian personal details (including email, mailing address, home phone, mobile or emergency contact details). The email should state the student's name, Year Level and ID number (as it appears on their Student ID Card).

### **I need to make a payment**

A number of payment options are provided with each school invoice. We prefer the use of BPoint, QParents or Netbank, however payments can be made at the Secondary Administration Office counter. Office hours are 8:00am to 3:30pm.

### **My Child has lost something**

Lost property is managed by Student Services. Please ensure your child's clothing and personal items are labelled so that in the event of an item being lost, we can endeavour to return the item to your child. If your child is notified that a name item belonging to them is waiting to be collected by them, please ask them to go to Student Services to collect the item/s. Students should not bring valuable personal items to school.

### **My child cannot walk up the stairs**

The school may provide students with a temporary lift pass in times of need, e.g. they are unable to climb stairs due to injuries. Please contact your child's Head of Year if there is a need to have a lift pass issued. When the student no longer requires the lift pass, please return it so that it can be recoded and used by others. In some cases, lift passes that have been issued to students have not been returned. When this occurs, there is an administrative cost incurred as these are specifically designed encoded cards. Lost cards will incur a replacement charge of \$10 for which parents/guardians will be charged. We ask you to reinforce with your child to take care of the card and to return it, so you don't incur an addition cost.

### **My child would like to buy lunch**

Kawana Waters State College operates a canteen, The Pantry, which provides a wide variety of healthy food at reasonable prices. The Pantry is located in the common area behind the administration block. The Pantry operates on a daily basis during the academic year before school and for both breaks.

A menu and price list are available on our school's website – please refer to:

<https://kawanawaterssc.eq.edu.au/facilities/canteen>

Purchasing at the Pantry and Uniform Shop is available through online ordering using the Qkr! App. **Pantry Online order cut off time is 8:30am.** Paper bag orders are available daily from 8:30am with EFTPOS as the preferred payment option.



### My child needs extra support

- If it is about one subject, please contact the **Class Teacher**.
- If it is about one teacher, please contact the **Head of Department** for that subject.
- If it is about more than one subject or a general concern, please contact relevant **Deputy Principal**.
- If it is a complex well-being issue or about careers, please contact relevant **Guidance Officer**.

### Some other useful contacts are:

Position	Name	Email	Phone
Guidance Officers	Mr Rob McLean (Years 10,11,12)	<a href="mailto:rmcle44@eq.edu.au">rmcle44@eq.edu.au</a>	5436 9388
	Mrs Denise Landers (Years 7,8,9)	<a href="mailto:dland8@eq.edu.au">dland8@eq.edu.au</a>	5436 9393
Attendance Officer	Mrs Alison Hammond		
School Chaplain	Mr Mark Green	<a href="mailto:mgree375@eq.edu.au">mgree375@eq.edu.au</a>	5436 9342
Community Educational Councilor	TBA		
Indigenous Student Contact	Mrs Lisa Hardidge	<a href="mailto:ljhar1@eq.edu.au">ljhar1@eq.edu.au</a>	5436 9382
Student Data Management	Mrs Ailsa Austin	<a href="mailto:aaust18@eq.edu.au">aaust18@eq.edu.au</a>	5436 9396
Industry Liaison Officer	Mrs Karen Healey	<a href="mailto:kheal48@eq.edu.au">kheal48@eq.edu.au</a>	54369370
School Based Youth Health Nurse	Mrs Trish Bell	<a href="mailto:tbell180@eq.edu.au">tbell180@eq.edu.au</a>	5436 9360
School Based Police Officer	TBA		
Placement Officer	Mrs Larni Buchanan	<a href="mailto:lbuch23@eq.edu.au">lbuch23@eq.edu.au</a>	5436 9370
Year 7 Level Co-Ordinator	Mrs Hayley Sinclair	<a href="mailto:hsinc31@eq.edu.au">hsinc31@eq.edu.au</a>	5436 9386
Year 8 Level Co-Ordinator	Ms Jill Edwards	<a href="mailto:jedwa232@eq.edu.au">jedwa232@eq.edu.au</a>	5436 9348
Year 9 Level Co-Ordinator	Mrs Helene Mackay	<a href="mailto:hxmac1@eq.edu.au">hxmac1@eq.edu.au</a>	5436 9371
Year 10 Level Co-Ordinator	Ms Lani Buchanan	<a href="mailto:lbuch23@eq.edu.au">lbuch23@eq.edu.au</a>	5436 9419
Year 11 Level Co-Ordinator	Mr Trent Williams	<a href="mailto:twill506@eq.edu.au">twill506@eq.edu.au</a>	5436 3338
Year 12 Level Co-Ordinator	Ms Anastasia Holt	<a href="mailto:aholt49@eq.edu.au">aholt49@eq.edu.au</a>	5436 3371

## I need some extra support

You might find these links useful:

### Useful Links

Parenting and Learning  
[Apple Support](#)  
[The Australian Parenting Website](#)  
[Learning Potential](#)  
[Random Acts of Kindness](#)

Department of Education  
[Department of education Supporting Student Health and Well-Being](#)  
[Department of Education Coronavirus \(COVID-19\) Fact Sheet](#) Advice for Parents / Carers to Support Children and Young People

Cyber Safety  
[Australian Government eSafety Commissioner](#)  
[School TV Cyber safety series](#)  
[THINK U KNOW](#)

Queensland Government  
[Queensland Government – Health Alerts – Coronavirus \(COVID-19\)](#)  
[Queensland Government Health Alerts](#)

Mental Health and Well-Being  
[Beyond Blue](#)  
[Kids Helpline](#)  
[Reach Out](#)

Queensland Curriculum and Assessment Authority  
[Queensland Government - QCAA](#)

## 2. Your Child's opportunities

### 2.1 Inclusion

Inclusion occurs when a diversity of people feels valued and respected, have access to opportunities and resources and can contribute their perspectives and talents.

[www.dca.org.au](http://www.dca.org.au)

At Kawana Waters State College, we believe all people can learn.

We strive to develop lifelong learners who make a positive contribution to a global society.

Kawana Waters State College provides planned and purposeful opportunities so all students can access learning and fully participate in our school community to enhance and scaffold their academic and social success.

We are committed to inclusive education that is supported by:

- Developing a school-wide culture and language of inclusion
- Empowering an expert teaching team to support diverse learners
- Differentiating learning experiences by making reasonable adjustments tailored to individual student needs
- Collaborative partnerships with our families and community.

## 2.2 Classroom Learning

Curriculum guides give you an overview of learning for the year and subject-by-subject details. There are separate guides for the Junior School (Years 7 – 9) and Senior School (Years 10 – 12). They can be found on the school's website – <https://kawanawaterssc.eq.edu.au/curriculum>

The Assessment and Learning Calendar is on StudentNet and includes all assessment items for each year level including details on the subject, type of assessment, time, date and location. This is published so that students can sync with their outlook calendar and plan their time.

## 2.3 Co-Curricular Activities

There is a broad range of extra-curricular activities available to all students of Kawana Waters State College. For information about these activities, please contact the Co-Curricular Office or the relevant staff member in charge. Contact details are available on our website:

- Sport <https://kawanawaterssc.eq.edu.au/extra-curricular/sports>
- Medical Immersion Program: <https://kawanawaterssc.eq.edu.au/extra-curricular/medical-immersion-program>
- Young Academics Program: <https://kawanawaterssc.eq.edu.au/extra-curricular/young-academics-program-y-a-p>

The 2025 extra-curricular schedule is attached as Appendix 3 and is also available on our website at <https://kawanawaterssc.eq.edu.au/extra-curricular>

## 3. Student Resource Scheme

At Kawana Waters State College, we offer an excellent educational environment and provide many opportunities to all students. State schools do not charge instruction, facilities and administration costs; however, some fees are essential to support the delivery of education.

Kawana Waters State College Student Resource Scheme includes subject fees and are invoiced to families to support the delivery of educational resources for students. Payment of fees is mandatory.

Our P&C Association reviews and approves the fees each year.

The Queensland Government provides a Textbook and Resource Allowance to parents and guardians of eligible students to offset the costs of education. The allowance is paid to the school. This allows us to provide eTexts, text books and other resources to support your child's education.

The allowance varies annually. In 2025, the allowances are:

- \$155 for Year 7 to 10 students
- \$337 for Year 11 and 12 students

More information on the textbook and resource allowance can be found on the [Department of Education website](#)

Most students are eligible for the Textbook and Resource Allowance once per year for six years (or for the duration of their enrolment at Kawana Waters State College).

Students are not eligible if they:

- Are enrolled as international students
- Are enrolled in a centre of Continuing Secondary Education (CCSE)
- Are undertaking part time distance education from a non-state school accredited for distance education
- Are enrolled after the first Friday in August.

#### Summary of fees

There are two types of fees: Student Resources Scheme and the subject fees.

#### Subject fees for senior students

Subject fees cover the additional cost of resources, directly associated with the subject. Subject fees for senior students are available in the senior subject selection handbook on our school's website.

When you enrol your child, you will be asked to sign the Participation Agreement Form that is included in the Enrolment Package. This Agreement outlines the terms and conditions of the Student Resource Scheme. We ask that you acknowledge that you have been advised that the school charges subject fees for subjects undertaken by the students; and that you will support the school by paying the fees.

The school endeavours to provide as much information to parents to allow informed decisions to be made.

For a detailed list of resources included under User Pays Scheme, please check the subject selection booklets on our website.

#### Extra-curricular & recreational activities (optional)

Optional extra-curricular and recreational activities (e.g., performing and visual arts, chess, debating and sporting activities), formals, socials, movie nights, overseas travel, year level activities, fundraising activities are offered to students to enhance the educational experience at the school. These are not mandatory and are additional to the fees.

Charges for recreational activities are based on a cost recovery basis and are determined by expenses incurred for the activity and the number of participants. Expenses may include travel costs (including insurance), venue, catering, gifts for overseas schools, decorations, security, etc. Fees for extra-curricular activities are calculated on a cost recovery basis. Costs may include some or all of the following:

- Acknowledgements for volunteer coaches
- Catering for visiting school principals and sports masters
- Enhancement equipment
- Equipment replacement and repair
- Filming by audio/visual specialists
- Operating expenses (photocopying)
- Referee expenses
- Sports medicine (ambulance on site)
- Training bibs/singlets
- Transport
- Uniforms/costumes
- Venue use/hire

These fees are also based on the number of students who are participating in the activity. Parents/guardians are informed of these fees prior to students participating in the activity to allow them to make an informed decision, and should be paid before the start of any activities.

#### Invoices

Student Resource Scheme invoices are emailed to parents and guardians in Term 4 each year for the following year.

Year 10, 11 and 12 students are invoiced for subjects early in Term 1 – costs cover the whole year payment.

You can pay all fees by:

- Paying via BPoint electronically
- QParents
- Making a direct deposit into the school's bank account
- Setting up a Centrelink direct debit
- Paying at the finance counter in the secondary administration block

For more information on payment options, download [Payment Options for Parents](#). If you are experiencing financial difficulties, please contact us early to set up a Payment Plan. A Payment Plan allows you to pay fees gradually, however, must be paid in full by the middle of November of the same year. By contacting us early, you can ensure your child's extra-curricular and recreational activities are managed responsibly.

#### Non-payment of levies and fees

Fees apply to all students, irrespective of the category of enrolment in which they are enrolled. It is essential that these fees are paid so that resources can be provided to teachers in the classrooms. This school ensures that classrooms are resourced well, and to a high standard. This cannot happen without your support.

As per the terms and Conditions of the User Pays Scheme Agreement signed by parents prior to enrolment:

16. *Non-payment of subject fees may result in debt recovery action in accordance with the Department's [Debt Management procedure](#). In such cases the principal may:*
  - *Withhold the provision of any further items under the User Pays Scheme*
  - *Exclude the student from optional, non-curricular activities and/or*
  - *Withdraw the student's participation in the User Pays Scheme*
  - *Initiate debt recovery action*

#### 4. School term dates – 2025

Term	Dates	Duration
1	Tuesday 28 January – Friday 11 April	10 weeks
2	Monday 27 April – Friday 27 June	10 weeks
3	Monday 14 July – Friday 19 September	10 weeks
4	Tuesday 7 October – Friday 12 December	10 weeks

The 2025 school year will commence for students on Tuesday 28 January.

A copy of the Queensland State Schools Calendar 2025 is appended – refer to Appendix 3 – and is available on line via <https://education.qld.gov.au/about/Documents/2025-school-calendar.pdf>

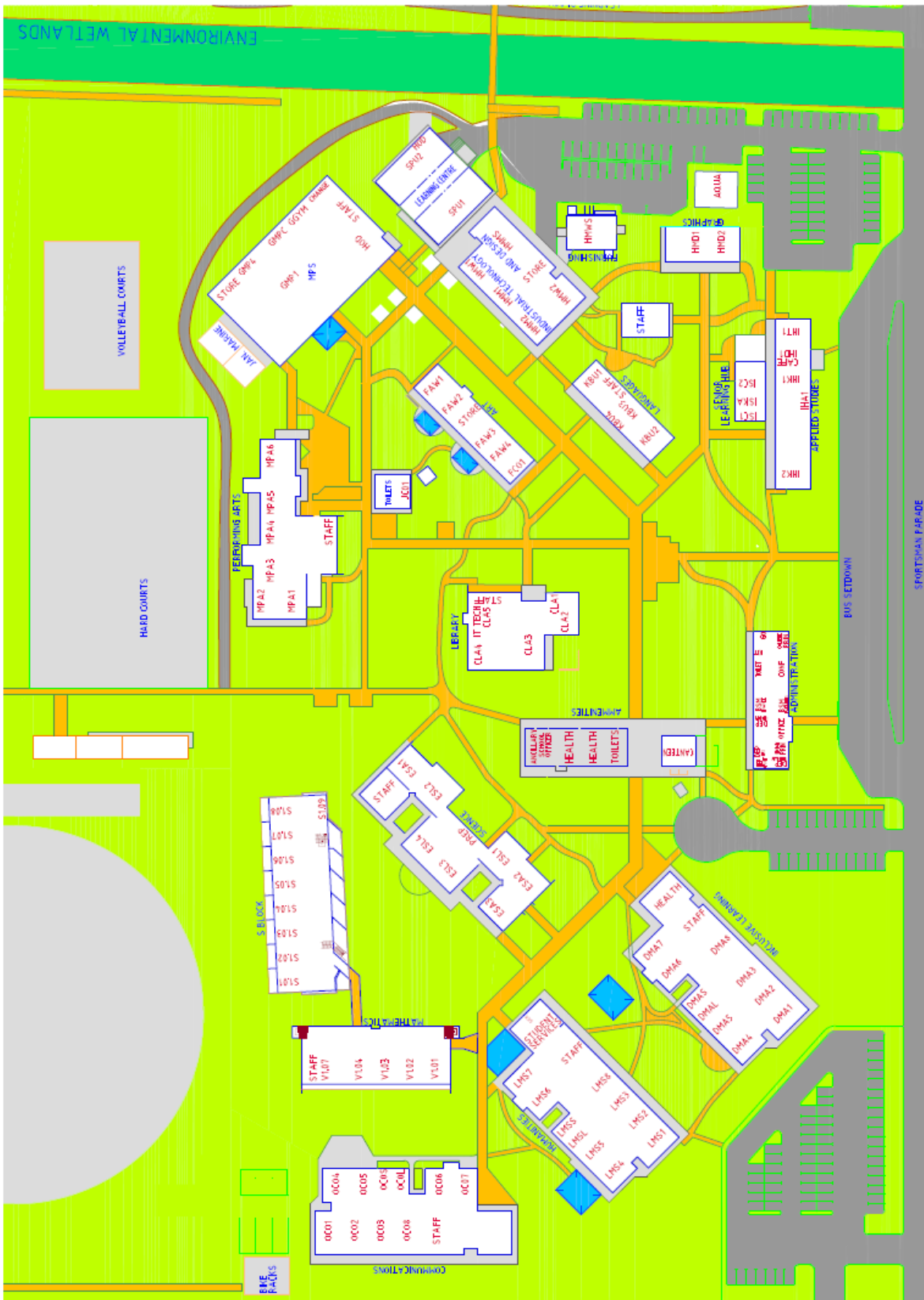
For future years' school term dates, please visit the Education Queensland website: <https://education.qld.gov.au/about-us/calendar/future-dates>





# Appendices

# Appendix 1 – Campus Map





## **Appendix Two - Co-Curricular Activity Program 2025**

[Beyond the Classroom - Co-Curricular Opportunities Junior Secondary](#)

[Beyond the Classroom - Co-Curricular Opportunities Senior Secondary](#)

## Appendix 3 – Parent School Calendar

Department of Education

Queensland  
Good Jobs  
Better services  
Great lifestyle

# 2025 School calendar Queensland state schools

DECEMBER 2024	JANUARY	FEBRUARY	MARCH	APRIL
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7	1 2 3 4	1	30 31	1 2 3 4 5
8 9 10 11 12 13 14	5 6 7 8 9 10 11	2 3 4 5 6 7 8	2 3 4 5 6 7 8	6 7 8 9 10 11 12
15 16 17 18 19 20 21	12 13 14 15 16 17 18	9 10 11 12 13 14 15	9 10 11 12 13 14 15	13 14 15 16 17 18 19
22 23 24 25 26 27 28	19 20 21 22 23 24 25	16 17 18 19 20 21 22	16 17 18 19 20 21 22	20 21 22 23 24 25 26
29 30 31	26 27 28 29 30 31	23 24 25 26 27 28	23 24 25 26 27 28 29	27 28 29 30
MAY	JUNE	JULY	AUGUST	SEPTEMBER
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3	1 2 3 4 5 6 7	1 2 3 4 5	31	1 2 3 4 5 6
4 5 6 7 8 9 10	8 9 10 11 12 13 14	6 7 8 9 10 11 12	3 4 5 6 7 8 9	7 8 9 10 11 12 13
11 12 13 14 15 16 17	15 16 17 18 19 20 21	13 14 15 16 17 18 19	10 11 12 13 14 15 16	14 15 16 17 18 19 20
18 19 20 21 22 23 24	22 23 24 25 26 27 28	20 21 22 23 24 25 26	17 18 19 20 21 22 23	21 22 23 24 25 26 27
25 26 27 28 29 30 31	29 30	27 28 29 30 31	24 25 26 27 28 29 30	28 29 30
OCTOBER	NOVEMBER	DECEMBER	JANUARY 2026	FEBRUARY 2026
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4	30	1 2 3 4 5 6	1 2 3	1 2 3 4 5 6 7
5 6 7 8 9 10 11	2 3 4 5 6 7 8	7 8 9 10 11 12 13	4 5 6 7 8 9 10	8 9 10 11 12 13 14
12 13 14 15 16 17 18	9 10 11 12 13 14 15	14 15 16 17 18 19 20	11 12 13 14 15 16 17	15 16 17 18 19 20 21
19 20 21 22 23 24 25	16 17 18 19 20 21 22	21 22 23 24 25 26 27	18 19 20 21 22 23 24	22 23 24 25 26 27 28
26 27 28 29 30 31	23 24 25 26 27 28 29	28 29 30 31	25 26 27 28 29 30 31	

- School holidays
- Public holidays
- Staff professional development/student free days
- Part public holiday after 6 pm

There are 194 school days in 2025.

Semester 1, 2025 commences for teachers on 23 January and for students on 28 January 2025.

### STAFF PROFESSIONAL DEVELOPMENT DAYS

Staff professional development days for teachers are 23 and 24 January, 16 and 17 April and 5 September 2025. Schools are able to decide when they undertake the required hours for professional development for the flexible days, as long as they are on the flexible days, in the school holidays or out of school hours.

### PUBLIC HOLIDAYS

Queensland public holidays are set by the Industrial Relations Minister.

Public holidays for local show days are not shown due to diversity of dates across the state.

### FINAL DATES FOR STUDENT ATTENDANCE

21 November is the final date for Year 12 attendance for receipt of a Senior Statement. 28 November is the final date for student attendance in Years 10 and 11.

Some schools in regional, rural and remote areas will close for the summer holidays on 5 December.

*The information in this calendar was correct at the time of publication but may be subject to change.*

For more information and the latest version of this calendar, visit

[www.education.qld.gov.au](http://www.education.qld.gov.au)