



**north high**

*we strive for the best*

# Information Booklet

Department of Education  
Trading as Education Queensland International  
**CRICOS Registration Number 00608A**



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**This Parent Information Booklet provides general information on a range of topics and includes extracts of a number of policies. Full copies of the policies are available from the school website:**

**[www.mackaynorthshs.eq.edu.au](http://www.mackaynorthshs.eq.edu.au)**

# School Contacts

Phone: (07) 49 631666

Student Absence Line: (07) 49 631666 (select option 1)  
[studentabsent@mackaynorthshs.eq.edu.au](mailto:studentabsent@mackaynorthshs.eq.edu.au)

QParents

Postal Address: PO Box 8333  
Mount Pleasant QLD 4740

Email: [principal@mackaynorthshs.eq.edu.au](mailto:principal@mackaynorthshs.eq.edu.au)

Facebook: [www.facebook.com/MackayNorthSHS](https://www.facebook.com/MackayNorthSHS)

Website: [www.mackaynorthshs.eq.edu.au](http://www.mackaynorthshs.eq.edu.au)

School Hours: 8:40am – 3:00pm

Office Hours: 8:00am – 4pm (Monday – Friday)





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## Leadership Team

### **Executive**

**Principal**

Catherine Rolfe

**Deputy Principals**

Tracey Hocking

Robert Curtin

Leanne Jarvis

**Deputy Principal - Diverse Learning  
Business Manager**

Sharon Oakes

Trent Sehl

### **Heads of Department**

English

Michelle Wollaston

Digital Technology

John Doolan

Design Technology

Maddison Kirkpatrick

HPE

Jim Wilson

Humanities

Sherri Savage

Junior Secondary

Clay Simpkins

Mathematics

Sue McMurtrie

Middle School

Carolyn Thomas

The Arts – Music

Kathy George

The Arts – Performing/Visual/LOTE

Rebecca Horton

Senior Secondary

Dedan Daniel

Science

Bianca Dicoski

Vocational Education / Home Economics

Romana Wallace

Guidance Officer

Sharon Martin

### **Student Support Team**

Year 7 Coordinator

Laura Fites

Year 8 Coordinator

Adelle Amies

Year 9 Coordinator

Jenny Cooper

Year 10 Coordinator

Jodie Wood

Year 11 Coordinator

Mark Shew

Year 12 Coordinator

Laura McCubben

School Based Youth Health Nurse

Rachel Bradbury

Community Education Counsellor

Tara Rakaika

Youth Support Workers

Lana Lawn / BeeJae Lugo / Allan Buckland

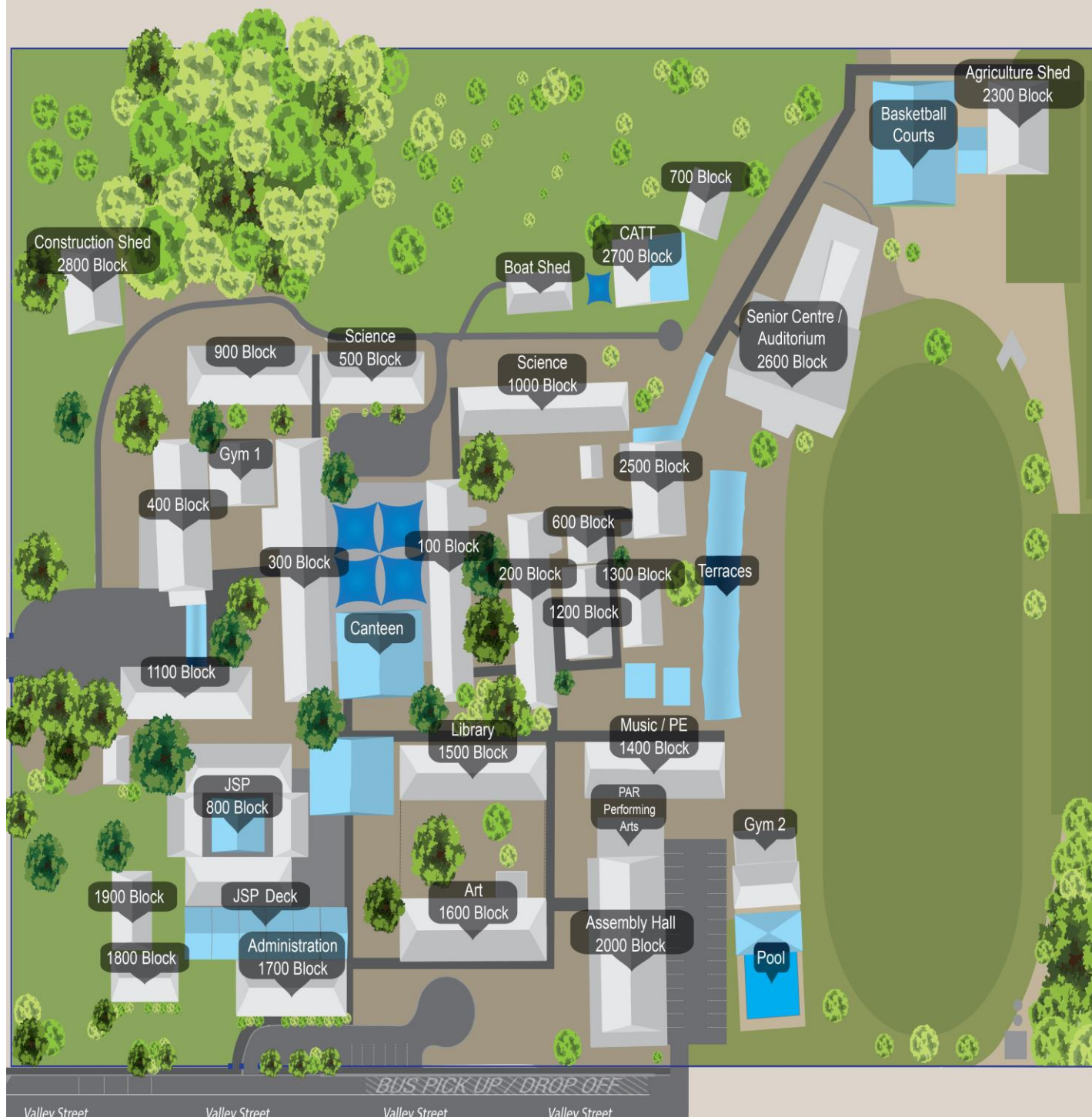
Social Worker

Katie Marlborough

# Map



# Mackay North State High School Map





## School Motto

**Meliora Sequimur**      *We Strive for the Best*

## Core Values

Together we strive to ensure our graduates are:

**Respectful      Resilient      Confident**

## School History

The school opened in January 1964 with an enrolment of 209 students in Years 8 and 9. Mr JD Cassidy was the first Principal with a staff of nine teachers. Two buildings, 100 and 400 blocks, were constructed but furniture and tools for woodwork were borrowed. Toilets were of the outdoor variety and there was no school tuckshop for the first four years.

The present school buildings were gradually added. The school now includes a Junior Secondary Precinct, Science, Art, Music & Performing Arts and Manual Arts blocks, Home Economics block which include an industry standard teaching restaurant, Community Hall, 25 metre swimming pool, (Senior Centre), football oval, hockey field, 2 netball courts, 2 volleyball courts, 3 cricket practice pitches and numerous Sun Safe and landscaped areas.

The school has a consistently well populated student body and currently has approximately 1400 students with a staff of approximately 160 including the administration team, teachers and support staff. The school has been guided by eleven Principals through the years. Mackay North enjoys a friendly, positive relationship with the community of Mackay and school morale is high owing to the good rapport between students and staff. Year 7 students attended North High for the first time in 2015.

## Communication with Parents and Community

Embracing the technological world in which we live, our primary forms of communication with parents are via Facebook, Instagram and email.

At Mackay North SHS a newsletter is emailed to parents fortnightly and our school Facebook and Instagram page is regularly updated, several times a week. This form of communication has been embraced by our community as it allows parents to share stories with relatives who do not live close by at the click of a button.

[www.facebook.com/MackayNorthSHS](http://www.facebook.com/MackayNorthSHS)

[www.instagram.com/mackaynorthshs/](http://www.instagram.com/mackaynorthshs/)



As needed, teachers and administration will use email and phone contact in order to keep you up-to-date with your student's progress as well as other important information relating to them, their year level or whole school events.

## Sport Houses

### **BAGLEY** COLOUR: **RED**

Bagley House is named after Charles Frederick Bagley who was born at Eton and became one of the best known and most highly respected businessmen in Queensland. He founded Michelmores and was chairman of the Mackay Harbour Board from 1933 until his death in 1949.

### **SPILLER** COLOUR: **YELLOW**

John Spiller is credited with being the father of the sugar industry in Mackay. He was the first to plant cane in the district and began crushing at Pioneer Mill in 1871. Mr Spiller was one of the first to employ South Sea Islanders, even studying their language and customs so that he could understand them. He also ran the first steam locomotive on his estate in 1880.

### **FITZGERALD** COLOUR: **BLUE**

Thomas Fitzgerald was an outstanding personality in the early settlement of Mackay. He owned cane farms and built Meadowlands Mill. Mr Fitzgerald donated land for a church, laid out the Mackay racecourse and entered Parliament.

### **NORRIS** COLOUR: **GREEN**

Mr JR Norris opened the first State School in the Mackay district in September 1871. The school was the original central State School and Mr Norris was Principal for 43 years until he retired in 1915. He was well known for driving to school in his horse and buggy. Collecting pupils on the way.

### **SPIRIT OF NORTH CUP**

The Student Council Executive of 2012 developed this concept to encapsulate the Citizenship and Service activities which form a large part of the life of North High. The cup is awarded at the Annual Academic, Cultural and Citizenship Awards Evening to the House whose students contributed most in these two areas of school life as shown through the House member's participation in activities as varied as the Cancer Head Shave and 40 Hour Famine, Debating, Maths and Science competitions, Art Awards, contributions to school events, including the annual Fair and Tournament of the Minds and for involvement in and contributions to special days such as the school participating in the region's Marina Fun Run. Points are awarded by teachers.

## Buses

A bus service is operated by Mackay Transit Coaches. Fares are calculated based upon pick up and drop off locations. A schools timetable is available from their website. There is also a school bus assistance scheme for eligible families (refer to website for further details).

#### **Contact:**

Website: <http://mackaytransit.com.au/schools/school-services/>  
Email: [info@mackaytransit.com.au](mailto:info@mackaytransit.com.au)  
Phone: 1300 MTC BUS

List of Available Services: <http://mackaytransit.com.au/school/north-mackay-state-high-school/>





## Student Resource Scheme

Mackay North SHS has chosen to operate a Student Resource Scheme (SRS). The purpose of the SRS is to provide parents with a cost-effective alternative to purchasing textbooks, resources, consumables and/or materials from elsewhere, through reduced prices gained from the schools bulk purchasing process/abilities.

SRS enables a parent to enter into a written agreement with the school that, in return for payment of a specified annual participation fee, provides the participating student temporary use of prescribed textbooks and other resources. Participation in the Scheme is voluntary and no obligation is placed on a parent to participate. A parent's decision to participate is based on consideration of the value afforded by the SRS. The MNSHS SRS provides excellent value for money. A parent who does not wish to join the scheme is responsible for providing the student with the required resources including personal copies of textbooks and consumable materials to enable the student to engage with the curriculum. A comprehensive list of what the SRS provides for your child is available from the school administration or the school website.

Participants of the SRS are required to fulfil their full financial obligations. In the absence of payment, students will be unable to participate in non-curriculum activities that also require payment (eg. sport trips, camps, extra-curricular programs). We ask all parents and carers to pay fees before the start of each school year. This enables student learning materials and books to be purchased early and discounts on the resources can be secured by the school through bulk ordering and early payment and allows students the opportunity of accessing their resources when they commence the school year.

*(Document: SRS Participation Agreement)*

## Scholarships

Mackay North State High School offers scholarships to students in Junior Secondary (for three years through Years 7, 8 and 9) and Senior Secondary (for three years through Years 10, 11 and 12). Scholarships will be offered to six Year 7 and 10 students and are awarded in the areas of academic, cultural and sporting excellence.

The scholarship includes the payment of the school base SRS fee, some money towards uniforms and some towards expenses associated with the winning students' area of excellence eg: Instrumental Band fees, academic competition fees etc.

Scholarships are open to any student, regardless of residential address; therefore they provide an avenue for students outside the MNSHS Catchment zone to come to our school.

Details regarding the scholarship scheme are available on the school website.



# Attendance expectations

## **School Responsibilities**

Mackay North SHS aims to work in partnership with parents and students to maximise student attendance.

Through the systems we have in place we aim to:

- Identify absences quickly;
- Follow-up absences promptly;
- Send clear messages to students and parents that attendance is vital

## **Student Responsibilities**

Students are required to;

- Make a determined effort to attend school every day;
- Provide the school with a reasonable explanation from a parent/guardian when an absence is unavoidable;
- Catch up on any classwork that has been missed due to an unavoidable absence.

## **Parents Responsibilities**

At Mackay North State High we expect parents/guardians to:

- Actively support the school in ensuring their child(ren) attend every school day of the year, monitoring their attendance via their student's Q Parents app.
- Provide explanation of any absence as soon as possible (preferable on the day) via:
  - Phone Call – 49631666, option 1
  - Reply text – SMS texts are sent each morning for any unexplained late or absent students.
  - Note in their student's Diary on the day of return, which students take to the office to show before school.
- Contact the school prior through the Junior or Senior Secondary Hubs for any planned early departure from school and remind their child(ren) that they still must report to the Junior or Senior hubs to sign out before their departure
- Actively encourage their child(ren) to follow up with their teachers after all short term absences to ensure they have all the required work to continue successfully in their classes.
- Contact the school prior through the Junior or Senior Secondary hubs for any planned absences to enable alternative arrangements to be made if necessary where there is a potential long term absence. Parents/ guardians are encouraged to make informed decisions about appropriate absences from school, remembering that every absence is a day of learning missed and requires the student to organise catch-up work.
- Actively work with the school to limit truanting and to put in place consequences for classes / days missed when a student truant ("wags class"). This may include in school detentions.

## Monitoring of Student Attendance:

### Daily:

In Home Groups each morning, rolls are marked electronically. From this information, each morning, any student who is marked with an unexplained late or absence, will have parents sent a text informing them of the status.

In each class, rolls are marked electronically.

### Over time:

Those who have signed up to Q Parents are able to monitor attendance including up-to-date percentages as well as provide reasons for absences via that system.

Year Level teams monitor their cohort's attendance via data provided by Senior / Junior HODs each week.

## Q Parents

To assist parents be connected to the school, we recommend and encourage parents to join Q Parents. This platform allows a parent access to a student's:

- Personal details as well as the ability to update them via this platform eg address, phone contacts, medical details;
- Attendance percentages and details including the ability to submit explanations for absences;
- Academic records including:
  - Current timetables,
  - Current assessment planners,
  - Previously issued report cards from any Qld Government school;
  - Positive behaviours that may have been awarded to the student eg: Year Level parade awards.



Due to the private nature of this information, registration with Q Parents does require parents to enter 100 points of identification; this is to ensure the safety and privacy of students and their families.

<https://qparents.qld.edu.au/#/login>

# Uniform expectations

## SCHOOL POLICY

The school uniform has been determined by the P & C Association with input from staff and students. Our school community values the wearing of full school uniform at all times, and this expectation is made clear to all students who enrol at Mackay North State High School. It is expected that all students will wear the uniform with pride and modesty. The school's administration reserves the right to enforce the school's uniform policy under these guidelines. The school strongly recommends the wearing of hats/caps for all outdoor activities. Reversible school/house colour bucket hats are available for sale from the school office. Beanies and bandanas are not permitted.

## SPORTS UNIFORM

Sports uniform can be worn on Monday, Tuesday, Thursday and Friday

## FORMAL UNIFORM

It is compulsory for all students to wear the formal uniform on Wednesday.

## GUIDELINES

All teaching staff are responsible for enforcing the Uniform Policy. Students who do not comply with the Uniform Policy will be subject to procedures for non-compliance as per the Student Code of Conduct.

Department of Education safety regulations dictate that in practical classes (eg. Art, Science, Manual Arts, Physical Education and Home Economics) "footwear with impervious uppers will be worn". We encourage footwear at Mackay North SHS that complies with these guidelines.

## SAFETY CLOTHES

Students enrolled in Senior Manual Arts subjects will be required to provide safety boots, overalls and safety glasses for the workshops. Information will be provided during subject selection.

Students participating in Agriculture may wear a high visual shirt during practical sessions.





At Mackay North SHS we care about our students, their safety and their image in the community and believe that their appearance is a very significant and visible communicator about our school. In accordance with community feedback and health and safety issues, the following uniform is in place for all students. Any future modifications will involve a community consultation process.

The school uniform of Mackay North SHS is designed to:

- Give students a sense of purpose and pride that lends itself to the process of learning in our educational environment.
- Cater for elements of safety, comfort, climate, modesty, cost, efficiency, social equity and activity.
- Ensure that outsiders who wish to intrude into our school grounds are readily identifiable.

All decisions on the appropriateness of uniform, footwear, hair, jewellery, make-up etc are at the Principal's discretion.

## **Appearance:**

Mackay North SHS sets dress standards which reflect industry and workforce expectations. In order to provide a common understanding and shared values in relation to the wearing of jewellery and appropriate appearance, the following guidelines are provided for students and parents:

### **JEWELLERY**

The only jewellery permitted is a watch (plain band), two pairs of plain sleepers or studs, (four earrings in all, a maximum of two earrings per ear) and one plain ring to meet safety requirements. Necklaces are not permitted.

### **NAIL POLISH**

Only clear nail polish is to be worn. Nails are to be trimmed to a safe length.

### **MAKE-UP**

Light foundation only.

### **HAIRSTYLES**

Any student with an inappropriate hairstyle (including colour, tracks etc) may be isolated from non-curriculum activities until rectified.

Hair accessories should be primarily functional and not a fashion item. Items such as hairbands, hair ties, combs etc are to be predominantly in school colours.

### **BODY PIERCING**




1 Nose piercing with a small clear stud is permitted.

Body piercing, such as eyebrows/lip/tongue piercings is not permitted.

### **TATTOOS:**

Visible tattoos are **not** part of the school uniform and must be discreetly covered at all times.

*(Policy: Uniform Policy)*

<b>Formal Uniform</b>	<p>MNSHS royal blue with white and grey stripe front pleated skirt. Skirts are not to be worn shorter than just above the knee  OR  Grey dress shorts  OR  Long grey dress pants</p> <p>MNSHS formal shirt / blouse</p> <p>MNSHS school logo ankle socks, or plain black or white ankle socks</p> <p>MNSHS Tie suitable for shirt or blouse</p> <p>MNSHS jacket or MNSHS Knit Jumper  Or  MNSHS Blazer (for students attending formal duties – borrowed from school)</p>
<b>Formal Shoes</b>	<p>Students are strongly urged to wear plain, black shoes with the formal uniform.</p> <div style="text-align: center;">  </div>
<b>Sports Uniform</b>	<p>MNSHS Sports shirt (Junior or Secondary)  MNSHS unisex shorts  MNSHS school logo ankle socks, or plain black or white ankle socks  MNSHS jacket or plain royal blue pullover (zipped or over-style not hooded) or windcheater is acceptable.</p>
<b>Sports Shoes</b>	<p>Predominantly white / off white joggers with white laces</p> <div style="text-align: center;">  </div> <p>Or</p> <p>Predominantly black joggers with black laces or predominantly blue joggers with blue laces</p> <div style="text-align: center;">  </div>
<b>Hat</b>	<p>MNSHS Bucket hat</p>
<b>Examples of incorrect Shoes</b>	<div style="text-align: center;">  </div>

(Policy: Uniform Policy)

\* For colour description refer school website



## **Non-uniform school occasions** (e.g. Uniform free charity days; Industry Placement Days)

Students are required to dress appropriately for these non-uniform occasions and are expected to do so with the responsibility of being ambassadors for the school. On these occasions it is important that students present themselves in a manner that is neat, tasteful and meets safety requirements, including sun safety (e.g. enclosed shoes, no singlet tops). Non-uniform dress expectations are explained and demonstrated on school assemblies (e.g. clothing is not to have offensive language or alcohol slogans, shorts/skirts must be of a decent length complying with the fingertip rule and no make-up is to be worn). Extremes of style and fashion are not acceptable as the school is aiming to develop socially appropriate standards in students.

It is not possible to set out presentation and grooming rules in a way that is 'black and white', there is always the need for interpretation about taste, safety and appropriateness of fashion trends. The school Administration will need to make judgements about this from time to time.

## **Uniform Suppliers**

Listed here are some companies who are suppliers of uniforms items and materials.

### **UNIFORM SOLUTIONS, 134-140 Diesel Drive, Paget MACKAY**

E-mail: [sales@uniformsolutionsmackay.com.au](mailto:sales@uniformsolutionsmackay.com.au)

[www.uniformsolutionsmackay.com.au](http://www.uniformsolutionsmackay.com.au) (online shopping)

- Formal Uniform – shirts, skirts, shorts, ties, socks, belts
- Sports Uniform – polo shirts (Junior and Secondary), sports shorts, microfibre jackets



### **LOWES, CANELANDS (only) PH: 49440926**



- Formal Uniform –shirts, skirts, shorts, ties, socks, belts
- Sports Uniform –polo shirts (Junior and Secondary), sports shorts, microfibre jackets

Most school uniform patterns are available from these local stores.

**PLEASE NOTE: UNIFORMS ARE NOT AVAILABLE FOR PURCHASE FROM THE SCHOOL**

# Computers and other electronic devices

## BYOx overview

At Mackay North State High School's BYOx refers to the Apple iPad Mini or Laptop (refer school specifications on website). Access to the department's ICT network is provided only if the mobile device meets the department's security requirement which, at a minimum, requires that anti-virus software has been installed, is running and is kept updated on the device [Acceptable Use of ICT Facilities and Devices](#).

Students and staff are responsible for the security, integrity, insurance and maintenance of their person mobile devices and their private network accounts.

The BYOx acronym used by the department refers to the teaching and learning environment in Queensland state schools where personal-owned mobile devices are used. The 'x' in BYOx represents more than a personally-owned mobile device; it also includes software, applications, connectivity or carriage service.

The department has carried out extensive BYOx research within Queensland state schools. The research built on and acknowledged the distance travelled in implementing 1-to1 computer to student ratio classes across the state, and other major technology rollouts.

We have chosen to support the implementation of a BYOx model because:

- BYOx recognises the demand for seamless movement between school, work, home and play
- Our BYOx program assists students to improve their learning outcomes in a contemporary education setting.
- Assisting students to become responsible digital citizens enhances the teaching learning process and achievement of student outcomes as well as the skills and experiences that will prepare them for their future studies and careers.

## DEVICE SELECTION

Before acquiring a device to use at school the parent or caregiver and student should be aware of the school's specification of appropriate device type, operating system requirements and software. These specifications relate to the suitability of the device to enable class activities, meet student needs and promote safe and secure access to the department's network.

The school's BYOx program may support printing, filtered internet access, and file access and storage through the department's network while at school. However, the school's BYOx program does not include school technical support or charging of devices at school.

Students are invited and encouraged to become members of the **Connected Students BYO Ipap or Laptop program**. This program allows students to bring their own privately-owned device to school to be utilised in classes and allows access to the school network, internet and printers via a small piece of software loaded on to the device. Participation in this program, whilst voluntary, is strongly recommended for students intending on going onto further study after high school and is only granted after the Participation Agreement. Associated fees are included in the Student Resource Scheme, with a fee of \$20 being levied.

*(Minimum specifications for devices are located on the website under facilities – Computers and Technology)*

*(Policy: Facilities/ Computers and Technology/ Student Charter)*



## Printing

There are photocopiers placed around the school which allow students to print and photocopy in both black and white, back-to-back and/or colour. Students are allocated a portion of their SRS fees each semester to printing costs. If a student exceeds this amount, they are able to purchase more printing credit via the school office where their account will be topped up.

Students are encouraged to carry their ID Cards with them as it links them to their computer account via the photocopiers. This allows them 'swipe access' to their printing rather than the time consuming logging in process on each photocopier.

## Mobile phones, Tablets and other Electronic Devices

In 2024, students must keep their mobile phones and wearable devices (including other emerging technologies which have the ability to connect to telecommunication networks or the internet) switched off and 'away for the day' during school hours (8.00 am – 3.00 pm) and whilst on the school grounds.

Storage and safety of mobile phones and wearable devices is the responsibility of the student and when switched off maybe stored in either the school bag, pencil case, locker or pocket. If a wearable device, such as a smartwatch, is worn notifications must be switched off so that phone calls, messages and other notifications cannot be sent or received during school hours.

If a student breaches the school's mobile phone policy:

- **On the first occasion** Student and phone sent to office, office will text parents/carers of the breach, student can collect at the end of the day.
- **On the second occasion** student and phone sent to office, student's parents will be contacted and will be required to pick the phone up from the front office.
- **On the third occasion** Student phone to be confiscated, parents will be required to collect and will need to meet with Sector HoD or Admin, phone will need to remain at home or to be stored Administration phone locker.
- **Ongoing failure to comply** may result in after school or weekend detention or suspension for failure to follow.

*(Policy: Mobile Devices Policy – within the Student Code of Conduct)*

## ICT Access Agreement

This policy outlines the acceptable use guidelines for students using ICTs here, this includes: the school computer network, Internet, email, school equipment including laptops, desktops, printers, cameras, devices etc as well as BYO devices providing access to the school network and resources. Students and their Parents/Guardians are required to sign a copy of the ICT Access Agreement to gain access to ICT resources as part of the school program.

### The Basics:

- **Every student has an individualised account** on the school's computer network that is not accessible to other students. The account or password **is not** to be shared (student responsibility).
- **Students are responsible for managing their printing costs.** Within each students' SRS fees, \$20 is allocated to printing per year. Printing is possible at any of the printers/copiers across the school. Additional printing allocation can be purchased (from office). Student Identification (ID) Cards are used to access printers.



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## Student Agreement

1. Use resources for educational purposes only.
2. Take RESPONSIBILITY not to initiate access to material which is inappropriate, controversial, offensive, illegal or dangerous, or to distribute such material by copying, storing or printing it.
3. Immediately report in a quiet manner to the teacher if I accidentally access inappropriate material and clear any offensive pictures or information from the screen.
4. Not annoy, harass, insult, intimidate, humiliate or bully, bring the school's name into disrepute (including blogs, discussion boards and social networking sites) or send, display or store offensive and anti-social material, this includes the publication of personal phone number / addresses.
5. Refrain from using of obscene language in any electronic communication; this includes emails, on school social media sites etc.
6. Not damage ICT resources and will report any damage I find to my teacher.
7. Ensure the integrity of the school network as I will not use any means to circumvent the security of the school intranet, Internet, security systems or any part of the network, including: access other users' computer accounts or allow other to use my account login, trespass into other's folders, work of files.
8. Respect and uphold copyright laws. Copyright and license agreements must be honoured (eg downloading copyrighted games and music onto a school computer or laptop is unacceptable as is using facilities to share and/or copy copyrighted games and music).
9. Only store files on the network that directly relate to work being conducted at school.
10. Connect only authorized devices to the network eg school devices, or an authorized BYO laptop.

*(Policy: Facilities/Computer & Technology/Acceptable ICT Use Policy)*



# Assessment

## Due Date

For each assessment instrument you will be given a date the assignment is due. If work is not handed in on the due date, you will be given credit only for the work seen by your teacher up to that date. Work will NOT be accepted after the due date.

## Extension

If you require an extension for an assignment, you need to contact the relevant HOD before the due date.

## Technology

- Be aware that technological problems will not be accepted as a reason for extension.
- Be well organised so that equipment failure does not create problems.

## Absences

If you are absent on the due date of an assessment, class test or oral presentation, you must have your parent/guardian contact the relevant HOD either by phone or email. Make arrangements for the assignment to be brought or emailed to school where possible. Ensure the assignment is handed in, or arrange to present the oral/sit the test immediately on your return. In Year 11 and 12, contact must be made with a Deputy Principal to discuss options and application processes.

## Adjustments in Senior

In Year 11 and 12 adjustments may need to be made for a variety of reasons – including long term medical conditions eg diabetes, a verified disability, sporting commitments, cultural or academic commitments, short term illnesses, accidents or unforeseen family circumstances.

Access Arrangements and Reasonable Adjustments (AARA) is the process by which students who need such assistance in completing their assessment can have adjustments made. Details on this process are located on the school website; applications are made through a Deputy Principal.

## Consequences for Failure to Complete Assignments by the Due Date Assignment

A student must complete an assignment task by the due date or their result will be based on the in-class achievement of the student or 'draft' during the periods when the assignment was worked on.

## Exam/Oral Assessment/Practical

If an arrangement is not made to complete the missed exam/oral assessment/practical, the conditions of the assessment cannot be guaranteed.

## Consequences for Non-submission of Assessment (Years 11&12)

When non-submission of assessment prevents teachers from making valid judgments about a student's coverage of a course of study:

- The student may receive a level of achievement; however, the number of semesters of credit may be reduced to reflect the relative coverage of the course of study.
- In extreme cases of non-submission and significant lack of evidence a student may not receive a level of achievement for the subject.
- In either situation, the Principal will notify parents/guardians and the student will be requested to 'show cause' as to why they should have credit for the semester of their course of study.

## Plagiarism

Plagiarism is the copying and use of the words of another author without acknowledging the source. You need to be aware that plagiarism is a serious offence at our school. Ensure you are careful with note making and referencing, to guard against this practice. Penalties will involve loss of credit for the plagiarised work.

*(Policy: Assessment Policy)*

# Textbooks

MNSHS have committed to the provision of a paper or electronic copy of a text book for use by students at school. To supplement this and allow for the setting and completion of homework, electronic versions of textbooks are provided for home use. All students from Year 7 to 10 will have access initially to log on, however continued access will be dependent on having paid Resource Scheme fees or having an up-to-date payment schedule.

For students who have no computer access at home there is the availability of collecting a paper copy from the school. However, if this is the case, the text will need to be brought to school each day as this reduces the number of texts we have available for the classes. Again, Resource Scheme fees must be paid for this to occur.

# Homework Expectations

Year 7	$\frac{3}{4}$ – 1 hour (maximum of 3 – 4 sessions per week)
Year 8 and Year 9	1 hour per school night
Year 10	1½ hours per school night
Year 11 and 12	2–3 hours per school night (minimum)

At North we don't ask the question, "Do I have Homework?"; we ask "What type of Homework do I have tonight?" Homework at North involves a combination of the following four activities:

1. Revising the day's work. Students should be reading over, rewriting or mind mapping the work covered in class that day as brain research shows that if you want students to retain information in the long term, they need to practice the idea (mind mapping/repeating it/using it/teaching it to someone else):

- 1 hour after you first learn it
- Within 48 hours of learning it
- 7 days after learning it
- 1 month after learning it (if it's still there then you've got it)
- 6 months after learning it.

2. Completing set activities. This may be a weekly worksheet, spelling list, question or activities which are based on the day's work, or a specific phase of an assignment process. It is work that may be written in the diary and checked and consequences given if it is not completed.

3. One of the phases of the assignment process – either: researching, planning, drafting or checking final copy, placing check dates on the student's home semester planner. (see Seek Higher Powerpoint on School website or Homepage for details of the assignment Process)

4. Reading to make up the allotted time for each Year level. There is a section in the school diary for Parent signature, so if a teacher sets a task such as reading for 20 minutes, they can check the parent signature as verification. Copies of parent signature are available at the office if required.



Every teacher is expected to have students write one of the above types, or combinations thereof, in their diaries at the completion of every lesson.

### ***Some Tips and Tricks:***

- Encourage students to do their computer work first. If they stay up late the light from the computer screen can affect their cortisol levels which means they may have less, and poorer, sleep.
- Encourage them to take breaks every 20 minutes or so to stay alert.
- Drink water and minimise the caffeine based drinks as they will only make you alert, but still limit your ability to remember and recall information.

### ***Teacher Roles:***

- Ensure students take their diary into every class, and write down homework which may be one or some of the activities listed above.
- Check the homework the next time you have that class and have appropriate consequences for students who have failed to complete it appropriately

### ***Student Roles:***

- To maintain an effective, neat and useable school diary.
- To take that diary into every class where practicable.
- To complete all homework tasks set.
- To see the teacher well before class if unable to complete the set tasks.

### ***Parent Roles:***

- To check the student's diary and that the homework is being completed.
- Ensure the students Semester Planner is visible and being completed with assignment dates, draft dates etc every term.

*(Policy: Homework Policy)*

## Excursions and Camps

Excursions/Camps form an important component of a student's learning experiences. It is our intention that all excursions/ camps are justifiable in terms of educational outcomes for students. The benefits of an excursion should outweigh the negative aspects that result from students missing time from other classes. There are additional costs involved for parents with excursions/camps and no student will be disadvantaged academically if they cannot attend a camp for explained, legitimate reasons.

Parents can expect to receive well in advance information regarding initial deposits, final costs and details of the excursion/ camp prior to departure (longer for expensive/ long term trips). Parents will sight medical forms and permission forms, and are asked to sign them promptly, returning them to the school in preparation for the excursion/ camp.

Some students may be excluded from attending excursions/ camps as per information stated below. These students will be provided with alternative work that will not affect their overall academic achievement if this work is completed fully.

If a student is sent home from an excursion/ camp then any costs will be met by parents/ guardians and action taken in line with the school Responsible Behaviour Plan.

### ***Attendance at Excursions / Camp***

Ineligibility to leave the school for an excursion/ camp will occur if:

- Students do not return permission/medical forms and/or make any associated excursion/camp payments via the Payment Office in the Administration Building
- Families, at the end of Term One, have outstanding Student Resource Scheme fees and have not negotiated a regular payment plan with the Business Manager and/or Principal.
- Student behaviour at school is not reflective of the high standards expected at Mackay North SHS and therefore the Principal (or their delegate) is of the professional opinion the student is at risk of not representing the school appropriately in public.
- Student behaviour at previous camps / excursions is not reflective of the high standards expected by the school and therefore the Principal (or their delegate) is of the professional opinion the student is at risk of not representing the school appropriately in public on a subsequent occasion.
- Students are not dressed in the full appropriate uniform when representing the school unless stipulated otherwise.
- Attendance records at school indicate any further time away from school would be detrimental to student learning, where the excursion activity is not directly curriculum related.
- Students are suspended from school at the time of the excursion/camp event

### ***Refund Policy***

The cost of the camp / excursion is determined by the number of students attending. The withdrawal of participants impacts greatly on the final costs incurred by the school. At times the school must pay vendors deposits well before the event.

If payment has been made and a student is unable or refused permission to attend, he or she may not receive a full refund. The school will only refund the costs to parents which have been refunded by vendors to the school. This includes:

- Student withdrawal by parents;
- School withdrawal of students for poor behavioural decisions;
- Students sent home for poor or dangerous behaviour not reflective of the school's high expectations in public.

If you require further clarification on this policy, please contact the school administration team.

# Sport & Extra-Curricular Activities

The school offers a wide range of activities to students beyond the classroom. The list below provides an indication, but is not exhaustive. Students are encouraged to be part of all the school has to offer. Parents please note, teachers work above and beyond when offering these activities – it is always appreciated when people remember to say ‘thanks’.

## Academic

- Chess competition
- Debating
- Science week activities
- Readers’ Cup
- Anzac Commemorative Tour (Gallipoli)
- After school Art
- Year 11 Geography Camp (Keswick Is)
- McDonalds’ Maths Competition
- Australasian Problem Solving Maths Olympiad
- Opti-Minds
- F1 in Schools
- ICAS & AMC Maths Competitions
- Girls Network Program
- Legal Studies trip (Brisbane Courts)
- Book week Participation
- Writing competitions
- Mathematics Challenge for Young Australians

## Sporting

- Swimming
- Rugby league
- Hockey
- Volleyball
- Cross country
- Netball
- Soccer
- Rugby Union
- Athletics
- AFL
- Touch Football
- Cricket

## Cultural

- Marching Band
- Mackay Regional Show – Food & Art Competitions
- Senior Concert Band
- Drumline Ensemble
- May Fair Art Exhibition and competition
- Rock-Pop-Mime
- Dance Troupe
- Cheer Squad
- String Orchestra
- Stage Band
- Junior Secondary Concert Band
- Show Choir
- Japanese Excursion
- Folk Ensemble
- Visiting Artists
- Vocal Group
- Year 12 Art Generation Competition

## Additional (Covid dependant)

- Japanese Trip
- Motivational Media
- Rotary Young Chefs
- Ski Trip
- G’Day USA Trip
- Cambodia Trip
- Year 7, 9 & 11 Camps
- Sampling Work Experience

