



Cavendish Road State High School

Student Code of Conduct 2022-2025

Equity and Excellence: realising the potential of every student

Equity and Excellence outlines the government's vision for a progressive, high-performing education system. Equity and Excellence provides clarity for schools about priorities and expectations, with differentiated support targeted to each school's context and needs.

Queensland Department of Education

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Endorsement

Principal Name:	Mr Richard Usher
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Principal Signature:



Date:	12/12/2024
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P/C President and-or School Council Chair Name:	Mr Kevin Woodforde
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P/C President and-or School Council Chair Signature:


Signature

Date:	12/12/2024
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Purpose

Cavendish Road State High School is committed to providing a safe, respectful and disciplined learning environment for students, staff, parents and visitors.

The Cavendish Road State High School Student Code of Conduct sets out the responsibilities and processes we use in our school to promote a productive, effective whole school approach to discipline.

Its purpose is to facilitate high standards of behaviour from all in the school community, ensuring learning and teaching in our school is prioritised, where all students are able to experience success and staff enjoy a safe workplace.

Data Overview

The Cavendish Road State High School Data Plan acknowledges the importance of the use of data for a range of targeted purposes. Data allows us to assess what each of our students already knows prior to teaching and provides us with information to target that teaching to student's needs. We use data as a school to track our progress and continually adapt and refine our practices.

As part of developing this Student Code of Conduct a review of important data sets relating to attendance, unexplained absences, cancellations, suspensions and exclusions, positive behaviour records and behaviour incidents was conducted.

The Cavendish Road State High School Student Code of Conduct will undergo annual minor updates to reflect changing circumstances, data and staff. A fulsome review is conducted every four years in line with the scheduled review process for the School Planning, Reviewing and Reporting cycle.

Learning and Behaviour Statement

All areas of Cavendish Road State High School are learning and teaching environments. We consider the Student Code of Conduct to be an opportunity for valuable social learning as well as a means of maximising the success of student learning programs.

Our Student Code of Conduct outlines our systems for facilitating positive behaviours and responding to inappropriate and unacceptable behaviours. Through our school plan, shared expectations for student behaviour are clear to everyone, assisting Cavendish Road State High School to create and maintain a positive and productive learning and teaching environment, where all school community members have clear and consistent expectations and understandings of their role in the educational process.

Our Student Code of Conduct identifies the following five school-wide expectations, commonly referred to as the 5C's:

- ❖ **Commitment**
- ❖ **Challenge**
- ❖ **Courtesy**
- ❖ **Consideration**
- ❖ **Co-operation**

Student Wellbeing and Support Network

Cavendish Road State High School offers a range of programs and services to support the wellbeing of students in our school. We encourage parents and students to speak with the relevant Head of Student Services or make an appointment to meet with a Guidance Officer if they would like individual advice about accessing particular services.

Learning and wellbeing are inextricably linked — students learn best when their wellbeing is optimised, and they develop a strong sense of wellbeing when they experience success in learning. The [student learning and wellbeing framework](#) supports state schools with creating positive school cultures and embedding student wellbeing in all aspects of school life through connecting the learning environment curriculum and pedagogy, policies, procedures and partnerships for learning and life.

Policy and expectations

Within a school community, there are specific health and wellbeing issues that will need to be addressed for the whole school, specific students, or in certain circumstances.

Specialised health needs

Cavendish Road State High School works closely with parents to ensure students with specialised health needs, including those requiring specialised health procedures, have access to a reasonable standard of support for their health needs whilst attending school or school-based activities.

This means that appropriate health plans are developed and followed for students with specialised health needs, that staff are aware of the student's medical condition and that an appropriate number of staff have been trained to support the student's health condition.

Medications

Cavendish Road State High School requires parent consent and medical authorisation to administer any medication (including over-the-counter medications) to students. For students requiring medication to be administered during school hours, the school can provide further information and relevant forms. All medications are administered in accordance with the requirement in the [Administration of medications procedure](#).

Cavendish Road State High School maintains a supply of adrenaline auto-injectors (Epipens) at Student Services (B block) and S block and asthma reliever/puffers at Student Services (B block) to provide emergency first aid medication if required. Defibrillators are located in Student Services (B block), the iCentre (M block) and the Alan Sampson Sports Centre (WO block).

Mental health

Cavendish Road State High School implements early intervention measures and treatments for students where there is reasonable belief that a student has a mental health difficulty. This includes facilitating the development, implementation and periodic review of a [Student Plan](#).

Suicide prevention

Cavendish Road State High School staff who notice suicide warning signs in a student should seek help immediately from a Guidance Officer or other appropriate staff.

When dealing with a mental health crisis, schools call 000 when there is an imminent threat to the safety of student in the first instance, and where necessary provide first aid. In all other situations, Cavendish Road State High School staff follow suicide intervention and prevention advice by ensuring:

- the student is not left alone
- their safety and the safety of other students and staff is maintained
- students receive appropriate support immediately
- parents are advised
- all actions are documented and reported.

Suicide postvention

In the case of a suicide of a student that has not occurred on school grounds, Cavendish Road State High School enacts a postvention response, by communicating with the family of the student and ensuring immediate support is provided to students and staff who may be affected.

Where a suicide has occurred on school grounds or at a school event, Cavendish Road State High School staff immediately enact the School Emergency Management Plan including a postvention response, by communicating with the family of the student, and ensuring immediate support is provided to students and staff who may be affected.

Curriculum and pedagogy

Schools build the foundations for wellbeing and lifelong learning through curriculum embedding [personal and social capabilities](#) (self-awareness, self-management, social awareness and social management) in the implementation of the [P–12 curriculum, assessment and reporting framework](#).

Schools acknowledge the positive impact that a meaningful relationship between teacher and students can have on students' academic and social outcomes. At Cavendish Road State High School, our focus is on creating well-rounded, resilient individuals who are capable of thriving personally, professionally and socially. At the heart of this approach is bringing our students happiness and overall wellbeing to the forefront of their education. Consequently, a whole-school approach to student wellbeing is designed for students to recognise their personal strengths and characteristics within and enable them to foster positive relationships, harvest their emotions, prioritise their health, achieve in their chosen

fields and lead purposeful lives. Our age specific programs equip students with much needed skills to confidently navigate their way through their schooling life and beyond.

As part of the school's curriculum at Cavendish Road State High School, we provide age-appropriate health and wellbeing education including respectful relationships education; drug and alcohol education that reinforces public health and safety messages; and ensure CPR for Life in schools skills training is provided to all Year 10 and 12 students.

Cavendish Rd SHS supports student's wellbeing and develop their understanding of our Student Code of Conduct and the 5C's.

YLC – Year Level Care

Year Level Care is a program promoting the growth and wellbeing of each student. It focuses on cultivating an environment and culture that supports the physical, social, intellectual, emotional and spiritual development of every student. The program uses evidence-based learning activities of 'The resilience project' with focus areas of gratitude, empathy, mindfulness and overall Emotional Literacy.

Key stakeholders

Heads of Student Services coordinate their year level care program.

YLC teachers deliver the year level care program in class with support and guidance from the relevant Head of Student Services.

Deputy Principal Wellbeing works with student representatives on a regular basis to provide them with resourcing and leadership cues to prepare for delivering lessons.

Student Wellbeing Team

Cavendish Road State High School is proud to have a Student Wellbeing Team in place to help the social, emotional and physical wellbeing of every student. In addition to the assistance provided by class teachers, we have a team of professionals whose dedicated roles are to help ensure our school is an inclusive, nurturing environment.

Students can approach any trusted school staff member at Cavendish Road State High School to seek assistance or advice. If they are unable to assist, they will provide guidance and help to ensure the student is connected to the appropriate representative of the Student Wellbeing Team.

Parents who would like more information about the student support roles and responsibilities are invited to contact the Deputy Principal – Wellbeing on the school phone number.

Role	What they do
Community Education Counsellor	<ul style="list-style-type: none">• provides educational counselling and support services to Aboriginal and/or Torres Strait Islander students, their families and communities.• establish and maintain links with out of school sources of information and support services to assist in the advancement of Aboriginal and Torres Strait Islander children and students.

Community Elder	<ul style="list-style-type: none"> provides support and advice for students, staff and families in order to enhance the educational experience for Indigenous and non-Indigenous students.
Heads of Student Services	<ul style="list-style-type: none"> supports the implementation of the Learning and Wellbeing Plan to promote an inclusive, positive school culture. lead role in the implementation of Year Level Care initiatives in their relevant year level. promotes school pride and belonging, and champions the Cavroadian spirit. enhances positive relationships and support for every student.
Deputy Principal - Wellbeing	<ul style="list-style-type: none"> leads the implementation of the Learning and Wellbeing Plan to promote an inclusive, positive school culture. implements the school's Year Level Care Programs. coordinates Student Wellbeing team and access to school resourcing. coordinates intervention programs across the school.
Deputy Principal – Year Level	<ul style="list-style-type: none"> conducts SWIM (Student Wellbeing Intervention Meetings) with Guidance Officer and Heads of Student Services to support the identification of attendance, behaviour and academic trends. works collaboratively to support students and their families to access and engage with appropriate support and intervention programs across the school and through external agencies.
Guidance Officers	<ul style="list-style-type: none"> provides a comprehensive student support program within the school environment offering counselling with students on a one-on-one basis or in a group setting. assists students with specific difficulties, acting as a mediator or providing information on other life skills. liaises with parents, teachers, or other external health providers as needed as part of the counselling process.
HOD Teaching and Learning - Pathways and Performance (Senior School)	<ul style="list-style-type: none"> supports student's pathway planning for the senior years and post school. monitors attendance, behaviour and academic data and works with various teams in the school to organise intervention and support.
HOSES and HOD Inclusive Learning Team	<ul style="list-style-type: none"> promote an inclusive culture and practices within the school community to ensure equity and excellence for students with disability. develop and support a high quality of teaching and adjustments for students with disability in accordance with related legislation and policies.
Psychologist	<ul style="list-style-type: none"> delivers appropriate and tailored therapeutic intervention to support students' mild to moderate concerns, including those related to: - mental health concerns including anxiety and depression; - personal relationships; - stress; and - trauma and crisis. works with parents to improve student outcomes.

	<ul style="list-style-type: none"> • uses their understanding of the mental health system to provide students who need additional support for their mental health concerns with supported referrals to external agencies.
School-Based Youth Health Nurse	<ul style="list-style-type: none"> • provides individual health consultations with assessment, support, health information and referral options related to: <ul style="list-style-type: none"> ○ healthy eating and exercise ○ relationships ○ personal and family problems ○ feeling sad, worried and angry ○ sexual health ○ smoking, alcohol and other drugs.
Teacher Aides	<ul style="list-style-type: none"> • provides support to teachers in behaviour management programs, learning support programs and to students requiring specific therapy programs, working with students on a regular basis where teachers/specialists are available only at intervals for reporting and review. • supervises small groups of students, undertaking specific learning activities designed by a teacher.
<p>Support is also available through the following government and community agencies:</p> <ul style="list-style-type: none"> ▪ Disability Services Queensland ▪ Child and Youth Mental Health ▪ Queensland Health ▪ Department of Communities (Child Safety Services) ▪ Queensland Police Service Local Council Neighbourhood Centre. 	

Whole School Approach to Discipline

Cavendish Road State High School believes that student behaviour is a part of the overall teaching and learning approach in our school. A whole-school approach is used to explicitly teach the Student Code of Conduct and the 5C's:

- ❖ **Commitment**
- ❖ **Challenge**
- ❖ **Courtesy**
- ❖ **Consideration**
- ❖ **Co-operation**

The School wide Expectations Teaching Matrix below outlines our agreed facets of the Code of Conduct and specific behavioural expectations in all school settings.

SCHOOL WIDE EXPECTATIONS TEACHING MATRIX				
COMMITMENT	CHALLENGE	COURTESY	CONSIDERATION	CO-OPERATION
Be prepared for the day's activities Be on time and on task Maintain a clean area Be in full school uniform Manage impulsivity Use resources appropriately Report incidents of concern Have your study planner with you at all times Honour your internet agreement Arrive at school on time Return consent forms/money by required date Make a positive effort Accept responsibility for your own behaviour	Challenge yourself to always do your best Respond appropriately when you find yourself in a challenging situation Rise to a challenge	Remove hats in classrooms Speak politely and be mindful of others Follow entry and exit signs Represent the school with pride Place all litter in the bin Use footpaths when travelling to and from school Offer your seat in the bus to others Behave appropriately on buses Leave classrooms in a tidy manner	Respect yourself Respect the good reputation of our school Respect others Respect property Respect other's privacy Respect the rights and beliefs of others Hands-off policy Use resources appropriately Work quietly without disturbing others Place bags in racks where provided Access lockers in an orderly manner Follow safe travel and transport procedures Report irresponsible behaviour	Follow directions given Put your hand up to speak Leave classroom tidy Students wait for teacher direction before entry and exit Turn off and place all electronic devices out of sight Move to class on the bell Walk calmly and keep to the left Line up outside classrooms Abide by conditions of venue/facility Be actively involved Be co-operative when working with others Comply with school uniform requirements

Our staff take responsibility for making their expectations clear, for providing supportive instruction about how to meet these expectations and strive to use behavioural incidents as opportunities to re-teach and reinforce the expectations.

Consideration of Individual Circumstances

Staff at Cavendish State High School take into account students' individual circumstances, such as their behaviour history, disability, mental health and wellbeing, religious and cultural considerations, home environment and care arrangements when teaching expectations, responding to inappropriate behaviour or applying a disciplinary consequence.

In considering the individual circumstances of each student, we recognise that the way we teach, the support we provide and the way we respond to students will differ. This reflects the principle of equality, where every student is given the support they need to be successful. This also means that

not everyone will be treated the same, because treating everyone the same is not fair. For example, some students need additional support to interpret or understand an expectation. Others may benefit from more opportunities to practise a required skill or behaviour. For a small number of students, the use of certain disciplinary consequences may be considered inappropriate or ineffective due to complex trauma or family circumstances. These are all matters that our teachers and principal consider with each individual student in both the instruction of behaviour and the response to behaviour.

Our teachers are also obliged by law to respect and protect the privacy of individual students, so while we understand the interest of other students, staff and parents to know what punishment another student might have received, we will not disclose or discuss this information with anyone but the student's family. We expect that parents and students will respect the privacy of other students and families.

If you have concerns about the behaviour of another student at the school, or the way our staff have responded to their behaviour, please contact the school to make an appointment to discuss the matter.

Differentiated and Explicit Teaching

Cavendish Road State High School is a disciplined school environment that provides differentiated teaching to respond to the learning needs of all students. This involves teaching expected behaviours and providing opportunities for students to practise these behaviours. Teachers reinforce expected behaviours; provide feedback and correction; and opportunities for practise.

Teachers at Cavendish Road State High School vary what students are taught, how they are taught and how students can demonstrate what they know as part of this differentiated approach to behaviour. These decisions about differentiation are made in response to data and day-to-day monitoring that indicates the behavioural learning needs of students. This enables our teachers to purposefully plan a variety of ways to engage students; assist them to achieve the expected learning; and to demonstrate their learning.

All students at Cavendish Road State High School are explicitly taught the 5C's through year level care programs:

These school-wide expectations are reinforced regularly by school staff in a range of settings including in the classroom, in the playground, in other areas of the school and in the wider community. The language of the 5C's is used with students when reinforcing positive behaviours and in corrective conversations.

Focused Teaching

A small number of students may require additional support to meet behaviour expectations, even after being provided with differentiated and explicit teaching. These students may have difficulty meeting behavioural expectations in a particular period of the day or as part of a learning area/subject, and focused teaching is provided to help them achieve success.

Focused teaching involves revisiting key behavioural concepts and/or skills and using explicit and structured teaching strategies in particular aspects of a behaviour skill. Focused teaching provides students with more opportunities to practise skills and multiple opportunities to achieve the intended learning and expected behaviour.

Student Wellbeing staff can work with relevant staff to help arrange and deliver focused teaching to students who need more support to meet expectations. Programs are organised based on individual circumstances and may include:

- The ROAD Program
- The BEST Program; focus could include health/vaping, social/emotional support, disengagement, anger management, self confidence.

Student progress is monitored by the classroom teacher/s to identify those who:

- no longer require the additional support
- require ongoing focussed teaching
- may require intensive teaching.

For more information about programs offered, please speak with the Deputy Principal - Wellbeing.

Intensive Teaching

Research evidence shows that even in an effective, well-functioning school there will always be a small proportion of the student population who require intensive teaching to achieve behavioural expectations. Intensive teaching involves frequent and explicit instruction, with individuals or in small groups, to develop mastery of basic behavioural concepts, skills and knowledge.

Some students may require intensive teaching for a short period, for particular behaviour skills. Other students may require intensive teaching for a more prolonged period. Decisions about the approach will be made based on data collected from their teachers, and following consultation with the student's family.

Student Wellbeing staff can work with relevant staff to help arrange and deliver intensive teaching to students who need more support to meet expectations. Programs are organised based on individual circumstances and may include:

- Boxing Program
- Seasons for Growth
- RAGE
- Traction
- BRAVE
- Managing the Bull
- Clarent Street outreach program

For a small number of students who continue to display behaviours that are deemed complex and challenging, then individualised, function-based behaviour assessment and support plans and multi-agency collaboration may be provided to support the student. This approach will seek to address the acute impact of barriers to learning and participation faced by these students.

Students who require intensive teaching will be assigned an individual case manager at the school who will oversee the coordination of their program, communicate with stakeholders and directly consult with the student.

Legislative Delegations

Legislation

In this section of the Cavendish Road State High School Student Code of Conduct are links to legislation which influences form and content of Queensland state school discipline procedures.

- [Anti-Discrimination Act 1991 \(Qld\)](#)
- [Child Protection Act 1999 \(Qld\)](#)
- [Disability Discrimination Act 1992 \(Cwth\)](#)
- [Disability Standards for Education 2005 \(Cwth\)](#)
- [Criminal Code Act 1899 \(Qld\)](#)
- [Education \(General Provisions\) Act 2006](#)
- [Education \(General Provisions\) Regulation 2017](#)
- [Human Rights Act 2019 \(Qld\)](#)
- [Information Privacy Act 2009 \(Qld\)](#)
- [Judicial Review Act 1991 \(Qld\)](#)
- [Right to Information Act 2009 \(Qld\)](#)
- [Police Powers and Responsibilities Act 2000 \(Qld\)](#)
- [Workplace Health and Safety Act 2011 \(Qld\)](#)
- [Workplace Health and Safety Regulation 2011 \(Cwth\)](#)

Delegations

Under the Education (General Provisions) Act 2006, state school principals are responsible for “controlling and regulating student discipline in the school”.

Principals are afforded a number of **non-delegable powers** to assist them to meet this obligation, including the authority to suspend, exclude or cancel the enrolment of a student at the school. These decision-making responsibilities cannot be delegated to other staff in the school, such as deputy principals.

The details of these responsibilities are outlined in the legislative instruments of delegation and instruments of authorisation provided below:

- [Education \(General Provisions\) Act 2006 Director-General’s delegations](#)
- [Education \(General Provisions\) Act 2006 Minister’s delegations](#)
- [Education \(General Provisions\) Act 2006 Director-General’s authorisations](#)
- [Education \(General Provisions\) Regulation 2017 Minister’s delegations](#)
- [Education \(General Provisions\) Regulation 2017 Director-General’s delegations](#)

Disciplinary Consequences

The disciplinary consequences model used at Cavendish Road State High School follows the same differentiated approach used in the proactive teaching and support of student behavioural expectations.

The majority of students will be confident and capable of meeting the established expectations of the 5C's that are clear, explicitly taught and practised. In-class corrective feedback, sanctions and rule reminders based on the 5C's may be used by teachers to respond to low-level or minor problem behaviours.

Some students will need additional support, time and opportunities to practise expected behaviours. Approximately 15% of the student population may experience difficulty with meeting the stated expectations, and even with focussed teaching, in-class corrective feedback, sanctions and rule reminders continue to display low-level problem behaviour. A continued pattern of low-level behaviour can interfere with teaching and learning for the whole class, and a decision may be needed by the class teacher to refer the student to the head of department or school administration team immediately for determination of a disciplinary consequence.

For a small number of students, approximately 2-5%, a high level of differentiated support or intensive teaching is required to enable them to meet the behavioural expectations. This may be needed throughout the school year on a continuous basis. The determination of the need will be made by the principal in consultation with staff and other relevant stakeholders. On occasion the behaviour of a student may be so serious, such as causing harm to other students or to staff, that the principal may determine that an out of school suspension or exclusion is necessary as a consequence for the student's behaviour. Usually this course of action is only taken when the behaviour is either so serious as to warrant immediate removal of the student for the safety of others, and no other alternative discipline strategy is considered sufficient to deal with the problem behaviour.

The differentiated responses to problem behaviour can be organised into three tiers, with increasing intensity of support and consequences to address behaviour that endangers others or causes major, ongoing interference with class or school operations.

Differentiated

Class teacher provides in-class or in-school disciplinary responses to low-level or minor problem behaviour.

Focussed

Class teacher is supported by Head of Department or other school-based staff to address in-class problem behaviour.

Intensive

School leadership team work in consultation with Student Wellbeing Team to address persistent or ongoing serious problem behaviour.

School Disciplinary Absences

A School Disciplinary Absence (SDA) is an enforced period of absence from attending a Queensland state school, applied by the Principal as a consequence to address poor student behaviour. There are four types of SDA:

- Short suspension (1 to 10 school days)
- Long suspension (11 to 20 school days)
- Charge-related suspension
- Exclusion (period of not more than one year or permanently).

At Cavendish Road State High School, the use of any SDA is considered a very serious decision. It is typically only used by the Principal when other options have been exhausted or the student's behaviour is so dangerous that continued attendance at the school is considered a risk to the safety or wellbeing of the school community.

Parents and students may appeal a long suspension (11 to 20 school days), charge-related suspension or exclusion decision. A review will be conducted by the Director-General or their delegate, and a decision made within 40 school days to confirm, amend/vary or set aside the original SDA decision by the Principal. The appeal process is a thorough review of all documentation associated with the SDA decision and provides an opportunity for both the school and the family to present their case in the matter. Time is afforded for collection, dissemination and response to the materials by both the school and the family. It is important that the purpose of the appeal is understood so that expectations are clear, and appropriate supports are in place to ensure students can continue to access their education while completing their SDA.

Re-entry following suspension

Students who are suspended from Cavendish Road State High School may be invited to attend a re-entry meeting on the day of their scheduled return to school. The main purpose of this meeting is to welcome the student, with their parent/s, back to the school. It is **not a time** to review the student's behaviour or the decision to suspend, the student has already received a punishment through their disciplinary absence from school. The aim of the re-entry meeting is for school staff to set the student up for future success and strengthen home-school communication.

It is not mandatory for the student or their parents to attend a re-entry meeting. It may be offered as a support for the student to assist in their successful re-engagement in school following suspension.

Arrangements

The invitation to attend the re-entry meeting will be communicated via telephone and in writing, usually via email. Re-entry meetings are short, taking less than 10 minutes, and kept small with only the Principal or their delegate attending with the student and their parent/s.

A record of the meeting is saved in OneSchool, under the Contact tab, including any notes or discussions occurring during the meeting.

Structure

The structure of the re-meeting should follow a set agenda, shared in advance with the student and their family. If additional items are raised for discussion, a separate arrangement should be made to meet with the parent/s at a later date and time. This meeting should be narrowly focussed on making the student and their family feel welcome back into the school community.

Possible agenda:

- Welcome back to school

- Check in on student wellbeing
- Discuss any recent changes to school routine or staffing
- Offer information about supports available (e.g. BEST program, Guidance Officer)
- Set a date for follow-up
- Thank student and parent/s for attending
- Walk with student to classroom

Reasonable adjustments

In planning the re-entry meeting, school staff will consider reasonable adjustments needed to support the attendance and engagement of the student. This includes selecting an appropriate and accessible meeting space, organising translation or interpretation services or supports (e.g. AUSLAN), provision of written and/or pictorial information and other relevant accommodations. The inclusion of support staff, such as Guidance Officers or Community Education Counsellors, may also offer important advice to ensure a successful outcome to the re-entry meeting.

School Policies

Cavendish Road State High School has tailored school discipline policies designed to ensure students, staff and visitors work cooperatively to create and maintain a supportive and safe learning environment. Please ensure that you familiarise yourself with the responsibilities for students, staff and visitors outlined in the following policies:

- Temporary removal of student property
- Use of mobile phones and other devices by students
- Preventing and responding to bullying
- Appropriate use of social media

Temporary removal of student property

The removal of any property in a student's possession may be necessary to promote the caring, safe and supportive learning environment of the school, to maintain and foster mutual respect between all state school staff and students. The [Temporary removal of student property by school staff procedure](#) outlines the processes, conditions and responsibilities for state school principals and school staff when temporarily removing student property.

In determining what constitutes a reasonable time to retain student property, the principal or state school staff will consider:

- the condition, nature or value of the property
- the circumstances in which the property was removed
- the safety of the student from whom the property was removed, other students or staff members
- good management, administration and control of the school.

The Principal or state school staff determine when the temporarily removed student property can be returned, unless the property has been handed to the Queensland Police Service.

The following items are explicitly prohibited at Cavendish Road State High School and will be removed if found in a student's possession:

- illegal items or weapons (e.g. guns, knives*, throwing stars, brass knuckles, chains)
- imitation guns or weapons
- potentially dangerous items (e.g. blades, rope)
- drugs** (including tobacco)
- alcohol
- aerosol deodorants or cans (including spray paint)
- explosives (e.g. fireworks, flares, sparklers)
- flammable solids or liquids (e.g. fire starters, mothballs, lighters)
- poisons (e.g. weed killer, insecticides)
- inappropriate or offensive material (e.g. racist literature, pornography, extremist propaganda).

* No knives of any type are allowed at school, including flick knives, ballistic knives, sheath knives, push daggers, trench knives, butterfly knives, star knives, butter knives, fruit knives or craft knives, or any item that can be used as a weapon, for example a chisel. Knives needed for school activities will be provided by the school, and the use of them will be supervised by school staff. In circumstances where students are required to have their own knives or sharp tools for particular

subjects or vocational courses, the school will provide information about the procedures for carrying and storing these items at school.

**** The administration of medications to students by school staff is only considered when a prescribing health practitioner has determined that it is necessary or when there is no other alternative in relation to the treatment of a specific health need. Schools require medical authorisation to administer any medication to students (including over-the-counter medications such as paracetamol or alternative medicines).**

Responsibilities

State school staff at Cavendish Road State High School:

- do not require the student's consent to search school property such as lockers, desks or laptops that are supplied to the student through the school;
- may seize a student's bag where there is suspicion that the student has a dangerous item (for example, a knife) in their school bag, prior to seeking consent to search from a parent or calling the police;
- consent from the student or parent is required to examine or otherwise deal with the temporarily removed student property. For example, staff who temporarily remove a mobile phone from a student are not authorised to unlock the phone or to read, copy or delete messages stored on the phone;
- there may, however, be emergency circumstances where it is necessary to search a student's property without the student's consent or the consent of the student's parents (e.g. to access an EpiPen for an anaphylactic emergency);
- consent from the student or parent is required to search the person of a student (e.g. pockets or shoes). If consent is not provided and a search is considered necessary, the police and the student's parents should be called to make such a determination.

Parents of students at Cavendish Road State High School:

- ensure your children do not bring property onto schools grounds or other settings used by the school (e.g. camp, sporting venues) that:
 - is prohibited according to the Cavendish Road State High School Student Code of Conduct
 - is illegal
 - puts the safety or wellbeing of others at risk
 - does not preserve a caring, safe, supportive or productive learning environment
 - does not maintain and foster mutual respect;
- collect temporarily removed student property as soon as possible after they have been notified by the Principal or state school staff that the property is available for collection.

Students of Cavendish Road State High School:

- do not bring property onto school grounds or other settings used by the school (e.g. camp, sporting venues) that:
 - is prohibited according to the Cavendish Road State High School Student Code of Conduct
 - is illegal
 - puts the safety or wellbeing of others at risk
 - does not preserve a caring, safe, supportive or productive learning environment
 - does not maintain and foster mutual respect;
- collect their property as soon as possible when advised by the Principal or state school staff it is available for collection.

“Away for the day” Mobile Phone and Electronic Device Policy

Cavendish Road State High school has established the following policy. For the purpose of this document, mobile phones and wearable devices include mobile phones, smartwatches, handheld devices and other emerging technologies which have the ability to connect to a telecommunications device, networks, or the internet.

This document does not apply to personal or school-owned devices, such as iPads, tablets or laptops, that are approved for educational use as part of the school’s Bring Your Own Device (BYOD) policy.

Purpose

This document:

- outlines the requirement for all Queensland state school students to keep mobile phones switched off and ‘away for the day’ during school hours, and while attending school activities, such as representative school sport, excursions and camps.
- outlines the requirement for all students to switch off notifications on wearable devices, including smartwatches, during school hours, and while attending school activities, such as representative school sport, excursions and camps.
- provides guidance for schools in managing student mobile phones and wearable devices that are brought to school and,
- provides guidance on the application of exemptions for students who require access to their mobile phone or wearable device during school hours.

Overview

Queensland state schools are committed to reducing the distraction of mobile phones and wearable devices to provide optimal learning environments for all students. ‘Away for the day’ aims to:

- provide optimal learning and teaching environments, free from the distractions caused by personal use of mobile phones and wearable devices.
- support schools to create safe and supportive learning environments that prioritise student engagement and wellbeing.
- encourage increased face-to-face social interactions between students.
- promote the health and wellbeing of students by providing opportunities for social interaction and physical activity during break times and,
- reduce the potential for students to be exposed to the negative impacts of the digital world, resulting from unsafe or inappropriate use of technology, such as cyberbullying, accessing or distributing harmful content or breaches of personal privacy.

Student use of mobile phones and wearable devices at school

From Term 1 2024, all state school students must keep their mobile phones **switched off** and **‘away for the day’**. A student’s school day commences from the time they enter the school and to the time they exit the school each day.

- Notifications on wearable devices, such as smartwatches, must be switched off so that phone calls, messages and other notifications cannot be sent or received during school hours.
- This document also applies to student attendance at school activities, such as representative school sport, excursions and camps, unless otherwise determined by the school principal.
- Students may only use their mobile phone or have wearable device notifications enabled during these times if they are participating in a teacher-led educational activity or have an approved exemption for medical, disability and/or wellbeing reasons.
- Students participating activities, such as off-site Vocational Education and Training or work placements must follow the expectations of the organisation in charge regarding the use of mobile devices.

Bringing mobile phones and wearable devices to school

Students are permitted to bring mobile phones and wearable devices to school to:

- support safe travel to and from school.
- make contact with parents, friends and part-time employers outside of the school day and,
- be contacted about **their own child or person under their care**.

Storage and loss or damage to mobile phones or devices

- The school makes no provision for the storage of student mobile phones or other personal devices, except for the safe keeping of devices confiscated for a breach of this policy under the school's Student Code of Conduct and in compliance with the [Temporary removal of student property by school staff procedure](#).
- Students' personal devices brought to school are at the risk of the student, save for matters to which the school's Student Code of Conduct may apply, for example, the theft or wilful damage to a student's device.
- In any circumstance, the school is not responsible for the replacement of, or compensation to, the student or parent for any loss or damage to a device the student brings to school.

Exemptions

The Department of Education consulted with key stakeholder groups to develop a list of exemptions for instances where students may require access to, and use of a mobile phone or wearable device during the school day.

- Parents or carers may apply on behalf of the student for an exemption to the "Away for the day" policy and the student must only use their mobile phone or wearable device for the intended, Principal approved purpose.
- Principals will consider requests for exemption received from students or parents on a case-by-case basis. When considering an exemption request, the principal may seek additional information to support the need for the student to access their mobile phone or wearable device during the school day.
- Exemptions may be temporary for a fixed period or for a student's on-going individual circumstances. Consideration of individual circumstances will be given, including where:
 - the mobile phone or wearable device is used by the student to monitor or manage a medical condition (in accordance with the [Managing students' health support needs at school procedure](#)).
 - the mobile phone or wearable device is used as an agreed reasonable adjustment for a student with disability or learning difficulties.
 - the mobile phone or wearable device is used by the student as an augmentative or alternative communication system or as an aide to access and participate in the environment, e.g., navigation or object/people identification applications.
 - the mobile phone or wearable device is used as an agreed adjustment for a student with English as an additional language or dialect.
 - the student has extenuating circumstances that necessitates the need for access to their mobile phone or wearable device during the school day, including (but not limited to) students who contribute financially to their household, independent students, and students who are primary carers for a child or family member, or
 - students in Years 11 and 12 applying for Access Arrangements and Reasonable Adjustments (AARA) for assistive technology.
 - Exemptions issued will be documented in the student's OneSchool Support Provisions tab and communicated to school staff, including temporary relief staff, including details of how and when a student may access their mobile phone or wearable device.
 - Principals will undertake an assessment of the human rights that may be impacted by the decision and consider whether the limit placed on those human

rights is reasonable and justified. The assessment should be documented appropriately.

- Where an exemption is not approved and the student or their parent expresses dissatisfaction with the decision, information about how to make a customer complaint and how a complaint will be managed should be made available in accordance with the [Customer complaints management procedure](#).

General exemption from “Away for the day” policy

It is acknowledged that the use of mobile phones and wearable devices can support the school’s teaching and learning programs by providing valuable learning experiences for students, as well as supporting day-to-day school operations. At Cavendish Road State High School:

- Teachers may give permission for students to use their mobile phone or wearable device in the classroom, for a specific and agreed educational purpose. Teachers will consider whether the same outcome can be achieved using student or school-owned devices approved for educational use as part of the school’s BYOD policy, to justify the use of mobile phone or wearable technology in the classroom.
- There is no general exemption for the use of mobile phones or wearable technology in the playground. Students who have a Principal exemption to use and/or wear such devices consistent with their specific need are exempt. The Principal may designate a place or places in the school where responsible use is permitted for activities such as quiet reading (eReaders) or quiet listening.
- mobile phones and wearable devices may
 - be used to make school payments, including for tuckshop, uniform shop and office payments, and/or
 - principals may on a case-by-case basis, determine to allow students access and use of mobile phones and wearable devices during school representative sports, camps or excursions at specified and supervised times (in accordance with the [School excursions procedure](#)).

Students are NOT permitted to, and there will be NO exemption granted to allow students to:

- connect their mobile phone to the school’s network at any time, that avoids safe and filtered access to the internet (in accordance with the Use of ICT systems procedure), and
- use their device to “hot spot” their school provided or BYO device, ensuring students only use their mobile phone or wearable device for the intended, and agreed purpose. (See the school’s Acceptable Use policy).

Supporting responsible use of mobile phones and other devices

The Cavendish Road State High School *Student Code of Conduct* details staff responsibilities to support students to understand and meet behavioural expectations of the school, and guidance on the application, where required, of disciplinary consequences.

The *Student Code of Conduct* explains the school’s approach where a student does not comply with, or breaches the “Away for the day” policy. This section should detail clear expectations for parents and students about what devices are allowed at school, how they are to be used, and the possible consequences for failing to meet the stated expectations.

In determining the local school approach on possible consequences, it is necessary to ensure that responses are proportionate and equitable and takes into consideration the individual circumstances of each student. This means making decisions that are reasonable for the situation. Some examples include:

- providing a verbal reminder to the student or class about expected behaviour
- directing the student to place the mobile phone in storage (e.g. bag, locker, pouch)
- directing the student to switch off notifications on their wearable device

- removing the device temporarily and returning to the student or requesting their parent collect the device at the conclusion of the school day
- applying a detention for a defined period of time (e.g. lunchtime)
- enrolling a student in eSmart program to complete Digital Licence or similar course, and/or
- increasing staff supervision of use in circumstances where the student requires access to their mobile phone or wearable device for medical, disability and/or wellbeing reasons. For example, students who use smartphone apps for health monitoring and management.

Maintaining the “Away for a day” policy

A whole-school approach consistent with the school’s Student Code of Conduct where this policy:

- **promotes the safe, respectful and positive use** of mobile phones and other technology through delivery of the Australian Curriculum and specific programs focused on digital literacy.
- when managing inappropriate online behaviours or reputation management incidents, the primary concern is the safety and wellbeing of the students and/or staff members involved. Further guidance on responding to online incidents can be found in the Online incident management guidelines for school leaders and How to manage online incidents that impact your school flowchart. These guidelines are followed.
- where consequences for breach of this policy are outlined in the school’s Student Code of Conduct.
- where temporary removal of mobile phones and wearable devices from the student requires they are stored and retained in accordance with the department’s Temporary removal of student property by school staff procedure.
- interruption **free time**. The purpose of this policy is to limit actual and potential interruption to students’ schooling. Parents are reminded of how important it is to work together and coordinate:
 - **to ensure the intent of this policy** as described in the overview to this policy
 - **in cases of emergency** contact with their child (defined as a crisis, predicament, urgent situation), is **via the school’s Student Services** office as the appropriate means of contact
 - **they should not interrupt the school day with unnecessary or non-emergent contacts**. Matters of daily routine or messaging that can reasonably wait until the end of the school day should be left to that time of day.
- **If a student becomes ill at school, or any other situation** where a student contacts a parent or carer expressing **a need to leave school**, Student Services remains the only point of contact.
 - This ensures the student is reached quickly, without potential for confusion, and is assisted in the appropriate way and
 - Their attendance in school is accounted for. The school needs to know where students are and that the appropriate care is provided.

Mobile phones and wearable devices: A guide for students

- **During the school day from the time students enter the school and to the time students exit the school each day** mobile phones and electronic devices **must be**
 - **switched off** and
 - **may not be used** except at the direction of the teacher as part of the learning program.
 - **the Mobile phone or device must be kept out of sight.**
 - Wearable devices:
 - Smart watches must have **notifications switched off.**
 - Earphones are to be **away and out of sight**

- **In Class time**
 - Mobile phones and other devices such as smart watches with Bluetooth or wireless connection capability must NOT be used during class time to
 - “hotspot” to bypass the school’s network,
 - to play music or video other than that as directed by the teacher, or
 - to stream music to a wearable device such as in-ear headphones.
- **At break times**
 - Mobile phones and wearable devices may **not be used** For any purpose to
 - make phone calls, send or receive text messages or send or receive notifications
 - take video or still photograph images at any time and
 - must remain
 - **switched off** and
 - be kept **out of sight**.
- **Security of a personal device.** Students are responsible for the safe keeping of personal items including mobile phones and wearable devices:
 - Where the student elects to keep the phone on them during the day, the device must be out of sight in a pocket. If the mobile phone is too large for a pocket, a small bag or pencil case that can be brought into the classroom should be used.
 - should NEVER be left in an unattended school bag outside a classroom or in the playground.
- **During exams,** all mobile phones are to be **turned off** and smart **watch notifications turned off and silenced** and the device placed upside down on the floor next to the student desk, in a box/basket at the front of the room or lined up against the whiteboard.

Where a student does not follow this school policy

- Where the student is unable to produce an exemption card, a mobile phone or electronic device that is not ‘away’, or is mis-used in class or in the playground
 - will be confiscated and
 - taken to Student Services where it will be logged and remain for rest of the school day.
- Alternatively, the student can be sent to Student Services to
 - hand the device in and return with the lodgement receipt to show the teacher.
 - The student will collect the mobile phone or electronic device from Student Services **at the end of the school day.**
- Failing to comply with this reasonable instruction will result in disciplinary consequence under the school’s Student Code of Conduct
- Persistent breach of the “Away for the day” policy
 - **On the 3rd occasion** this occurs, Student Services will email the student and parent/guardians to inform them of this ongoing issue. Record contact in OneSchool.
 - **On the 4th occasion** this occurs, Student Services will email the student, parent/guardian and the year level Deputy Principal to inform them of the ongoing issue and record contact in OneSchool. Disciplinary consequences including at school or after school detentions may be applied under the school’s Student Code of Conduct for disobedience
 - **On the 5th occasion,** Student Services will give the phone to the year level Deputy Principal who will contact parents/guardian and record contact in OneSchool.
 - Disciplinary consequences may be applied under the school’s Student Code of Conduct

Preventing and responding to bullying

The Cavendish Rd State High School core program, Year Level Care, support students' wellbeing and develop their understanding of our Student Code of Conduct and the 5C's. These programs promote positive relationships and the wellbeing of all students, staff and visitors at the school.

Our staff know student learning is optimised when they feel connected to others and experience safe and trusting relationships. Students who feel secure are more likely to be active participants in their learning and to achieve better physical, emotional, social and educational outcomes. Teachers who feel valued and supported are more likely to engage positively with students and build stronger connections within the school community. Parents who are positively engaged with their child's education leads to improved student self-esteem, attendance and behaviour at school. Enhancing the wellbeing of students and their educators delivers overall long-term social, health and economic benefits to the Australian community.

Cavendish Road State High School junior and senior leadership programs drive the Student Council, which has diverse representatives from each year level meeting regularly to promote strategies to improve student wellbeing, safety and learning outcomes.

Bullying

The agreed national definition for Australian schools describes bullying as

- ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm;
- involving an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening;
- happening in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records);
- having immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

Behaviours that do not constitute bullying include:

- mutual arguments and disagreements (where there is no power imbalance)
- not liking someone or a single act of social rejection
- one-off acts of meanness or spite
- isolated incidents of aggression, intimidation or violence.

However, these conflicts are still considered serious and need to be addressed and resolved. At Cavendish Road State High School our staff will work to quickly respond to any matters raised of this nature in collaboration with students and parents.

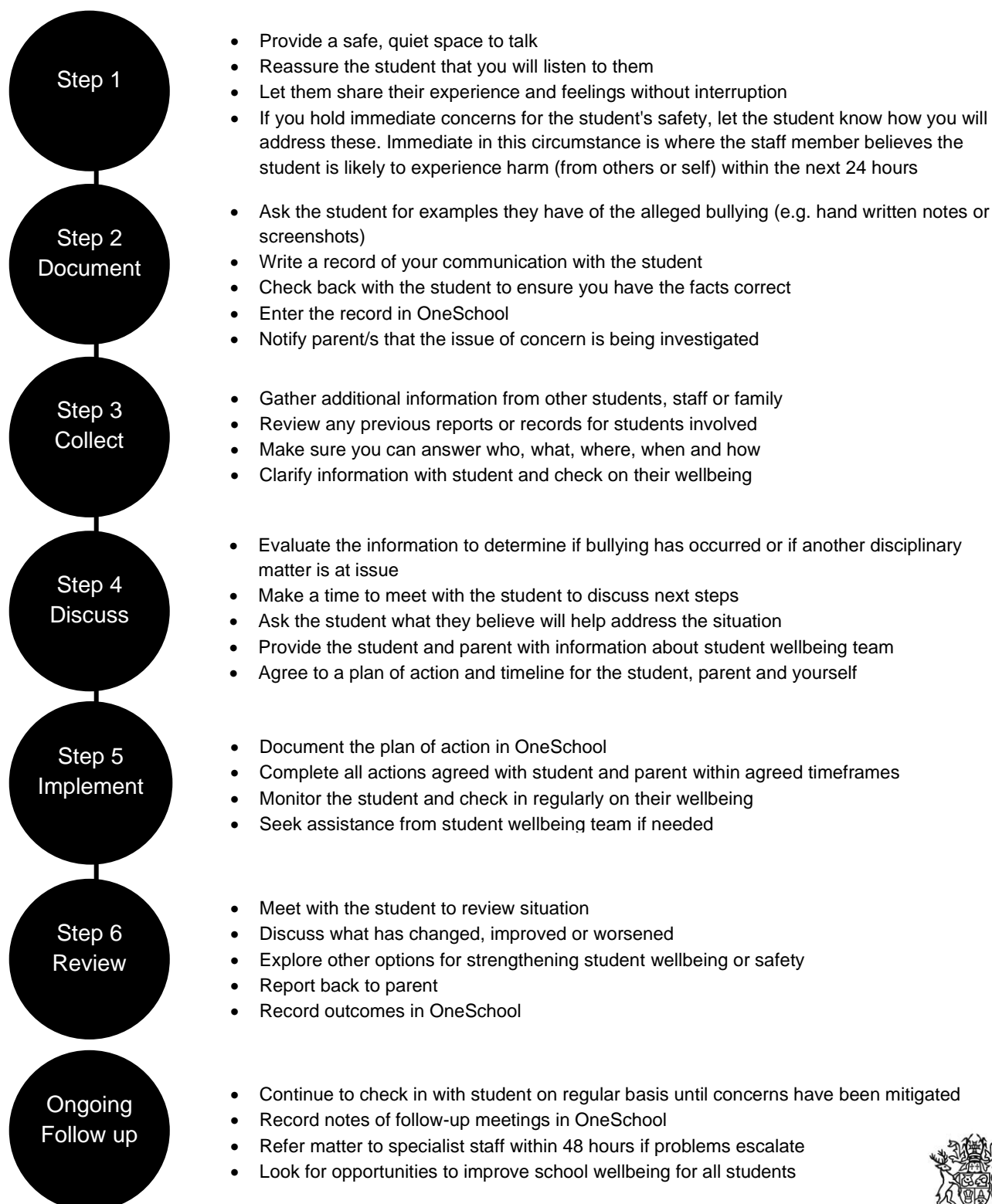
The following flowchart explains the actions Cavendish Road State High School teachers will take when they receive a report about student bullying, including bullying which may have occurred online or outside of the school setting. Please note that the indicative timeframes will vary depending on the professional judgment of teachers who receive the bullying complaint and their assessment of immediate risk to student/s.

Bullying response flowchart for teachers

These steps can be adjusted depending on the unique circumstances and risk associated with each situation. This is at the professional judgment of the staff involved. Timeframes should be clearly discussed throughout the process.

Key contacts for students and parents to report bullying:

1. Relevant Head of Student Services
2. Deputy Principal of Year
3. Deputy Principal Wellbeing



Cyberbullying

Cyberbullying is treated at Cavendish Road State High School with the same level of seriousness as in-person bullying. The major difference with cyberbullying however, is that unlike in-person bullying, cyberbullying follows students into their community, their homes and their bedrooms, giving them no opportunity to escape the harassment or abuse during the evening, weekends or holidays.

In the first instance, students or parents who wish to make a report about cyberbullying should approach the relevant Heads of Student Services. Deputy Principals can be approached directly by students, parents or staff for assistance in preventing and responding to cyberbullying.

It is important for students, parents and staff to know that state school principals have the authority to take disciplinary action to address student behaviours that occur outside of school hours or school grounds. This includes cyberbullying. Parents and students who have concerns about cyberbullying incidents occurring during school holidays should immediately seek assistance through the [Office of the e-Safety Commissioner](#) or the Queensland Police Service.

Students enrolled at Cavendish Road State High School may face in-school disciplinary action, such as detention or removing of privileges, or more serious consequences such as suspension or exclusion from school for engaging in behaviour that adversely affects, or is likely to adversely affect, other students or the good order and management of the school. This includes behaviour such as cyberbullying which occurs outside of school hours or settings, for example on the weekend or during school holidays. It also applies to inappropriate online behaviour of enrolled students that is directed towards other community members or students from other school sites.

Parents or other stakeholders who engage in inappropriate online behaviour towards students, staff or other parents may be referred to the Office of the e-Safety Commissioner and/or the Queensland Police Service. State school staff will be referred for investigation to the Integrity and Employee Relations team in the Department of Education. Any questions or concerns about the school process for managing or responding to cyberbullying should be directed to the Deputy Principal - Wellbeing.

Cavendish Road State High School - Cyberbullying response flowchart for school staff

How to manage online incidents that impact your school

Student protection

If at any point the principal forms a reasonable suspicion that a student has been harmed or is at risk of harm, they have a responsibility to respond in accordance with the [Student protection procedure](#).

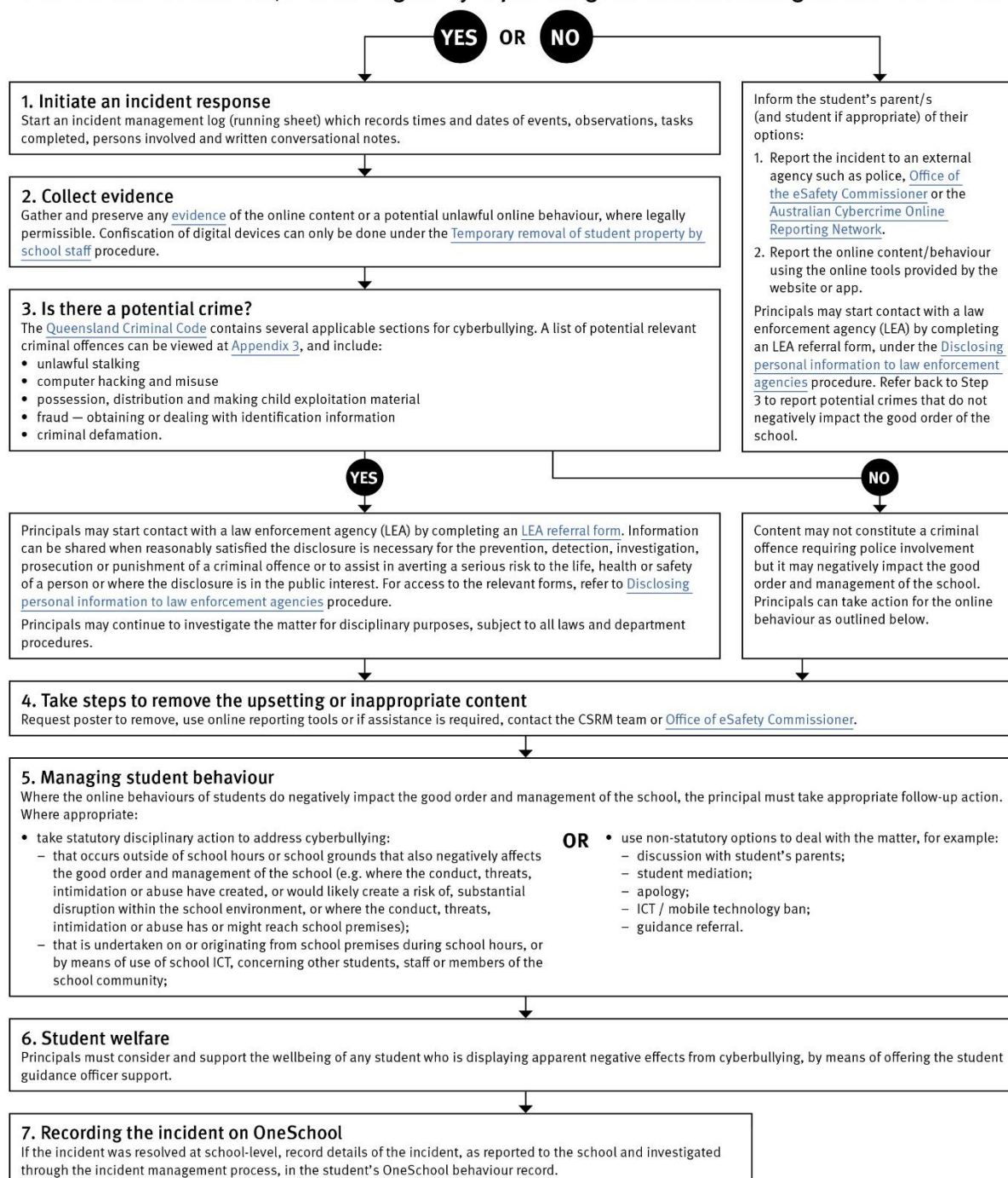
Explicit images

If the investigation involves naked or explicit images of children, staff should not save, copy, forward or otherwise deal with the content, as per the [Temporary removal of student property by school staff procedure](#). This includes onto OneSchool records. Refer to the investigative process outlined in 'Responding to incidents involving naked or explicit images of children' from the [Online Incident management guidelines](#).

Report

Refer to the [Online incident management guidelines](#) for more details, or if assistance is required, contact the Cybersafety and Reputation Management (CSRM) team on 3034 5035 or Cybersafety.ReputationManagement@qed.qld.gov.au.

Does the online behaviour/incident **negatively impact the good order and management of the school?**



Cybersafety and Reputation Management (CRM)

The Department of Education employs a dedicated team of experts to assist in maintaining the integrity of the department's reputation with regards to cybersafety and reputation management issues, effectively leading the development and implementation of departmental cybersafety processes.

This team provides **direct support for schools** to respond to concerns of inappropriate online behaviour and misuse of information and communication technology.

The team provides a [guide for parents](#) with important information about cybersafety and cyberbullying, and suggestions about what you can do if your child is a target or responsible for inappropriate online behaviour.

The team has also developed a [Cyberbullying and reputation management](#) (Department employees only) resource to assist principals in incident management.

For more information about cybersafety sessions at your school, or for assistance with issues relating to online behaviour, contact the [team](#) (Department employees only).

Support and intervention services for students

Cavendish Road State High School recognises the need to provide intervention and support to all students involved in incidents of bullying, including cyberbullying.

Students who have been subject or witness to bullying have access to a range of internal support staff, as identified in the Student Wellbeing Team section earlier in this document. Students are, however, also encouraged to approach any staff member with whom they feel comfortable sharing their concerns, regardless of their role in the school. All staff at Cavendish Road State High School are familiar with the response expectations to reports of bullying, and will act quickly to ensure students' concerns are addressed. Depending on the nature of the reported bullying incident, a formal plan of action may be developed and documented to support the implementation of strategies to assist the student.

Students who engage in bullying behaviours towards others will also be provided with support to assist them to use more socially acceptable and appropriate behaviours in their interactions. This includes counselling, social development programs, referral to mental health services or involvement in a restorative justice strategy. School disciplinary measures may also be used to reinforce the seriousness with which the community takes all incidents of bullying. These measures may include internal school suspension, withdrawal from social events or celebrations or more severe punishments such as suspension or exclusion from school.

Appropriate use of social media

The internet, mobile phones and social media provide wonderful opportunities for students to network and socialise online. While these technologies provide positive platforms for sharing ideas, they also have the potential to cause pain and suffering to individuals, groups or even whole communities.

It's important to remember that sometimes negative comments posted about the school community have a greater impact than expected. This guide offers some information about how to use social media in relation to comments or posts about the school community. Reputations of students, teachers, schools, principals and even parents can be permanently damaged — and in some cases, serious instances of inappropriate online behaviour are dealt with by police and the court system.

Being aware of a few simple strategies can help keep the use of social media positive and constructive:

- Before you post something online, ask yourself if the community or individual really need to know. Is it relevant, positive and helpful?
- Remember that what you post online is a direct reflection of who you are. People will potentially form lasting opinions of you based on what you post online.
- Be a good role model. If things get heated online consider logging out and taking a few moments to relax and think. Hasty, emotive responses could inflame situations unnecessarily.
- Be mindful when commenting, try to keep general and avoid posting anything that could identify individuals.
- A few years ago parents may have discussed concerns or issues with their friends at the school gate. Today with the use of social media, online discussions between you and your close friends can very quickly be shared with a much wider audience, potentially far larger than intended.
- Taking a few moments to think about the content you are about to post could save upset, embarrassment, and possible legal action.
- As a parent you have a role in supervising and regulating your child's online activities at home and its impact on the reputation and privacy of others. Parents are their child's first teachers — so they will learn online behaviours from you.

Is it appropriate to comment or post about schools, staff or students?

Parental and community feedback is important for schools and the department. If you have a compliment, complaint or enquiry about an issue at school, the best approach is to speak directly to the school about the matter, rather than discussing it in a public forum.

While many schools use social media to update parents of school notices, the department prefers that parents contact schools directly with a compliment, complaint or enquiry due to privacy considerations. Imagine if your doctor, accountant or banking institution tried to contact you to discuss important matters via Facebook.

If you have raised an issue with a school or know that another person has, consider refraining from discussing those details on social media, particularly the names of anyone involved.

Keep comments calm and polite, just as you would over the telephone or by email. If you encounter negative or derogatory content online which involves the school, hinders a child's learning and/or affects the school community at large, contact the school principal.

Possible civil or criminal ramifications of online commentary

A serious instance of inappropriate online behaviour may constitute a criminal offence and become a police matter. For example, online content may substantiate the offence of 'using a carriage service to menace, harass or cause offence' (Criminal Code Act 1995 (Cth) s. 474.17). School staff may contact their union or obtain personal legal advice if they feel that online content seriously impacts their reputation. Defamatory online content may give rise to litigation under the Defamation Act 2005 (Qld).

What about other people's privacy?

If you upload photos of your children, be mindful of who might be in the background. You might be happy to share your child's successes with your friends and family via social media, but some parents are not. If you are tagging or naming students, consider that other parents may not want their child's name attached to images online.

What if I encounter problem content?

Taking the following steps may help resolve the issue in a constructive way:

- refrain from responding
- take a screen capture or print a copy of the concerning online content
- if you consider problem content to be explicit, pornographic or exploitative of minors, you should keep a record of the URL of the page containing that content but NOT print or share it. The URL can be provided to the school principal, or police, as needed for escalation of serious concerns
- block the offending user
- report the content to the social media provider.

Restrictive Practices

School staff at Cavendish Road State High School need to respond to student behaviour that presents a risk of physical harm to the student themselves or others. It is anticipated that most instances of risky behaviour can be de-escalated and resolved quickly. On some rarer occasions, a student's behaviour may continue to escalate and staff need to engage immediately with positive and proactive strategies aimed at supporting the student to manage their emotional arousal and behaviour.

In some very rare situations, where there is immediate risk of physical harm to the student or other people, and when all other alternative strategies have failed to reduce the risk, it may be necessary for staff to use restrictive practices.

The use of restrictive practices will always be as a last resort, when there is no other available option for reducing immediate risk to the student, staff or other people. Restrictive practices are not used for punishment or as a disciplinary measure.

The department's [Restrictive practices procedure](#) is written with consideration for the protection of everyone's human rights, health, safety and welfare. There are six fundamental principles:

1. Regard to the human rights of those students
2. Safeguards students, staff and others from harm
3. Ensures transparency and accountability
4. Places importance on communication and consultation with parents and carers
5. Maximises the opportunity for positive outcomes, and
6. Aims to reduce or eliminate the use of restrictive practices.

Very rarely restrictive practices will be planned and staff will employ, when necessary, pre-arranged strategies and methods (of physical restraint/ mechanical restraint/ clinical holding) which are based upon behaviour risk assessment or clinical health need and are recorded in advance. The use of planned strategies will only be where there is foreseeable immediate risk consistent with the [Restrictive practices procedure](#).

Seclusion will not be used as a planned response and will only be used in serious circumstances for managing an unforeseeable situation in an emergency. It will be used for the shortest time possible and in a safe area that presents no additional foreseeable risk to the student. In such emergencies, a staff member will observe the student at all times and seclusion will cease as soon as possible.

Following the use of any restrictive practice, a focused review will help staff to understand how they responded to the risk in any incident that involved the use of a restrictive practice. Staff will consider whether there are other options for managing a similar situation in the future. This strategy works well for reducing the use of restrictive practices.

All incidents of restrictive practices will be recorded and reported in line with departmental procedures.

Critical Incidents

It is important that all school staff have a consistent understanding of how to respond in emergencies involving student behaviour that seriously endangers the student or others. This consistency ensures that appropriate actions are taken to ensure that both students and staff are kept safe.

A critical incident is defined as an occurrence that is sudden, urgent, and usually unexpected, or an occasion requiring immediate action (e.g., in the community, on the road). The aim in these situations is to bring the behaviour of the student under rapid and safe control. It is not a time to try and to punish or discipline the student; it is a crisis management period only.

Staff should follow the documented plan for any student involved in regular critical incidents, which should be saved and available for staff to review in OneSchool.

For unexpected critical incidents, staff should use basic defusing techniques:

1. Avoid escalating the problem behaviour: Avoid shouting, cornering the student, moving into the student's space, touching or grabbing the student, sudden responses, sarcasm, becoming defensive, communicating anger and frustration through body language.
2. Maintain calmness, respect and detachment: Model the behaviour you want students to adopt, stay calm and controlled, use a serious measured tone, choose your language carefully, avoid humiliating the student, be matter of fact and avoid responding emotionally.
3. Approach the student in a non-threatening manner: Move slowly and deliberately toward the problem situation, speak privately to the student/s where possible, speak calmly and respectfully, minimise body language, keep a reasonable distance, establish eye level position, be brief, stay with the agenda, acknowledge cooperation, withdraw if the situation escalates.
4. Follow through: If the student starts displaying the appropriate behaviour briefly acknowledge their choice and re-direct other students' attention towards their usual work/activity. If the student continues with the problem behaviour, then remind them of the expected school behaviour and identify consequences of continued unacceptable behaviour.
5. Debrief: At an appropriate time when there is low risk of re-escalation, help the student to identify the sequence of events that led to the unacceptable behaviour, pinpoint decision moments during the sequence of events, evaluate decisions made, and identify acceptable decision options for future situations.

Related Procedures and Guidelines

These are related procedures or guidelines which school staff use to inform decisions and actions around matters associated with student's wellbeing, behaviour and learning.

- [Cancellation of enrolment](#)
- [Complex case management](#)
- [Customer complaints management policy and procedure](#)
- [Cybersafety and reputation management](#)
- [Disclosing personal information to law enforcement agencies](#)
- [Enrolment in state primary, secondary and special schools](#)
- [Hostile people on school premises, wilful disturbance and trespass](#)
- [Inclusive education](#)
- [Managing risks in school curriculum activities procedure](#)
- [Managing students' health support needs at school](#)
- [Police and Child Safety Officer interviews and searches with students](#)
- [Restrictive practices](#)
- [Refusal to enrol – Risk to safety or wellbeing](#)
- [Student discipline](#)
- [Student dress code](#)
- [Student protection](#)
- [Supporting students' mental health and wellbeing](#)
- [Temporary removal of student property by school staff](#)
- [Use of ICT systems](#)



Cavendish Road State High School

Uniform and Dress Code Policy (Updated 19.07.2024)

The Principal determines the Uniform and Dress Code policy and any variations to that policy under the authority of S.360 and 361 of the Education (General Provisions) Act, 2006. The student dress code is expressed as a uniform, considers and applies equity and inclusion and is consistent with other complementary and applicable legislation, including Human Rights and Anti-Discrimination legislation in consultation with the Parents' and Citizens' Association (P&C) Executive, P&C and members, staff, parents and students.


Cavendish Road SHS is proud of its traditions, including its uniform for the history, aspiration, and inclusiveness it represents. 'Cavroadians' wear their uniform correctly and with pride of presentation.

The formal uniform recognises a student's transition from junior (years 7 to 9) to senior (years 10 to 12) with further recognition of rite of passage to graduating Year 12 students who are presented with a school necktie donated by the P&C. The items of dress code to be worn for purpose of school activity have expressly complementary items. These are noted, where applicable, against specific items in the tables below.

FORMAL UNIFORMS are worn to and from school on non-sports days. **SPORTS UNIFORM** is worn Tuesday (Years 7, 8 and 9) or Wednesday (Years 10, 11 and 12).



Health & Physical Education classes may require the wearing of the sports uniform for the physical activity aspects of the program. Students will change during break times before class and change back into their formal uniform at the end of the class. This is to ensure the comfort of the student after physical activity and the following class climate. Teachers will ensure this occurs.

FORMAL UNIFORM (Items indicated with an * need to be purchased from the school uniform shop)

ITEM	DETAILS	HOW/WHEN WORN
*BLOUSE: 	White overblouse with short sleeves, button opening at the center front and with a scooped hemline. A wide roll collar is attached to a V-neckline. The pocket, embroidered with the school logo, is compulsory from 2023.	Top button must be done up. Blouses need to be of an appropriate size which does not allow the mid-riff to be seen when arms are raised. The blouse is not worn tightly.
Items worn with the BLOUSE		
*TIE:	Year 7 to 9 bottle green "cross" tie. Year 10 to 11 bottle green "knotted" tie. Year 12 bottle green "Senior" tie which is gifted to students by the P&C.	The tie is knotted at the collar. The knot of the tie must cover the top button.
*SKIRT:	A-line bottle green skirt with 3 hip-stitched pleats either side of the center front and center back, and a side zipper opening.	The finished length is on or below the knee. Skirts are worn on the waist and not to be rolled up.
*OR SHORTS	Formal shorts in bottle green.	Can be worn with the formal blouse only.
*OR LONG PANTS	Formal grey long pants	Can be worn with the formal blouse only.
*SOCKS:	Cavendish Road white socks.	Worn unfolded.
SHOES:	Black college leather polished shoes with black laces. Non-leather sports shoes/slip-on shoes/contemporary urban design shoes from the likes of Nike or Globe are NOT	Laces are to be tied with a bow at the top. The backs must always be firm to support the heel. Shoes must be in good order.



	permitted. (Canvas shoes do not conform to Workplace Health and Safety requirements.)	
*BUCKET HAT OR CAP	Cavendish Road hat with school crest.	Bucket hats or caps are suited to general wear, playground and sports activities.
Options with the BLOUSE		
STOCKINGS:	Black full-length stockings – not knee-hi stockings.	Can be worn with formal uniform only.
FAITH BASED HEAD SCARVES:	Plain bottle green or white – no decorations or tassels.	
SCHOOL BAG:	A range of black school bags available.	If purchasing from another retailer, a plain black, non or minimal branded bag school bag, is preferred.

FORMAL UNIFORM (Items indicated with an * need to be purchased from the school uniform shop)

ITEM	DETAILS	HOW/WHEN WORN
*FORMAL SHIRT  	Years 7 – 9 students Bottle green short sleeved shirt open necked, with white facings on collar and sleeve. The pocket, embroidered with the school logo is compulsory from 2023 .	It must be worn tucked into shorts or trousers. The collar must be turned down.
	Year 10 - 12 students A white short or long-sleeved shirt open necked with pocket embroidered with the school logo is compulsory from 2023 .	It must be worn tucked into shorts or trousers. The collar must be turned down. The sleeves of the long sleeved shirt must not be rolled up above the elbows.
	Year 12 students Year 12 students wear a bottle green “Senior” tie that is gifted to students by the P&C, with their white embroidered shirts.	It must be worn tucked into shorts or trousers. The collar must be turned down. The sleeves must not be rolled up above the elbows. The knot of the tie must cover the top button.
Items worn with the FORMAL SHIRT		
*TROUSERS/ SHORTS	College grey tailored short or college grey long trousers.	Shorts and trousers must be worn with the belt described below.
BELT	Plain black belt with a plain buckle.	Worn with shorts or trousers.
*SOCKS (WORN WITH COLLEGE GREY TAILORED SHORTS)	Year 7 – 12 Cavendish Road white socks. or Years 10 – 12 Long grey socks with school colour tops.	White socks worn unfolded. Long grey socks to be worn pulled up.
SOCKS (WORN WITH COLLEGE GREY LONG TROUSERS)	Short grey or black socks.	These socks are ONLY to be worn under the college long grey trousers.
SHOES	Black college leather shoes with black laces. Non-leather sports shoes/slip-on shoes/contemporary urban design shoes from the likes of Nike or Globe are NOT permitted. (Canvas shoes do not conform to Workplace Health & Safety requirements.)	Laces are to be tied with a bow at the top. The backs must always be firm to support the heel. Shoes must be in good order and polished at all times.
*BUCKET HAT OR CAP	Cavendish Road hat with school crest.	Bucket hats or caps are suited to general wear, playground and sports activities.
Option with the FORMAL SHIRT		
UNDER SHIRT	A plain BOTTLE GREEN or WHITE T-shirt ONLY can be worn under the BOTTLE GREEN formal shirt. A plain WHITE T-shirt ONLY can be worn under the WHITE formal shirt.	The under shirt must only be visible at the collar of the formal shirt. It must not extend below the formal shirt sleeve.

SCHOOL BAG:	A range of black school bags available.	If purchasing from another retailer, a plain black, non or minimal branded bag school bag, is preferred.
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WINTER CLOTHING – optional (Items indicated with an * need to be purchased from the school uniform shop.)		
ITEM	DETAILS	HOW/WHEN WORN
*JUMPER	Pullover – bottle green with white stripes on the neck.	Jumper is to be worn at the wrist and must be in good condition. Sleeves are not to be pulled over the hands.
*JACKET	Bottle green with white trim.	Can be worn with either the formal or sports' uniform.
BLAZER	Bottle green with monogram on pocket.	Worn with formal uniform by Year 12 Leaders only.
*TRACKPANTS	Bottle green school track pants with white pin stripes are only to be worn with the sports uniform.	Worn over the sports shorts.
*SCARVES	Bottle green scarf with white monogram.	Worn around the neck.

SPORTS UNIFORM (Items indicated with an * need to be purchased from the school uniform shop.)		
ITEM	DETAILS	HOW/WHEN WORN
*SHORTS 	Green 4-way stretch shorts with white CAV RD on lower left is compulsory from 2023 .	To be worn at a length that finishes at the top of the knee.
*POLO 	Green polo shirt with white piping, white school logo and white CAV RD on the back is compulsory from 2023 .	Shirt is not tucked in.
*SOCKS	Cavendish Road white sports socks.	Worn unfolded.
SHOES - SPORTS	Low cut lace-up runners/track shoes/runners/sports shoes. Vans, skate shoes, deck-shoes, slip-ons and canvas casual shoes are not permitted.	Laces are to be tied with a bow. Shoes must be clean and in good order. Boots are not acceptable.

GENERAL NOTE: Students will be asked to remove items that are not part of the school uniform. An exemption must be sought and approved by the Principal who will consider safety and other matters consistent with legislation and policy. Exemptions are limited to reasonable requests based on cultural, religious or other grounds as provided for in Human Rights and Anti-Discrimination legislation. These rights may be limited where it is reasonable to do so, as provided for in legislation.

JEWELLERY AND TATTOOS.

- Students who have a tattoo for cultural significance and identity must apply for and be granted an exemption by the Principal. Students who have a tattoo not consistent with cultural practice and identity should cover them.
- A wristwatch or other wrist device or smart watch may be worn. Smart watches must have notifications switched off. Wristbands of any description are not to be worn. Note: Medical bracelets or medical necklaces are exempt.

- Earrings are to be stud or sleeper only not detracting from the intent of the uniform standard of presentation. Stretchers or spacers are not permitted.
- Further facial piercings are to use clear plastic studs. They are not to be metal.
- Anklets are not to be visible.
- Necklaces must not to be visible. Students wishing to visibly wear necklaces espousing or declaring their religious or cultural belief must apply for and be granted an exemption by the Principal.
- Head scarves consistent with school colours of bottle green, black, or white Cav Rd scarf.

MAKEUP.

- Foundation, blusher, eyeliner, mascara or eye lash extensions are allowed only to the extent to be suitably muted or trimmed for day wear.

NAIL.

- Coloured gel or nail polish, and/or decorated nails are to be muted.
- Heavily manicured and or acrylic nails that pose a health or safety risk to the wearer or others, may render a student ineligible to participate in some physical or other activities. This applies particularly where contact with others is a consideration, or where the manipulation of materials or dexterity is required.

HAIR

- Hair must be neatly groomed, in natural toning, worn off the face and neatly tied back for all students.
- Hair accessories should be in the school colours of green and white (available from the uniform shop).
- Facial hair must be neat and tidy.

Fingernail polish and excessive make up that does not meet this standard must be removed.

SUPPORTING STUDENTS & DEALING WITH UNIFORM PRESENTATION

Our school culture of belonging, pride, inclusiveness, and good discipline are ideals maintained through school policies consistent with the Code of Conduct for Students. Students are expected to comply with the Code of Conduct. Students are NOT suspended, excluded or denied access to instruction for a uniform infringement.

Supporting and correcting, are our first responses to students not wearing uniform to dress code and standard is resolved without disciplinary response, where students presenting to school

- have difficulty due to family circumstance or financial hardship
- with a minor non-compliance

Procedure:

Before school. When a student has a short-term problem with the uniform code and are not wearing the correct school uniform,

- students are expected to report Uniform Correction (8.30am – 8.40am).
- They will be provided with a replacement uniform or item e.g. school tie, belt, shirt, blouse, shoes, jumper.
- Students who present to school in non “Cav Rd” socks will be given a pair of “Cav Rd” socks to keep, and parents or carer will be sent an invoice through the school’s finance system.
- All borrowed items are to be returned washed and ironed within 3 days. Note: That parents/carers are invoiced for the non-return of borrowed items.

Other uniform matters: Hair, nails, or excessive jewelry

- are discussed with students and given opportunity to rectify or remove. This can include:
 - tying hair back (ribbon or elastic tie will be provided)
 - removing excessive jewelry (in the alternative, may be confiscated according to Education Queensland Policy *Temporary Removal of Student Property* and
 - Parent/carers are contacted to support the policies of the school as agreed under the Enrolment Agreement if the issue cannot be immediately resolved.

During the school day. If a student is in class and is not wearing the correct uniform, the teacher

- will provide opportunity to self-correct e.g. tie back hair, put on the correct shoes, or other uniform item if these are readily accessible such as in a student's school bag,
- record the uniform issue in IDAttend, AND, refer to the relevant Head of Student Services who will follow up in a timely manner.
- The student remains in class to engage in their learning.

SUN SAFE - HATS

All students, in all year levels (Years 7 to 12), are required to wear a school hat (bucket hat or cap) whenever in the sun.

SENIOR JERSEYS

Senior jerseys complement the school uniform as an item of acceptable dress code for year 12 students only. Ordering and payment is arranged by the school as a 'user pay' item and not via the P&C Uniform Shop.



Homework Policy

RATIONALE

Homework should be considered as “home practice”. The inclusion of homework in the student’s routine acknowledges the need for a balance of school work with family, recreational, cultural and employment pursuits, while allowing an opportunity to involve family members in the student’s learning. Homework assignment will be varied, challenging and clearly related to the class work.

Homework tasks will generally be either:

- Specific, short-term tasks set by the teacher
- Longer-term assignment work and on-going tasks.
- Tasks determined by the student, e.g. revision of past work or focused exam preparation

In all cases, homework should be:

- Purposeful and relevant to the student’s needs, (students see the connection to classwork).
- Appropriate to the phase of learning and ability of the students.
- Helping to develop the student’s independence as a learner and fostering a sense of responsibility for their own academic success.

GENERAL GUIDELINES FOR HOMEWORK COMPLETION

Each child’s educational potential will be maximised when students, teachers and parents work together towards a common goal – the holistic development of the student. Each member of the “education triangle”, (student / teacher / parent), has an important role to play in maximising the value of homework as a supplement to school-based learning.

EXPECTATIONS FROM EACH PARTNER

A) THE STUDENT will:

- I. Ensure that homework set by each teacher is accurately recorded in their student diary.
- II. Make a genuine attempt to complete set tasks by the due date
- III. Find out about homework given if absent from class.
- IV. Make a written note of any problems encountered and see the teacher prior to the next lesson.
- V. View homework with a positive attitude – it is an educational aid, not a penalty or punishment.
- VI. Generate a homework / study timetable consistent with their assessment schedule and ensuring priority to the most urgent tasks.

B) THE TEACHER will:

- I. Ensure that homework tasks are meaningful and contribute to the development of the student.
- II. Set homework on a daily or weekly basis. This may vary between the theoretical and practical subjects and will also depend on the type of work being covered in class. Particularly in the senior school, it may be more appropriate to set homework on a weekly basis, to allow students to organise their time around employment and other commitments.

- III. Keep an accurate record of all homework set.
- IV. Ensure that homework is checked routinely. Where applicable should be corrected or checked for accuracy.
- V. Record the details of students who regularly fail to meet the expectations and issue appropriate consequences.
- VI. Make contact with parents and keep them informed if / when concerns arise.
- VII. Comment on homework completion as part of the reporting process.

C) THE PARENT / GUARDIAN will:

- I. Provide a suitable workplace – desk / chair; quiet; well-lit etc.
- II. Assist students to develop time management skills. This may involve –
 - Setting certain times for homework to be done.
 - Posting assessment schedules in a prominent place, with important dates highlighted.
- III. Take an active interest in homework. This may include:-
 - Giving encouragement
 - Providing assistance.
 - Checking and signing homework diaries.
 - Contact teachers if there are issues or concerns regarding homework.

TIME EXPECTATIONS FROM EACH YEAR LEVEL

The general expectation for students in Years 7, 8 and 9 is in the order of 5 hours per week, depending on the individual needs of the student and the specific program of study.

The amount of time devoted to homework and independent study will vary for students in Year 10 and the senior phase of learning, dependent on their learning needs, and the individual program of study as determined through their Senior Education and Training (S.E.T.) Plan.

Generally, students can expect:-

- | | |
|----------|--|
| Year 10: | 1.5 to 2 hours per night (7 to 10 hours per week) |
| Year 11: | 2 to 2.5 hours per night (10 to 12 hours per week) |
| Year 12: | 2.5 to 3 hours per night (12 to 15 hours per week) |

FAILURE TO COMPLETE HOMEWORK

Teachers will document each occasion on which a student fails to demonstrate a reasonable attempt to complete homework assignments by the due date.

At the teacher's discretion, students may be detained at lunchtime or before / after school in order to complete outstanding homework tasks. Before / after school detentions require a minimum of 24 hours notice to the parent / guardian.

Where a student demonstrates a pattern of refusal to comply with the school's expectations regarding homework, the class teacher will make contact with the parents / guardian, and will consult with the relevant Head of Department as to an appropriate course of action.



Cavendish Road State High School

Attendance Policy (Updated 16.02.2024)

RATIONALE

Regular attendance at school is central to both schooling success and later employment. Students must attend school each day. Legal requirements of attendance pertain to all students. It is a legal requirement to explain all absences.

- Punctuality and regular attendance are essential.
- All students from Year 7 through to Year 12 are required to attend ALL TIMETABLED CLASSES in every one of their subjects. Class rolls are marked every period.
- Attendance at school each day is a legal requirement under *the Education General Provision Act 2006*.
- Attendance Rolls are legal documents, which are subject to checking by the Department of Education.
- Full attendance gives students the optimum chance for success.

AIMS

To provide students with every opportunity to achieve to the best of their ability and to create clear and consistent processes pertaining to attendance.

PROCEDURE

Student attendance is taken in each lesson. Student attendance is first taken at 8:45am each morning. Students are required at school by 8:40am to ensure they arrive at their first lesson in adequate time.

Teachers will only mark a student as attending if the student is physically present in the classroom. Students must not be late for their first class or other classes without a valid excuse.

Parents/carers must explain all student absences. This is best done by sending an SMS to the school's absence SMS line on 0429 843 799. Alternatively, you can call the absence line on 3394 0736, email attendance@cavendishroadshs.eq.edu.au, record absence via QParents or by writing a note and having it delivered to the school by the student. All absences require explanation by the parent or carer.

Student attendance in each lesson is monitored and students truanting class or with anomalies will be addressed by the school attendance officer initially, but if there are persistent issues, this will be managed by the appropriate Deputy Principal. Parents will be notified if students are caught truanting school or lessons.

Lateness to School

Students who arrive after 8:45am are required to report to Student Services, sign in and read the daily notices. Students will be issued with a date and time stamped ID Attend late slip to present to their class teacher and parents/carers will receive a text to confirm lateness. Students repeatedly late to school will be referred to the appropriate Deputy Principal.

RIGHTS AND RESPONSIBILITIES

Parents/carers

- If a student cannot attend school, the parent/carer should SMS the school on 0429 843 799, or call the absence line on 3394 0736, email attendance@cavendishroadshs.eq.edu.au, record absence via Qparents or provide a note explaining the reason for the absence. If using a note, the student must give the note to Student Services on the first school day following the absence. The attendance officer will record the approved absence on ID Attend.
- If a student needs to leave school early, the parent/carer can call the absence line on 3394 0736 or email attendance@cavendishroadshs.eq.edu.au, record absence via Qparents or alternatively provide a written note to be presented to Student Services during first break. The student will then be issued with a Leave Pass.
- Students are not permitted to leave school without a Leave Pass.
- If an absence is to be for an extended period of time (eg. family reasons or illness), parent/carers should contact the Attendance Officer, relevant Head of Student Services or Deputy Principal.
- If a student refuses to attend school, contact the school Guidance Officer or relevant Head of Student Services to seek support.
- Parents/carers must advise the school of any change of address or phone numbers to ensure school records are accurate. Up to date data is essential in an emergency.

Students:

- Attend all classes on time, with the necessary equipment.
- Never leave the school during school hours without permission from parent/carers or the school and without getting an appropriate Leave Pass from the Administration Office.
- Ensure all missed schoolwork is completed.

The School:

- Records student attendance accurately and in a timely manner.
- Monitors attendance daily.
- Notifies parents/carers of unexplained absences.
- Provides students with schoolwork when they are absent for legitimate extended periods.
- Offers support when school attendance has become a problem.
- Notifies the relevant authorities if non-attendance persists.



Cavendish Road State High School

Refund Policy for Excursions and Camps

Last updated 19/03/2020

At Cavendish Road State High School, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations. School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Executive Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student;
- An education service purchased from a provider other than the school where the provider charges the school; and
- A specialized educational program.

A school fee is directed to the purpose for which it is charged.

School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/guardian.

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent/guardian wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may do so by completing a Request for Refund form available from the school finance office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student's account at the school, and used for any cost in the future or to offset any outstanding school fees.

RIGHTS AND RESPONSIBILITIES

Parents/Guardians

- If a student cannot attend school, the parent / guardian should phone, email or write a letter explaining the reason for the absence. The student must give the note to Student Services on the first school day following the absence. The attendance officer will record the approved absence on ID Attend.
- If a student needs to leave school early, a written note from the parent/guardian is to be presented to Student Services during first break. The student will then be issued with a Leave Pass.
- Students are not permitted to leave school without a Leave Pass.
- If an absence is to be for an extended period of time (eg. family reasons or illness), parent/guardians should contact the Attendance Officer, relevant Head of Student Services or Deputy Principal.
- If a student refuses to attend school, contact the school Guidance Officer or relevant Head of Student Services to seek support.
- Parents / Guardians must advise the school of any change of address or phone numbers to ensure school records are accurate. Up to date data is essential in an emergency.

Students:

- Attend all classes on time, with the necessary equipment.
- Never leave the school during school hours without permission from parent/guardians or the school and without getting an appropriate Leave Pass from the Administration Office.
- Ensure all missed schoolwork is completed.

The School:

- Records student attendance accurately and in a timely manner.
- Monitors attendance daily.
- Notifies parents/guardians of unexplained absences.
- Provides students with schoolwork when they are absent for legitimate extended periods.
- Offers support when school attendance has become a problem.
- Notifies the relevant authorities if non-attendance persists.

Communicating with your child's school

We value open and respectful communication with parents and carers, to support student learning.



You can expect schools to:

- recognise and celebrate your child's achievements
- report on your child's academic progress
- communicate about your child's learning, wellbeing and development
- inform you of any serious issues concerning your child
- alert you on the same day if your child is absent without a reason
- forward requests needing your consent or payment
- provide regular school updates and notify you of school events
- offer opportunities and ways to give feedback
- offer parent/carer-teacher interviews twice per year.



You should not expect:

- an immediate response to non-urgent inquiries - it may take a minimum of 2 or more business days
- staff to return calls or reply to emails outside standard business hours (including evenings and weekends)
- a response from staff to social media messages from their personal account
- access to teachers' personal phone numbers or emails
- teachers to discuss school matters when not at work (e.g. if you see a teacher outside of school hours in the community)
- meetings with staff during the school day without an appointment
- to be allowed on school grounds if you have been aggressive or harassed staff or students.



Contact your child's school if:

- your child will be absent, providing the reason
- you are concerned about your child's learning, social progress or wellbeing

- there are changes to your child's medical information
- there are changes in family circumstances
- you notice safety issues or behaviour changes at home
- issues arise that may affect student and/or staff safety at school
- you need to make or change an appointment.



When contacting your child's school:

- contact the school administration for general inquiries
- follow the school's processes for requesting meetings or contact with teachers
- for more complex or sensitive issues, request a face-to-face meeting to give the matter the attention it needs
- allow staff time to respond to your inquiry, remembering that teachers' priorities during the day are in the classroom.



How you can help your child's school:

- keep your contact details up-to-date
- read school communications
- use polite language in all spoken and written messages
- be open to ideas and willing to compromise if needed to reach an agreement.



If you are unhappy about something that has happened at school, you can make a complaint:

- first raise your concern with the school by making an appointment or sending an email
- if you're not happy with the outcome, you can speak with the principal or take your [complaint](#) to the school's [Regional Office](#). All complaints about staff or school operations are handled fairly.





Resolving issues respectfully at school

Information for parents and families

A key priority of state school staff, parents and families is to foster a safe and healthy learning environment for all Queensland students. As a parent of a school-aged child, there may be times when issues arise that affect your child, for example a playground incident with another child or issues within the classroom. How those issues are handled

can make a significant difference to the learning and development of our students, and the positive environments we aim to create and nurture. The following information can assist parents, families and school staff to manage issues respectfully and reach an outcome that is in the best interest of the student.

Talk to your child

Ask your child questions (who, what, where, when, how) to clarify the issue. This can give you an idea of whether your child is able to find their own solution to a problem, or if staff intervention is required. One of the skills children need to develop to operate in the world is to solve their own problems if they can, and adults play an important role in modelling how to do this effectively.

Talk to your school P&C association about services managed by the P&C

If you wish to discuss the services that are offered or managed by the P&C at your school, for example Outside of School Hours Care (OSHC) or the tuckshop, you should speak with the P&C executive in the first instance. For more information please visit: www.pandcsqld.com.au

Talk to your child's teacher about academic or social issues

If you are concerned about your child's academic progress or school work, the teacher may be able to suggest ways to help your child at home or help you to access additional support at school. If your child is experiencing persistent social issues, make an appointment with your child's teacher as soon as possible. Together, you and your child's teacher should be able to resolve the issue calmly and respectfully.

Talk to your school principal or leadership team if the issue remains unresolved

If you have approached your child's teacher or school office staff and your issue remains unresolved, make an appointment to see the school principal to discuss the issue further.

Talk to your school office administration staff about general school issues

If you have a general issue — for example, having difficulty paying school fees or have concerns about a school staff member — you can get in touch with the school office administration staff to calmly discuss the issue and find a workable solution.

Other useful tips for resolving issues related to school

- Remain calm and be respectful towards school staff when raising an issue with them.
- Try to keep an open mind and accept that multiple views reflect different perspectives.
- Remember schools are busy and complex places, and sometimes it may take time to resolve certain issues.
- Have a clear idea of the outcome you are seeking and communicate this desired result. If an agreed solution isn't working, discuss other options with school staff.



Cavendish Road State High School

Accident Insurance Cover for Students

Some school activities and physical education, particularly contact sports, carry inherent risks of injury.

Parents are advised that the department does not have Student Accident Insurance cover for students.

If your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the child, parent or caregiver.

Some incidental medical costs may be covered by Medicare. If parents have private health insurance, some costs may also be covered through the private health insurance. Any other costs would be borne by the parents.

Student Accident Insurance is an insurance policy that pays certain benefits in certain circumstances should your child have an accident.

It is a personal decision for parents as to the types and levels of private insurance they arrange to cover their child for any accidental injury that may occur.

Parents should contact their insurer or an approved Australian insurance broker for more information about student personal accident insurance cover for their child.



CAVENDISH ROAD *State High School*

Student BYOD Charter Agreement



Years 7 – 12
Bring Your Own Device Program



CAVENDISH ROAD *State High School*

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CAVENDISH ROAD *State High School*

BYOD Overview

Bring Your Own device (BYOD) is being offered at Cavendish Road State High School as a new pathway supporting the delivery of 21st century learning. It is a term used to describe a personally owned device that meets Cavendish Road State High School's minimum specifications and can be connected to the Queensland Department of Education information and communication (ICT) network for teaching and learning.

Device Selection and Specifications

Cavendish Road State High has specifications for BYOD devices that are consistent with meeting curriculum needs for students of the school.

- For Years 7 – 9, the BYOD is an Apple iPad
- For Years 10 – 12, student/parent choice. Students are able to continue the use of an iPad or move to windows or apple laptop.

Before acquiring a device to use at school the parent or caregiver and student should carefully read the [minimum specifications on the BYOD page on the school website](#). These specifications relate to the suitability of the device to enable class activities, meeting student needs and promoting safe and secure access to the department's network.

Device Connectivity and Access while at School

The school's BYOD program supports access to printing, filtered internet access, and file access and storage through the department's network while at school.

Device Technical Support

The school provides technical support limited to enabling the device to access the school network and software.

Physical damage, faulty hardware and operating system software, or removal of non- school software that prevents the device from accessing the school network are the responsibility of the student and parent/guardian.

Device Care and Damage/Loss

The student is responsible for taking care of and securing the device. Responsibility for loss or damage of a device at home, in transit and at school belongs to the student and parent. Independent advice should be sought regarding inclusion in home and contents insurance policy or separate insurance for the device. The school takes no responsibility for damage or loss.

It is advised that accidental damage and warranty policies are discussed at point of purchase to minimise financial impact and disruption to learning should a device not be operational.



CAVENDISH ROAD *State High School*

Data Security and Back-ups

Students must ensure they have a process of backing up data securely. Otherwise, should a hardware or software fault occur, assignments and the products of other class activities may be lost. The student is responsible for the backup of all data. All students are required to backup work to OneDrive. Students are also able to save data locally to their device for use away from the school network, though is not recommended due to storage concerns.

Acceptable Personal device Use

Upon enrolment in a Queensland Government school, parental or caregiver permission is sought to give the student access to the internet. Communication through internet and online communication services must also comply with the [Student Code of Conduct](#) available on the school website, and the Student BYOD Charter Agreement.

Passwords

Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g., a student should not share their username and password with fellow students).

The password will need to be changed when prompted by the department or when known by another user.



CAVENDISH ROAD *State High School*

Web Filtering

The internet has become a powerful tool for teaching and learning; however, students need to be careful and vigilant regarding some web content. To help protect students (and staff) from malicious web activity and inappropriate websites, the Queensland Department of Education operates a comprehensive web filtering system. Any device connected to the internet through the school network will have filtering applied.

The filtering system provides a layer of protection to staff and students against:

- inappropriate web pages
- spyware and malware
- peer-to-peer sessions
- scams and identity theft.

This purpose-built web filtering solution takes a precautionary approach to blocking websites including those that do not disclose information about their purpose and content. The filtering approach applied by DOE represents global best-practice in internet protection measures. However, despite internal departmental controls to filter content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed on the screen. Teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

Students must comply with the provisions of Cavendish Road State High School's [Information Communication Technology Acceptable Use Policy and Agreement](#) as stated in the 2022 Student Study Planner.

Privacy and Confidentiality

Students must not use another student's or staff member's username or password to access the school network or another student's device, including not trespassing in another person's files, OneDrive, email or accessing unauthorised network drives or systems.

Additionally, students should not divulge personal information via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school. It is important that students do not publish or disclose the email address of a staff member or student without that person's explicit permission. Students should also not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others. They should ensure that privacy and confidentiality is always maintained.



CAVENDISH ROAD *State High School*

Intellectual Property and Copyright

Students should never plagiarise information and should observe appropriate copyright clearance, including acknowledging the original author or source of any information, images, audio etc. used. It is also important that the student obtain all appropriate permissions before electronically publishing other people's works or drawings. The creator or author of any material published should always be acknowledged. Material being published on the internet or intranet must have the approval of the principal or their delegate and have appropriate copyright clearance.

Copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

Software

Cavendish Road State High School may recommend software applications to meet the curriculum needs of particular subjects. Parents/Caregivers may be required to install and support the appropriate use of the software in accordance with guidelines provided by the school. This includes the understanding that software may need to be removed from the device upon the cancellation of student enrolment, transfer or completion of their studies at school.

Students must be aware that all use of internet and online communication services can be audited and traced to the account of the user. All material on the device is subject to review by authorised school staff.

Monitoring and Reporting

Students should be aware that all use of internet and online communication services can be audited and traced to the account of the user.

Misuse and Breaches of Acceptable Usage

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by another person knowingly using their account to access internet and online communication services.

The school reserves the right to restrict/remove access of personally owned devices to the intranet, internet, email or other network facilities to ensure the integrity and security of the network and to provide a safe working and learning environment for all network users. The misuse of personally owned devices may result in disciplinary action which includes, but is not limited to, the withdrawal of access and or device to the school supplied services.



Responsible use of BYOD

Responsibilities of stakeholders involved in the BYOD program:

School

- BYOD program induction — including information on connection, care of device at school, workplace health and safety, network connection at school
- Some school-supplied software e.g., Adobe, Microsoft Office 365
- Access to shared network and printing facilities (Mac, iPad and Windows)
- Principal signature on BYOD Charter Agreement

Student

- Participation in BYOD program induction
- Acknowledgement that core purpose of device at school is for educational purposes
- Care of device
- Appropriate digital citizenship and online safety
- Security of device and password protection
- Maintaining a current back-up of data
- Charging of device fully overnight for use each day
- Abiding by intellectual property and copyright laws
- Internet filtering (when not connected to the school's network)
- Understanding and signing the BYOD device Charter Agreement

Parents and Caregivers

- Provision of a device that meets school minimum specifications
- Acknowledgement that core purpose of device at school is for educational purposes
- Internet filtering (when not connected to the school's network)
- Encourage and support appropriate digital citizenship and cyber safety
- Arranging for repair of damage or malfunctioning hardware or non-school software, including a reload or reimage of the operating system
- Required software, including sufficient anti-virus software
- Protective backpack or case for the device
- Adequate warranty and insurance of the device
- Understanding and signing the BYOD device Charter Agreement



Cavendish Road State High School

STUDENT ICT POLICY AND ACCEPTABLE USE AGREEMENT

Cavendish Road provides various ICT opportunities to its students:

- Computer desktop labs.
- MacBook's for selected Music classes.
- iPads, and iMacs.
- Year 7 - 12 BYOD Program

All students using the Cavendish Road SHS information Technology network must agree and comply with the following usage conditions:

- iPads, computers and other information technology resources at Cavendish Road SHS are intended for use in learning. Non-curriculum game playing in class is NOT acceptable and will be dealt with under the Student Code of Conduct.
- Every student is given their own unique username and password – they must keep the passwords to themselves.
- When using “global” information systems such as the Internet, it is impossible for Education Queensland to screen or filter out all material which is controversial, inappropriate or offensive. It is therefore my responsibility not to initiate access to such material or to distribute such material by copying, storing or printing.

Care of Information Technology Resources

- I will not eat or drink near any school owned computer equipment.
- I will not damage any computer equipment or furniture.
- I will not use school devices for any non-approved games/applications.
- I will not attempt to break copyright (e.g. by illegally copying software).
- I will report damage, vandalism or theft immediately to a classroom teacher, the IT Manager or the Information Services Department.
- I will be responsible for repair costs.
- I will not attempt to hack into the school's computer system, change network or workstation setups, or create, alter or delete any files than those in my dedicated home folder.

Consideration of Other Users

- I will use equipment for educational purposes only.
- I will not waste computer resources (e.g. unnecessary printing or non-educational internet use).
- I will not disrupt the smooth running of the network. (e.g. downloading large files off the Internet or through malicious actions).
- I will not introduce or exhibit pictures or sounds or send messages using the computer infrastructure that could offend others.

STUDENT ICT POLICY AND ACCEPTABLE USE AGREEMENT

Security and Privacy

- I will not reveal my password to anyone else, or let another person use a device I have logged onto.
- I will not attempt to use or otherwise interfere with another user's account under any circumstances.
- I will not attempt to upload or create computer viruses, download unsuitable material, reverse engineer the workstation software installations or be involved with other forms of electronic vandalism.
- I will report immediately any security problems to a class teacher, the IT Manager or the Information Services Department.
- I will not reveal any private information (e.g. Personal Address, Phone Number and Banking Information) to any party on the Internet.
- I will use my Department of Education provided email address for school related communication with the teachers and students.
- I will not use any online chat facilities or message providers unless I have permission to do so. I will change my password if I suspect another students knows it.

BYOD Usage – At home and At School

- The School's Student Network/Internet Access Agreement and Internet Usage Policy also apply to your use of the network/internet when you are accessing the internet using your BYOD.
- You are responsible for backing-up all necessary data. The school is not responsible for any data loss. Therefore please ensure all our school work and important documents are backed up onto disc or other device.
- The software loaded on to either your BYOD is licensed to the Department of Education and Training or the School. You must ensure that the software is not copied, deleted or transferred, for any reason at all. Unauthorized use may breach copyright laws.

**Any problems with your BYOD must be reported to
D10 – Information Services as soon as possible.**