

Academic, Sporting and Cultural Achievement



2018

Mount Gravatt High Year 7 Handbook





From the Principal... Welcome to High School

Welcome to Mount Gravatt High. You are coming into a fine school with a great reputation. Being a part of the Mount Gravatt High community is special because you will have many opportunities to be at your best in a friendly and safe school. You will find the move to high school and your next years in Junior Secondary are not difficult because our school is welcoming and inclusive of everyone. Respect is given and received.

Your parents or carers will be a little anxious in the first days. You will have to assure them that you are well settled and you can do this by being organised and talk about the positive things you did in the day.

Our school's Junior Secondary program was recognised as the best in the State where learning, participation and celebrating success makes school life interesting and enjoyable. You will be encouraged to 'have a go', and expected to be a responsible and respectful member of our school community. You will meet new people and make new friends from a wide range of cultures and backgrounds. Because there will be another 220 students sharing this experience with you, it makes this an exciting time. Mount Gravatt High is one of those schools where students actually 'love their school'.

Every student is important at Mount Gravatt High. You will find that teachers will do their best for you and this includes high expectations to try your hardest and to the highest standard.

This is now your school! Be cooperative with your teachers and classmates, be aware of school expectations, be regular in high attendance, be students of whom we can all be proud. Work hard and achieve to your capacity.

I look forward to celebrating your successes with you throughout the year.



A handwritten signature in black ink, appearing to read 'Richard Usher'.

*Richard Usher
Principal*

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A WELCOME TO PARENTS

Whether you previously have had children at MGH or you're new to the school this year, remember you are ALWAYS welcome.

Parent interest and engagement in their child's learning and school experience has a positive effect on achievement, social and emotional wellbeing and outcomes.

MGH is an exceptional school. As Principal I am committed to ensuring our school is a safe, happy place for your child. Our school has an exceptional learning climate and environment maintained through consistency of high standards and expectations and your child will receive a great education comparing favourably with other state and like schools.

I ask and encourage you to be as equally as committed to supporting me, the associate leaders and staff of our school in our core business of teaching and learning, student management and school operations so that we continue to do so.

Here are some suggestions of "little things" that have positive effect for your child's school experience:

1. Visit the School.

The school conducts many functions throughout the year e.g. sports days, parent-teacher night, Presentation Night, Musical Evenings, Grandparents Morning, weekly assemblies. You are very welcome to attend any of these functions. If you wish to discuss the welfare of your child more personally, just contact me and I will arrange a suitable time. Entry to the school MUST be through the administration. This is a security precaution and requirement to keep students safe by allowing only authorised entry to our school.

2. Speak positively about the school, the staff and leadership team.

Our school operates with a keen sense of model conduct and respect is a core value to school rules and procedures. Children model parent behaviours. Polite and courteous still allows for advocacy and allows issues that may arise to be resolved in a civilised manner.

3. Talk to teachers and communicate to build a good relationship.

Our teachers are teachers by choice of vocation. By communicating with and sharing they are better armed to teach your child. Teachers are motivated and 'live' for the teachable moment and seeing students' progress and achieve. Inside information is 'gold' to a teacher and you can better build a learning partnership for your child by being positive and in tune.

4. Be aware of your child's attitudes.

Ask your son/daughter about school, their friends and their activities. Take an interest in what they are doing and try to encourage positive attitudes and correct negative attitudes.

5. Encourage your child as he/she attempts homework tasks.

All high school students are expected to do some homework. If children repeatedly claim they have no homework, contact the school and verify this claim. Check your child's eDiary as well as his/her work.

6. Keep your child safe in the school grounds.

If you drive your child to school, please deliver and collect him/her outside of the school grounds. For the safety of our students, **CARS SHOULD NOT ENTER THE SCHOOL GATES.**

7. Check his/her school bag occasionally and regularly.

When was the last time you had a look in your child's bag? Has their lunch been eaten? Do they care for books and school materials? Is the inside of the bag neat and tidy, or is there accumulated rubbish in it? Is there anything in the bag which should not be there? Is the bag hygienic and reasonably clean? Why not have a look - just for interest!

8. Ensure that your child wears the correct uniform.

Students are expected to be sun safe, neat and well groomed. Schools where students wear uniform correctly and with pride are better disciplined and safer places to be. Wearing the uniform well and with pride translates to a sense of belonging. Wearing a school uniform well promotes self-discipline and this translates to a safer place. Students are expected to be in correct uniform to and from school as well as at school. Full details concerning uniform are outlined in the Prospectus which is issued to all new students. Please pay attention to details such as haircuts/styles, the wearing of obvious and detectable make up, nail polish, jewellery, the correct shoes. We do not 'cut corners' and support students to pay attention to the details of their presentation. Students 'walk taller', bond better as a team and perform better where high standards are the norm.

9. Ensure that your child has the correct books, equipment for lessons and a fully charged laptop.

Parents at MGH as a rule value their child's education and join the school's Student Resource Scheme. Booklists and stationery lists need to be maintained. As these are costs to parents, make sure that all these possessions are marked clearly with name, year level and form group. It is a good idea to keep a copy of your child's timetable at home.

10. Communication. Join QSchools, keep contact details current and read the Newsletter.

QSchools is a great means of keeping informed. By joining you can receive messages about school events, emergent circumstances, school news, updates on daily events and even updates if excursions are delayed in returning to school.

We use SMS and email messaging regularly to advise of student absence where no advice was received and to tailor information to individual parents of individual students, class/subject groups or year levels.

We have an electronic diary called "MyEDiary" for all students to access school notices, calendar events, timetable and other communication with their classroom teachers. All parents/guardians can access the parent portal of MyEDiary where you will be linked with your student. Here you will be able to access the school calendar of events and also see any homework that may be set by classroom teachers. You will also be able to receive notices from the school via MyEDiary. In 2018, you will receive an email asking you to activate your MyEDiary account.

A monthly newsletter subscription is a MUST. Contact our office to ensure you are registered. Do not hesitate to contact us if the need arises.

11. Healthy schools

Health and wellbeing of this generation is a major concern with higher instances of obesity and consequent disease in life as a result of unhealthy lifestyles including poor food choices. Schools have a responsibility to provide healthy choices. We have an excellent canteen that follows the Healthy Schools policy. Special calendar events are celebrated and students have fun days, sausage sizzles etc. on special events. Takeaway food brought into the school is NOT allowed.

PEOPLE I SHOULD KNOW

| WHO? | WHY? | WHERE? |
|------------------|--|----------------------|
| Mr Usher | Principal | Administration Block |
| Mr Beebe | Deputy Principal | Administration Block |
| Ms Campbell | Deputy Principal | Administration Block |
| Mr Kingston | Deputy Principal - Junior Secondary | Administration Block |
| Mrs Andrews | Head of Department - Junior Secondary | K Block |
| Ms McKenzie | Dean of Students – Year 7 | F Block |
| Mr Wilson | Guidance Officer | Administration Block |
| Ms Budge | Guidance Officer | Administration Block |
| Ms Smith | Youth Health Nurse | Administration Block |
| Jonathan Pringle | School Captain | |
| Arielle Roberts | School Captain | |
| Aidan Demmers | Vice-Captain (Academic) | |
| Dane Gadsby | Vice-Captain (Sport) | |
| Krissandra Lau | Vice-Captain (Cultural) & International Leader | |
| Liam O'Brien | Vice-Captain (Community) | |

THE JUNIOR SECONDARY TEAM



Mr Kingston
Deputy Principal



Ms Andrews
Head of Department



Ms McKenzie
Dean of Students – Yr 7

Dean of Students

It is of great importance at Mount Gravatt High that we provide you with a challenging, interactive and engaging learning environment.

Your Year 7 Dean, Ms McKenzie, encourages your active participation in our school community and for you to achieve the very best for yourself across all four pillars of our school – academic, sport, cultural, community. She will monitor your performance and promote high expectations. It is very important that you meet your obligations in attendance, behaviour and effort.

Guidance

The school provides two Guidance Officers - Mr Wilson and Ms Budge. Guidance Officers are specialists in personal and careers counselling. You can talk to your Guidance Officers about things like:

- Jobs & career pathways
- Entrance to university or TAFE
- Choosing subjects
- Friends & relationships
- Teasing & bullying
- Schoolwork & stress management
- Grief, loss, anger, anxiety & depression
- Drugs & alcohol
- Sleeping or eating problems
- Family hassles.

Guidance Officer counselling is confidential, which means that we don't tell anyone else. The only exceptions to this are:

- If you ask us to tell someone else for you, or get someone else to help
- If someone is in danger.

Mr Wilson is at school 3 days per week and Ms Budge 5 days per week and are both based in the Administration Building. Mr Wilson has a particular focus on career development, entrance to university and TAFE, and subject selection. Ms Budge deals mainly with early adolescent issues, transition to high school and building resilience; but both provide reliable service to all students.

You can make an appointment to see a Guidance Officer by writing your name in the Guidance Appointment Book at the main admin desk. Both have an “open door” policy during morning tea and lunch for general enquiries.

School Based Youth Health Nurse

You learn best and are able to manage your life if you are healthy - physically and emotionally. You can make individual appointments with our Youth Health Nurse, Megan Smith, on Tuesdays and Thursdays from 8.00am – 3.00pm to talk about anything that affects your health and wellbeing. This covers a broad range of issues such as:

- Healthy eating and physical activity
- Relationships
- Feeling unhappy or stressed
- Personal and family problems
- Smoking, alcohol and other drugs
- Sexual health
- Growth and development
- Healthy skin.

Call by her office under the Administration Building to make an appointment.

Junior Resilience Program (Years 7, 8 and 9)

Junior resilience courses will be run twice a year in 2018. This is a 9 week program and will benefit you if you find yourself struggling to form good relationships with parents and peers, are suffering from excessive stress, anxiety or depression.

If you are interested in being involved, talk to your parents and contact Ms Budge. Your parents can contact her via email also - pbudg2@eq.edu.au.

YEAR 7 CURRICULUM OFFERINGS

| Australian Curriculum Area | 70 Minute Lessons / week |
|-------------------------------------|---------------------------------|
| English | 4 lessons |
| Mathematics | 4 lessons |
| Science | 2 lessons |
| HASS - Humanities & Social Sciences | 2 lessons |
| Health & Physical Education | 2 lessons |
| LOTE - Japanese | 2 lesson |
| Technologies - Design | 3 lessons (for 1 term) |
| Technologies - Digital | 3 lessons (for 1 term) |
| The Arts - Performing | 3 lessons (for 1 term) |
| The Arts - Visual | 3 lessons (for 1 term) |
| Sport | 1 lesson |

These subjects and time allocations are aligned with the Australian Curriculum.

The Junior Secondary Curriculum at Mount Gravatt High High School also focuses strongly on the development of literacy and numeracy skills across all of these subjects.

SPORT

Mount Gravatt High is a member of the South District Sport Association. In 2017, Junior Secondary school sport will be played on a Tuesday afternoon in Terms 1, 2 and 3. The sports played include:

| | | | |
|------------------|-------------------|--------------|----------------|
| Australian Rules | Football (Soccer) | Rugby League | Tennis |
| Basketball | Futsal | Softball | Touch Football |
| Cricket | Netball | Squash | Ultimate Disc |
| | | | Volleyball |

If you do not play inter-school sport, you may select an elective such as gym (weights), ten pin bowling, golf, digi skating, ice skating, zumba, karate, boxing, swimming or a school based sport (e.g. basketball, netball, volleyball, bocce). Some of these activities incur a cost, so discuss choices with your parents before signing up.

During Term 4, a broad range of electives are offered, as well as a school based inter-house competition.

Three major inter-house carnivals are held annually – Swimming, Cross Country and Athletics. Emphasis is placed on student participation and building school spirit. A range of novelty events are included to encourage involvement by everyone.

MUSIC

Mount Gravatt High boasts a comprehensive music program, which includes:

- Instrumental Music
 - Specialist music teachers visit the school weekly to offer tuition in Brass, Woodwind, Strings, Percussion and Voice. Students have 1 lesson per week during school time. This occurs on a rotating basis so that different lessons are missed each week.
- Ensembles
 - Stage Band, Concert Band, String Ensemble, Brass Ensemble, Percussion Ensemble and Wind Ensemble rehearse weekly. If enrolled in Instrumental Music, participation in at least one ensemble is mandatory. 95% attendance is expected. Rehearsals occur either at lunch or before/after school.
- Vocal Ensembles
 - Students with an interest in singing are encouraged to join. Groups are formed based on voice type; auditions are held regularly. There are two vocal performance nights held each year.
- Performance Evenings
 - Each year the school hosts performance opportunities for students and staff to share their work with friends and family.
 - At the end of the academic year, special music awards are presented to students based upon their participation and attendance. Bronze medal: one ensemble; silver medal: two ensembles; gold medal: three or more ensembles.

OPPORTUNITIES

Activities

Mount Gravatt High provides you with a broad range of activities you can choose to participate in. These are very popular with students of all year levels. Some of these are listed here:

| | |
|--------------------------------|--------------|
| Student Council | Sewing Club |
| Homework Help (lunch hours) | Debating |
| Maths Tutorials (after school) | Eco Care |
| Robotics | Running Club |
| Dance Troupe | Drama Club |
| Rostrum Public Speaking | Reader's Cup |

As well, students can borrow sporting equipment from the HPE staffroom at second break, or read or work quietly in The Resource Centre.

Leadership

You will be surprised at the leader and team player within you. These skills can be learned. Take the opportunities to demonstrate good citizenship and leadership provided throughout your junior secondary years. In addition, whilst in Year 8, you will be involved in a program designed to get you thinking about what type of follower or leader you could be. You can then nominate to be in the High Resolves Project Team whilst in Year 9. You can also choose to nominate for a Junior Secondary Leader position for Year 9. Eight Junior Secondary Leaders are elected.

CLASSES AND FORM GROUPS

When you come to high school for Year 7, you will be put into a class called 7A, 7B, 7C, etc. You will stay with this group of students for all your lessons.

Senior Mentors are trained volunteers from Year 11 who will help you become a welcomed and valuable member of the MGH school community.

You will also be allocated to a form group which takes its name from one of the houses – **Attunga** (high place), **Kittani** (big hill), **Manooka** (hill) or **Turrumurra** (high hill). The form group consists of students from every year level so you will get to know some of the older students in the school. You will meet in form groups some mornings and your form teacher will mark the roll and assist you to prepare for the day.

HOW WE START EACH DAY

You will very quickly adopt the procedures around how we commence each day:

Monday Full School Assembly

Conducted by the Principal, DPs and Senior Leaders
Presentations and celebration of whole school successes
Seated in form groups

Tuesday Junior Secondary Assembly

Conducted by the DP for Junior Secondary, HoD JS and JS Leaders
Presentations and celebration of JS successes
Seated in Period One classes

Wednesday Year 7 or Year 8 or Year 9 Assemblies (rotation)

Conducted by DP for JS, HoD JS and the JS Deans
Specific year level messages and organisation
Seated in Period One classes

Thursday and Friday

Form Group meetings
In designated classrooms

THE SCHOOL RESOURCE CENTRE

The Resource Centre is a very important part of our school and you are welcome to use it as a source of recreation as well as information.

There are a few requirements that you should observe when visiting the Resource Centre:

1. Leave your bag outside in the racks provided
2. Do not take food or drink into the Resource Centre
3. Work quietly while reading or doing research
4. Don't disturb others.

The Resource Centre is open before and after school and during the lunch breaks. It is the focal point for reading and research at Mount Gravatt State High School. If you need assistance locating developing research questions, resources for assignments or finding a good book to read you can ask Ms Fisher (the Reading and Research Key Teacher) or Ms Whitmore (Resource Centre Teacher Aide). They will also be able to set up your Infiniti user name so that you can independently navigate our resources.

The Resource Centre is also the precinct that houses the Tactical Teaching Team (TTT). This group of teachers will work with students to help them attain their best learning outcomes. If you need help with homework, classwork and assignments Work Help will be held in the Resource Centre at second break on two days.

IT HELP DESK

The IT Help Desk located in E Block is accessible to all students. Whether it be software, hardware or accidental damage, you can see the technicians at the IT Help Desk and they will help solve your problems. Remember to see the IT Help Desk as soon as problems arise with your laptop before they become bigger problems.

HOMEWORK

Teachers give meaningful homework, not busy work, for after school to help you practise and re-visit class work and do tasks on your own. This is to ensure you understand and can master those things and if you have difficulty, to report to your teacher for further guidance. You are expected to do set homework. In Year 7, you should spend approximately one hour 4 nights of the week on homework.

To assist with this task, you will have access to MyEDiary on your laptop. Record the homework instructions provided by your teachers.

At home, set a special place for your study so that you are able to work comfortably and quietly without being disturbed.

ASSESSMENT

Each semester you will receive an Assessment Planner which provides dates when assignments will be due and exams will be held. This enables you to organise your work load. Teachers will provide scaffolding - step by step guidelines - and some time in class to plan and write assignments, but you will be expected to include some preparation time for these assignments within your homework time. Teachers also will provide feedback on drafts of your assignment, so this can be used to improve your final work.

Similarly, teachers provide revision work in the lead up to exams. Use this opportunity to check your understanding.

Due dates printed on the Assessment Planner must be adhered to. See the School's Assessment Policy if any issues arise.

CANTEEN

The canteen is open daily for lunch and morning tea and offers a wide variety of healthy food. We encourage you to order your lunch before school to avoid delays at break times.

Each year we welcome any new parents who are willing to assist on a roster basis, usually about one day a month. The telephone number for our tuckshop is 3291 5225.

TRAVELLING TO SCHOOL

By Bus

Students are to observe the School Bus Code of Conduct. When boarding or disembarking, you should move promptly and in an orderly manner. Whilst you are a passenger on a school bus, you are expected to obey the driver's instructions and be courteous to other passengers. You must offer your seat to an adult if there are no other seats available to them.

Please remember that when you are wearing our uniform, your actions reflect on every Mount Gravatt High student.

By Car

Cars should not enter the school grounds to pick up or deliver students. You may need to remind your parents / carers of this safety rule.

Cycling to School

If you ride your bike to school you must dismount on entering the grounds and are expected to wear a helmet.

It is deemed unsafe for students to travel to and from school on skateboards, scooters and the like. These items will be confiscated and returned to a parent when they present at the Administration Office.

MOBILE PHONE AND ELECTRONIC DEVICES

School time is to be uninterrupted learning time. To prevent misuse, risk of loss, it is strongly recommended that you hand any mobile phone or electronic device into the office. If you elect to keep the phone on you during the day, keep it out of sight and do not leave it in your bag unattended.

In class time mobile phones and electronic devices may not be used (except at the direction of the teacher as part of the learning program) and must be switched off or turned to a soundless setting and be kept out of sight.

At all other times during school hours, including at break times, mobile phones and electronic devices may not be used and must be switched off or turned to a soundless setting and be kept out of sight.

UNIFORM REMINDER

| BOYS | GIRLS | SPORT Common to all Students (Only worn to and from school on a Tuesday) |
|---|---|---|
| White shirt with MG pocket | White blouse with red check Red tie with school badge | Red sports shirt |
| Grey shorts | Grey skirt | Black MGH sports shorts |
| Plain white MGH socks available only at the Uniform Shop | Plain white MGH socks available only at the Uniform Shop | Plain white MGH socks available only at the Uniform Shop |
| Belt (approx. 30mm black leather with plain buckle) | | MGH Bucket hat or cap/plain black cap |

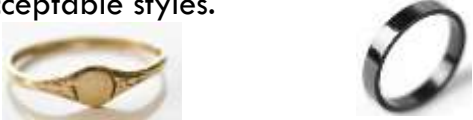

| UNIFORM COMMON TO ALL STUDENTS | |
|---|---|
| Trousers | Dark grey available only from the Uniform Shop |
| Jumper | Red poly-cotton, V-necked jumper with black embroidered MGH |
| Jacket | Red and black taslon, zip up jacket |
| Blazer | Dark grey with embroidered school badge (compulsory for student leaders) |
| Track Pants | Plain black taslon |
| Scarf | Red with embroidered MGH |
| Formal hat (Compulsory in Year 7 & 8) | Grey fabric "Akubra" style hat available only from the Uniform Shop. Must be worn with your formal uniform. |
| Shoes | Plain black, leather lace-up (see examples on page 14) |

For HPE, you are to bring your sports uniform and change before and after the lesson.

Sun safety is a priority. When playing on the oval or when away from shelter, the appropriate hat must be worn at all times.

When you go on any excursion/outing which requires school uniform, this means your school uniform, **NOT YOUR SPORTS UNIFORM**. The exception to this is if you are a sporting competitor.

Other Uniform Requirements

| Item | Details | How / when worn |
|---|---|---|
| Jewellery | A watch or fitness monitor is acceptable. | Must be plain. |
| | One signet ring may be worn. | Must be simple and plain. Those below are acceptable styles.  |
| | Two small plain round silver or gold studs or sleepers in ears are acceptable. | Must be plain, simple and small.  Diamond-look and pearl-look earrings are not acceptable. Students may not wear additional clear plastic earrings. |
| | No other jewellery (unless worn for medical reasons) is acceptable. Any facial piercing studs must be clear plastic, not metal. | |
| Hair | Hair needs to be neat, tidy and conservative. Students should think carefully prior to making any radical change to an already acceptable hairstyle. | The P&C has confirmed that the Principal will make the final decision to determine if the hair style is acceptable. Undertaking a conservative hairstyle will ensure compliance with the high standards of dress and appearance in place at Mount Gravatt High School and thereby help to maintain a positive tone in the school community and ensure that our primary focus will be centred on learning. |
| | Outlandish or non-conservative hair styles are not permitted | The hair styles not permitted include, but not limited to: <ul style="list-style-type: none"> ○ awkward contrasting lengths (eg long on top and short on the sides) ○ Longer hair on top should blend with shorter hair on the sides ○ Top-knots ○ under-cuts where long hair overlays short hair ○ rat's tail ○ tracks or clipped parts ○ hair shorter than blade 2 ○ unnatural hair colours or awkwardly contrasting colours. |
| | Hair that is long in front (e.g. hair falling over or across the students eyes), is to be pinned or tied back. | This ensures the hair remains tidy and sits off the student's face. Where the pinned or tied does not keep the hair off their face, students will be expected to place their hair into pony tails. |
| Make-up, Nail Polish, Nail Decorations | All makeup products, nail polish & nail decorations are not permitted. | Makeup is only appropriate for students when participating in performance programs such as the Elite Dance Troupe. |
| Undershirts | Students may not wear a visible undershirt underneath their school uniform. | Students may wear singlets underneath their shirt/blouse but it is to be V-necked so it is not visible. Otherwise, when students need clothing to keep them warm students may wear the jumper or jacket. |

SHOES

Formal Shoes should be **plain black**, leather (not suede), lace-up **school style shoes**. They are to be sturdy shoes with a distinct and substantial heel. No mesh or fabric inserts or inlays are allowed. Care and caution is required to avoid disappointment and unnecessary expense. **These are acceptable styles:**



Sport Shoes are to be sturdy, plain black leather (not suede), lace-up joggers. **These are acceptable styles:**



The following styles are examples of black, leather, lace-up shoes that are NOT school shoes and are NOT permitted. This is not an exhaustive list:



All "skate shoe" style shoes are not acceptable. Skate shoes are those shoes with flat soles.

The need for a sturdy shoe for workplace safety has prompted this clarifying document.

N.B. ALL ITEMS OF CLOTHING MUST BE CLEARLY NAMED

Decisions regarding any of the uniform policy remain with the PRINCIPAL, in consultation with the P&C Executive.

STATIONERY REQUIREMENTS

On your first day at school you only need to bring a pencil case and a notebook to write in.

| | |
|--|--|
| ENGLISH | 3 x 64 page A4 exercise books, A4 plastic sleeves (dictionary and thesaurus is required for home reference) |
| MATHEMATICS | 2 x 128 page A4 exercise books, protractor, compass, a Sharp EL531XHBWH scientific calculator or CASIO fx-82AU PLUS II , graph paper (2mm) and headphones. (Calculators can be purchased from the Uniform Shop.) |
| SCIENCE | 2 x A4 exercise books, one for theory (128 page) and 1 x 48 page A4 exercise book for experiments. |
| HASS – HUMANITIES & SOCIAL SCIENCES | 2 x 128 page A4 exercise books, 4 x 48 page exercise books (not A4 - books will be handed to your teacher in your first lesson) |
| HEALTH AND PHYSICAL EDUCATION | 1 x 64 page A4 exercise book, 1 x document wallet, (Black school cap or bucket hat and plain black leather joggers are a compulsory part of the HPE uniform) |
| LOTE - JAPANESE | 2 x 96 page A4 Binder books and 1 x 20 page display folder |
| TECHNOLOGIES - DESIGN | 2 X 2H or 2 x HB pencils, safety glasses, blue cotton drill apron (Safety glasses and apron are available from the Uniform Shop). SAFE WORKING AND DRESSING HABITS WILL BE ENCOURAGED AT ALL TIMES. |
| TECHNOLOGIES - DIGITAL | 1 x USB |
| THE ARTS - PERFORMING | 1 x 48 page exercise book, 1 x 48 page A4 music exercise book. |
| THE ARTS - VISUAL | 2 x HB pencils, 1 x 2B pencil, 1 soft eraser, 1 X A4 Visual Art Diary |

Students are expected to have the following items for a range of subjects:

| | | |
|-------------------------|-------------------------|--|
| 4 x blue and black pens | Post-it Flags | Coloured pencils |
| 2 x red pens | Ruler | Sharpener |
| HB, 2H and 2B pencils | 4 Pack Highlighter Pens | USB memory stick 8GB (not an MP3 player) |
| Eraser | Scissors | |
| Glue stick | Whiteboard Marker | |

Sturdy black lace up leather upper shoes are to be worn in practical rooms at all times, e.g. manual arts workshops, kitchens and science laboratories.

PLEASE NOTE:

It is very important for Year 7 students to develop and to continue to develop their organisational skills. This includes having 10 plastic sleeves for loose notes and handouts at school and using an efficient filing system at home. Being well organised contributes to achievement and success.

WHAT DO YOU DO WHEN...

1. YOU ARE ABSENT FROM SCHOOL

Your parent can either call the Student Absence Line on 3291 5266, email: absence@mtgravattshs.eq.edu.au or through the QParents app. Alternatively, a note of explanation may be given to office on the day of your return. If you are likely to be absent for three or more days, ask your parents to call the school. Attendance at school is compulsory by law.

2. YOU ARE LATE TO SCHOOL

Report to the office with a note of explanation or alternatively your parent can call 3291 5222 to report you being late.

3. YOU BECOME ILL OR INJURED AT SCHOOL

If you are in class tell your teacher who will give you a note to take to the office. If you get sick during a break present to the office yourself. Your parents will be contacted and asked to collect you. Your safety and wellbeing is important and if you become ill or injured, needs to be managed efficiently and without confusion.

You **must not contact parents/carers via a mobile phone** - this call will be made by the office staff. This ensures one line of communication with parents/carers and/or emergency services if required.

Sick Bay

It is the policy of Mount Gravatt High School that if students are too ill/injured to remain in class they are to be sent home into the care of their parents/carers.

Students who present to the school office staff ill or injured:

- Will be assessed by first-aid trained staff
- If admitted to the school's sick bay, entry time will be recorded
- Parent/Carer will be contacted for collection
- If assessed as an emergent or serious illness or injury, an ambulance/paramedic will be called to attend.

For Parents/Carers

It is an expectation that when parents/carers receive a telephone call from the school requesting that they collect their child, this is a priority, and arrangements must be made for the child to be collected from school immediately or permission given for them to make their own way home.

4. YOU HAVE TO TAKE SOME FORM OF MEDICINE AT SCHOOL

Take the medication for each day to the office. Make sure that it is clearly marked with your name and details of prescribed dose. The DETE Auditor requests that a letter from your doctor to give approval for you to take the medicine while at school be supplied to the school administration.

5. YOU NEED TO LEAVE SCHOOL EARLY

If you need your student/s to leave school before 2:40pm, please give them a note of explanation to be signed by a Deputy Principal before school. Parents will receive a SMS which they will need to reply to before Students will be issued with a leave pass showing details of the leave time. This must be shown to their class teacher and then carried with them when they leave the school grounds. Due to school security, teachers cannot allow students to leave class without prior written approval.

6. YOU HAVE AN APPOINTMENT WITH A GUIDANCE OFFICER

You will be given an appointment slip which you must show to the teacher of the class you will miss. Your teacher will sign the slip before you go to the Guidance Officer.

7. YOU HAVE TROUBLE WITH YOUR WORK/HOMEWORK

Firstly, ask your teacher for help in class as soon as you have trouble. Then, if necessary, go to your teacher in the staffroom before school, after school, or during the lunch hour and ask him/her to help you. In the case of homework, go to see your teacher before school on the next morning for help.

Homework Help is available in the Resource Centre two lunchtimes each week.

Maths tutorials are available every Wednesday after school.

8. YOU CHANGE YOUR ADDRESS OR FAMILY CIRCUMSTANCES

Ask a member of the office staff for a Change of Personal Details form. The school needs written up-to-date information in case we have to contact your parents quickly.

9. YOUR PARENTS WOULD LIKE TO DISCUSS SOMETHING WITH A MEMBER OF THE STAFF

Contact the Head of Department, Mrs Andrews, who will arrange a time that is convenient.

10. YOU LOSE OR FIND PROPERTY

Report your loss or find to the office.

11. YOU HAVE MONEY OR VALUABLES AT SCHOOL

If possible, do not bring extra money or valuables to school. If it is essential, leave it at the office for safe keeping.

12. YOU INTEND TO LEAVE OUR SCHOOL PERMANENTLY

Ask at the office for a Clearance Form. Have all your teachers sign it and return it to the office.

THE LAST WORD

The Mount Gravatt High Community welcomes you.

We value respect:

Respect for the school

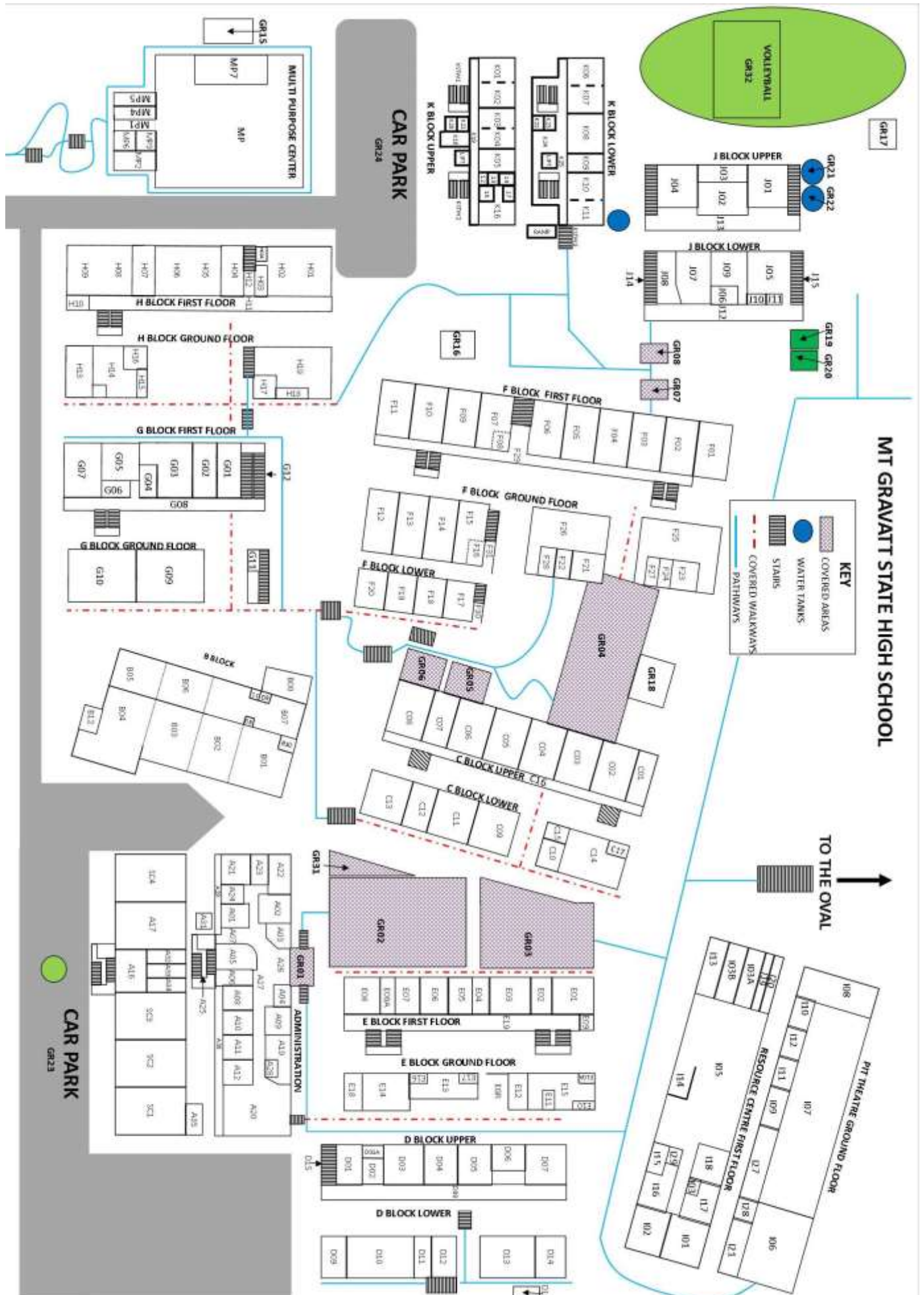
Respect for others

Respect for yourself.

Arrive in 2018 ready



Mrs Andrews
Head of Department – Junior Secondary





MOUNT GRAVATT
HIGH SCHOOL

