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GENERAL SCHOOL INFORMATION

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Office Hours: 8.00 a.m. - 4.00 p.m.
              Monday to Friday

ADMINISTRATION TEAM

Principal                      Mr Trevor Rickertt
Deputy Principal               Mr Dan Williamson
Head of Department (Senior)    Mr Matt Winning
Head of Department (Junior)    Ms Gail Carter

*All information in this handbook is correct at time of Publication 6 December 2016*
SCHOOL INFORMATION

Foreword by the Principal

Welcome to Mount Morgan State High School.

This booklet provides information about the organisation, curriculum and expectations of our school to prospective students and their care givers.

Mount Morgan State High School is a school which values consultation and aims to be responsive to local community needs. The school aims to provide access to educational opportunities which will allow all students to attain success - whether it be academic, vocational and/or in the extra curricula field.

We look forward to sharing your school year with you.

On behalf of the staff, I invite all students to take advantage of the opportunities provided. We will work with you (and your carers) to set challenging yet attainable goals for the school year.

Trevor Rickertt
Principal

Mount Morgan State High School Parents’ and Citizens’ Association

On behalf of the Mount Morgan State High School P&C Association, I would like to welcome you and your family to our school. We extend to you an invitation to become involved in all aspects of the P&C Association, from fundraising to having your say in decisions that affect our school and students.

Our P&C plays a significant role in the education of its students. Our duty is to enhance the learning experience for every student in this school, and provide the extra resources needed to make this happen. We urge you to assist in any ventures advertised, and also to help in the tuckshop if you are able.

P&C meeting times will be advertised in our school newsletter, the Bungoona.

We look forward to meeting you this school year.

P&C President

Further information regarding the Association may be obtained from the school.
Transitioning to High School – Frequently Asked Questions by Students

What can I expect the first day of high school to be like?
The first day of high school will focus on orientating you so that you feel confident to find your way around the school and understand the school’s routines and procedures. Your Form Teacher who sees you at the start of each day and your Year Level Coordinator will support you to understand your timetable and how to use your school diary.

How many teachers will I have?
In year 7 you will have two (2) core teachers. These teachers will teach you for Math, Science, English and History. You will then have the opportunity to meet other teachers when you participate in elective subjects such as Drama, Visual Art, Food Studies, Manual Arts and Health and Physical Education.

Where will I sit at lunch?
As a year 7 student you will have access to 2 areas, one located in the main school area and one located on the school oval or Manual Arts MPA (dependent on weather). These areas will be supervised at all times by various teachers including your Form Teacher and Year Level Coordinator. Shade and seating are provided in both areas. Toilets, water coolers, easy access to your form room and Junior Secondary Teachers are situated in the main school area. Water coolers are also situated at the Manual Arts block.

Will I have one classroom?
You will have a form room where all your core subjects will be taught. You will have the opportunity to visit specialist classroom spaces for subjects such as Science, Food Studies, Art and Manual Arts.

What is the structure of my day at high school?
Each day commences with form class where you will be greeted by your from teacher, during this time a roll will be marked and notices for the day will be read. You will then participate in your lessons for each day. Each day starts at 8:55am and finishes at 3:05pm.

Do I have an opportunity to be a school leader?
There are many opportunities for year 7 students to be leaders in the school, this includes Student Council and Junior Secondary Leaders. We have a leadership program that aims to develop quality leadership attributes and build student’s skills.

Is there a year 7 camp?
We can assure you that we are keen to provide students with this opportunity, our school camps are based on interest and financial backing from parents and an expression of interest and deposit will be required before camps are confirmed. Locations include Fairbairn Dam and The Caves.

Is it okay for a parent to come to school with me?
Absolutely, we encourage parents to visit the school. Parades are a wonderful opportunity for parents to be involved in your learning, these occur each Monday morning. We will offer parents other opportunities to visit the school and be involved in your learning.

What does the transition program involve?
The transition program will provide you with an opportunity to experience the reality of high school including attending lessons, navigating around the school grounds and meeting teachers. We conduct our transition program in term three and four each year and this extends over several weeks.

Key Contacts:
Junior Secondary Head of Department: Gail Carter (gholz2@eq.edu.au)
Principal: Trevor Rickertt (trick10@eq.edu.au)
SCHOOL CALENDAR

2017 school calendar
Queensland state schools

DECEMBER 2016

January 2017

February 2017

March 2017

April

May

June

July

August

September

October

November

December 2017

School holidays
State School holidays
Public holidays
Staff professional development/Student Free Day

There are 194 school days in 2017.
Semester 1: 2016 commences for teachers on January 17 and for students on January 24.

Staff professional development days for teachers are January 19-20, April 3, 4, 5, and October 16. Schools are able to decide when these flexible days will be held, as long as they are in the school holidays or out of school hours.

Public holidays
Public holidays are set by the Industrial Relations Minister.
Public holidays for a local show are not shown due to diversity of dates across the state.

February 24, 25, 26, 27

March 25, 26

April 1

May 23

June 1

July 1

August 1

September 1

October 1

November 1

December 1

Final dates for student attendance
November 17 is the final date for Year 12 attendance for receipt of a Senior Statement. November 24 is the final date for student attendance in years 10 and 11.
Some schools in regional, rural and remote areas will close for the Summer holidays on December 1.

The information in this calendar was correct at the time of publication. September 2017 dates may be subject to change.

For more information, visit:
www.education.qld.gov.au

For more information and the latest version of this calendar, visit:
www.education.qld.gov.au
## BELL TIMES

<table>
<thead>
<tr>
<th>Period</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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### About The School

Mount Morgan State High School encourages the development of academic, creative and physical excellence in a safe, supportive learning environment where respect and personal responsibility are valued. Our school aims to provide quality learning experiences for students.

As part of the School Wide Positive Behaviour Support approach our school expectations are:

- BE RESPECTFUL
- BE SAFE
- BE RESPONSIBLE
- BE A LEARNER

### Absence from School

- It is required that any child who is **absent** from school will provide the school with a written explanation, ID Attend message or QParents notification of any absence from school the day they return to school after any absence.
- In the event of three consecutive days absence, an absentee note/phone call will be sent to parents on the third day unless the office has been informed of the absence in advance.
- Students required to leave school before the completion of the school day must be signed out by parent/guardian. Students are not permitted to sign themselves out to leave school.
- Students arriving late are also required to report to the office with a note upon arrival. Appointment cards will suffice for students visiting a doctor or a dentist during school time. These appointments should preferably be made outside of school hours.
- To qualify for a Queensland Certificate of Education, students are required to attend regularly and complete all course requirements (hours of study, homework, classwork, assignments, excursions, tests). Students not doing so may be ineligible for a Queensland Certificate of Education.
- Medical Certificates must be obtained in cases of loss of time due to illness in relation to absences for assessment items.
- Attendance records are submitted for Youth Allowance and ABSTUDY students and payments may be reduced if attendance is unsatisfactory.
Changing Subjects
Students in Years 10 -12 will be permitted to change subjects, subject to the following conditions:

(i) the change must be discussed with Guidance Officer.
(ii) written parental approval is obtained;
(iii) the relevant form is completed (Available from office).

All requests for a subject change should first be discussed with the relevant Head of Department. Discussions will then take place with the relevant subject teachers.

A subject change will not be automatic but will be dependent on various factors:

(i) class size
(ii) reason for the request
(iii) the effect on O.P. eligibility
(iv) the effect on QCE eligibility
(v) timing of the request
(vi) ability and attitude.

Note: Subject changes will not be approved after week three of each semester unless exceptional circumstances exist.

Excursions
Students are required to attend all excursions, film showings and performances conducted in conjunction with their course of study. These activities are considered part of the course and costs are minimised and subsidised where possible. Excursions directly related to assessment items will not incur a cost to students / parents. Students are always provided with forms from the school on such occasions. While attending these excursions, students are required to wear correct school uniform. Excursions that are not part of study may incur a fee and attendance is at discretion of the Principal.

Health and Physical Education
All students are required to participate unless exemption is sought by parents, in writing, on medical grounds. This exemption will need to be substantiated by a medical certificate / statement from the family’s doctor. A hat is an essential item of clothing for outdoor HPE activities. Sunscreen is provided to the students by the school.

Homework Policy
At times specific homework will be set by teachers. When homework is not set, students are expected to either:

a) work on assignments
b) revise/consolidate class work
c) read.

Time Guidelines:
Year 7, 8 and 9 – not to exceed 5 hours per week
Year 10, 11 and 12 - depends on their career goals

If students or parents wish to request additional work for students to complete at home – they may and that request will be met.
Internet Access

Students apply for internet access by completing the Internet agreement form. Students are to use
the internet for educational purposes only. Conditions for use are listed on the internet agreement
form which must be completed and returned to the school office before access can be granted.

Resource Centre

Students are required to become familiar with Library procedures and encouraged to use the
Resource Centre regularly. This will be facilitated through Resource Centre. In-service sessions
early in the year for students. The library is open every day.

**Borrowing System:** Fiction books may be borrowed for two weeks and non-fiction for one week.
Some reference books, books in demand for assignments, periodicals and CDs may be borrowed
on overnight loan (i.e. borrowed at 3.30 p.m. and returned before 8.50 a.m. the next day). Up to
three items may be borrowed at any one time.

Lunches

Students should either bring their lunches to school or purchase them from the School Canteen.
Students are not permitted to leave the school grounds during lunch times unless a parent/legal
guardian comes to collect student and sign them out. **NOTE:** written notes are not accepted to
permit students to leave school grounds for lunchtimes. They must be accompanied by a
parent/guardian.

Medication

The school can only administer medication that is accompanied by a doctor's instruction. The
pharmaceutical label detailing dose and time is considered to be sufficient once parents/guardians
have completed an information form. All medication must be given to the office staff.

Meeting Staff - Appointments

Parents/Caregivers are invited to discuss any issues/concerns regarding your child with members of
the administration team or teaching staff.

Where possible, please make an appointment by phoning the office staff to arrange a mutually
satisfactory time. Visitors to the school who have an appointment must be given priority over people
without an appointment as a matter of courtesy.

Personal Presentation / Dress Standards

All students are required to present themselves well and be aware of the advantages to themselves of
the good first impression that clean and neat dress creates. This means hair is to be clean and tied
back neatly.

Good personal appearance at our school has traditionally been achieved through the wearing of our
school uniform and, in doing so, students can feel confident and be proud of their contribution to the
school's good name.

School organised Excursions – Students are to wear full school uniform unless otherwise informed.

**BOYS:** (Day and Sport) School shirt; black school shorts; closed-in shoes and short white
socks.

**GIRLS:** (Day and Sport) School shirt, black school shorts OR black skirt. **Length of shorts
and skirts to be worn just above the knee.** Closed-in shoes and short white socks.

**WINTER:** School track pants or plain black long pants (**No jeans or leggings**). School jacket or
plain maroon jumper, school shirt, school scarf (optional).

Students have an optional alternative dress uniform. Details available from the office. School shirts,
shorts, scarves, track pants and jumpers are available to purchase from the Tuckshop.
HATS: Medical evidence has proved that excessive exposure to sunlight causes skin cancer. Parents are advised to ensure that their children wear a hat which gives adequate protection.

**Free Dress Days – No inappropriate clothing or shoes**

Inappropriate dress refers to clothing or apparel that the student wears that is, or could be, deemed to be:

(a) offensive;
(b) likely to disrupt, or negatively influence, the normal operation of the school;
(c) unsafe for the student or others; and
(d) likely to result in a risk to the health of the student or others (which includes singlet tops and thongs)

If a student is out of uniform for any reason, a note must be supplied from parent/guardian. It is understood that at times a uniform may not be available at home, therefore we are able to provide students with a uniform. If a note is not provided, students may be supplied with a uniform to wear for the day or alternatively be issued with a Uniform Infringement Notice and may be required to attend a detention.

**Personal Property**

All personal property brought to school should be clearly marked with name and class. The school takes no responsibility for personal property. All enquiries regarding lost property should be directed to the office. Valuables and money should be handed in to the office for safe keeping.

**Progress Reports on Students - Parent / Teacher Interviews**

Reports are issued at least twice a year as well as scheduled days for Parent / Teacher interviews. Parents are encouraged to contact the school at any time during the year to discuss student progress. Advanced notice is appreciated as this allows thorough preparation and a more productive discussion.

**Safety Regulations**

Departmental Regulations determine safety precautions that we must follow. Students who do not wear the correct regulation footwear, etc. cannot be allowed into Science, Manual Arts and Home Economics rooms. Because students will do one or more of these subjects every day it is essential parents ensure students wear the correct uniform every day for the entire day.

Following are four Education Queensland Workplace, Health and Safety Regulations of which students and parents should be aware:-

1. Protective devices are insisted upon where considered necessary e.g. sun cream, long hair to be tied back or confined by hair nets if it is likely to be a fire hazard or come in contact with corrosive or flammable material; aprons or laboratory coats to be worn. 
   **Sun protection:** Whilst outdoors, students are to wear a broad brimmed hat or cap. Depending on the activity, students may choose to wear sunglasses which comply with Australian Standards in eye protection (AS1067).

2. Loose clothing should not be permitted where it would constitute a hazard. 
   **Protective clothing** in certain subjects is provided by each department involved eg: science (lab coats, eye protection); manual arts (overalls, steel capped boots, eye and ear protection); and home economics (gloves, aprons).

3. All jewellery will be removed if there is any possibility of a safety hazard. 
   **Work place health and safety issues** 
   Acceptable items of **jewellery** include a watch, standard/small earlobe studs or sleepers, one flat ring eg signet ring, and items of significant religious belief eg. St Christopher’s medallions
(following negotiation with the Principal). During specific activities where student safety is of particular concern, students will be required to remove all jewellery.

4. Student feet should be adequately covered to prevent accidental burning, injury from sharp objects or infection. Footwear with impervious uppers shall be worn. In all the above cases, the teacher concerned has the final say. No negotiation is entered into. Covered footwear and socks must be worn at all times. If a medical condition prevents this, a note from parents/guardians is required.

School Canteen
The school canteen is open daily to provide lunches and other refreshments. All profit from the canteen is used to augment the funds of the Parents’ and Citizens’ Association, and therefore benefits students.

Social Activities
Social functions are conducted by the Student Council. Parents are notified of conditions under which these are conducted. Students are adequately supervised.

The school does NOT sanction class parties. These are merely parties organised by the students themselves.

Student Illness / Accidents
Students who become ill are to report immediately to the office. If the illness is considered serious enough, the parents will be notified and arrangements will be made for the student to return home or visit the family physician.

Any accident or injury occurring at or on the way to or from school MUST be reported to the office or the teacher of the class or the teacher on duty at break times. General First Aid assistance may be obtained from the Office. The Ambulance will be called in cases where it is deemed necessary.

Support Services

Career & Other Guidance
A guidance officer/counsellor supports students at Mount Morgan State High School. Parents are invited to attend interviews with their student. Appointments may be made with the guidance officer/counsellor by phoning the school office on 49125555.

School Chaplain
Their role is of a non-denominational nature and offers support to students. The chaplain organises activities during school time and assists in getting students the support they need.

Community Education Counsellor
The CEC offers support for Indigenous students and families and is the liaison between school and the community.

School Based Youth Health Nurse
SBYHN works with students and parents to address concerns or problems about health and wellbeing. They also connect people to other support services in the community inside and outside the school.

Youth Support Co-ordinator
The Youth Support Co-ordinator works with students at risk of disengaging from education.
Other support services and support co-ordinators from
- Anglicare
- Bidgerdii
- Capricorn Training Company (YHARS)
- Central Queensland Indigenous Development
- Child Youth & Mental Health Service
- Darumbal
- Disability Services
- Headspace
- PCYC
- Reconnect
- Red Cross
- Women’s Health

Recording Device Policy
Every student and teacher has a right to privacy, to feel safe and be treated with dignity. Phones, MP3 players and other technological devices can cause significant erosion to the rights of others. This has meant that it is necessary to put in place firm rules and boundaries around the use of all recording devices and phones. The violation of the rights of others and inappropriate use cannot be tolerated.

Inappropriate use includes:
- Using the devices in classroom during instruction (Texting, Facebook and internet)
- Inappropriate content being sent and accessed
- Facebook being used to post inappropriate comments
- Facebook and texting being used to intimidate and bully students.

This policy aims to support the learning environment and safety of all the students at Mount Morgan State High School.
- A student seen with a mobile phone or electronic device on school grounds (this includes before school) will be requested to hand the device to the staff member. The staff member will take the device to the office. The student collects the mobile phone or electronic device from the office at the end of the school day.
- If a student continues to bring the mobile phone or electronic device to school the parents will be contacted to collect the device. The mobile phone or electronic device will not be returned to the student.
- If a student refuses to hand in their mobile phone or electronic device they will receive a suspension from school for refusing to follow the directions of a staff member.
- Mobile Phones and MP3 Players or similar devices will not be permitted to be used as USB devices for student work.
- In the case where a parent wishes to send their student to school with a phone, the student, when entering the school grounds, must hand the mobile phone in at the office. The student collects the mobile phone from the office at the end of the school day.
- Parents that need to contact their child during the day are able to do this through the office.
Responsibilities

School
- To deal with all breaches fairly and equitably

Student
- To adhere to provision of the policy
- To respect the rights of others
- May not use any recording device in the school grounds or at school functions. This includes:
  - Transmitting images
  - Taking photographs with a phone
  - Taking photographs with a camera
  - Using a tape recorder
  - Using a mobile phone on ‘record’
  - Using an MP3 player on ‘record’
  - Video recording

Parents/Carers
- To support the school’s efforts to ensure students respect the rights of others
- To remind students of the etiquette surrounding the use of mobile phones and other recording devices

EXCEPTION: If a HOD or the Principal have approved the use of an electronic device to record images etc for curriculum purposes.

Assessment Policy

Exams

Failure to attend examination
If a student fails to attend an examination and does not comply with the conditions outlined above:
- student will have the result recorded as a NS (Non-Submit)
- parent/guardian will be notified by phone call and written non-submission letter (Appendix 1)
- student will be required to complete the examination on return to the school
- student may be required to respond to a show cause letter depending on previous instances of non-submission.

Cheating
If cheating/disruptive behaviour is suspected during an examination, the supervising teacher will document the suspicion and after reading required examinations, if cheating is still suspected, the relevant papers and documentation will be forwarded to the Principal and/or Head of Department.

Students on external suspension
Students on suspension, at the discretion of the Principal and in consultation with the relevant HOD, will be given the opportunity to complete any examination as scheduled during their suspension period.
Assignment Submission of assessment
Completed assignments will usually be handed in to the classroom teacher during class time on the due date, however, all assignments must be submitted to the teacher or the office by 3:15pm at the latest. For predominately non-written pieces of assessment (oral presentations, multi-media presentations, etc.) the due date for written support material will be the first day of the presentations.

Extension Process
An extension will only be granted for illness or extenuating circumstances. In the case of illness a medical certificate must be supplied by students.

Extenuating circumstances include bereavement, family breakdown, essential sporting/cultural commitments, long-term illness of self or family member, etc. A phone call and parental note must be supplied for all students.

To apply for an extension to an assignment the student must:
- obtain an Application for Extension (Appendix 3) form from the HOD as early as possible prior to the due date
- complete and return the form to the head of department
- return to head of department for approval/non-approval of extension.

If a delicate family matter or personal circumstances applies, the application can be lodged directly with the Guidance Officer, Community Education Counsellor or the Principal.

Each case will be considered on its merit. The appropriate HOD and the Principal are the only people authorised to decide whether an extension of time will be permitted. The classroom teacher will also be asked to provide a relevant comment on the appropriateness of granting the extension.

Absent on due date
If the student is aware that they will be absent on the due date, the completed assignment must be handed in before the due date unless an extension has been granted previously.

If the student is absent without prior notice, the student must:
- have their parent contact the school explaining the circumstances
- arrange for the assignment to be delivered to the school
- if delivery is not an option, the student can submit the assessment electronically and upon return to school, submit hard copy of assessment with draft
- if the student cannot do either of the above options the student is to submit the assessment on the first morning of their return with the appropriate documentation.

Students on suspension are required to submit assessment by the due date.

Late Submission
This relates to students submitting responses to assessment instruments after the due date without the prior approval of an extension.
- In cases of late submission of student responses to assessment instruments, judgements are based on evidence collected on or before the due date (class work, collected drafts, etc.).
- Individual cases of late submission will be treated on their merit. As a result of discussions (between the student, subject teacher, head of department and principal), a student’s response to an assessment instrument may contribute to completion of course requirements.
Non-submission
In cases where students do not submit a response to an assessment instrument by the due date:
- judgements will be made using evidence available on or before the due date
- a standard will only be awarded where evidence has been demonstrated
- consideration will be given as to whether a level of achievement can be awarded for the semester where non-submission occurred
- students will still be required to submit the outstanding assessment item in order to receive credit for that semester
- student may be required to respond to a show cause letter depending on previous instances of non-submission.

Special Provisions
Where possible, reasonable adjustments will be made before a student undertakes an assessment and opportunities for alternative assessment arrangements should be provided.

Original Work
All assessment tasks submitted must be the original work of the student and all references used must be acknowledged following the referencing procedure.

Responsible Behaviour Plan for Students
The whole school Responsible Behaviour Plan for students was reviewed in 2013. A copy of this plan is included in Enrolment packages. This will again be updated in 2017.

Bullying Prevention Policy
Reports of bullying will be investigated and acted upon. Responses to bullying might include targeted support for victims and perpetrators and/or sanctions or consequences consistent with the Responsible Behaviour Plan for Students. It is important to remember that any illegal actions might need to be referred to the Queensland Police Service either by the School or by the victim.

At Mount Morgan State High School we support victims and perpetrators by:
- Social skills programs for students at risk of being involved in bullying incidents
- Supervision of risk areas
- Providing counselling support
- Providing access to staff including principal, teachers, teacher aides, guidance officer, chaplain, specialist support staff
- Development of Individual Behaviour Plans.

At Mount Morgan State High School the consequences for bullying might include the following:
- Warnings
- Withdrawal from class/classes
- Time out at lunch times
- Detention
- Meetings with parents
- In school suspension
- Out of school suspension
- Exclusion
- Police involvement.
Reporting and monitoring bullying
At Mount Morgan State High School reports of bullying are taken seriously. Students and parents may report bullying in the following ways.

- Directly to a member of staff
- Phone call to the office or administration team
- Via the biannual bully survey.

Reports of bullying will be collated and monitored to inform the school community about the extent of bullying and to identify particular areas of concern for future action. All bullying reported to the school will be dealt with as quickly as possible. All investigations will be conducted using the principles of natural justice (see the Responsible Behaviour Plan for Students for an explanation of this.)

Attendance Policy

Acceptable Absences from School

Absences from school should be kept to a minimum wherever possible. It is generally accepted that the following explanations are reasonable in small numbers:

- medical or dental treatments or procedures
- funerals
- family reasons (eg, special events; illness)
- specialised training
- sporting events other than those associated with the school or the education system
- cultural reasons.

Unacceptable Absence

Should an excessive number of absences interfere with the educational progress of a student, parents and students will be asked to discuss this with a member of the school staff. Regardless of the reason, poor attendance has a significant impact on student learning. There are a number of options available to students and parents with genuine attendance issues. By contacting the school to discuss such issues flexible arrangements can often be made.

Students with an unacceptable number of absences may not be given credit for the semester's work if, in the opinion of the school, they have not attended enough classes to warrant a result. This can have a significant impact on Senior students whose Queensland Certificate of Education is dependent on the number of semester units they are deemed to have completed.

2017 COURSE STRUCTURES

EXTERNAL RTO TRAINING OPTIONS

Students in years 10 to 12 are able to enrol in External Training Options discussion with either the Guidance Officer or Senior Schooling Head of Department.
Students are required to undertake studies in each of the following core subjects:

- English
- Mathematics
- Science
- History
- Health & Physical Education

**YEAR 7**

- Project Gold – Project based learning experience

**YEAR 8**

- Project Gold – Project based learning experience

**YEAR 9**

<table>
<thead>
<tr>
<th>Choices</th>
<th>Selection / Preference</th>
</tr>
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<tbody>
<tr>
<td>Drama</td>
<td>(choose 1)</td>
</tr>
<tr>
<td>Health &amp; Physical Education</td>
<td></td>
</tr>
<tr>
<td>ICT (Information and Communication Technology)</td>
<td></td>
</tr>
<tr>
<td>Food Studies</td>
<td>(choose 1)</td>
</tr>
<tr>
<td>Art</td>
<td></td>
</tr>
<tr>
<td>Industrial Technology &amp; Design</td>
<td></td>
</tr>
</tbody>
</table>
YEAR 10 COURSE SELECTION FORM – 2017

STUDENT NAME: ______________________________ DATE: __________________

You are required to undertake studies in each of the following:

ENGLISH

MATHEMATICS

SCIENCE

HISTORY

<table>
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</tr>
</tbody>
</table>

List other activities you would like to undertake at school in 2017:

__________________________________________________________

PARENT NOTE:
I am aware of my child’s subject selection in 2017.

Parent Signature: ______________________________ Date: ________

Please return this note to school in 2016.
YEAR 11 - COURSE SELECTION FORM - 2017

Six subjects are to be chosen (one subject from each line).
Students are able to negotiate the number of subjects studied if alternative training is undertaken. All students must select a subject from lines 1 and 2.

<table>
<thead>
<tr>
<th>Line</th>
<th>OP Pathway</th>
<th>Subject Choices</th>
<th>QCE Pathway</th>
<th>Possible QCE Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Biology</td>
<td>*Hospitality Practices 4</td>
<td>*Industrial Technology Skills 4</td>
<td>*Tourism 4</td>
</tr>
<tr>
<td>2</td>
<td>Business Communication &amp; Technologies</td>
<td>*Drama in Practice 4</td>
<td>*Early Childhood Studies 4</td>
<td>*Social &amp; Community Studies 4</td>
</tr>
<tr>
<td>3</td>
<td>Physical Education</td>
<td>*Agricultural Practices 4</td>
<td>*Recreation NB 4</td>
<td>**Certificate II in Business NB 4</td>
</tr>
<tr>
<td>4</td>
<td>English</td>
<td>*English Communication 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Legal Studies</td>
<td>*Information and Communication Technology 4</td>
<td>*Visual Arts in Practice 4</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Mathematics A</td>
<td>*Prevocational Mathematics 4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NB: Due to Human Resourcing, only one combined year 11/12 class of each of these subjects will be offered in 2017. Enrolments will be based on career needs and current application to studies. A waiting list may be applied to these subjects if required.

(bold) Authority Subjects (Contribute to OP rank)
* Authority Registered Subjects (do not count for OP rank)
** Stand Alone Certificate courses

Also note the following:
- Additional SDE subjects may be an option in some cases, if desired courses are not offered above.
- Some subjects may not be offered in 2017 if insufficient enrolments are received.
- If human or physical resources cannot be met, then a course will not be offered.
Six subjects are to be chosen (one subject from each line). Students are able to negotiate the number of subjects studied if alternative training is undertaken. **All** students must select a subject from lines 1 and 2.

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<td>4</td>
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<td>4</td>
</tr>
<tr>
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BSB20115 CERTIFICATE II in BUSINESS
(Enrolments may be limited due to class size)

Why study Certificate II in Business?
This subject is ideal for students aiming to improve their workplace skills within a business environment and gain a working knowledge of a range of business technologies.

What is studied?
Students undertake the following competencies:

<table>
<thead>
<tr>
<th>Code</th>
<th>Competency Code</th>
<th>Competency name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMM201</td>
<td>Communicate in the workplace</td>
<td></td>
</tr>
<tr>
<td>BSBIND201</td>
<td>Work effectively in a business environment</td>
<td></td>
</tr>
<tr>
<td>BSBCUS201</td>
<td>Deliver a service to customers</td>
<td></td>
</tr>
<tr>
<td>BSBINM201</td>
<td>Process and maintain workplace information</td>
<td></td>
</tr>
<tr>
<td>BSBINM202</td>
<td>Handle mail</td>
<td></td>
</tr>
<tr>
<td>BSBINN201</td>
<td>Contribute to workplace innovation</td>
<td></td>
</tr>
<tr>
<td>BSBITU201</td>
<td>Produce simple word processed documents</td>
<td></td>
</tr>
<tr>
<td>BSBITU202</td>
<td>Create and use spreadsheets</td>
<td></td>
</tr>
<tr>
<td>BSBITU203</td>
<td>Communicate electronically</td>
<td></td>
</tr>
<tr>
<td>BSBITU301</td>
<td>Create electronic presentations</td>
<td></td>
</tr>
<tr>
<td>BSBITU302</td>
<td>Produce desk top published documents</td>
<td></td>
</tr>
<tr>
<td>BSBWHS201</td>
<td>Contribute to health and safety of self and others</td>
<td></td>
</tr>
<tr>
<td>BSBUS201</td>
<td>Participate in environmentally sustainable work practices</td>
<td></td>
</tr>
<tr>
<td>BSBWOR201</td>
<td>Organise and complete daily work activities</td>
<td></td>
</tr>
<tr>
<td>BSBWOR202</td>
<td>Work effectively with others</td>
<td></td>
</tr>
<tr>
<td>BSBWOR203</td>
<td>Use business technology</td>
<td></td>
</tr>
<tr>
<td>FNSACC301</td>
<td>Process financial transactions and extract interim reports</td>
<td></td>
</tr>
</tbody>
</table>

* Only twelve units of competency will be assessed throughout this course. Units will depend on teacher qualifications and industry experience.

How are Students Assessed?
The two year program incorporates modules which are competency based and are assessed using a range of techniques, including observation and consultation, practical projects and assignments.

The school RTO is committed to completing the outlined training and assessment once students have started study in their chosen qualifications or courses from the course start date (including delivery by a third party on the school RTO’s behalf).

Students who enter the course after the start date will have a negotiated package of units that will lead to a statement of attainment.

In the event that the school RTO is unable to complete delivery of training, the school RTO will, if possible, arrange for agreed training and assessment to be completed through another RTO (fees may be incurred). Prior to the transfer to another RTO, affected students will be formally notified of the arrangements, and an agreement to those arrangements, including any refund of fees, will be obtained. If transfer is not possible, the RTO will gain a written agreement for a subject/course transfer from the student and parent.

This information is correct at the time of publication but subject to change. Any change of service will be communicated to learners and parents in a timely manner.

Mount Morgan State High School RTO Number: 30409

☐ Does this subject interest me?
☐ Will this subject help me with my career options?