# Table of Contents

From the Principal ................................................................. 2  
Our Vision and Values .......................................................... 3  
Parents’ and Citizens’ Association ....................................... 3  
Our people ................................................................. 4  
Opening procedures 2017  
  Appointments for enrolment ........................................... 5  
  Birth Certificate requirements ........................................... 5  
  Repeating and Mature-Age student enrolment .................... 5  
  Term dates 2017 ............................................................. 5  
Lesson and break times .................................................... 5  
Roles of key people ......................................................... 6 – 7  
Behaviour at Dalby State High School .................................. 8 - 9  
Dress Code ................................................................. 10  
  Guidelines for shoes ...................................................... 12  
Our curriculum ............................................................... 13  
  Junior secondary ......................................................... 13  
  Senior secondary ......................................................... 13  
Co-curricular and cultural activities .................................. 14  
Homework and assignments ............................................. 15  
  Extensions for submission of assignments ......................... 14  
  Absences from assessment ............................................ 15  
  Exam procedures ......................................................... 16  
Reporting student progress .............................................. 16  
  End of semester reporting ............................................. 16  
  QCE information ......................................................... 16  
  School references ......................................................... 16  
  Parent-teacher interviews ............................................ 16  
  Awards ................................................................. 17  
General information .......................................................... 18  
  Arrival at school ......................................................... 18  
  Accidents ........................................................................ 18  
  Special medical conditions ............................................ 18  
  Issue of medication to students ........................................ 18  
  Bicycles ........................................................................ 18  
  Confiscation of student property and detention of students .... 18  
  Leaving the school grounds ........................................... 19  
  Lateness ........................................................................ 19  
  Student bags and equipment ........................................... 19  
  Student cars .................................................................... 19  
  Refund procedures ......................................................... 19  
  Attendance at school functions ....................................... 19  
  Mobile Phones and other electronic devices ................. 20  
Complaints Management processes ................................... 20 - 21  
Resources Hire Scheme ..................................................... 22  
What to do if ................................................................. 23  
Useful contact information ............................................... 24  
Uniform Retail Outlet Price Schedule ................................ 25  
School Bus Runs .............................................................. 26
Dalby State High School which opened in 1954 is a large and highly regarded dual campus state secondary school in the Darling Downs region of Queensland. Currently the student population is 1035 students and growing.

Dalby State High School has an established reputation built on traditional values including high standards of discipline and pride in appearance. Outstanding achievements across academic, cultural, citizenship and sporting areas can be directly attributed to a committed, experienced and well qualified staff. Our staff make a significant contribution to the lives of our students. We believe high quality teaching is vital for high quality learning. Students are also encouraged to develop the values they are exposed to at home to ensure they leave Dalby State High School as responsible citizens.

The student population reflects all aspects of this diverse local community. Students join us from neighbouring feeder schools to complete their secondary education. Orientation and transition programs are in place to assist students to settle quickly into life at Dalby High.

From the start of 2011 Dalby State High School acquired management of the former Australian Agricultural College Corporation (AACC) site as a second campus. This has provided students at Dalby State High School access to all resources and facilities at the site, including agricultural training, sporting venues, 25 metre swimming pool and other educational facilities. Another highlight is the management of the existing 116 bed residential facility, making Dalby State High School a provider of a safe and enriching boarding experience. This transformation of Dalby State High School into a dual campus school with boarding students marks one of the most exciting times in the school's history.

In recent years the school has undergone significant facilities renewal, including a new junior secondary precinct, classroom upgrades and the development of specialist teaching facilities including a Trade Training Centre and a Languages Centre. More refurbishment and new construction is currently underway, including a Visual Arts Precinct and support spaces to facilitate programs conducted by the school and community organisations. At the Bunya Campus, significant facilities renewal has included a half a million dollar upgrade to the pool and other recreation areas along with improvements to the teaching area for specialist programs in the Agricultural field.

We look forward to you retaining the fine tradition and high standards which have been established by past and present students. We will do our best to make you feel at home and have outlined in this prospectus some of the more important things you will need to know.

Dr Dean Russell
Our vision and values

The staff of Dalby State High School is committed to providing the best educational opportunity for our students, essential for life in the twenty-first century.

Vision: Creating the future; every student, every day.

Values:

- Positive Relationships
- Student Diversity
- Multiple Pathways
- Teacher Excellence

These values underpin all our undertakings with our students and parents, including our responses to the management of student behaviour. The school's responsible behaviour plan is supported through the unique structures of this school site and reflects our core values of “Respect”, “Safety” and “Learning”.

Our Parents’ and Citizens’ Association

An active Parents’ and Citizens’ Association supports the school and meets on the first Tuesday of each month, at 5:30 pm in the school staff common room in the Administration building. The P&C also operates the school Canteen, Resources Hire Scheme and the Retail Uniform Outlet. The convenors can be contacted on 4669 0953 or dalbyhighpandc@bigpond.com to arrange for these services.

The P&C President can be contacted through the school office. The P&C Executive Committee can be contacted at pandc@dalbys.hs.eq.edu.au.
Our people

**senior administration**

*Principal:*
Dr Dean Russell

*Deputy Principals:*
Mr Jason Caruso, Mr Jeff Hart, Mr Jason Marini

*Head of Campus (Bunya):*
Mrs Anne Rathmell

**heads of department/program**

*Arts:*
Mrs Tara Routley

*Business/ICT, Home Economics:*
Mrs Leanne Kane

*English:*
Mrs Kate Cobb

*Health and Physical Education:*
Ms Bronwyn Henschell

*Mathematics:*
Mrs Kelly Moody

*Science:*
Mr Peter Donnan

*Social Sciences:*
Mr Michael Kane

*Special Education:*
Mrs Sandra Gregory

*Support Services:*
Miss Alicia Spanner (Junior)
Mr Bradley Pharaoh (Senior)
Ms Candice Baguley (Literacy/Numeracy)

*Teaching and Learning:*
Mrs Narissa Jones

**front office staff**

*Business Services Managers:*
Mrs Rhonda Marshall
Ms Delia Stephens (Bunya Campus)

*Administration Officers:*
Mrs Kym Fagg, Mrs Jan Gordon, Mrs Aileen Gwynne, Mrs Robyn Heinrich, Mrs Joann Pedler, Mrs Ruth Rudd, Ms Wendi Lindsay, Mrs Sally Shine

Guidance Officers ..................... Mrs Emily Curr / Ms Simone May / Mr Tony Clearwater

Year Coordinators:

Year 7 ................................................................. Mrs Annie Young
Year 8 ................................................................. Mr Nick Bell
Year 9 ................................................................. Mrs Sarah Hemmings
Year 10 ............................................................... Mrs Karen Marini
Year 11 ............................................................... Mr David Schreiber
Year 12 ............................................................... Miss Tess Holcombe

Chaplain ......................................................... Ms Cassie Walton

Youth Health Nurse ............................................. Mrs Deb Maunder
Opening procedures 2017

School commences in 2017 for all Year 7 and 11 students on **Monday, 23rd January 2017**. Years 8, 9 and 12 students will begin on **Tuesday 24th January** with all grades attending on this day.

Newly arrived students are required to make an appointment for an enrolment interview through the school office. Appointments can be made for the week prior to the commencement of school in 2017. Lengthy delays for enrolment can be expected during the first week or without making appointments.

Enrolment at Dalby State High School is subject to a School Enrolment Management Plan. Proof of residence within the School’s catchment area will be required for new enrolments.

In accordance with ss. 155 and 156 of the *Education (General Provisions) Act 2006*, a copy of a Birth Certificate or other documentary evidence must be provided to establish identity. Enrolments of non-adult students can only be made by a parent identified on the Birth Certificate or other appropriate document.

Special enrolment circumstances, including Repeating and Mature Age entry must be discussed directly with the Principal only, and are subject to other statutory elements.

**Queensland term dates (2017)**
- Term 1: Monday 23rd January to Friday 31st March – 10 weeks
- Term 2: Tuesday 18th April to Friday 23rd June – 10 weeks
- Term 3: Monday 10th July to Friday 15th September – 10 weeks
- Term 4: Tuesday 3rd October to Friday 8th December – 10 weeks

**Student free days for 2017**
- Thursday 19th and Friday 20th January
- 3rd, 4th and 5th April
- Monday 16th October

**Year 10, 11 and 12 finishing dates for 2017**
- Year 12: Friday 17th November
- Years 10 and 11: Friday 24th November


Our school day

Starting Time: 9:00 am  
Morning Tea: 10:20 am to 10:40 am  
Lunch Break: 11:50 am to 12:35 pm  
Afternoon break: 1:45 pm to 1:55 pm  
Finishing Time: 3:05 pm

Junior School Assembly occurs on Monday beginning at 9.10 am followed by a Pastoral Care lesson. Senior School Assembly occurs on Monday beginning at 10.40 am followed by a Pastoral Care lesson. Religious Education also occurs during that time on a cyclic basis.
Roles of key people

Principal oversees all programmes within the school and strongly supports and encourages a team approach using proactive strategies in maintaining high standards and expectations within the school.

Deputy Principals have a strategic role in the organisation of whole school programmes and timetables which support the work of teachers and students in developing and maintaining a supportive school environment and high academic standards. As part of the behaviour management process, they deal with students who have resistant and inappropriate behaviours or those with other significant difficulties. The Deputies in consultation with the parents and the Principal handle suspensions and cancellations of enrolment. The Deputies work closely with teachers, parents, the Guidance Officer, Year Coordinators, Heads of Department and the Principal in providing a team management approach to students requiring extensive support. They monitor and oversee the day to day operations of the school.

Head of Bunya Campus is responsible for providing leadership, supervision and support for all aspects of the residential campus and in developing and implementing initiatives designed to encourage a positive, caring and supportive residential environment for students. The Head of Campus will lead the ongoing development and management of a safe and secure environment for students residing or studying at the campus.

Heads of Department/Program have a curriculum leadership role to oversee the organisation of their subject areas and the students and teachers who learn and teach in these areas. Their role includes working with teachers and students on instructional matters and guiding students to ensure a focus on improving performance. The Head of Special Education Services lead the special education teaching team in supporting students with identified and diagnosed needs.

Guidance Officer provides counselling support to students and families for a range of needs. From time to time students may need help to adjust to the demands of the school. When such needs arise, help is available to every student. The Guidance Officer covers a wide range of activities including educational, career and personal counselling. Teachers can refer students who are having emotional, learning or behavioural difficulties to the Guidance Officer, who will use a team approach to assist class groups and students to improve their time at school.

Behaviour Support Team support students exhibiting emotional, social or behavioural issues to maximise participation in all aspects of their schooling. This is done through the development of alternative programs, individualised assistance and support of students and families. They often work in conjunction with internal and external support personnel.

Year Coordinator counsels students on personal and behavioural issues. The Year Coordinator is often the best person for parents to speak to regarding their student. The Year Coordinator assists with the nurturing of the student by building trusting and caring relationships, acting as a mentor, counsellor and advocate to promote acceptable patterns of behaviour and healthy relationships between students and teachers. The Year Coordinators are seen as a key in the structure of a caring and positive school environment at Dalby State High School.

Support Teacher supports students with learning modifications to their learning program including arrangements for examinations.
Classroom Teacher is the most important person in maintaining high expectations and standards of the student body. The way in which they model and encourage positive relationships with students is the essence of developing a good school. Although a teacher’s role is extensive in nurturing a supportive learning environment, the most important aspects can be summarised as follows:

- being a good teacher – applying the Effective Learning and Teaching principles with innovation and variation
- treating all students with respect and providing positive encouragement
- listening to students and responding to their needs appropriately
- using appropriate language which does not embarrass or ‘put down’ students
- being consistent and fair in applying consequences
- communicating the behaviours and consequences of the school's Behaviour Management Policy
- promoting a positive learning partnership between teacher, student and parent

Parent teacher contact is encouraged throughout the school year and is supported by formal interviews during terms 1 and 3. Parents should feel free to contact a teacher directly concerning any aspect of their child’s learning. Informal meetings can be made at mutually convenient times, through the school administration office. Appointments for interviews with other school personnel can also be made.

Chaplain is an integral team member in the school’s welfare programme. The Chaplain seeks to support teachers and parents in fostering the physical, mental, social and spiritual development of students. Chaplains often participate in school activities including Human Relationships Education and camps across both school campuses. Appointments can be made by students or their families by contacting the school office.

Student Support Worker Team at the Bunya campus supervises the day-to-day activities of the residential campus and liaises with the residential students and parents to assist with any educational, social, emotional or behavioural matter.

Youth Health Nurse operates on a part-time basis to the school to assist students and families with issues of physical and mental health, coping strategies or any other health related issues. Appointments can be made directly with the Nurse or by leaving a note in the box outside the Nurse’s office. The Youth Health Nurse operates under the supervision of Queensland Health.

Community Education Counsellor is a liaison officer between the school and families with students who identify as being of Aboriginal or Torres Strait Islander descent. The CEC also plays an integral role in supporting students both in the class with educational programs and in various activities like NAIDOC promotions.
Behaviour at Dalby State High School

A full copy of the “Responsible Behaviour Plan” is available for viewing in the public foyer of the school office. Copies are also available by downloading them from the profile section on the school website: www.dalbyshs.qld.edu.au

The staff of Dalby State High School consider the individual circumstances of all students when applying support and consequences by:

- promoting a teaching/learning environment which is responsive to the diverse needs of our students
- establishing procedures which are fair and socially-just for infringement of the behaviour code
- recognising the rights of all students to express an opinion in an appropriate form and at an appropriate time:
- working and learning together in a safe environment, regardless of age, gender, cultural background, socio-economic situation or impairment

Records relevant to all behaviour matters are recorded centrally and are available for viewing by parents at any time.

Positive Behaviour for Learning

Dalby State High School is a PBL (Positive Behaviour for Learning) school. We believe that by creating a positive learning environment for students, teachers and parents there will be increased engagement, more positive learning experiences and better outcomes for our students. Positive Behaviour for Learning (PBL) is a school-wide behaviour initiative. It employs a whole school systems approach to address problem behaviour and reduce its effects on student outcomes and on the school community as a whole. PBL encourages positive behaviour from students, which has been shown to improve their self-concept and motivation to learn. PBL is about teaching behaviour expectations with the assumption that students will have more of an understanding of appropriate behaviours in various situations and will be less likely to become involved in negative behaviours that result in various responsive strategies.

The staff, students and wider community of Dalby State High School will commit to academic and personal success by demonstrating respect, learning and safety. Our whole school vision is: Creating the future; every student, every day and our values are: Positive Relationships, Student Diversity, Multiple Pathways and Teacher Excellence.

Our school is committed to providing a supportive school environment where all members feel safe and are valued, where social and academic learning outcomes are maximised for all. This is achieved through quality curriculum, interpersonal relationships and school organisation. School practices are proactive rather than reactive, where appropriate, and non-discriminatory language and behaviours are defined, modelled and reinforced through VIVO.
VIVO

VIVO is an online, interactive database where staff can reward students for positive behaviours. Teachers and students log points and then trade them in for various rewards, which are largely in-school privileges (see below). VIVO can be found at https://www.vivomiles.com.au/

**Categories and Rewards current as at September 2016**

Responsive Strategies

Responsive strategies will come into play if our core values of Respect, Safety or Learning are compromised. Responsive strategies that may be applied for misbehaviour are shown in the Behaviour Management Matrix in the Responsible Behaviour Plan.

Dalby State High School has various policies which students must follow:

- Buddy Class Policy and In-Class Assistance Card
- General Code of Conduct
- The Behaviour Support Standards System
- School Drug Policy
- Anti-Bullying Policy
- Mobile Phones and other Electronic Devices Policy.
Our dress code

This dress code applies to all school activities including extra-curricular, excursions and sport (unless prior permission is granted by the Principal). Formal and Sport Uniforms are not to be combined under any circumstance.

<table>
<thead>
<tr>
<th>Formal worn each Monday, on excursions and at school events</th>
</tr>
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<tbody>
<tr>
<td><strong>BOYS</strong></td>
</tr>
<tr>
<td>▪ Unisex shirt with logo and maroon buttons</td>
</tr>
<tr>
<td>▪ Grey shorts or grey trousers worn on the waist</td>
</tr>
<tr>
<td>▪ Black lace-up, leather or vinyl shoes¹</td>
</tr>
<tr>
<td>▪ DSHS school logo socks or plain white, grey or black short socks that cover the ankle (no sockettes, no knee-highs)</td>
</tr>
<tr>
<td>▪ Belt (optional): it must be black with a plain buckle</td>
</tr>
<tr>
<td>▪ Girls’ formal check shirt or unisex check shirt with logo and maroon buttons</td>
</tr>
<tr>
<td>▪ Black lace up, leather or vinyl shoes¹</td>
</tr>
<tr>
<td>▪ Maroon skirt with two inverted pleats and flat waistband or maroon formal pants</td>
</tr>
<tr>
<td>▪ DSHS school logo socks or plain white or black socks that cover the ankle (no sockettes, no knee-highs) or flesh-coloured, black or maroon stockings (no holes/ladders)</td>
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</tbody>
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<thead>
<tr>
<th>Sports can be worn at all other times</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BOYS</strong></td>
</tr>
<tr>
<td>▪ School polo shirt or senior polo shirt for years 10, 11 and 12</td>
</tr>
<tr>
<td>▪ Low-cut, lace-up, joggers (or similar sports shoes)²</td>
</tr>
<tr>
<td>▪ Maroon shorts that do not extend past the knee, worn correctly on the waist</td>
</tr>
<tr>
<td>▪ DSHS school logo socks or plain white, grey or black short socks that cover the ankle (sockettes and knee-highs are not permitted)</td>
</tr>
<tr>
<td>▪ School polo shirt or senior polo shirt for years 10, 11 and 12</td>
</tr>
<tr>
<td>▪ Low-cut, lace-up, joggers (or similar sports shoes)²</td>
</tr>
<tr>
<td>▪ Maroon shorts that do not extend past the knee</td>
</tr>
<tr>
<td>▪ DSHS school logo socks or plain white, grey or black short socks that cover the ankle (sockettes and knee-highs are not permitted)</td>
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<table>
<thead>
<tr>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BOYS</strong></td>
</tr>
<tr>
<td>▪ A maroon school tracksuit can be worn in winter with the sport uniform. Only the tracksuit jacket may be worn with the formal uniform. Tracksuit pants are not to be worn with the formal uniform.</td>
</tr>
<tr>
<td>▪ A plain, maroon jumper or vest may also be worn.</td>
</tr>
<tr>
<td>▪ Undershirts (short or long-sleeve) may be worn provided they are tucked in and are in school colours of gold and maroon or plain black or white.</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Hats</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BOYS</strong></td>
</tr>
<tr>
<td>▪ Only the school maroon bucket hat with DSHS embroidery, DSHS cap or Sporting Excellence Cap may be worn. Caps cannot be worn backwards.</td>
</tr>
<tr>
<td>▪ Students studying agricultural subjects in Senior Secondary are permitted to wear an Akubra, or broad brimmed hat, for their scheduled agricultural lesson only.</td>
</tr>
</tbody>
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<thead>
<tr>
<th>WPH&amp;S Uniforms (11 &amp; 12 Trade and Ag only)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BOYS</strong></td>
</tr>
<tr>
<td>▪ Boots, steel capped.</td>
</tr>
<tr>
<td>▪ Long sleeve cotton drill button up shirt (yellow on blue) with embroidered DSHS logo on front.</td>
</tr>
<tr>
<td>▪ Blue cotton drill pants.</td>
</tr>
<tr>
<td>▪ Students not studying 11 and 12 Ag or Trade in whole day delivery mode must change prior to, and at the end, of each lesson.</td>
</tr>
</tbody>
</table>

¹Students may choose to wear black (completely) low-cut, lace-up, joggers (or similar sports shoes) for both formal and sports (skate, sandshoes, or other styles are not permitted).

²Skate, sandshoes or other styles are not permitted (refer to attached shoe chart for further information).
Special Notes

- Students are required to wear formal uniform on Mondays, except when advised to the contrary.
- Students may seek a temporary uniform exemption from the Principal at any time by providing a note from home.
- Students not in correct uniform without explanation (note from parent or caregiver) will be detained at lunch time for up to 20 minutes that day. Failure to attend detentions will result in the application of consequences outlined in the school’s Responsible Behaviour Plan.
- The approved Year 12 jersey is to be worn by current Year 12 students only.
- Students may wear current-year representative shirts on a Wednesday (Eg: Darling Downs Sport, Musical).
- Variations to the school tracksuit specified are not acceptable.
- No part of the uniform is to be worn folded, rolled up or pulled down.
- No make-up or nail polish is to be worn.
- Hair ties, ribbons, gloves, beanies and scarves must be in the school colours of gold and maroon or plain black or plain white.
- Students may have hair colourings of a natural tone (brown, black, blonde, red) and the nature of the colouring is discrete (eg large patches of colour and stripes are not permitted).
- Hairstyles such as mohawks are not permitted.
- Students who wish to wear a blazer may order one through the uniform outlet.

Jewellery

Apart from a wristwatch, medic-alert bracelets and a maximum of three sets of sleepers or studs (standard, initial piercing size) in pierced ears, it is not acceptable to wear jewellery to school. Large ‘spacer’ style studs are strictly prohibited. The wearing of jewellery presents a safety concern for students undertaking activities in many subjects. Students may own special items of jewellery of significant personal or cultural importance, but most obtain permission to wear these to school. Consent to wear these items may be granted by making a request, in writing, to the Principal.

Small clear or flesh coloured studs can be worn as a facial piercing at school but need to be completely covered during sporting or other activities where there may be a risk, as determined by the supervising teacher. All other visible piercings are not permitted. If a student insists on wearing piercings they must be completely covered at all times while at school.

The Dalby State High School Parents’ & Citizens’ Association endorses the Principal or a Deputy Principal to have the final say as to whether or not the manner in which a student presents in uniform at school is in line with these guidelines.

The following pictures provide guidelines for appropriate Formal and Sports shoes. If you have any doubts regarding whether or not a certain type of shoe is permissible at school, please contact the school office before you purchase them.
Formal shoes

Sports shoes
Our curriculum

There are two phases, Junior and Senior secondary, occur during high school years. The Junior Secondary phase includes Years 7, 8 and 9. The Senior Secondary phase begins at Year 10.

**Junior Secondary**
The Dalby State High School Junior Secondary Curriculum provides students with a comprehensive and connected program of study based on the Australian Curriculum and Queensland Curriculum and Assessment Authority (QCAA) guidelines. The program is rich and stimulating, yet accessible for all students. We are committed to providing the best educational outcomes for all students essential for life in the twenty-first century.

Our Junior Secondary Curriculum enables students to experience a smooth transition from primary school to senior secondary and beyond. Our curriculum, while challenging, lays solid foundations in the skills that students need, no matter what career path they may choose.

These key features are reflected in the school’s Junior Secondary Philosophy which is based upon

- the provision of a successful transition from primary school,
- strong skills in literacy and numeracy,
- health and wellbeing of the individual student,
- foundations of life-long learning skills and
- preparation for Senior Secondary.

**Senior Secondary**

Year 10 begins the senior phase of learning. It is expected that students will take a “more specialised” approach to their subject selection, since they have had the opportunity to cover a wide range of key learning areas during Years 8 and 9. The Year 10 curriculum is designed to provide a meaningful and structured transition to Year 11 and 12.

From Year 11, full-time students will select six subjects of study from Authority or Authority-Registered subjects, Vocational Certificates or other school options. Considerable flexibility exists for students to be involved with Structured Workplace Learning and School-Based Apprenticeships which allow students to complete their secondary education while completing nationally recognised credentials which assist with employment after completing school.

Some subjects are offered through the Brisbane School of Distance Education and others are offered in a “Virtual Schooling” mode. The Independent Learning Centre will continue to operate to allow students to tailor their senior subject selections to meet their own individual and unique requirements. Part-time programmes may also be considered after consultation with the Principal. To ensure that all students achieve a Queensland Certificate of Education by the completion of Year 12, considerable care and effort is taken with the selection and alteration to student learning plans.

Discussions with the Guidance Officer are an essential part of the selection process. Parents may make appointments with the Guidance Officer with their student, or alone, by contacting the school administration office at either campus.
Co-curricular and cultural activities

The school has established an enviable reputation for its cultural pursuits and many extra-curricular activities that operate throughout the year. Our annual Awards Night is conducted in the Great Hall during November, where academic, cultural and sporting achievements of students are formally recognised.

**Agriculture:** The agricultural electives available to students include Cattle Showing and Horse Riding at the Bunya Campus. Students need to make a significant time commitment to the Cattle Show Team and Horse Riding. These students have instruction after school and there are some membership fees and uniform costs associated with these extra-curricular activities.

**Debating:** An extensive interest in debating exists at the school. The school has an excellent long standing tradition of involvement with debating at local, regional and state levels. Debating is through the Queensland Debating Union competition. We have experienced great success in recent years winning regional awards.

**Instrumental Music:** Students from all year levels are invited to be involved in the instrumental music programme. Through the programme students learn to play the concert instrument of their choice and participate in the Concert Band, Stage Band and other ensembles. Some school-owned equipment is available on loan to students. It is generally expected that students will have their own instrument for their second year of tuition.

**Musical and Choir:** Each year, the school presents to the public a musical production involving students from all grades. Auditions are held early in the year and rehearsals begin in the first term. The musical production has an established reputation in the local community for its excellence.

The school choir forms each year under the guidance of the classroom music teacher and complements the school’s cultural performances.

**Sport:** Sport is an integral part of the school curriculum. Physical Education is compulsory in the middle phase and sport options are offered to senior students. Sport is viewed as being important in the holistic development of our students, with the focus being participation and opportunity rather than elitism.

The school has four sporting houses: Bunya, Myall, Kurrajong and Wilga. The swimming carnival and athletics carnival allow students to participate as a member of their house. For serious athletes, an age championship is conducted at each of the carnivals.

Students are also encouraged to participate in a wide range of inter-school competitions including Touch Football, Volleyball, Rugby League, Netball, Cricket, Soccer and Tennis. Students wanting to represent the school district or region can do so via Darling Downs Regional Teams. Most summer and winter sports are catered for.

While the school sporting facilities are modest by city standards, the synthetic multi-purpose courts provide an excellent teaching/learning space. This along with well-maintained ovals ensures that students are catered for well.
**Student Council:** The student council is a body of elected students from each year level, which aims to represent, lead and support the student body and to promote the school in the community. A number of sub-committees of the student council are organised each year including publicity, magazine, social, radio club etc. Student involvement in the student council is encouraged.

**Subject Area Competitions:** Various competitions for numerous subject areas are conducted throughout the year. These include the Australian Schools Science Competition, Chemistry Competition, Accounting Competition, Australian Mathematics Competition, English Competition and Australian Schools Computer Studies Competition. Students are advised of these competitions via newsletters and student notices.

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**Homework and assignments**

Guidelines for Queensland schools were released during 2006 to help families establish a balanced lifestyle that allows time for activities with family and friends. The guidelines provide schools with the chance to develop a homework policy in conjunction with parents, to ensure a common-sense framework for students, teacher and parents. Homework in Years 7, 8 and 9 could be up to, but not more than, five hours each week, spread across all subject areas studied. This will often consist of the completion of activities in classes or additional assignment work or research.

Homework in Year 10, 11 and 12 will vary according to the young person’s learning needs and individual programs. It is important, particularly for Senior students, to keep a balance between the amount of time spent completing homework, watching television, playing sport and doing part-time work. Good communication between teachers, students and parents is also very important to ensure students reach their full potential.

**Assignments**

It is school policy that students will be given 14 days’ clear notice of any assessment piece contributing to their overall assessment for the semester. All students are issued with a complete summary of their assessment in the first few weeks of each semester to help them plan their semester’s commitments.

Assignments which contribute to summative assessment must satisfy the following criteria:

- They must be student’s own work. In some cases, a declaration of authorship is required.
- They must be submitted by 4 pm on the due date unless there are exceptional circumstances which are covered by the following:
  - An extension of time granted and documented by the Head of Department prior to the due date, if sufficient reason exists.
  - Extended absence, due to illness, up to and including the due date. The student must produce a medical certificate or their parent or guardian must contact the school. A note is NOT sufficient. In some cases a formal declaration will be required.
Absence due to special circumstances, eg bereavement. Any special reason should be discussed directly with and approved by the Principal.

- Students not submitting assignments by the due date will be assessed on the component observed in class. Assessment check dates are in place to assist the teacher to make this assessment. Alternate assessment may also need to be completed to satisfy course requirements.

**Exam procedures**

In Years 11 and 12, exam block time is allocated during the last week (or two) of each semester. This is time when formal examinations are conducted. Some subjects do not use a final examination and assessment is undertaken in other ways. During exam block time, Year 11 and 12 students are required at school only for the scheduled examinations, provided all other commitments have been met. An additional exam block is run for Year 12 students towards the end of Term 3.

**Assessment Policy**

The full Assessment Policy can be viewed on the school website.

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**Reporting student progress**

**End of Semester Reports**

At the end of each semester of study, students will be issued with an official school report outlining a summary of their subjects, the level of achievement attained to date and a series of comments about their performance in class by each teacher. The end of semester report also contains information about the student’s behaviour level.

**Queensland Certificate of Education**

The QCE will be issued to students who have completed the essential requirements. Additional information will be made available to parents and students outlining the important changes that are occurring in this area. Further information is available at the Queensland Studies Authority website at: [www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au)

**School Reference**

An official school reference is issued to students who apply. References are compiled from information provided by the student and the student’s teachers. Application for a school reference can be made through the school administration office.

**Parent-Teacher Interviews**

Parent-Teacher interviews occur during Terms 2, 3 and 4 each year. This is a formal process conducted at the school. Interviews are also encouraged at any other time where an issue needs to be addressed. Direct contact by telephone with teachers is encouraged and can be arranged through the school administration office.
Awards

Dalby State High School has two award ceremonies each year to recognise the outstanding achievements of our students. The ceremonies acknowledge those who display exceptional behaviour, attendance and academic achievements both within and out of class. The ceremonies are divided into Junior and Senior ceremonies and held during Monday Assembly in terms 1 and 3. Full formal uniform must be worn by students to receive their awards on stage.

Our awards for exemplary behaviour are Gold and Silver awards. These awards are generated through end of semester academic reporting periods and are calculated by a GPA structure. Grade Point Average or GPA is the average result where A=5, B=4, C=3, D=2, E=1.

Attendance awards recognise those students who record exemplary attendance (with approved absences) for the semester.

The academic awards are separated into Academic Improvement (increasing your GPA across two semesters above 3.0), Academic Achievement (maintaining GPA at or above 4.5 across two semesters) and Platinum Academic (maintaining a GPA of 5.0 across two semesters).

Annual Sports Awards Dinner

This night plays an important role in the school’s program of recognising student achievement as it acknowledges the sporting achievements of our students and the contribution made by parents and teachers. Awards include Bronze, Silver and Gold Awards, Service to Sport Awards, Pierre de Coubertin Award, Andrew McCullough “Aim for Excellence” Award and the prestigious Sportsperson of the Year Award. The Annual Sports Awards Dinner is held in October at the Dalby Leagues Club.

Annual Awards Night

The Annual Awards Night Ceremony is an opportunity for the Dalby State High School community to honour and acknowledge the achievements of our students across the academic, cultural, service and leadership fields. The Awards Night is held at 7.30pm on the Tuesday of Valedictory Week in the Dalby State High School Great Hall. Students may nominate for School Spirit, School Service and Cultural Awards in the weeks leading up to the Awards Night. Academic Awards are based on Term 3 reporting data.
General information

Arrival at school
Students are required at school between 8.20 am and 8.55 am each day. School commences at 9.00 am and concludes at 3.05 pm. If a student arrives after the start of school, he/she must bring a note of explanation from their parent or guardian, to the office and sign in. Students wishing to leave the school grounds, for any reason, can do so only with a signed note or other communication from a parent or guardian.

Accidents
Students needing attention following an accident will be treated at the school office, for any necessary first aid. In cases of more severe trauma, parents will be contacted and an ambulance will convey students to the hospital.

Special Medical conditions
Parents must advise the school of any changes of medical condition for any student at the school. It is important that emergency details are kept up-to-date. Where necessary, a risk assessment may need to be completed and countersigned by the student's parents and treating medical professional.

Issue of medication
From time-to-time students may require medication to be issued at school. It is Education Queensland policy that all medication administered will be done at the school office, under strict supervision. Students requiring regular medication must have a Request to Administer Medication at School form signed by the parent. For short term medication, parents can supply a signed letter. All medication must be in its original container with pharmacy label with student’s name, dosage and time/s to be taken. The school is forbidden to administer paracetamol or aspirin to students at any time. Medication to be issued to residential students will be handled through the student support worker team, but must comply with the above regulations.

Bicycles
Bicycles ridden to school must be left in the racks adjacent to the Science building. By law, students are required to wear an approved helmet. Random checks are conducted on students not wearing helmets by Queensland Police and fines levied.

Confiscation of property
Any item confiscated from students, including mobile phones or other devices that disturb the teaching and learning or good order of the school, will be lodged by school staff at the office. Students will be able to retrieve that item at the end of the school day. Any dangerous or illegal items confiscated will not be returned to students and will be handed over to Queensland Police.

Detention of students
Education Queensland Regulations permit the detention of students at a state school for a period of 20 minutes during a lunch recess, or 30 minutes at the end of the school day as punishment for disobedience, misconduct, wilful neglect of homework tasks or for other breaches of discipline. When after-school detentions are applied, every attempt is made to contact parents to notify them of the late departure from school.
Leaving the school grounds
Special passes are issued on request from a parent. This may be for medical/dental treatment or urgent family business. Passes may be issued for specific reasons as outlined in the note from parents. Students found abusing these arrangements will have their permission to leave withdrawn indefinitely.

Lateness to School
All students who are not at school by 9 am each day must register at the school office. A parent note, or phone call, explaining the lateness must be received. Continued lateness will require the student to make up time lost after school or during lunch break detentions.

Student bags and equipment
Students from smaller schools find the movement around the school from class to class daunting at first. Students need to keep a watchful eye on their bags and contents at all times. All materials and items of clothing should be clearly labelled. Valuables, including wallets, should not be left in school bags at any time and should be kept on the student’s person. If losses occur, enquiries should be made with the Janitor or the school office. Only small amounts of money should be brought to school for tuckshop or other purposes. Any money brought for other purposes should be lodged at the school office for safe keeping.

Student Cars
Students in the senior school will be advised about parking arrangements at either campus. Parking on campus is at the Principal’s discretion and the privilege may be revoked at any stage without notice. Students are not permitted to transport other students unless specific permissions for all parties have been lodged with the relevant Year Coordinator. Cars parked on campus grounds are at the owner’s risk and no liability is accepted from the school or Education Queensland.

Student Identity Cards
Student photo ID cards will be available through the school office on application and with the accompanying fee. They are often produced by the chosen School Photo organisation.

Refund Procedure
If a parent of a student requests a refund prior to the closing date of an activity, the parent or student may apply for a refund of non-committed costs. “Committed costs” may include pre-arranged travel, reservations or administration fees. If a student is unable to attend an activity due to illness, a medical certificate will be required before a refund can be processed. The amount of the refund will depend on the various commitments of the activity and should be discussed with the Principal.

Attendance at School Functions
Only students who have a behaviour level “appropriate” according to the Responsible Behaviour Plan processes are eligible to attend non-curriculum functions. This includes the school’s Debutante Ball, Senior Formal and other functions where students are representing the school. Attendance patterns at school may also be considered as part of the determination of eligibility. Attendance at such functions is also dependent upon each student having met their commitments with regard to class work and other assessment items. Partners of students attending such functions are also required to abide by school standards and policies.

Assessment and Students with Work Placement or Traineeships
If an assignment is due on the day a student would normally be absent because of a traineeship or work placement, arrangements for the delivery of that assignment by a
parent or other person must be made. If an examination or test is scheduled on that day, students are expected to be in attendance at school for the assessment. Arrangements with the work provider should be made well in advance to avoid unnecessary inconvenience. An assessment overview is provided to students in the first weeks of each semester which details all assessment due.

**Mobile Phones and Cameras**
The use of mobile phones and digital cameras is becoming an increasing problem in schools. We ask that parents restrict students’ use of such equipment. Parents and students must be aware that the inappropriate use (e.g., harassment via texting, MSN or images without consent) can become a direct referral to Police. For detailed policy, refer to the school website.

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### Complaints Management

Complaints come to principals and other school staff in many forms. Complaints can be from parents/carers, community member, staff or students. All complaints are handled in a positive and open way.

1. **Documentation**
The school documents all complaints. Complaints are recorded and reported to the principal as soon as practicable after receiving the complaint. Complaints can be made directly to the principal.

The record of the complaint should:
- use objective language clearly stating the facts
- contain information in chronological order as practically possible
- use quotation marks, where appropriate and necessary
- be neatly and legibly written in biro/pen or in print in clear unambiguous language
- include, where necessary, initialled and dated corrections
- include signature, designation of the author, and time and date of the incident/complaint.

2. **Complaints Management Phases**
There are four key phases in handling a complaint, with the option of a fifth phase for review of a complaint outcome:
- Phase 1. Receiving and clarifying the complaint
- Phase 2. Deciding how to handle the complaint
- Phase 3. Finding out about the complaint
- Phase 4. Making a decision about the complaint
- Phase 5. Review

It should be noted that if the parent/carer, community member, staff or student who is making the complaint has communicated the issue/concern on social media, either on a private medium that has been brought to the attention of the school, or on a public medium, the school will request that the social media content is deleted.

Parents/carers and community members should be aware that this type of social media communication will be referred to Department of Education and Training Legal Officers for an assessment for a potential legal response from the school and/or individual staff members.
Students should be aware that this type of social media communication can amount to a breach of the school’s Responsible Behaviour Plan and consequences will be applied as necessary.

Staff should be aware that this type of social media communication can amount to a breach of the Queensland Government’s Code of Conduct.

Phase 1 - Receiving and clarifying the complaint
Any member of staff can receive a complaint. Complaints are sometimes made with the assistance of an advocate, interpreter or by a third party (as agreed between the complainant and the principal). In this case staff will receive and clarify a complaint from more than one person.

In general, if the complainant agrees to put the complaint in writing, the member of staff takes no further action unless or until a written complaint is received.

However, if the complaint relates to a report about harm (whether physical/emotional/sexual) of a student under 18 years attending a state educational institution, refer to Student Protection, for detailed obligations of all Education Queensland employees.

Receiving a written complaint
When a written complaint is received it is date-stamped and forwarded to the principal.

Receiving an anonymous complaint
When an anonymous complaint is received, the complainant is told of the possible limitations associated with making an anonymous complaint.

Phase 2 - Deciding how to handle the complaint
When a staff member receives a complaint, they:

- begin the process of making an assessment about a complaint from the moment the complaint is received
- make an assessment in the first instance about whether the issue can be dealt with as a concern or a complaint
- if they are not the principal, refer the complainant or the complaint to the principal for addressing.

The principal decides whether to:

- take no further action
- attempt to resolve the complaint through resolution strategies such as mediation
- refer the complaint to the relevant internal or external agency if required
- initiate an investigation of the complaint, within the school, if further information is required.

Co-ordination of complaints
The principal has the final responsibility for the management of all complaints that relate to school management issues under his jurisdiction. The complaint can be referred to another staff member in the school for action (for example, the deputy principal, business services manager or nominated staff member).

If the complaint relates to departmental policy, or a departmental policy position, the complainant is advised to take their complaint to the relevant regional office.

If the complaint is in relation to official misconduct, student protection or a perceived breach of privacy, the complaint is directed to the Ethical Standards Unit and the Legal Administrative Law Branch.
Record of complaint
The principal ensures that records of a complaint and any referral of a complaint are kept for either internal or external review.

Phase 3 - Finding out about the complaint
The principal or delegate gathers all the necessary facts about the complaint while keeping in mind the principles of natural justice of all parties concerned.

Phase 4 - Making a decision about the complaint
Based on the facts gathered in Phase 3 about the complaint, the principal or delegate makes a decision on the complaint.
Within 28 days of the receipt of the complaint, the principal notifies the complainant of the decision.

Phase 5 Review Phase
If the complainant is not satisfied with this response, they are encouraged to discuss it further with the school principal and/or advised to contact the Darling-Downs South-West regional office.
Further review of the decision is available from the Queensland Ombudsman as described in Making a Complaint.

Resources hire scheme

General Information
A hire scheme has been established to keep the costs of equipping students with school texts and resources to a minimum. Membership in the scheme is voluntary and provides provision for all necessary textbooks, school prepared materials, consumable levies, school diary and various technical manuals. Excursions and cookery ingredients and sewing materials are not covered by the scheme. All demonstration cookery consumed at school, is covered by the scheme.

Fees and membership conditions
The P&C Association runs the Text and Resources scheme and is committed to providing high quality service to every student participating in the scheme. In 2017, the parent contribution will be $240 for students in years 7, 8 and 9 and $260 for students in years 10, 11 and 12 (subject to change). A $20 discount is available for payments made by 1 December 2016.

A security deposit of $50 per student is also charged. This rolls over each year and is refunded when a student leaves and all materials have been returned.

Students who undertake part programmes are entitled to pro-rata refund of contributions in accordance with the programme undertaken.

The Government Textbook and Resources Allowance is paid in bulk to the scheme which subsidises the cost of the total scheme fee.

Students are not to mark or deface texts or other materials. If items are lost or stolen, they must be reported immediately to the scheme convenor and may be replaced from the student’s security deposit.

Late fees also apply if books and materials are not returned by the required date.

The Resources Scheme office is open from 8.30 am to 2.30 pm. The convenors may be contacted by telephone on 4669 0953. The office is open during the week before the commencement of school in 2017.
What to do if

I need to have my child leave the school grounds during the day ... Provide the child with a written note of explanation to be delivered to the school office at the beginning of the school day. A special pass will be available when the student signs out to leave. Telephone calls should only be used in emergency situations.

My child has been absent from school ... Provide a written note of explanation. New laws apply in this area and all absences must be suitably explained by parents/caregivers. Alternatively, a telephone call will suffice. The absence line is 4669 0966 or email absences@dalbyshs.eq.edu.au

I want my child to come home for lunch ... A note is required which should be delivered to the school at the beginning of the school day, for each occasion. Permanent lunch passes are not permissible.

My child is ill on the due date of an assignment ... Telephone the school to make an arrangement to deliver the assignment on the due date. Illness prior to the due date which prevents completion of the item, needs to be discussed with the relevant Head of Department.

My child is sick for formal examinations ... A medical certificate is essential for senior students. For other students, the matter should be discussed with the relevant Head of Department to determine an alternate time. Other matters of a more emergent type, for example bereavements, should be discussed directly with the Principal.

My child needs extra time to complete an assignment ... Discuss with the relevant Head of Department the circumstances that have occurred. Normally, extensions need to be arranged at least two days prior to the due date.

I need to contact my child during the school day ... For emergent matters, please contact the school administration office to make arrangements to have your child contact you. Contacting students directly on their mobile phones should not be attempted during the school day.

I need to discuss my child’s progress ... Contact the school office to arrange a suitable interview time with your child’s teachers and Year Coordinator. Formal progress reporting occurs in Terms 1, 2 and 3. You might also like to consult with the school’s Guidance Officer on matters of student progress and appointments can be made through the school office.
Useful Contact Information ...

Phone numbers: 4669 0900 (Nicholson campus) 4660 0333 (Bunya campus)
Fax numbers: 4662 5378 4662 4032
Email: admin@dalbyshs.eq.edu.au resenquiries@dalbyshs.eq.edu.au
School website: www.dalbyshs.eq.edu.au

Absence line: 4669 0966 (all absences reported to Nicholson campus)
eMail absence: absences@dalbyshs.eq.edu.au

Resources scheme: 4669 0953 or email to dalbyhighpandc@bigpond.com

Residential contact: 0467 711 384; 0467 708 081 or res_leave@dalbyshs.eq.edu.au

Tuckshop: 4669 9049
## Uniform Retail Outlet Price Schedule

As at January 2016 (prices subject to change)

### SPORTS UNIFORM

<table>
<thead>
<tr>
<th>STYLE</th>
<th>SIZE</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sport Shirt – Dark Gold and Dark Maroon with White Piping (Year 7, 8 &amp; 9 students)</td>
<td>Size Youth 8 to Adult 32</td>
<td>$30.00</td>
</tr>
<tr>
<td>Senior Sport Shirt – Maroon Polo Shirt (for Years 10, 11 &amp; 12 students only)</td>
<td>Size Youth 12 to Adult 26 (4XL)</td>
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<td>Sport Shorts – Maroon Microfibre Shorts</td>
<td>Size Youth 6 to Adult 24 (3XL)</td>
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<tr>
<td>Microfibre Track Suits (as a set) – Maroon with gold and white inserts</td>
<td>Size Youth 8 to Adult 24 (3XL)</td>
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<td>Microfibre Jacket – Maroon with gold and white inserts</td>
<td>Size Youth 8 to Adult 30 (6XL)</td>
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<td>Microfibre Track Pants – Maroon</td>
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<tr>
<td>Bucket Hat School Cap</td>
<td>Small, Medium or Large One Size Fits All</td>
<td>$12.00</td>
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<td>Maroon Polar Fleece Jumper</td>
<td>Size Youth 8 to Adult 4XL</td>
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<tr>
<td>DSHS Socks</td>
<td>Crew Size 3-7, 7-10 and 9-12 Ankle Size 3-7, 7-10 and 9-12</td>
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### FORMAL UNIFORM – MUST BE WORN EACH MONDAY

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<tr>
<th>STYLE</th>
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<tbody>
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<td>Size 6 to Size 24</td>
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<td>Girls Formal Skirt – Maroon</td>
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<td>Girls Formal Slacks – Maroon <strong>Optional for Terms 2 &amp; 3 only</strong>*</td>
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<td>Unisex Formal Shirt</td>
<td>Size Youth 8 to Mens 5XL Special orders placed for larger sizes</td>
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<td>Boys Formal Shorts – Grey</td>
<td>Size 10 to 16 Youth Size 82cm to 117cm</td>
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<td>Boys Formal Trousers - Grey</td>
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<td>Boys Formal Elasticised Trousers - Grey</td>
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## School Bus Runs

**As at August 2015**

<table>
<thead>
<tr>
<th>BUS</th>
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<th>PHONE</th>
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<td>NANDI</td>
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<td>P &amp; J COOK</td>
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The Department of Transport and Main Roads, TransLink Division, administers the School Transport Assistance Scheme. This scheme is one of the largest assistance programmes provided by the Queensland Government, and provides assistance to eligible students travelling to primary and secondary schools.