

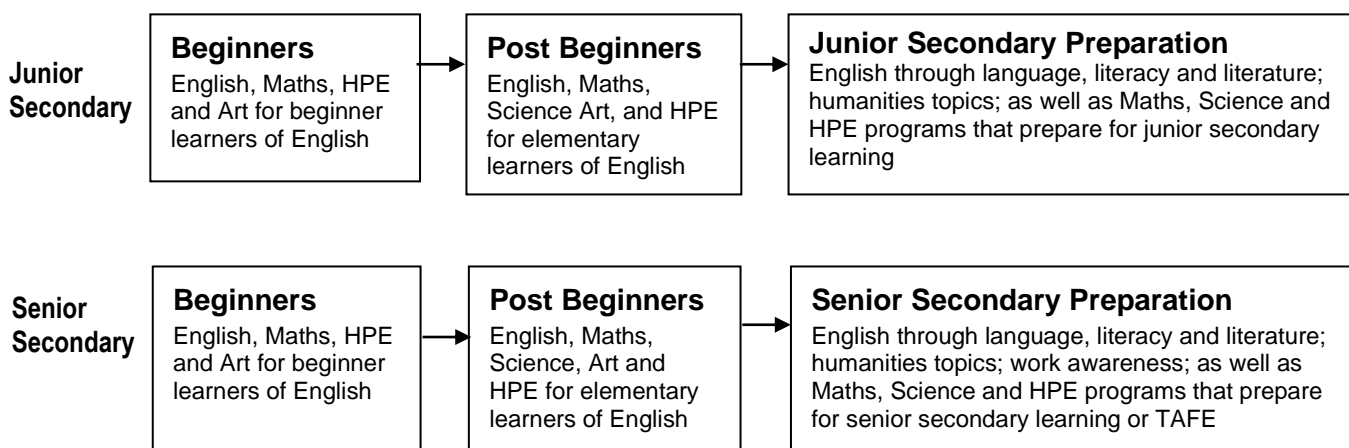


Information for Parents and Students

SCHOOL TIMES

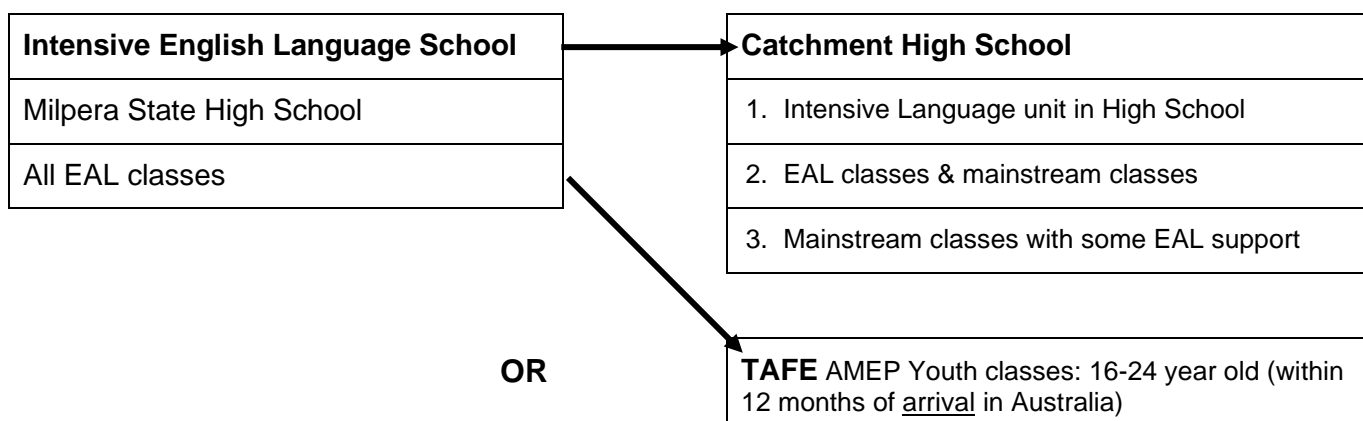
Start of school day	First bell at 8.40 and classes start at 8.45am
Morning Tea	10.40 – 11.05 am
Lunch	12.50 – 1.35 pm
End of school day	2.45 pm

MILPERA PROGRAMS



*Note: Some classes may be multi-age rather than Senior & Junior to best cater to student learning. needs

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) SCHOOL SUPPORT



BILINGUAL HELP

There are many bilingual staff members at Milpera. When you phone you may ask for them by name or you may use TIS (Translating and Interpreting Service) on 13 14 50.

MONEY

1. \$50 Student Resource Scheme
2. \$35 Stationery Pack

Beginner Pack <ul style="list-style-type: none">• 1 small exercise book – Maths• 1 A4 exercise book – English• 1 display style folder with 20 plastic fills• 1 Milpera homework diary• Pen, Pencil & Eraser• Headphones	Post Beginner & Junior or Senior School Preparation Pack <ul style="list-style-type: none">• Beginner Pack +• 1 small exercise book – Science• 1 display style folder• Headphones
<i>Pack also includes:</i> <ul style="list-style-type: none">• 1 highlighter for beginners class set	<i>Pack also includes:</i> <ul style="list-style-type: none">• 3 highlighters and ruler for class sets.

3. Voluntary Parents and Citizens Association financial contribution

THINGS TO BRING TO SCHOOL

- **School bag**
- **Stationery Pack**
- **Morning tea and Lunch or money to buy at the School Tuck shop**

Students need to bring a healthy morning tea and lunch to school, or they can buy healthy food from the school tuckshop. The tuckshop is open at morning tea and lunch time.



STUDENT ABSENCES

Milpera is responsible for the well-being and safety of all students during school hours. It is important that parents or caregivers **contact** the school on any occasion where a student is absent or needs to be absent. Parents can **phone** the school on **3270 3222** or **0467 274 157** can send a **written message** in English or home language.

If your child needs to leave school early for any reason the school must also be contacted by phone or written letter.

HOMEWORK

Homework is an important part of education in Australia and Milpera students need to develop good homework habits to prepare for high school learning in Australia. This means students must do homework 5 nights a week. To do homework and study well, students need a quiet place at home where they can work. Students who do well at school are the students who do these things regularly:

- Complete written work set by teachers;
- Learn and read thing set by teachers;
- Organize worksheets from the day in their ring binder
- Revise and practice things learned during the day at school;
- Read books in English at their level
- Read books in their own language.

SCHOOL CLOTHES

Students do not have to wear a uniform at Milpera, but they must wear neat, modest clothing to school. They should wear flat closed-in shoes that are **suited** and **safe** for

- playing sports
- doing science experiments.
- ✗ Neck chains and long ear-rings are not safe for school activities and students should not wear them to school
- ✗ Makeup is not to be worn to school
- ✗ Outlandish or threatening hairstyles are not to be worn and students may be directed to restyle an inappropriate haircut!

 <p>✓</p>	 <p>✓</p>	 <p>✓</p>
 <p>✗</p>	 <p>✗</p>	 <p>✓</p>
 <p>✓</p>	 <p>✓</p>	 <p>✓</p>
 <p>✓</p>	 <p>✓</p>	 <p>✗</p>
 <p>✓</p>	 <p>✓</p>	 <p>✓</p>
 <p>✗</p>	 <p>✗</p>	 <p>✗</p>

STUDENT BEHAVIOUR

All school rules at Milpera are there so that:

- Everyone is safe at all times
- Everyone can know that they are a respected and valued member of the school
- Everyone can learn to the best of their ability
- The things we have are cared for and used well

RESPECT FOR ALL

Students of Milpera come from diverse cultural backgrounds. In order to be able to achieve the best learning environment for our students, all members of the Milpera community respect and value each person's culture and religious beliefs. Racism and discrimination are not tolerated at our school.

SAFETY

Milpera does not allow smoking on school grounds. **Smoking is NOT allowed in any government buildings in Australia.** If your child has an addiction to smoking we can assist with referrals to our school nurse. Please let us know if we can be of assistance.

CARING FOR THINGS

Students **should not bring valuable things or large sums of money to school.** Even though we expect everyone in the school to be honest, we cannot guarantee that money or valuable things like cameras, electronic dictionaries or mobile phones will be secure.

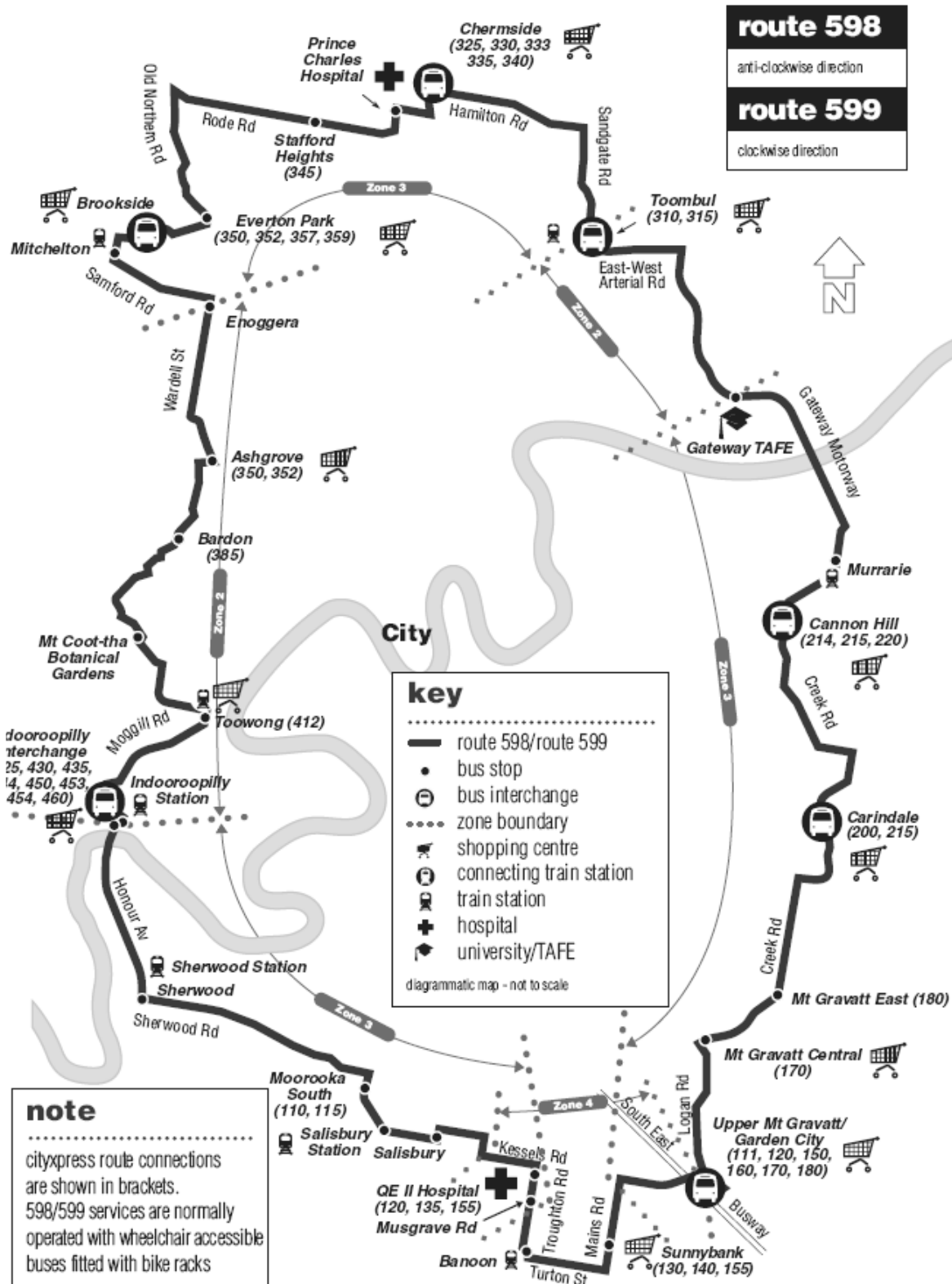
RELATIONSHIPS EDUCATION

As part of the High School Preparation 2 program, students participate in Relationships Education which aligns with the Australian Curriculum. All students undertake an age appropriate program that develops their understanding of the physical changes that occur in adolescence and the importance of maintaining respectful relationships. If you would like more information about this program please do not hesitate to contact the school prior to your child commencing High School Preparation 2.

PUBLIC TRANSPORT –

Chelmer train station and the Great Circle Line bus stop are an easy walk from the school

CIRCLE LINE BUS



PUBLIC TRANSPORT - TRAIN

SOUTH EAST QUEENSLAND TRAIN NETWORK MAP

Effective 9 January 2017



Key

- Ferry Grove and Beenleigh lines
- Shorncliffe and Cleveland lines
- Airport and Gold Coast lines
- Caboolture/Sunshine Coast and Ipswich/Rosewood lines
- Redcliffe Peninsula and Springfield lines
- Doomben line
- Special event service only

- Transfer to other train services
- TransLink fare zones
- Transfer to busway services
- Special fares apply
- Wheelchair access
- Assisted wheelchair access

There are many bus services scheduled to connect with train services at most train stations. Please use the TransLink journey planner to plan your journey.

Express services do not stop at all stations depicted on this map. Please refer to separate line timetables for details.

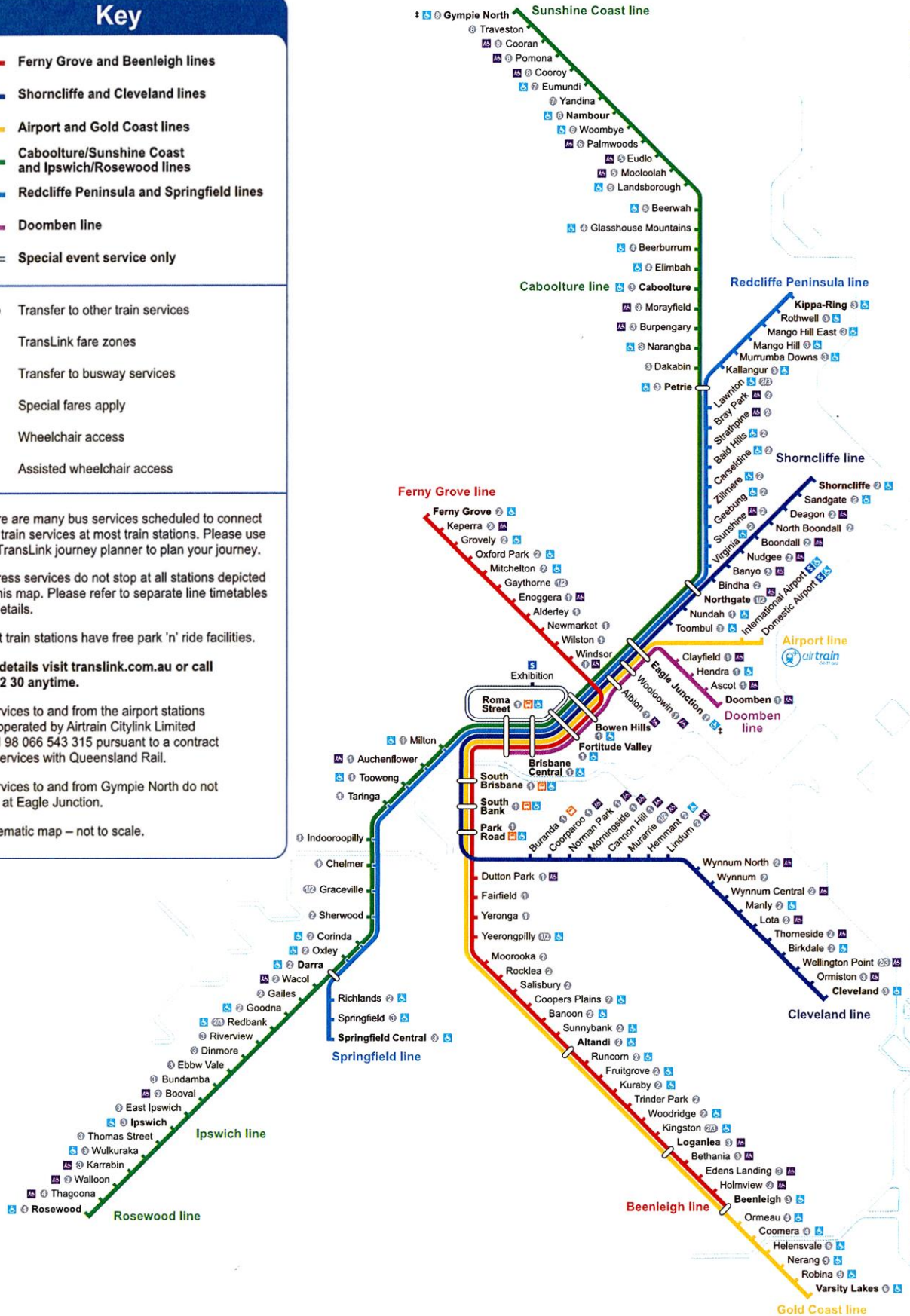
Most train stations have free park 'n' ride facilities.

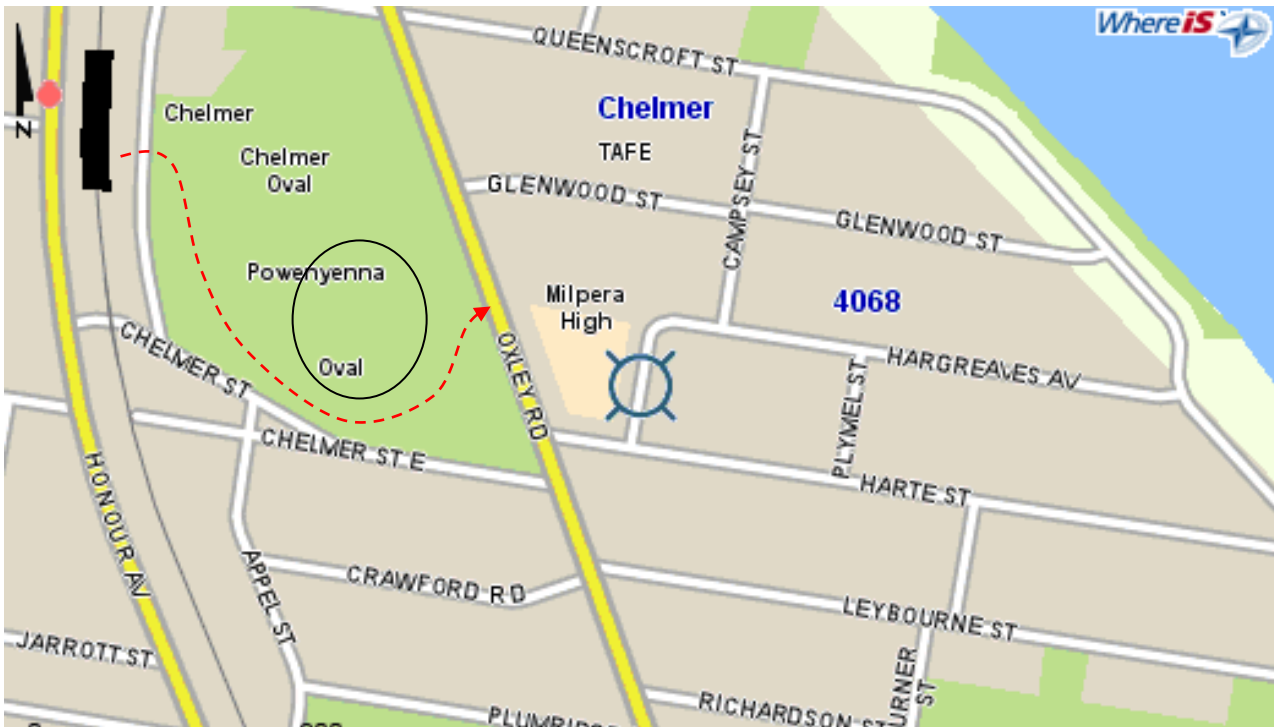
For details visit translink.com.au or call 13 12 30 anytime.

*Services to and from the airport stations are operated by Airtrain Citylink Limited ABN 98 066 543 315 pursuant to a contract for services with Queensland Rail.

*Services to and from Gympie North do not stop at Eagle Junction.

Schematic map – not to scale.





CROSSING OXLEY ROAD

Oxley Road is busy and crossing it can be dangerous. A Crossing supervisor supervises the pedestrian crossing before and after school.

It is very important that students follow the directions of the Crossing Supervisor.

Wait for the Crossing Supervisor to stop the cars and blow the whistle before you cross.



RULES ABOUT BUS AND TRAIN TICKETS

School bus and train tickets must be used only for travelling to and from school from Monday to Friday. It must not be used on holidays, weekends or public holidays.

Other members of the family must not borrow the ticket. Other students must not borrow the ticket.

If students lose their bus or train pass, they will need to pay \$12.85 for a replacement

If students do not follow these rules, the bus or train pass will be taken away, and parents or guardians will have to pay for the student to travel to and from school.

SAFE TRAVEL

Keep yourself and your friends safe. This means:

On the station:

- Stay behind the yellow lines;
- DON'T run or push.
- DON'T play games.



On the train:

- Sit on a seat;
- Stand up for older people and offer them your seat;
- Talk quietly to your friends;
- Keep your bag with you;
- Be considerate of other passengers;
- DON'T run up and down the carriages.



On the bus:

- Have your ticket ready
- Get on the bus quickly and quietly;
- Sit on a seat quietly
- Stand up for older people and offer them your seat;
- Talk quietly to your friends;
- Keep your bag with you and not in the aisle
- Be considerate of other passengers



2 Parker St, Chelmer QLD. 4068
Phone: 3278 3222

BACKGROUND INFORMATION FOR PERMISSIONS

1. PRIVACY STATEMENT ABOUT ENROLMENT INFORMATION

PRIVACY STATEMENT

The Department of Education (DoE) is collecting the information on this form for the purposes outlined in the *Education (General Provisions) Act 2006* (Qld) (EGPA 2006), and in particular for:

- i. assessing whether your application for enrolment should be approved
- ii. meeting reporting obligations required by law or under Federal – State Government funding arrangements
- iii. administering and planning for providing appropriate education, training and support services to students
- iv. assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
- v. communicating with students and parents.

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DoE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (Qld).

Personal Information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the *Social Security (Administration) Act 1999* (Cth). De-identified information concerning parents' school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, gender and Indigenous status, is supplied to the Australian Government Department of Education in compliance with Federal – State Government funding agreements.

Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact the school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact the school in the first instance.

2. STUDENT COMPUTER USE INFORMATION

The school's computer network can connect students to useful learning activities and information. Students must follow all the rules for use of school computers. In particular, Students must:

- Use the computers in the ways and for the purposes that teachers direct
- not try to change the settings on the computers or the network in any way
- not look for any information that is against the law, dangerous or offensive
- clear the screen and quietly tell the teacher what happened if they accidentally come across something that is against the law, dangerous or offensive.

Students who break this agreement, may not be able to use the school computers for a set period of time.

Students sign in the appropriate place to show they understand these rules and agree to follow them.

3. PARENT/CARER INFORMATION ABOUT COMPUTER AND INTERNET USE

The school's computer and Internet system can provide students with valuable learning experiences.

Although unlikely, the internet may give access to information that is illegal, dangerous and offensive, parents must understand that while teachers will always exercise their duty of care, protection against exposure to harmful information must depend on responsible use by students

Parents need to give permission for their children to use the school's computer network with access to the Internet.

Students who break the School Rules for computer and Internet use may be prevented from using school computers.

4. SHORT EXCURSION and LEAVING THE SCHOOL INFORMATION

Once students enter the school grounds at the beginning of the school day, they are not able to leave without parental permission before the end of the school day.

This means that if teachers wish to take students out of the school for learning experiences, we need a parent or carer's permission to do so. Students will always be accompanied by their teacher and teacher assistants on these learning excursions. Letters will be sent home to parents informing them of planned learning excursions and asking them to sign to give their permission.

In order to avoid sending home many letters we ask parents to sign a general short excursion permission form for **short excursions** that are:

- within walking distance of the school
- to other local schools and may involve travelling in Milpera school bus

If parents need their child to leave the school before the end of the school day for medical appointments etc., they need to communicate their permission for this in writing or by phoning the school office.

5. RAILWAY SAFETY EXCURSION INFORMATION

The purpose of this excursion is to teach students about travelling safely on Brisbane trains and buses. This excursion is held each term and each student will take part once during their time at Milpera. Your child's teacher and a teacher aide will accompany the students on this excursion. A letter will be sent home advising you of the date that your child will attend.

Time: From 9.00 am to 12:00 pm

Where: Roma Street Train Station

How: By train and Brisbane City Council Bus

Cost: \$0

Students need to have: closed-in shoes (no thongs/sandals/slippers)

6. WATER SAFETY CLASSES INFORMATION

Milpera students will participate in a 5 week intensive water safety program at Dunlop Park Swimming Pool, Corinda. Swimming and water safety is an important part of the school curriculum and during this time, the students will complete 10 lessons.

A Milpera teacher and a teacher aide will accompany the students. A swimming teacher will also work with the students at the pool. **The lessons will take place twice each week.**

When: Twice weekly for five weeks

Where: Dunlop Park Swimming Pool, Corinda

How: School Bus

Cost: \$0

Students need to bring: Towel, Swim Clothes, Swim Shirt & Plastic bag

7. SCHOOL GYM USE INFORMATION

Your child may be interested in participating in gym activities at Milpera State High School, attended by a HPE teacher from Milpera. The program includes activities such as walking/running on treadmills, weight (dumbbell) lifting and non-contact boxing training.

The school gym is open during lunchtime from 12:50 – 1:30pm daily.

If you would like your child to be involved, please sign the paper provided to indicate that you give your permission.

8. STUDENT GYM USE AGREEMENT INFORMATION

Your child is responsible for bringing comfortable clothing, a towel and a spare T-shirt if needed, and must agree to follow the instructions and safety rules while participating in the gym activities at Milpera

9. HEAL WELLBEING PROGRAM PERMISSION

We ask permission for your child to participate in our HEAL well-being program.

We acknowledge that your child has undertaken a significant journey in the move to live in Australia and that they may experience difficulties in adapting to a different culture and different ways of learning in Australia.

Since 2005, HEAL has provided a specialised service at Milpera, which helps students to overcome these challenges and supports their settlement, learning and well-being.

The HEAL Art and Music Therapists work with our students in many different ways, including:

- small music groups of 3 - 5 students
- large class groups with teacher support
- in classroom support for learning and emotional well-being
- BRITA courses – Building Resilience in Transcultural Adolescents
- Tree of Life courses
- individual Art therapy and Music therapy sessions
- welcome conversations.

Please sign the form below to give permission for your child to be supported by the HEAL program while they are a student at Milpera.

Jane Griffin and Bethany Mahadeo
Milpera HEAL Co-ordinators

10. HEAL POST GRADUATE STUDENT PROGRAM PERMISSION

HEAL sometimes works with students enrolled in the Music and Art Therapy programs at University. You need to give your permission so that your child may participate in small group and whole class sessions with a Post Graduate University student under the supervision of a HEAL therapist.

11. ESESSON FOUNDATION DENTAL SERVICE PERMISSION

The Milpera Parents and Community Association has a Memorandum of Understanding with the Esession Foundation. This agreement provides Milpera students with a Dental Service.

Esession Foundation will:

- Facilitate transport to and from dental appointments
- Provide dental clinic for provision of oral health services at no cost
- Arrange clinicians and communicate the services available.

If you would like your child to receive a dental service from the Esession Foundation, please

- supply the necessary medical information to Milpera staff so that it can be passed on to dental providers
- Sign the attached paper to show your permission and that you have given medical information that is true to the best of your knowledge.

Jacki Howlett,
Milpera Settlement and Inclusion Teacher
P&C Representative

12. QUEENSLAND GOVERNMENT TEXT BOOK SCHEME

The State of Queensland pays the cost of providing the teaching, administration and facilities in state schools such as Milpera State High School. Parents are directly responsible for paying for textbooks and personal resources for their children while they are at schools.

The Queensland Government does, however, pay an allowance to parents to assist with the purchase of school text books. This allowance is not sufficient to cover the cost of the text books and resources needed at school. At Milpera, text books and resources will be provided on loan to students while they attend this school, provided that parents agree to participate in the scheme whereby the text book allowance comes to the school rather than to parents. This means that Milpera parents will not need to pay for text books while their child is at the school.

A parent or guardian who chooses **not** to be part of the scheme must provide resources that would otherwise be provided by the Textbook Scheme.

You can show your agreement to be part of the scheme by signing and ticking the yes or no box.

13. INFORMATION ABOUT STATE SCHOOL CONSENT

Introduction to the State School Consent Form (attached) for Milpera State High School

This letter is to inform you about how we will use your child's personal information and student materials. It outlines:

- what information we record
- how we will use student materials created during your child's enrolment.

Examples of personal information which may be used and disclosed (subject to consent) include part of a person's name, image/photograph, voice/video recording or year level.

Your child's student materials:

- are created by your child whether as an individual or part of a team
- may identify each person who contributed to the creation
- may represent Indigenous knowledge or culture.

Purpose of the consent

It is the school's usual practice to take photographs or record images of students and occasionally to publish limited personal information and student materials for the purpose of celebrating student achievement and promoting the school and more broadly celebrating Queensland education.

To achieve this, the school may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below.

The State School Consent Form may, at your discretion, provide consent for personal information and a licence for the student materials to be published online or in other public forums. It also allows your child's personal information and student materials to be presented in part or alongside other students' achievements.

The school needs to receive consent in writing before it uses or discloses your child's personal information or student materials in a public forum. The attached form is a record of the consent provided.

It should be noted that in some instances the school may be required by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent (e.g. assessment of student materials does not require further consent).

Voluntary

There will not be any negative repercussions for not completing the State School Consent Form or for giving limited consent. All students will continue to receive their education regardless of whether consent is given or not.

Consent may be limited or withdrawn

Consent may be limited or withdrawn at any time by you.

If you wish to limit or withdraw consent please notify the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

If in doubt, the school may treat a notice to limit consent as a comprehensive withdrawal of consent until the limit is clarified to the school's satisfaction.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images of student materials) once published by consent, to be deleted or restricted from use.

The school may take down content that is under its direct control, however, published information and materials cannot be deleted and the school is under no obligation to communicate changes to consent with other entities/ third parties.

Media sources used

Following is a list of online and social media websites and traditional media sources where the school may publish your child's personal information or student materials subject to your consent.

- School website: www.milperashs.eq.edu.au
- Facebook: www.facebook/MilperaSHS/.
- YouTube:
https://www.youtube.com/channel/UCDVV7Y12kzZXEAf6gQTpbow/?guided_help_flow=5&disable_polymer=true
- Instagram:
- Twitter:
- LinkedIn:
- Other:
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations.

Duration

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

During the school year there may be circumstances where the school or Department of Education may seek additional consent.

Who to contact

To return a consent, express a limited consent or withdraw consent please contact the Principal, Milpera State High School, phone: 32703222.

The Principal should be contacted if you have any questions regarding consent.

Introduction to the Online Services Consent Form for Milpera State High School

Our school uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside of the Department of Education network.

Online services, including websites, web applications, and mobile applications, are delivered over the internet or require internet connectivity. Examples may include interactive learning sites and games, online collaboration and communication tools, web-based publishing and design tools, learning management systems, and file storage and collaboration services.

This letter is to inform you about the third-party online services used in our school and how your child's information, including personal information and works, may be recorded, used, disclosed, and published to the services (if you provide your consent for this to occur).

The Online Services Consent Form is a record of the consent provided.

About the online services

After evaluation, the principal has deemed specific third-party online services appropriate for school use. These online services are listed on the consent form.

Third party online service providers are external to the school, and the services may be hosted onshore in Australia or offshore outside of Australia. Data that is entered into offshore services may not be subject to Australian privacy laws. When considering whether to provide your consent, we encourage you to read the information provided about each online service, including the terms of use and privacy policy, which outline how information and works will be used and under what circumstances they may be shared.

Student information

The consent collected by the form covers both student personal information (e.g. name, date of birth) and school-based information (e.g., student username, email, year level) as outlined on the form.

Where permitted by the service provider, de-identified information will be used and/or efforts will be made to limit the amount of personal information disclosed and stored within online services (e.g., when registering accounts, only mandatory information will be disclosed).

Student works

Works might include materials such as student projects, assignments, portfolios, images, video or audio. Where student works will be created within, stored or published to the online service (in some cases, published information or works will be viewable by the public), this will be indicated in 'additional consent requirements' in Section 5 of the Online Services Consent Form.

Parent information

Where your personal information (e.g. parent email, name, contact details) will be disclosed to the online service, this will be indicated in the 'additional consent requirements' in Section 5 of the Online Services Consent Form.

Purpose of the consent

Third party online services are used for various purposes. The purpose of use for each service is outlined in Section 5 of the Online Services Consent Form. For example, teachers may use online services with students to support curriculum delivery, complete learning activities and assessment, facilitate class collaboration, and create and publish class work (e.g. projects, assignments, portfolios).

The Online Services Consent Form records your consent for your child to register accounts, use, and, where specified, publish their work to these services. The form also collects your consent for school staff to collect, store, and transmit information to online services in order to manage school operations and communicate with parents and students.

It should be noted that, in some instances, the school may be required or authorised by the Education (General Provisions) Act 2006 (Qld) or by law to record, use or disclose the student's personal information or materials without consent.

Voluntary consent provision

It is not compulsory to provide consent. If your consent is not given, this will not adversely affect any learning opportunities provided by the school to your child.

Consent may be limited or withdrawn

You can withdraw your consent at any time by notifying the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

You may also limit your consent by providing consent for some, but not all, online services listed on the form.

Requests to limit consent in relation to how the 'Information covered by this consent form' and the 'Approved purpose' (Section 2 and 3 of the form) are applied to a specific service, will be treated as "do not consent", as the school cannot guarantee correct implementation of individual requests.

Due to the nature of the internet, it may not be possible for all copies of information (including images and student works that have already been disclosed or published) to be deleted or restricted from use if you request it. The school may remove content that is under its direct control, however, information and works that have already been disclosed and published cannot be deleted, and the school is under no obligation to communicate changes to your child's consent circumstances to online service providers.

Duration of consent

The consent applies for the period of time specified on the form. You may review and update your consent at any time by notifying the school in writing (by email or letter).

There may be circumstances where the school issues a new consent form to seek additional consent e.g. in the event that new online services are identified for use.

Who to contact

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact:

Julie Peel
Principal
Milpera State High School,
2 Parker Street, Chelmer,
Phone: 32703222
Email: jpeel5@eq.edu.au .