



Information to Parents

2026

Experience a Supportive Community ...

Experience Academic Success ...

Experience Sporting Excellence ...

Experience Your Future ...

RESPECT

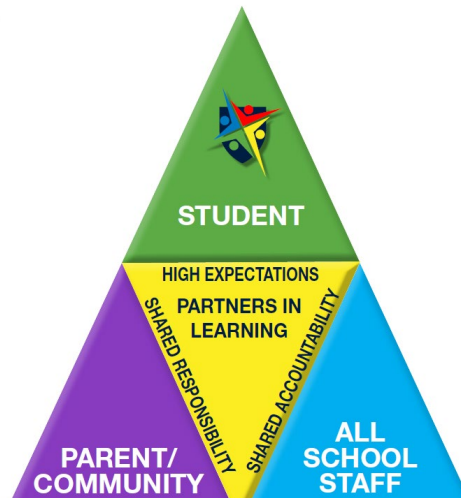
INTEGRITY

SAFETY

ENGAGE

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STATEMENT OF PURPOSE

At Miles State High School our school motto is “**Strive to Achieve**” with a combined school vision of:

DEVELOP MINDS - IMPACT LIVES

We are an informed cohesive school community working in partnership to develop, support and expect high expectations and high standards for our students. Our shared responsibility and accountably will provide a supportive culture of learning and success. Together in partnership we will celebrate our students’ success while encouraging in them a love of lifelong learning and community citizenship.

STATEMENT OF SCHOOL VALUES

Miles SHS is a Positive Behaviour for Learning school. Through this framework and its systems, Miles SHS will engage students, parents, and the community. The school motto and vision are underpinned by a set of values that is referred to as RISE.

Value	What it is	Examples
Respect	Being respectful to : <ul style="list-style-type: none"> ○ Self ○ Others ○ School 	<ul style="list-style-type: none"> - Be polite and use manners - Follow all staff instructions - Support and encourage all people within the school community - Allow people to express their views and opinions
Integrity	Being: <ul style="list-style-type: none"> ○ Responsible ○ Trustworthy ○ Accountable 	<ul style="list-style-type: none"> - Take ownership for behaviour; both actions and consequences - Use appropriate language in a calm tone Follow all school policies and procedures including: uniform, IT, mobile phone, assessment, prohibited items etc. - Attend school every day, stay in school grounds



Safety	Behaving in a responsible way that ensures that everyone is free from harm or danger	<ul style="list-style-type: none"> - Keep hands, feet and objects to yourself - Use equipment safely and appropriately - Follow evacuation and lockdown procedures - Take pride in the school environment by keeping it clean and tidy, and report any problems or damage
Engage	Being prepared and taking part in school based activities	<ul style="list-style-type: none"> - Ask for help when required - Take every opportunity to learn - Be an active member in the school community - Be at the correct place on time

School Details

Principal

Mrs Josette Moffatt

Deputy Principal

Ms Raelene Bates

**Head of Department:
Curriculum, Teaching and Learning**

Mr Caleb Kuhl

**Head of Department:
Wellbeing & Engagement**

Mr Simon Wilson

Business Manager

Miss Renae Turvey

Address:

Pine Street
MILES QLD 4415

Postal Address:
MILES QLD 4415

PO Box 21

Office Phone:

07 4628 5111

E-mail Address:

admin@milesshs.eq.edu.au

Website Address:

www.milesshs.eq.edu.au

Facebook :

Miles State High School

Office Hours:

8:00 am to 4:00 pm



Enrolment Information

The enrolment process at Miles State High School provides an opportunity for you to become acquainted with your student's new school. All new students with their parents/guardians are required to have an interview and a member of the senior administration team before commencing their studies. We look forward to welcoming you to our school. The following outlines a list of general responsibilities for students, parents/carers and the school:



Responsibility of student to:

- attend school regularly, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards others students and staff
- work hard and comply with requests or directions from the school staff
- abide by school rules, meet homework requirements and wear the school's uniform
- respect the school environment

Responsibility of parents/guardians to:

- attend parent/teacher interviews and parent information sessions as required
- let the school know of the reason for any absence
- Contact the school if you have any concerns with regards to your child's wellbeing, attendance, or achievement.
- treat all school staff with respect
- support the authority and discipline of the school enabling your student to achieve maturity, self-discipline and self-control
- abide by the school's policy regarding access to school grounds before, during and after school hours
- advise the Principal if your child is in the care of the State or you are the carer of a child in the care of the State
- inform school if your child's living arrangement change and provide details of new home address and phone number

Responsibility of school to:

- develop each individual student's talent as fully as possible
- inform parents and guardians regularly about how their student is progressing
- teach effectively and to set a high standard in work and behaviour
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming and offer opportunities for parents and guardians to become involved in the school community
- clearly articulate the school's expectations regarding the Responsible Behaviour Plan for Students
- advise parents and guardians of extra-curricular activities operations at the school in which their child may become involved
- set, mark and monitor homework regularly in keeping with the school's Homework Policy
- contact parents and guardians as soon as possible if the school is concerned about the student's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner
- consult parents on any major issues affecting students
- treat students and parent/guardians with respect



School Routine

School Terms 2026

Term 1	27 January – 2 April	10 weeks
Term 2	20 April – 26 June	10 weeks
Term 3	13 July – 18 September	10 weeks
Term 4	6 October – 11 December	10 weeks

Students should be at school no later than 8:40am each day. It is very important that students arrive to school with time to prepare for their classes. Students should not be at school prior to 8:15am unless prior arrangements have been made with the school. School commences at 8:45am and concludes at 3:00pm. If, due to extenuating circumstances, a student arrives after the 8:50am start he/she must bring a note of explanation to the student services office and sign in.

Students wishing to leave the school at any time can only do so with signed authority of the Principal or Head of Departments (HODs). They must bring a note from their parent/guardians to receive permission.

Leaving the School Grounds during the School Day

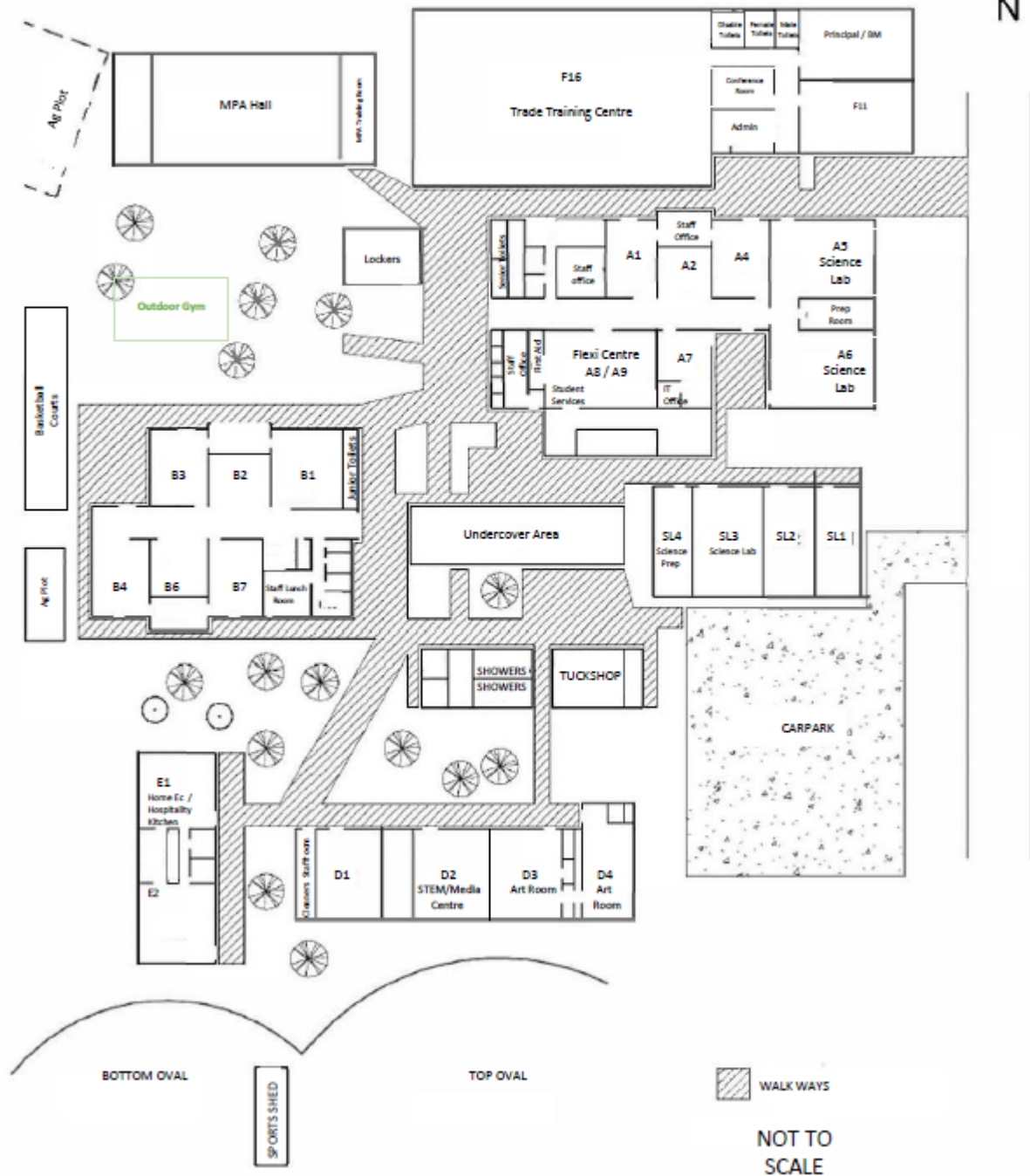
- A signed note from a parent/guardian must be provided.
- The note needs to be taken to a HOD or the Deputy Principal prior to the start of school.
- The HOD or Deputy Principal will authorise the note or seek clarification from the signatory if necessary.
- Parent/guardian or nominated person in the note must sign the student out of the office.
- The student must **sign out** at the office prior to leaving the school.
- If required to leave the school grounds parents must contact the school via phone – then follow up with an email or letter addressed to the Administration Office.
- If required to leave the school grounds parents must contact the school via phone – then follow up with an email or letter addressed to the Administration Office.

Parents/Visitors to the School

All visitors to the school, including parents/guardians are required to sign in and out of the front office. For safety reasons visitors will be provided with a “visitor” sticker which must be worn at all times while on the school grounds.

School Map

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Lesson Times

Time	Session
8:45 am – 9:00 am	Form Class
9:00 am – 9:35 am	Period 1a
9:35 am – 10:10 am	Period 1b
10:10 am – 10:55 am	1 st Break
10:55 am – 11:30 am	Period 2a
11:30 am – 12:05 am	Period 2b
12:05 am – 12:10 pm	Transition to next class
12:10 pm – 12:45 pm	Period 3a
12:45pm – 1:20 pm	Period 3b
1:20pm – 1:47 pm	2 nd Break
1:47 pm – 2:27 pm	Period 4a
2:27 pm – 2:57 pm	Period 4b

Newsletters

Newsletters are sent home fortnightly to inform parents of various events, functions & educational topics. Miles State High School prefers to send the newsletter by email, if you do not have access to reliable email please contact the school office on 4628 5111 to request a paper copy.

PLEASE NOTE: The Newsletter will be in PDF format, so Acrobat Reader will be required to open the file. Acrobat Reader can be downloaded FREE from the Internet.

Facebook Page

Miles State High School endeavours to keep you up-to-date with all our latest news and happenings via our Facebook page, which can be located at <http://www.facebook.com/pages/Miles-State-High-School/377914852329987>.





General Absences

Where a student is absent from the school for any reason, it is a requirement that the parent/guardian contacts the school prior to commencement of school. An explanation of the absence must be sent to the school via email (absentee@milesshs.eq.edu.au) or by phoning the office on 4628 5111. An SMS will be sent to parents of all students who are absent with no explanation by 10:30am daily. **Students are not to use their mobile phones to contact their parents/guardians directly.**

Absent during Assessment

Please refer to the assessment policy regarding missed assessments/assignments. If you prefer, a written explanation can be addressed directly to a Head of Department. A medical certificate is required for students (Yrs 7/8/9/10/11/12) who are absent, due to illness, for more than three consecutive days. Senior students (Yrs 10/11/12) require a medical certificate for any absence on a day an assessment piece is due. Any absences which have not been explained to the school office will require further investigation.

Absences from School of more than 10 days

Parents are to request an interview with the Principal if students are to be absent from school for more than 10 consecutive school days. The purpose of the interview is to request an exemption from schooling, as required by the Education (General Provisions) Act 2006.

Medical /Sick Bay

Please ensure you fully complete the Medical Details form in the Enrolment Booklet. Miles State High School has a number of staff who are First Aid trained. In the event of minor illness or accident (depending on the nature) the student will be placed in the First Aid room and attended to by one of the above-mentioned staff.

In the case of more serious illness or accident the staff attending to the student will administer First Aid and may elect to phone parent/guardians to arrange student pick up. If parent/guardian is unable to be reached staff will phone listed emergency contact to arrange student pick up.

In the case of serious illness or accident parent/carer staff will contact emergency services to attend the school, parents will be notified as soon as possible. **Students are not to use their mobile phones to contact their parents/guardians directly.**

It is important that the school is notified of any changes in student's medical conditions so that an accurate medical record is available. All medication needs to be accompanied by a letter from the doctor and labelled then handed into Student Services.



Miles State
HIGH SCHOOL

Media Consent Form

At times throughout the school year opportunities may arise where photographs or videos may be taken of students. This may be curriculum related, extra-curricular (such as sporting events) or media related. Parent/guardian permission is required to take such images and your consent can be indicated on the **Media Consent Form** contained in the Enrolment Package.





Miles State
HIGH SCHOOL

Transport

Bus Routes and Contacts

BUS RUN	OPERATOR	DRIVER	PHONE NUMBER	COMMITTEE SECRETARY
Retreat/Hookwood Road	Steve & Kylie Bourne	Kylie Bourne	4627 1043 0467 171 225	Pres: Taryn Ellis Sec: Nicole Loader
Condamine Road Service	Glen & Tiffany Loader	Tiffany Loader	0407 030 756	Pres: Leah Matthews Sec: Emma Brandt
Fairymeadow/Columboola	Ken Gray	Ken Gray	4627 1176 0497 272 647	Pres: Kerry Beardmore Sec: Del Beardmore
Jackson/Miles <i>* Has to connect with 4 feeder buses - leaves MSHS at 3:05 pm</i>	Ken & Toni Brown	Ken Brown	4627 2059 0427 942 982 (Ken) 0427 272 059 (Toni)	Pres: Tracey Holmes Sec: Polly Leahy
Goonalah	Ken & Toni Brown	Mary Krause	4627 2059 0439 987 750 (Mary)	Pres: Madonna Moore Sec: Sherrin Finden
Kowguran/Wandoan	Trevor & Kim Horrocks	Trevor Horrocks	4627 5777 0428 858 290 0438 858 290	Pres: Johanne Little Sec: Susie Bidgood

Student Cars

Parents/Guardians will need to complete a permission slip, obtained from the front office, and inform the Principal if your student will be driving to school.

Student cars are not to be parked on school grounds.

Permission for Students to drive

- Our school procedures with respect to students who drive to and from school are:
- Parent/guardian written permission
- The written permission is to be lodged with the student services office prior to the commencement of driving
- Students should drive directly to and from school at the start and end of the school day only
- Cars are to be parked outside the school grounds

Permission to carry passengers

- With respect to student drivers carrying passengers, including siblings:
- Express written permission is required from the parent(s) or guardian of both the driver and the passenger
- The written permission extends to the student passengers listed only

Our student drivers fall into the 17-25 "high risk with fatalities" category of drivers. Our intention is to ensure, as far as possible, our students' safety whilst travelling to and from school and your cooperation, as always, is appreciated.

Bicycles/Scooters

The school has a bicycle rack where students are encouraged to lock their bicycles / scooters up during the school day. For the safety of other students' bike/scooter riders are required to dismount and walk from commencement of the blue fence (outlined in the school map) .



Behaviour Management

Miles State High School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing.

Miles State High School Code of Conduct for Students is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community.

Students' actions and behaviours confirm that they **Strive to Achieve** through showing **Respect**, **Integrity** and being **Safe** and **Engage** in their learning.

The aim of our Code of Conduct is to proactively teach, guide and lead students positively towards socially responsible behaviour that protects the rights of self and other members of the school community. This aligns with Education Queensland's **Code of Behaviour** and our school's **"Partners in Learning"**, a Miles State High School symbol of shared accountability (students, parents/carer, school staff and community) for high standards and high expectations in all we **"Strive to Achieve"**.

Miles State High School's values and beliefs about behaviour and learning are based upon the Positive Behaviour for Learning (PBL) framework and are underpinned by our school's mission and values.

As a PBL school, Miles State High School:

- Clearly defines and implements processes for explicitly teaching expected social and positive behavioural skills so the focus can be on teaching, learning & student well-being.
- Promotes high expectations for student behaviour and learning
- Focuses and teaches our key values of **Respect**, **Integrity**, being **Safe** and **Engage**.
- Celebrates and rewards positive behaviour
- Fosters positive relationships between staff, students, families and members of the wider community
- Consistently implements the philosophy of PBL in all contexts

A full copy of Miles State High School's Code of Conduct for Students can be viewed on our school website – www.milesshs.eq.edu.au.



Student Resource Scheme

Purpose of the Scheme

1. In accordance with the Education (General Provisions) Act 2006, the cost of providing instruction, administration and facilities for the education of students enrolled at State schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
2. Parents/carers are directly responsible for providing textbooks and other personal resources for their children while attending school. In recognition that these costs can be high, the school operates a Student Resource Scheme (the "scheme") that enables a parent/carer to enter into an agreement with the school that, for a specified annual participation fee, provides for the temporary use by the student of prescribed textbooks and/or other resources, and/or the purchase of consumables and materials for the student.
3. A Student Resource Scheme is separate to and distinct from a request for a voluntary financial contribution.

Benefits of the Scheme

4. The purpose of the scheme is to provide the parent/carer with a cost-effective alternative to purchasing the prescribed textbooks and/or resources elsewhere, through reduced prices gained from the school's bulk purchasing practices.
5. The scheme also ensures that students have consistent personal resources for their education, and saves the parent/carer time and money in sourcing the prescribed materials elsewhere.
6. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the operation of the scheme.

Parents and Citizens' Association Support of the Scheme

13. The operation of the Student Resource Scheme is discussed annually at a meeting of the Parents and Citizens' Association. Parents/carers are extended an invitation to attend this meeting and provided with an opportunity to express their opinions. A vote is taken at this meeting on supporting the operation of the scheme.

Textbook and Resource Allowance

14. The Queensland Government provides financial assistance to parents/carers of students in Years 7 to 12 or of secondary education age, attending State and approved non-State schools, to offset the costs of textbooks and other resources. Assistance is provided in the form of a Textbook and Resource Allowance which is paid once a calendar year through the school. Parents/carers have the option to receive the allowance directly from the school or as an offset of fees associated with participation in the school's Student Resource Scheme. This option is made available to each parent annually by the school. Current allowance rates are available from <http://education.qld.gov.au/finance/grants/fund/garp/html/par-stu.html>

Payment Arrangements

15. Payment of the participation fee may be made by EFT (Electronic Funds Transfer) into the school's CBA bank account: **BSB 064442, Account Number 10002490**. Other accepted methods of payment include BPOINT, Centrelink deduction (arranged through the school), EFTPOS (Debit Card; MasterCard; Visa; American Express - where accepted by the school), cheque, or cash.
16. For payment made by direct deposit (EFT), please ensure that the payment reference is as indicated on the front of the form. The acknowledgement from your financial institution of the successful electronic transfer of funds should be printed and retained as your record of payment.
17. Payment of the participation fee may be made in whole or by instalment as indicated on the Participation Agreement Form or for another amount as approved by the Principal.
18. For payments made in person by cash, cheque or credit/debit card, a receipt will be provided to the payer. Where payments are received by other methods, a receipt will be provided on request. All receipts and documentation on the scheme should be retained by the parent/carer for future reference and possible taxation purposes.

Parent/Carer Experiencing Financial Difficulties

19. A parent/carer wishing to participate in the Student Resource Scheme and experiencing financial hardship is encouraged to contact the school administration to discuss how their financial obligations can be met throughout the school year, or to negotiate alternative arrangements that may be available to accommodate their individual circumstances. Centrelink deduction is a payment option offered by the school. All discussions will be held in the strictest confidence.
20. The onus of proof of being so affected is on the parent/carer, and might include a current Health Care Card or other evidence to establish financial hardship.
21. Any concessions given to the participation fee will be at the discretion of the Principal.

Terms and Conditions

Definition

1. Reference to a "parent" is in accordance with the definition in the *Education (General Provisions) Act 2006* and refers equally to an independent student.

Purpose of the SRS

2. In accordance with the Act, the cost of providing instruction, administration and facilities for the education of students enrolled at state schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.
3. Parents are directly responsible for providing textbooks and other personal resources for their children while attending school.
4. The SRS enables a parent to enter into an agreement with the school to provide the resources as advised by the school for a specified annual participation fee.

Participation in the SRS

5. Participation in the SRS is optional and parents are under no obligation to participate.
6. The school will provide parents with a list of resources supplied by the SRS to enable parents to assess the cost effectiveness of participation.
7. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
8. Parents must complete and sign the Participation Agreement Form and return it to the school by the advertised date.
9. This agreement is for the duration of the student's enrolment at the school, unless a new Participation Agreement Form is completed.
10. Parents are given the option annually to choose whether to participate in the SRS or not by completing this form.
11. Where a parent signs up to participate in the SRS they are agreeing to pay the annual participation fee for the items provided by the SRS.
12. Payment of the participation fee implies acceptance of the SRS including the Terms and Conditions irrespective of whether or not the signed form has been returned.
13. Where a student starts at the school during the school year, the parent may be entitled to pay a pro-rata participation fee to participate based on a 40-week school year.
14. Where a participation fee has been paid and a student leaves the school during the year, the school must determine if the parent is eligible for a pro-rata refund. This will also take into account any pro-rata of the Textbook and Resource Allowance (TRA) (see Additional Information regarding TRA eligibility) and any outstanding SRS debts (including any debts from damaged or non-returned items). Where the cost of outstanding debts is higher than the calculated refund, the parent is liable to pay this balance of funds.

Non-Participation in the SRS

15. Parents who choose not to participate in the SRS are responsible for providing their student with all items that would otherwise be provided by the SRS to enable their student to engage with the curriculum.
16. The school will provide non-participating parents with a list of resources the parents are required to supply for their child.
17. All items included in the SRS must be able to be independently sourced, purchased and supplied by parents who choose not to participate in the SRS.
18. As the SRS operates for the benefit of participating parents and is funded from participation fees, SRS resources will not be issued to students whose parents choose not to participate in the SRS.

The Resources

19. SRS funds received by the school will only be expended on student resources outlined in the school's SRS and will not be expended on other items or used to raise funds for other purposes.
20. In return for payment of the participation fee, the SRS will provide the participating student with the entire package of resources for the specified participation fee. It is not available in parts unless specifically provided for by the school in the fee structure.
21. The resources, as determined and advised by the school may be:
 - retained by the student and used at their discretion; or
 - used/consumed by the student in the classroom; or

- hired to the student for their personal use for a specified period of time.

22. All SRS resources hired to a student for their temporary use remain the property of the school. The resources must be returned by the agreed date or if the student leaves the school.
23. Parents are responsible for ensuring that any hired SRS resources provided for their child's temporary use are kept in good condition.
24. The school administration office must be notified immediately of the loss or damage to any hired item.
25. Where a hired item is lost, not returned, or damaged, parents will be responsible for payment to the school of the value of the item or its repair.
26. The replacement cost of any resource may be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school.
27. Parents may be responsible for supplying their child with other resources not specified in the SRS as advised by the school.

Payment Arrangements

28. Payment of the participation fee may be made in whole, as per a nominated payment plan, or for another amount as approved by a Principal.
29. Payment of the participation fee must be made as per the payment methods nominated by the school.
30. Any concessions relating to the participation fee will be at the discretion of the Principal.

Debt Management

31. Payment of the participation fee is a requirement for continued participation in the SRS.
32. Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department's Debt Management Procedure <https://ppr.qed.qld.gov.au/pp/debt-management-procedure>

Parents' Experiencing Financial Hardship

33. Parents experiencing financial hardship who are currently participating in or wish to participate in the SRS should contact the school to discuss options.
34. Principals may vary payment options, negotiate alternative arrangements and/or waive all or part of the participation fee for parents experiencing financial hardship.
35. The onus of proof of financial hardship is on the parent.
36. The school may require annual proof of continuing financial hardship.
37. All discussions will be held in the strictest confidence.

Additional Information

Textbook and Resource Allowance (TRA)

- The Queensland Government provides financial assistance to parents of students in Years 7 to 12, to offset the costs of textbooks and other resources. Assistance is provided in the form of a TRA which is paid through the school. Refer to the department's website for current TRA rates <https://education.qld.gov.au/about-us/budgets-funding-grants/grants/parents-and-students/textbook-resource-allowance>.
- The TRA is used to offset the fees associated with participation in the SRS.
- Parents not participating in the SRS will receive the TRA directly from the school.
- Parents not participating in the SRS should contact the school directly if they do not automatically receive the payment.



Excursions and Camps

Throughout the year students may have opportunities to participate in education activities outside the classroom.

Places visited in the past have included: The Historical Village, Miles State Primary School, Columboola Outdoor Education Centre, the railway station, School Camp Venues, universities, a swimming pool. Students are encouraged to attend excursions camps where possible.

Letters will be sent home with students seeking permission for attendance on excursions and camps. On receipt of this letter if payment is required an invoice will be raised and sent to parent/carers for payment prior to the event.

The school attempts to keep excursion and camp costs as reasonable as possible. If the cost is deterring your attendance on any activity you are encouraged to approach the appropriate classroom teacher or Head of Department. The School Business Manager will contact you to establish a suitable payment plan or make other appropriate arrangements.

Instrumental Music

Miles State High School provides an instrumental program. All students are welcome to participate appropriately in the music program. Currently percussion, brass and woodwind lessons are provided. Lessons are generally about one-half hour in length.

There is a small levy for the instrumental music program. MSHS provides rental of some musical instruments for a small fee.

At the start of the year information will be provided regarding the days, times and fees for the music program. You are welcome to call the school to speak to the instrumental music teacher if you would like more information.



Wellbeing Hub (Student Services)

Guidance Officer

Miles State High School is one of several schools within the Miles Cluster which is serviced by a full-time Guidance Officer. Miles State High School g receives a weekly service of a Guidance Officer.

The Guidance Officers job role includes helping students with various elements of their development. This may include emotional, educational, social, or behavioural support.

Students can self-refer or be referred by their caregivers, for example parents/guardians and staff. Appointments can be made either directly with the Guidance Officer or via the student services office or administration team. Students need to inform their classroom teacher of their whereabouts so that they can come at the allocated time. This service is confidential unless there is some danger or possible perceived danger to either themselves or others.

If the student agrees the Guidance Officer can collaboratively work and liaise with the caregiver/s or other agencies. Guidance services can be utilised as a referral source to other agencies (depending on the case) or as a link to other networks.

School Based Youth Health Nurse

The School Based Youth Health Nurse (SBYN) works with all of the school community, to provide health education and health promotion within the school and wider community. The (SBYN) is available for students to access for any concerns they may have about their physical, emotional, or psychological health.

This enables clients to access appropriate health services and timely referral to allied health when the need arrives. This service allows students and staff a confidential, reliable health resource within the school setting, making accessing health services much easier for young people. The (SBYN) also contributes to ongoing health education of students by assisting teachers with health classes on a variety of topics within the pastoral care program at Miles State High School.

The (SBYN) visits Miles State High School once a week and appointments can be made either via the student services office, through a teacher or other staff member, or directly with the health nurse.

Youth Support /Youth Pathways Coordinator

The role of the Youth Support /Youth Pathways Coordinator is to support all students who are at risk of disengaging from education.

They can refer students to appropriate agencies and support services that will assist them with their education and training. They will also provide individual and group support to students to maximise their engagement with education and training.

Another role of the Youth Support /Training and Community Coordinator is to coordinate and monitor students who participate in Work Experience, School Based Apprenticeships and Traineeships.

To access the Youth Support /Youth Pathways Coordinator appointments can be made via the student services office or directly with the Youth Support Coordinator.



School Chaplain

A chaplaincy program is an optional service introduced into Miles State High School to provide students, staff and parents with support which may have a religious and/or spiritual component. The Chaplain also provides social, emotional, and educational support, mentoring and is also involved in community development. Whilst personally modelling and owning their own faith positions or belief, chaplains avoid any implications that any one religion, denomination or other set of beliefs is advantageous or superior to any other denomination, religion, or belief.

Our chaplaincy program is compatible with policies and practices that apply to delivery of any service in a multi-faith and multicultural state school community. A chaplaincy program is inclusive of and shows respect for all religious and non-religious beliefs and other stances represented in the school community. All activities and events provided within a chaplaincy program are non-discriminatory and equitably available to students of all beliefs who choose to participate.

Religious Instruction is not part of a school's chaplaincy program and occurs only in accordance with legislation and departmental policy.

Local Chaplaincy Committee

Miles State High School Chaplaincy runs under the guidance of the Local Chaplaincy Committee (LCC), with representatives from parents and staff, local Churches, and Scripture Union (the major employing authority for school chaplains in Queensland.) The Local Chaplaincy Committee is charged with representing the diversity of religious, faith and non-religious beliefs in the school community. Members of the LCC understand the cultural and religious customs and needs of individuals and groups within the school and range of services and support currently available and/or required.

Funding

Chaplaincy at Miles State High School is funded through a combination of a federal government grant (if applicable) and through donation; from local Churches, community organisations and individuals (as applicable). School funds provided by the Queensland government for educational purposes are not used to support chaplaincy services.

Appointments are made at the student services office. You will be given an appointment slip which you must show to the teacher of the class you will miss.

This school community provides a chaplaincy program endorsed by the school's Parents and Citizens' Association and available on a voluntary basis to all students.

The chaplain is involved in a range of activities which happen at this school which is free of religious, spiritual and/or ethical content. These activities are available to all students on a voluntary basis unless a parent or guardian requests in writing that this is not to occur for their student.

Chaplains may also be involved in activities with religious, spiritual and/or ethical content and additional consent is sought from parent/guardians for these specific activities.

Prior to commencement of any additional activities with religious, spiritual and/or ethical content in the school, parents/guardians will be advised through the school newsletter and website.



Voluntary Student Activities <u>without</u> Religious, Spiritual and/or Ethical Content	Voluntary Student Activities <u>with</u> Religious, Spiritual and/or Ethical Content
These activities are available to students on a voluntary basis.	These activities are available to students on a voluntary basis. With Parent/Carer permission
Outdoor Education Programs In groups, building confidence and trust within a team as well as leadership skills using fun activities. Coaching Sporting Teams Coaching in Touch Football and Fitness, can be one-on-one or group Mentoring Program One-on-one with students, building a relationship based on trust Support students with school life Playing board games or sport while chatting	One-on-one meetings with chaplain for religious and spiritual support Prayer Meetings Groups visiting school for performances e.g. Christian Bands

Those students who wish a confidential appointment with any of the above services should see a Head of Department to arrange this.

Religious Instruction

Introduction to RI Information

Miles State High School embraces a multitude of cultural, religious, and non-religious beliefs and encourages students to grow and develop as a whole person, in particular, in beliefs, values and attitudes. Miles State High School respects the background and beliefs of all students by not promoting, or being perceived as promoting, any particular set of beliefs in preference to another. Parents are provided with the option to withdraw their child's participation in the program, if they so wish.

Religious instruction is not a program or syllabus provided by the Department of Education and Training (DET)

Our School has a Cooperative Religious Instruction Program that provides for both a Catholic Religious Instruction program and a Combined Religious Instruction program. The Combined Religious Instruction group is an affiliation of the Anglican, Presbyterian, Christian Outreach and Lutherans faiths.

Below is an outline of the topics covers in Religious Instruction:

Catholic Religious Instruction
Understanding the mass, the sacraments, morality, Catholic role models, Jesus' teachings on issues affecting teens such as alcohol, drugs and sex, prayer, Jesus' law, Jesus' love for us, ways to live according to God's teachings and Social Justice
Combined Religious Instruction



The Combined Religious Instruction program for the Year 7 & 8 students is taken from a book by John Dickson called “A Sneaking Suspicion”. John Dickson is a Minister in the Anglican Church and an engaging writer. John explains, “what began as a sneaking suspicion” has for him blown into a huge reality. This book provides the opportunity for students the wrestle with their own suspicions, respond to the author’s ideas and to consider the person of Jesus and the relevance he might have for their own lives.

Here are some of the lesson topics from “A Sneaking Suspicion”: The Beauty Myth (Is our obsession with outside appearances right?; Rated R (Whatever happened to right and wrong?); The Surprise of My Life (Pursuing a hunch about Christians and God); The Riddle of Suffering (Does suffering disprove God?); God’s Elephant (With many religions people tend to avoid, accept or reject them all); Too Good for God (Why should God be friends with me?)

The Combined Religious Instruction Program for Years 9 and 10 is taken from “The Good, the Bad and the Ethical”, by Josh Apiczonek (CEP), and the “Encounter” series (CEP).

The Years 11 and 12 program is taken from Christian Education Publications (CEP) “Encounter” series. This is a program of lessons designed to help students “encounter” the Bible, examine the many “so what’s?” of the Christian faith and reflect on their own lives in the light of them. To do this students work through sections of the Bible like the gospel of Matthew.

The Religious Instruction program runs for all year levels. Students whose enrolment form indicates they are Catholic or one of the Combined Religious groups will be automatically enrolled in the appropriate class for their year level.

If you wish to make a variation to the religion indicated on the enrolment form or withdraw your student from Religious Instruction, please complete the relevant form in the Enrolment Package.



Parents and Citizens Association (P&C)

Actions always speak louder than words when it comes to valuing your student's learning. Show you student how much you value their education and how interested you are in what they do, join the P&C.

Your ideas will be heard, and your student will benefit from a small amount of your time as a P&C member.

The Miles State High School P&C has long been involved in improving and supporting our student's education, by assisting with resources, supporting camps, improving furniture, and promoting a partnership.

The functions of the P&C are:

- to generally foster community interest in educational matters
- to encourage closer cooperation between the parents/guardians, members of the community, the staff and students at the school
- to provide advice and recommendations to the Principal
- to provide or assist in the provision of financial and other resources and services for the benefit of the students of the school

It is not all about fundraising, your input, ideas, and feedback will be welcomed and appreciated.

Remember – The things you do make a real difference!

School Tuckshop

The Tuckshop, which is operated by our Parents and Citizens Association (P&C) and staffed by a part-time Convenor and parent volunteers, provides a five (5) days a week service. Parent volunteers are invited to contact the Tuckshop on 07 4628 5113 during school hours if they are able to help by assisting in the Canteen with preparation and service of food.

Our Tuckshop promotes healthy eating habits, and we ask all parents and guardians to assist us in promoting healthy and responsible eating practices, according to Queensland's *Smart Choices Healthy Food and Drink Choices Guidelines*.

All profits from the Tuckshop accrue to the funds of the Parents and Citizens Association. A tuckshop menu is available on request.



School Uniform Policy

Miles State High School is a uniform school, and the school dress code is supported and endorsed by the P&C Association, Student Council and teaching staff. We believe that the wearing of a uniform assists students to identify with their school and wider community and encourages positive attitudes within the learning environment. It also promotes safety as strangers can be easily identified and meets the necessary workplace health and safety requirements to ensure students and staff safety as they engage in a curricular and extracurricular activities.

This uniform policy clearly explains and documents standards of acceptable dress in relation to clothing worn by students, including headwear, footwear, and other aspects of personal presentation.

There is no change to the Miles State High School formal uniform. Students will be required to wear the formal uniform on Mondays.

IMPORTANT UNIFORM UPDATE

At the commencement of 2025, ALL students will be wearing the new non formal/sports uniform, which includes a new navy-blue non formal uniform shirt, navy shorts, navy blue zip-up jackets and navy blue and matching navy blue track suit pants. For current students there is a two-year phase in, phase out period which will conclude at the end of 2025.

*** The asterisk in the policy denotes the uniform that will no longer be worn from 2025 onwards.**

THE UNIFORM POLICY

- is consistent with health and safety considerations
- complies with anti-discrimination legislation
- considers affordability, functionality and durability of uniform items
- provides uniform options, including shorts and pants, in all uniform categories for all students, regardless of gender
- is committed to by parents/carers and students as part of the enrolment agreement
- supports the student to adhere to the dress code

GENERAL UNIFORM RULES

- Hair must be off the face, neatly styled and hair colouring must be kept within the natural hair colour range. Long hair must be neatly tied back
- Hair ties are to be used to tie long hair (hair that sits below the shoulder) back. Hair ties are to be in school colours (Navy, Royal Blue, Red, Green, Yellow, White or Black).
- Students are required to be clean shaven or have neatly trimmed facial hair.
- For extra warmth - T-shirts worn underneath should be plain white, navy or black and crew necked. Sleeves and/or tails of undershirts are not to be visible below or outside the regulation uniform.
- Make-up – a light coating of tinted moisturiser only, no other makeup allowed.
- All students must wear school endorsed bucket hats (and sunscreen) when outdoors to protect against the sun.
- Nails – clear or natural colours only. Nails should not be more than 5mm above fingertip.
- In winter, students may wear their sports winter uniform (tracksuit pants and jumpers) when directed by school staff and as curricular and extracurricular and or weather events occur (Students will be directed, sport or formal).
- Jewellery – in order to comply with WH&S requirements the only acceptable items are:
 - a watch - must comply with the “Phone Away for the Day” departmental legislation. If a student chooses to wear a smart watch, school staff and teachers may request for students to show that notification and communication is turned off.
 - no more than two pairs of studs, no greater than 5mm. Sleepers or hoops are not to be worn to school



- one very small (less than 2 mm) nose stud is permitted. All other visible body piercings are not permitted
- one discreet neck chain of religious, cultural, or medical significance of a length that cannot be seen and tucked in
- school badges

FORMAL UNIFORM

This uniform is to be worn by all students every Monday, on formal occasions and when representing the school or as directed by the school for events.

Shirt – Formal shirt (SE)

Tie (girls) – Girls' tie (SE)

Shorts – (Unisex) – Formal navy shorts, minimum length mid-thigh (SE) **Skirts** – Formal navy skirt, minimum length just above the knee (SE) **Shoes** – Polishable black leather shoes/black sport shoes

Socks – Short, white crew socks that sit above the ankle. **Stockings** – Navy or black tights (not leggings) **Trousers** – Unisex long navy trousers

Jumper – Navy blue zip-up jumper with school logo – (No other colour jumper, hoodies are not permitted)

Bike Pants – Navy bike pants can be worn under skirt (optional)

Badges – To be worn by girls on the tie with the top badge level with the top of the pocket. To be worn by boys on the right hand side with the top badge level with the top of the pocket.





FORMAL UNIFORM (CEREMONIAL)

This uniform is worn by school leaders on ceremonial occasions.

Shirt – Formal shirt (SE)

Tie (girls) – Girl's tie (SE) **Tie (boys)** – School tie (SE) **Trousers** – Navy trousers

Shorts – (Unisex) Formal navy shorts, minimum length mid-thigh (SE) **Skirts** – Formal navy skirt, minimum length just above the knee (SE) **Shoes** – Polishable black leather shoes

Socks – Short (mid ankle) white socks, navy/black socks, under long navy pants

Stockings – Navy or black tights

Blazer – School blazer provided (SE)

NON-FORMAL / SPORTS UNIFORM UNTIL 2025

* The asterisk in the policy denotes the uniform that will no longer be worn from 2025 onwards.

Polo-Shirt – (Unisex) Navy Blue, *Royal blue, with gold section, white sleeve and embroidered badge. (SE)

Shorts – (Unisex) Navy Blue or *Royal blue (South West Rep shorts accepted) – no stripes

Jumper – Navy zip up jumper with school logo, *Royal blue zip up jumper with school logo or SW Representative jumper, Senior jersey, jumper and or shirt (Year 12 only) (SE)

Hat – Royal blue, school endorsed, bucket hat must be worn at all times when outdoors to protect from the sun (SE).

Shoes – Non pervious covered sports shoes or joggers.



CANVAS SHOES ARE NOT PERMITTED DUE TO WHS REGULATIONS

Socks – Short white socks (South West Rep sock accepted) or short black socks

Tracksuit Pants – Navy track suit pants (SE)

Not Acceptable – Canvas, volleys, thongs, scuffs, slides, slip-ons, high top basketball or 'skate shoes, multi-coloured socks.





UNIFORM

STUDENTS OUT OF UNIFORM – UNIFORM EXCHANGE PROGRAM

Students must not mix sport and formal uniform pieces. Students arriving to school in inappropriate non-uniform school uniform items, with or without a note, will be requested to exchange that item/s for an item from the School Uniform Exchange. Students will be supplied with appropriate uniform item/s and their item/s will be retained for the day. All uniform exchange items will be washed before being returned to the exchange.

Miles State High School will provide support to students to ensure that they meet uniform expectations. Students who chose not to meet the uniform expectations despite this support will be referred to the HOD of Wellbeing and Engagement.

NB: School Endorsed (SE) means the style and make of the clothing item is agreed to by the school community.





Student Code of Conduct

PURPOSE

Miles State High School is committed to providing a safe, respectful, and inclusive learning environment for all members of the school community.

This Student Code of Conduct is the Miles State High School's Behaviour Policy, which has information about the school's expectations, consequences, and process for addressing bullying and the use of technology.

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

LEARNING AND BEHAVIOUR STATEMENT

Miles State High School is committed to providing a safe, respectful, and inclusive learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values that support their lifelong wellbeing. Our school creates an environment where students will:

Experience a Supportive Community

Experience Academic Success

Experience Sporting Excellence

Experience your Future

We are an informed cohesive school community working in partnership to develop, support and expect high expectations and high standards for our students. Our shared responsibility and accountability will provide a supportive culture of learning and success. Together in partnership we will celebrate our students' success while encouraging in them a love of lifelong learning and community citizenship.

Motto "Strive to Achieve"

Mission "Develop Minds-Impact Lives" Values "Respect, Integrity, Safety, Engage"

To construct the Student Code of Conduct Miles State High School took the following steps in 2020. In May, consultation with Miles State High School community including students, parents, and teachers to determine what is currently positive and needs development from the current behavioural policies. The agenda included developing understandings of:

The multi-tiered system of supporting student behaviour Current school policies and practices and How MSHS uses data to inform support strategies and agendas

The first draft of the Student Code of Conduct was then presented in a PBL meeting in October. After this review it was then presented to the P&C Association in November.

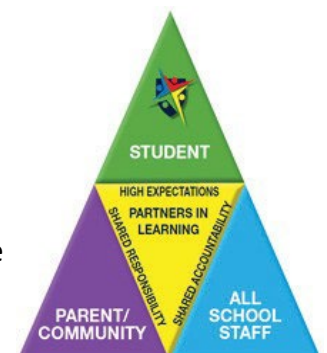
Further inquiries contact the school principal via:

Phone: (07) 4628 5111

Email: principal@eq.edu.au

REVIEW STATEMENT

The Miles State High School Student Code of Conduct will be revisited annual to ensure currency and a full review is expected every four years in line with the school review process.





WHOLE SCHOOL APPROACH TO DISCIPLINE

Miles State High School uses the Positive Behaviour for Learning (PBL) framework. From this framework we have developed a multitiered system of support for discipline in the school. This is a whole school approach, used in all classrooms and programs offered through the school, including sporting activities and excursions.

Confiscation of Property Policy

Property may be temporarily removed from a student if a staff member is reasonably satisfied that removal is necessary to:

- Preserve the caring, safe, supportive and productive learning environment of the school Maintain and foster mutual respect among staff and students at the school
- Encourage all students to take responsibility for their own behaviour and the consequences of their actions
- Provide for effective administration of matters about the student of the school\Ensure compliance with Miles State High School's Student Code of Conduct for Students or any other directive, guideline or policy
- If the property is illegal to possess, likely to threaten the safety or well-being of students or staff, or it is reasonably suspected to have been used to commit a crime, the Principal should retain the property for handing to the police.
- The Principal or Staff Member does not require the student's consent to search school property such as lockers or desks being used by the student.
- The Principal or Staff Member does not have the authority to open, examine or otherwise deal with the property of a student without the consent of the student. For example, the Principal and staff member who removes a mobile phone from a student is not authorised to unlock the phone or to read, copy or delete messages stored in the phone.

Under normal circumstances the Principal or Staff Member is not permitted to search student property (e.g. a student's school bag) unless they have the student's consent or the consent of their parents. There may, however, be an emergency circumstance where it is necessary to search a student's property without a student's consent or the consent of their parents (e.g. to access an EpiPen for an anaphylactic emergency). Emergency circumstances may include where life or welfare of a student or students is at immediate risk.



Junior Secondary (Year 7 & 8) Stationery and Equipment List

****ALL BOOKS AND ITEMS OF CLOTHING MUST BE NAMED CLEARLY****

Restock Items throughout the year. For example, pens, pencils, glue stick, eraser, highlighters

Items in good condition may be carried over from previous year of schooling. For example, scientific calculator, School hat, display folders, scissors

****Please note that due to safety concerns, sharpeners are no longer permitted at school. The school will provide sharpeners for students to use.**

Quantity Required	Item Description
1	Pencil Case
4	Black or Blue Pens
2	Red Pens
3	HB Pencils
1	Eraser
1	Glue stick
1	Ruler (steel rulers are not permitted)
4	Highlighters (4 x different colours)
1	Correction Tape PK2 (liquid correction options are not permitted)
1	Scissors (School)
1	Coloured Pencils (not felt pens)
1	1 A4 96pg 10mm Grid Book (Yr 7 only)
10	A4 individual Exercise books – 96 page minimum (not to be multi subject books)
2	Display folders (for subject handouts and assignments)
1	Casio fx-82AU scientific calculator
1	Protractor
1	Approved School Hat
1	Water Bottle
1	Sports shoes (meeting school uniform requirements – lace up)
2	2B pencil or softer (x2)
1	6B pencil
1	Visual Art Diary – A4 blank page
	Textiles and cooking requirements are advised through school communication channels during the year

CHECKLIST FOR SUBJECT RESOURCES: Do you have your stationary requirements for...?

Core Subjects <ul style="list-style-type: none"> English Mathematics Science Humanities Health and Physical Education 	Electives <ul style="list-style-type: none"> Digital Technologies Agricultural science Materials & Technologies Specialisations Food & Fibre Technologies <p>Students will study electives through term rotations (2 electives per term)</p>
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Middle Secondary (Year 9 & 10)

Stationery and Equipment List

****ALL BOOKS AND ITEMS OF CLOTHING MUST BE NAMED CLEARLY****

Restock Items throughout the year. For example, pens, pencils, glue stick, eraser, highlighters

Items in good condition may be carried over from previous year of schooling. For example, scientific calculator, School hat, display folders, scissors

****Please note that due to safety concerns, sharpeners are no longer permitted at school. The school will provide sharpeners for students to use.**

Quantity Required	Item Description
1	Pencil Case
4	Black or blue pens
1	Red pen
3	HB Pencils
1	Eraser
1	Glue stick
1	Ruler (steel rulers are not permitted)
4	Highlighters (4 x different colours)
1	Correction Tape PK2 (liquid correction options are not permitted)
1	Scissors (School)
1	Coloured Pencils (not felt pens)
10	A4 individual Exercise books – 96 page minimum (not to be multi subject books)
2	Display folders (for subject handouts and assignments)
1	Casio fx-82AU scientific calculator
1	Protractor
1	Approved School Hat
1	Water Bottle
1	Approved Sports shoes (no slip-on shoes)
ELECTIVE SUBJECT SPECIFIC REQUIREMENTS	
Visual Art	
2	2B pencil or softer (x2)
1	6B pencil
1	Visual Art Diary – A4 blank page
Technologies	
	Textiles and cooking Requirements as per school communication
	School approved footwear
Home Economics	
1	Scrapbook

CHECKLIST FOR SUBJECT RESOURCES: Do you have your stationary requirements for...?

Core Subjects? <ul style="list-style-type: none"> English Mathematics Science Humanities 	Electives? <ul style="list-style-type: none"> Digital Technologies Visual Art Health & Physical Education Agricultural Science 	<ul style="list-style-type: none"> Materials & Technologies Specialisations Food & Fibre Technologies <p>Please note the <u>additional</u> materials needed for some electives</p>
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Senior Secondary (Year 11 & 12)

Stationery and Equipment List

****ALL BOOKS AND ITEMS OF CLOTHING MUST BE NAMED CLEARLY****

Restock Items throughout the year. For example, pens, pencils, glue stick, eraser, highlighters

Items in good condition may be carried over from previous year of schooling. For example, scientific calculator, School hat, display folders, scissors

****Please note that due to safety concerns, sharpeners are no longer permitted at school. The school will provide sharpeners for students to use.**

Quantity Required	Item Description
1	Pencil Case
4	Black or blue pens
1	Red pen
3	HB Pencils
1	Eraser
1	Glue stick
1	Ruler (steel rulers are not permitted)
4	Highlighters (4 x different colours)
1	Correction Tape PK2 (liquid correction options are not permitted)
1	Scissors (School)
1	Coloured Pencils (not felt pens)
1	A4 individual Exercise book for each subject – 96 page minimum (not to be multi subject books)
2	Display folders (for subject handouts and assignments)
1	Casio fx-82AU scientific calculator
1	Protractor
1	Approved School Hat
1	Water Bottle
1	Sports shoes (meeting school uniform requirements – lace up)
SUBJECT SPECIFIC REQUIREMENTS	
Visual Arts in Practice	
2	2B pencil or softer
1	4B pencil
1	6B pencil
1	A4 Visual Art Diary
	Additional materials will need to be purchased for artworks depending on project design
Chemistry	
1	Graph Paper Pad (2mm)
1	A5 Notebook (for EEI in Term 2)
Engineering & Furnishing subjects	
1	Pair of Leather Work Boots (unless provided by a sponsor – advised at start of term)
Certificate II in Rural Operations	
	Wide brimmed hat
	Leather/Suede T-Boots
	Long Sleeved Shirt
	Long pants (durable – not dress pants)