

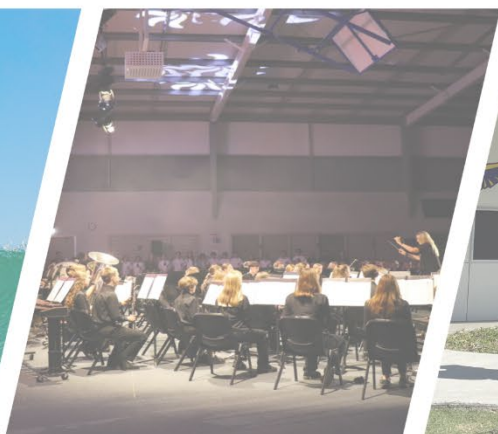


# 2026 Enrolment Information for Parents and Students



## *Vision Statement*

**At Coolum State High School, we are dedicated to every student succeeding in a culture of unconditional care, respect and excellence.**







## CONTENTS

*This Handbook contains information and procedures about our school.  
For most up-to-date information, parents and families should refer to the  
school website at [www.coolumshs.eq.edu.au](http://www.coolumshs.eq.edu.au)*

A Message from our Principal.....	1
School Map .....	2
School Year – Dates.....	3
School Day – Times.....	3
Administration Office Hours .....	3
Uniform (School Locker) Information.....	3
Student Dress Code .....	4
Uniform Price List.....	7
Student Resource Scheme .....	8
Refund Policy .....	9
Important Information .....	11
Insurance Cover for Students.....	11
Items Banned from our School.....	11
School Policy and Procedures .....	12
Assessment Policy .....	12
Attendance Requirements / QParents .....	12 - 17
Bring Our Own (BYO) Device / Yondr Strategy.....	17 – 19
Student Code of Conduct .....	20
General Information .....	21
What your child should do when?.....	22
Consent Form - Copyright and Image Use.....	23
Student Services .....	23
P&C Canteen .....	24
P&C Association.....	25
School Bus Services .....	25







## A Message from our Principal

Dear Parent / Carer

Welcome and thank you for your interest in Coolum State High School.

Our school is on the way to becoming one of the greatest schools on the Coast and that is exciting for both our students and the wider community.

The strength and growth of our school can be attributed to three special groups of people. We are proud of the achievements of our students - the fine young men and women who graduate from this school are filled with potential. They are ably supported by family and friends who value the inclusive practices which public education nurtures. Our professional teachers and staff are committed to preparing our students by inspiring them to strive for and achieve excellence, whilst preparing them for a bright future beyond school in gainful employment and higher education.



At Coolum State High School, we offer a range of academic, cultural, sporting and technical educational programs delivered by dedicated and professional staff. In addition, our Academy Programs which include AFL, Basketball, Cheerleading, Chess, Dance, Netball, Robotics and Surfing, have all achieved amazing results and continue to provide our students with further opportunities to excel.

I trust you will find Coolum State High School's Enrolment Package informative. If you would like to find out more about the diverse range of academic and vocational courses of study, about the focus we place on care, respect and excellence or about our creative arts, sporting and Academy Programs, please do not hesitate to follow up your initial enquiry with a campus visit. You will be suitably impressed with what Coolum State High School has to offer.

I look forward to meeting you and your family.

Warm regards

Troy Ascott  
Executive Principal

# SCHOOL MAP



# General Information

## SCHOOL YEAR

### Term 1

Monday 26 January .....Australia Day Public Holiday  
27 January (Years 7, 10, 12).....Start Term 1  
28 January (Years 8, 9, 11) .....Start Term 1  
Thursday 2 April .....End of Term 1  
Friday 3 April..... Good Friday Public Holiday

### Term 3

Monday 13 July (all year levels) .....Start Term 3  
Friday 4 September ..... Staff Only Professional Day  
Friday 18 September ..... End Term 3

### Term 2

Monday 20 April (all year levels) .....Start Term 2  
Saturday 25 April .....ANZAC Day  
Friday 12 June..... Nambour Show Public Holiday2  
Friday 26 June..... End Term 2

### Term 4

Monday 5 October ..... Kings Birthday Public Holiday  
Tuesday 6 October (all year levels) .....Start Term 4  
Friday 20 November ..... Final Day Year 12  
Friday 27 November .....Final Day Years 10/11  
Friday 11 December ..... Final Day Years 7/8/9

## SCHOOL DAY

MONDAY TO FRIDAY	
Home Group	8:35 - 8:45
Period 1	8:45 – 9:55
Period 2	9:55 – 11:05
Morning Tea	11:05 – 11:45
Period 3	11:45 – 12:55
Lunch	12:55 – 1:25
Period 4	1:25 – 2:35

## ADMINISTRATION OFFICE

Open School Days (including Staff Only Days)  
Monday to Friday - 8.00am to 4.00pm

## UNIFORMS

Coolum State High School uniforms can be purchased only from:

### School Locker

Maroochydore Homemaker Centre  
11/55 Maroochy Boulevard  
Maroochydore QLD 4558

Contact: (07) 5452 1431

### School Locker Trading Hours

Monday to Friday 9:00am – 5:30pm  
Saturday 9:00am – 5:00pm  
Sunday 10:00am – 4:00pm

# Student Dress Code

Coolum State High School has a well-defined Dress Code which has been endorsed by the P&C, reflects the school community standards and has been agreed to by each student and parent/carer at enrolment. The Code has been developed in consultation with parents/carers, staff and students.

The wearing of a School Uniform is conducive to developing a positive school ethos. Just as many workplaces have uniform expectations and standards, so does Coolum State High School.

The School Uniform is advocated by the school community for the following reasons:

- It develops mutual respect among students;
- It gives all the students a sense of personal pride in their own appearance;
- It is economical and functional;
- It encourages identification with the school and fosters a sense of belonging;
- There is a link between dress standards, school discipline and school spirit;
- The safety of students through ready identification of students and non-students at school;
- Community values, expectations and perceptions of the school; and
- It eliminates distraction of competition in dress and fashion at school.
- Prepares senior students for the workforce.

Parents/carers must support the accepted standard of dress by ensuring their student/s follow the Dress Code Policy as detailed below. Unless otherwise stated, only items purchased from The School Locker comply with the Dress Code of the school.

## Dress Code Policy

- Students are required to wear their Formal Uniform (ie white blouse/shirt, navy skirt/shorts/slacks) for all formal occasions such as excursions (not sport related), Awards Night and other school or public functions.
- Years 7, 8, and 9 must wear the Formal Uniform on school assembly days.
- Years 10, 11 and 12 must wear the Formal Uniform each school day.
- Uniforms are to be worn as illustrated. The school Dress Code does not permit students to “mix and match” uniform items, and between Junior and Senior Secondary.
- The only place which sells the required uniform items is The School Locker located at Maroochydore Home Maker Centre. Look-a-like items are not acceptable. The only exceptions to this are socks and shoes. The School Locker sells a school hat.
- The school Dress Code does not include any other item of clothing or accessory including visible undershirts, bandanas and beanies.
- Distinctive uniforms including Senior Jerseys for the current year are permitted.
- Students must not wear outer wear that does not form part of the agreed uniform (ie hoodies)

## Footwear

- Students are required to wear black leather, fully enclosed, all-purpose, lace-up shoes below the ankle (as per attached illustration). Shoelaces must be black. No other design is acceptable.
- Students may change into appropriate footwear for sport.

### CORRECT FOOTWEAR





## Grooming

- Students attending Coolum State High School must be clean and well groomed.
- Students are required to tie back long hair for workplace health and safety reasons.
- A light foundation is acceptable. Excessive makeup will be required to be removed.
- Hairstyles and colours should be natural, as appropriate for the workplace.

All students will be in the correct uniform at all times.

Any student who arrives at school in incorrect uniform will be directed to Student Services where they will be required to change into the correct item of clothing using an exchange system.

For students who have been given an exchange item of uniform, the student's own article of clothing will be held until the exchange article is returned at 2.35pm.

Students who arrive at school in incorrect socks will be given appropriate white socks.

## Jewellery

Coolum State High School's Student Dress Code is designed to ready students for professional presentation and employment.

Students may wear a watch. Students may wear small, singular, plain coloured, matching studs or sleepers in their ears.

Coolum High students are actively discouraged from having facial piercings.

Students are permitted to have one small discrete flat nose stud.

Septum piercings are not acceptable.

Students are actively discouraged from having any tattoos. All visible tattoos must be covered.

Any visible jewellery, other than a watch, is not permitted on the wrist. Any visible jewellery (ie bracelets and necklaces) is not permitted to be worn on ankles or neck. A single discrete ring is permitted to be worn on a finger.

For certain activities and to address safety, students will be directed by staff to remove jewellery.

## FORMAL UNIFORM

### GIRLS

- Ink navy skirt/shorts and white blouse with school emblem, as available from The School Locker. Skirts are not to be rolled at the waist, re-hemmed or altered in any way.
- White ankle socks (no coloured tops or logos) above the ankle with black leather, fully enclosed, all-purpose, lace-up shoes below the ankle (as per attached illustration). No other design is acceptable.



**Junior Secondary (Years 7, 8, 9)** – Compulsory to be worn the first day of every school week.

**Senior Secondary (Years 10, 11, 12)** – Compulsory to be worn every day of the school week, with a correctly worn school tie.

## BOYS

- Ink navy school shorts and white shirt with school emblem on pocket, as available from The School Locker.
- White ankle socks (no coloured tops or logos) above the ankle with black leather, fully enclosed, all-purpose, lace-up shoes below the ankle (as per attached illustration). No other design is acceptable.



**Junior Secondary (Years 7, 8, 9)** – Compulsory to be worn the first day of every school week.

**Senior Secondary (Years 10, 11, 12)** – Compulsory to be worn every day of the school week, with a correctly worn school tie.

## SPORTS UNIFORM

### GIRLS

- Navy/yellow polo shirt, navy skirt/sports shorts, white ankle socks (no coloured tops or logos) above the ankle with black leather, fully enclosed, all-purpose, lace-up shoes below the ankle (as per attached illustration). No other design is acceptable.



### BOYS

- Navy/yellow polo shirt, sport shorts, white ankle socks (no coloured tops or logos) above the ankle with black leather, fully enclosed, all-purpose, lace-up shoes below the ankle (as per attached illustration). No other design is acceptable.



**Junior Secondary (Years 7, 8, 9)** – Students may wear the Sports Uniform every school day other than the first day of the school week when they must wear their Formal Uniform.

## WINTER UNIFORM OPTION

### ALL STUDENTS

- Ink navy Jacket with polo collar, or knit navy jumper, as available from School Locker.
- Plain navy blue jumpers, without logos or hoods, are acceptable.
- No other outer wear may be worn (no hoodies, puffer jackets etc).
- Towelling tack pants / design style sport / pants (ie Lorna Jane) are not permitted)



**Girls** - May wear ink navy stockings with skirt/shorts or navy stretch trousers or sports trousers.

**Boys** - May wear navy trousers.

### UNIFORM PRICE LIST

Please visit – [School Locker – Coolum State High School Uniform Price List](#) for up to date information.

# Student Resource Scheme (SRS)

The school operates a Student Resource Scheme (SRS) to minimise the cost of textbooks and other learning materials for parents. The voluntary scheme also ensures that an adequate bank of resources is available to provide a quality education. The scheme is offered as a service to students and parents and operates under the policy and guidelines of Education Queensland. A parent/carer who chooses not to participate in the Scheme is responsible for providing the student with all items that would otherwise be provided to the student by the Scheme to enable the student to engage with the curriculum.

Before a student can be considered for any school activities, a parent who has joined the Scheme is expected to have:

- fully paid the Student Resource Scheme fees; or
- paid the Student Resource Scheme fees up to and including the term in which the school activity takes place; or
- have made regular on-going payments towards the SRS fees, as previously arranged with the Business Manager.

The school fees have been endorsed by the Parents and Citizens (P&C) Association. While the Scheme is fully endorsed by the P&C, the Scheme is run by the school. The SRS does not provide any funds for the P&C Association. For contributors, the Scheme provides a number of benefits.

## BENEFITS OF THE SCHEME

- Long term loan of all textbooks for classroom and/or home use.
- Short term loans for classroom and / or home use (eg plays or novels studied in English).
- Use of class sets (eg atlases, dictionaries, textbooks etc).
- Use of reference material.
- A necessary range of teacher prepared notes and student worksheets in all subject areas.
- Some equipment items.
- ID Card.

## ITEMS SPECIFICALLY EXCLUDED FROM THE SCHEME

These will need to be purchased or provided by individual students:

- Paper on which to write eg exercise books.
- Pens, pencils and other stationery items.
- Calculators and drawing equipment.
- Protective clothing where required.
- Materials required for student home assignment work.
- Cost of school camps, excursions and activities.
- Cost of school based recreational activities.
- School magazines.

## GOVERNMENT TEXTBOOK AND RESOURCE ALLOWANCE SCHEME

Education Queensland actively encourages schools to provide Student Resource Schemes in an effort to reduce costs to parents. This allows books and materials to be purchased early and discounts to be secured through early payment and bulk ordering.

To this end, schools, with approval of their P&C Association, may elect to receive a direct bulk payment equivalent to the total of Textbook and Resource Allowances for all students (see CONTRIBUTIONS).

Our P&C Association has currently approved direct payment of all text and resource allowances to the school in bulk.

## ELIGIBILITY

All students are eligible to receive a Government Textbook and Resource Allowance, except for the following categories of students:

- Students undertaking part-time study.
- International students and students on exchange programs.
- Students who are 19 years of age or older on 1 January of the year they enrol in Year 11 or 12 and are not progressing directly from full-time study in Year 10.
- Students enrolled after the second Friday of Term 4.



## CONTRIBUTIONS for 2026

Student Resource Scheme Fee	<b>LESS</b> Government Textbook and Resource Allowance ( <i>paid to the school</i> )	Amount Payable
Years 7, 8, 9, 10: \$475.00	*\$160.00	*\$315.00
Years 11, 12: \$663.00	*\$348.00	*\$315.00

Every effort has been made to contain costs to parents while ensuring that adequate resources are available for student use. Parents wishing to take advantage of the services provided by the Scheme pay an annual fee and sign an Agreement, agreeing to the conditions therein. Fees, payment arrangements and methods of payment, payment due dates and the agreement are outlined on the Student Resource Scheme Application and Subject Preference Form.

If a student leaves school during the school year, pro-rata refunds will be made on the basis of a 40 week year.

## PAYMENT ARRANGEMENTS AND METHODS OF PAYMENT

A range of payment arrangements and payment methods are available to parents/carers. Payment may be made by cash, EFTPOS, credit card, EFT, BPoint or by direct debit from Centrelink payments at the Administration Office. A receipt will be provided for each of these payment methods with the exception of the automatic Centrelink deductions. However, parents will receive a statement from Centrelink indicating that the transfer of funds has occurred. We ask that parents file their receipts in case reference to the receipt is required in the future.

## FINANCIAL DIFFICULTY

Anyone experiencing financial difficulty and who wish to pay the Student Resource Scheme contribution over an extended time period should contact the school to arrange an appointment with the Business Manager on 5471 5333. We encourage all families to join the Scheme and enjoy its benefits.

## P&C VOLUNTARY CONTRIBUTION

Monies from the Student Resource Scheme are not passed onto the P&C Association. However, a voluntary contribution may be made to support the P&C Development Fund in its endeavour to contribute to the purchase of equipment to enhance the learning outcomes of students. This fund is in lieu of any fundraising activities eg fetes which would otherwise be organised. Should you wish to make a donation please contact the Administration Office.

## REFUND POLICY

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools may charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student
- An education service purchased from a provider other than the school where the provider charges the school.
- A specialised educational program
- A school fee is directed to the purpose for which it is charged.

School fees for excursions and camps are calculated on a cost recovery only basis (cost neutral), according to the number of students who have indicated their attendance. Participation of students in an excursion or

camp is indicated through payment of the excursion or camp fee and provision of an Excursion Consent Form completed by the parent/carer.

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the non-participation of a student who had previously indicated attendance to the activity, fees already paid for an excursion or school camp may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may do so by completing a Request for Refund form available from the Administration Office. Where possible, the request should include the original receipt relating to the payment for which a refund is being sought. A Request for Refund must be made within 20 working days of date of activity.

# Important Information

At the start of every lesson students are required to have all their equipment and line up ready for the upcoming lesson.

Equipment for every lesson should include –

- Textbook (where issued)
- Notebook (single subject use only)
- Pencil case (including pens, pencils, a ruler, eraser, calculator, scissors, a glue stick and a USB memory stick)
- Other specific requirements as directed by the classroom teacher.
- Laptop

## INSURANCE COVER FOR STUDENTS

Some school activities and physical education, particularly contact sports, carry inherent risks of injury.

Parents are advised the Department of Education and Training does not have student accident insurance cover for students.

If your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the parent or carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may also be covered by your provider. Any other costs must be covered by parents.

It is up to all parents to decide what types and what level of private insurance they wish to arrange to cover their child.

Please contact your insurer or an approved Australian insurance broker if you wish to take out student personal accident insurance cover for your child

## ITEMS BANNED FROM OUR SCHOOL

- Illegal items and weapons\*
- Imitation weapons (e.g. toys)\*\*
- Drugs, medications or other illicit substances, including utensils or materials suspected to be related to such items\*\*\*
- Flammable solids or liquids (e.g. lighters).
- Chewing gum.
- Jewellery or other items that are not part of the Student Dress Code.
- Inappropriate or offensive material (e.g. racist literature, pornography, extremist propaganda).
- Any other potentially dangerous, offensive or inappropriate items or materials (e.g. permanent markers, spray paints, laser pointers etc.)
- E-Bikes and e-Scooters

\* No knives of any type are allowed at school. Knives needed for school activities will be provided by the school, and school staff will supervise their use.

\*\* The permission and management of imitation items needed for school activities, e.g. props for drama performances, will be under the direction of the Principal or school staff.

\*\*\* The administration of medications to students by school staff is only considered when a prescribing health practitioner has determined that it is necessary, or when there is no other alternative in relation to the treatment of a specific health need.

Schools require medical authorisation to administer any medication to students (including over-the-counter medications such as paracetamol or alternative medicines). Students may self-administer medication such as an asthma puffer or insulin, in accordance with their approved health plan.

# School Policies and Procedures

## ASSESSMENT POLICY

### Policy

At Coolum State High School assessment instruments are designed by teachers and Heads of Department. Tasks are administered to students in a timely manner with the relevant information regarding draft date and submission date appearing on task sheet, along with the assessment criteria and standards descriptors drawn from current syllabus or curriculum documents administered by the Queensland Curriculum & Assessment Authority (QCAA), Australian Quality Training Reference Framework (AQTRF) and Australian Curriculum, Assessment and Reporting Authority (ACARA).

It is the policy of Coolum State High School that all assessment tasks be properly attempted and submitted before a student advances to the next year level. Any students who have not completed tests or assessment items at the end of the school year, will be required to complete such assessment items or tests prior to commencing the next year level.

Please refer to school's website for the:

- [Junior Secondary Assessment Policy](#)
- [Senior Secondary Assessment Policy](#)

## ATTENDANCE

### Vision

Our vision is for Coolum State High School to be a school of high attendance; where it is understood and enacted that high levels of attendance underpins the habits of lifelong success.

### Target

At Coolum State High School, we are committed to achieving at least 92% attendance for all students.

### Rationale

Research shows that regular attendance is integral to successful academic, employment and social outcomes. Accordingly, it is important that students, staff and parents/carers have a shared understanding of the importance of regular student attendance.

## SCHOOL COMMUNITY BELIEFS CONCERNING THE IMPORTANCE OF ATTENDING SCHOOL

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. Coolum State High School:

- is committed to promoting the key messages of *Every Day Counts* (see Departmental Policies below);
- believes all children should be enrolled at school and attend school all day, every school day;
- monitors, communicates and implements strategies to improve regular school attendance;
- believes truanting can place a student in unsafe situations and impact on their future employability and life choices;
- believes attendance at school is the responsibility of everyone within the community.

## RESPONSIBILITIES

### Parents/Carers

- To ensure their child attends school on every school day for the program in which they are enrolled;
- To provide an explanation that meets the intent of the Education (General Provisions) Act 2006 for all absences, that is, any time during which a student is not attending or participating in their educational program;



- To contact the Attendance Officer regarding any planned absences prior to the event. Where this is not possible, parents are asked to provide the reason for any absences by 9:30am on the day of absence, or within 2 days of the student's return to school;
- To contact the Attendance Officer if a child is to be absent for 11 school days or more to apply for an Exemption from Compulsory Schooling or Exemption from Compulsory Participation, whichever is appropriate;
- To contact the Year Level Deputy Principal if a student refuses to attend school. Initiate or attend meetings to seek support and discuss their child's attendance or participation in their educational program;
- To advise the school of any change of address or phone numbers to ensure school records are accurate. Up to date data is essential in an emergency.

### Students

- To attend school each day, attending all timetabled classes;
- To be on time for all classes;
- To never leave school during school hours without permission from the school;
- To always report to Student Services if arriving late and to sign out at the Administration Office if leaving early.

### School

- To monitor student attendance daily through roll marking at the beginning of each day in Home Group and on a lesson-by-lesson basis;
- To notify parents/carers daily, regarding unexplained absences;
- To query inconsistencies in roll marking through the Attendance Officer. Notify the Attendance Officer or Year Level Deputy Principal regarding attendance concerns;
- To discuss individual attendance concerns with students and offer support to parents/carers and students when school attendance has become a concern;
- **School work will not be provided for students absent due to holidays or long term leave (eg exemption);**
- To inform students, staff and parents/carers concerning Coolum State High School's Attendance Policy and Procedures (including the Policy and Procedures for late arrival, early departure and truanting) and make this publicly available through the school's website and enrolment package;
- To follow the Education Act and submit required documentation regarding students not attending school in either the Compulsory Schooling Phase or the Participation Phase;
- To inform students in the Participation Phase their enrolment may be at risk of cancellation, if they do not meet Coolum State High School's attendance requirements.

### Attendance Officer / Teacher Aide

- To monitor attendance, including whole day absences, part-day absences, excessive excused absences and lateness to school;
- To investigate reasons contributing to absences;
- To coordinate appointments for students and parent/carers with Deputy Principals and other relevant support personnel to enable parties to investigate reasons for absenteeism and explore options available;
- To be responsible for the integrity of the school's attendance data through timely recording, regular reviewing and accurate updating;

## STRATEGIES FOR REPORTING AND MONITORING ATTENDANCE

### Attendance

If students are absent from school at any time, parents/carers should advise the school by 9:30am and provide a satisfactory explanation for the absence. They can do this by:

- Logging into a QParents account. If you do not have an active QParents account, please visit - <https://qparents.qld.edu.au/landing> and follow the registration instructions.
- Replying to an absence SMS requesting a reason for the unexplained absence;
- Emailing details of the absence with a reason to [StudentAbsence@coolumshs.eq.edu.au](mailto:StudentAbsence@coolumshs.eq.edu.au)

Coolum State High School will maintain attendance records and monitor attendance of enrolled students through implementing the following procedures:

- Students are required to attend school, on time, according to their timetable;
- All students must ensure they are on time for Home Group at 8.30am every day as this forms the basis for official daily attendance records and generates the data for absence texts;
- Teachers mark a roll for each class. Teachers will only mark students as present if students are physically present in the classroom. The Attendance Officer will follow up any inconsistencies in attendance and report any concerns to the Year Level Deputy Principal;
- The accuracy of attendance rolls is paramount in ensuring attendance requirements are met.

Students whose attendance levels are not above 92%, without reasonable excuse, will be unable to:

- receive a senior jersey
- attend the Midwinter Ball
- attend non-curricular year level events.

### **Lateness**

- All students arriving late to school are required to sign in at the Administration Office and collect a late slip to provide to the class teacher.
- It is expected when a student is late for school the following process should be followed:
  - provide a note from their parents/carers explaining their lateness, or
  - parents/carers may phone the Student Absence Line on 5471 5360 with a valid reason ahead of their child/ren's arrival, or
  - parents/carers may reply to the text sent requesting a reason for their child/ren's late arrival or
  - parents can email [StudentAbsence@coolumshs.eq.edu.au](mailto:StudentAbsence@coolumshs.eq.edu.au) prior to their child/ren's arrival or
  - notify using QParents their child/ren's lateness prior to their arrival.
  - students who are consistently late to school will be followed up and parent contact will be made.

### **Early Departures**

At Coolum State High School, in-class learning is paramount between 8.30am and 2.35pm. All students and their families are encouraged to schedule appointments outside of these hours.

Student safety is of the utmost importance, and any student who is required to leave school between 8.30am and 2.35pm **must be met at the Administration Office by a parent/carer**, or nominated emergency contact, to ensure that the school exercises its duty of care.

This process applies to all students with the only exception being students who must leave the school grounds for school-based apprenticeships, traineeships or work experience, flexible learning agreements, or senior students on exam blocks.

Any student who is required to leave the school grounds during school hours, must have a note from a parent/carer detailing the reason and time they are to leave school. At the time your child is to leave school, they must show the note to their class teacher, or other relevant staff member, who will give permission for the student to sign out at Administration Office **with their parent/carer**.

### **Truancy**

Truancy is taken very seriously at Coolum State High School. An expectation exists from both the school and parents/carers that students will attend their timetabled classes.

Students found to be truanting will be referred to the Year Level Deputy Principal/Head of Year (HOY) in accordance with Coolum State High School's Student Code of Conduct and will be required to make up the time missed.

# QParents

## Fact sheet for parents

### What is QParents?

QParents is a free and secure online application that enables Queensland state school parents to access and manage their child's information, complete school-related administrative tasks and communicate with their child's school.

### What information is available in QParents?

Using QParents you can:

- view upcoming events, timetables and report cards
- access and provide digital consent
- view and update attendance details (including future absences)
- view behaviour information
- pay invoices and view payment history.

### Which schools use QParents?

QParents is available to all Queensland state schools. Please contact your child's school directly to find out if they use QParents.

### How do I register for QParents?

To start using QParents, download the app on your preferred device or visit [qparents.qld.edu.au](http://qparents.qld.edu.au) and follow the instructions.

### What personal information is stored in QParents?

Your username, e-mail and phone number are stored in the QParents database.

## Where is my personal information stored?

The Department of Education has contracted Microsoft to host the QParents app. Your personal information is stored in Microsoft's secure data centre in Australia. All personal information is protected using the latest encryption techniques, rendering this information unreadable to unauthorised people. For more information, see the [Microsoft Azure Trust](#) Centre.

## Will you use my data for advertising purposes?

**No.** Queensland Government agencies are not permitted to disclose your information for marketing, advertising or other purposes.

## Where is my child's information sourced from?

Information about your child in QParents has been collected through school processes such as enrolment and/or recorded by teachers and school staff in the school's IT system called OneSchool.

## How current is the information in QParents?

Information will be available in QParents as soon as it has been recorded or updated in OneSchool. Any information you update in QParents will be available immediately for the school to review and confirm the update in OneSchool.

## What if I don't want my child's information in QParents?

You will need to contact your child's school if you do not want their information on your QParents account.

## Where can I find help using QParents?

If you need assistance using QParents, you can:

- check the help page at [qparents.qld.edu.au/#/help](https://qparents.qld.edu.au/#/help)
- call 13 QGOV (13 74 68)
- contact your child's school.



## COMPULSORY SCHOOLING AND COMPULSORY PARTICIPATION

Students of school age have two phases of schooling. The Compulsory Schooling Phase and the Compulsory Participation Phase.

The Compulsory Schooling Phase starts the year a child turns 6 and ends when the child turns 16 or finishes year 10 whichever comes first. During this phase parents/Carers have a legal obligation to ensure their child attends school every day.

The Compulsory Participation Phase starts the year the child stops being of compulsory school age (i.e. reaches 16 or completes year 10) and ending when the child

- i. gains a senior certificate, certificate III or certificate IV; or
- ii. has participated in eligible options for 2 years after the child stopped being of compulsory school age; or
- iii. turns 17 years.

During this phase parents/carers have a legal obligation to ensure their child attends the eligible option of their choice.

## BRING OUR OWN (BYO) DEVICE

Coolum State High School recommends that all laptops used by students meet the minimum requirements below to ensure suitability for curriculum-based activities. The minimum specifications provided reflect the needs for connecting to business or corporate-grade Wi-Fi protocols.

**Important Note:** In order to connect your child's device to our network and install necessary software, they must have administrator access on the device. This means that all restrictions or parental controls must be removed prior to the network connection workshop (typically within the first two weeks of Term 1). Once your child has completed this workshop restrictions and all parental controls can be reinstated.

For the complete information, please visit the school website - [2026 BYOD Minimum Specifications Advice](#)

## STUDENT NETWORK AND INTERNET ACCESS POLICY

### Bring Your Own (BYO) Devices

Where you bring your own Apple Mac, iPad or other suitable device, **you are responsible for the safety and security of the device** and the school provides access to a number of resources including, but not limited to:

- Ability to use your Apple Mac, iPad or other suitable device at school.
- Support in connecting the device to the school wireless network.
- Access to the Internet through the school wireless network for educational purposes only.
- Access to Microsoft Office 365, at no cost. This is provided by Education Queensland (EQ) and is subject to EQ Conditions of Use. This may be downloaded at home from The Learning Place.
- Access to school provided software in cases where the software licence (eg Adobe Suite) allows installation on BYO devices
- Access to centralised shared files.
- Printing services.

The school does not assess technical issues or repair BYO devices. In such cases the issues or repair should be discussed with the vendor. To make some services or software available on BYO devices, school technicians may need to install software. Where possible the school recommends families seek to include the electronic device on personal insurance policies, eg home and contents insurance.

For the full [Student Network and Internet Access Policy](#), please visit the school website.

## YONDR MOBILE PHONE STRATEGY

All students are assigned a Yondr pouch through the Administration Office when they are enrolled.

### NORMAL OPERATING PROCEDURES

Students are expected to use the unlocking stations on the external fence each morning as they enter to unlock their pouch and place the phone inside. The phones remain locked throughout the day. At the end of the day students leave the school via the gate and once outside school grounds use the unlocking stations to unlock their pouches.

No unlocked phone is permitted on school grounds during school hours unless part of a specific learning experience. Student Yondr pouches should be closed and locked at all-times except when adding or removing their phones at the beginning and end of the school day or when permission is given at the front office/student services.

The front office and student services will have an unlocking station and will be available at the discretion of the staff, for temporary unlocking. Reasons may include work messages, internet banking and important messages from home. Students must relock their phone in their pouch before leaving the area.

Faculty staffrooms will be equipped with mobile unlocking stations. Teachers, under HOD approval, can take these to class so that students can access their phone for a specific planned learning experience. The teacher must ensure all students have their phone locked back in their pouch at the end of the lesson.

#### Smart Watches and Wearable Devices

Students with wearable devices and smart watches, must have their notifications switched off so that phone calls, messages and other notifications cannot be sent or received during school hours.

#### Accessories/ Headphones

All technology devices not part of the BYOD framework are not required at school and it is requested that they are not brought to school. This includes Airbuds which are easily lost or stolen. When sighted these devices should be acted on in the same manner as mobile phones and handed in to Student Services.

#### Recess / Lunch

Phones are to remain locked in the pouch on school grounds at all times. When a teacher sees a student's phone during recess and lunch the teacher will be expected follow the same procedures for **'When a phone or headphones are sighted'**.

#### Bus Duty

Students who leave school will be able to lock and unlock their phones via the Administration Office or Gates.

### WHEN A PHONE IS SIGHTED BY STAFF

**Lunchtime:** If a student is sighted with a phone they must take it to student services immediately. The teacher is to report to HOD Student Services that they have sent a student with a phone to Student Services for further follow up.

**Class-time:** If a student is sighted with a phone they must take it to student services immediately. Students who return to the classroom will have a receipt from student services showing that they have handed over their device. For students who do not return a receipt, teachers must record the behaviour on OneSchool and refer the HOD Student Services and year level Deputy Principal.

## **WHAT HAPPENS TO PHONES HANDED IN TO STUDENT SERVICES?**

1<sup>st</sup> and 2<sup>nd</sup> occurrence: Student collects the phone at the end of the day from Student Services. On the 3<sup>rd</sup> occurrence: Head of Year contacts parents or guardians to organise the collection of the phone from the Administration Office. Where contact cannot be made with the parent or guardian, the phone will be released to the student no earlier than 2.50pm or a pre-organised sign out time. Head of Year to inform Administration Staff of outcome.

## **DAMAGED OR LOST POUCHES**

Students who have lost or damaged their pouch are not to bring their phone to school until they have organised a replacement pouch. Students are required to pay a nominal fee of \$14.00 for the replacement of the damaged or lost pouch. Students who need their phone before or after school but have damaged or lost pouches can hand the phone to Student Services each morning where it will be kept in the school safe according to the procedures listed above. If student's phone is seen then staff will follow the procedure outlined above.

## **TEACHING USING BYOD**

Coolum State High School does not recognise Mobile Phones as a BYOD device. Students are expected to bring their laptop to school.

## **YONDR INSPECTIONS (DAILY)**

As the students enter their homegroup class in the morning, all students will be asked to present their Yondr pouch.

If a pouch is found to be damaged or permanently lost, the homegroup teacher will follow procedure for 'Damaged or Lost' as above.

## **YONDR INSPECTIONS (RANDOM CHECKS)**

At points during the year all students' Yondr pouches will be inspected to ensure they are still functional.

The relevant Deputy Principal will select classes randomly and notify the class teacher of disruption before the lesson. The Deputy Principal will come to the class and ask for all Yondr pouches to be placed on their table.

Students whose phones are in Yondr pouches are thanked. Students who do not have their pouch or claim to have left their phone at home will have their names recorded and their parents will receive an email regarding the policy. Primary focus will be on function and obscene graffiti. Students' pouches that cannot be quickly unlocked and locked will be either surrendered and invoiced to parents OR replaced as determined by Deputy Principal.

## STUDENT CODE OF CONDUCT

Coolum State High School is committed to providing a safe, respectful and disciplined learning environment for all students, staff, parents and visitors. At Coolum State High School we are dedicated to every student succeeding in a culture of unconditional care, respect and excellence. The Coolum State High School Student Code of Conduct sets out the responsibilities and processes we use in our school to promote a productive, effective whole-school approach to discipline. 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.

For the complete Student Code of Conduct, please visit the school website - [2024 – 2026 Student Code of Conduct](#)





## GENERAL INFORMATION

### Library Resource Centre

Hours: 8.00am – 3.00pm

Students are to behave in a quiet, considerate and responsible manner while using the resources.

A photocopier for student use is available in the Library. Students are allocated \$40.00 per year for photocopying for school purposes only. The cost is 5 cents per black and white A4 page, 10 cents per colour A4 page.

### Excursions or Sports Outings

- Normal school rules apply on excursions and as a representative of our school, behaviour must be exemplary.
- Students must wear the Formal Uniform or appropriate clothing to the activity as advised. Students will be advised in advance.
- An Excursion Consent Form must be completed and submitted by the due date. If payment required, payment must be made when submitting the Excursion Consent Form or alternatively online payment receipt number written on Excursion Consent Form as proof of payment. **Consent Forms and Payment will not be accepted after the Due Date.** Students who have not submitted a completed Consent Form and/or Payment will not be permitted to attend the excursion.
- For overnight camps, an additional medical form is required.
- Parents will be advised if unavoidable delays or changes occur.

### ID Cards

Students are issued with ID Cards after Student Resource Scheme fees are paid or a Payment Plan has been arranged with the Business Manager. ID cards are valid for one year. Re-issue occurs in February/March of each year. Replacement ID cards must be paid for (cost \$10.00). ID cards should be kept until new cards are issued.

### Bikes

Students' bikes are to be kept in the bike racks during school hours. Bikes should not be locked to school fences outside the bike compound. Students are not permitted to borrow other students' bikes nor are they permitted to be around the school during the day. Students are expected to know and use Bike Safety rules when coming to and going from school. Bicycle helmets must be worn by all students riding bikes.

Students are responsible for locking their own bikes. Students who bring items of value to school do so at their own risk. The school will not be held responsible for theft or damage.

### Electric Scooter

E-bikes and e-scooters will not be permitted on school grounds from 2026. Students found to be riding these will have parents contacted to collect these PMDs.

### Buses

Students travelling on buses are expected to be considerate and respectful of the safety of themselves and others. Students are expected to wait in allocated areas and must wait for instructions from the teacher on duty before entering the bus.

Students must show a current bus pass on entry to bus.

Unacceptable behaviour will result in the removal from bus transport, of the student responsible, for a set period. Depending upon the behaviour, other disciplinary action may be applied by the school.

### Student Drivers

Students must adhere to Queensland Transport signage and drive cautiously at all times.

## WHAT YOUR CHILD SHOULD DO WHEN .... ?

### **They are absent from school**

- Parent/carer must notify the school by phoning the Absentee Hotline (5471 5360) or by emailing [StudentAbsence@coolumshs.eq.edu.au](mailto:StudentAbsence@coolumshs.eq.edu.au) or through the QParents app to explain absence.

### **They are late to school**

- Sign in at the Administration Office only, present note from parent or carer explaining reason for late arrival and collect a Late Pass.

### **They are late to class**

- If they have a valid reason eg putting equipment away or helping a teacher, ask the teacher being assisted to write a note with an explanation for their next teacher. If no valid reason, they can expect to receive a detention from their teacher.

### **They are required to leave early during the day**

- Student to provide note to class teacher from parent advising of early departure. Teachers will not allow students to leave class without a parent note.
- Student attends Administration Office to be signed out with parent present. No students are to leave the school grounds without a parent present or emergency contact.

### **They are feeling sick**

- If in class, tell teacher who will sign a Sickbay Pass to go to Sickbay, Administration Office. Go to the Student Counter, Administration Office, to sign into Sickbay. Administration will contact parent/guardian.
- If out of class, go to the Student Counter, Administration Office. Administration will contact parent/guardian.

### **They have a serious illness or have injured themselves**

- If required, professional help will be called. Parents or carers will be contacted as soon as possible. Minor injuries will be treated by designated First Aid Staff.

### **They have lost something**

- Ask teacher and report loss to Student Services Hub.

### **They have money to pay**

- Pay at Student Counter, Administration Office, as soon as they arrive at school or in the breaks. No monies will be receipted during class time.

### **They need to use the telephone**

- The Administration Office phone is available to students for emergencies only.

### **You are moving house or change telephone numbers**

- Changes in personal information should be given to the Administration Office by completing a Change of Details Form (available at the Office or on the school website – [www.coolumshs.eq.edu.au](http://www.coolumshs.eq.edu.au)), or through the QParents app. It is very important that the school has up-to-date contact information at all times in case of an emergency or accident.

### **They are transferring or leaving school**

- Parents or carers should advise the school when you intend to leave school or transfer to another school. A Student Clearance Form must be completed, accounts settled or refunds issued.

### **They have lost their ID Card or Student Organiser**

- Report loss to Student Counter, Administration Office. There is a fee for replacement of Student ID Cards and Student Organisers.

### **They wish to change subjects**

- Each Term, by the end of Week 2.
- Students in Year 12 will not be permitted to change unless there are extenuating circumstances.
- Collect a Subject Change Application Form from Head of Department Senior Secondary (Years 10, 11, 12) and follow the steps.

- Collect a Subject Change Application Form from the appropriate Head of Year and return to the Deputy Principal (Year 9) and follow the steps.
- Students must remain in present subject until a new timetable has been issued and then must then remain in the new subject for the remainder of the Semester.

#### **They have a problem with school work**

- See Class Teacher, Head of Department or Head of Year who may refer to Student Services if required.

#### **They have a personal problem**

- See either Home Group Teacher, Class Teacher, Head of Year who may refer to Student Services if required

### **CONSENT FORMS (Copyright and Image Use)**

Upon enrolment you will complete a State School Consent Form (located in the Enrolment Application) which authorises the Department and the State to use the Individual's personal information and copyright material, together with information about the Individual's participation in Departmental and State initiatives, for any use by the Department and the State associated with the purposes identified in Section 6 of the Consent Form. The consent covers the entire or partial use of the Individual's personal information and copyright material in conjunction with other words and images.

For example, the Individual's personal information and copyright material may appear in school newsletters, magazines, websites (including social media websites) and other school, departmental or State publications, as well as in television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal documents such as manuals, websites, Facebook, certificates and strategic plans, and posters and other promotional material. There may also be occasions on which the Department may approve the media, such as local newspapers and television stations, using information and copyright material in relation to the Individual (for example, where the Individual is involved in dramatic or musical performances, sporting activities or award ceremonies).

If you would like a copy of your signed consent form please contact the Administration Office.

### **STUDENT SERVICES**

Coolum State High School offers an extensive support network to students and families through the Student Services Faculty which is located in C Block. Students can access the Student Counter in C Block daily from 8.00am - 3.00pm.

The Student Services team works together with students, parents and staff for the health and wellbeing of students, enabling them to have healthy, happy and productive lives. To enable students to reach their full potential, a range of structures are in place to support the social, emotional, cognitive, physical and behavioural wellbeing of students. The school offers a range of services to support students in response to their needs. Essential to this are the Heads of Year (7 – 12) positions.

**Heads of Year (HOY)** work with year level cohorts to provide support to students around improving educational outcomes, tracking attendance and performance, uniform issues and a range of student wellbeing issues. HOYs conduct recognition and rewards based activities for year level cohorts.

Student Services Faculty is supported by:

**Guidance Officers** - provide counselling and educational support to students and families in three main areas:

- Educational Counselling - Study skills, goals development, Education Adjustment Profiles (EAP), psycho educational assessments, special considerations, subject consideration and decision making.
- Career Counselling - Enhancing student knowledge of job descriptions, career information and vocational direction.
- Personal Counselling - Conflict resolution, stress and time management, behavioural concerns, grief, mental health issues and personal development.

Students and parents/carers are welcome to access our Guidance Officers by appointment after being referred by a Head of Student Services or Deputy Principal.

**School based Nurse** - provides information and education regarding personal and sexual health, as well as education regarding drug and alcohol use, diet and nutrition, healthy lifestyles and positive mental health.

**Indigenous Community Advisor** - is available to support Indigenous students in social, cultural and academic achievements through home/school liaison, cultural support and knowledge workshops, regional Indigenous education programs, home visits and health referrals.

These specialists work in partnership with parents, teaching staff and specialist agencies.

Support is also available through the following government and community agencies -

- Disability Services Queensland
- Child and Youth Mental Health
- Queensland Health
- Department of Communities (Child Safety Services)
- Police
- Local Council
- Community Centre
- Local Youth Support Agencies.

## P&C CANTEEN

The P&C Association at Coolum State High School operates our school's canteen, which provides a wide variety of healthy food at very reasonable prices. The funds raised from canteen operations help support the school with the purchase of teaching and learning resources, equipment and facilities and other special projects that benefit students. Through the Smart Choices Strategy for Queensland Schools, we promote the philosophy of healthy eating and regular physical activity to maintain good health.

Seabreeze Canteen at Coolum State High School operates every school day during the school term and the opening hours are from 7:45am to 1.30pm. From 7:45am to 8:30am, students can purchase breakfast and drinks, and pre-order their meals. Seabreeze Canteen provides two options for pre-ordering. Your student can pre-order and pay in person at the Canteen, any morning prior to the first bell or parents can order on-line via School Shop Online at any time, via their desktop or device. Parents must visit <https://schoolshoponline.net.au> to register an account. You can then access the menu to place an order or set up an E-wallet and pre-load funds for your student to use over the counter. Cut off times for orders on any day is 8.45am. Orders received after this time cannot be filled.

Students can pay by CASH, EFTPOS or E-wallet which is set up through [School Shop Online](#). Due to Coolum State High School's phone policy, payment using a mobile phone is not accepted at any time.

Class room delivery is not available, but all pre-orders may be collected at the designated pre-order line at the Canteen away from the normal queues. We encourage students to pre-order to save them time and to ensure that their preferred meal is available.

Seabreeze Canteen has a selection of hot and cold food items daily, as well as cold drinks and ice blocks. We offer a range of options to cover various dietary requirements. Parents, teachers, carers, guardians and students are reminded that in our school canteen, food served may contain various allergens such as milk, eggs, wheat (gluten), soy, traces of nuts/tree nuts, fish, mustard, etc. Such food may not be suitable for people with certain allergies. Should your child have any special dietary requirements or if you have any suggestions or feedback, please do not hesitate to contact us on 5471 5337 or email our Canteen Convenor on [convenor@coolumshs.eq.edu.au](mailto:convenor@coolumshs.eq.edu.au) and we will be happy to assist.

## P&C ASSOCIATION

The Coolum State High School P&C Association is a group of parents who actively work with the school in its endeavours to deliver a supportive and high-quality learning environment for its students.

The P&C has the primary responsibility for running the school canteen. The proceeds from this operation and other fundraising activities are directed back to the school by way of contributions to major and minor projects, and supporting individual students who are chosen to represent the school in their area of excellence.

There are many ways you can get involved and play a part in making Coolum High a great place for your child to learn and grow:

- Attend P&C meetings (on school website) – as a member and consider taking on an executive role.
- Volunteer in the canteen, or the organic garden.
- Help out at occasional fundraising events (eg sausage sizzles).

P&C meeting dates are notified on the school website. Although certain protocols must be observed, meetings are conducted in a friendly, light hearted manner.

Come now and again or come every month – it's a great opportunity to learn more about the school and to have input into its development. The P&C looks forward to welcoming you to your first meeting soon.

## SCHOOL BUS SERVICES

### Coolum Coaches

Coolum Coaches provides Government subsidised school bus travel from the following areas to Coolum State High School :

- |                 |                     |                     |
|-----------------|---------------------|---------------------|
| • North Arm     | • Mount Ninderry    | • Peregrine Springs |
| • Yandina       | • Valdora           | • Cooloolabin       |
| • Parklands     | • Coolum Chase      | • Wappa Falls       |
| • Lake Weyba    | • Coolum Hinterland | • Kulangoor         |
| • Yandina Creek |                     | • Kiamba            |

Transport forms are available from Coolum Coaches and must be completed prior to travel. Timetables, forms and information regarding bus passes and bus routes may be obtained by contacting the Coolum Coaches office on 5351 1165 (telephone and facsimile) or please visit their website – [Coolum Coaches](#)

Bus passes are issued at the commencement of the school year and upon processing of new applications throughout the year.

**CDC Queensland** - CDC Queensland provides Government subsidised school bus travel from the following areas to Coolum State High School:

- |                               |                   |  |
|-------------------------------|-------------------|--|
| • Bli Bli                     | • Yaroomba        | Head Office Contact Details  |
| • Pacific Paradise            | • Marcoola        |  |
| • Mudjimba                    | • Mount Coolum    | 11 Page Street   |
| • Marcoola                    | • Coolum Beach    | Kunda Park Qld 4558  |
| • Mount Coolum (Lumeah Drive) | • Marcus Beach    | Telephone 07 5476 6622   |
|                               | • Peregrine Beach | Email <a href="mailto:info.sunshinecoast@cdcbus.com.au">info.sunshinecoast@cdcbus.com.au</a> |

For information in relation to bus routes, fares, timetables, application forms and bus passes, please go to their website at [CDC Queensland](#)

**Translink** - *Translink is a member of the Transit Australia Group and provides public transport throughout the Sunshine Coast.*

For more information in relation to bus routes, passes and timetables, please visit their website at [Translink](#) or contact Translink on 13 12 30.







**For further information:**

**Telephone: (07) 5471 5333**

**Facsimile: (07) 5471 5300**

**[admin@coolumshs.eq.edu.au](mailto:admin@coolumshs.eq.edu.au)**

**[www.coolumshs.eq.edu.au](http://www.coolumshs.eq.edu.au)**

**Coolum State High School**

**Havana Road East**

**Coolum Beach Qld 4573**

**CARE  
RESPECT  
EXCELLENCE**

