



PALM BEACH  
CURRUMBIN  
STATE HIGH



# JUNIOR SCHOOL HANDBOOK

# PERSONAL INFORMATION

Name: \_\_\_\_\_

Parent/Caregiver Contact: \_\_\_\_\_

House: \_\_\_\_\_ House Leader: \_\_\_\_\_

Care Class: \_\_\_\_\_ Care Teacher: \_\_\_\_\_

Head of Year: \_\_\_\_\_

# GENERAL SCHOOL INFORMATION

Executive Principal: Ms Alison Fahlbusch

Principal, Junior Secondary: Ms Anita Sgalippa

Principal, Senior Secondary: Mr Peter Hughes

Address: Thrower Drive, Palm Beach QLD 4221

Postal Address: Locked Mail Bag 1 Currumbin QLD, 4223

Website: [www.pbc-shs.eq.edu.au](http://www.pbc-shs.eq.edu.au)

Telephone: (07) 5525 9333

Email: [parentsupport@pbc-shs.eq.edu.au](mailto:parentsupport@pbc-shs.eq.edu.au)  
[info@pbc-shs.eq.edu.au](mailto:info@pbc-shs.eq.edu.au)

Student Full Day Absences: Text 0426 305 728

Office Hours: 8:00am - 4:00pm

Uniform Shop: 8:00am - 12:15pm (Closed Fridays)

Finance Window: 8:00am - 12:00pm (Closed Friday)

P&C Meetings: 6:00pm - 7:00pm (3rd Monday of the month, excluding school holidays)

School Council: Meets once each Term



## SOCIAL MEDIA

FACEBOOK @PalmBeachCurrumbinStateHigh  
@PBCAlliance

INSTAGRAM @pbcshs

LINKED IN @palmbeachcurrumbinstatehigh

## LESSON TIMES

CLASS	MONDAY (3 PERIOD DAY)	TUESDAY TO FRIDAY (4 PERIOD DAY)
CARE	9.00AM - 9.10AM	9.00AM - 9.10AM
1	9.10AM - 10.20AM	9.10AM - 10.20AM
2	10.20AM - 11.30AM	10.20AM - 11.30AM
LUNCH 1	11.30AM - 12.10PM	11.30AM - 12.10PM
3	12.10PM - 1.20PM	12.10PM - 1.20PM
LUNCH 2	1.20PM EARLY FINISH	1.20PM - 1.50PM
4		1.50PM - 3.00PM

NOTE: WEDNESDAY PERIOD 2 IS CARE OR ASSEMBLIES

## RED'S PLEDGE

As a student of PBC

I will honour our school's founding principle,

**'Nil Sed Optima'**

by doing nothing but my best in every school endeavour.

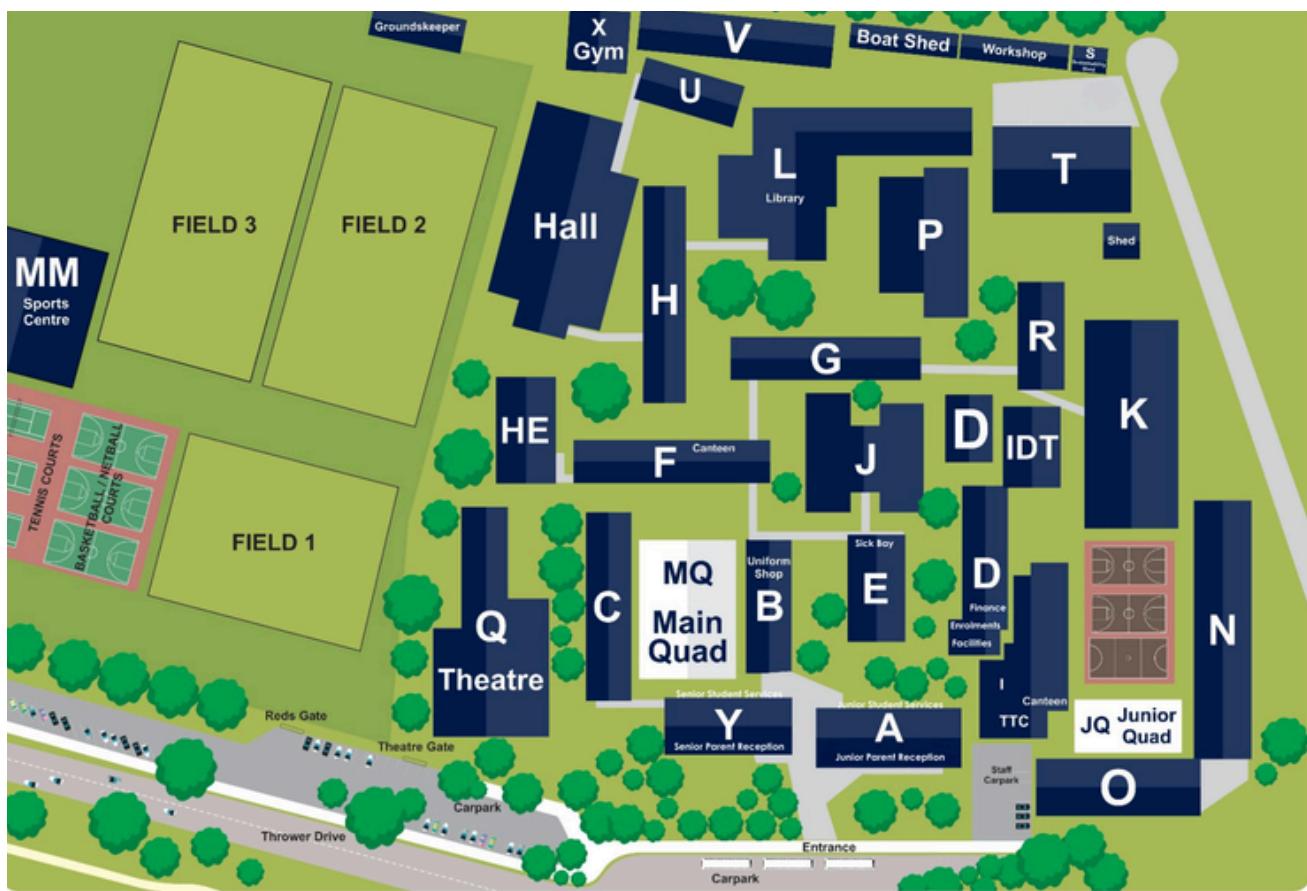
I make a commitment to uphold the Red's tradition, to relentlessly strive to be my best self and to actively support others to do the same.

## PHONES

**AWAY FOR THE DAY  
FOR 2026**



# SCHOOL MAP



## SCHOOL DIRECTORY

Canteen - I Block for Years 7, 8 and 9

Corporate Services - D Block- Finance / Facilities / HR / Trade Entrance

Sick Bay - E Block

Enrolments - D Block

Hall - S Block

Library / IT - L Block

Junior Secondary - A Block - Student Services / Parent Reception

Senior Secondary - Y Block- Student Services / Parent Reception

Sports Centre - MM Block

Theatre - Q Block

Trade Training Centre (TTC) - I Block

Well-Being Hub - B Block

IN OUR CLASSROOMS	IN OUR SCHOOL	IN OUR COMMUNITY
<b>BE SAFE</b>	<b>BE RESPECTFUL</b>	<b>BE A LEARNER</b>
<b>AS A PBC STUDENT, I.....</b> <ul style="list-style-type: none"> <li>Proudly wear the correct uniform, suitable for the subject I am studying.</li> <li>Follow the safety expectations and directions of my teacher.</li> <li>No food, drinks or gum in class.</li> <li>Store my personal belongings appropriately and as directed.</li> <li>Report all safety incidents to a staff member.</li> </ul>	<b>AS A PBC STUDENT, I.....</b> <ul style="list-style-type: none"> <li>Follow the PBC Mobile Device Policy, "away for the day".</li> <li>Show respect and consideration for staff, students and visitors at all times.</li> <li>Follow staff instructions.</li> <li>Value the opinions of others.</li> <li>Behave in a manner that reflects the values of our school.</li> <li>Use appropriate language at all times.</li> </ul>	<b>AS A PBC STUDENT, I.....</b> <ul style="list-style-type: none"> <li>Attend every class, every day, and on time.</li> <li>Am ready to learn with the equipment I need for each lesson, including a charged laptop.</li> <li>Check my school emails and student notices daily.</li> <li>Actively engage in learning and positively contribute to my class.</li> <li>Catch up on classwork if I have been absent.</li> <li>Seek and use teacher feedback.</li> <li>Submit all homework, drafts and assessment on time.</li> </ul>
<b>AS A PBC STUDENT, I.....</b> <ul style="list-style-type: none"> <li>Remain in my eating area and within school grounds at all times.</li> <li>Interact with others safely, with no physical contact (hands off, feet off).</li> <li>Use sports equipment in the appropriate areas and always as directed by staff.</li> <li>Report outsiders that are on school grounds to a staff member.</li> <li>Report inappropriate behaviours to a staff member.</li> <li>Abide by all laws at all times in relation to possession/use of both legal and illegal substances.</li> </ul>	<b>AS A PBC STUDENT, I.....</b> <ul style="list-style-type: none"> <li>Follow the PBC Mobile Device Policy, "away for the day".</li> <li>Respect the directions of all staff members, at all times.</li> <li>Calmly and respectfully conduct myself in canteen lines.</li> <li>Respect and value our school facilities and amenities, and report any damage immediately.</li> <li>Use appropriate language at all times.</li> <li>Dispose of litter and food waste in a sustainable manner, in the bins provided.</li> </ul>	<b>AS A PBC STUDENT, I.....</b> <ul style="list-style-type: none"> <li>Attend every day, and inform the school if I am absent for any reason.</li> <li>Adhere to the correct sign-in and sign-out processes when required.</li> <li>Maintain professional etiquette in all assemblies, gatherings and school events.</li> <li>Respond to school bells and emergency signals, including remaining in class until the end of each lesson.</li> </ul>
<b>AS A PBC STUDENT, I.....</b> <ul style="list-style-type: none"> <li>Report bullying, safety and social concerns impacting myself or my peers to staff, or through Stymile.</li> <li>Interact safely within the community, obeying all laws and rules.</li> <li>Commute to and from school safely and abiding by law, including when I am walking, riding, catching a bus or driving myself.</li> <li>Report safety concerns or damage to our school immediately.</li> </ul>	<b>AS A PBC STUDENT, I.....</b> <ul style="list-style-type: none"> <li>Conduct myself in a manner which reflects and represents the values of our school.</li> <li>Use social media correctly and legally.</li> <li>Understanding that my actions online can impact my school community.</li> <li>Respect all people and property within our community.</li> </ul>	<b>AS A PBC STUDENT, I.....</b> <ul style="list-style-type: none"> <li>Represent our school with pride as an active member of our local community.</li> <li>Participate and engage in school events, House initiatives and extra-curricular activities.</li> <li>Engage in work experience, part-time work, traineeships and apprenticeships with pride and an understanding of my ongoing commitment to school.</li> </ul>

## OPTIMA LEVELS

Earn over 500 Optima Credits and receive:

### BRONZE OPTIMA BADGE

Earn over 1000 Optima Credits and receive:

### SILVER OPTIMA BADGE

Earn over 1500 Optima Credits and receive:

### GOLD OPTIMA BADGE

Earn over 2000 Optima Credits and receive:

### PLATINUM OPTIMA BADGE

## OPTIMA CREDITS

Follow the OPTIMA code, earn OPTIMA credits and exchange for rewards!

## OPTIMA CREDITS MENU

Show your Optima Slips and Postcards at Student Services to earn 10 credit points each.

Use your credit to purchase rewards from the Credits Menu:

Credit Value	
Fast Feed Pass	50 Credits
Tuckshop Slushy	100 Credits
Canteen Voucher	150 Credits
Hoyts Voucher	250 Credits
Kids Gift Card	350 Credits
End of Year Big Day Out (Jnr)	400 Credits
Fuel Voucher (Snr)	500 Credits



# OPTIMA ASSEMBLIES

OPTIMA Assemblies are held throughout the year to recognise and celebrate students who demonstrate excellence across Behaviour and Effort, Academic Achievement, Sporting, Cultural and Community Service domains.

To ensure timely acknowledgement of student success:

- Year 8 and Year 9 students are celebrated each Semester.
  - Term 1 Assemblies recognise achievements from Semester 2 of the previous year.
  - Term 3 Assemblies recognise achievements from Semester 1 of the current year.
- Year 7 students are recognised the following term, based on the previous term's results. This provides students with timely feedback and acknowledgment early in their secondary schooling journey.

These assemblies highlight students who have met the OPTIMA criteria outlined in the table and provide an opportunity for our school community to acknowledge their dedication, contribution, and growth. We encourage students and families to familiarise themselves with the criteria to support goal-setting and ongoing engagement in learning and school life.

	Red	Blue	Gold
Behaviour and Effort		Excellent for Behaviour & Effort in 5 or more subjects with 92% Attendance or higher	
Academic		5 A's for Achievement	6 A's for Achievement and 6 Excellent for Behaviour & Effort
Sporting	Regional Representation	State representation	National Representation
Cultural	Regional Representation	State representation	National Representation
Community Services	25-49 Hours	50-99 Hours	100 hours or more



# CLASS EXPECTATIONS

EVERY CLASS – EVERY DAY!

**1**

## BE ORGANISED

- Use break times for eating, drinking and the bathroom.
- Arrive with appropriate equipment.
- Wait calmly outside to be greeted by the teacher.

**2**

## FOLLOW INSTRUCTIONS

- Enter quietly and go directly to your assigned seat.
- Only use laptops for learning and when instructed.
- Respectfully follow instructions.

**3**

## ENGAGE IN LEARNING

- Productively participate in all activities with resilience.
- Take responsibility for own learning.
- Seek and use teacher feedback.

**4**

## RESPECT THE SPACE

- Use appropriate language.
- Only water in class - No food, other drinks or gum.
- Handle all equipment with care & remain in class.

**5**

## AWAIT DISMISSAL

- Wait for teacher instruction to pack up equipment.
- Push in your chair and clean up your area.
- After the bell, exit the classroom once dismissed.

*Be a safe, respectful learner*

# UNIFORM CODE

The following policy details Junior Secondary uniform expectations at PBC. All uniform guidelines have been developed in accordance with all key school stakeholders. Consistent breaches of this Uniform Policy may result in disciplinary action as per our governing Student Code of Conduct.



The default PBC uniform is the Day Uniform (Blues) and should be worn in full in all classrooms every day. Students must wear the complete uniform at all times. Students are required to change into specialty uniforms (Reds) during the day as required. There is strictly no mixing of Day/Sports/SPX uniform items, full uniforms only. **The Red HPE Sports Uniform can be worn on Wednesdays.**

	Day Uniform (Blues)	Sports Uniform (Reds)
<b>Shirt/Blouse</b> Undershirts/singlets must be plain, white and short-sleeved. All undershirts must not be visible when worn under the school shirt.		
<b>Shorts/Skirt/Culottes</b> <ul style="list-style-type: none"> <li>Skirt must be just above the knee</li> <li>Skirt must <b>not</b> be worn rolled up</li> </ul>		
<b>Jumper</b> Non-school jumpers of any kind (hoody etc) are not permitted. Similarly, hooded jumpers are not to be worn <u>under</u> any PBC jumper/shirt.		
<b>Jacket</b>		
<b>Track Pants</b> Track pants must <b>not</b> be worn rolled-up.		
<b>Socks</b>	<ul style="list-style-type: none"> <li>Socks must be visible at all times</li> </ul>	
<b>Shoes</b> 	<ul style="list-style-type: none"> <li>Black, polishable leather/synthetic upper shoes</li> <li>Must be fully enclosed (toe, sides, upper &amp; heel)</li> <li>Boots are not to be worn</li> </ul>	<ul style="list-style-type: none"> <li>Sports shoes/runners (excludes football boots)</li> </ul>
<b>Hat</b> Read Sun Safety Section		

Complete Sports Uniform should be worn in the following Junior classes:

- Health & Physical Education (practical lessons)
- Outdoor Recreation (practical lessons)

### **Sport Excellence & Creative Arts Excellence Uniforms**

Training Uniform or Rehearsal Uniform	<ul style="list-style-type: none"><li>• Training uniform as required as per enrolment in Sport Excellence program.</li><li>• Dance Excellence uniform as per enrolment in Dance Excellence</li></ul>
<ul style="list-style-type: none"><li>• Students should arrive to school in the uniform required for Period 1. Should students have SPX in Period 1 they can arrive in SPX training uniform, as this lesson will commence before school. Should students be in their Sports/SPX uniform in Period 4, they may depart school in that uniform.</li><li>• CAX and/or Dance Uniform can not be worn when entering and/or exiting the school, it must be changed into as required.</li></ul>	

### **Other**

If an item is not addressed below, it should be assumed it is not permitted within the PBC Uniform Policy

Jewellery	<ul style="list-style-type: none"><li>• A watch - Smart watches must have <b>notifications turned off</b></li><li>• One small ring on one hand only</li><li>• Necklaces must not be visible (must sit lower than neck line and underneath uniform)</li><li>• Bracelets must <b>not</b> be worn (WPHS)</li></ul>
Facial Piercings	<ul style="list-style-type: none"><li>• Earrings must be small and discreet (studs, sleepers). Up to two earrings in each ear only.</li><li>• One small, discreet nose piercing (stud) is permitted</li><li>• Nose rings, bars and septum piercings are <b>not</b> permitted</li><li>• No other facial piercings (eyebrow, lip etc) are permitted</li></ul>
Tattoos	<ul style="list-style-type: none"><li>• Tattoos are <b>not</b> permitted. Any existing tattoos must be covered at all times.</li></ul>
Hair/Hats	<ul style="list-style-type: none"><li>• Hair styles and colour are to be appropriate to a professional learning/ work environment</li><li>• Hair colour is to be of natural tone and no extreme colours/patterns are permitted</li><li>• Hair accessories should be navy, red or white only</li><li>• Scarves, beanies or headbands are <b>not</b> permitted</li><li>• Non-PBC hats are <b>not</b> permitted at any time)</li></ul>
Make-up/ Nails	<ul style="list-style-type: none"><li>• Make-up can be subtle, of natural tone and appropriate to a professional learning/work environment</li><li>• No nail polish is to be worn</li><li>• Eyelashes and nails must be <b>natural</b> and appropriate to a professional learning/work environment</li></ul>
Swimwear	<ul style="list-style-type: none"><li>• All swimwear must be appropriate for high-intensity water-based sport and lesson content</li><li>• PBC rashies are required to be worn for all water-based subjects as per uniform and safety requirements</li><li>• Failure to comply with appropriate swimwear and safety guidelines can result in the removal from a subject or program</li></ul>

This policy has been developed in accordance with the Education (General Provisions) Act 2006 (Sections 360-363) ["The Act"] and the Department of Education and Training policy SMS-PR-022: Student Dress Code in relation to implementing student dress codes in Queensland State schools. It clearly explains and documents the standards of acceptable dress at PBC.

The PBC Uniform Policy is endorsed by the Parents & Citizens Association (P&C) and is supported by representatives across all areas of the PBC community.

# PBC - A TO Z

## ATTENDANCE - PBC ATTENDANCE TARGET IS 92%

Students are expected to attend every day, be punctual, and must be present for roll marking at the beginning of every class. An unacceptable attendance record will lead to disciplinary action and may result in review of student enrolment.

## ABSENCES

Full Day Parents/Caregivers must notify the school and provide an explanation of a student absence by 9:00am on the day of the absence. If the school has not been notified of a student's absence by 9:00am, parents/caregivers will receive a text message by 10:00am. This text message can be replied to, providing the student's name, year level and reason for absence.

### **Absence of 3 or more days**

If a student is likely to be absent for more than three days, parents/caregivers are to notify PBC in writing by text message or email stating the student's name, year level, dates of absence and the reason for the absence. A medical certificate can be emailed to [absences@pbc-shs.eq.edu.au](mailto:absences@pbc-shs.eq.edu.au).

### **Late Arrivals**

- Any student that arrives after 9:00am must present to Junior Secondary Student Services for self-sign in process. The SMS/text message from parent/caregiver will approve their sign in at school. A "late pass" will be issued to the student prior to attending class. If no text sent, please ensure a note is provided to Student Services.
- Non-approved notes or failure to present a note may result in disciplinary action.
- Heads of Year will monitor late arrivals. Consistent late arrivals that impact engagement with school process may result in a disciplinary action.

### **Early Departure**

Notes are to be written and signed by a parent/caregiver and presented to Junior Secondary Student Services **prior to 8:45am** that day. Students will only be approved for Lunch 1 @ 11.30am and Lunch 2 @ 1.20pm **departures**.

- The sign out note must specify the following:
- The specific reason for signing out (doctors, dentist, etc).
- The time and date that you need to sign out of school.
- If a medical appointment, include the time, location and professional.
- Notes will be approved by the Head of Year and should then be collected prior to signing out of school at Junior Secondary Student Services.
- Non-approved notes and absences may lead to disciplinary action.
- Report to Junior Secondary Student Services with the signed note to obtain an 'Early Departure' pass.
- It is appropriate for students to sign out no more than three times a term for an appointment or an activity during school hours.

- Heads of Year will monitor early departures. Consistent early departures that impact engagement with school process may result in a disciplinary action.

If your student becomes ill at school and is sent home they will be issued with a leaving slip by the Sick Bay Officer. If they return later in the day they will need to report to the Junior Secondary Student Services and sign in. Administration Officers or Heads of Year may contact home to query the validity/frequency of appointments during school hours.

### Truancy

Attendance is monitored daily and followed up by the Head of Year. Truancy will lead to disciplinary action.

## BICYCLES/ E-BIKES

There is a designated bicycle area behind N Block. If you ride a bicycle to and from school you must enter and leave by the N Block front of school entry.

Please use the enclosure to store your bikes as this is monitored by CCTV. You bring your bicycle to school at your own risk and are strongly advised to use your own chain and lock. Bicycles must not be chained to the perimeter fence. The school takes no responsibility for the supervision of bicycles or parts.

**Cyclists must wear helmets**, walk bicycles across the pedestrian crossings at the front of the school and obey all road rules. School bike racks and crossings are regularly monitored by Queensland Police Service.

## E-BIKE RULES

E-bike riders must follow all general road rules just like all bicycle riders. This includes obeying signs and traffic lights as well as give way rules.

-  Always wear a helmet
-  Give way to pedestrians on paths
-  Don't drink and ride
-  Leave your phone alone
-  Ring your bell to warn pedestrians
-  Only carry passengers if bike designed to do so
-  No riding on motorways or where no bicycle signs are installed
-  Stay at the scene of a crash and exchange details
-  Speed limits apply  
Look out for specific limits on paths and bridges

## E-scooters

Personal Mobility Devices (PMDs) include e-scooters, e-skateboards, solowheels and similar devices.

### Who can ride

-  Age 16+  
Riders must be 16 years old or older. 12 - 15's may ride, but must be supervised by an adult.
-  No Doubling  
Passengers are not allowed, regardless of age or size. This includes children doubling with parents.
-  Always wear a helmet  
Must be properly fastened.

### Speed Limits

-  12km/h on footpath/ shared paths (unless otherwise signed).
-  25 Max speed  
E-scooters can never travel faster than 25km/h.
-  Fines  
Fines of more than \$660 can apply to speeding.

### Where to ride e-scooters

-  Paths  
Footpaths, shared paths and separated bike paths.
-  On-road bike lanes  
with speed limit of 50km/h. The bike lane is physically separated from the road.
-  50 Local Streets  
Speed limit of 50km/h or less, no dividing line.

### Riding rules

-  Leave your phone alone
-  Don't drink and ride
-  Obey give way & stop signs
-  Be visible at night (light and reflector)
-  Give way to pedestrians on paths
-  Ring your bell to warn pedestrians
-  Keep pedestrians in mind - park safely
-  Stay at the scene of a crash and exchange details

## **BUS TRAVEL**

You are expected to maintain the highest behaviour standards on school buses and public transport while travelling to and from school. If you ride a school bus, you are to remain on PBC school grounds until the bus arrives each afternoon. If you breach the Bus Travel Code of the bus company, you may be denied travel by the bus company. Enquiries regarding bus passes should be directed to the Kinetic Bus Company either by phone or website. The PBC Student Code of Conduct applies to students travelling to and from school on buses.

## **CANTEEN**

Years 7-9 are to use the I Block canteen. The canteen is open during Lunch 1 and Lunch 2.

## **CARE CLASS**

Students attend a CARE class for 10 mins at the start of every day based on House allocation. CARE classes are grouped by individual year levels, supported by a CARE teacher who checks in each morning, delivering daily notices and being a trusted teacher for you to go to for any help you may need. There are many opportunities to earn House points from daily attendance to participating in our sport carnivals; there are also multiple fun activities and competitions held between Houses as part of the CARE program. This results in rewards and prizes to be obtained throughout the year. In Term 4, PBC celebrates the House Cup winner at a whole school assembly.

## **CAR PARKS**

Car parks are out of bounds at all times. If your parent/caregiver drops you off or picks you up from school, they need to utilise the vehicular bays alongside the school oval.

## **CLUBS AND COMMITTEES**

You can find more details on the student SharePoint; current clubs and communities include:

- Clontarf and Murri Jarjum ( First Nations student support)
- Leos
- Sustainability
- Science
- Change Makers
- Iris Auxilium (Rainbow Support)
- Duke of Edinburgh ( ages 14+)

## **CONTACT INFORMATION/ EMERGENCY CONTACTS**

### **Change of Address / Family Situation / Access / Emergency Contacts**

It is your responsibility to keep your contact details current. If your address, telephone number or other family details change, please have your parents/caregivers complete a Change of Details form, available from the Enrolments (D Block). It is essential that the school has access to an up-to-date contact number. Accidents may happen and we need to be able to reach a responsible member of the family or a friend of the family as quickly as possible. **Keep these numbers up-to-date.**

## CURRICULUM

	Year 7	Year 8	Year 9
Both semesters	Care English Maths Science Humanities	Care English Maths Science Humanities	Care English Maths Science
One semester	Technologies Arts HPE Spanish	Technologies Arts HPE Spanish	Humanities HPE + Choice of 2 subjects
Sports excellence and Creative Arts Excellence Differences	HPE/Arts incorporated Do not study Spanish	HPE/Arts incorporated Do not study Spanish	Choice of 1 subject
Support Classes	REDS Readers Numeracy	REDS Readers Numeracy	

### In Year 8 and 9 English and Maths classes use the Synergy Learning Model

This learning model groups students based on their unique academic needs to help them improve faster. Students learn in an environment that sets high expectations, offering both support and challenges at every level. This learning model helps students and teachers work together in a supportive way that builds student's confidence and success.

### How does it work?

As students' skills grow or need further development, they can move between classes in the Synergy Learning model. Teachers collaboratively review student progress and consider the skills required for the upcoming unit and make any recommendations and changes to student's class placement to support this. Parents are encouraged to support their child in developing resilience and readiness for any moves.

### DAMAGE TO SCHOOL PROPERTY

You are expected to treat all school property with respect and care. If you cause damage to buildings, books or other property through negligence or wilful actions may result in disciplinary actions.

### DETENTION OUT OF HOURS (AFTER SCHOOL AND SATURDAY DETENTIONS)

Under the Education Act, you can be detained outside of school hours for breaches of school discipline. Your parents/caregivers will be given at least 24 hours prior notice by the Head of Year, Head of Department or an Administration team member, normally by text message or email.

# EMERGENCY EVACUATION / LOCKDOWN

**Evacuation – 3 long sirens before stating "EVACUATE, EVACUATE, EVACUATE" or RED Strobe Light.**

**Evacuation All Clear – 3 bells before stating "ALL CLEAR, ALL CLEAR, ALL CLEAR".**

**Lockdown – 2 quick chimes before stating "LOCK DOWN, LOCK DOWN, LOCK DOWN" or blue Strobe Light**

**Lockdown All Clear – 3 bells before stating "ALL CLEAR, ALL CLEAR, ALL CLEAR".**

## Evacuation

Leave all belongings (including bags) and move by safest path to Oval. Teachers count off students when leaving the room and then lock doors.

Assemble in class groups for that time by year level (see Map). Teachers mark roll again accounting for all students who left the classroom. At Lunch time or before school group by CARE class.

Stay in place until the Evacuation Bell stops.

## Lockdown

Remain in room. Take cover in the most adjacent building.

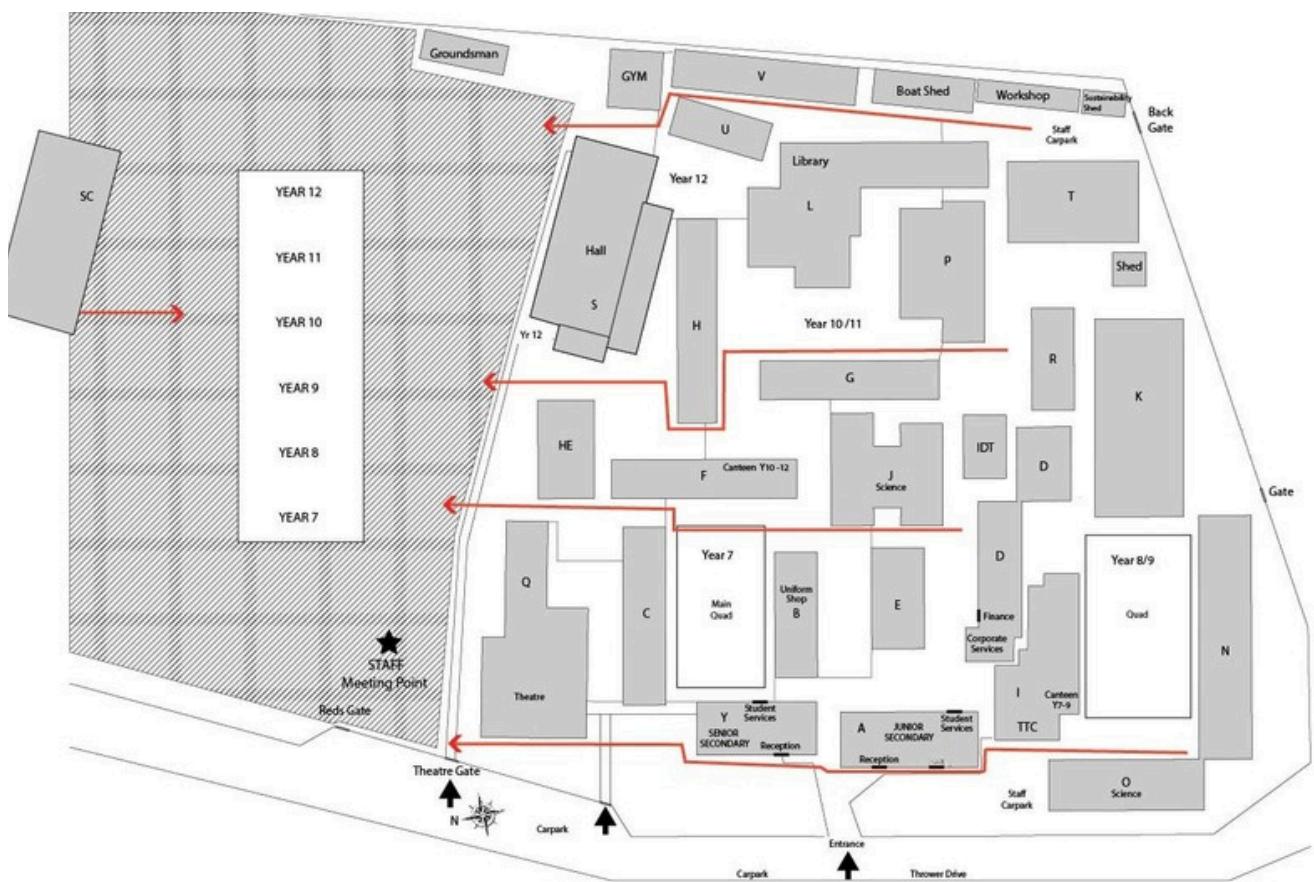
Lock doors, close blinds, switch lights off.

Remain quiet and reduce visibility to anyone external to classroom.

## **Shelter in Place Lockdown**

Remain in room. Take cover in the most adjacent building.

## **EVACUATION - ASSEMBLY PLAN**



## EQUIPMENT

Students are expected to carry their own equipment with them to different classrooms. The stationery list can be found on our website under Curriculum - Junior Secondary. School bags are left outside the classroom. Students are required to line up outside the classroom with only the necessary equipment required for each subject so that they are ready to learn. For subjects that are required to be in sports uniform (i.e HPE, SPX) students are expected to change into their sports uniform at the commencement of the lesson and change out of their sports uniform during break time.

## FIRST AID AND ILLNESS

Since we are unable to look after sick children at school, we ask that you not come if you are unwell. If you become ill at school report to Sick Bay, or if in class please notify a staff member ASAP and you will be escorted to the sick bay. The First Aid Officer will assess you and make arrangements for you to rest for a short period or contact your parents to collect you.

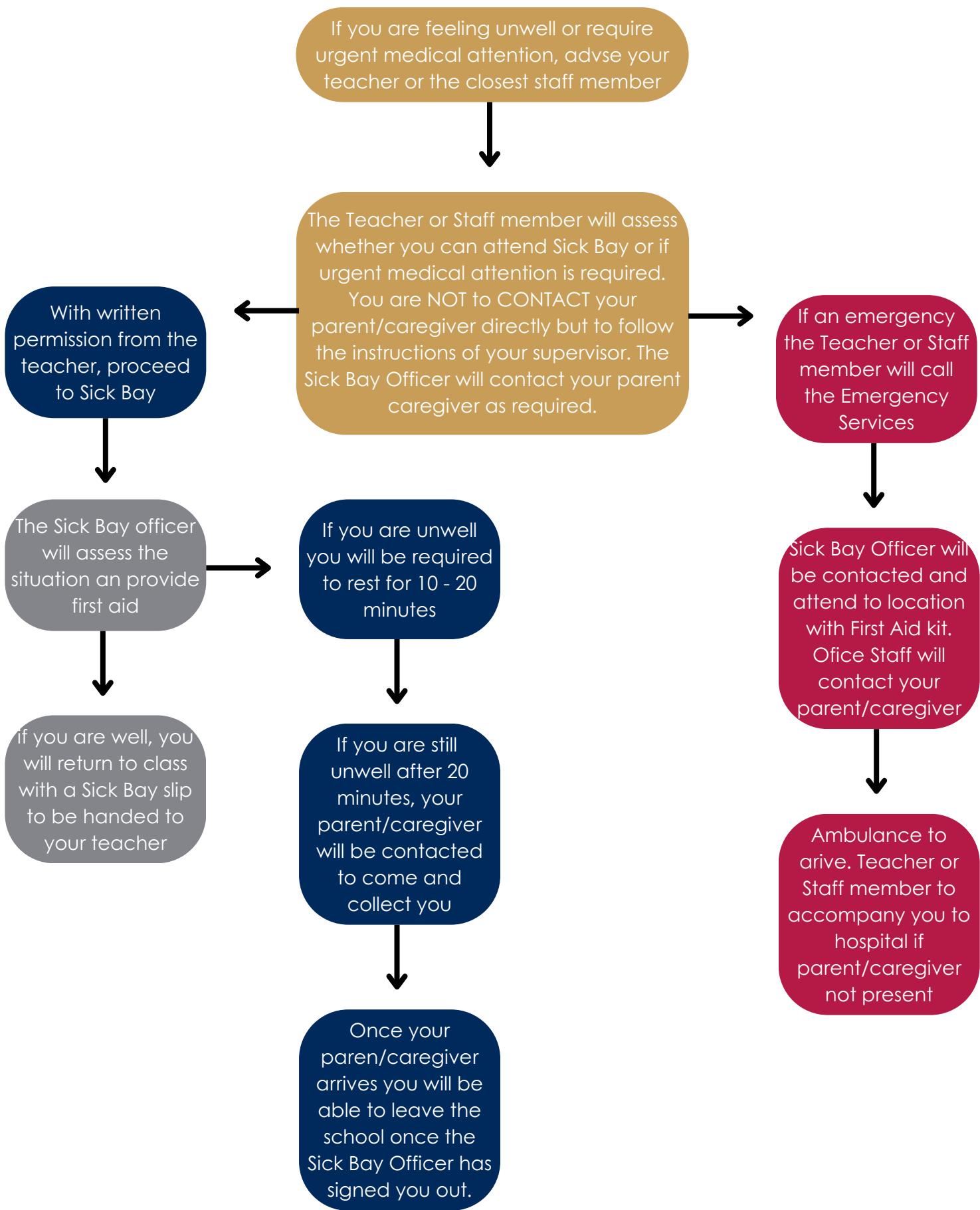
**DO NOT contact your parents yourself to arrange pick-up.**

An ambulance may be called if it is deemed in your best interest and your parents/caregivers cannot be contacted quickly. (**See Emergency Contacts**)

**If you become ill at school, you must not leave the grounds without first gaining permission. Go to Sick Bay in E Block. The Sick Bay Officer will then contact your parent/caregiver.**



# STUDENT PROCEDURE FOR ILLNESS OR EMERGENCY



## **INSURANCE/ PERSONAL PROPERTY**

The school does not carry insurance against losses by or injury to students. This is a parent responsibility. Do not bring unnecessary items to school.

### **Personal Property Summary**

- You should carry your bag with you at all times. You can use a school locker to place books etc in between classes. You will need to provide your own lock.
- Do not bring valuables (like iPods or iPads) to school.

### **Lost Property**

- Mark all of your belongings and clothing clearly with your name.
- You can check for lost property at Uniform Shop before school or during breaks when open.

## **MEDICATION**

**Administered to Students at School** If you require staff to administer medication to you at school, parents/caregivers must contact the school office in the first instance to discuss your requirements. Staff will only administer medication that:

- has been prescribed by a qualified health practitioner (eg. doctor, dentist)
- is in its original container
- has an attached pharmacy label

Staff will require parents/caregivers complete and sign the Administration of medication at school record sheet.

### **Requirements for students at risk of anaphylaxis.**

If you are at risk of anaphylaxis, it is important for your parents/caregivers to provide the school with your emergency medication and ASCIA Anaphylaxis Action Plan, completed by your doctor.

### **Requirements for students at risk of asthma**

If you have asthma, and require assistance to administer your medication, it is important for your parents/caregivers to provide the school with your emergency medication and Asthma Action Plan, completed by your doctor. If you have asthma and do not require assistance your parents/caregivers need to inform the school that you will self administer and you will not need to provide the Asthma Action Plan.

### **Providing medication to the school**

Before medication is provided to the school, check the expiry date to ensure it is in date. Please note school staff will not administer medication that you can buy over the-counter (eg. paracetamol, eye drops, cough syrup) unless it has been prescribed by a qualified health practitioner. School staff are bound by these regulations. For more information visit <http://ppr.det.qld.gov.au> \*information correct at time of printing.

## **MONDAY/THURSDAY AFTERNOON**

Junior Secondary students must register by emailing [absences@pbc-shs.eq.edu.au](mailto:absences@pbc-shs.eq.edu.au) to remain at school Monday afternoons from 1.50pm-3.00pm.

Thursday afternoon options include: Homework club, prep readers, chess, drawing and sustainability.

If you can't attend the booked session, please email [absences@pbc-shs.eq.edu.au](mailto:absences@pbc-shs.eq.edu.au)

## **SCOOTERS/ SKATEBOARDS**

Avoid bringing scooters/skateboards to school. They **must not** be ridden in the grounds at any time. They **must** be stored in the bike area.

## STUDENT ID CARDS

Student ID cards are used for access to school printers, house events, signing in to the Library and are useful to use outside school to identify themselves and receive transport discounts. The cost to replace a card is \$15.00 and can be ordered from Payments Window of the Finance Office (D Block).

Student Services - Junior Secondary - A Block: You must report to Student Services when arriving late for school, have lost your class, or need any general information. If your parents/caregivers need to contact you or leave something for you, it must be done through main reception.

## STUDENT LEADERSHIP

Every year in Term 3 Junior secondary students are invited to nominate themselves for a student leadership position. The school selects up to 12 students in each year of Junior Secondary to be leaders. These students support school events and represent the school where required. Students attend a meeting at least once a month with either the Principal or Deputy Principal.

## STUDENT SERVICES JUNIOR SECONDARY - A BLOCK

You must report to Junior Secondary Student Services when arriving late for school, have lost your class or need any general information. If your parents/caregivers need to contact you or leave something for you, it must be done through Junior Reception. Student Services is open 8.15-am - 3.15pm daily.

## SUN SAFETY

Ultraviolet radiation (UVR) exposure in childhood and adolescence significantly increases the risk of developing skin cancer. In Queensland during school hours UV index is typically at damaging levels (UV index three and above). Our school aims to educate students about being sun safe to develop important, life-long, healthy habits.

Protect yourself in **five ways** from skin cancer



At PBC this means we have a sun safe uniform including swim shirts for aquatic and outdoor ed subjects. Students are asked to come to school with sunscreen applied to provide protection for the first half of the day and sunscreen will be reapplied for outdoor lunch times and lessons. Reapplication will be required for outdoor lessons occurring in the second half of the day. If your child has sensitive skin or does not wish to use the school provided sunscreen then you are encouraged to bring your own supply for reapplication.

Hats are required for outdoor lessons and at lunch times on the oval and outdoor courts, otherwise students are encouraged to seek shade. Students without hats for outdoor lessons will be required to reapply sunscreen.

Sunglasses are optional and remain a student's responsibility but may be suitable for some lesson and activities especially those in aquatic environments.

## SUSTAINABILITY

With over 2,700 students and around 300 staff, PBC generates a lot of waste. You can play a role in helping us reduce waste. Around the school, there are more than 40 compartmentalised bins allowing you to separate your food waste, 10 cent eligible drink containers, recyclables and general waste. Take a few moments to look at the stickers on the bin and place your rubbish item in the correct compartment. You don't have to remember where every single waste item goes, just focus on the items you usually bring to school, which are probably the same each day.

Your daily habits will help PBC to make a significant reduction in waste to landfill and help our school demonstrate that sustainability improvements are achievable if we all work together to do our part.

## TUTORING

Sometimes students need some extra help with assessment or classwork. The school offers free support on Mondays in Period 4 (early finish lesson) and after school on Thursdays until 4pm in IDT block.

# POLICIES

## STUDENT CODE OF CONDUCT

The PBC Student Code of Conduct sets out the responsibilities and processes we use in our school to promote a positive, productive and effective whole-school approach to student wellbeing and discipline. We are committed to providing a safe, respectful and positive learning environment underpinned by our relational culture, in which students can excel, have the opportunities to engage in quality learning practices and acquire values supportive of their lifelong wellbeing. For the full policy, please see the PBC Website.

## ASSESSMENT POLICY

Our Assessment Policy explains what you need to do when completing assignments and exams at school. The Assessment Policy keeps learning fair, helps teachers judge your work accurately and gives you clear steps to follow so you can be successful.

### 1. Due Dates

All written assessment tasks, or written parts of a task, are due by 9:00am on the due date. Your teacher will tell you how and where to submit your work.

- Practical or spoken components will occur during class as scheduled.
- Put your due dates in your diary or device so you remember them.
- If you do not submit the final task on time, your teacher will mark the evidence you have already produced before 9:00am, such as classwork, drafts or photos of practical work.
- If you have not completed any work before the due date, you will receive an N (Not Rated).
- Always save your work in more than one place to keep it safe. Losing your work is not a reason for an extension.

## **2. Drafts and Checkpoints**

Assignments have checkpoints that help your teacher see your progress and confirm your work is your own.

- You will receive feedback on one draft only.
- If you miss a checkpoint or do not submit a draft, your teacher will contact home, and you must hand in the work you have completed so far.
- If you are unsure about the task, the rules or the due date, ask for help early so you can stay on track.

## **3. Your Work Must Be Your Own**

Always use your own ideas and your own words.

- Do not copy from friends, websites or AI tools, and do not share your work with other students.
- When a task allows GenAI, follow the rules on the task sheet, write in your own words and reference how you used GenAI.
- If you use GenAI when it is not allowed or do not acknowledge AI use, it may be treated as academic misconduct.
- If your teacher cannot confirm that your work is your own, you may be asked to show your thinking or redo parts of the task under supervision.

## **4. Exams and In-Class Assessment**

- Arrive on time and bring the correct equipment.
- Stay focused, keep silent with your eyes on your own work and follow teacher instructions.
- Only bring permitted items into exam conditions. Unauthorised materials or equipment, such as smart watches or notes, must not be brought into the room.

## **5. Extensions**

You may apply for an extension if you experience:

- Injury
- Illness
- Misadventure (unexpected events outside your control)
- Extensions are not given for:
  - matters that the student could have avoided
  - matters of the student's or parent's/carer's own choosing

To request an extension, collect an Extension or AARA form and submit it with evidence to the Head of Department more than 48 hours before the 9:00am due date.

## **AWAY FOR THE DAY - MOBILE DEVICES POLICY**

- All students must adhere to the following expectations:
- Mobile phones are not to be used during school hours, in any year level. Mobile phones must be switched off and stored in a student's school bag, stored safely on their person or left at home.
- Devices must not be used for listening to music, communicating or engaging in social media during school hours.

- Personal headphones (wired and unwired) must not be used or visible during school hours. Students will be instructed to hand these in with their mobile phone to administration if used without an exemption during school hours.
- Smartwatches may be worn during school hours, providing that notifications are switched to off. If smartwatches are used for communication purposes during school hours, students will be instructed to hand theirs into the office, as they would their mobile phone.
- Devices (including smart watches) must not be brought into examination rooms and must not be present during informal/formal assessment, in line with our assessment policy.
- No photos, videos or voice recordings are to be taken at school, shared, forwarded, uploaded, sent, or stored unless specifically directed by staff.
- No photos, videos or voices of students or staff are to be shared, forwarded, uploaded, sent, or stored on devices.
- Devices should not be used to download, distribute or publish offensive/sexual messages or pictures.
- Devices should not be used to publish obscene, abusive, inflammatory, racist, discriminatory or derogatory language as well as any language/threats that may amount to bullying, harassment, violence or stalking.
- The PBC name and logo must not be used without permission of the Executive Principal.
- Students who breach the 'Away for the day' policy will be subject to appropriate behavioural consequences as outlined in the PBC Student Code of Conduct and Mobile Device Management policy. Behavioural consequences for breaches of this policy include:
  - Instruction for students to hand in their device, to be collected at the conclusion of the school day, as per Temporary Removal of Student Property policy.
  - Referral by classroom teacher to Deputy Principal as per Student Code of Conduct.
  - Limited exemptions to the Away for the day policy will be granted as the discretion of PBC Campus Principals and Deputy Principals.
  - Parents and caregivers are required to contact students during school times through the relevant school administration buildings only.
  - At all times students, while using ICT facilities and devices supplied by the school, will be required to act in line with the requirements of the Palm Beach Currumbin State High School Student Code of Conduct.

### **SOCIAL MEDIA SUMMARY**

- No photos, videos or voice recordings are to be taken at school, shared, forwarded, uploaded, sent, or stored unless specifically directed by staff.
- Devices should not be used to download, distribute or publish offensive messages or pictures.



- Devices should not be used to publish obscene, abusive, inflammatory, racist, discriminatory or derogatory language as well as any language/threats that may amount to bullying, harassment, violence or stalking.

### **ICT RESPONSIBLE USE AGREEMENT**

#### **Acceptable use of the PBC Information and Communications Technology (ICT) resources includes:**

- Researching activities that relate to learning activities as part of the curriculum.
- The use of school provided email for exchanging appropriate information and engaging in collaborative projects related to curriculum requirements.
- The design and development of digital products related to curriculum learning activities.

#### **Non-acceptable use of the PBC ICT resources includes:**

- Use of any ICT to act in a manner that is not respectful and/or is disruptive.
- Theft of, physical or virtual damage to equipment, network, software or files.
- Introduction of any software to the network or possession of software that could be considered compromising, or an impediment to the network and data.
- Violating copyright laws by installing software onto a device for which you are unable to provide a license.
- Use of another person's password or allowing others to use your password.
- Disrespecting of other's privacy and intellectual property and the trespass into other's folders, work or files.
- Visits to sites for purposes not related to the curriculum and/or the download of non-curriculum data and/or playing unauthorised games on the school network.
- Unauthorised access to equipment and physical and/or virtual spaces.
- Recording, photographing or videoing any students or school personnel without the express permission of the individual/s concerned and the supervising teacher.

For the full policy, see the PBC website.

### **SAFE SCHOOL POLICY**

At Palm Beach Currumbin State High we aim to:

- Provide a safe, supportive, respectful and inclusive learning environment
- Encourage positive and caring relationships
- Take appropriate action to deal with and deter bullying
- Record and monitor bullying incidents
- Implement an ongoing intervention program through our student welfare/ support team

#### **Definition**

Bullying is typically repeated and intentional hurt inflicted on someone by words or actions of another person or group to exert power.

## What Bullying may look like

- Repeated verbal threats and cruelty
- Name calling and persistent teasing
- Ridiculing another person's appearance, physique or actions
- Repeated physical threats and cruelty
- Punching, pushing, poking, shoving, spitting, etc
- Deliberate property damage

## Repeated indirect threats and cruelty

- Malicious gossip, spreading rumours
- Deliberately hiding property
- Ignoring and persistent exclusion from friendship circles, social exclusion

## **Cyber-bullying**

- Deliberate inappropriate use of mobile phone text/photo messaging, social media, and internet communications These actions demonstrate there has been a breakdown in relationships between students.
- Never ignore the situation

Go to bullying website [www.esafety.gov.au](http://www.esafety.gov.au)

## **Harassment/Bullying of Others**

Any form of harassment or bullying of other persons is unacceptable. Harassment or bullying may take the form of threats, violence or references to another's race, sex, appearance etc. If you feel unsafe or uncomfortable because of the actions of another, initially ask the person to stop the behaviour. If it does not stop, report the matter to a teacher, Head of Year, Guidance Officer or Deputy Principal. Harassment and bullying are treated as serious breaches in our behaviour management plan. Incidents of harassment or bullying can also be reported anonymously through the school's Stymie application.

## **Stymie - Working to Stymie The Cycle of Teenage Bullying and Harm at PBC**

[www.stymie.com.au](http://www.stymie.com.au) encourages you to support your peers by making anonymous notifications through their site. These notifications will be about other students who you see being bullied or experiencing harm at PBC. You can also make notifications about illegal activity and any other kind of harm to your school community.

These are anonymous alerts sent to Stymie and are designed to help keep our young people safe. If a friend is being harmed in any way – let someone know. The first conversation we have, will be with the student who is experiencing harm - they will know they are not alone.

PBC is committed to supporting all of you in being able to make positive choices about bullying and harm in our community. Please use it. Use it responsibly and thoughtfully and know that you can make a difference. Sometimes the hardest thing and the right thing are the same.

**#saysomething [www.stymie.com.au](http://www.stymie.com.au)**



## What to do if you are being bullied or harassed

At PBC, it is your right and responsibility to report bullying, whether it happens to you or to someone else. If it occurs, the following action should be taken by you and/or your parents/caregivers:

**Report it!** Tell the whole story – including anything that you may have done before or after the event. You can report an incident of bullying to your Teacher or Head of Year. Remember that the bullying will continue if those responsible think they can get away with their behaviour.

- Try not to show that you are upset. Students who bully feel great if they have upset you.
- Try to be assertive – look and sound confident.
- Walk quickly and confidently even if you don't feel that way inside – appearing confident is helpful.
- If students have been calling you names or teasing you, reassure yourself that you're okay and that those students are the ones with the problem.
- Talk to your parents and/or trusted friends about it.
- Avoid "risk" situations where possible or stay close to adults or friends.

Consider whether you have been bullying yourself. Have you been name-calling, annoying, threatening or showing off? If you have, change what you are doing.

If you feel or think that you are different in any way, be proud of it. Individuality and diversity, within the rules, are welcomed and appreciated.

Consider talking to the Guidance Officer who can help you to develop skills which can be useful in bullying situations. If bullying continues after reporting it, report it again!



You can also visit the following bullying websites:

[www.bullyingnoway.gov.au](http://www.bullyingnoway.gov.au)  
[www.saynotobullying.com.au](http://www.saynotobullying.com.au)  
[www.esafety.gov.au](http://www.esafety.gov.au)

When Bullying happens Parents/caregivers should:

- Model appropriate behaviour at all times
- Support the school's philosophy
- Watch for signs of your child being bullied
- Encourage your child to adopt the anti-bullying strategies taught at school
- Instruct your child to immediately tell a teacher or support staff if they are bullied
- Inform the school immediately of any suspected bullying

Staff will:

- Model appropriate behaviour at all times
- Reassure the individual that bullying is unacceptable, listen to the student and ask what they can do to help
- Act appropriately to the student's concern by use of an intervention tool like 'Shared Concern' (to be determined by school)
- Provide advice, intervene and monitor

## STUDENT SUPPORT & WELL-BEING

Our Student Support team is committed to creating a positive learning environment where you feel a strong sense of belonging and achieve your best academic outcomes. Our team works together to support those students who may face a range of behavioural, social or emotional challenges. We also work closely with local community agencies to provide specialist support to our students if necessary.

### JUNIOR SECONDARY STUDENT SERVICES

Junior Secondary Student Services is situated in A block for the following:

- General information for students
- Admin appointments for Head of Year
- Sign in and out (including late to school)
- Optima credits redemption

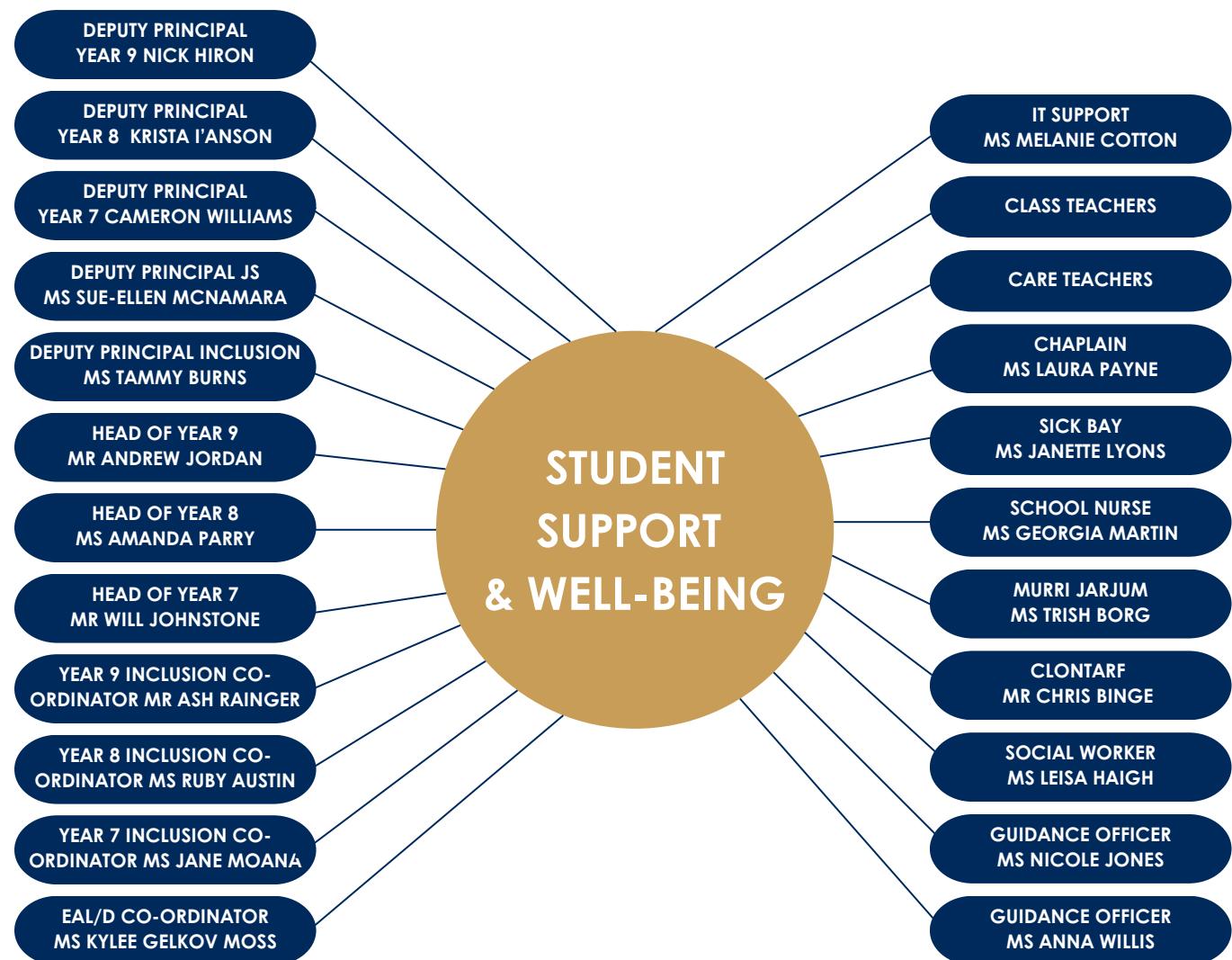
STUDENT SERVICES  
MS TEGAN WILLMOTT

JUNIOR SECONDARY ADMIN  
MS KELLIE PEDEMONT

WELLBEING ADMIN  
MS YVETTE WHITTAKER

EA JUNIOR SECONDARY  
PRINCIPAL  
MS NATASHA EENHOORN

The diagram below identifies the range of staff available to provide support for students.





PALM BEACH  
CURRUMBIN  
STATE HIGH