

PALM BEACH CURRUMBIN
STATE HIGH



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Senior School Handbook





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Welcome from the Executive Principal

Palm Beach Currumbin State High (PBC) has established itself as one of Queensland's leading Independent Public schools with a proud record of academic, sporting and artistic achievement.

At the heart of this success is our school culture, woven around our school motto "Nil Sed Optima" which means "nothing but the best." On a day to day basis our culture demands that every student and member of staff, do their best in every lesson, every day.

As a large school, we have the distinct advantage of offering a wide range of opportunities that target the interest and ability levels of every student. We have methodically developed cutting edge programs and assembled an expert teaching team which combine to push young people to reach their full potential.

To ensure every student engages with these opportunities our school is organised into two smaller campuses:

The Middle School (Years 7 - 9) is focussed on developing in every student the prerequisite skills and knowledge for Senior School, and that each student gains exposure to a broad range of experiences which positions them to make informed specialisation decisions in the next phase of their schooling.

The Senior School (Years 10 - 12) is focussed on connecting every student to their preferred post-schooling pathway. It features comprehensive curriculum offerings that include OP, school based and vocational educational courses.

Both the Middle and Senior Schools have leadership, administration and student support teams that lead dedicated and highly trained staff in the quest of unlocking the potential of each and every student.

I encourage you to peruse this handbook, to gain an overall view of our school organisation, culture and support we provide our students.

Thank you for entrusting the education of your child to PBC, a public school of first choice.



Chris Capra
Executive Principal

Statement of Intent

Our Aim

To be a world-class school which nurtures the talents of every student, positioning them to succeed in their preferred careers and thrive in all dimensions of a balanced adult life including relationships, health, creativity, citizenship and recreation.

Values

We:

- Champion a learning culture built on high standards
- Offer a vigorous and well-rounded middle school curriculum
- Nurture social and emotional wellbeing
- Develop self-efficacy and regulation to foster independence
- Foster leadership, citizenship and capability



Message from the Head of Senior School

The PBC Senior School is focussed on providing valid pathways to each and every student. I lead a team of highly experienced and dedicated educators who work together to provide a world class education for our students.

Our team sets high standards and challenges all students to reach and exceed their goals. We closely monitor student performance and actively support and intervene to maximise their potential.

I personally engage the students' learning through classroom visits, planning meetings and other curricular activities.

I am confident that the educational foundation provided by PBC allows each individual student to successfully transition to post school pathways.

Alyce Cleary
Acting Head of School - Senior School

About PBC

In 2018 PBC will have over 2500 students enrolled in Years 7 to 12. Our school is enrolment managed; enrolments are open to students who reside within our local catchment area, or who achieve Selective Entry to PBC through one of our Excellence Programs.

Some of the key features of our school include:

- A proud tradition of achievement
- Selective Entry into our Excellence Programs in Academics, Sports and Creative Arts with a combined enrolment of over 1500 students
- Partnership with Griffith University
- An illustrious alumni which encourages students to aspire
- Modern facilities including technology enhanced classrooms, cutting edge science labs, Aquaculture Research Centre, theatre, modern library, Trade Training Centre fitted out with extensive commercial kitchen equipment, industrial technology workshops, a well equipped gym and quality sporting facilities
- A Pathways Centre and Guidance Officers, connecting every Senior School student to their preferred career, through university, apprenticeship or traineeship
- An Education Access Centre that ensures all students' academic and cultural needs are met through the provision of specialist support services
- High expectations of student behaviour and a comprehensive social and emotional learning curriculum, which teaches students the skills they need to be a responsible member of society





- A well established and vibrant International Program which has up to 40 students enrolled at any time. The students are welcomed by the PBC community and this broadens cultural awareness and acceptance
- Unique marine studies and aquatic practices programs featuring over 100 water crafts, which take advantage of the adjacent Currumbin Estuary
- Dedicated Senior School areas.
- A dedicated Year 12 area and common space to support positive achievement and wellbeing.

Senior School Approach

Senior Schooling refers to the education of students in Years 10, 11 and 12. The Senior School encompasses the following work areas and programs of learning:

- Queensland Curriculum and Assessment Authority (QCAA) registrations and communications
- Moderation and Verification of Year 11 - 12 student achievements
- Queensland Core Skills (QCS) training and test administration
- Vocational Education and Training (VET) registration and delivery of certificate based courses
- Queensland Certificate of Education (QCE) student enrolments and completion
- Reporting and monitoring of student achievements
- Year 10 Student Education Training Plans (SET Plans)
- Data provisions to QCAA and Education Queensland
- Employment Programs
- University experiences
- Leadership development
- Community Service opportunities.

Currently at PBC there are approximately 1300 students enrolled in Years 10 to 12. The PBC Senior School is governed by the:

- Head of Senior School
- Deputy Principal - Senior School
- Dean of Students - Senior School
- Head of Department - Senior School
- Guidance Officer - Senior School
- Year Coordinators
- Pathways Centre Manager
- House Leaders

The Senior School has a culture of shared responsibility and personal accountability for the management of all Senior School students and their pathways.

The senior phase of learning falls into two distinct stages:

1. The first stage signals the transition from Middle School to Senior School in Year 10
2. The second stage is the development of a pathway for future aspirations across Year 11 and 12.



In alignment with the Queensland Government's 'Senior Phase of Learning', the areas of curriculum, pedagogy and assessment are integral to PBC's Senior School framework. Within this framework flexible, targeted and timely intervention programs are offered to maximise student outcomes.

Senior School Expectations - Senior Agreement

The Senior Agreement is an accountability document that outlines the responsibilities of PBC Senior Students. We require students and parents to read and sign the Agreement to ensure they fully understand the expectations of the Senior School and agree to abide by them. PBC Senior School believes it is important that all policies are transparent so that teachers, parents and students can work together to maintain high expectations and promote student learning.

The policies contained in the Senior Agreement outline our expectations regarding:

- Attendance
- Presentation
- Behaviour
- Study Expectations
- QCS Preparation Requirements
- Assessment
- VET (Vocational Education and Training)

Behaviour Expectations

PBC has high standards with regard to expected student behaviour (refer to the Optima Code on page 11). The Dean of Students - Senior School, Head of Senior School and Deputy Principal - Senior School work closely with students struggling to achieve these standards.

The school has a number of strategies to assist students to make the right choices such as:

- Positive Reinforcement
- Optima Assemblies
- Restorative processes
- Review of participation in school events
- Modelling
- Detentions
- Suspensions
- Cancellation of Enrolment process





Organisation of the School

School Structure

PBC's Executive Principal leads the school community to develop, articulate and commit to a shared educational vision focussed on providing quality learning outcomes for all students. Our Executive Principal delegates authority to the:

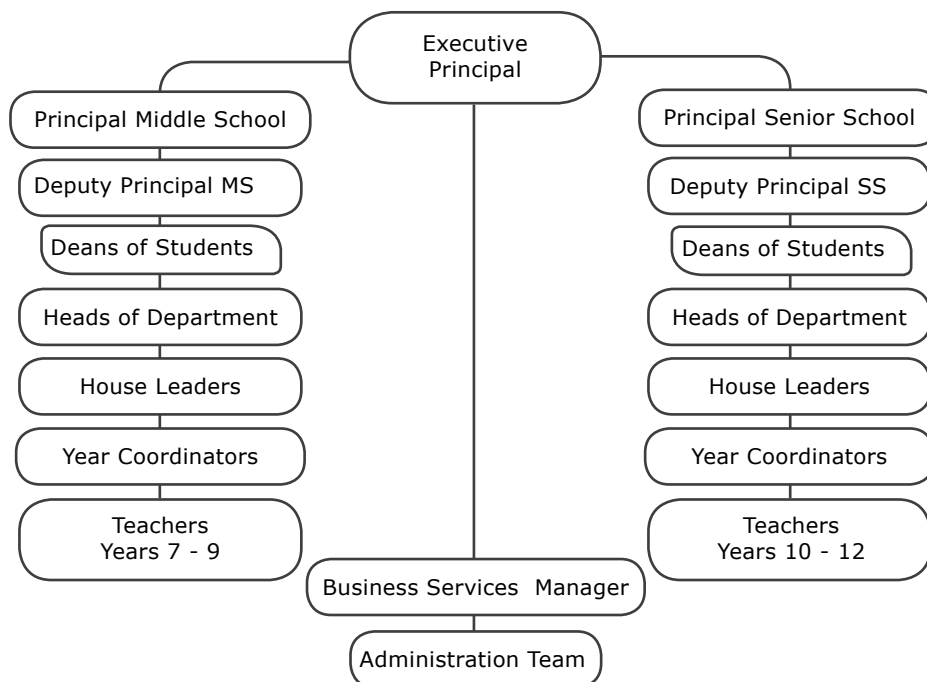
Head of Middle School

The Head of Middle School is responsible for the day to day administration and direction of Years 7, 8 and 9. The Head of Middle School is supported by a Middle School Deputy, who provides additional support to students and parents.

Head of Senior School

The Head of Senior School is responsible for the day to day administration and direction of Years 10, 11 and 12. The Head of Senior School is supported by a Senior School Deputy, who provides additional support to students and parents.

Leadership Structure



Expert Teaching Team

Our experienced and highly trained professional team understand the challenges that young students face in their transition from primary to secondary school.

Our team is focussed on smoothing this transition through welcoming each student, a program to encourage sense of belonging at PBC, and commitment to the high standards of conduct and effort our school demands.

The Head of Senior School is supported by the Senior School Deputy, Senior School Head of Department, Dean of Students and Year Level Coordinators, to share responsibility for the management of Years 10, 11 and 12, knowing every student and following their progress.

We value strong communication between the school and our parents. If you have any concerns or questions about your child, you can contact our teachers for a discussion by email or phone.

A complete list of our teacher contact email addresses can be found on our website at www.pbc-shs.eq.edu.au. Parent teacher interviews are conducted once a year.

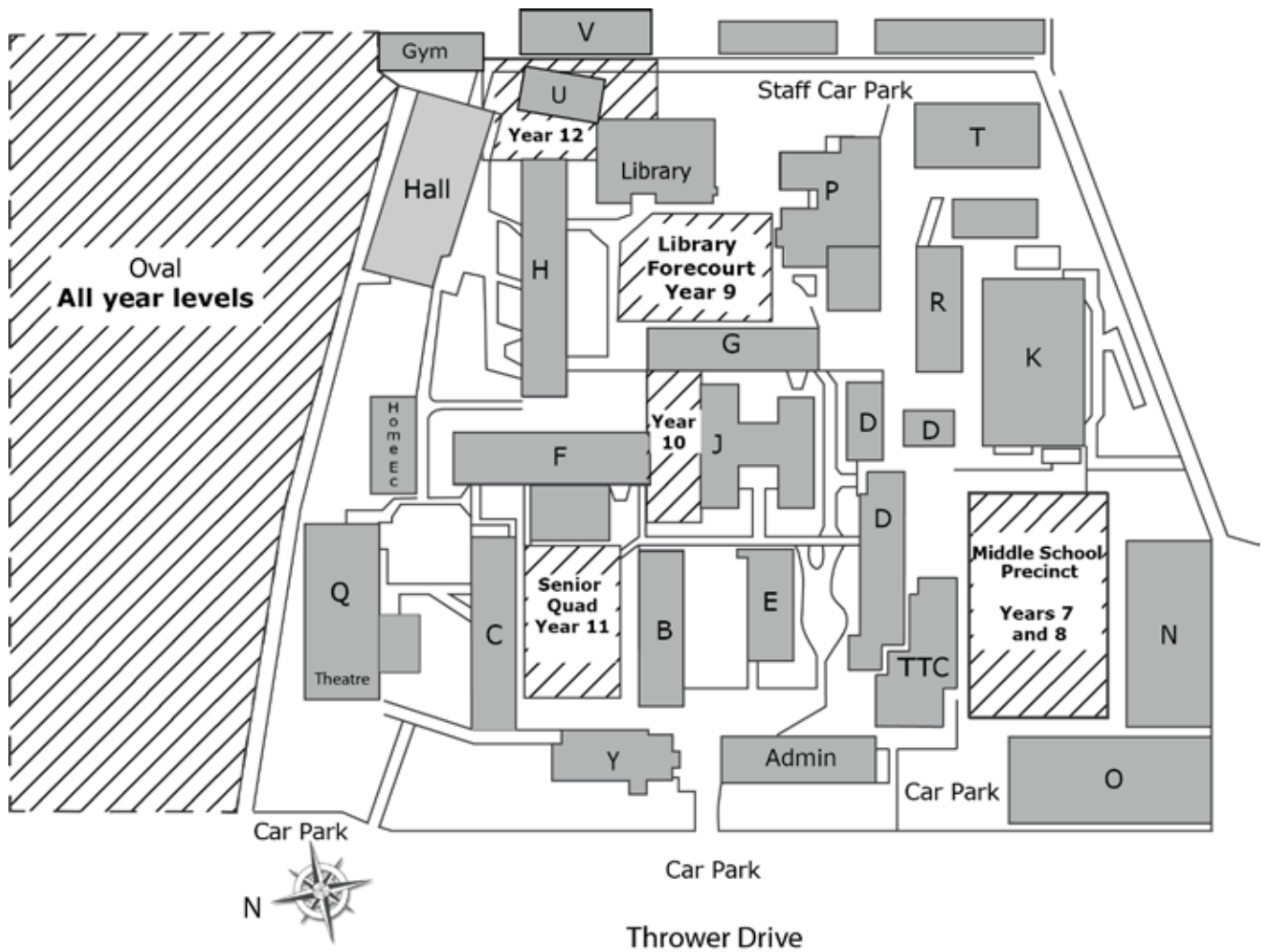
We also encourage parents to subscribe to our fortnightly e-newsletter. The link to subscribe to the newsletter can be found on the homepage of the school website.

Facilities

The PBC Senior School campus is geographically distinct with purpose built facilities designed to elevate the learning experience of students. These facilities include state of the art rooms, science laboratories, training rooms, amenities including canteen and general teaching spaces, curriculum and resource centre, theatre, performance hall and practice spaces, designed specifically for the Senior School students .

All classrooms feature ethernet and wireless internet access, and projectors.

Map of PBC



General Information

Responsible Behaviour

We believe that it is reasonable to have high expectations of our students to, at all times, act in a manner that will bring credit to themselves, their families and the school. All members of our school community, students, parents and teachers, have rights and responsibilities that must be upheld to ensure that we are able to be safe, respected and learn in a supportive school environment.





The school has a comprehensive Responsible Behaviour Plan for students which is available for download from the school website. This policy includes our Optima Code (see page 11) which details our expectations of behaviour, our zero tolerance to bullying and promotion of positive behaviour. All parents and students are encouraged to become familiar with our Responsible Behaviour Plan.

School Uniform

PBC is a uniform school. All students are expected to accept and support these standards of dress, as determined by the Executive Principal and supported by the PBC P&C Association. This policy is an integral part of our school security program and supports the Department of Education and Training Workplace Health and Safety policy.

Students are required to wear the complete school uniform each day, and students should present to school in a "fresh, neat and tidy" uniform at all times. This standard will ensure that PBC maintains its fine reputation in the community and enhances our public image. Students must wear the complete dress uniform with enclosed black shoes and laces, or complete sports uniform, in accordance with school routine.

Daily Routine

All students should be at school by 8:30 am, allowing time to prepare themselves before school starts. Students are expected to arrive five minutes prior to CARE at 9:00am. Students who are late are expected to make up the lost time.

Each morning, students meet with their CARE teacher who explains the important events of the day and ensures the students know what is expected of them. Regular House and Year Level Assemblies are held in the Senior School each term.

Attendance

Students are expected to attend every day, be punctual, and must be present for roll marking at the beginning of every class unless there is a valid excuse for absence. An unacceptable attendance record will lead to disciplinary action. Parent Compulsory Schooling Obligation - Failure to Attend Section 178(4) of the Education (General Provisions) Act 2006

Absence from School (Full Day)

Parents/caregivers must notify and provide an explanation of a student absence via by email to absences@pbc-shs.eq.edu.au or via the QParents App. A note or medical certificate from the parent/caregiver explaining the absence is to be submitted via the drop box at Senior School or Middle School Student Services.

- If a student is likely to be absent for more than two days, parents/caregivers are requested to contact the office.
- Where an absence of more than 10 days is expected an Exemption Form must be completed and submitted to school for approval prior to the absence taking place. If the extended absence is due to overseas travel, all travel details need to be included with the form.

Late Arrivals

You are considered late if you arrive after 9:00am. If you arrive late, you must, **in every case** obtain a "late pass" from the Senior or Middle School Student Services Office, before being admitted to class. Late arrivals will only be approved with the presentation of a written note, with reason for lateness, from a parent/caregiver. Non-approved notes or failure to present a note will result in disciplinary action. You should be at school by 8:30am allowing time to prepare yourself before school starts - 9:00am Care class.

Leaving the School Grounds

To ensure safety, you are not to leave the school grounds at any time after you first arrive until school is dismissed, except with written permission from your parent/caregiver. Leaving early (sign-out) notes need to be written and signed by a parent/caregiver and delivered to Senior School or Middle School Student Services prior to 8:45am that day. Notes approved by a Dean of Students should then be collected prior to signing out of school. Non-approved notes and absences may lead to disciplinary action. It is appropriate for you to sign out **no more** than three times a term for an appointment or an activity during school hours. 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, the time, location and professional that you have the appointment with must also be listed.

Notes may not be approved if the above information has not been provided.

You must show the signed note to your class teacher at the requested leaving time. Report to Middle or Senior School Student Service Office with the signed note and sign out. If you become ill at school and are sent home you will be issued with a leaving slip. If you return later in the day you need to report to your relevant Student Services Office and sign in. Year Coordinators may contact home to query the validity/frequency of appointments during school hours.

Parent Support and Communication with the School

Administration Office

The front administration office provides a personal contact point for parents/caregivers. Our reception staff are happy to assist with any enquiries and guide you through the enrolment process. Hours are from 8:00am to 4:00pm daily. PBC has an email mailbox specifically to facilitate communication between the school and parents/caregivers. Please email any concerns or feedback to the school at parentsupport@pbc-shs.eq.edu.au.

PBC website

Our school website www.pbc-shs.eq.edu.au is a primary source of information for enrolments, curriculum, student support services and programs, calendar and news. Email addresses for all teaching staff can be found under the 'Contact Us' tab of the website.



Senior School Student Services

Students must report to the Senior School Student Services office (Y Block) when arriving late for school, have lost their class, or need any general information. If a parent/caregiver needs to contact their young person or leave something for them, it must be done through the main Student Services office. Hours are from 8:00am to 4:00pm daily.

Newsletter

Our fortnightly e-newsletter is a fantastic way to stay up to date with school news, student achievements, upcoming events, and important information from the Middle and Senior Schools. Please visit our website to subscribe to this e-newsletter.

Facebook

Remember to 'like' our school on Facebook to keep up to date with student achievements, upcoming events, and news: www.facebook.com/PalmBeachCurrumbinStateHigh.

We would like to encourage parents to email us with any recent great achievements from your student. These achievements can be in The Arts, sporting, academic or community service.

Please email us at news@pbc-shs.eq.edu.au with details of your student's achievement, photos, and/or any links to media articles that we can share on our school Facebook page and e-newsletter.

QParents

The QParents App provides a more convenient, easier way for parents and legal guardians of Queensland state school students to interact with their child's school. Parents will have secure, online access to their child's student information, anytime, anywhere, through a smartphone, tablet or computer.

Complaints

During the course of your child's school years, you may have cause to make a complaint about an issue with your child's education. There are processes and support structures in place to enable parents and students to work through any issues they may have with Education Queensland provision. To view our Complaints Policy and Procedure, please visit the 'Policy and Procedure' tab on our school website.

Technology: Acceptable Use

All students and parents/caregivers must sign our Internet and Network Access Agreement form contained in the General Enrolment pack to allow them to access the system. Unacceptable use of computer, e-mail or internet will result in withdrawal of access privileges and serious breaches will be dealt with under the School Behaviour Management plan. Any inappropriate action which damages or gains unauthorised access to any part of the school computer system is regarded as a very serious breach of our Whole School Communications Device Policy and will be dealt with accordingly.

BYOD

The Bring Your Own Device (BYOD) program allows students to bring an IT device to PBC that best supports their learning needs (within specifications).

By moving to a BYOD model, parents/caregivers and students have greater choice in device, functionality and budget. IT devices are a powerful means of differentiating and personalising a student's education, and student-owned devices facilitate their choice over which device best suits their learning and communication style.

Teachers will work with students to ensure everyone can access and view a student's final work in appropriate formats as necessary.

For more information about device specifications, please visit our website:

www.pbc-shs.eq.edu.au/Supportandresources/Pages/Bring-Your-Own-Device.aspx

Visitors to the School

The safety and welfare of our students is our prime concern. Schools are not public places and persons must not be on the premises without the permission of the Executive Principal. For security reasons, all visitors to the school (including parents/caregivers) must always report to the front office on arrival. A visitor's pass is required to leave the main office building and visit other areas of the school.

First Aid and Illness

Parents are requested not to send students to school if they are unwell. Students who become ill at school should report to the Sick Bay where arrangements will be made for them to rest for a short period, or parents will be asked to come and collect them. Medical opinion may be sought or an ambulance called if it is deemed in the student's best interest and parents cannot be contacted quickly. Our school has staff specially trained in the delivery of First Aid.

Emergency Contact/Change of Address/Family Situation

It is essential that the school has up-to-date contact phone numbers. In the case of an emergency, we must be able to reach you or your emergency contact quickly. Please ensure that any change of address, telephone or other family details are provided in writing to the front office promptly so our records are current. Additionally, a copy of any relevant court orders for your student is required to ensure we provide safe and appropriate access to them.

Much of the school's correspondence, including student reports, are sent via email. Please ensure the school has details of your current email address.

Canteen

The Senior School canteen is open before school and at lunch breaks from the first day of school. Voluntary assistance is greatly appreciated. If you are able to help, please contact the Canteen Convenor by calling 07 5525 9343.

Leaving the School Grounds

To ensure safety, students are not to leave the school grounds at any time after their first arrival until school is dismissed, except with written permission from their parent/caregiver, approval by the Head or Deputy of Senior School and signing out at Senior School Student Services. It is only appropriate for students to sign out three times a term for an appointment or an activity during school hours. Notes must be provided to the Middle School office between 8:15 am and 8:45 am.

Personal Property/Lost Property

All students are expected to take care of their personal property. Do not bring unnecessary items to school. Money, wallets, pens, instruments, calculators, computers and watches should not be left unsupervised. The school is unable to accept responsibility for lost items. Labelling of school uniforms and personal equipment is essential.

Homework and Assignments

How much time for Homework?

In many subject areas you can expect homework and assignments. As a guide, for Year 10-12 students it is two hours per night, though this will vary depending on subject selection, student pathway and assessment items.

Homework Club

Open to all PBC students in all year levels, the Homework Club is a free service that provides students the opportunity to get help with their homework and assignments from qualified and friendly staff. Students have access to all library resources including printers, computers, internet and books. Please contact the library for more details. As well as this, students can contact the relevant HOD of each faculty for access to our alumni tutors.

Student Planner

The Student Planner has been developed as a learning and organisational tool. It plays an important role in assisting students to plan and manage their homework and assessment priorities in order to help them build strong and lasting study habits.

The Student Planner provides space for students and parents to:

- Develop a home learning and assessment timetable plan
- Set goals and targets
- Communicate with teachers about their student's progress

Students are required to bring their Planner with them to every class and assembly. Should students be out of class during a lesson, they should also carry their planner.

Assessment Policy

School Responsibilities

- Publish all draft and final assessment due dates on the school calendar and assessment task sheets
- Provide students with assessment instruments in an appropriate time frame
- Collect evidence at appropriate stages of the assessment process
- Contact home regarding concerns about progress on assessment, failure to submit drafts or final assessment
- Implement Behaviour Management Process for students who do not adhere to Assessment Policy, including detentions until draft requirements are submitted





Student Responsibilities

- Ensure all assessment tasks submitted are the original work of the student
- Use the school system of Referencing (APA style guide available at Library, or in the Student Planner)
- Submit drafts and final items of work, which meet the mandated requirements of the course and demonstrate achievement against the standards and criteria of the subject. Save electronic copies of assessment items in their school folder
- Submit all assessment tasks by the due date
- When required, complete an 'Application for an Extension/Change of Date' or an 'Application for Special Provision' prior to due date as per PBC policy procedures
- When indicated on the task sheet, submit written assessment to 'Turn it In' and attach report to task

Parent/Caregiver Responsibilities

- Encourage students to submit all drafts and final assessment instruments by the due date
- Inform the appropriate school staff of any difficulties relating to the completion of assessment items and provide documentary evidence where necessary
- Contact the school if their student is absent on the assessment due date

Submission of Assessment Tasks

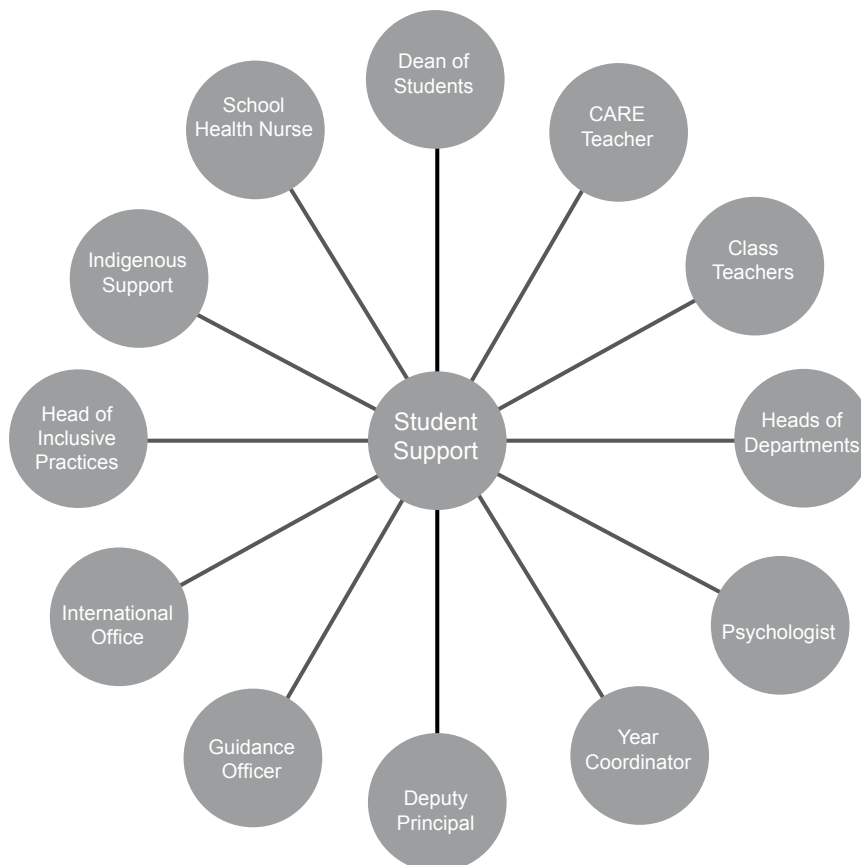
The final copy of the task must be submitted by 9:00 am on the due date. Where students have been given prior approval to email assessment items to teachers, the 9:00 am deadline must be adhered to.

To read our entire Assessment Policy, please refer to the school website.

Student Support

Our Student Support team is committed to creating a positive learning environment where students feel a strong sense of belonging and can achieve their 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.

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





Optima Code

	Be Safe	Be Respectful	Be a Learner
Common Expectations	<p>I report bullying and other problems.</p> <p>I wear my uniform correctly and proudly.</p> <p>I uphold the school's policy regarding technologies, including computers, phones and Ipods.</p>	<p>I say no to bullying.</p> <p>I follow teacher's instructions.</p> <p>I speak politely and use appropriate language.</p> <p>I keep the school vandalism and graffiti free.</p> <p>I respect other's belongings.</p>	<p>I actively participate in school.</p> <p>I do my best to learn, achieve and succeed.</p> <p>I attend class and school every day.</p>
Class	<p>I sit on my seat and at my desk properly.</p> <p>I follow the safety procedures of the class.</p> <p>I use equipment appropriately.</p> <p>I report incidents to staff.</p> <p>I keep all valuable items at home.</p> <p>I place my bag correctly on the bag rack or where directed.</p>	<p>I follow the teacher's instructions.</p> <p>I listen to the person who is speaking to the class.</p> <p>I put my hand up and wait silently to speak.</p> <p>I remove items of distractions and my hat when I enter the room.</p> <p>I am accepting of the opinions and contributions of others.</p>	<p>I do my class work to the best of my ability and strive to achieve my goals.</p> <p>I bring the equipment needed for each lesson.</p> <p>I complete and hand in all assessment tasks by the due date.</p> <p>I actively engage in class activities.</p> <p>I assist others in learning.</p>
Lunch Time	<p>I stay in school grounds and in my seating area.</p> <p>I act and interact safely.</p> <p>I report outsiders that are on school grounds to a teacher.</p> <p>I report inappropriate behaviours to a teacher.</p>	<p>I follow teacher and canteen staff instructions.</p> <p>I wait my turn at the canteen.</p> <p>I put my rubbish and unwanted food in the bins.</p>	<p>I use lunchtime effectively by having something to eat, talking to friends, playing a game, going to the toilet, visiting the library or seeing a teacher.</p>
Transport	<p>I get on and off the bus without pushing.</p> <p>I wait a safe distance whilst waiting for the public bus.</p> <p>I follow road rules and directions from teachers when walking to and from schools.</p> <p>I safely walk across the school car park.</p>	<p>I line up when I see my bus approaching.</p> <p>I speak politely to the bus driver and other passengers.</p> <p>I report any damage done to other student's bikes.</p> <p>I acknowledge other road users.</p>	<p>I model the right behaviour on the bus, when walking, crossing the road or retrieving my bike.</p> <p>I have my bus pass, Go Card or bus fare.</p>
Assemblies	<p>I enter and exit in an organised manner.</p> <p>I sit promptly and appropriately.</p> <p>I follow teacher direction.</p>	<p>I am quiet throughout assembly.</p> <p>I congratulate the achievements of others.</p> <p>I follow school policies when signing in and bringing absence notes.</p>	<p>I think about what is presented at assembly.</p> <p>I take my diary to record important information and dates.</p>
Community	<p>I act and interact safely with the community.</p> <p>I obey laws and rules in the community.</p>	<p>I am respectful to people and property.</p> <p>I speak politely and offer assistance to community members.</p>	<p>I participate in community activities and events.</p>

Senior School Learning Options

Curriculum

The Senior Schooling curriculum is supported by an emphasis on the teaching learning process and a comprehensive behaviour management program. Students are expected to engage in the curriculum and programs offered at PBC and refusal to participate is managed through the cancellation of enrolment process.

In Year 10, the curriculum is planned to enable learners to develop the skills and knowledge needed to succeed in Year 11 and 12 in their designated pathway.

Learning in each year is planned and scaffolded towards the appropriate outcome in accordance with the subject's syllabus. Learning is assessed using a variety of assessment instruments in accordance with QSA syllabuses.

Curriculum planning is led by the Head of Department for each learning area and is responsible for implementing the whole school priorities of Literacy, Numeracy and ICT's. Senior School teachers use student achievement data available through One School, and general assessment to address issues in curriculum design, pedagogy and assessment. This data also allows teachers and students to jointly set aspirational and relevant targets for individuals, classes, year levels and subject departments.

PBC has a large range of subjects to choose from with students selecting from:

- 32 Authority Subjects
- 12 Certificate Subjects ranging from Certificate I to Certificate IV
- 11 Authority Registered Subjects which include Excellence program subjects across three performing arts and twelve sports

PBC believes that all students need a balance in their academic, social and sporting lives. The many opportunities and programs encourage students to achieve this balance. All students participate in the school sport program and are encouraged to participate in our extra curricular school, sport and social events.

In Year 10, 11 and 12 all subjects are 70 minutes in duration. Sport is held each Wednesday afternoon. As PBC is a large school, it allows us to offer students a broad and diverse range of subjects and pathways.

Year 10

- Students must study Maths, English, Science and a semester of History and HPE
- Students study two elective subjects for the year.

Year 11 and 12

- Students study six subjects including an English and Maths subject. Students following an OP pathway must select at least five Authority subjects with the sixth subject Authority or Authority registered
- Students selecting a Vocational Education pathway may choose all Authority registered subjects plus a Certificate subject.

Year 10 SET Plan

All Year 10 students must develop a Senior Education Training Plan. The Plan maps out a student's Intended Learning Option for education and training in the Senior Phase of Learning as well as identifying their subject/course choices, goals and achievements. This personal document is compiled with the cooperation of parents/guardians and the school's academic teaching team.

The SET Plan may:

- Work as a 'road map' to help achieve learning goals during the Senior Phase of Learning
- Include flexible and coordinated pathway options





- Assist in examining further learning options across education, training and employment sectors
- Help to communicate with parents/carers about learning pathways
- Help to communicate with personnel from TAFE or other learning providers about learning pathways.

Overview of the Queensland Certificate of Education (QCE)

The Queensland Certificate of Education (QCE) is an important goal for every student in Years 11 and 12. Our school monitors QCE eligibility throughout the senior phase of learning to ensure every student stays on target to achieve his or her Certificate.

Overall Position - OP

Overall Positions are used by students who wish to continue their education through university. The OP system allows them to receive a single number that represents their academic achievement over Year 11 and 12. It includes results achieved in assessment items and the Queensland Core Skills Test undertaken in September of Year 12. All OP eligible students must sit the Queensland Core Skills Test.

PBC uses the following strategies to maximise OP outcomes:-

- Informed subject selection in Term 3 Year 10 through the SET Plan process and academic result analysis
- OP predictions from the end of Semester 1 Year 11 to course completion
- Student performance tracking and counselling
- Subject guidance
- Mentoring/tutoring to build confidence and skills in weaker subjects
- Queensland Core Skills Training program.

Selection Rank

Selection Rank students are those who are not OP eligible but still aspire to possible further studies at University. Selection Rank eligible students may still sit the Queensland Core Skills Test. A poor result in the QCS will not harm the student's rank. A good result (A,B or C) will improve it.

PBC uses the following strategies to maximise Selection Rank outcomes:

- Informed subject selection in Term 3 Year 10 through the SET Plan process
- Rank Calculator available with the Senior School HOD
- Student performance tracking and counselling
- Subject guidance
- Mentoring/tutoring to build confidence and skills in weaker subjects
- Queensland Core Skills Training program

Additional Rank students who complete Certificate III, IV and diploma courses whilst at school will also receive a ranking which may enable them to commence tertiary studies.

Queensland Core Skills Test

All OP eligible and Selection Rank students must sit the Queensland Core Skills Test. It is used by QTAC, combined with student exit levels of achievement, to determine student eligibility for tertiary studies.

The QCS measures student knowledge and application of the Common Curriculum Elements across a range of subject matter. The test is based on literacy and numeracy focussed questions.

PBC prepares students for the test in the following ways:

- Embedding of common curricular elements in all senior courses
- Information sessions
- A dedicated QCS Program in Year 11 and 12 including timetabled lessons
- Full Practice Tests
- QCS Tutorials
- Test Feedback Sessions
- QCE boost sessions

SATS

Our students are offered the opportunity to undertake School Based Apprenticeships and Traineeships. All SATS are administered through the Pathways Centre. All apprenticeships and traineeships contribute towards Selection Rank calculations as well as completion of Certificate courses whilst at school.



Work Experience

Students from Year 10 onwards are encouraged to undergo some work experience in their chosen field of vocational interest. These may take the form of one full day per week over a period of a month or a term at a selected workplace, or in week blocks depending on the type of work to gain maximum benefit from the experience.

All work experience placements are at the discretion of the Pathways Centre and the Senior School Administration team.

Literacy and Numeracy

Literacy and Numeracy skills are critical in a student being successful in their education, including attaining a QCE at the end of Year 12. Each and every subject area is responsible for building these skills and strategies. PBC has whole school Literacy and Numeracy plans that embed these important skills across all Learning Areas in the Senior Phase of Learning.

Assessment in the Senior Phase

Assessment in the Senior Phase is continuous and uses a range of measures, both formative and summative. Assessment focusses on gathering evidence about every student's learning progress. Such information helps students, teachers and family members select immediate learning goals and plan further education. Assessment is delivered in line with QCAA policy.

Reporting

The purpose of reporting to parents is primarily to provide information about the learning and achievement of their children. It is also to give students a sense of how they are going and in what areas of the school curriculum they might need to improve. Parents play an important role in a child's learning. PBC offers Parent/Student/Teacher Interviews in Term 2. Reporting to parents occurs with student interim reports in Achievement, Behaviour and Effort in Term 1 and 3 and comprehensive in Semester 1 and 2 Reports. Under-performing students are interviewed at each juncture.

Social and Emotional Development

The school provides a range of learning support and welfare services and is available to all students. In addition, an Indigenous Community Liaison Officer and a Closing the Gap committee serve the needs of the Aboriginal and Torres Strait Islander students. The Senior School Guidance Officer, Health Nurse and Year Coordinators deliver various programs and offer support to individual students.

Specialised Programs

Selective Entry at PBC

Entry into our Excellence programs is by Selective Entry to PBC. Students had to undergo an examination for Academic Excellence (Year 7 only), audition/interview for Creative Arts Excellence and trial for Sports Excellence. Success students were notified prior to enrolling at PBC for Year 7.

Excellence Programs

PBC Excellence Programs are setting the pace for high achievement and providing exciting pathways for students to realise their dreams. Our mission is to mentor extraordinary young students to become the next generation of innovative and successful performers in the fields of Academia, Sport and Creative Arts. Acceptance into these programs is by Selective Entry to PBC.

Academic Excellence: The Academic Excellence Program challenges students to reach their highest academic potential through an innovative curriculum, creating a unique transition from high school to university. The program focuses on developing, extending and accelerating knowledge acquisition and higher order thinking in the core academic subjects of English, Maths, Science and SOSE. The individual talents of each student in the program are nurtured by our specialist trained teachers, providing support to an innovative curriculum that encourages students to become leaders in their field.

Sports Excellence: This elite training and coaching program for gifted and talented sporting students empowers them to pursue their sporting dreams. Students with demonstrated ability in one of PBC's targeted sports are supported through mentoring, training and education from nationally accredited and industry experienced coaches. Participants in the Sports Excellence Program gain pathways to Q.A.S, A.I.S College Programs, Professional and Olympic sports. The PBC Sports Excellence Program is Queensland's most successful specialised sports education program, balancing both the demands of schoolwork and sporting achievements.

Creative Arts Excellence: The Creative Arts Excellence Program sharpens the creative talents of artistic students through mentoring, practice and specialised training, paving the way for a future career in their chosen field. A supportive platform is provided for students to broaden their skills by working collaboratively with other students, industry artists, teachers and guest professionals. Creative Arts Excellence teachers and mentors nurture individual talent through close monitoring of student achievement. Specialised training in Music, Dance, Drama, Film and Media and Visual Art is offered through this program.

Inclusive Practices

Inclusive Practices includes verified students through Education Queensland. Inclusive Practices teachers and teacher aides provide classes, programs, adjusted or modified curriculum to be accessed on the basis of individual student need. The key goals are independence, resilience and social/emotional competencies for all students. Students are positioned in classes based on their verification level and identified educational support requirements.

Student Resource Scheme

PBC operates a Student Resource Scheme. As a parent is directly responsible for providing the student with textbooks and other resources for a student's use at school, we choose to provide this service to assist parents with a cost effective alternative to purchasing textbooks, resources, consumable and/or materials.

The operation of the scheme is supported annually by the Parents and Citizens' Association (P&C), and is managed by the school. Participation in the scheme is voluntary, and no obligation is placed on a parent to participate.

If a parent chooses to participate in the scheme and completes the Participation Agreement Form, a fee will be due and payable by the parent for the items provided by the scheme to the student.

A parent 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 as detailed on the *Year Level Requirements List* and/or *Subject Requirements List*, to enable the student to engage with the curriculum.

The school operates under FNM-PR-018: Student Resource Scheme and FNM-PR-019 State Education Fees where we ask parents/caregivers to pay specific subject fees (where applicable) towards the subjects/certificate courses that students elect to undertake each year and/or Excellence programs offered through Selective Entry.

Parents and Citizens' Association

The Parents and Citizens' Association promotes the welfare of students and the development of the school. Meetings are held on the third Tuesday of each month at 6:30pm in the Administration Block.

Parents are encouraged to come along, even if you are unable to attend every time. The P&C can be contacted directly by emailing pandc@pbc-shs.eq.edu.au.

Contact Us

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QParents	Visit www.qparents.qld.edu.au to register
QSchools App	Download via Apple iTunes store, Google Play and Windows Stores





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