Junior Secondary
Parent Handbook
## DATE CLAIMER

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Item</th>
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<tbody>
<tr>
<td>Every Week From Week 2</td>
<td></td>
<td>Study session 3-4pm</td>
</tr>
<tr>
<td>Term 1 Week 1</td>
<td>26 Jan</td>
<td>Australia Day Public Holiday</td>
</tr>
<tr>
<td>Term 1 Week 2</td>
<td>31 Jan</td>
<td>Secondary Swimming Carnival $</td>
</tr>
<tr>
<td></td>
<td>03 Feb</td>
<td>Secondary Student School ID Photos</td>
</tr>
<tr>
<td>Term 1 Week 3</td>
<td>8 Feb</td>
<td>Student Led Conferences/Curriculum Expo/ Year 10 Information</td>
</tr>
<tr>
<td>Term 1 Week 4</td>
<td>17 Feb</td>
<td>Secondary District Swimming Carnival $</td>
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<td></td>
<td>17 Feb</td>
<td>Year 10 Science and Engineering Challenge @ QUT</td>
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<tr>
<td>Term 1 Week 5</td>
<td>21 Feb</td>
<td>Student Leadership Induction</td>
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<tr>
<td>Term 1 Week 10</td>
<td>28 Mar</td>
<td>Year 7 Immunisations</td>
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<td></td>
<td>30 Mar</td>
<td>Secondary Cross Country</td>
</tr>
<tr>
<td>Term 2 Week 1</td>
<td>17 Apr</td>
<td>Easter Monday Public Holiday</td>
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<tr>
<td>Term 2 Week 2</td>
<td>25 Apr</td>
<td>ANZAC Day Public Holiday</td>
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<tr>
<td>Term 2 Week 3</td>
<td>1 May</td>
<td>Labour Day Public Holiday</td>
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<td>Term 2 Week 4</td>
<td>9-12 May</td>
<td>NAPLAN</td>
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<td>Term 2 Week 5-6</td>
<td>17-24 May</td>
<td>Big Science Competition $</td>
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<td>Term 2 Week 7</td>
<td>31 May</td>
<td>School Photos</td>
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<td></td>
<td>2-3 June</td>
<td>Year 10 QUT Camp</td>
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<td>Term 2 Week 8</td>
<td>8 Jun</td>
<td>Year 8 Explore Uni Day</td>
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<td>Term 2 Week 9</td>
<td>15 Jun</td>
<td>Year 7 Immunisations</td>
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<td>Term 2 Week 10</td>
<td>22 Jun</td>
<td>PBL Rewards Excursion</td>
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<tr>
<td>Term 3 Week 2</td>
<td>21 Jul</td>
<td>Whole School Athletics Day</td>
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<td>Term 3 Week 5</td>
<td>7-8 Aug</td>
<td>Secondary District Athletics</td>
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<td>Term 3 Week 6</td>
<td>14 Aug</td>
<td>Show Holiday</td>
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<tr>
<td>Term 4 Week 1</td>
<td>2 Oct</td>
<td>Queen’s Birthday Public Holiday</td>
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<tr>
<td>Term 4 Week 5</td>
<td>1 Nov</td>
<td>Awards Night</td>
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<td>Term 4 Week 8</td>
<td>23 Nov</td>
<td>Year 10 Graduation</td>
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<td></td>
<td>24 Nov</td>
<td>Year 10 Graduation Trip</td>
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<tr>
<td>Term 4 Week 9</td>
<td>28 Nov</td>
<td>Year 7 Immunisations</td>
</tr>
<tr>
<td>Term 4 Week 10</td>
<td>7 Nov</td>
<td>PBL Rewards Excursion</td>
</tr>
</tbody>
</table>

*These dates are given as a guide only. Additional events may be added after printing. Please consult the school’s newsletter for confirmation.*

* Items marked with a $ denote a payment by students is required
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WELCOME TO JUNIOR SECONDARY

We extend a welcome to all students commencing or continuing their secondary study at Woodford P-10 State School. The Junior Secondary and Senior phases of learning will provide you with the opportunity to build strong foundations for your future.

Our school motto is “Today’s Effort, Tomorrow’s Success” and we offer a range of subjects that will help you to build success. Our subject range, combined with excellent teachers, quality resources and a wide range of learning experiences, provides ample opportunity for every student to experience success and to develop multiple pathways to the future.

In both the Junior Secondary and Senior phases of learning you must take responsibility for your own learning and strengthen your commitment to lifelong learning.

A lifelong learner is:

• A knowledgeable person with deep understanding
• A complex thinker
• An active investigator
• A responsive creator
• An effective communicator
• A participant in an interdependent world
• A reflective and self-directed learner.

Woodford P-10 State School will provide you with many opportunities to build the foundations for your future, but ultimately the responsibility for your success rests with you.

The Junior Secondary and Senior phases of learning will give you the opportunity to develop good personal organisation, self-discipline, positive work and study habits. You can be very successful and achieve your goals. Set clear goals and be committed to working hard to achieve them.

We trust that you will enjoy the challenges of Junior Secondary and Senior schooling and that you will reap the benefits for your future. Sound foundations in the Junior Secondary phase will see you make a smooth transition into the Senior phase of learning.

Simon Pendergast Ronnie Hill
Acting HOD Curriculum Principal
VISION AND VALUES

WOODFORD P-10 STATE SCHOOL BEHAVIOUR MATRIX

*Every child has a right to learn*
*Every teacher has the right to teach*
*Everyone at our school has the right to feel safe*

**TODAY’S EFFORT IS TOMORROW’S SUCCESS**

| Being Respectful | We speak kindly and politely to each other  
|                  | We follow directions promptly and positively  
|                  | We care for each other, our school and environment |
| Being Responsible | We are accountable for our actions, consequences and belongings  
|                   | We make amends  
|                   | We make decisions that help us be successful and happy |
| Being Resilient  | We choose our attitude  
|                 | We reflect on all experiences  
|                 | We are open to critical feedback |
| Seeing Results    | We set goals  
|                  | We are organised and prepared  
|                  | We participate and give our best |
JUNIOR SECONDARY PRINCIPLES IN ACTION

Distinct Identity
Junior Secondary students have been encouraged and supported to develop their own group identity within the school. We have different uniforms to the primary students and the Junior Secondary classroom area is separated from the Primary classroom area. Junior Secondary students have also been given the privilege, with parent permission and an understanding of regulations, to bring an electronic device to school. We have a Thursday morning parade dedicated solely to Junior Secondary needs and notices.

Quality Teaching
In the classroom, all teachers of Junior Secondary have participated in professional development to enhance our knowledge of the young adolescent mind and which teaching strategies will work best. Teachers plan the teaching and learning to reflect these strategies as well as individual student achievement data. Student learning needs are catered for through careful data analysis and students access the curriculum at the appropriate level. This includes pre-teaching of concepts as well as extension of related complex concepts. Learning Plans are created for students who sit below the national minimum standard in NAPLAN tests as well as for our Indigenous students with the input of all teachers to create learning goals in both literacy and numeracy to be addressed in every curriculum class. Literacy and Numeracy skills are targeted through our school-wide programs of Sounds to Letters and the Numeracy Reasoning Warm-Ups. Curriculum alignment from Years 6 through to 10 is vital for student success. Teachers work together to plan units of work and ensure a seamless transition between year levels.

Student Wellbeing
To support the wellbeing of our Junior Secondary students we offer many support services and programs as well as curriculum based programs suited to the needs and current issues of our different cohorts. Students begin each day in Year Level Form class where issues pertaining to that year level can be discussed. The teachers on these classes are integral in the support of our students as they see and speak with the students on a daily basis. They also tend to be one of the main curriculum teachers for that year level. Where possible, they are also the CAR subject teacher. It is through the positive relationships that these teachers build with the students that a sense of belonging and wellbeing blossoms. Students also have access to the School-Based Health Nurse, Guidance Officer, Chaplains and staff at the HUB to make connections with on a variety of topics.

Parent and Community Involvement
It is vital that positive relationships are forged between the school and the parents/carers of our students. Students need to feel supported by both home and the school. Parents/carers are invited to contact teachers at any time to discuss their student’s progress. Teachers will also be in touch with parents/carers regarding student successes in the classroom, problems with assessment work or homework as well as both positive and negative behaviour and effort in the classroom. We don’t ever want a parent/carer to be surprised with what their student’s report card reports. Parents and carers are also invited to a wide range of school events such as our Meet & Greet Curriculum Expo in the third week of the school year, Student Led Conferences after the first two reporting periods, Junior Secondary Information Night held in Term 3, sporting carnivals, parades (Tuesday and Thursday 8:45) as well as special curriculum events such as the LOTE expo and Home Ec dinners.

Leadership
From Year 7, students have the opportunity to join our Student Council as a year level house representative. The Student Council meets three times per term to discuss student needs from Prep to Year 10. The Student Council also selects and supports through fundraising one global/national charity, one local charity/event and one school project per year. In the past, these have included Shave for a Cure, Go Blue for Autism, Movember, Harmony Day/Anti-Bullying campaign, a clothing drive for our local Lifeline and St Matthias church OpShops, curtains for classrooms, WSS X-Factor, and playground equipment (toys and picnic tables). Year 9 students participate in a Leadership unit of work in their Careers and Relationships class to prepare them for the roles of House and School Captains in Year 10. Programs are also run at various times with students either by student nomination or teacher nomination, to develop a wide range of leadership skills within the student.
UNIFORM POLICY

Boys’ Uniform

**BOYS’ Day Uniform**
- Shirt: Multi-coloured knit cotton Woodford Secondary Shirt
- Shorts/Trousers: Black knee length shorts or black long pants
- Socks: White socks
- Shoes: Black leather or vinyl multi-purpose
- Sun Protection: Cap or bucket hat

**BOYS’ Formal Uniform**
- Shirt: White formal shirt – collared with short or long sleeves
- Shorts/Trousers: Tailored black
- Tie: Royal Blue
- Socks: White socks
- Shoes: Black leather or vinyl multi-purpose

**WINTER Uniform**  Boys and Girls

Royal blue OR BLACK jacket or jumper (no logos, stripes, or other colours).
- Trousers: Tailored black slacks or black track pants
- Year 10s: Year 10 jersey (if ordered)

**Girls’ Uniform**

**GIRLS’ Day Uniform**
- Shirt: Multi-coloured knit cotton Woodford Secondary Shirt
- Shorts/Slacks: Black, knee length or longer
- Skirt: Blue checked pleated, knee length or longer
- Socks: White socks
- Shoes: Black leather or vinyl multi-purpose
- Sun Protection: Cap or bucket hat

**GIRLS’ Formal Uniform**
- Blouse: White formal
- Skirt: Blue checked pleated
- Slacks: Long Black tailored
- Tie: Royal Blue
- Socks/Stockings: White/flesh coloured
- Shoes: Black leather or vinyl multi-purpose

**CORRECT JEWELLERY**
- 1 watch
- 2 pairs of sleepers or studs
- medical alert bracelet
- 1 ring

**INCORRECT JEWELLERY**
- necklaces
- dangly earrings
- bracelets/anklets
- facial piercings

All student leaders (school & house captains, student council members) are expected to purchase a formal uniform.
HOME LEARNING POLICY

Homework, or in this case, home learning, is defined as any task assigned by school teachers intended for students to carry out during non-school hours designed to meet specific learning goals. It is the policy of this school that some learning tasks or experiences will be set for students to complete at home. Tasks will be relevant, meaningful and based on current class work. Families need to decide whether to opt in or opt out of our homework program. Homework will be distributed to all students however teachers will only follow up with students who have opted in for the program. Students who have not opted in may choose to complete the set homework and the teacher will provide feedback or they may choose to use the homework sheets for extra study in preparation for assessments.

Implementation

Years 7 – 10

Home learning activities will be provided regularly and will be based on current class work.

Responsibility of teachers includes:

• Providing home learning tasks that are consistent across the grade; are appropriate to the student’s capabilities and based on current class work;
• Informing parents of intended home learning programs at the parent information evenings early in term 1 of each year;
• The provision of clear and adequate expectations;
• Correcting and/or evaluating the completed work in an encouraging environment; and,
• Providing students with the opportunity to share their work/celebrate their achievements.

Responsibility of ALL students:

• Reading at home to and with adults, and/or independently
• Assessment Task completion (in line with the school’s Assessment Policy as laid out in the Curriculum Guide and the student diary)

Responsibility of student where parents opt in for their child to do homework includes:

• Take the learning tasks home, completing them to the best of their ability and returning them to school in the agreed time; and,
• Seek assistance from the teacher where necessary (Study Session runs from 3-4pm every Tuesday).

Responsibility of parents / carer includes:

• Completing and returning a notification of an intention to opt in either partially or wholly, or opt out of home learning.

If opting in....

• Supervising and assisting children when needed;
• Making arrangements to provide adequate space and time for completion of activities;
• Encouraging children to manage time effectively, complete tasks on time and manage the balance between recreational and home learning activities; and,
• Communicating with the classroom teacher when concerns arise.
ELECTRONIC DEVICE AGREEMENT

We recognise that electronic communication devices are an important part of our everyday world and are increasingly being used in teaching and learning. However, we do not want these devices to interfere with the students’ learning environment. Please read the following agreement with your student and return the form with your signatures. Thank you.

As a student at Woodford Prep-10 State School, if I bring an electronic device to school I understand that:

- I do so completely at my own risk;
- Student electronic devices are not a mandatory requirement and I am not required to bring them to school;
- It is my responsibility to ensure the security of the device and how it will be stored while engaging in school activities;
- My electronic device will not interfere with my learning, the learning of others or classroom practices. Any electronic device I have will always remain silent during class and in the playground;
- My electronic device will not cause disruption or annoyance in the playground;
- I must adhere to all existing school policies and procedures;
- It is my teacher’s decision if I am able to use the electronic device in their classroom;
- I will not take photos or record video / sound of any persons;
- Photo taking and videoing is not permitted. (As explained by the Crime and Protection Unit this is illegal)
- I will not upload photographs, video or sound taken at school into the public domain (e.g. the internet);
- I will not use my electronic device in any way that breaches the school bullying and harassment policy; harassing and bullying electronic device use whilst at school will be met with a school consequence as well as a documented submission placed with the local law enforcement.
- The use of the device will not breach the Computer Use Agreement;
- The use of the device will not breach the Enrolment Agreement for Students;
- Workplace Health and Safety Regulations do not allow the use of electronic devices in workshops and kitchens;
- No student electronic device will have access to Education Qld networks;
- If I do not follow the school’s policy on student electronic device policy, I will be required to hand the device to the office for later collection by a parent. I may also be given other consequences for breaching the school’s Responsible Behaviour Plan for students.

Additionally, the school may have consequences for students who misuse electronic devices away from school on their own time if:

- The student’s use of the electronic device causes significant disruption at school or harm to the school’s reputation, other students, or school personnel;
- I understand that failure to follow these rules may result in disciplinary consequences and affect my right to use electronic devices while at school and at school-sponsored or related activities both on and off campus.
ASSESSMENT POLICY

Purpose: The purpose of this policy is to provide students with a fair and equitable learning environment.

1. On the due date: Assignments must be submitted to the class teacher by 3.00pm on that date or handed in to the school office if the teacher is unavailable. Students will receive a Gotcha! Reward card for being responsible and being an active learner.

2. Absence on the due date: Deliver assignment to the class teacher or office via parent/friend on or before the due date.
   - If unable to do this, a parent is to make contact with the school to explain absence. Genuine illness or extenuating circumstances acceptable to HOD will incur no consequence if the assignment is presented on the day of return to school. Students will receive a Gotcha! Reward card for being an active learner.
   - No parental contact with the school (or provision of an acceptable explanation for absence) will result in a consequence.

3. Late assignments or failure to submit assignments: Students will be required to complete the work, outside of class time (as the consequence), in order to satisfy course requirements.
   - Work will be marked and feedback provided.
   - The assessment must show reasonable effort as negotiated with the teacher.
   - Students may not be able to participate in extracurricular activities if assignments have not been submitted.
   - A letter of concern will be mailed to the family outlining the assessment task and its due date, if the teacher feels extra effort and support is needed for students to meet the deadline.

4. Extensions: Prior to the due date, an extended absence, bereavement or extenuating personal circumstance, would be grounds for requesting an extension.
   - All requests need to be made by a parent to the HOD prior to the due date. Consultation with the classroom teacher will determine whether the extension is granted.
   - Assignments, for which an extension has been granted, will be assessed and credited without consequence.

5. Criteria Sheets: A criteria sheet must be attached to all assignments to allow for detailed feedback.
   - Criteria sheets will detail
     - length, time, method of presentation;
     - guidelines;
     - dates for presentation of rough draft & final draft;
     - marking criteria.

6. Student Adjustments: All assessment items will be reviewed by the Learning Support Department and the Special Education Program, for adjustment recommendations to suit students’ learning needs.

7. Plagiarism:
   • Definition: Plagiarism is the copying of material without appropriate sourcing or citation. It involves:
     (a) Copying of the work of others in whole or in part without due acknowledgment.
     (b) The use of material which is changed in a minor way.
   • Students must use their own words when writing assignments. The assignment (or parts thereof) are not to be copied from other sources. Assignments must not contain any copy and paste information.
   • Consequence: For any plagiarism penalties will apply and parents may be contacted. Those sections deemed plagiarised will not contribute to the overall grade of that assignment.
STUDENT RESOURCE SCHEME

A parent/caregiver is directly responsible for providing the student in Years 7 through 10 with textbooks and other resources for a student’s use while attending school. As a service to assist parents with the cost of these educational resources, the school has chosen to operate a Student Resource Scheme. The purpose of the scheme is to provide the parent/carer with a cost effective alternative to purchasing textbooks, resources, consumables and/or materials from elsewhere, through reduced prices gained from the school’s bulk purchasing processes. The operation of the scheme is supported annually by the Parents and Citizens Association. On lodgement of the completed Participation Agreement Form with the school and payment of the participation fee in accordance with the agreement arrangement, the school shall provide the items to the student when due for the student’s use. Optional activities such as excursions, camps, performances and formals are not included.

A parent/carer who does not wish to join the scheme is responsible for providing their student with the items that would otherwise have been 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. Parents of secondary school-aged students who choose not to participate in the scheme will receive the textbook and resource allowance directly from the school.

The scheme does not cover student’s personal requisites such as stationery, writing materials or workbooks.

TO PARTICIPATE IN THE STUDENT RESOURCE SCHEME:

1. Complete the Student Resource Scheme Participation Agreement Form
2. Return the form with your school payment/information. (This legal document is held on file at the school)

Payments can be made by:

- B Point
- Credit Card – Please call our school office on 5422 5333
- Centrelink Allowance
- Cash
- For parents suffering hardship – payment plans can be organised. Please contact the Business Services Manager.

IF YOU CHOOSE NOT TO PARTICIPATE IN THE STUDENT RESOURCE SCHEME:

1. Tick NO when you complete the Agreement form.
2. Return the form to the school to indicate your choice.
3. You will be provided with a detailed list of textbooks and resources which must be purchased for each student to allow the student to engage in their selected classes.

You will be refunded the Government Textbook and Resource Allowance for each eligible student (once this allowance has been paid to the school).

Please note that the Student Resource Scheme and elective levies must be paid in full for before textbooks and lockers are issued, non-curriculum excursions are attended or a Year 10 Senior Jerseys can be ordered.
RESOURCE LEVY FOR ELECTIVE SUBJECTS

Elective subjects where students produce a product to take home using consumable resources will incur a levy. This levy covers the cost of the materials used in the product. Students who do enrol in the class but do not pay the resource levy will learn the techniques and procedures taught as part of the unit and will be given materials to practice on. These students, however, will not complete the full product and will not take home their practice materials.

**Elective subject levies ARE NOT REFUNDABLE should the student change class or leave the school.**

<table>
<thead>
<tr>
<th>Elective Subject</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
</tr>
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<tbody>
<tr>
<td>Home Economics</td>
<td>$15.00</td>
<td>$15.00</td>
<td>$15.00</td>
<td>$15.00</td>
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<tr>
<td>ITD</td>
<td>$15.00</td>
<td>$15.00</td>
<td>$80.00</td>
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<tr>
<td>Visual Art</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$40.00</td>
<td>$70.00</td>
</tr>
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STUDY SESSION

Study Session is available to all students in Junior Secondary and the Senior phase of learning. It is an opportunity for students to complete homework or work on assessment tasks with the support of a teacher. Students have access to laptops, the internet and our school curriculum files. Study Session runs weekly on Tuesday from 3-4pm. Students may attend for all or part of the hour.

STUDENT LED CONFERENCES

The purpose of a student led conference is to allow the individual child to take ownership of their learning and articulate their learning strengths and areas to work on. When a student is able to do this their learning inevitably improves. Student Led Conferences will be held after the Term 1 and Semester 1 report cards are distributed and will take approximately 15 minutes to complete.

Students will be reflecting on their classwork and assessment tasks and will be developing their communication and presentation skills throughout the first three terms of school. Using work samples to discuss criteria, your student will lead you through their accomplishments of their year. Your student will also be asking for feedback on these achievements as well as you input into their learning goals for the remainder of the school year. You will be asked to write a letter to your student outlining your thoughts on their learning journey. A proforma will be provided to you at the event.

Further information regarding this process and the role of the parent/carer will be provided throughout the school year.

POSITIVE BEHAVIOUR FOR LEARNING

PBL meetings are held twice a term to discuss ways to promote positive behaviours within our school. There are Junior Secondary student representatives on this team who deliver their thoughts and feelings from a student perspective. We are currently looking for parents to join our team. Meetings are held in the school Library at 3:15pm. Afternoon tea is provided. Please contact the school if you are interested in attending a meeting.
STUDENT LOCKERS

Lockers are available for a $20 hire fee for the year. Students must provide a lock (key style with 2 keys) and one key must be left at school with the HOD at all times. Students are not permitted to share lockers and they must be well maintained at all times. Year 10 students get the first selection of lockers followed by Year 9 and then Year 8 students. If there are any lockers left a lottery will be held for Year 7 students.

If a student forgets their key they may borrow the extra key in the HOD’s office before school to get their books for the day. These books will stay in the student’s bag on the port rack for the day. At the end of the day, the student may again borrow the key to return their books to their locker. The extra key is not to be kept on the student for the day.

Please note that the Student Resource Scheme and Elective Levies must be paid in full before a locker can be designated to a student.

SENIOR EDUCATION AND TRAINING PLAN

Every Year 10 student creates a SET Plan that maps out how they will work towards a Senior Certificate or Certificate III vocational qualification, and/or a viable work option.

The SET Plan is designed to:
• work as a ‘road map’ to help you achieve your learning goals during the Senior Phase of Learning,
• include flexible and coordinated pathway options,
• assist you to examine further options across education, training and employment sectors, and
• help you to communicate with your parents/carers or personnel from your school/learning provider.

In the personalised plan, students will be able to list a variety of different learning pathways, some of which may be accessed outside the current formal structure of the school. This will allow the student to create more options and flexibility in your learning. The plan can be altered if you decide to change direction and explore different learning pathways.

Year 10 CAR class is designed to develop the knowledge and understanding of career paths including university, TAFE, traineeships & apprenticeships. SET Plans will be completed in CAR class before students complete their two weeks of work experience in their nominated industry. SET Plans can be amended after work experience if the student discovers that the industry is not right for them. The SET Plan process concludes with a formal parent-student-teacher meeting to finalise the SET Plan and make decisions for the student’s senior phase of learning.
STUDENT ONE SCHOOL APPLICATIONS

https://oslp.eq.edu.au  (it’s NOT www.)

Students must read and accept the user agreement.

Students must choose WOODFORD from the drop down menu if it hasn’t automatically appeared.

They then click on submit.

Click on the drop down menu and select the report that you require
* student timetable
* student assessment calendar
ACCESSING eLEARN ONLINE CLASSROOMS

With each unit, teachers will upload independent learning materials for students to access from home if they are absent from school or to use as additional home learning materials. Assessment items may also be made available.

To go to your online classroom (eLearn)

1. In the address bar type in elearn.eq.edu.au
2. Students will need to put in your school username and password to prove your identity.
   Parent Log In: WSSpc17   Parent Password: Education1
3. On the right side you will see a box called My Courses. Select the course you wish to enter.

Click on the Announcements button for information from teachers.
Click on the Course Information button to access the Curriculum Guide, Assessment Schedules and other school documents.
Click on the Course Documents button to access school work.

In Course Documents, search for your classes and click on the links to access course work. Links may take up to 1 minute to load.