31 January 2012

Dear parent or care-provider of a year 12 student

Year 12 is the last opportunity students have to set themselves up for the life they want beyond school. Students cannot lose sight of the end goal and we, as staff, cannot be distracted from doing everything we can to support those students who need our help and support to achieve their personal goals and aspirations.

The purpose of this correspondence is to clearly outline our high expectations of year 12 students so there can be no confusion or disappointment at a later date throughout the year.

To outline our expectations of year 12 students, a parade was conducted on Monday 30 January 2012. I reminded students of the school’s policies, procedures and expectations and stated that these have not changed since their enrolment at FLSHS.

Students were advised that:

- it is important that students attend school all day, every day. Any absence from school must be explained and authorised within 2 days of the absence. Parents must provide an acceptable reason for each absence. I have attached a link to the Education Queensland (and FLSHS) policy on Roll Marking in State Schools for your information.

- any late to school must be explained and authorised on the day that the student arrives late to school.

- late students must sign in at the office if more than 10 minutes late, that is, after roll marking (8.30 – 8.40 am daily).

- students must attend every lesson as per their school issued timetable.

- students who have an off-line class and/or are completing a school-based traineeship or apprenticeship may have “spares” in their timetable. If the “spare” occurs period 1 or period 4, students are permitted to arrive late or leave early subject to a contract being signed by the student, parent and deputy principal (senior school). Students with an approved contract must sign in at the office on their arrival and sign out on their departure.

- Students with “spares” in their timetable periods 2 and 3 (and 4 if they have an off-line class period 5) must remain at school. They will be assigned to a class group in the VET centre or the library.

- students must not leave the school grounds without authorisation of the principal or delegate and, if leaving, they must sign out at the office before they leave and sign in on their return.

- Students are not to leave the grounds at lunch times. Students who choose not to purchase food from the school canteen must bring lunch with them each morning.
• correct school uniform must be worn every day. In particular, canvas or slip on shoes will not be
tolerated as they breach workplace health and safety requirements. Non-compliant students will
receive a detention on every day of the uniform breach. This detention must be completed at lunch
2 on the day of issue.

Failure to meet the above general expectations, including any detentions, will be deemed non-
compliance with a reasonable direction given by a staff member and will result in disciplinary action as
per the school's Responsible Behaviour Plan for Students. This may include withdrawal from school
and Parents' and Citizens' Association endorsed activities, events and excursions, including the year
12 formal.

The most serious consequence for year 12 students will be not attending the formal. Students have
been reminded that attending the Senior Formal is by invitation of the principal as it is a school
organised and P and C Association endorsed function. Attendance is a privilege extended to
students who demonstrate commitment to their schooling and their school. This includes
showing PRIDE in all aspects of their schooling and meeting all commitments in relation to the teaching
and learning program offered to students.

The following specific expectations and timelines have been set for year 12 students.

1. All assessment items must be completed to the best of the student's ability (as determined by the
classroom teacher and the respective HOD) and submitted by the due date.

2. Students must attain a C minimum for effort and behaviour on their report cards.

3. Students must maintain a 95% attendance rate. This means no more than 3 unexplained absences
   in any one (1) term.

4. Students must not accrue more than 5 unexplained "lates for school" in any one (1) term

5. Students must not accrue more than 5 uniform detentions in any one (1) term

Students who do not meet these high expectations will receive a Show Cause letter from Mrs Hamill,
deputy principal (senior school) or me requiring them, within 5 school days, to justify why they should
be permitted to attend the Year 12 Senior Formal and/or Pre-formal drinks. Failure to meet us and
provide an acceptable reason for the initial behaviour/s will result in exclusion from attending the formal
and/or pre-formal drinks.

Be assured we will continue to meet Education Queensland's and our policy requirements in relation to
your year 12 sons and daughters. I am sure as a parent you will agree that our committed students
deserve our time and effort - not the minority who deliberately choose to do the wrong thing and show
little commitment to their schooling and our school. Please support us in supporting your year 12
student.

Regards

Heather Varcin
Principal