



# PARENT HANDBOOK

STREET ADDRESS:  
72-11 PARADISE ROAD  
SLACKS CREEK QLD 4127

POSTAL ADDRESS:  
PO BOX 2780  
LOGAN CITY DC QLD 4114

Email: [info@mabelparkshs.eq.edu.au](mailto:info@mabelparkshs.eq.edu.au)  
Student Absence Line: (07) 3489 2360  
Phone: (07) 3489 2333



## ENROLMENT PROCESS

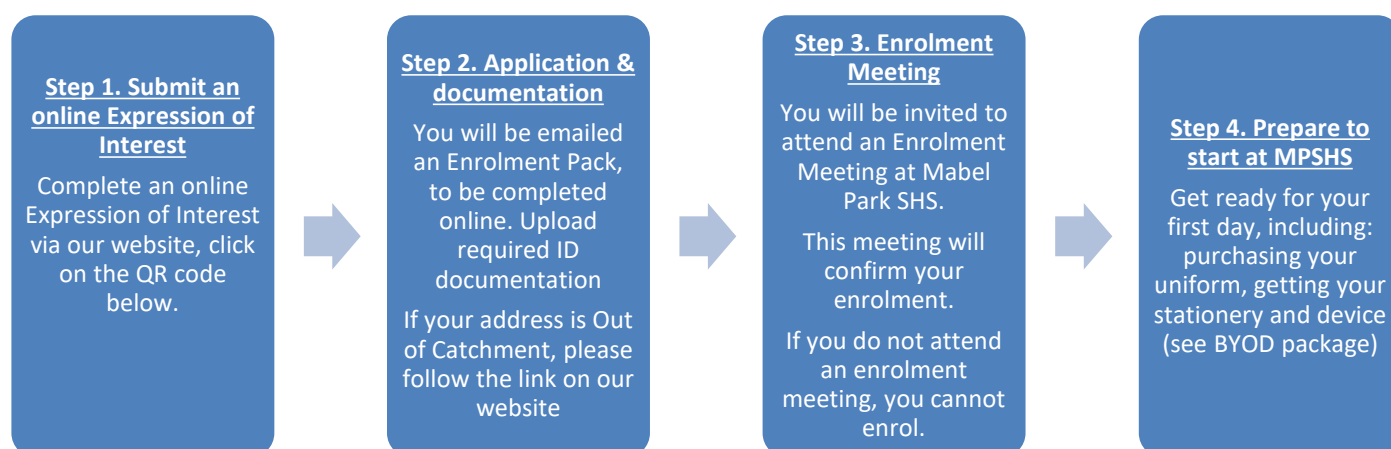
Please follow this link for details on the enrolment process for Mabel Park SHS:

<https://mabelparkshs.eq.edu.au/enrolments/enrolling-at-our-school>

Mabel Park State High School is an enrolment managed school. To view our catchment area, please visit

<https://www.qgso.qld.gov.au/maps/edmap/>

Our enrolment process is as follows:



Submit an Expression of Interest:



If you are unable to access the EOI online, please email [enrolments@mabelparkshs.eq.edu.au](mailto:enrolments@mabelparkshs.eq.edu.au) or visit the Mabel Park SHS office and speak with our Enrolments Officer.

Alternatively, please call us on 07 3489 2333.

# Welcome to Mabel Park SHS



Welcome to Mabel Park State High School! Please find some key contacts her to help.

## Executive Team



Executive Principal  
Trent Cowley



Associate Principal  
Casey Thomsen



Deputy Principal  
Yr 7/8  
Sam Pollack



Deputy Principal  
Yr 9  
Brett Beavan



Deputy Principal  
Yr 10  
Susannah  
McLaughlin

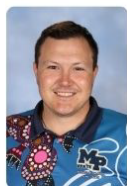


Deputy Principal  
Yr 11/12  
Monique Colless



Business Manager  
Amanda Walsh

## Head of Department - Student Engagement



HOD Yr 7/8  
Tyrone Girle



HOD Yr 9  
Kellie Gill



HOD Yr 10  
Nerida Ballinger



HOD Yr 11/12  
Judith Fuata

## Student Engagement & Wellbeing Team



Guidance Officer Yrs 7/8  
Susan Holmes



Guidance Officer Yrs 7/8  
Judith Ebrington



Guidance Officer Yrs 9/10  
Vickie Parlane



Guidance Officer Yrs 11/12  
Nicola Swayne

## Head of Department - Inclusive Learning Team & United Cultures Centre



HOD Junior  
Inclusive Learning Team  
Renee Chong-Nee



HOD Senior  
Inclusive Learning Team  
Naomi Kitching



HOD  
Community, Culture  
& International  
Jodie Silao

## SCHOOL LESSON TIMES

---

Form Class	Period 1	Period 2	Lunch	Period 3	Afternoon Tea	Period 4
8.40am	8.50am	10.00am	11.10am	11.45am	12.55pm	1.25pm
to	to	to	to	to	to	to
8.50am	10.00am	11.10am	11.45am	12.55pm	1.25pm	2.35pm

## ATTENDANCE

---

### Attendance Matters Every Student Every Day.

Attendance is compulsory every school day. On special event days, the attendance of pupils is still compulsory, even if the event is held outside the school grounds.

***For students participating in Excellence Programs, they must have a minimum attendance rate of 90%.***

## ABSENCES

---

If your student is absent, a reason must be provided to the school on the day of absence, or as soon as possible, by advising the school on Compass, via Qparents, or by phoning the **student absence line on 07 3489 2360**.

Alternatively, a letter outlining the absence reason/medical certificate can be provided to the office on the day of return. Failure to inform the school of a legitimate reason will result in the absence being recorded as 'unexplained'.

If your student is absent, Compass will send you a message to your email/phone, requesting a reason be provided for the absence.

For known long term absences, please contact the office on 07 3489 2333.

## LATE ARRIVALS

---


Form class takes place every day at 8:40am to 8:50am. If a student is late during form class, they should still go directly to their form class.

If a student arrives **after** form class, (after 8.50am), they must go straight to **Student Engagement** to sign in. If late students do not sign in at Student Engagement, this will result in the student being recorded as absent for the day.

- Arrival between 8.40am – 8.50am – go to form class
- Arrival after 8.50am – go to Student Engagement to sign in

## EARLY DEPARTURES

---



### School Departure

How does my student leave school early?

- The office must be notified before 11AM of student/s early departure via phone: **07 3489 2333**, email: **info@mabelparkshs.eq.edu.au** or a signed note.
- Student/s are to present to the office before school or at first break to receive their 'leave request slip'.
- Students are to show their subject teacher their 'leave request slip' at the beginning of the lesson. Students will only be released from their classroom at the approved time.
- Student/s are to present to the office with their leave request to be signed out by administration staff.
- Student/s can not leave school without a leave pass.
- Where possible all appointments should be made outside of school hours.

## UPDATING CONTACT DETAILS

---

It is the responsibility of the parent/carer to ensure that all contact details on our school system remain up to date. You can do this through QParents, by completing and returning a 'Change of Details Form' or via email on [info@mabelparkshs.eq.edu.au](mailto:info@mabelparkshs.eq.edu.au)

## KEEP IN TOUCH

---

For all school updates and information, follow us on...





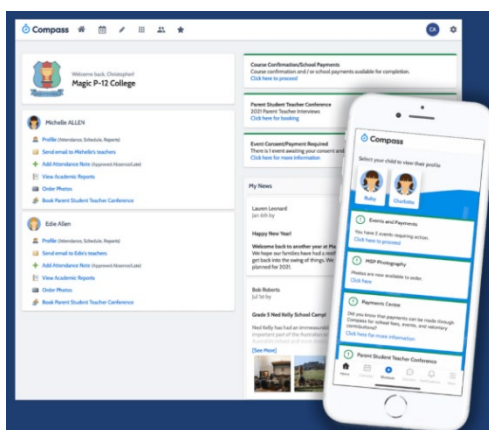
Compass is a school management portal that allows you to access up-to-date information about our school and your child's progress.

The portal is accessible on any modern web browser or by downloading the app.

When you enrol at MPSHS, we will send you a Compass username and password. Please click on the QR code or follow this link for more details and to download the app.

<https://www.compass.education/guide/#How-do-I-access-Compass>

Compass Homepage



## QParents



Parents are required to register for QParents; a secure, online portal that has been created by the Department of Education.

Parents can easily and securely

- access and manage information about their child
- complete administrative tasks
- access reports
- provide digital consent
- view and pay invoices for excursions
- stay connected with the school

## How it works



### Get your invitation

Your school will provide your invitation code to start the process.



### Register as a parent

Only parents and caregivers can be account owners.



### Connect to your Student

Locate your children and request access from the School.



### View your child's information

Your children's school information available in the one place, even if they attend different state schools.

Please click on the QR code for further information and to download the app.

## UNIFORM POLICY

---

Upon enrolment, students and parents commit to adhering to our school's uniform policy and expectations. You can purchase the uniform via our school uniform shop (Z block) or the Flexischools app.

### **PARENTAL NOTES DO NOT OVERRIDE THIS POLICY.**

Mabel Park State High School's dress standards reflect the community expectations and standards as determined by the Executive Principal in consultation with school community representatives.

Students must be in the correct school uniform at all times, including:

- When travelling to and from school
- At school
- Attending school events

## **Failing to Comply with Uniform Policy**


Upon enrolment, students and parents commit to adhering to our school's uniform policy and expectations.


Students failing to comply with the 'Student Uniform Policy' must report to the Student Engagement Hub (SEH) in N block and the following may occur:


- Uniform swap provided to student
- In the case where a student refuses this, contact with parents/carers occurs to discuss non-compliance and to arrange for the correct uniform to be delivered to school. Families experiencing hardship can be supported through Guidance Officers
- In the case where a replacement item is unavailable or parent contact has not been successful, a uniform pass will be issued (this is the only time a pass is issued – the student will carry this pass for the day only)
- In the case where a student refuses to change their uniform this will be treated as non-compliance and dealt with through SEH. Repeated non-compliance will result in disciplinary action



Uniform items can only be purchased from the school uniform shop (ground level Z block) or the Flexischools app.

Junior Secondary Girls and Boys	Years 7 to 9
<p>The Junior Secondary Uniform is to be worn each school day. Students who participate in a High-Performance Program may wear the relevant uniform ONLY on the day of their High-Performance sport.</p> <ul style="list-style-type: none"> <li>Navy blue school polo</li> <li>Navy blue school shorts/sports shorts with white platypus on front leg</li> <li>Navy blue school skirt with white platypus on front side</li> <li>Navy blue pants with white platypus on the back-right pocket</li> <li>Navy blue school zip up jacket with school logo on left side</li> </ul> <p>Optional MP white socks - MP backpack</p>	

Senior Secondary Girls and Boys	Years 10 to 12
<p>The Senior formal uniform is to be worn each school day. Students who participate a High-Performance Program may wear the relevant uniform ONLY on the day of their High-Performance sport.</p> <ul style="list-style-type: none"> <li>Sky blue pin striped dress shirt with school logo on left side and tie</li> <li>Navy blue school skirt with white platypus on front right side</li> <li>Navy blue dress shorts with white platypus on front of right leg</li> <li>Navy blue pants with white platypus on the back right pocket</li> <li>Navy blue school zip up jacket with school logo on left side</li> </ul>	

High Performance Sports Uniform Girls and Boys	All years
<p>Students may wear their High-Performance sports uniform for the whole day ONLY on the day that they have their sport</p> <ul style="list-style-type: none"> <li>Sports Excellence Training Shirt</li> <li>Sports Excellence Training Shorts</li> </ul>	






## Uniform Expectations

- MP hat only - Navy blue school cap/hat with white platypus on back
- All black, all leather school shoes
  - No steel cap boots outside the workshop
- Socks - Plain black, white and navy permitted
  - No logos/symbols
- Stockings – black or navy stockings are allowed. No fishnet stockings permitted
- Polo shirt for juniors, formal for seniors
  - Sports uniform (high performance) - Students may wear their high performance uniform for the whole day ONLY on the day that they have their sport
  - Undershirts black/white only
  - Non-Mabel Park jumpers are not permitted
- Hair – clean, tidy, WH&S compliant, natural colour
- Makeup – Natural concealer, eyebrow filling and mascara allowed
  - No eye shadow
  - No lipstick
  - No winged eyeliner
  - Black lashes only allowed
- Facial piercings – clear only
  - Must be WH&S compliant
  - No dangly earrings
- Nails - must be WH&S compliant, natural colour
- Jewellery - 1 ring allowed, 1 watch allowed. No anklets/bracelets unless for cultural reasons. Religious/cultural necklace must not be visible
- Hijabs/Burkas - Black/navy/white
- Ties – optional (mandatory at formal events)
- Year 12 jersey's only to be worn by year 12 students



## PROGRAMS OF EXCELLENCE

	<p><b>Arts Excellence</b></p> <p>The aim of the Arts Academy is to develop a practical competency and understanding of both the performing and visual arts through contemporary dance, drama, music, fine art and ceramics.</p>
	<p><b>Maths/Science Academy</b></p> <p>Our community believes that we have implemented an innovative school-wide program that embeds a STEM-inquiry approach. Students have the opportunity to develop a deep understanding of concepts and then apply those skills to problem-based, hands-on learning.</p>
	<p><b>Sports Program of Excellence</b></p> <p>Students will have the opportunity to pursue a course focusing on one of the following sports including - Rugby League, Football, Basketball, Netball or Australian Football League (AFL- High Engagement Subject).</p>

## HOW TO REPORT BULLYING

In the first instance, students or parents who wish to make a report about bullying should approach the regular class teacher, form class teacher, or year level dean. There are also four dedicated senior leadership officers, Head of Department - Student Engagement, who can be approached directly by students, parents or staff for assistance in preventing and responding to bullying.

It is important for students, parents and staff to know that state school principals have the authority to take disciplinary action to address student behaviours that occur outside of school hours or school grounds. This includes cyberbullying. Parents and students who have concerns about cyberbullying incidents occurring during school holidays should immediately seek assistance through the Office of the e-Safety Commissioner or the Queensland Police Service.

Upon enrolment at Mabel Park State High School, all students are required to sign the Anti Bullying Contract. Students who breach this contract may face in-school disciplinary action, such as detention or removing of privileges, or more serious consequences such as suspension or exclusion from school for engaging in behaviour that adversely affects, or is likely to adversely affect, other students or the good order and management of the school. This includes behaviour such as cyberbullying which occurs outside of school hours or settings, for example on the weekend or during school holidays. It also applies to inappropriate online behaviour of enrolled students that is directed towards other community members or students from other school sites.

Parents or other stakeholders who engage in inappropriate online behaviour towards students, staff or other parents may be referred to the Office of the e-Safety Commissioner and/or the Queensland Police Service. State school staff will be referred for investigation to the Integrity and Employee Relations team in the Department of Education. Any questions or concerns about the school process for managing or responding to bullying should be directed to Head of Department - Student Engagement.




## Parent and Community Code of Conduct

### Supporting learning, wellbeing and safety in every Queensland state school

We welcome parents<sup>1</sup> and other members of our diverse community into schools across Queensland.

Working together with their school community<sup>2</sup>, school staff support the learning and wellbeing of every student, and are entitled to a safe work environment.

Parents and other visitors to schools support safety by ensuring their communications and conduct at the school and school activities is respectful.

Elements of engagement	It is expected that parents and visitors to our school communities will:	Parents and visitors to our school communities demonstrate this by:
<b>Communication</b> 	<ul style="list-style-type: none"> <li>• be polite to others</li> <li>• act as positive role models</li> <li>• recognise and respect personal differences</li> <li>• use the school's communication process to address concerns</li> </ul>	<ul style="list-style-type: none"> <li>• using polite spoken and written language</li> <li>• speaking and behaving respectfully at all times</li> <li>• being compassionate when interacting with others</li> <li>• informing staff if the behaviour of others is negatively impacting them or their family</li> <li>• respecting staff time by accepting they will respond to appropriate communication when they are able</li> <li>• requesting a meeting to discuss any concerns about their child's education — allowing staff time to prepare and appreciating their time may be limited</li> </ul>
<b>Collaboration</b> 	<ul style="list-style-type: none"> <li>• (parents) ensure their child attends school ready to learn</li> <li>• support the Student Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>• taking responsibility for their child arriving and departing school safely on time every day</li> <li>• reading and encouraging their child to understand and follow the Student Code of Conduct</li> </ul>
<b>School Culture</b> 	<ul style="list-style-type: none"> <li>• recognise every student is important to us</li> <li>• contribute to a positive school culture</li> <li>• work together with staff to resolve issues or concerns</li> <li>• respect people's privacy.</li> </ul>	<ul style="list-style-type: none"> <li>• valuing each child's education</li> <li>• acknowledging staff are responsible for supporting the whole school community</li> <li>• speaking positively about the school and its staff</li> <li>• not making negative comments or gossiping about other school community members, including students — in person, in writing or on social media</li> <li>• understanding, at times, compromises may be necessary</li> <li>• considering the privacy of all school community members at all times, and understanding that the school cannot share confidential information.</li> </ul>

<sup>1</sup>The term 'parent' refers to parents, carers, guardians and people who exercise parental responsibility for a child.

<sup>2</sup>The term 'school community' refers to staff, students, parents, local business and community organisations and visitors to the school.



Logan City is one of the most multicultural cities on earth and at Mabel Park SHS, we are proud that this diversity is reflected in the heritages of our students.

We provide outstanding opportunities for all our students to pursue their educational goals and enrich our community.



## We belong, together

At Mabel, everyone belongs.

Together, we celebrate the rich cultural heritages of our First Nation students and actively seek to grow knowledge of and respect for Aboriginal and Torres Strait Islander peoples, cultures and histories.



Our Wajin staff, led by our Community Education Counsellors and Elder in Residence, Uncle Laurie Naden, provide opportunities for students to:

- showcase their gifts and talents through the Wajin performance team or Wajin Art program.
- seek specialist support for cultural, well-being, academic or individual needs.
- engage in community events and National days of significance or celebration.
- learn about, appreciate and celebrate Indigenous histories and cultures. Access external opportunities for personal development, leadership and employment including QATSIF, Beyond the Broncos Girls Academy or the Titans School to Work program.

## WAJIN CENTRE & UNITED CULTURES CENTRE

These innovative and contemporary learning spaces will provide the physical locations for the cultural heart of our school. Community partner organisations support our team of specialist teachers to deliver;

- community partnerships
- mentoring opportunities, connections to university pathways and
- homework centre.
- a multi-faith space and the opportunity to seek spiritual or religious support

