



VICTORIA POINT

STATE HIGH SCHOOL

Telephone 07 3820 5888
Email admin@vpshs.eq.edu.au
PO Box 3358 Victoria Point West QLD 4165

Learn, Think, Perform through
RESPECT INTEGRITY RESPONSIBILITY

Department of Education Equity and Excellence

Dear Parent/Carer,

Year 9 students will commence the school year on **Monday 22 January 2024**. Students should assemble by **8.40am** for roll call under the **Technologies Building**. New students are to report to the Administration Building for check in and orientation.

To ensure your child/s is prepared for learning, please find attached the school's expectations for learning from Day 1, including a **digital device**.

- Year 9 Stationery List 2024
- Bring Your Own Device @ VPShs including school technical support for new devices
- Payment or payment plan of the **Student Resource Scheme** (SRS) fee of \$300 by Friday 16 February 2024. Plus, any supplementary levies if students are to be enrolled in an elective/sport that incurs additional course costs (including outstanding invoices from previous years)
- Medical documentation and medication for administration (including Panadol) evidence by external and internal documentation that has been completed and submitted to the school Administration for Day 1.

As well as and accessible using the QR Code:

- The school's Dress Code, identifying the expectations for **uniform** presentation.
- The school's Attendance Policy, targeting a 92% attendance rate for all students.



Further information provided by the Parents and Citizens Association (P&C):

- Uniform Shop Booking Information and Price List,
- Canteen School24 – Online ordering Guide,
- How to be part of the P&C Association.

If you require further information or support, please do not hesitate to contact the school administration on 3820 5888 or admin@vpshs.eq.edu.au prior to the start of the new school year.

From the first day of Term 1 2024, all **Queensland state school students will be required to keep mobile phones switched off and 'away for the day'** during school hours and while attending school activities, such as representative school sport, excursions and camps. Wearable devices, such as smartwatches, can be worn to school; however, notifications must be switched off so that phone calls, messages and other notifications cannot be sent or received.

The Victoria Point State High School Mobile Phone and Digital Device Policy outlines further information, accessible using the QR Code:



Outside of school hours, your child can continue to bring their phone to school to communicate with you, their friends and employers. For urgent communication with your child/s, please contact the school administration.

At Victoria Point State High School, the junior secondary years of schooling aim to engage students with a meaningful and authentic curriculum delivered in a supportive school environment. Students will be academically challenged and encouraged to understand and embrace the connections between subjects and the real world. A strong wellbeing program ensures a well-rounded education that supports students' social and emotional needs.



VICTORIA POINT

STATE HIGH SCHOOL

Telephone 07 3820 5888
Email admin@vpshs.eq.edu.au
PO Box 3358 Victoria Point West QLD 4165

Learn, Think, Perform through
RESPECT INTEGRITY RESPONSIBILITY

Department of Education Equity and Excellence

There are many opportunities for students to participate in sport at Victoria Point State High School. Information pertaining to each sport and sporting competitions is advertised regularly in Student Notices, on the Sports Noticeboard, as well as on the School website and Facebook page.



Please find attached 2024 **Vikings Major Carnival Information**.

The following attached information from **Transdev Queensland** will help you to plan your journey to and from school if required:

- Transdev Queensland Information Letter

We anticipate that Year 9 will be a challenging and rewarding year. I look forward to working with you and your child at Victoria Point State High School.

To keep up to date with school notifications and celebrations of student success and achievement, please join the school Facebook page at:

Aileen Lockhart

Kind regards

Aileen Lockhart Deputy Principal



READY TO LEARN

Stationery List – 2024

Year 9

BYOD in 2024

The Year 9 cohort will primarily have their timetabled classes delivered digitally so all students must have access to their own device for learning in the classroom. Students will still require some stationery items to support their learning.

Exercise books required for all subjects

7	A4 Exercise Books - 96-page
Pencil Case containing:	
1	Scientific Calculator (Sharp EL-531XHB available from Uniform Shop)
1 pkt	6 x Colouring pencils
1	Eraser
1	Glue Stick
1	Highlighter
2	Pencils - HB
1 pkt	10 x Pens - Medium – Mixed - Blue/Black/Red
1	Ruler
1	Sharpener
	USB Flash drive/s (as required)

Stationery required dependent on student timetable:

Dance Academy	Dance clothes as advised
Food Technology	Ingredients as advised
Media Academy	Portable HDD (minimum 500Gb) and 32GB SDHC memory card
Music	A4 Music Exercise Book (feint ruled and with manuscript) 96-page

- Exercise books are to be replaced as needed, whether complete or lost.
- Pencil case to contain the range of stationery items at all times.
- N.B. Liquid Paper, Nikko & felt pens are NOT permitted. Correction tape is acceptable.





Bring Your Own Device @ VPSHS



Bring Your Own Device @ VPSHS Overview

- Students will be able to utilise their devices at VPSHS to enrich their learning.
- Devices will be connected to the Education Queensland network via Microsoft Intune.

Students **MUST** connect to the **Bring Your Own Device @ VPSHS** program to access:

- A safe filtered internet connection
- Printing – using high quality printers in the library. (Once the schools SRS has been paid, the student will be given \$20 print credit.)
- SRS Fee is \$300 dollars.

DET (Department of Education and Training) Provides students with the following free software.

Microsoft Office	Students will be able to download MS Office onto 5 separate devices. Instructions to download, install and activate this software at home are available on the school's website or from the IT HelpDesk.
Adobe CC	Students that are a part of the media program with a compatible device will be able to install the Adobe Creative Cloud package. Details on the school's website.

School Technical Support

School technicians are only able to provide a diagnostic level of support for Bring Your Own Device @ VPSHS Devices. Software, Hardware warranty and Accidental Damage Claims are the responsibility of the parent / guardian and their vendor.

The school's IT Helpdesk is located at Moongalba. The Helpdesk is only available outside of class time 8am-4pm.

Mobile Network Tethering

The DET uses Internet filtering to protect against security threats and inappropriate content.

Mobile network tethering provides students with an UNFILTERED connection. These types of Internet connections need to be disabled before arrival at school as the school cannot monitor or take responsibility for content accessed via these methods.

Minimum Device Specifications

When purchasing a device please present this checklist to the retailer to ensure the laptop meets the listed minimum specifications. If the minimum specifications are not met, it is likely the device will not be compatible or connect with the Education Queensland managed network.

Component	Minimum Specifications	Does The Device Meet Specifications?	
		Yes	No
Screen Size	= > 9" Tablet or = >13" Laptop Screen		
Processor (CPU)	Intel i5 7th Generation / AMD Ryzen 3 or greater		
RAM	8GB or greater		
Hard drive	256GB or greater (SSD Preferred)		
Operating System	<p>Not Supported: Windows 11 S, Windows 10S, Windows 8.1 or older, ChromeOS, Android and Linux (eg. Ubuntu, Debian, Fedora)</p> <ul style="list-style-type: none"> Windows 10 Home or greater Mac OSx 13 or newer iPad iOS 15 or newer 		
Battery Life	6 Hours or Greater		
Wireless	Dual-band wireless (2.4 & 5 GHz) Capable		
Features	Keyboard (for iPad), USB Port, in-built Microphone, Webcam		
Virus Protection	Paid up to date Anti-Virus Protection		
Protective Casing	Highly recommended		

If minimum specifications are not met, the device will not be connected to the school network.

Warranty and Accidental Protection

Laptops are expensive technical devices and they do break down and can be damaged in a High School environment. **We highly recommend every laptop has Accidental Damage Protection (ADP) insurance.** It may be an option to add ADP to home and contents insurance.

Victoria Point State High School does not accept liability for any loss or damage suffered to a personal BYOD as a result of using the department's facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.





Consent to administer medication

PLEASE NOTE:

For medication to be administered at school or during school-related activities, there must be medical authorisation for the student to have that medication, and the medication must be in its original container with intact packaging.

Examples of medical authorisation include:

- a pharmacy label with both the student's and doctor's name on it;
- a signed letter from a doctor;
- a medication order from a dentist;
- an Action Plan signed by a doctor or nurse practitioner.

See below for examples of health conditions, medications and associated documentation:

Health condition/ reason for medication	Example of medication	Documentation completed by doctor or other prescribing health practitioner
Asthma	Asthma puffer	<i>Asthma action plan</i>
Anaphylaxis	EpiPen	<i>ASCIA Anaphylaxis Action Plan</i>
Diabetes	Insulin injection, insulin pump	Department of Education <i>Medication order to administer 'as-needed' medication at school</i> or medication order or <i>diabetes management plan</i> or other written instructions from prescribing health practitioner
Other types of emergency medication e.g. for seizures	Midazolam	Department of Education <i>Medication order to administer 'as-needed' medication at school</i>
Medication required 'as needed' for minor or non-emergency symptoms	Ointment for skin allergies, antihistamines	Department of Education <i>Medication order to administer 'as-needed' medication at school</i>
Changes to dosage (e.g. from ½ to 1 tablet)	Ritalin	Written instructions from prescribing health practitioner (e.g. doctor)

1. To request that the school administer medication to a student

- 1) Complete Section A (page 2).
- 2) Provide the school with the medication in the original container with intact packaging.
- 3) Provide the written medical authorisation (e.g. completed pharmacy label, medication order, action plan) completed and signed by the prescribing health practitioner.
- 4) Make an appointment with the principal/delegate if:
 - the student requires medication as an emergency response;
 - you would like the student to self-administer their medication;
 - the student has complex health support needs or requires other support strategies; or
 - you have any concerns about the student's health which may affect their schooling.

2. To request a student self-administer their medication

- 1) Complete Section A (page 2) and Section B (page 3).

3. To request the return of medication

- 1) Complete Section C (page 4)



Consent to administer medication

Privacy Statement

The Department of Education (DoE) is collecting this personal information for the purpose of enabling school staff to administer medication to the nominated student, or to support a student to self-administer their medication while at school or during school-related activities. This information will only be accessed by authorised departmental employees. In accordance with section 426 of the *Education (General Provisions) Act 2006* (regarding student's personal information) and the *Information Privacy Act 2009* (parent/carer's personal information) this information will not be disclosed to any other person or body unless DoE has been given permission or is required or authorised by law to disclose the information.

Section A: Complete the details below:

NOTE: This form only collects information for one (1) medication. If more than one medication is required, please complete a separate form for each medication.

Student name		Date of birth	
Parent/carer name		Phone number	

- I consent to the following medication being administered (as per the instructions on the pharmacy label and/or any additional written instructions) to the student named above during school or school-related activities.
- I authorise school staff to contact the prescribing health practitioner or pharmacist (as listed on the medication's pharmacy label or in other relevant medical authorisation) for the purpose of seeking specific advice or clarification on the administration of this medication to this student.

Name of medication

I confirm that the medication provided to the school (as listed above):

- ☐ is medically authorised (e.g. has been prescribed by a doctor, dentist, optometrist or nurse practitioner)
- ☐ is in the original dispensed container with intact packaging
- ☐ has the student's and doctor's names on the pharmacy label (if there is no other written evidence of medical authorisation)
- ☐ is current/in-date (The expiry date of the medication is __/__/____).

The medication is required:		If Yes to any questions, complete the following:
(a) routinely (e.g. 11am every day)	<input type="checkbox"/> No <input type="checkbox"/> Yes⇒	Administer at __: __ am/pm on the following days: (circle the day/s required) Monday Tuesday Wednesday Thursday Friday
(b) for a short time only (e.g. only for 2 weeks)	<input type="checkbox"/> No <input type="checkbox"/> Yes⇒	Start date: __/__/____ End date: __/__/____
(c) to manage a health condition by following a current action plan or health plan	<input type="checkbox"/> No <input type="checkbox"/> Yes⇒	Is the medication for: <input type="checkbox"/> asthma <input type="checkbox"/> anaphylaxis <input type="checkbox"/> diabetes <input type="checkbox"/> epilepsy <input type="checkbox"/> cystic fibrosis <input type="checkbox"/> other (describe)
(d) 'as needed' to treat minor or non-emergency symptoms	<input type="checkbox"/> No <input type="checkbox"/> Yes⇒	<input type="checkbox"/> I understand that before the school administers this medication, if they are not aware of when this medication was most recently given to this student, I will be contacted to provide this information.

Has this student previously shown any side effects after taking this medication?

Yes ☐ No ☐

If Yes, describe: _____



VICTORIA POINT

STATE HIGH SCHOOL

Telephone 07 3820 5888
Email admin@vpshs.eq.edu.au
PO Box 3358 Victoria Point West QLD 4165

Learn, Think, Perform through
RESPECT INTEGRITY RESPONSIBILITY

Department of Education Equity and Excellence

Parent/carer/student signature		Date	
If the student is to self-administer this medication, also complete Section B NOTE: Controlled drugs cannot be self-administered.			

Section B: Details for student self-administration of medication:			
<i>In all cases and at any time, the principal/delegate may disallow student self-administration for health and/or safety reasons.</i>			
Student name		Date of birth	
<ul style="list-style-type: none">I confirm that the student is confident, competent and can safely administer the right dose of their own medication at the right times.I confirm that the student can store their medication securely.I authorise school staff to contact the prescribing health practitioner, health team or pharmacist (as listed on the medication's pharmacy label or in other relevant medical authorisation) for the purpose of seeking specific advice or clarification on the administration of this medication by this student.			
Health condition			
<input type="checkbox"/> Asthma - secondary school students only	<input type="checkbox"/> I approve for the student to self-administer their asthma medication. NOTE: The school will need a copy of the student's <i>Asthma Action Plan</i> if it varies from the standard asthma first aid response		
Health condition	I seek approval from the principal/delegate for the student to self-administer:		
<input type="checkbox"/> Asthma	<input type="checkbox"/> their asthma medication (<i>following a current action plan/health plan</i>)		
<input type="checkbox"/> Anaphylaxis	<input type="checkbox"/> their adrenaline auto-injector (<i>following a current action plan/health plan</i>)		
<input type="checkbox"/> Diabetes	<input type="checkbox"/> their medication (<i>following a current health plan</i>)		
<input type="checkbox"/> Cystic fibrosis	<input type="checkbox"/> their medication (<i>following a current health plan</i>)		
<input type="checkbox"/> Other _____	<input type="checkbox"/> their medication (<i>following a current health plan</i>)		
Parent/carer/student signature		Date	



VICTORIA POINT

STATE HIGH SCHOOL

Telephone 07 3820 5888
Email admin@vps.hs.eq.edu.au
PO Box 3358 Victoria Point West QLD 4165

Learn, Think, Perform through
RESPECT INTEGRITY RESPONSIBILITY

Department of Education Equity and Excellence

Section C: Details for return of medication:

Student name

Date of birth

- I confirm that the medication/s documented above are no longer required to be taken by the student, for example, due to documented change in dosage required or no longer required to take at all, and are to be removed from school.
- I confirm that, in the presence of relevant school staff, all unused medication has been returned to myself as parent/carer.
- I authorise school staff to contact the prescribing health practitioner, health team or pharmacist (as listed on the medication's pharmacy label or in other relevant medical authorisation) for the purpose of seeking specific advice or clarification on the administration of this medication by this student.

Name of medication

Dosage being returned (e.g. number of tablets, mls left in bottle)

Parent/carer/student signature

Date

School staff signature

Date



Victoria Point State High School

Enrolment Agreement



Learn, Think, Perform

JUNIOR SECONDARY

COMMITMENT TO EXPECTATIONS – READ AND DISCUSS

It is the responsibility of a student to:

- Attend school regularly and on time
- Attend school ready to learn and take part in school activities
- Act at all times with respect and show tolerance to others
- Work hard to complete and submit all learning outcomes:
 - Including homework
 - Assessable tasks - *Assessment Calendar*
- Comply with requests or directions from all staff
- Abide by the school's *Responsible Behaviour Plan for Students*
- Abide by the school's *Dress Code*
- Bring all necessary learning materials and equipment

It is the responsibility of a parent/carer to:

- Advise the school of changes to contact details
- Attend interviews to discuss student progress and pathways
- Inform the school of:
 - any concerns regarding learning abilities
 - any concerns regarding participation abilities
- Inform the school of a reason for a student absence
- Treat the school staff with respect and tolerance
- Support the authority and discipline of the school
- Abide by the school's policy regarding access to the school

It is the responsibility of the school to:

- Develop each individual student's talent as fully as possible
- Inform parents/carers regularly about how their son/daughter is progressing
- Inform the students and parents/carers each semester about what the teachers aim to teach the students to learn and how the students will be assessed
- Teach effectively setting high standards in work and behaviour
- Take reasonable steps to ensure the safety and self-confidence of all students
- Be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community
- Treat students, parents/carers with respect and tolerance
- Clearly articulate and communicate the school's expectations regarding the school's *Responsible Behaviour Plan for Students* and the school's *Dress Code*
- Set, mark, monitor school homework and assessment regularly in accordance with school policy
- Contact parents/carers as soon as possible if the school is concerned about the student's work, behaviour, punctuality or attendance
- Deal with complaints in an open, transparent manner, maintaining confidentiality in accordance with Education Queensland and legislative requirements

It is the responsibility of a student to abide by the school Network Agreement:

- For education purposes only which includes:
 - not accessing files/folders/programs unless directed
 - not downloading or copying files to the hard drive or server (**executable, zip, video, or sound**)
- Maintaining the security of passwords at all times
- Resetting passwords at the beginning of each year
- Not revealing personal information including:
 - home addresses or phone numbers
 - others home addresses or phone numbers
- Not annoying or offending anyone else
- Appropriately using the email facility
- Not infringing copyright legislation

It is the responsibility of a parent/carer to abide by the school Network Agreement:

- Understand that access to computers and the Internet can provide students with valuable learning experiences
- Understand that it gives access to information on computers around the world; that the school cannot control what is on those computers; and that a very small part of the information can be illegal, dangerous or offensive
- Accept that while teachers will always exercise their duty of care, protection against exposure to harmful information must depend finally upon responsible use by students

Parent & Citizen Association

VPSHS P&C Association works with our Principal and school community in a productive partnership to achieve the best possible outcomes for our students.

The VPSHS P&C Association invites you to:

- Be involved with your child's educational journey
- Help fundraise to provide additional resources
- Promote interests and development of the school
- Attend information sessions each month as advertised on Facebook

Interested in finding out more?

Please make contact via:

Email: pandc@vpshs.eq.edu.au

Phone: 3820 5854 (Monday to Thursday - 8.00 am to 11.00 am only)

Website: <http://vpshs.eq.edu.au> (Community tab and select P&C)

Find us on Facebook



CANTEEN SCHOOL24 - Online Ordering Guide

Registration

Visit www.school24.net.au on any device or install the **School24 mobile app** on your iPhone/Android from the Apple App Store or Google Play Store

- Press the **orange** registration button to create your account
- Enter your unique **school ID number** below to match your account with your school -
Victoria Point State High School: 25431963
- Once completed click *Create Account*.

Log In

- Go to: <https://www.school24.net.au/login/> or use the downloaded app
- Enter your username (email address)
- Enter your password
- Click 'Login'
- Add Students to your Parent/Main Account
- Click the 'Students' tab on your account dashboard
- Click 'Add New Student'
- Enter the student's details, including their class and any allergies
- Click 'Save Student'
- *Make your first order!*

Top Up Your Account (Optional)

You can use pre-loaded funds or a credit card at checkout. To pre-load funds:

- Click 'Top Up/Recharge' on your account dashboard
- Select your top-up amount from the drop-down menu
- Click 'Pay using Card'

UNIFORM SHOP – Booking Information & Price List

- The Uniform Shop is located at the front of the school in the green colour-bond building near the bike racks.
- It is open **Monday to Thursday 8am till 11am during term times.**
- Fittings for new enrolments will be by appointment through SOBS between 27 November – 6 December 2023 and from 15 January -18 January 2024
Scan QR Code to book your appointment



Appointments are 15 minutes in duration. If you have two (2) students to be fitted, two (2) appointments will need to be made.
As there is limited space in the Uniform Shop, we ask that
Only **1 person accompany** the student to the fitting appointment.

Extended Trading Hours 2024

Monday 15 January to Thursday 18 January 2024 8.00 am - 2.00 pm
by SOBS appointment only

Monday 22 January 2024 8.am - 2 pm

Tuesday 23 January 2024 8 am - 2 pm

Wednesday 24 January 2024 8 am - 11 am

Thursday 25 January 2024 8 am - 11 am

Friday 26 January 2024 CLOSED PUBLIC HOLIDAY



2024 PRICELIST

FORMAL UNIFORM

	Cost
Blouse – Girl's V-neck	\$45.00
Dress Shirt – Boy's collared	\$45.00
Navy Culottes	\$45.00
Navy Shorts – with belt loops	\$38.00
Socks – Girl's – white with navy stripe	\$ 9.50
Socks – Boy's – navy with white stripe	\$ 9.50
Belt - black leather with silver buckle	\$12.00
Senior Tie (Years 10,11,12 only) – Girl's	\$20.00
Senior Tie (Years 10,11,12 only) – Boy's	\$20.00

SPORTS UNIFORM

Sports Shorts - Unisex	\$30.00
Sports Polo Shirt - Unisex	\$39.00
Cap	\$15.00
Bucket Hat	\$16.00

WINTER UNIFORM

Jumper – Navy, Poly Cotton	\$60.00
Sports Jacket - Micro Fibre	\$50.00
Sports Track Pants - Micro Fibre	\$35.00
Trousers – Boy's, with belt loops	\$43.00
Trousers – Girl's	\$43.00

MISCELLANEOUS

Scientific Calculator	\$27.00
-----------------------	---------

A \$10 surcharge will apply for ordering non-standard size items

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE



VIKINGS SPORT 2024

VIKINGS MAJOR CARNIVAL INFORMATION

Victoria Point State High School holds three major inter-house carnivals each year. These carnivals are integrated into the school term to allow for the greatest possible number of participants to become involved.

Swimming Carnival

Date:	Friday 2 February 2024 (Term 1, Week 2)
Venue:	Cleveland Aquatic Centre, 222 Russell St, Cleveland QLD
Time(s):	Buses depart from VPSHS for Years 12/11/10 and 9/8/7 . Students are required to report to year level assemblies for roll marking. Buses will return to VPSHS between 2.20 and 2.45PM .
Travel Uniform:	Students are permitted to wear either full sport uniform or house colours (clothing MUST be school APPROPRIATE and MUST fully cover the back, stomach and shoulders – suitable shorts and footwear included).
Swimming Attire:	Male and female swimming clothing must be appropriate for school competition
What to bring:	Sunscreen, swimwear, towel, hat, water bottle and lunch (canteen facilities available)

Cross Country Carnival

Date:	Wednesday 27 March 2024 (Term 1, Week 10)
Venue:	Victoria Point SHS and surrounding area
Time(s):	Cross country starts at 12.00PM (adjusted bell times apply)
Uniform:	Students are permitted to wear either full sport uniform or house colours (clothing MUST be school APPROPRIATE and MUST fully cover the back, stomach and shoulders – suitable shorts and footwear included).
What to bring:	Sunscreen, hat, running attire, running shoes and water bottle.

Athletics Carnival

Date:	Carnival – Thursday 20 June 2024 (Term 2, Week 10) Pre-Carnival (See attached timetable of events)
Time:	Family Group will be conducted at 8.20am on carnival day - in order to ensure we can get all events completed within the school day.
Venue:	All events will be held at Victoria Point SHS on or around the school oval
Uniform:	Students are permitted to wear either full sport uniform or house colours (clothing MUST be school APPROPRIATE and MUST fully cover the back, stomach and shoulders – suitable shorts and footwear included).
What to bring:	Sunscreen, hat, running attire, running shoes and water bottle.

Please Note – Our major carnivals include both MEDIUM and **High-risk** activities.

Medium risk activities include – cross country running, shot put, track events, long and triple jump

HIGH risk activities include – ALL swimming events, javelin and discus

To compete in HIGH risk events students must have competence in the specific event, please ensure your student is competent to compete in HIGH risk events prior to providing permission.

Dear Victoria Point State High School,

The following information has been prepared to assist students, parents/guardians and administrators.

- **School Bus Timetables** – The latest route and timetable information for school bus routes can be found on the TransLink website, <https://jp.translink.com.au/plan-your-journey/services-nearby/results>
- **School Bus Passes** – To apply for a School Bus Pass through the School Transport Assistance Scheme (STAS) visit the [STAS website](#). Students who do not qualify for STAS or subsidised travel can still travel on our buses but must pay their fare by using either a Child go card (if under 15 years) or Student go card (15 years and over). A list of available options for purchasing a go card is available on the [TransLink website](#).
- **Apply for a Bus Pass**



- **Code of Conduct** – TransLink have issued a revised Code of Conduct for Students Travelling on Buses. The document details the expectations and behaviours required by students when travelling on public transport.

Transdev Drivers operate services in line with the Code, and students, parents and guardians are encouraged to familiarise themselves with the Code of Conduct before travelling. Information and a copy of the Code of Conduct is available at <https://translink.com.au/travel-with-us/school-travel/school-travel-info/code-of-conduct>.

To assist our drivers in getting students to and from school safely and efficiently, students are asked to:

- **Allow extra time**, arriving at the bus stop 10-minutes before scheduled departure
- **Clearly hail the Bus**, allowing enough time for the Driver to pull over
- **Pay the correct fare**, using their *go* card or School Bus Pass
- **Follow COVID-guidelines**, keeping socially distanced where available, consider wearing a face mask, and if unwell do not travel
- **Get a grip** at all times while the bus is in motion, grabbing either the hand rails or seat in front, as buses can stop suddenly without warning
- **Clearly signal to stop prior to your stop**, this will allow enough time for the Driver to pull over safely
- **Treat others with respect**, providing seating for younger children or adults and always remain respectful to other passengers and the Driver.