



Rosewood
State High School

Enrolment Handbook





Message from the Principal



On behalf of the Rosewood community, I warmly welcome you and congratulate you on choosing Rosewood State High School for your child's education.

Our motto, *'In Pursuit of Excellence'*, underpins all that we do. We are committed to supporting every student to achieve their personal best and reach their individual potential. At Rosewood SHS, students are provided with a wide range of opportunities across academic, cultural, sporting and community pursuits, enabling them to develop confidence, capability and a strong sense of belonging.

We pride ourselves on fostering a supportive and inclusive environment where students are encouraged to take responsibility for their learning and behaviour. Respect, responsibility and positive relationships are at the core of our school culture, ensuring that every student feels safe, valued and supported.

Our success is built on strong partnerships between students, staff, families and the wider Rosewood community. The Student Representative Council plays a vital role in student voice and leadership, and we encourage all families to engage in the life of the school.

At Rosewood State High School, we are proud to be:

- a creative, challenging and stimulating learning environment
- an inclusive and supportive school
- a welcoming, safe and respectful community
- a school that values strong partnerships with families and the wider community
- an active and healthy school
- a clean and sustainable environment
- a school staffed by dedicated, capable and caring professionals

As Principal, I am committed to maintaining high expectations and continuously improving outcomes for all students. I invite you to partner with us, become involved in our school community, and support your child in making the most of every opportunity available at Rosewood State High School.

Nicole Sherlock
Principal



46 Lanefield Road, Rosewood, QLD 4340

T: (07) 5461 9400

E: admin@rosewoodshs.eq.edu.au

W: www.rosewoodshs.eq.edu.au

ROSEWOOD

STATE HIGH SCHOOL

Dear Parents / Guardians

I am writing to inform you of an important update regarding our approach to student learning and technology integration. **Beginning in 2026, all students in Years 7, Year 10, 11 and 12** will be required to bring their own personal laptop for use at school, as part of our Bring Your Own Device (BYOx) Program.

The purpose of schools has always been to prepare students for life in a rapidly evolving world. With the rapid development of information technology, we now have greater opportunities than ever before to enhance the learning experience. Technology is transforming the ways in which students engage with knowledge, collaborate with peers, and develop the skills necessary for future success.

The BYOx initiative allows us to provide the benefits of recent technological advances directly into the classroom, enabling a more personalised, interactive, and dynamic learning environment. It empowers students to take greater ownership of their learning while ensuring that teaching practices remain relevant in a digitally connected world.

Further details, including minimum device specifications and support information, are attached.

Thank you for your continued support as we work to equip our students with the skills and tools, they need to thrive in the 21st century.

Regards

A handwritten signature in black ink, appearing to read 'Nicole Sherlock', with a checkmark at the end.

Nicole Sherlock
Principal



BYOx (bring your own device)

Why BYOx?

The purpose of schools has always been to prepare students for life in a rapidly evolving world. The swift development of information technology has opened up new opportunities for students and schools. Technology is transforming the ways in which our students and teachers interact with learning and knowledge. The BYOx (bring your own device) program provides the benefits of recent technological advances to classroom learning.

Our Program

In 2026, students in Year 11 and 12 will continue to use laptops for their day- to-day learning requirements.

After consultation with the Rosewood State High School community the BYOx program will change to reflect the current recommendations from staff, students and parents.

2026

Laptops –
Year 7 and Year 10, 11 & 12

❖ *Individual circumstances will be taken into consideration as we transition to the whole school using laptops*

Why laptops?

- Establish a standardised teaching and learning environment to ensure consistency, clarity, and equity for both staff and students.
- Students can create and use a wide range of digital content across all curriculum areas.
- Most suitable and cost-effective device to meet all curriculum requirements
- Compatibility with school owned computers to minimise connectivity issues.




ROSEWOOD STATE HIGH SCHOOL

Device Specification

The table below contains detailed information on hardware and software specification to assist in selecting a suitable device for your student to bring to school or if you are going to purchase a new device.

Some subjects (Digital Technologies, Design Technology and Visual Art and Music) use specialised software which requires advanced hardware to run efficiently on a laptop, for example, Adobe Creative Cloud. More information about specific software used in subjects can be obtained through each subject Head of Department.

If your student is required to install and use higher end software programs on their BYOx laptop, it is recommended that the **'Higher Specifications'** devices are purchased.

Device Type	Device Minimum Specification	Recommendation	Accessories
Windows 11 	8GB RAM 256GB SSD Storage 13" Screen CPU i5 Gen 13 or AMD Ryzen 5	Acceptable Device for general school use	A suitable adaptor may need to be purchased to enable a USB 2.0/3.0 device to be plugged in if your device only has USB-C Ports Case (preferably a hard-protective case) Wired Headphones
	8GB RAM 512GB SSD Storage 13" Screen CPU i7 Gen 13 or AMD Ryzen 7	Preferred Device for Art, Digital Technologies and Film and New Media Students	

Important Notes: If your device does not meet the minimum specification requirements the technicians may not be able to support your device. The connectivity and learning materials for your child may be limited in the school environment. All laptops **must** be a minimum of 256GB storage capacity All laptops **must** support 5GHz Wi-Fi (802.11ac/ax Wi-Fi). All laptops **must** have Windows 11. VPNs are unsupported on our school network and should not be installed. Also note;









- Do not buy any additional software
- Virus protection is already inbuilt into the windows 11 operating system
- Do not buy Antivirus software as it often causes firewall issues on our network
- All Microsoft products are provided free
- All Adobe products are provided as a component of Student Resource Scheme (SRS)

Unsupported Device Specifications:

- Macbook
- Android Devices (including Chrome Book)



Required Software

Mandatory Laptop Software		
Intune Company Portal		Intune Company Portal is a mandatory application that is required to be downloaded onto the laptop and setup prior to starting. This application is used for connecting the device onto our network. It assists in automatically connecting profiles required for school internet and emails.
BYOx Mapper		This application must be installed on your device after you have setup the Intune Company Portal Application. This application adds the connection to the school G Drive and other network drives to access learning materials. The BYOx Mapper also adds the school printer to Windows devices. The Mapper must be signed into each day to gain access to the network drives.
QLearn		This application must be installed on your device after you have setup the Intune Company Portal Application. This application is the departments new digital learning management system for student learning. This application has replaced The Learning Place. QLearn provides a modern and intuitive interface for students to work in.
Microsoft Word		The trusted Word app lets you create, edit, view and share your files with others quickly and easily. Send, view and edit Office docs attached to emails from your phone with this powerful word processing app from Microsoft.
Microsoft Excel		Microsoft Excel, the spreadsheet app, lets you create, view, edit and share your files quickly and easily. Manage spreadsheets, tables and workbooks attached to email messages from your phone with this powerful productivity app from Microsoft.
Microsoft PowerPoint		The PowerPoint app gives you access to the familiar slideshow maker tool you already know. Create, edit, view, present or share presentations quickly and easily from anywhere.
Microsoft OneNote		Capture your thoughts, discoveries, and ideas and simplify overwhelming planning moments in your life with your very own digital notepad.
Microsoft OneDrive		Do more wherever you go with Microsoft OneDrive. Get to and share your documents, photos, and other files from your iOS device, computer, and any other devices you use. Use the Office mobile apps to stay productive and work together, no matter where you are.
<p>Microsoft Office (Office 365) is free to students with their EQ Account. Office will become activated for free when they sign in to Company Portal or sign in to the application with their EQ email and password.</p>		



Minimum Device Specification

Device Type	Laptop Computer – <i>Not supported – Any Chromebook Devices or Android tablets</i>	Laptop Computer – Higher Specifications <i>Not supported – Any Chromebook Devices or Android tablets</i>
Screen Size	13"	13"
RAM	8GB	16GB
Storage	256GB SSD	512GB SSD
Network	Dual band AC compatible Wireless – 5GHz. NOTE: <i>laptops which only have 2.4 Ghz wireless connectivity will not connect to the Department of Education wireless network.</i>	Dual band AC compatible Wireless – 5GHz. NOTE: <i>laptops which only have 2.4 Ghz wireless connectivity will not connect to the Department of Education wireless network.</i>
Operating System	Windows 11	Windows 11
Processor	Intel Core i5 13 th Generation AMD Ryzen 5	Intel Core i7 13th Generation or AMD Ryzen 7
Ports	2 USB ports (additional or an external USB hub is recommended especially if a mouse is being used) NOTE: <i>Some new laptops come with only USB-C ports – a suitable adaptor will need to be purchased to enable a USB 2.0/3.0 device to be plugged in.</i>	2 USB ports (additional or an external USB hub is recommended especially if a mouse is being used) NOTE: <i>Some new laptops come with only USB- C ports – a suitable adaptor will need to be purchased to enable a USB 2.0/3.0 device to be plugged in.</i>
Accessories	Case (preferably a hard- protective case), wired headphones	Case (preferably a hard- protective case), wired headphones

Device Purchasing Portals

Rosewood State High School has negotiated with several vendors to develop a range of devices and purchasing options for parents. Devices offered on these portals meet the school's minimum specifications. The school does not endorse or recommend any particular brand of device and parents are free to purchase from any vendor of their choice.



HP BYOD Portal

School Access Code: RosewoodSHS

www.hp.com.au/byod



JB Hi-Fi Education Portal

School Access Code: RSHSBYOD2026

<https://byod.jbhifi.education>



Care of Device

Outlined below are the expectations regarding student responsibility for caring for their devices and ensuring they are ready for school:

- It is the responsibility of the student to keep their chosen devices for school in working order to minimise the disruption to learning.
- It is expected that students bring their devices to school each day fully charged.
- Students should take care when moving around school to ensure their device is not damaged.

Device Security

To ensure the integrity of our network and safety of student devices, we supply filtered and monitored internet connection to all staff and students. Please note that third party 'Virtual Private Networks' (VPN's) are not supported at school and the use of personal mobile hotspots is not permitted.

Parental Control

Participating in a BYOx program, it is the parent's choice whether to install parental control software on their child's device. However, if the software interferes with the device's functionality during school hours, parents will be required to either disable it or adjust its settings to ensure it does not impact the student's learning at school.

Purchasing Considerations:

It is recommended that parents/caregivers contact a range of computer vendors and consider the 'total cost of ownership' including warranty, technical support arrangements and hardware components which will contribute to the life of the laptop. The cheapest laptop to buy is generally not the best option in the end.

The school takes no responsibility for any private laptop purchasing and/or finance arrangements. All issues with laptop purchases or technical issues must be taken up with the vendor/supplier.



GETTING STARTED

School Contact Details

Reception: 07 5461 9400

Address: 46 Lanefield Road, Rosewood Q 4340

Email: admin@rosewoodshs.eq.edu.au

Website: www.rosewoodshs.eq.edu.au

The administration office is open from 7:30am – 3:30pm Monday to Friday during the term only. Access to the school is via Gate 3.

The First Day

Students commencing Year 7 will start on the first day of the new school year. If a student is commencing throughout the year the administration team will advise of their commencement date in consultation with the family.

Students are to arrive wearing full school uniform and report to administration by 8:30am. Students will receive their timetable and be escorted to their first class.

Year 7 Transition Day

The Monday of week 10, Term 4 is the designated day for all **future Year 7** students enrolled at Rosewood State High School. This day provides students with an opportunity to become familiar with the school by meeting teachers, exploring the school, and participating in a range of classroom activities.

To be eligible to attend Transition Day, the following requirements must be completed:

- **Submission of a completed enrolment application**
- **Attendance at an enrolment session by both the student and their parent/carer**

Students are required to arrive at Rosewood State High School by **8:30am** to commence the day.

Student ID Card

At the commencement of a new year, all students will participate in the photo day to have an ID photo taken. The ID photos are used to produce student ID cards which are distributed to students. For new students commencing during the year, a photo will be taken and a student ID card will be issued.

If a replacement student ID card is required, a fee of \$10 is incurred. Students needing a replacement ID card should visit the administration office to make payment by cash or card. A replacement card will be issued to the student.



ROSEWOOD

STATE HIGH SCHOOL

Lost Property

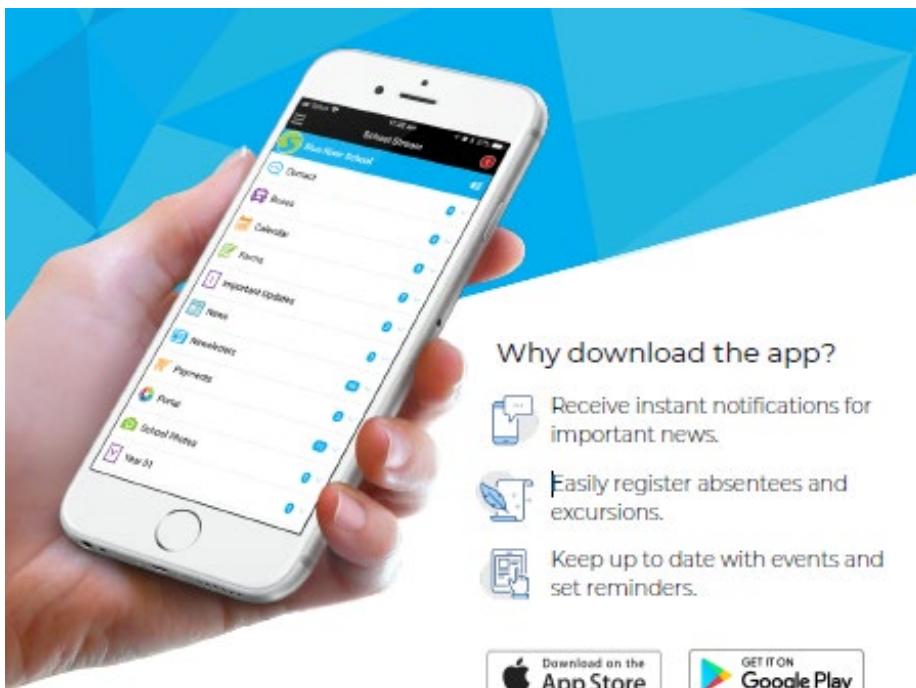
Lost property is held in the Library. Please ensure your child’s clothing and personal items are labelled so that in the event of an item being lost, we can endeavour to return the item to your child. Students should not bring valuable items to school.

Communication

School communication to parents and carers is sent via Facebook, School Stream, email or SMS. It is therefore essential to keep the school informed of any changes to your contact details.

Facebook page: www.facebook.com/rosewoodstatehighschool

School Stream access is via below instructions. School Stream provides access to school updates, messages and event calendars.



Why download the app?

- Receive instant notifications for important news.
- Easily register absentees and excursions.
- Keep up to date with events and set reminders.

Download on the **App Store** GET IT ON **Google Play**

Download instructions:

1. Go to the App Store and download "School Stream" to your phone.
2. Open the app and type the school's name into the search bar to load the school's profile.
3. Make sure you agree to Push Notifications when prompted.





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Updating Student Records

It is important that the school can contact parents and carers. Parents and carers should advise the school of any change of student or parent personal details including email, mailing address, telephone etc by email to admin@rosewoodshs.eq.edu.au. Please include your child's name, year level and ID number (as it appears on their student ID card).

Alternatively, details can be updated by completing the form available on School Stream.

School Fees & Payments

School fees are applied to support the delivery of education at Rosewood State High School through the Student Resource Scheme. Annual school fees for Years 7 – 10 is \$200.00 and Years 11 & 12 is \$300.00. This can be paid in full or by instalments each term;

Years 7 – 10

Term 1 - \$50 due by 06/03/2026
Term 2 - \$50 due by 08/05/2026
Term 3 - \$50 due by 07/08/2026
Term 4 - \$50 due by 23/10/2026

Years 11 – 12

Term 1 - \$75 due by 06/03/2026
Term 2 - \$75 due by 08/05/2026
Term 3 - \$75 due by 07/08/2026
Term 4 - \$75 due by 23/10/2026

Statements are emailed monthly.

Preferred payment is by Bpoint (details will be provide on the invoice). Centrepay deductions are also available, please contact the administration office to arrange or via the QKR app, see details attached.

School Policies and Procedures

Rosewood State High School policies and procedures are available on the school's website:

<https://rosewoodshs.eq.edu.au/our-school/rules-and-policies>

The policy documents may be updated from time-to-time and additional policies and procedures may be updated as required.

School Houses





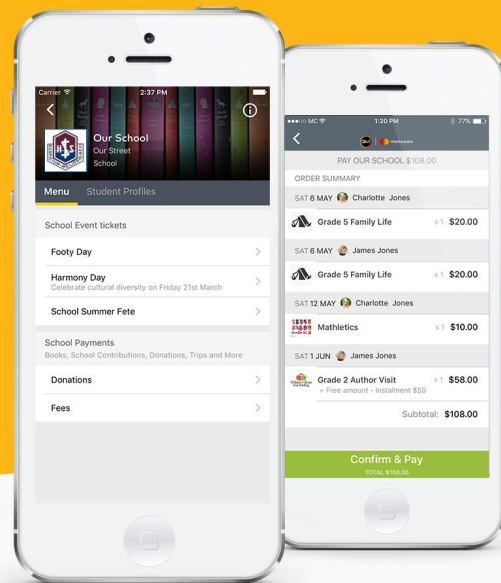
masterpass

For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by Mastercard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.

With Qkr you can:

- Pay for a variety of school items;
- See your receipts on the app and get them sent by email if required.



Getting started is easy - try it yourself today

Step 1 Download Qkr!

on your Android phone or iPhone. iPad users can download iPhone app



Step 2 Register

Select your Country of Residence as 'Australia' and follow the steps to register

Step 3 Find our school

Our school will appear in 'Nearby Locations' if you're within 10kms of the school, or search for our school by name.

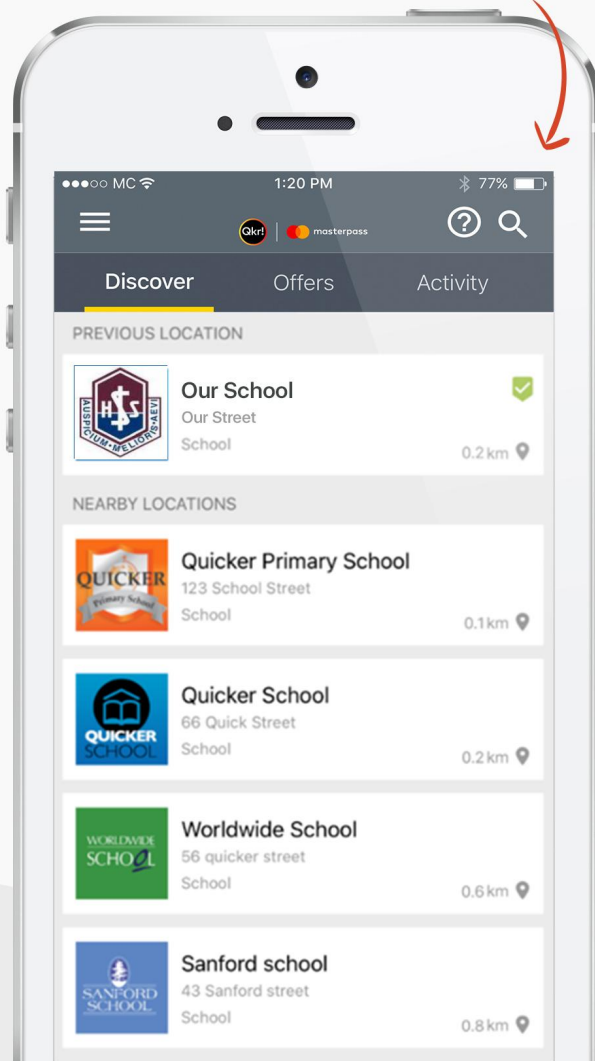
Step 4 Register your children

When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

Search for our school name

If you have made a purchase you can select our school from 'Previous Location'

If you're within 10 kms of the school, you can select our school from 'Nearby Locations'

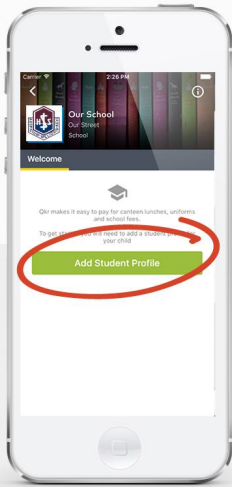




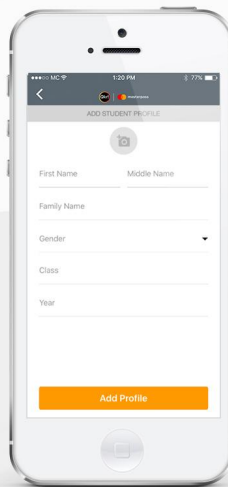
masterpass

Add your children's details in Student Profiles

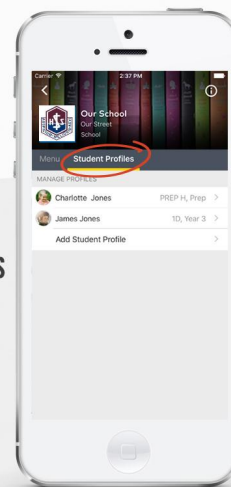
Select
'Add student profile'



Add each
child's details

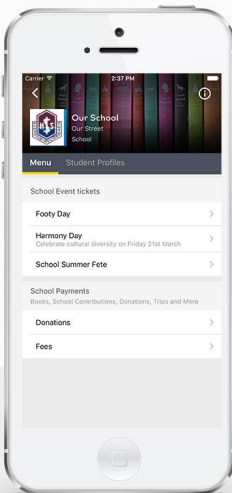


Manage each
child's details in
Student Profiles

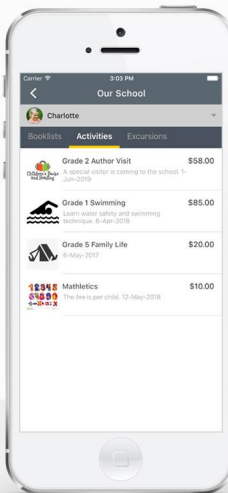


Purchase school items

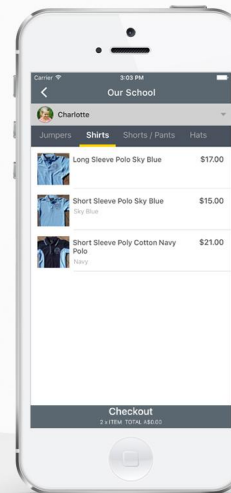
Select a menu
from our school



Select child
you are
ordering for



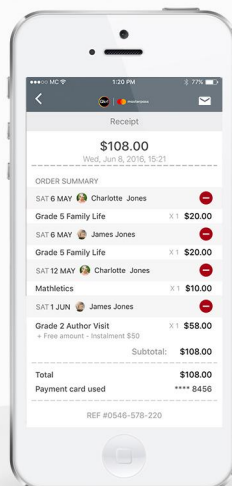
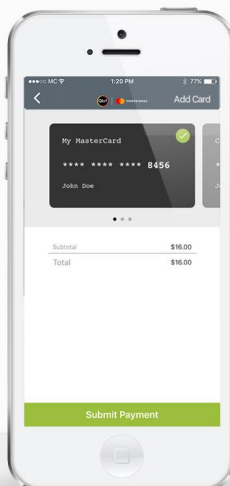
Select your items



Tap 'Checkout'
then confirm and pay

Making payments

Add up to 5 cards to your wallet



At checkout select which card to
pay with.

Pay with any cards accepted
by the school.

Once your payment is approved you
can continue to the home page, or
view your receipt.



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W: www.rosewoodshs.eq.edu.au

Bus Routes

Bus Queensland – 5465 1797/3802 1233

Providing services for: Calvert, Grandchester

Minden Bus Company – 5426 8102

Providing services for: Walloon, Thagoona, Haigslea, Marburg, Hatton Vale

Fassifern Coaches – 5463 1407/0434 264 380

Mutdapilly, Ebenezer, Warrill View, Mt Forbes

Rosewood Bus and Coach Service – Darren 0407 176 067

Providing services for: Mt Walker, Rosevale



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ATTENDANCE

Every Minute Counts

Rosewood State High School values teaching and learning and the following process facilitates minimal disruption to student learning. Parents/Carers who arrive during class time without prior arrangement will have to wait until the next scheduled break.

Student Absences

To inform the school or your child's absence, please make contact, by 8:45am on the day of absence, in one of the following ways:



07 5461 9466



Complete form on School Stream

In your message, please advise of your child's name the date of absence, the reason for absence and the expected duration of their absence.

Late Arrivals and Leave Passes

Late to school (arrived after 9:00am)

- Go to the Library
- Bring a note explaining your lateness or have your parent/carer come to Administration with you
- Sign in

Need to leave school early:

- Complete early departure form on School Stream
- Student to bring a note signed by parent/carer
- Hand the note into the Library by 8:40am the early departure will be recorded on the student's attendance record
- The teacher will direct the student to leave the classroom at the specified time
- Wait at office until your parent/carer arrives at the Administration Office to collect student
- Staff will sign student out when they depart the school with the parent/carer



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Roll Marking Procedures

Every day the roll is marked in Connect Class and at the commencement of each lesson. If a student is not in attendance a text message is sent home to a parent/carer to notify of the absence.

School Timetable

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Assembly 8:50am-9:15am	Form Class 8:50am-9:00am	Form Class 8:50am-9:00am	Form Class 8:50am-9:00am	Form Class 8:50am-9:00am
Lesson 1 9:15am-10:25am	Lesson 1 9:10am-10:10am	Lesson 1 9:00am-10:10am	Lesson 1 9:00am-10:10am	Lesson 1 9:00am-10:10am
Lesson 2 10:25am-11:35am	Lesson 2 10:10am-11:20am	Lesson 2 10:10am-11:20am	Lesson 2 10:10am-11:20am	Lesson 2 10:10am-11:20am
<u>1st Break</u> 11:35am-12:05pm	<u>1st Break</u> 11:20am-12:05pm	<u>1st Break</u> 11:20am-12:05pm	<u>1st Break</u> 11:20am-12:05pm	<u>1st Break</u> 11:20am-12:05pm
Lesson 3 12:05pm-1:15pm	Lesson 3 12:05pm-1:15pm	Lesson 3 12:05pm-1:15pm	Lesson 3 12:05pm-1:15pm	Lesson 3 12:05pm-1:15pm
<u>2nd Break</u> 1:15pm-1:45pm	<u>2nd Break</u> 1:15pm-1:45pm	<u>2nd Break</u> 1:15pm-1:45pm	<u>2nd Break</u> 1:15pm-1:45pm	<u>2nd Break</u> 1:15pm-2:00pm
Lesson 4 1:45pm-2:55pm	Lesson 4 1:45pm-2:55pm	Lesson 4 1:45pm-2:55pm	Lesson 4 1:45pm-2:55pm	Lesson 4 2:00pm-2:55pm



GENERAL STATIONERY LIST

General requirements: ALL YEAR LEVELS

2 x Blue pens	1 x 4 pack highlighter pens
2 x Black Pens	Eraser
2 x Red Pens	1 x 30cm Ruler (wooden or plastic only)
4 x HB pencils	32GB USB Memory Stick (used for all subjects)
1 x 12 pack of coloured pencils	Scientific Calculator (Casio FX82 AU plus series)
Pencil case	4 x A4 exercise books (Individual exercise books are required)
Sharpener/glue	Scissors
1 x Headset with microphone (required for online learning for Years 7 – 12 and NAPLAN)	

Students will be given their timetable on the first day of attendance.

Students must have an appropriate school bag to store their equipment each day.

Please **DO NOT** purchase 4 in 1 subject notebooks – individual exercise books are required.

Please note that throughout the year certain subjects will require additional stationery. Students will be advised by their teachers on any specific requirements.