Parent Information Handbook 2022

Honesty, Personal Best, Respect,
Friendliness & Responsibility

Welcome to
Kingston Community School

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The following information has been prepared to assist you with school organisation, student matters, and parent involvement. I hope that your association with Kingston Community School is a positive one.

Samantha Murdock
Principal

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THE BENEFITS OF KINGSTON COMMUNITY SCHOOL

The benefits of a Kingston Community School education for your child include:

- A school community that is welcoming, friendly and supportive.
- A history of education with over 125 years' tradition.
- A comprehensive educational programme Reception to Year 12.
- A balanced and challenging education for all students with a range of extra curricula activities.
- Achievement, success and personal best being actively encouraged, recognised and applauded.
- Diverse subject offerings, where preparation for both tertiary study and the world of work are important.
- Outstanding school facilities.
- Small class sizes.
- South Australian Certificate of Education results that exceed state averages.
- Intervention programmes for targeted students.
- A strong foundation in the early years including Playgroup.
- Specialist subjects in R-7 classes.

THE 5 KEYS TO SCHOOL SUCCESS

Reception to Year 12 Pastoral Care aims to develop:

Confidence	Self Acceptance – Making a mistake doesn't make you bad
	Risk taking – It's good to try something new
	Independence – Try new activities; don't be afraid to speak up
Persistence	Optimism – Even when things are difficult, you can do it
	Giving effort – The harder you try, the greater your success
	Working through – To be successful, sometimes you have to do things that are not easy or fun
Organisation	Planning Time – Plan enough time to complete tasks
	Setting Goals – Plan steps to realise objectives
Resilience	Keeping perspective – On a scale of ten, is it really that bad?
	Staying calm – Maintain your cool in the face of adversity
	Bouncing back – Choose to be positive, even when things don't turn out the way you'd prefer
Getting Along	Being tolerant - Accept that everyone is different and makes mistakes
	Playing by the rules – By following school rules, school will be a better and safer place in which to live and learn
	Thinking first – Before reacting, think first of different ways to resolve setbacks and conflicts

LEADERSHIP TEAM & STAFF

Samantha Murdock
Principal

Jane Lyon
Deputy Principal
Primary Coordinator

Christina Everett
Assistant Principal
Senior Secondary Coordinator
SACE/ VET Coordinator

Maddison Lawrie
Middle Secondary Coordinator
HASS

Kate Telfer
Wellbeing Coordinator
German

Shanna Backler
Technologies -
Food & Fibre Production

Kirsten Barich
Research Project
Modern History

Rilla Cobiac
Mathematics

Sue Coote
Primary Teacher

Skye Curkpatrick
English

Miriam Edwards
Primary Teacher

Jarryd Hill
Primary Teacher
Health & PE

Katie Hines
Agriculture

Kathryn Lawrie-Read
Primary Teacher

Katherine Lisk
The Arts - Art

Rhys Jiannis
Science
Mathematics

Alex Milgate
Science

Anthony Mutton
English

Natalie Ogilvie
The Arts - Music

Pauline Parsons
Primary Teacher

Kellie Peterson
Primary Teacher

Elliott Saunderson
Primary Teacher
HASS

Darren Simpson
Mathematics
Science

Bryce Smith
Health & PE

Linda Troeth
Primary Teacher

Alice Trott
Primary Teacher
Science

Craig Watson
Technologies - Design and Technology Studies

Sarah Wood
Primary Teacher

Darren Woon
Primary Teacher

Thomas Barich
ICT

Angela Braithwaite
Classroom Support

Sheree Brown
Community Library

Michelle Burnett
Classroom Support

Kylie Daniel
Canteen Manager

Neville Hines
Groundsman

Louise Murdock
Classroom Support
Science

Tiarna Murdock
Classroom Support

Kirsten Olivier
Pastoral Support

Kate Pinkerton
Administration

Lesley Rankin
Business Manager

Ann Sampson
Classroom Support

Karen Watson
Administration

Leah Wehl
Classroom Support

Phyl Zwar
Classroom Support

Gabrielle MacNeil-Gordon
Classroom Support

Eleanor Lisk
ACEO

DAY STRUCTURE

Supervision of students is provided in the school grounds from 8:30am to 3:25pm.

- Class time begins at 8:45am
- Dismissal is at 3:15pm
- Buses depart at 3:25pm
- End of Term dismissal is at 2:15pm

DAY STRUCTURE	
8:45 – 8:55	**Class Period**
8:55 – 9:40	Lesson 1
9:40 – 10:25	Lesson 2
10:25 – 10:50	**RECESS**
10:50 – 11:35	Lesson 3
11:35 – 12:20	Lesson 4
12:20 – 1:05	Lesson 5
1:05 – 1:40	**LUNCH**
1:40 – 2:30	Lesson 6
2:30 – 3:15	Lesson 7
3:15	**Dismissal**

CODE OF CONDUCT

RESPONSIBILITY

Be in control of your own behaviour and be accountable for your learning and actions.

RESPECT

Treat yourself, others and your environment with care.

PERSONAL BEST

Be confident, resilient and aim to do your best.

FRIENDLINESS

Show care, understanding and compassion for everyone

HONESTY

Be truthful and sincere in what you say and do.

J:\Common\Year Level Coordinator\Yr 08\Transition\2018\CODE OF CONDUCT 2019.docx

Personal Best • Friendliness • Respect • Responsibility • Honesty

CURRICULUM

Kingston Community School provides a contemporary challenging Australian Curriculum/SACE education to all students Reception to Year 12.

Cross curriculum perspectives, vocational and social skills programmes are highlighted at all year levels.

Students complete 8 areas of study during their compulsory years of schooling:

- Arts
- English
- Health and Physical Education
- Languages (German)
- Humanities and Social Science
- Mathematics
- Science
- Technologies

Curriculum Handbooks are available on the school website.

In addition:

- Support is available for identified students in mainstream classes
- Intervention programmes are available for eligible students
- Open Access courses supplement subjects for Senior Secondary students if necessary

SCHOOL FACILITIES

The school campus has the following specialist areas.

- Agriculture
- Art Rooms
- Canteen
- Community School Library
- Drama/Music Room (*)
- Gymnasium (*)
- Home Economics Centre
- Maker spaces Junior and Senior
- Outdoor Courts (*)
- Oval (*)
- Playground
- Science Laboratories
- Squash Courts (*)
- Swimming Pool (*)
- Technology Centres
- Training Room (*)

(*) Community groups can book facilities at the front office. Hire fees apply

EXTRA CURRICULAR ACTIVITIES

The following extra-curricular activities are offered, depending on demand.

- Competitions – Local, State, National
- Music – Choir, Concert Band, Instrumental Music, Vocal Groups
- SAPSASA and SASSSA Sport
- School Camps and Excursions
- Sport – Aquatics, Athletics, Basketball, Gym Fun, Swimming, Jump Rope for Heart, Cross Country
- Performances and Guest Presenters
- Work Experience
- Pedal Prix
- STEM/STEAM Networking
- German Exchange Programme
- Ag Program

SCHOOL HOUSE SYSTEM

All students are placed in one of three houses.

The names and colours associated with each house are:

WYOMI	**Blue**
BENSON	**Yellow**
JAFFA	**Green**

The house system is used for sports and athletics competitions within the school for students.

Each year we hold:
Sports Day – Term 1 – Rec – 12
Interschool Sports Day – Term 1 – Years 3 -12
Cross Country – Term 4 – Rec – 12
Swimming Carnival – Term 4 – Years 6 - 9

The competition between houses provides a valuable opportunity for students to acquire and develop leadership skills by organising a large group of students. It also enables students to develop team spirit and show pride in the achievement of themselves and others.

HOMEWORK

Time spent on homework varies according to the work set, year level and individual students.

Homework helps students to:

- Develop self-discipline and time management
- Practise concepts and skills taught at school
- Complete class work due to absence
- Improve literacy and numeracy skills

Home work timetables are issued at the start of each year.

JUNIOR STUDENT REPRESENTATIVE COUNCIL

The Junior Student Representative Council consists of elected students from Reception to Year 6.

Students develop skills in:

- Student Voice
- Meeting procedures
- Listening
- Contributing to change within the school
- Personal confidence

SENIOR STUDENT REPRESENTATIVE COUNCIL

The Senior Student Representative Council is a student committee comprising students from each year level of the Secondary school.

The aim of the Student Representative Council is:

- To participate in decision making and democratic representation in school and student issues
- To broaden meeting procedure skills and student participation
- To present ideas and point of view on issues affecting students
- To raise money to purchase items students decide will benefit the school
- To help charitable organisations with fundraising donations
- To become involved in community activities

ATTENDANCE

Department for Education requires 93-95% attendance rate.

Regular attendance has significant benefits such as:

- Improved self-discipline, punctuality and personal organisation.
- Improved Academic Performance
- Increased Self Confidence

If your child is absent

- Please ring the school, provide a diary note for the days the student is absent, or SMS the school 0437 063 411 or by using the Sentral Parent Portal
- Provide a medical certificate if your child is ill or injured for more than 3 days.
- For students on family holidays an “Exemption from School” form is required, prior to the holiday. Forms are available from the front office.
- Notes or SMS will be sent home asking parents to record the reason for unexplained absences

The school is legally responsible for providing duty of care, NO student is permitted to leave the school ground during the day unless a note from a parent is provided.

BUSES

Kingston Community School has privately contracted buses that bring students to school.

Bus routes are Taratap, Dingley, Reedy Creek, Robe, Bagdad/Boatswain Point and Cape Jaffa. Buses arrive at approximately 8.30am and leave by no later than 3.25pm.

Students are expected to be well behaved at all times on school buses. Any problems or issues should be directed to the Principal.

COMMUNICATIONS

The school believes in:

- Effective communication with the school community
- Effective reporting between staff, students and parents

This is achieved through:

- Kingston Community School Website and Facebook page
- Diary notes and phone calls
- Notes and Letters to Families
- Electronic Newsletters
- Information sessions
- Committee meetings
- Parent interviews
- Reports
- Counselling

VISITORS

Visitors to the school:

- Are requested to report to the front office. The front office will convey messages or information to students.
- Visitors are not to be in the school yard.
- Visitors are not required to report to the front office when visiting the Library or Canteen

PARENT PARTICIPATION

Staff welcome opportunities to meet parents at Acquaintance Nights, Parent/ Teacher interviews, visiting days, or pre-arranged appointments.

Parents are encouraged to support their children through:

SCHOOL GOVERNING COUNCIL

School Governing Council members are elected at the February Annual General Meeting. They represent staff, parents and students to:

- Set the broad direction and vision of the school
- Be involved in developing, monitoring and reviewing plans for the school
- Endorse policies relating to the safety, welfare and discipline of students
- Monitor and review school improvement
- Determine and review how school finances are used
- Report to the school community

SCHOOL COMMITTEES

Parents can join of a wide range of school committees, including

- Agriculture
- Canteen
- Finance
- Parents and Friends

VOLUNTEERS

Volunteers in the school, including parents who help in classrooms, must be registered.

Information on how to register as a volunteer is on the school website.

It requires:

- An application form
- A current Responding to Risks of Harm, Abuse and Neglect Certificate (valid for three years)
- A current Working with Children Clearance (valid for five years) for non-parents

Volunteers in the school sign in at the front office and wear lanyards to indicate current registration.

MOBILE PHONE PERSONAL ELECTRONIC DEVICES

The Department's position is that primary aged students cannot use their mobile phones and personal devices at school during school hours.

The Department and the school recognise that there are legitimate reasons for students to bring a mobile phone or personal device to school. This may include:

- to ensure their safety while travelling
- so that parents can contact them outside of school hours.

During the school day primary students are not permitted to access or use their mobile phones or other personal devices. Students must switch off or mute their devices before storing them in their Yondr pouch at the beginning of the school day. They will not be able to access their device until the end of the school day.

STORAGE OF PERSONAL DEVICES

When Year 7 - 12 students enter school, those with mobile devices are required to switch off or turn the mobile phones onto 'Aeroplane Mode' and then place them into their Yondr pouch. These devices will remain there for the entirety of the day.

The School does not accept any responsibility for personal electronic devices students bring to school. Such devices should be carried with students in the Yondr pouch or left in secure bags or lockers.

OTHER CONDITIONS

While travelling on a morning or afternoon bus, students are permitted to use personal electronic devices in an appropriate manner. Inappropriate use includes;

- Threatening, bullying or harassing others
- Viewing or sharing offensive or otherwise illegal material
- Any other behaviour/use that is considered to be unsafe, unethical or illegal.

During lesson times students in Years 7-12 may be permitted to use their personal electronic devices as an educational learning tool.

- The decision for this will lie with the individual teacher and needs to be respected.
- Only permitted to use their phones as directed by staff.

If a student is in possession of a smartwatch this also is required to be placed onto 'Aeroplane Mode' for the duration of the day while on site.

STUDENT REPORT GUIDELINES YEAR R-12

The progress of Reception to Year 12 students at Kingston Community School is reported to parents/guardians in oral and written form during the year. Student Reports are emailed to families at the end of Term 2, 3 and Term 4 and can also be accessed through the Sentral Parent Portal.

Students and parents/guardians will receive the following:

Term 1
Oral Report in the form of a Parent/Teacher/Student interview during week 8 of Term One, with a focus on literacy and numeracy.

Term 1 report (Electronic copy).
Information will include:
* Student achievement levels for curriculum areas
* Effort and organisation levels for all subjects
* Attendance information
* Home Group comments

Term 2
Semester One report (Electronic copy).
Information will include:
* Student achievement levels for curriculum areas
* Effort and organisation levels for all subjects
* Attendance information
* Home Group and Subject comments

Term 3
Semester Two report (Electronic copy).
Information will include:
* Student achievement levels for curriculum areas
* Effort and organisation levels for all subjects
* Attendance information
* Subject comments

Year 3/5/7/9 NAPLAN test results will be posted to families late Term 3.

Term 4
Term 4 report (Electronic copy).
Information will include:
* Student achievement levels for curriculum areas
* Effort and organisation levels for all subjects
* Attendance information
* Home Group comments

STUDENT BEHAVIOUR MANAGEMENT

Student Behaviour Management aims:

- To provide a safe environment which allows students to learn and teachers to teach;
- To show respect for oneself, others and property;
- To promote the learning of socially acceptable behaviour;
- For students to be responsible and accountable for their own actions;
- For students to learn to choose and manage their own behaviour.

Student Behaviour Management applies to:

- Buses
- Class rooms
- Excursions
- School camps
- School yard
- Social functions

All students sign a Code of Conduct.

SCHOOL EXPECTATIONS

The School promotes:

- Courteous behaviour, language and manners
- Safety, responsibility and common sense in dealings with others
- Respect for people, property and laws

School Expectations:

- Students are responsible for their own property
- Regular attendance and punctuality is expected
- School uniform is required
- School rules are followed
- Specialist rooms may have specific dress, safety requirements, or rules to be followed eg Agriculture, Home Economics, Technical Studies
- Students must sign in and out of school during the day.

CLASS PLACEMENT OF STUDENTS

Factors considered when forming classes include:

- Resourcing
- Student numbers
- Educational advantages or disadvantages of class structures
- Parent requests
- Social emotional and health needs of students
- Subject choices

Parents are informed of classes in late Term 4, and where possible, students visit their new classrooms in the last week of term.

STUDENT SUPPORT SERVICES

Additional regional support for students and parents is available from:

- Attendance Officers
- Behaviour Management Consultants
- Disability Services Consultants
- Guidance Officers
- Social Workers
- Speech and Hearing Consultants
- Speech Pathologists
- CAMHS (Childhood and Mental Health Services)
- Headspace

SCHOOL POLICIES

Key Documents include:

- Anti – Bullying
- Bus Travel
- Code of Conduct
- Cyber-Safety Consent Forms
- Decision Making
- Drug Policy
- Emergency Procedures
- Homework
- Library Borrowing
- Mobile Phone/ Personal Electronic Devices
- Parent Complaints
- School Device User Agreement
- Student Behaviour Management
- Sun Safe
- Uniform
- Volunteers

Copies of documents are available upon request from the front office, and some from the school website www.kingstoncs.sa.edu.au

FIRST AID

STUDENT PERSONAL DATA SHEETS

- Student data sheets are maintained at school for medical emergencies
- Information is confidential

FIRST AID

- Sick and injured students will be administered basic first aid.
- Students with chronic or serious health issues require Health Care Plans from GP's or Specialists

SICK STUDENTS

- The school cannot supervise sick students.
- Parents/Emergency contact persons are expected to take sick students home.
- In an emergency an ambulance or doctor will be called.

MEDICATION

- Whenever possible medication should occur out of school hours.
- Staff cannot administer any medication unless it's provided with a medical authority from a prescribed health professional. Medication must be in it's original containers, clearly labelled with student name, dosage and expiry date and left at the front office.
- Students with ongoing medical issues who require prescribed medication at school must provide a Health Care Plan.
- In cases of emergency, staff can administer asthma medication and epipens.

INFECTIOUS DISEASES

- The school must be notified of any reportable infectious diseases students contract.
- Parents requiring more information about infectious diseases should ring the front office.

HEAD LICE

- Please report head-lice infestations to the school office. A note will be distributed to the youngest child in the family.

- If your child/ren have head-lice, they need to be treated and all lice and nits (eggs) removed before they can return to school.

- If your child has head-lice at school, you will be contacted and required to collect your child from school at the earliest opportunity for treatment.

ASTHMA

- Students with asthma (even if ‘mild’ or ‘occasional’) need an ‘Asthma Care Plan’ completed and signed by the treating doctor and given to front office staff.

- Staff can remind students to take their preventative asthma medication prior to physical activity if this is part of the Asthma Care Plan.

- Staff are also trained to administer reliever medication in the event of an asthma attack. Parents will be contacted if this occurs.

- The school has reliever medication for use in emergency situations only.

- The Asthma Foundation has insisted that asthma medication and spacer cannot be shared.

- Every child must have their own medication and space for ease of administration.

- Children with asthma are encouraged to carry their medication with them where recommended by a doctor.

- All other students – ie, those who are too young to administer their own medication, must have medication in the front office with their Asthma Plan.

- ALL asthma medication must have the pharmacist label, including the student’s name, stuck on the puffer.

We look forward

to your participation

and involvement

in our school

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Government of South Australia
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