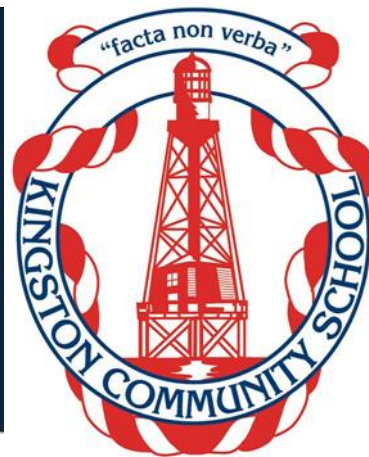


Parent Information Handbook 2024



Honesty, Personal Best, Respect,
Friendliness & Responsibility

Welcome to Kingston Community School

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KINGSTON SE SA 5275

Phone 08 8767 2677

E-mail: dl.0737.info@schools.sa.edu.au

Website: www.kingstoncs.sa.edu.au

Facebook: @kingstoncommunityschool

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.



S. Murdock
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-6 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



Daryll Kinnane
Assistant Principal
Senior Secondary Coordinator
SACE/ VET Coordinator



Maddison Lawrie
Middle Secondary Coordinator
HASS



Kate Telfer
Wellbeing Coordinator
German



Kirsten Barich
Research Project
Modern History



Aaron Beesley
Primary Technology
Primary German



Rilla Cobiac
Mathematics



Sue Coote
AE Teacher



Miriam Edwards
Primary Teacher



Jarryd Hill
Health & PE



Katie Hines
Agriculture



Rhys Jiannis
Science
Mathematics



Zara Keller
Primary Teacher



**Kathryn
Lawrie-Read**
Primary Teacher



Katherine Lisk
The Arts - Art



Sally Mason
Primary Teacher



Alex Milgate
Science



Anthony Mutton
English



Natalie Ogilvie
The Arts - Music



Pauline Parsons
Primary Teacher



Kellie Peterson
Primary Teacher



Darren Simpson
Mathematics
Science



Scott Stephens
Mathematics



Linda Troeth
Primary Teacher



Alice Trott
Primary Teacher
Science



Fiona Uren
Primary Teacher



Craig Watson
Technologies - Design
and Technology Studies



Rebecca Willis
Technologies -
Food & Fibre Production



Sarah Wood
Primary Teacher



Thomas Barich
ICT



Angela Braithwaite
Classroom Support



Sheree Brown
Community Library



Michelle Burnett
Classroom Support



Neville Hines
Groundsman



Eleanor Lisk
ACEO



**Gabrielle
MacNeill-Gordon**
Classroom Support



Louise Murdock
Classroom Support
Science



Kate Pinkerton
Administration



Lesley Rankin
Business Manager



Ann Sampson
Classroom Support



Karen Watson
Administration



Leah Wehl
Classroom Support



Phyl Zwar
Classroom Support

Renae Bawden
Canteen Manger

Robbi Hudd
Canteen Manger

Sue Lewis
Community Library

Dianne Mignanelli
Grounds
Classroom Support

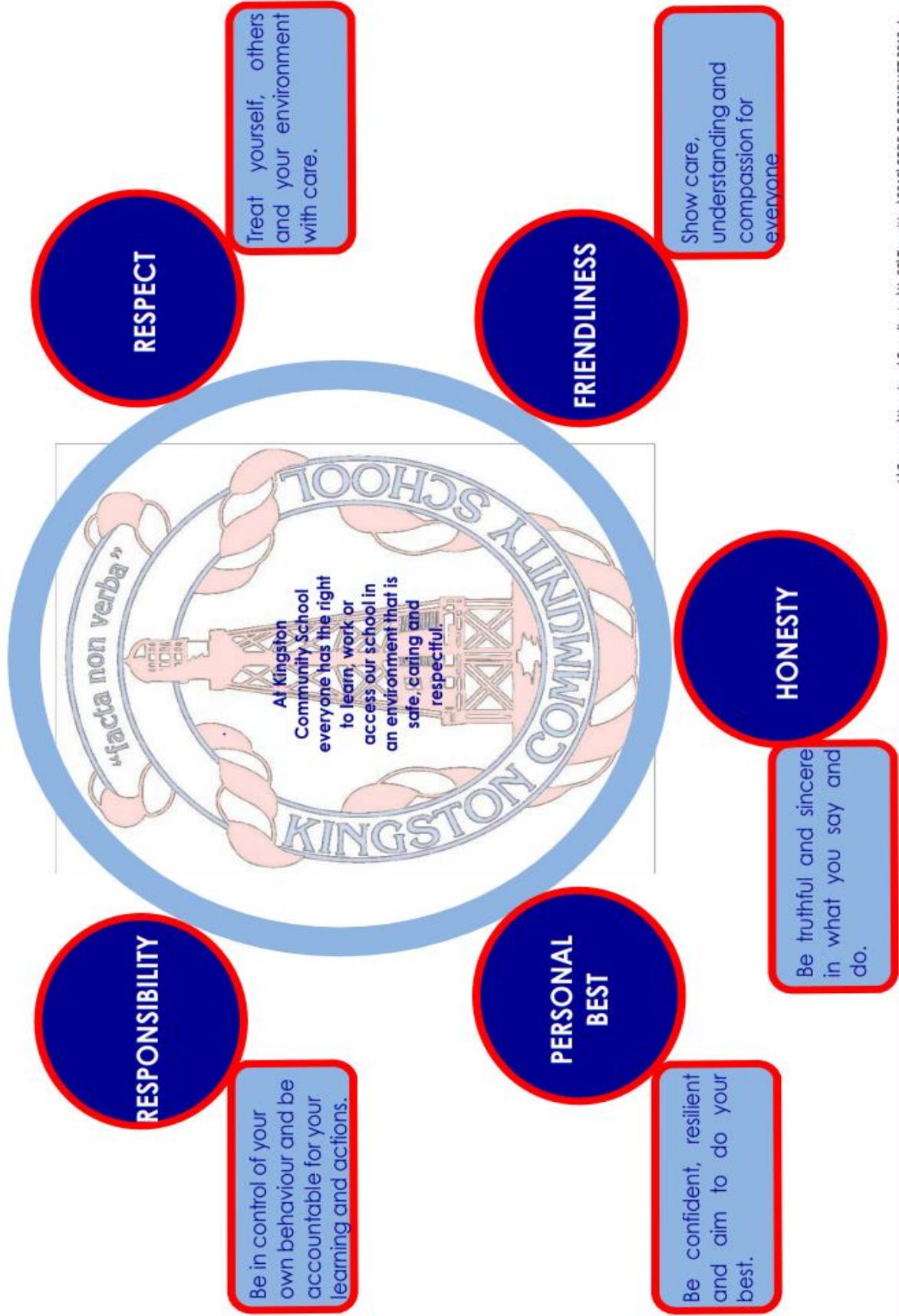
DAY STRUCTURE

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



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

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

EXTRA CURRICULAR ACTIVITIES

The following extra-curricular activities may be offered, depending on availability and/or demand.

- Competitions – Local, State, National
- Music – Choir, Concert Band, Instrumental Music, Vocal Groups
- SAPSASA and SASSSA Sport
- School Camps and Excursions
- Performances and Guest Presenters
- Work Experience
- Pedal Prix
- STEM/STEAM Networking
- German Exchange Programme
- Agriculture Program – Led Steer, Shows
- Swimming Lessons

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

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 0409 755 747
- 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.
- 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, Robe/Nora Creina 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
- Finance
- Canteen
- 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
- A current Working with Children Clearance (valid for five years)

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 each Term 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

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

Semester Two report (Electronic copy).

Information will include:

- * Student achievement levels for curriculum areas
- * Effort and organisation levels for all subjects
- * Attendance information

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 | • School camps |
| • Class rooms | • School yard |
| • Excursions | • 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

Kingston Community School
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South Australia 5275

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**Government
of South Australia**
Department for Education