

Parent Information Handbook 2016



Honesty, Personal Best, Respect,
Friendliness & Responsibility



Government
of South Australia

Department for Education
and Child Development

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.



Lucretia C Tocaciu

Lucretia Tocaciu
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.
- The provision of education with over 125 years' experience and tradition.
- A comprehensive educational programme from 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.
- Support programmes for targeted students.
- A strong foundation in the early years.
- Specialist subjects in R-7 classes.

SCHOOL VALUES

The following values have been determined after a consultation process involving students, staff and families:

- PERSONAL BEST
- RESPECT
- HONESTY
- FRIENDLINESS
- RESPONSIBILITY

SCHOOL POLICIES

Key Policies include:

- Achieving Success in SACE
- Student Code of Conduct
- Anti - Bullying
- Behaviour Management
- Bus Travel
- Decision Making
- Drug Policy
- Emergency Procedures
- Homework
- Cyber-Safety
- Library Borrowing
- Personal electronic Devices
- Parent Complaints
- Parent Participation
- Student Dress Code
- Sun Safe

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

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

CURRICULUM

Kingston Community School provides a contemporary challenging education to all students Reception to Year 12.

The curriculum includes a wide range of academic, vocational and social skills programmes.

Students are required to undertake 8 areas of study during their compulsory years of schooling:

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

Curriculum Handbooks are available on the school website

In addition:

- Special Education support is available for identified students in mainstream classes
- Intervention programmes for small student groups with special needs are offered
- Open Access courses are available to expand subject choices for Senior Secondary students



EXTRA CURRICULA ACTIVITIES

The following extra curricular activities are offered, depending on demand and staff available.

- Competitions – Local, State, National
- Debating
- German Exchange Programme
- Music – Choir, Concert Band, Instrumental Music, Vocal Groups
- Musical Production (bi-annual)
- SAPSASA and SASSSA Representation
- School Camps and Excursions
- Sport – Aquatics, Athletics, Basketball, Gym Fun, Swimming, Jump Rope for Heart, Cross Country
- Performances and Presentations
- Work Experience
- Pedal Prix



STUDENT SUPPORT SERVICES

Additional support for students and parents is available from:

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

SCHOOL FACILITIES

The School campus has the following specialist areas.

- Agriculture
- Aquaculture Training Centre
- Art Rooms
- Canteen
- Community School Library
- Computer Rooms
- Drama/Music Room (*)
- Gymnasium (*)
- Home Economics Centre
- Outdoor Courts (*)
- Oval (*)
- Playground
- Science Laboratories
- Swimming Pool (*)
- Technical Studies Centre
- Training Room (*)

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



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

PARENT PARTICIPATION

Staff welcome opportunities to meet parents at Parent Teacher meetings, visiting days, or through 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 are members of a wide range of school committees, including

- Agriculture
- Assets
- Canteen
- Swimming Pool
- Curriculum
- Library
- Finance

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 Abuse and Neglect Certificate (valid for three years)
- A current Criminal History Clearance (valid for three years)

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

JUNIOR STUDENT REPRESENTATIVE COUNCIL

The Junior Student Representative Council consists of elected students from Reception to Year 7.

Students develop skills in

- Student Voice
- Meeting procedure, reporting back to classes and bringing issues to meetings
- 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 aims of the Student Representative Council are

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

ATTENDANCE

DECD requires 93-95% attendance rate.

Regular attendance has significant benefits for students, educators, parents/caregivers and the community such as:

- Developing skills and attitudes that will help students to be successful in later life including, self-discipline, punctuality, being organised and sticking to routines.
- Increased success at school

If your child is absent

- Please ring the school or provide a diary note for the days the student is absent.
- 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 will be sent home asking parents to record the reason for unexplained absences

COMMUNICATIONS

The school believes in

- Effective communication between all members of the school community
- Effective reporting between staff, students and parents

This is achieved through

- Committee meetings
- Diary notes and phone calls
- Family notices
- Newsletters (preferably by email)
- 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 or classrooms unless they are registered volunteers.
- Are not required to report to the Front Office when visiting the Library or Canteen

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 annually.

Focus Area

Focus Area is supervised in the front office during lesson times

Students may be sent to Focus Area

- By staff, if irresponsible behaviour is displayed in the classroom
- By leaders if a student to be withdrawn from lessons for part of the day

Students sent to the Focus Area are expected to reflect on their behaviour, and return to the classroom with an improved attitude.

After School Detention

After school detention is negotiated with families if other consequences are not possible.

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, Aquaculture, 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.



FIRST AID

STUDENT PERSONAL DATA SHEETS

- Student data sheets are maintained at school for medical emergencies
- Information is confidential
- Please inform the school of any changes to phone numbers or contact people.

FIRST AID

- Sick and injured students will be administered basic first aid.
- Students with high level health needs require Health Care Plan

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

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

INFECTIOUS DISEASES

- The school must be notified of any infectious diseases students contract.
- Parents requiring more information about infectious diseases should contact 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 expected to collect your child from school at the earliest opportunity for treatment.

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.

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 mainly as the basis for sports and athletics competitions within the school for students over 8 years old.

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.



We look forward
to your participation
and involvement
in our school