



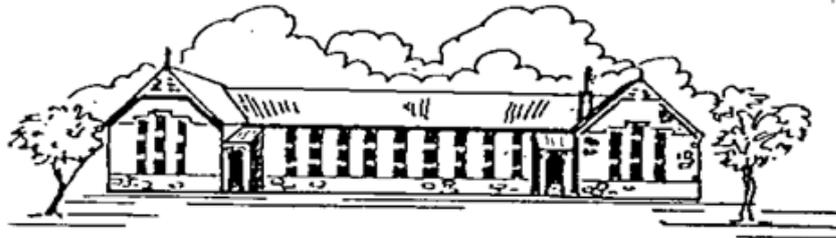
KADINA
MEMORIAL SCHOOL

***Information
Booklet***

BRIEF HISTORY OF KADINA MEMORIAL SCHOOL

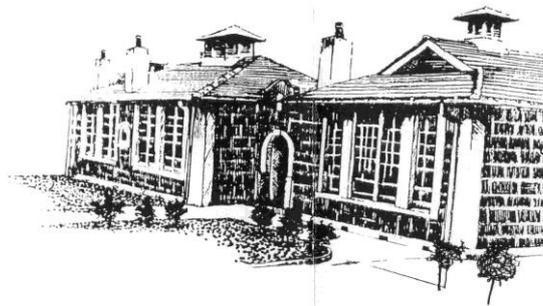
The families of co-located Kadina Primary and Kadina Memorial High Schools made the decision to amalgamate for the provision of R-12 education in Kadina commencing 2013.

Kadina Primary School delivered quality, public education at the current site for 138 years. The school opened with a starting enrolment of 350 students. Prior to this two private schools operated for 14 years. The school bell currently located near the oval area came from one of the original public schools located at the present Lutheran Church site. Over time Kadina Primary has delivered quality public education whilst honouring traditions.



Always the Student

Secondary education has been available in the Kadina district since 1907, for the first year as a Grade 8 class at Kadina Primary School and for the following 16 years at the Wallaroo Mines District High School. Kadina Memorial High School was constructed after World War I as a memorial to the servicemen and women of the district. The community raised a thousand pounds towards the building fund and provided enough land for the school. It opened on 30th January 1924 with an enrolment of 172 students and a staff of seven teachers.



SCHOOL CONTACT DETAILS

Address	Kadina Memorial School PO Box 346 Doswell Terrace KADINA 5554
Phone	(08) 8821 0100
Fax	(08) 8821 1058
e-mail	dl.0778.info@schools.sa.edu.au
website	www.kms.sa.edu.au
facebook	Kadina Memorial School

PARENT INFORMATION BOOKLET

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WELCOME TO KADINA MEMORIAL SCHOOL

It is my pleasure to welcome you to Kadina Memorial School.

This parent booklet provides information about the school, its programs, newsletters, activities and other relevant information. I encourage you to contact the school and arrange a meeting at a mutually convenient time so we can respond to any questions.

Our school builds on existing traditions of supporting students from Reception to Year 12 whilst using innovative learning practices, to empower them to achieve their full potential as successful and valued members of their community.

Staff take great pride in providing a safe and secure learning environment, whilst at the same time providing a full range of dynamic and challenging academic and extracurricular programs.

The core aim of education is to prepare students for the world beyond school, for the world of work or for further study. This is often described as 'Earning or Learning'.

In this context we measure our school's success by the number of students who leave our school for pathways we deem as successful.

This includes:

- securing a sustainable job
- securing an apprenticeship or traineeship
- acceptance into a course at TAFE or University

The partnership between school, parents and students is vital in achieving successful outcomes and we invite you to work with us in aiming for success for your child.

As a parent you can start the pathway to success by encouraging your child to:

- attend school every day except if they are sick
- talk with their teachers or relevant school leaders if they have any problems
- respect the rights of teachers to teach and other students to learn
- complete all set tasks including homework
- organised, with equipment and books required
- be positive and do the best they can, through *determination* and *persistence*

Dean Angus, Principal

WHO CAN I TALK TO?

Throughout a student's schooling, young people can experience a range of experiences, hopefully many more positive than negative. Parents and students sometimes need a staff member to talk to who can assist them in their daily life at school. At Kadina Memorial School we have a great group of people and I would encourage you to contact the relevant staff member with any questions or issues you may have.

SCHOOL CONTACTS 2017

Principal	Debbie Terrett	R-12
Deputy Principal	Tarryn Germein	R-6
Assistant Principals	Dave Love	Daily Operations, Flexible Learning
	Verity Williams	10 - 12
	Chris Morrison	7-9
Business Manager	Carol Saunders	
Office Manager	Jan Adams	

In order to best meet the needs of staff and students from Reception to Year 12, the school is divided into teams.

Team Name	Year Level	Head of School
Early Years	Years R-2	Tarryn Germein
Primary Years	Years 3-6	
Middle School	Years 7-9	Chris Morrison
Senior School	Year 10-12	Verity Williams
Disability Unit	Years R-12	Sandy Mumford

Other Learning Area Leadership includes:

Learning Area	Leader
Arts	Sandy Hahn
Health & PE	Luke Driver
Literacy Improvement	Courtney Penney
Science/AG	Stephen Nelson
Vocational Education & Training	Glen Williams
Intervention & Support	Leanne Wait
HASS/ Research Project	Caroline Hennell
Numeracy Improvement	Helen Skinner
Senior School Counsellor	Karmela Kleinig
Middle School Counsellor	Robyn Paterson
Primary School Counsellor	Zelly Ritter
Pastoral Care Worker	Tim Slater
Primary Years Coordinator	Kylie Williams
Early Years Coordinator	Kylie Walker
Aboriginal Education Teacher	Janine McKay

PARENT GUIDE TO RAISING A CONCERN OR COMPLAINT

What to do if I have a concern

So we can all work together for the best outcome for your child, there are some simple steps to keep in mind if you have a concern or complaint

STEP 1— Talk to the School - phone 8821 0100

If you have a classroom concern

Find an appropriate time to talk to the teacher or other relevant staff member such as Sub-school Leader, Year Level Manager or School Counsellor (please see the contact details page 3). The school's Front Office staff may be able to arrange a time for you to meet with the teacher or have a discussion over the phone.

Call 8821 0100 or email dl.0778.info@schools.sa.edu.au

If not resolved:

Please arrange to talk to a Head of School or the School Principal.

If you have a school wide concern

Please arrange to talk to a Head of School or the School Principal.

If not resolved:

Please contact the District Office.

STEP 2— Contact the Education and Child Development Office (Kadina) - phone 8821 2555

If you are not satisfied that your complaint has been resolved by the school, or if the Principal is the subject of your complaint you may choose to contact our District Office - Kadina District Office on 8821 2555. The personnel at this office will review your complaint and aim to resolve your concern or complaint within 20 working days.

STEP 3— Parent Complaint Unit - phone 1800 677 435

The Parent Complaint Unit has a dual function:

- To provide advice and support to parents about their concern or complaint
- To objectively review complaints not resolved at the school or regional level.

If the complaint has not been resolved by the school and regional office, the unit will assess your complaint and decide what action is needed.

The Department's Head of Schools or the Head of Early Childhood Development and the Chief Executive will be advised by the Parent Complaint Unit of the outcome of the review. One of these senior leaders will make a decision about your complaint.

You can expect that you will hear of a decision within 35 working days in most cases.

THE SCHOOL DAY

- The school year is divided into four terms or two semesters, with Semester One finishing on last day of Term 2
- We currently operate a 6 lesson day and a 'lined structure' for Years 11 and 12.
- For Year 7-12 students Care Group begins and finishes the day and students need to be in their Care Group rooms by 8.45am. Likewise R-6 students are expected to be in class ready for learning by 8.45am.
- There is a 20 minute recess and a 35 minute lunch (R-6 have an extra 10 minutes eating time).

Daily Times

LESSONS	TIMES
CARE GROUP/Start of R-6 learning	8.45 – 8.55
LESSON 1	8.55 – 9.45
LESSON 2	9.45 – 10.35
Recess	10.35 – 10.55
LESSON 3	11.00 – 11.50
LESSON 4	11.50 – 12.40
Lunch	12.40 – 1.20
LESSON 5	1.20 – 2.10
LESSON 6	2.10 – 3.00
CARE GROUP	3.00 – 3.10

SOUTH AUSTRALIAN TERM DATES

	2017	2018
Term 1	30 Jan – 13 April	29 Jan – 13 April
Term 2	1 May – 7 July	30 May – 6 July
Term 3	24 July – 29 Sept	23 July – 28 Sept
Term 4	16 Oct – 15 Dec	15 Oct – 14 Dec

ATTENDANCE

To enable good learning, all students are expected to attend school unless they are ill, have a family emergency or the absence has been negotiated with the school.

To inform KMS that your child is / children are absent:

- Phone 88210 100
- Text 0417 963 378
- Email dl.0778.frontoffice@schools.sa.edu.au
- Or write and sign a note in your child/ren's diary/communication book

Year 11 and 12 students with an approved home study card can independently sign in/out at the front office on presentation of this card to the Front Office staff.

Any other absences for Year 11 and 12 students must be authorised by a parent/caregiver, by phone call, text message or a signed note in their diary which must be presented to Front Office staff.

LATENESS

If a student is presenting late to school they must report to the Front Office to sign in. Parent/caregiver must accompany the student or inform the school with a reason of the lateness via phone call, text message or note in the student diary/communication book.

EARLY DEPARTURE

If a student is to depart early from school they must report to the Front Office to sign out. Reception to Year 10 parent/caregiver can sign their student out and present the sign out slip to the class teacher on collection of their child. Year 11 and 12 parent/caregivers must inform the school of the early departure via phone call, text message or a signed note in the student diary.

Where a student may be absent for periods longer than 3 days eg family holiday, approval for an exemption from school is required. Exemption can be applied for, via completion of ED175 which is available for download from our website or the form can be collected from the Front Office.

COMMUNICATING BY TEXT MESSAGE

Kadina Memorial School uses personalised SMS text messages sent direct to mobile phones for student safety, attendance management and significant even reminders.

If your child has not arrived at school, a personalised text message will be sent to your mobile phone. Attendance is monitored daily. If your child shows any sign of poor attendance, initial follow up will be made by your child's class/care group teacher to allow for swift intervention.

We ask parents to:

1. Keep their mobile phone details up to date. Please make sure the school has your current mobile phone number and notify the school immediately if this number changes.
2. Notify the school in advance when your child is absent
If you notify the school as soon as you know their child will be absent, the school knows your child is safe and will not need to contact you. An SMS text message sent to the school is the best way to do this.
3. Respond to messages from the school
If you receive an absence message from the school, please respond via return SMS. The school needs to know why your child is absent.

SKOOLBAG

Kadina Memorial School uses a communication tool called 'Skoolbag', a free app installed on smartphones and tablet devices. School notices, newsletters, and general forms can be accessed via this method. In turn, families can inform the School of a student absence.

To download

For iPhone and iPad users:

1. Click the "App Store" icon on your Apple device.
2. Type 'Kadina Memorial School' in the search, and follow the prompts.

For Android users:

You must first have signed up with a Google Account before installing the app.

1. Click the "Play Store" button on your Android Device
2. Click the magnifying glass icon at the top and type in 'Kadina Memorial School', and follow the prompts

Please Note: Some brands of Android phones need the setting in "Notification Manager" changed to "Allow" instead of "Notify" in order for the push notifications to work. The phone must also be running at least version 4 system software to run the app.

For Windows 8.1 Phone and Windows 8.1 or 10 device users:

1. Go to the Windows Store on your 8.1 Windows Phone or Windows 8.1/10 Device
2. Search for "Skoolbag" in the keyword app search, and follow the prompts.

(Please Note: The Skoolbag Windows App is for 8.1 version Windows Phones, or Windows 8.1 and 10 devices.)

For further information visit the Skoolbag website: <https://www.skoolbag.com.au/forparents.php>

BANKING

Each Tuesday children's bank books and money are delivered to Bank SA.

BUS TRAVEL

Bus Coordinator at KMS

Kadina Memorial School coordinates all DECD buses that transport students to the schools in Kadina. This includes Kadina Memorial, Wallaroo Mines Primary and Harvest Christian Schools.

To be eligible to travel on a DECD bus, students need to meet eligibility requirements are determined by DECD and applied consistently across all schools in South Australia.

Eligibility includes:

- Students must reside 5kms or more by the shortest most practicable route from the appropriate school.
- A determination of a student's school of right. A school of right is determined by the distance of a student's residence to the nearest bus route of a school. A student's preference for a school does not determine eligibility.

The Bus Coordinator or the Data Manager Heather Marks can discuss with families their eligibility for bus travel.

Bus Routes

Nine bus routes currently service the Kadina Schools:

- Agery-Cunliffe
- Alford-Tickera
- Bute
- Paskeville
- Thomas Plains
- Wallaroo Early, Wallaroo Late, North Beach and Wallaroo Yellow

Bus Details

Once eligibility has been confirmed students:

- are assigned a bus stop which is the closest to the home address
- informed of an expected pick up time for students to be at the stop and an estimated set down time.

Ineligible Travellers

There is some provision for students who are ineligible to travel on a bus but only if there are 'spare' seats on the bus. To explore this possibility, families are required to make an appointment with the Bus Coordinator.

Costs

There is no cost associated with travel on the DECD bus service.

Bus Behaviour

To ensure all students can travel to school safely there are a number of behaviour expectations associated with bus travel. It is particularly important students monitor and are responsible for their own behaviour allowing the bus drivers to focus on their driving and not student behaviour. In cases where students cannot comply with the expectations, their eligibility for travel may be suspended.

CATASTROPHIC FIRE DANGER

In the event of a Catastrophic (Code Red) Fire Danger declared, the school will remain open but no school buses will run. As the school will not receive notification of this until 4.00pm the day before, it is vitally important families of bus students have up to date mobile phone, email contacts recorded at the school or like the “Kadina Memorial School” Facebook page and / or download the Skoolbag app for notifications.

Information will also be provided on the DECD Parent Hotline (1800 000 279), ABC Radio 891 and local Regional stations, ABC TV and DECD website www.decd.sa.gov.au

CONSENT FORMS AND EXCURSIONS

Students are encouraged to participate in excursions to assist their learning and understanding. Before any student can leave the school on a paid excursion, a consent form must be completed and returned. These are provided by teachers before each event.

Sufficient notice of an excursion are provided to parents when costs are involved.

Brief, no cost walking excursions from the school are covered by consent forms signed on enrolment.

DENTAL CLINIC

The SA Health Commission staffs the Clinic with a dentist, therapists and nurses. The Clinic services all surrounding schools and the services are provided free of charge to primary school students. The Clinic is located within the grounds of the Wallaroo Hospital, phone 8880 5210.

DRINKING WATER

Water is provided to students through drinking fountains on the school grounds. Each student is expected to bring a suitable drinking bottle or cup.

In hot weather it is suggested students bring their own cool drink in an insulated container.

EARLY CLOSURE

School closes at 2:10 pm on the last day of each term with Governing Council approval.

SAME FIRST DAY INTAKE OF RECEPTION STUDENTS

The age by which a child is required to attend fulltime school remains at 6 years.

The start date for all students is the first day of Term One:

- If a child turns five before May 1, they will start school on the first day of Term One in that year.
- If a child turns five on or after May 1, they will start school on the first day of Term One the following year.

The minimum age for starting preschool is three years and eight months and the minimum age for starting school is four years and eight months. The age by which a child is required to attend full-time school remains at 6 years.

There continues to be special circumstances for children with additional needs, Aboriginal children and children under the Guardianship of the Minister.

EMERGENCY CONTACT

At the time of enrolment and at the start of each school year, parents/caregivers are asked to provide a telephone number through which they may be contacted during the day. We may need to contact parents if a student becomes ill, has an accident or if there are behaviour concerns.

Emergency Contact for Sickness or Accidents

In the case of illnesses or an accident, a School Services Officer trained in First Aid assesses whether a student can be treated at school and return to class, or needs to go home. Given we have limited facilities we will attempt to make arrangements to send a student home if they need ongoing monitoring.

In extreme emergencies, an ambulance will be called and we endeavour to contact parents immediately.

Emergency Contact For Inappropriate Behaviour

Kadina Memorial School strives to provide a safe, caring, orderly and productive environment for learning. Behaviour which respects the rights of all students to learn and teachers to teach is fundamental to all students' successes at school.

Students may be sent home from school if their behaviour crosses the boundaries of what is considered reasonable and acceptable.

At KMS there are three processes which result in a student being sent home:

- **Take Home** - In the case of 'take home' a student is sent home for the remainder of the day. Parent contact is made and the student is required to meet with a leader prior to re-entry to class.
- **Suspension from school** (can be from 1 day to 5 days)
When a child is suspended from school the parent is contacted and a letter is sent home. A DECD requirement is that prior to returning to school, a re-entry meeting must occur between a school leader, parent and the student. At this meeting, a plan will be developed that seeks to address the inappropriate behavior.
- **Reflection Room** - If a child exhibits inappropriate behaviour in the Reflection Room, they will be sent home. In this case, a student is sent home for the remainder of the day. Parent contact is made and the student is required to meet with a leader prior to returning to class.

Please inform the school if there is any change in the health status of your child or your emergency details change (phone number, address etc).

HEALTH/MEDICATION

The DECD medication management guidelines require:

- For a site to administer medication to students, a written medication authority and associated care instructions must be provided to the school.
- Parents/Caregivers of children who suffer from a medical condition need to provide the school with an up to date Health Care Plan which has been completed by their doctor.

Infectious Diseases

For information about infectious conditions, please contact the schools Front Office, your doctor or the Public Health Department.

Medication

The DECD medication management guidelines require:

For a site to administer medication to students, a written medication authority and associated care instructions must be provided to the school.

All medication brought to school is to be kept in the lockable cupboard in the First Aid Room or if required First Aid room fridge. When sending medication to school, parents must supply it in its original packaging with the prescription label attached along with a written medication authority signed by the parent.

Any other medication, i.e. those that are not prescribed by a doctor such as Panadol, cannot be kept at the school. Parents/caregivers are required to come to school to administer any non-prescribed medication themselves.

For form or enquiries, please don't hesitate to the Front Office.

Aboriginal and Torres Strait Islander programs at KMS

Kadina Memorial School values and respects Narungga people as the traditional Indigenous custodians and acknowledge that their spiritual beliefs and cultural connections to this country are as important today, as they were in the past.

Kadina Memorial School is committed to closing the achievement gap for Aboriginal students. ATSI students are supported by a team of staff who focus on wellbeing, attendance and academic success. The Aboriginal Education Teacher (AET) and Aboriginal Community Education Officer (ACEO) provide in class support, intervention, mentoring, career pathway support and curriculum development. They also work closely with parents/carers of Aboriginal students to support their learning and cultural connections in the community.

Kadina Memorial School incorporate Aboriginal and Torres Strait Islander histories and cultures, in both the primary and secondary sections within all curriculum areas. We also offer programs specifically designed to engage and support leadership development in our ATSI students.

HOUSE SYSTEM & ALLOCATION

The House system is used for organising the students for sporting and other activities.

Kadina Memorial School Houses are:

Chandler – **Blue**

Rose – **Red**

Heath – **Green**

Southwood – **Yellow**

All students are allocated to a house at the time of school enrolment. For new students without any previous association to the area, the house allocation is based on our need to equally allocate students across the four houses.

For students with a family association to the school we will attempt to place students in either the house of their mother or father on request. The school maintains the right to allocate all students to houses based on the need for equal allocation of students for fair competition.

INCLEMENT WEATHER

All classrooms are air-conditioned.

During hot weather parents are welcome to collect their children if the power goes off or they feel prolonged high temperatures are having an adverse effect on their child's ability to learn. Please ensure your child is 'signed out' through the schools Front Office.

The school has an Inclement Weather Policy that ensures student activities are modified and supervision maintained during declared periods of inclement weather.

LOCKERS Years 8-12

All students are required to have a sturdy lock for their locker. Combination locks are available at a reasonable cost from the Finance office. Care Group teachers request that students provide the combination to their lock at the start of the year for record keeping. A master key is kept in the Front Office for all school issued locks. These keys are provided to year level managers upon request.

Where a student provides their own lock and loses both keys/combination and is unable to access their books and equipment for the day, the lock will be snapped using bolt cutters to avoid disruption to the learning program.

LOST PROPERTY

Each year an enormous amount of clothing is "lost". This problem is best avoided by careful **naming of clothes**. If your child has lost any clothing, please ask a School Services Officer (SSO) to show you what has accumulated. Uncollected clothing is washed and provided to Counsellors to support families in need, or kept as spare clothing to be lent / borrowed as required.

LUNCH PASSES

In the interests of student safety we do not support any students going down the street to purchase lunch.

Lunch passes are only issued in exceptional circumstances and only by a Senior School Leader. In these cases a parent note is required. No Lunch passes are issued to students.

MEET AND GREET – ACQUAINTANCE NIGHT

This night held early each school year, gives parents an opportunity to familiarise themselves with the classroom, school staff and facilities. Please refer to the Newsletter for further information.

MONEY AND VALUABLES

It cannot be guaranteed that money and valuables are completely secure within the school community.

Any valuable items or money is brought to school at the student's own risk.

Therefore it is strongly recommended:

- ◆ Students carry only an amount of money necessary for the school day, e.g. lunch money.
- ◆ Money for camps/excursions should be paid into the school Finance Office before school.
- ◆ No money or valuables should be left in lockers and bags.
- ◆ Where it is unavoidable that an item be brought to school, it is left at the school office for safekeeping, or with the class teacher R-6.

NEWSLETTERS

Newsletters are sent home with the youngest child in a family, fortnightly on Thursdays.

The Newsletter is also posted on the school website and Skoolbag. We encourage parents to receive it electronically (please email dl.0778.info@schools.sa.edu.au if you wish to receive it this way).

PARENT INVOLVEMENT

There are a number of ways to be actively involved in our school including:

- ◆ Help in your child's classroom – eg listening to children read, assisting with craft/cooking, helping on excursions or camps. Please see your child's teacher.
- ◆ Join Parent Club – please see the office staff or newsletter for contact details.
- ◆ Supporting a student as a volunteer. Please contact the Front Office.
- ◆ Build a trusting relationship with a student as a Community Mentor.
- ◆ Join Governing Council – nominations are called early each year and advertised through the Newsletter.
- ◆ Help in the Library.
- ◆ Talk to a staff member if you have skills/talents you would like to use in other ways at the school.

NOTE: Working as a volunteer within DECD requires a DECD child related screening check and attendance at a volunteer training session.

For further information please enquire at the Front Office.

PARENT CLUB

The Parent Club aims to promote interest in the school and the opportunity for parents to meet regularly to express and develop their interest in their children's education. Parent Club provides a regular link between parents, teachers and students of the school and is a forum for parents to gain information, ideas and skills.

Parent Club also makes a contribution to school facilities through its fundraising activities. Money raised is used for worthwhile projects that may not have otherwise been budgeted for within the school.

This group meets a couple of times per term and the meetings are not all business. Meetings regularly include items from children (often musical items or literacy) or guest speakers, with time for a tea or coffee and a chat!

The club welcomes new visitors to its meetings and keeps parents informed through the newsletter.

PARKING

Dropping off and picking up children from school is always an issue. In order to ensure everyone's safety, no cars are to be driven into any of the school driveways after 8:15am or before 3:45pm. No parking is available to parents on school grounds.

There is a 3 minute **pick up** and **drop off zone** in front of the school from 8:15am to 9:00am and 3:00pm to 4:00pm. Under no circumstance are parents to park and leave their cars in this area. It is a pick up and drop off zone only. Some parking is available in the nearby streets. This area is also accessed by Bowling Club members.

Car-park adjacent to the Pre-School is not to be used to drop off or pick up children due to safety reasons.

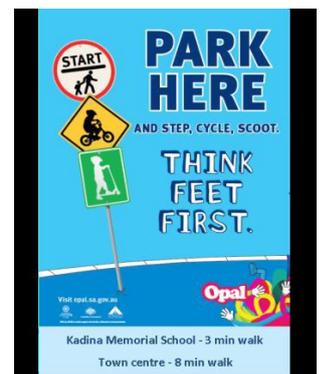
Park & Step - Think Feet First

The Kadina Memorial Park & Step site located at the Copper Coast Sports & Leisure Centre (CCSLC) car park is an option for all parents who drive their children to school.

Stepping, cycling or scooting all the way to school is not possible for some families. The Park & Step site enables families to park their car and step, cycle or scoot together the rest of the way to school. Kadina Memorial School is about 3 minutes' walk from CCSLC.

The has been set up through collaboration between Kadina Memorial School and the District Council of the Copper Coast's OPAL program with the aim of:

- ◆ Reducing traffic congestion around the school
- ◆ Improving safety of children and families around the school
- ◆ Providing an opportunity for families to catch up at the start and end of the school day
- ◆ Giving all the chance for some fresh air and exercise on the way to and from school
- ◆ Reducing pollution in our community with less cars idling whilst waiting to collect children
- ◆ Providing opportunities to teach road safety when stepping, cycling or scooting.



The signage (pictured above) shows it's a 3 minute walk to school and an 8 minute walk to the main street. If you work in the town centre, why not park and walk to school with the kids, then continue on to work.

RELIGIOUS EDUCATION

Each term classes from Years R-6 are offered Religious Education lessons organised through the Interchurch Council of Northern Yorke Peninsula. Early in Term 1 each year parents are advised of the content and theme of these lessons via a circular given to each child. Permission for their child/ren to be involved in Religious Education lessons for the year is provided by the parent via a tear-off slip returned to each of their children's teachers before the end of Week 4, Term 1. Other study arrangements are made for students not attending the Religious Education lessons.

REPORTING TO PARENTS - INFORMAL, WRITTEN REPORTS AND INTERVIEWS ASSESSMENT

Is the process of identifying, gathering and interpreting information about progress in student's learning.

The purpose of assessment is to improve the learning outcomes of all students, to provide information about whether the learning goals of the teaching program have been achieved and to assist with making decisions about subsequent teaching and learning.

REPORTING is the communication to others of the knowledge gained from assessing student learning.

The purpose of reporting is to support teaching and learning by providing information to students, parents, caregivers and teachers about students' learning progress and achievement.

ASSESSMENT AND REPORTING

Assessment and Reporting practices at Kadina Memorial School take into account and address the complexity of ethnicity, culture, gender, socio-economic status, disability and the age of the student. Teachers' professional judgements are an essential component of the assessment and reporting processes.

Teachers work with students where possible, to make decisions about what and when to assess and ensure that the processes are focused, manageable and useful.

Students have the opportunities to receive, discuss and clarify information about their progress towards the achievement of learning goals and outcomes.

Teachers will assess and report student learning progress and achievement in all areas of study across the curriculum.

Assessment practices will be developed in line with the stated curriculum objectives and explicit learning outcomes

SCHOOL CANTEEN

The Kadina Memorial School Governing Council operates the canteen. Its purpose is to provide nutritious food for students at economical prices. A committee oversees the running of the canteen which is managed by a paid manager. Profits from the canteen are used to develop and improve school facilities.

Students may order lunches before school from 8.25am. The canteen is open for sales prior to school, at recess and lunch times. Alternatively, we encourage families to download the Qkr! (pronounced 'quicker') App by Mastercard to pre-order lunches. Please see the instructions below.

Students are expected to behave in a quiet, orderly manner at the canteen and to show courtesy to the people working there.

We rely on daily voluntary help from parents to operate the canteen.

NOTE: All canteen volunteers require a DECD screening check and attendance at a volunteer training induction session. For further information please enquire at the Front Office.

To download Qkr!

Step 1 Download Qkr!
on your Android phone or iPhone. iPad users can download iPhone app

AVAILABLE FOR ANDROID
Google play

AVAILABLE ON THE APP STORE

Step 2 Register
Select your Country of Residence as 'Australia' and follow the steps to register

Step 3 Find our school
Scan the QR code or search for our school name. Our school will also appear in "Locations Nearby" if you are within 4kms of the school

Step 4 Register your children
When first accessing your school menu, you will be prompted to register your child. This allows you to make school orders on their behalf.

Scan QR code provided by your school

If within 4kms of the school, you can select from "Locations Nearby"

Or search for our school name

Now you're ready to order directly from your phone...

If you are able to offer voluntary help in the canteen please telephone the Canteen Manager, Vicki Hartleib on 8821 1254, or respond to the appropriate circulars provided four times per year.

STUDENT DIARIES/COMMUNICATION BOOKS

Student Diaries/Communication Books are an extremely important link between the school and home. As such all students are required to keep an official school diary/communication book that provides a day-by-day record for student, parent and teacher use.

School Diaries/Communication Books have many purposes including:

- assisting students to organise their homework and assignments
- reminding students of due dates for projects and assignments
- allowing students to record marks for tests, assignments and projects
- aiding communication between home and school
- recording out of class movement (Year 7-12) and absences from school.

Students are expected to maintain their diary in a neat and tidy manner free of graffiti and other inappropriate material. Students will be expected to replace diaries that do not conform to required standards.

STUDENTS DRIVING TO AND FROM SCHOOL

As our students are young and inexperienced drivers, Kadina Memorial School does not encourage the transport of other students, apart from siblings, to and from school as passengers. Where parents wish to approve of such a situation, the student driver is to seek signed permission from both their parent/s and the parent/s of the proposed passenger in writing.

Students drive to and from school at their own risk and the school accepts no responsibility for the manner in which a student drives. If it becomes clear a student is not driving in a responsible manner, the school will contact parents and communicate concerns.

All notes giving students written permission to leave early or carry passengers are to be written in the student diary and shown to the Head of Senior School.

SCHOOL PHOTOGRAPHS

Each year a photographic firm is contracted to take individual, family and class photographs.

In Term 1 student identification card photos are taken of students in Year 7 – 12.

Reception students and new enrolments also have an individual photo taken for KMS data use only. Further information is provided through the newsletter and Skoolbag.

PERMISSION TO USE IMAGE, VIDEO, and / or CREATIVE WORK OF STUDENTS

By completing and returning the permission form, you grant permission for DECD / Kadina Memorial School to create/use:

- photographs, video or audio recordings of your child
- samples of your child's work
- your child's first name and DECD school/preschool/service name
- printed publications (eg newsletters, magazine, promotional material)
- secure intranet websites
- publically accessible websites, including social media accounts

There are lesson times when Senior School students are not timetabled for class activity. This time is to be used for quiet sustained study and it is their responsibility to use this wisely to ensure maximum learning success.

Year 12 Card Study Card

Year 12 Card is an earned privilege that allows Year 12/13 students to negotiate using their study time at home. On occasions when there is a large block of study time or study occurs at the beginning or end of the day a student may be permitted to study at home. Signing in and out of the school is required and the responsibility is with the student to use the time effectively and abide by the conditions of the Year 12 Card.

Post Compulsory Re-entry

The purpose for returning to school must be made clear. The choice of study options, subjects and the required attendance is dependant on that purpose. All re-entry students are expected to sign a Post Compulsory Re-entry Agreement Form that states the condition of entry to KMS.

Independent Student Status - KMS

An enrolled student at Kadina Memorial School is regarded as an Independent Student if they are beyond school leaving age and:

- living separately from their recognised legal parents/caregivers with written confirmation from the guardians indicating this, or Centrelink recognises them as independent.
- over the age of 18 Years and living independently of their recognised and legal parents/caregivers.
- over the age of 18 Years, living at home and written confirmation from the legal parent/caregiver indicating the student is to be regarded as independent.

In regard to Independent students:

- attendance at lessons and events can be negotiated where possible but procedures for entering and leaving the school will be strictly followed.
- full-time independent students will be part of a regular Care Group, or if part-time enter and leave the school as procedures indicate.
- complete required tasks, pay fees where appropriate and be responsible for fulfilling the obligations of an adult student at Kadina Memorial School.

STUDENT LEARNING

SUBJECT SELECTION

The school's curriculum is divided into full year, semester courses (two terms) or term courses and is developed in line with the Australian Curriculum.

Kadina Memorial School follows the Australian Curriculum implementation. Teachers use these frameworks to develop a balanced curriculum for all students.

Core/Compulsory Subjects - Full Year Courses

Rec – Year 6	Year 7	Year 8	Year 9	Year 10
English/Literacy	English	English Drama	English/Literacy	English/Literacy
Physical Education & Health	Physical Education & Health	Physical Education & Health	Physical Education & Health	Personal Learning Plan(PLP)
Maths/Numeracy	Maths	Maths	Maths	Maths
Science	Science	Science/Ag	Science	Science Standard or Advanced
History/Society & Environment	HASS	HASS	HASS	History
Design & Technology				
Arts				
Lote				

Year 7 students also study Art, Music, Drama, Digital Technology and Design & Technology.

Year 8 students also study Art, Music, Drama, Home Economics, Digital Technology and Design & Technology.

Year 9 Choice Subjects are offered as semester courses: Design and Technology, Home Economics, Agriculture, Art, Drama, Music, Digital Technology.

Year 10 Choice Subjects Agriculture, Art, Drama , Home Economics, Music, Information Technology, Metal Tech, Wood Tech, Automotive Tech, CAD/CAM, Fitness & Sport, Sport & Recreation, Outdoor Education, Creative Media and Certificate 1 Hospitality.

Year 10 students commence study for the SACE (South Australian Certificate of Education) through the Personal Learning Plan (PLP).

Year 11 and 12

In Year 11 and 12 students study for SACE – (South Australian Certificate of Education).

As students progress into the senior Years, (Years 11 and 12) there are increased opportunities to specialise in nominated subjects. This includes subjects that can lead to further study at University or into the world of work.

Year 11

Year 11 students are required to study a full Year of English/Literacy and at least one semester of Mathematics/Numeracy.

By achieving a C grade or better in English and Mathematics, students meet the compulsory literacy and numeracy requirements of the SACE.

Year 11 complete the Stage 2 Research Project during semester 2. By achieving a C grade or better, students meet the compulsory requirement of the SACE. 1 semester is equivalent to 10 credits

Students may choose from a range of specialist subjects in areas of personal need, interest and skill.

Students should choose subjects that

- Meet their needs.
- Fit their future pathway in regards to future study, training and employment.
- Interest them and they will enjoy.

Year 11 subject selection process

Please refer to the Senior Year Subject Information Booklet.

In preparation for Year 11, our Year 10 students will participate in a detailed subject selection process during Term 3.

There will be a parent night in the middle of Term 3.

Following this, students and their families will meet with Course Counsellors. They will use Semester 1 results along with teacher recommendations to choose subjects for the following year.

These choices will be reviewed in light of Term 4 results.

Year 12 subject selection process

Please refer to the Senior Year Subject Information Booklet.

Kadina Memorial School is the 'Lead School' of the DECD Trade School Strategy.

As the 'Lead School' we work with other schools in the Yorke and Mid North Region to increase school learning opportunities for students interested in the 'world of work'.

This includes:

- increasing the numbers of students who are School Based Apprentices
- increasing opportunities for students to participate in structured work placements
- increasing opportunities for students to study certificate courses.

In all cases this aims to blend school opportunities with work opportunities, ensuring work opportunities can be credited towards their school assessment.

What is an Australian School Based Apprenticeship?

An Australian School Based Apprenticeship or ASBA is an apprenticeship that takes place from 1 or 2 days a week enabling students to work in the workplace and continue their school studies.

Part-time Students

Part-time students may attend their neighbourhood school, a further education or vocational education course, work or access other community options. Students may attend part-time because of health needs.

Value Added Learning

We recognise learning occurs through a range of experiences; therefore students at Kadina Memorial School have the opportunity to participate in a variety of supported and organised activities such as competitions, school camps and excursions.

Sports

Sport is a valued part of the school curriculum at Kadina Memorial School.

All students study Health and Physical Education in Years R-10, and it is a choice subject for Years 11-12.

As well as the mainstream program, students can participate in the athletics program which includes the school's Sports Day, YP Interschool, Primary District Day, SAPSASA Cross Country and South Australian State Secondary Schools Athletics.

There are also opportunities for students to participate in the House Sporting Competition held each term as well as a range of SAPSASA and SASSSA Knock Out Sports.

SPECIAL EDUCATION

Students with a recognised disability are identified by a DECD Psychologist or Speech and Language Pathologist with negotiated learning as documented in a Negotiated Education Plan (NEP).

Parents/Caregivers are encouraged to be part of this planning process with students included as appropriate. Other agencies and services may assist with programs and by reviewing progress.

Two settings exist in which students with special education needs can access learning:

- 1) Disability Unit
- 2) Mainstream classes with SSO support

Disability Unit

Students may have a severe intellectual and/or physical disability with placement recommended by the DECD Psychologist. Students from Reception through to Year 13 are able to attend the Unit. Students come to this from Kadina, Central and Northern Yorke Peninsula and if required, may travel to school via taxi or school bus.

Students may be included in classes at the school with their aged peers as appropriate.

Staff comprises a Coordinator, 2 teachers and student service officers (SSOs). Staffing varies depending on the number of students and their support needs.

Mainstream Classes

Many students with NEP's access the mainstream curriculum with some modifications to the learning program as appropriate.

STUDENT INTERVENTION

Intervention programs at Kadina Memorial School support students either needing extension or experiencing learning difficulties.

These programs are:

- closely linked with the class program
- often short term
- provide targeted intervention with the aim of accelerating of students' skills to enable full participation in learning
- provided by staff with specific training.

Parents are informed and involved in their child's participation. Attendance is critical for success. Students with irregular attendance may not be offered the opportunity to participate.

WELLBEING POLICY – Bullying & Harassment

At Kadina Memorial School we strive for excellence whilst aiming to provide opportunities for participation in safe play and learning in a respectful environment free from physical violence, verbal abuse, bullying or harassment.

What is Bullying?

Bullying is.....repeated verbal, physical, social or psychological behaviour that is harmful
Involves a misuse of power by an individual or group towards one or more persons

Harassment is.....behaviour that targets an individual or group

Harassment is intended to offend, humiliate, intimidate, or create a hostile environment

Cyber bullying is.....bullying which uses e-technology as a means of victimising others.

What does Bullying look like.....

Level 1 Behaviours

Class teachers continually monitor their classroom interactions and intervene to eliminate inappropriate behaviours as described below. Examples such as these are considered early level bullying acts. In these situations, the bully is made aware of their behaviour and the impact it has on others. Through discussion with a teacher it is expected that the behaviour will improve.

Learning opportunity for behavioural change

Physical: invading and not respecting someone's personal space or belongings
Verbal: talking about or to another person in an offensive manner
Sexual: sexually inappropriate discussions/comments/drawings
Racial: negative comments regarding somebody's race or culture
Cyber: using IT to discuss or make comments about another in a public forum
Exclusion: in a non –public forum excluding another person.

Level 2 Behaviours

Level 2 Behaviours are repeated acts of bullying and are more specifically targeted. These acts need to be modified and worked through as swiftly as possible. It is expected that the behaviour will be stopped with support from parents, care-givers, KMS Leadership and Counselling team.

Modification of behaviour required

Physical: persistent and repeated invasion of another's personal space or belongings.
Verbal: persistent and repeated talking about or to another person in an offensive manner.
Sexual: explicit sexually inappropriate discussions/comments/drawings targeted at individual/s.
Racial: aggressive or persistent negative comments regarding somebody's race or culture.
Cyber: Repeatedly using IT to discuss or make comments about another in a public forum. Inviting or inciting a physical incident to occur.
Exclusion: In a non–public forum excluding another person and encouraging others to do the same.

Level 3 Behaviours

Level 3 Behaviours are dangerous, intrusive and immediately threaten the safety and well-being of others.

In consultation with parents:

Behaviour that MUST stop

Physical: making physical contact with another person with the intent of causing harm. Damaging someone's property.

Verbal: making serious threats to harm another person either physically, socially or emotionally or swearing or attempting to intimidate a teacher.

Sexual: inappropriate touching, comments or physical contact. Bringing pornographic images to school.

Racial: aggressive or persistent negative comments regarding somebody's race or culture

Cyber: use of IT to distribute violent, sexual or negative content onto others.

Exclusion: in a public forum aggressively excluding another person. Encouraging others to do the same.

What can Students do?

If you are being bullied you can stand up to the bully by trying some of the following:

- Don't let the bully know they are upsetting you.
- Stay calm and think clearly.
- Politely and firmly ask them to stop.
- Give them a warning eg "I don't like the way you.....".
- Stand tall, use eye contact, be polite but firm.
- Walk away and don't react to the behaviour. Report it.
- Share your feelings with others – talk about the situation with a teacher, School Counsellor, parents, friends, or someone you think can help.

You may need to persist to help stop the bullying behaviour.

What can bystanders do?

If you see someone bullying or being bullied we expect you to try some of the following:

- Tell the person to stop bullying.
- Leave the area.
- Get help – report it to an adult.
- Be a friend to the person being bullied.

If you take no action you may be giving the message that the bullying is OK.

What can parents do?

- Look for signs of distress in children (eg unwillingness to come to school, a pattern of illness).
- Be proactive and encourage your child to report the incident to their teacher or School Counsellor.
- Build your child's confidence by recognising and confirming their positive qualities.
- Discuss the problem with your child modelling a calm, supportive behaviour.
- Report the issue to the teacher/Counsellor as soon as possible.
- Deal directly with the school and not with the other student or parent.
- Discourage any planned retaliation, either physical or verbal, by discussing positive strategies your child can use.

What you can expect a staff member to do:

- Listen to the concern – not trivialise it
- Record the incident, clarifying the events
- Speak with the victim and the perpetrator
- Follow up with parents of both the victim and the perpetrator
- Use the Restorative Justice process:
 - What happened?
 - What were you thinking about?
 - What have you thought about since?
 - What do you think you need to do to repair and restore the relationship?

What will the Counselling Team do?

- Discuss incident with student(s)
- Adopt a restorative approach
- Notify parents
- Record Incident on DUX/DAYMAP
- Inform KMS Leadership Team of the incident

Consequences - What will happen?

Level 1

Level 1 behaviours are incidental, first time events that are early level bullying acts. The bully is made aware of their behaviour and the impact it has on others. Through discussion with a teacher it is expected the behaviour will improve. Teachers to record on DAYMAP and a yellow sticker to be placed in Communication Book or Diary. Three repeated Level 1 offences could result in a Level 2 consequence. If a student does not have a diary the teacher can forward the student's name to the appropriate sub-school Counsellor and they will contact the Parent/Caregiver by phone or text.

Level 2

Level 2 Behaviours are repeated acts of bullying and/or specifically targeted. They need to be modified and worked through as swiftly as possible. It is expected that modified behaviour will occur with support from Parents/Caregivers, KMS Leadership and Counselling Team. Three yellow stickers will constitute Level 2 Behaviours. A letter will be sent to the Parents of the perpetrator and the victim's family notified. Counsellors to record on DAYMAP. A repeat of a Level 2 offence could result in a Level 3 consequence.

Level 3

Level 3 behaviours are dangerous, intrusive and immediately threaten the safety and well-being of others. In consultation with Parents/Caregivers and support from Counsellors, KMS Leadership team will take appropriate action. Leadership is to record on DAYMAP. Formal notification is posted to Parents/Caregivers.

Students will be given a fresh opportunity at the commencement of each new year. Prior behaviour consequences will be stored on DUX/DAYMAP.

Parents can report bullying incidents confidentially at the following email address: dl.0778.info@schools.sa.edu.au or through the School Counsellors as listed at the front of this booklet.

Please also see the 'Contact Us' section on the website

For more information.....

Helpful Websites

Kids Help Line www.kidshelpline.com.au
Bullying. No Way! www.bullyingnoway.com.au
Child and Youth Health www.cyh.com.au
Australian Communications and Media Authority (ACMA) Cybersmart website
ThinkUknow internet safety program
www.thinkuknow.org.au

Helpful Phone Numbers

Kids Help Line	1800 551 800
Families SA	1800 804 550
Parent Helpline	1300 364 100
Ombudsman's Office	1800 182 150
Aboriginal Legal Rights	08 8113777

STUDENT BEHAVIOUR MANAGEMENT POLICY

KMS believes positive behaviour underpins positive learning. As a school, we are committed to providing many opportunities for academic, social and physical learning experiences.

We seek to develop strong links between staff, students, friends and the community to establish the best learning environment for all students.

Our school seeks to provide **opportunities** through a balanced curriculum in a supportive environment where all members are valued and **respected** and where striving for personal **excellence** is encouraged.

Every KMS member has the right to:	This means that every person has the responsibility to:,
A teaching and a learning environment free from disruption	Ensure a teaching and learning environment free from disruption
Be respected	Show respect for themselves and others
Have a feeling of self worth	Encourage and support others to achieve personal success
Be trusted	Be trustworthy and honest
Achieve personal success	Strive for his or her personal best
Be included in the group	Include others in the group
Negotiate guidelines for behaviour	Accept and work within established guidelines for behaviour
Choose how he or she will behave	Own and accept the logical consequences of his or her behaviour and learning
Feel safe	Provide an environment free from physical violence, verbal abuse, or harassment and participate in safe play
Have school and personal property respected	Respect the property and equipment of school and others
Be supported	Encourage others
Express and discuss personal opinions	Allow others to express and discuss personal opinions

SOME GENERAL GUIDELINES FOR BEHAVIOUR

Attendance: Regular attendance is a key factor in success at school. Absences should only occur for illness or for important reasons. A parent/guardian note, email, text or phone call is required to explain any lateness or absences from school. If after three days the absence is unexplained, the school will contact parent/guardian.

Punctuality: Students are expected to arrive at school between 8.30am and 8.45am. Students are to move promptly to and from all classes including Care Group, and at the end of recess and lunch.

Movement out of school: For safety and legal reasons students require parent and teacher permission to leave the school grounds. All students need to sign out before leaving and sign in when returning to school.

School uniform: All R-12 students are required to wear full school uniform including a wide brimmed hat during lessons outdoors or play in Term 1 and 4 as part of our Sun Smart Policy. Students in uniform are easily identified as belonging to the school. Uniforms also enhance self-esteem, community spirit and support student safety. Excessive jewellery and make up is discouraged.

Organisation: Students are to arrive at lessons with all the required books and equipment. School bags are to remain in lockers.

Bus travel and excursions: When travelling by bus, students are to remain seated at all times, behave in a quiet, responsible manner, and not interfere with the driver or any other passenger or their property. No food or drink is to be consumed.

Bullying and harassment, abusive, offensive, and threatening language, violent or dangerous behaviour: These behaviours are unacceptable. Firm action will be taken immediately to prevent or deal with these. Parents will be informed of the behaviour and the action taken by a member of school leadership. Play fighting/tackling are not considered appropriate or safe behaviours.

Illegal behaviour: This includes theft, graffiti, vandalism; Internet misuse, and possession, use and selling of drugs and pornography. Serious school consequences will result. Police are informed of all illegal behaviour.

Smoking: Smoking on school property is an offence for everyone. Smoking while in school uniform is unacceptable.

Eating: Occurs at recess and lunchtime and designated food breaks. Eating, including chewing gum is not to occur in lesson time.

Environment: It is each individual's responsibility to keep the class and yard environments clean and tidy by putting rubbish in a bin. Spitting is unacceptable and is a health issue. Student are encouraged not to bring valuables or inappropriate unsafe items to school.

Public displays of affection: This is inappropriate when at school, whilst in school uniform or when representing the school.

Leaving class during lessons: Students are discouraged from leaving class during lesson time to reduce disruption to their own learning and the learning of others. Toilet visits should occur during breaks. Students may only leave class with staff permission and yr 7-12 students must carry an appropriate diary note with them whilst out of class.

Continued inappropriate behaviour

In conjunction with parents, the school and department support staff, a process will be developed that may include further internal suspension, take home, suspension or exclusion. An alternative program may be negotiated.

CLASSROOM MANAGEMENT

Our classroom management system is designed to help students choose to behave in a responsible manner so we can maximise their learning. Classroom teachers can reinforce responsible behaviour in a number of ways, for example giving stickers, verbal praise, positive notes in a student's diary and in non-verbal ways such as smiling, eye contact etc.

When a student chooses to behave in an irresponsible manner, the classroom teacher will give the student a series of reminders to help them reflect on their actions and choose to behave responsibly.

IF STUDENTS CHOOSE TO BEHAVE INAPPROPRIATELY THE FOLLOWING STEPS WILL BE IMPLEMENTED:

1. Students will be reminded of their responsibilities
2. Students will be told **"THIS IS YOUR FINAL WARNING"**
3. Students will be moved to an in-class time out position
4. Students will be moved to an out-of-class time-out position
5. Students will move to the **Reflection Room**.

The **Reflection Room** is a place where students choose to go to if they are unwilling to work out a resolution with the classroom teacher after a brief 'in-class sit out' and an out of class sit out'.

When in the Reflection Room students are expected to sit quietly and reflect on their actions or work out problems. It is also designed to protect the rights of other students to learn and teachers to teach.

Please note:

3 reflection rooms visit a term - one day internal suspension, parent contact.

6 reflection room visits a term - two day internal suspension, parent re-entry meeting.

9 reflection room visits a term - admin determined process.

Yellow Card/Detention

A Yellow Card is for class related incidents such as non-completion of work, diary not signed or homework non-completion.

Students with a yellow card/s are required to attend a supervised quiet area during part of their lunch time to either complete the required work or homework or revisit the school's behaviour code.

ELECTRONIC COMMUNICATION AND MOBILE PHONE POLICY

The following rules apply with respect to electronic communication devices (ECD), in particular mobile phones.

- R-6 students who bring ECD's to school are to hand them to their class teacher who will put them away in a safe locked area and given back at end of day.
- Yr7's store theirs in either their school bags or under-desk trays.
- 8 - 9 students are required to store their mobile phones in their lockers during (all face to face sessions with teaching staff) morning care group and lesson time.
- 10-12 students are required to have their phone on silent and out of sight during lessons, private study time or during examinations, and when stored in locker or school bag. They should not be used in any manner or place that is disruptive to the normal routines of the school or to other people. Usage includes the sending and receiving of text messages and data.
- ECD's are brought to and kept at school, and used entirely at their owner's risk. The school cannot accept any responsibility for theft, loss, damage or health affects (potential or actual) resulting from device use. Students and parents should recognise, however, electronic communication devices are highly-prized targets for theft and, accordingly, should always be stored in a safe and secure place.
- Parents, students and staff should ensure that such devices are properly and adequately insured as personal property.
- Students may be permitted at the discretion of the organising teacher to use mobile phones during field trips, excursions or other off-school supervised activities. Prior to departure, arrangements will be in place for communication with staff members in the case of an emergency.
- Any student that is feeling unwell at school and needs to go home **MUST** arrange this through the front office. Under no circumstances may a student use an ECD to contact home and make arrangements to leave unless through the front office/student services, where our normal sign out procedures need to be followed.
- Parents are requested not to contact their child via a mobile during school hours. Any communication must go through the front office. This is especially the case during sensitive or emergency situations, which are best handled by responsible adults.

Procedural Issues

- Students must surrender their phone when requested by a teacher. Surrendered phones are to be handed to the relevant Head of School/Year Level Manager for collection and further discussion.
- Students refusing to surrender phones are fast-tracked using SBM procedures, and the Head of School is to be informed.
- Head of Schools to keep records of breaches with parent contact and/or additional consequences if ongoing issue.



Government of South Australia

Department for Education and
Child Development

Education Regulation 77 under the *Education Act 1972* on school dress codes provides for:

- The right for school councils to determine school dress policy
- Requirements regarding consultation entitlements and processes
- Enforcement obligations and exemption conditions

Kadina Memorial School Council has determined the following dress code for our school. This policy is in line with the DECD Administrative Guidelines,

Implementing the dress code

Exemption

The Kadina Memorial School Principal may exempt students from the uniform/dress code upon written request from the parent. The KMS Principal must inform parents of this right.

Grounds on which parents may seek exemption are:

- religious
- cultural or ethnic
- new students (time to purchase, wear previous uniform)
- itinerant students
- financial hardship
- genuine medical or family sickness reasons
- any other additional grounds as the school council may determine.

These students and their parents will require sensitive and careful consideration by the Principal to minimise the possibility of conflict. In the case of adult students, they may seek exemption on their own behalf.

Costs of dress code

We aim to keep the costs of the uniform/dress code as low as possible. This is achieved by:

- expecting students to wear colour rather than set brands.
- secondhand clothing service.
- provision for those in financial need
- financial assistance in the form of loans, time payment or subsidy
- loan of dress code clothing which the student returns when he/she outgrows them or leaves the school

Availability of approved clothing

- Approved items of clothing are available at Sportspower

Expectations of all students/parents/caregivers

All Kadina Memorial School students are required to wear a uniform/dress code every day. Parents/Caregivers are expected to supply a note via student diary or communication book if student is out of uniform.

Polo Top

Approved school polo top (a white long sleeve t-shirt may be worn underneath)

Boys & Girls Pants, Shorts

Navy blue trousers,(not denim) track suit pants, no stripes, no tights or leggings, small embroidery/logo ok

Navy blue shorts

Girls Summer Dress

Checked knee length summer dress (school approved design)

Girls Skirt

Senior- Navy blue knee-length skirt (school approved design)

Junior - Navy blue (school approved design)

School Windcheater

Navy Blue windcheater (School approved design)

Year 12's only may be permitted to have own top as long as it keeps within the school colours.

Formal Shirt (School approved designs)

Socks

Navy, white, neutral

Shoes

School shoes, boots, or sport shoes, of an appropriate colour (preferably black) worn with socks. Sandals with or without socks

SHOES WITH NO BACK ARE NOT PERMITTED IN ALL AREAS OF THE SCHOOL

Hats

Approved school hat/s

Terms 1 & 4

- The approved school bucket hat/broad brimmed hat is the only hat that can be worn when the sun smart policy is enacted.
- All KMS students in terms 1 & 4 and on designated extreme sun days are required to wear the school approved hat whilst sitting/playing in direct sunlight . (Sun Smart Policy)

Physical Education (Yrs 7-12)

Shorts, track suit pants or bike pants;

T-shirt or collared shirt

Sports shoes

A school approved hat is required for all outside practical in Term 1 and 4.

Sport's uniform

Sports Day house coloured tops may be purchased to wear for Sports Day & Physical Education lessons

Jewellery

Jewellery worn by students, should be limited so that it is not obtrusive or offensive and does not pose a health or safety risk, to the individual, fellow students or staff.

Make up

No excessive makeup

NOTES:

- Students are required to change for Middle and Senior School Physical Education lessons and any other organised sporting activities
- We encourage students to wear hats and sunglasses outside of the classroom on all occasions
- Home Economics and Technical Studies, for safety reasons, require all students to wear covered shoes when working in these areas

KADINA MEMORIAL SCHOOL SUN SMART POLICY

The aims of the KMS Sun Smart Policy are to promote among students, staff and parents:

- positive attitudes toward skin cancer prevention.
- personal responsibility and lifestyle practices to help reduce the incidence of skin cancer and the number of related deaths in Australia.

Sunscreen

- All care groups will be supplied with a 1 litre tub at the beginning of term four each year, in addition to current policy for excursions/PE/Ag/Outdoor Ed . If student are unable to use supplied sunscreen then families will need to supply wearable brand.
- Strategies are enacted to remind students apply sunscreen before going outdoors (e.g. reminder notices, sunscreen monitors, sunscreen buddies).
- Sunscreen is applied before going outdoors for PE/AG and other outdoor activities in terms 1, 4 & extreme days.
- With parental consent, students with naturally very dark skin are not required to wear sunscreen to help with vitamin D requirements.
- Families are encouraged to apply sunscreen before students come to school.

Student Clothing

- The wearing of singlets except when necessary in terms of sporting activities i.e. athletic, singlets basketball singlets is discouraged.
- Where singlets have to be worn extra care is taken by staff to ensure that all students have adequate supplies of sunscreen and that this is applied in the appropriate way.
- All students are to wear a shirt for swimming lessons.

Hats

- The approved school bucket hat/broad brimmed hat is the only hat that can be worn when the sun smart policy is enacted.
- All KMS students in terms 1 & 4 and on designated extreme sun days are required to wear the school approved hat whilst sitting/playing in direct sunlight .
- Students who do not have appropriate hats are directed to play/move into the shade or suitable area protected from the sun.
- Extreme sun days are decided by WHS officer who directs daily operations AP to call a day of extreme sun thus hat policy comes into action.
- All KMS staff in terms 1 & 4 and on other extreme days are required to wear hats that protect their face, neck and ears eg legionnaire, broad brimmed or bucket hats, whilst outside.

The School's Role

- Teachers are encouraged to maximise the use of rooms with air-conditioning on hot days.
- In addition, outdoor activities on very hot days should be, when possible, appropriately modified so that they occur before 10.00 am and after 2.00 pm.(11.00 am and 3.00 pm daylight saving time.).
- During outdoor carnivals eg sports day, interschool competitions, excursions etc., students and staff should be encouraged to adequately protect themselves from the sun. Students should be provided with shade protection at outside events at school in terms 1/4 where possible and practical.
- Information regarding protective clothing and the use of sunscreen should be included on consent forms for excursions.
- The School's Grounds Committee should continue to provide adequate shade by planting appropriate trees and/or provide shelters.
- The School needs to determine whether new students have above average sensitivity to sunlight exposure and this information needs to be passed on to the relevant teachers.
- The School will incorporate in the school curriculum appropriate educational programs which focuses on skin cancer protection.

The Staff Role

- Staff will act as positive role models by wearing appropriate hats when outdoors Terms 1 & 4, using SPF15+ sunscreen.
- Staff will use discretion in scheduling outdoor activities.

- Adults working at school will be encouraged to wear appropriate hats when in direct sunlight.

HOME LEARNING POLICY

Philosophy Our students live in a busy and complex world and have opportunities to engage in a huge range of activities. Families have also changed as have their priorities. These forces have made the issue of home learning a significantly complex issue for teachers, families and students. We therefore ensure that home learning does not put pressure on families with things like short time-lines. We also look for family / community activities that can gain credit towards Home learning.

Expectation: Students will regularly have set home learning

Years R - 6

Home Learning is an opportunity for students to complete unfinished learning, revise learnt concepts or work on developing existing skills. Home learning is not new work for students rather content they are familiar with and can independently complete. Home learning should be given 4 nights a week only.

The following are recommended guidelines:

- Junior Primary (R-2): 10 minutes minimum reading, practice spelling words at least 4 times per week
- Primary: (3-6) 15-20 minutes maximum per night, Spelling, Maths English, Reading, Projects, finish work

Years 7 - 9

Home learning for Middle School students is the opportunity to complete unfinished learning at home. Explicit teaching occurs during class time and it is the student's responsibility to ensure that all learning from the day is completed. Care group & subject teachers monitor student's productivity and completed work is documented in the student's diary.

For most assessment pieces such as Assignments, Projects or Direct Investigations, teachers will provide some class learning time to complete, therefore relying on home learning time to ensure that assessment pieces are handed up completed and on time. This is also recorded in the student diary.

It is a requirement that Middle School students do a minimum of 15 minutes of reading per night. This can be completed in many different forms such as computer research, newspaper and magazine articles, or in the form of a novel.

Years 10 - 12:

In the senior school years, home learning is very important and students are expected to take more initiative. Senior students are also expected to utilise weekend time for home learning. Success at this level is often determined by how many hours are devoted to home learning and private study.

Teacher's Responsibility:

- All teachers will set home learning within these guidelines but the work content may differ.
- Mark and correct home learning where appropriate.

Responsibility of families

- Support their child with their home learning
- Write a note if home learning has not been able to be completed.

If you have any concerns, contact your child's Care Group Teacher.

DECISION MAKING BODIES

GOVERNING COUNCIL

The Governing Council is a representative body of parents, teachers, students and community representatives with the majority of members being parents.

Governing Council shares the responsibility with the Principal and staff for educational and management issues in the school, including the Site Learning Plan.

The Council currently meets on the last Wednesday of every month.

KADINA MEMORIAL STUDENT COUNCIL

The KMSC is the governing body of the student population. The KMSC has representation on many school committees, including School Council, Decision Making and Grounds Committee.

The KMSC organises events for the students, including socials and non-uniform days. These activities also raise funds for projects identified by students.

Students from Years 3-12 are elected at the beginning of the year to constitute the KMSC. The representatives attend training days to discuss and learn their role identify office bearers and the place of the KMSC in the school decision-making processes.

The elected student representatives meet each fortnight to determine a range of student issues and directions. The KMSC has a critical role in giving all students a voice in decisions affecting Kadina Memorial School.

KADINA MEMORIAL SCHOOL DECISION MAKING COMMITTEE

The KMS DMC consists of representatives from staff, students and parents and its role is to:

- ◆ Approve all school activities and events, ensuring a whole school/community perspective is maintained
- ◆ Ensure all school community members have an opportunity to shape decisions at the school
- ◆ Develop school activities/events calendar
- ◆ Communicate proposals and decisions to the school community.

This committee meets fortnightly on Mondays of even weeks at a time negotiated to suit all members.

MATERIAL & SERVICES CHARGES

School Card, Abstudy, Youth Allowance and Stationery requirements

MATERIAL AND SERVICES CHARGE

The materials and services charge covers the cost of essential items and services used by individual students over the course of their study. School Principals and Governing Councils are responsible for determining, approving and collecting material and services charges for their school.

The Material and Services Charge provides students with an initial diary, student ID card, selected printed materials, access to resources, sporting equipment and facilities, Internet and networked computers with limited printing and software licence fees, R - 7 stationery items. Other charges for items or activities associated with your student/s subject selection will occur during the year i.e. excursions, camps, revision guides.

SCHOOL CARD

The school card scheme provides financial relief for eligible low-income families in relation to school education costs.

Parents and students can access school card information and forms at www.decd.sa.gov.au or at Kadina Memorial School Finance Office

School Card assistance must be applied for each year.

YOUTH ALLOWANCE AND ABSTUDY

For information on Youth Allowance or Abstudy please contact Centrelink or visit the Centrelink website www.humanservices.gov.au

STUDENT ID CARDS

Student ID Cards are used at Kadina Memorial School for Years 7-12 students to borrow books and resources and to record student late arrivals and early departures via the Front Office. The cost of cards is included in the compulsory component of the Material & Services Charge. The student ID card can be used for easy identification for concessions on public transport or entry to various events. Replacement cards during the year will incur a cost.

STATIONERY

- R-7 stationery is provided within the Materials and Services charge.
- We encourage parents of prospective Year 8 students to purchase a Stationery Pack through the school which includes all items required for their first year of school. This includes all stationery required for the year, a Sharp scientific calculator (a specific model and brand used by current students) and recommended by the school to provide uniformity for the Maths classes and a padlock for their locker. The calculators are also available for separate purchase from the Finance Office.
- Year 9 – 12 students will receive a list of stationery requirements for all subjects and these items need to be purchased from a retail outlet.

The school's **Library** provides:

-  fiction, non fiction and reference books
-  magazines and newspapers
-  ICT including flip cameras/voice recorder
-  posters, kits, maps, DVD'S
-  media resources
-  up-to-date reference materials for both staff and students
-  instruction and assistance in locating and using materials
-  access to other libraries and to electronic databases
-  resources for teachers to plan, deliver and evaluate lessons
-  photocopying facilities

The Library is open during lesson times and before school (8.00am - 8.45am), lunch (12.40pm - 1.10pm) and after school (3.05pm – 3.30pm). Other times are negotiable.

Most materials may be borrowed. Students may borrow up to ten items for three weeks in most cases.

Lost Books

Students are responsible to pay for any lost books. Text books are due back to the Library at the end of each semester or year of borrowing and are the responsibility of the student until returned to the book-room. Accounts will be generated periodically for lost books and if required the school will engage its debt recovery policy to recover costs of these vital and expensive resources.

Please note this policy also applies to general student borrowing, ie fiction and non-fiction resources.

Junior Primary students are encouraged to bring a durable bag for borrowed books to go to and from school.

