

Kadina Memorial School Decision Making Proforma

(For Excursions/Camps/Fundraisers ensure relevant copy of application is attached)

1. Event

Proposal:		Proposer:	
This is an annual eventYes/No\			
Description of Activity/Purpose:			
Date/s		Day/s	
Week		Term	
		Year	
Starting Time		Finishing Time	
Year Level/s Involved		Number of Students	

2. Details

Total Cost		Cost Per Student	
Location		Uniform	Yes/No
Transport Arrangements			
Requirements from home			
Staff Cover Suggestions			
Risk Assessment Attached	Yes/No (Available: K Drive / Clerical / Excursions / Risk Assessment) Please see Business Manager for assistance		
For Admin Information	This event will be published: school calendar <input type="checkbox"/> daymap <input type="checkbox"/> whiteboard <input type="checkbox"/> KMS Website <input type="checkbox"/>		

Any member of the school community can submit a proposal
 Any proposed changes to annual events
 Any proposed changes to policy and procedures

3. Other Proposal

Proposal:	
Purpose Benefits:	

This will be tabled at the next meeting	
I will be present yes or no or please contact me	Ph

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Aim:

The Kadina Memorial School Decision Making processes aim to promote good communication within our school community and provide a forum for any member of the school community to discuss proposed issues

Definitions:

- Curriculum is defined as an activity directly related to the teaching and learning programme of students.
- The Local Environment is defined as the Kadina township

Processes outside of this proforma:

- Camps / Sleep overs– the organiser is required to complete the necessary documentation (The DECD Camps and Excursions guidelines) and submit to the relevant Head of School for approval. Once the documentation is complete and approved by the leader it will be submitted to the DMC.
Nb a term's notice is required for any approval of camps
- Day Excursions - the organiser is required to complete the necessary documentation (Excursion checklist) and submit to the Leader responsible for camps. Once the documentation is complete and approved by Head of School it will be submitted to the DMC.
- KMS Venues – Please book venue and email relevant staff in advance to ensure locations such as US 6/7 and library are also booked for student relocation. Book via daymap & publish bulletin notice to inform students prior and on the day.

Approved Annual Events as of January 2017

<u>ACTIVITY</u>	<u>ACTIVITY</u>
<p>Whole School</p> <p>Academic/Performing Arts:</p> <ul style="list-style-type: none"> • Academic Competitions • NAPLAN tests • Choir Rehearsals • Choir/Recorder Performances <p>Assemblies:</p> <ul style="list-style-type: none"> • School Assemblies - R-12 + sub schools as per calendar • Student Voice Training & Induction (Term 1) • Student Mentor Training & Induction (Term 1/2) • Reconciliation Assembly (Term 2) • Japanese Visit/Assembly (Term 3) • Remembrance Day Assembly (Term 4) • Yr 12 Assembly (Term 4) • Prize Presentations (Term 4) <p>ATSI:</p> <ul style="list-style-type: none"> • ATSI parent mtgs • Naidoc week/Sorry day • Reconciliation Week Activities (Term 2) <p>Families/Volunteers:</p> <ul style="list-style-type: none"> • Family Information Afternoon/Night (Term 1) • Volunteer celebration (biannually) • Volunteer Inductions <p>House/ Sporting Activities:</p> <ul style="list-style-type: none"> • House mtgs • House sports • Sports Day (R-6 & 7-12), Interschool & Santos Athletics (Term 1) • SAPSASA competitions (Primary – Year 7) • Knock Out Competitions (Year 8-12) <p>KMSC:</p> <ul style="list-style-type: none"> • Regular sub school student voice meetings • 4 Awareness Days, including 'Bully No Way Day' • Casual Day – one per Term • Violet Day <p>Whole School:</p> <ul style="list-style-type: none"> • School Photos & Student ids (7-12 & Term 1 new students) • Book Week (Usually August, tbd by sub schools) • School Closure: Either Field Days or Royal Show • Anzac Day/Remembrance Day Activities 	<p>R-6</p> <ul style="list-style-type: none"> • SAPSASA football/netball carnival • District Athletics Day • Aquatic Safety lessons • Yr 6 camp • End of year class parties • KMSC wind up • R-6 Arts Showcase • 2 Arts Performances • Junior Disco • Primary Religious Education <p>7-12</p> <ul style="list-style-type: none"> • Year 10/11 Outdoor Education/Sport & Rec Camps • Yr11/12 Exams • Maths Quiz Night • Course Counselling • Ag Team Royal Show • Year 10 Work Experience • Australian Business Week • Kayak practise • Crossing Training/ Driver Ed • Yr 7 Clipsal 500 Excursion Term 1 • Year 7 camp • Year 8 El Shaddai Camp • Year 9 Canberra trip Term 4 • Yr 10 Surf camp • 11/12 Ski trip • Year 12 Formal • Yr 12 History Barr Smith Excursion • Yr 12 Gov House visit • Balaklava eisteddfod • Yr 12 Art show • Yr 12 art exhibition • Save a mate • Yr 11 Psychology excursion • Sci & Eng excursion • Operation Flinders • Student immunisations <p>UNIT</p> <ul style="list-style-type: none"> • Fun Gym • Special schools sports day • End of year family wind up • Gym seniors • RDA • Family afternoon