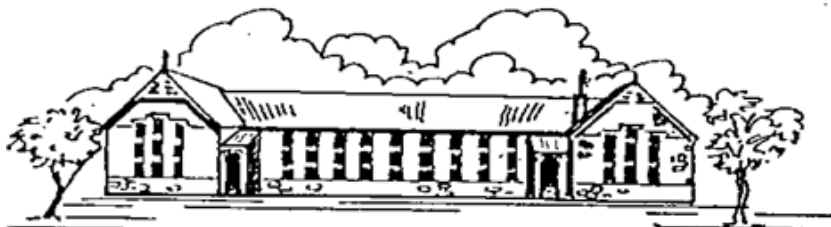


***Information
Booklet***

BRIEF HISTORY OF KADINA MEMORIAL SCHOOL

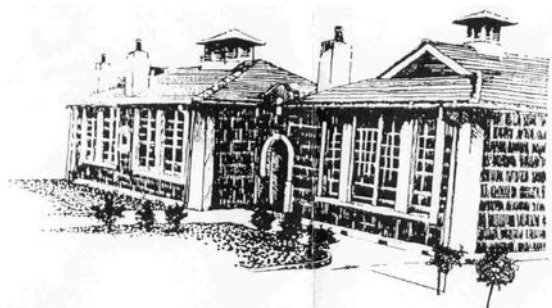
The families of co-located Kadina Primary and Kadina Memorial High Schools made the decision to amalgamate for the provision of R-12 education in Kadina commencing 2013.

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 home learning
- be organised, with equipment and books required
- be positive and do the best they can, through *determination* and *persistence*

Alistair Williams, Principal

WHO CAN I TALK TO?

Throughout a student's schooling, young people have the opportunity to engage with a range of positive experiences. Parents and students, however, 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 2021

Principal	Alistair Williams	R-12
Assistant Principals	Chris Morrison	Daily Operations, Flexible Learning, ATSI
	Verity Williams	10 - 12
	Tarryn Germein	7-9
Head of R-6	Jayne Winter	
Business Manager	Carol Saunders	

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	Jayne Winter
Primary Years	R-2	
Middle School	Years 7-9	Tarryn Germein
Senior School	Year 10-12	Verity Williams
Disability Unit	Years R-12	Simone Anderson
Aboriginal Education	R-12	Chris Morrison

Other Learning Area Leadership includes:

Learning Area	Leader
R-12 Arts	Sandy Hahn
R-12 Health & PE	Luke Driver
R-12 Numeracy	Alix Hillebrand
Secondary Science/AG	Stephen Nelson
Vocational Education & Training, Career Development, RP	Erin Schneider
Disability Intervention & Support	Tenille Ziersch
7-12 English/ HASS	Megan Tucker
Secondary High Impact Coach	Shane Moss
Senior Student Wellbeing Leader	Karmela Kleinig
Middle Student Wellbeing Leader	Robyn Paterson
Primary Student Wellbeing Leader	Zelly Ritter/ Melissa Mulders
Primary Years Coordinator	Melissa Mitchell
Primary High Impact Coach	Courtney Penney
Autism Inclusion Teacher	Karen English
Early Years High Impact Coach	Emma Turner
Aboriginal Education Teacher Primary	Sarah Bussenschutt
Aboriginal Education Teacher Middle and Senior	Kerry-Ann Pointon
Aboriginal Community Education Officers	Nigel Raymond, Leanne Toogood

PARENT GUIDE TO RAISING A CONCERN OR COMPLAINT

What to do if concerned

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 Student Wellbeing Leader (please see the contact details page 5). 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.

If you have a school wide concern

Please arrange to talk to a Head of School.

If not resolved: Central resolution

STEP 2— Education Complaint Unit – 1800 677 435 (standard call rates apply for mobile phone calls)

If you are not satisfied that your complaint has been resolved at the local level, you may choose to seek support from our complaints resolution services: Education Complaint Unit, call 1800 677 435 or submit in writing online.

The Unit can help you by:

- providing advice and support about the issues behind the complaint
- advocating with local sites to ensure all options for resolution have been explored
- objectively reviewing complaints that have not been resolved at the local level, including through formal review.

STEP 3— External agency contact: SA Ombudsman – Toll Free: 1800 182 150 or 8226 8699

If your matter cannot be resolved through the previous steps, you may choose independent advice and review by an external agency. The circumstances of your complaint will influence whether this option is available.

For further information email: ombudsman@ombudsman.sa.gov.au or visit www.ombudsman.sa.gov.au

Depending on the nature of the matter, the Office of the Ombudsman will usually ask if you have taken your complaint to the school or to the Education Complaint Unit before approaching the Ombudsman.

DAILY ORGANISATION

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.
- All R-12 students begin and finish the school day in Care Groups, with students ready to start the school day at 8.45am. A siren at 8.42am will signal to students to make their way to Care Group rooms.
- There is a 20 minute recess and a 35 minute lunch (R-6 have an extra 10 minutes eating time).

Daily Times

LESSONS	TIMES
First bell – all students to Care Group	8.42
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

	2023
Term 1	30 Jan – 14 April
Term 2	1 May – 7 July
Term 3	24 July – 29 Sept
Term 4	16 Oct – 15 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 0437 010 328
- Email dl.0778.frontoffice@schools.sa.edu.au
- Or write and sign a note in your child/ren's diary/communication book
- Or send a message to your child's teacher via Class Dojo (R-6 students only)

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. A 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. A 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.

EXEMPTION

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 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 ensure 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 as the school then 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 to inform of absence reason

Daymap Parent Portal

Kadina Memorial School's Daymap Parent Portal informs you about your child's progress, such as attendance, assignments, and school messages and notices. Teachers from Year 7 – 12 use Daymap for assessment information and reporting, allowing you access to observe how your child is progressing in each subject. Daymap is securely accessible from your internet browser requiring only one login and password per parent to students enrolled at Kadina Memorial School. This information will be available 24/7 and is secured by a unique account and password. You can only access your own child/children's information. Accounts are created from the email you have registered at the school.



Kadina Memorial School - Parent Portal

Username:
Password:

[Forgot your password?](#)

[New User?](#)

☐ Remember me

[Sign In](#)

So how do I access Daymap?

1. Visit the KMS website – www.kms.sa.edu.au
2. Click on the 'Daymap' tab located on the heading at the top of the page.
3. Click on the 'Register' tab.
4. Register as a 'New User'
5. Enter your email address (this is the one you have provided us)
6. Enter the ID Number of one of your children.
7. It will then send you an email with your username and password to login.

Students' ID Numbers can be found on their timetable and on their Student ID card.

If you would like to send us an up to date email address.

Please contact us on dl.0778.frontoffice@schools.sa.edu.au or call 88 210 100 or send via your child's diary.

R-6 Class Dojo

Class Dojo is a quick, easy way for families and staff to connect for effective communication.

It is used in conjunction with other forms of school communication.

If an issue, please contact the school to meet/talk. Angry or aggressive comments on Dojo are not responded through Dojo.

Your child's teacher will assist you with Class Dojo downloading matters.

BUS TRAVEL

Bus Coordinator at KMS

Kadina Memorial School coordinates buses that transport students to the schools in Kadina. This includes Kadina Memorial, Wallaroo Mines Primary Schools and Harvest Christian College. To be eligible to travel on a Department for Education bus, students need to meet eligibility requirements are determined by the department 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 Verity Williams or Student Services Manager Heather Marks can discuss with families their eligibility for bus travel.

Bus Routes

Eight bus routes currently service the Kadina Schools:

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

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 is a 'spare' seat on the bus. Families are required to make an appointment with the Bus Coordinator to progress.

Costs

There is no cost associated with travel on a Department for Education 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 to allow bus drivers to focus on 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 or taxis will run. As the school will not receive notification of this after 4.00pm the day before, it is vitally important bus student families have up to date mobile phone, email contacts recorded at the school or like the "Kadina Memorial School" Facebook page and / Daymap Parent Portal for notifications.

Information is also provided on the Department's Emergency Information Hotline (1800 000 279), ABC Radio 891 and local Regional stations, ABC TV and the Department's website: <https://www.education.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 is provided to parents when costs are involved.

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

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 filtered fountains on the school grounds. Each student is expected to bring a suitable named 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.

SAME FIRST DAY INTAKE OF RECEPTION STUDENTS

The age by which a child is required to attend full time school is 6 years old.

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 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 Department for Education 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 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.

HEALTH/MEDICATION

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).

Department for Education 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

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 prescribed and/or over the counter 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.

For form or enquiries, please contact the Front Office.

Aboriginal and Torres Strait Islander programs at Kadina Memorial School

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 Teachers (AETs) and Aboriginal Community Education Officers (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.

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. A replacement lock will need to be purchased at a cost to the family.

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 Student Wellbeing Leaders 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.

FAMILY INFORMATION 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 emailed to families three times per term. Hardcopies are available upon request. The newsletter is also posted on the school website, Daymap, Class Dojo and facebook.

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 & Friends – please see the office staff or newsletter for contact details.
- ◆ 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: Volunteering within the Department for Education requires a WWCC child-related screening check, online RAN training for volunteers and attendance at a volunteer training session. The department funds the WWCC application. For further information please enquire at the Front Office.

PARENT & FRIENDS

This fun and informal group assist with special events and provide valuable feedback on school policy.

Parent & Friends meet once per term providing a link between parents, teachers and students, with meetings publicised in the fortnightly newsletter and on facebook.

PARKING

Doswell Terrace can become congested during drop off and pick up times. Please remember it is a **strict 3 minute drop off zone**.

For longer term parking we encourage families to park at the Copper Coast Sport and Leisure Centre, a short walk to school.

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 limited parking on nearby streets which is also used by local bowlers. Trained Year 7 Crossing Monitors look after the pedestrian crossing at peak times with a safe standing area installed on both side of Doswell Terrace near the ATSI and FLO/FLEX Centre.



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

This 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 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.

Assessment practices are 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 employee. Profits from the canteen are used to develop and improve canteen and 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 WWCC screening check, online RAN training for volunteers 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

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.***

STUDENT DIARIES/COMMUNICATION BOOKS/ CLASS DOJOS

Student Diaries/Communication Books are an extremely important link between the school and home. As such all 7-12 students are required to keep an official school diary that provides a day-by- day record for student, parent and teacher use. R-6 communications is via Class Dojo.

School Diaries/Communication Books have many purposes including:

- assisting students to organise their home learning 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, at their expense, that do not conform to required standards.

SCHOOL PHOTOGRAPHS

Each year a photographic firm is contracted to take individual, class photographs and sibling photos. 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 school data use only. Further information is provided through the newsletter and Daymap.

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

By completing and returning the permission form, you grant permission for Department for Education/ 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 Department for Education 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 – Kadina Memorial School

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.

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	(when available)			

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, VET pathways, Extension Maths, Geography.

Year 10 students commence study for the SACE (South Australian Certificate of Education) through SACE Dynamics (formerly 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's complete the Stage 2 Research Project during semester 2. By achieving a C grade or better, students meet the compulsory requirement of the SACE. One semester of learning per subject generates 10 Stage 1 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 Curriculum Prospectus

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

There will be a parent night in early 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 Curriculum Prospectus at www.kms.sa.edu.au/our-schools/senior-school

Kadina Memorial School offers a wide variety of vocational learning.

This includes:

- School Based Apprentices and Traineeships
- participate in structured work placements
- students studying certificate courses within the school timetable and offsite with Registered Training Organisations.

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 Traineeship (SBAT) is an agreement between an employer, student and school enabling students to gain nationally accredited qualifications whilst working 1 or 2 days a week 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 state school sport competitions such as SAPSASA and SASSSA Knock Out Sports.

SPECIAL EDUCATION

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

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.

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

- 1) Disability Unit
- 2) Mainstream classes with SSO support
- 3) Small Class for Middle and Senior school students with special needs.

Disability Unit

Students have a significant intellectual and/or physical disability with placement recommended by a Special Options panel and verified by the department's psychologist. The Unit caters for students from Reception through to Year 12, vertically grouped into two classes.

The majority of students transition from preschools or schools within the Partnership, with a small cohort transferring from other Special Options settings.

Inclusion programs support Unit students to attend mainstream classes with their aged peers, as appropriate.

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

Regional 8-12 Special Class

Students have an intellectual disability with placement recommended by a Special Option panel and verified by the Department's psychologist.

The majority of these students have transitioned from the regional Years 3-7 Special Class at Moonta Area School.

Students have the opportunity to access mainstream inclusion classes and these lessons are embedded into their timetable.

Staff comprises a class teacher and one SSO. Staffing varies on the complexity and support needs of the students.

Mainstream Classes

Many students with NEPs 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 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.



Above, the Disability Unit playground under cover.

SCHOOL POLICIES

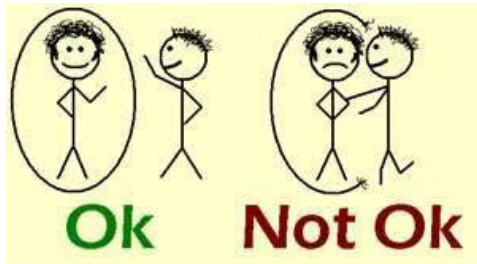
School policies and procedures are reviewed by staff and Governing Council, in consultation with the wider school community every two-three years.

Updated policies are available on the school's website: www.kms.sa.edu.au

STUDENT WELLBEING POLICY & PROCEDURES

Opportunity | Respect | Excellence

LEVEL 1



Learning Opportunity for Behavioural Change

Level 1 behaviour is when a person bullying has been made aware of their behaviour and the impact his/her actions is having on others, through discussion with a staff member, yet has continued the unwanted behaviour.

It is expected that the behaviour will stop.

Staff will record on DAYMAP and a yellow sticker is placed in Communication Book or Diary. Parent/Carer to sign. Checked by issuing staff member.

The Student Wellbeing Leader is informed and a record is made on the Kadina Memorial School bullying/harassment data base.

Three Level 1 offences will result in a Level 2 response.

EXAMPLES OF BULLYING

Physical:

Invading and not respecting someone's personal space (tripping, pushing, poking) or their personal belongings.

Verbal:

Talking about or to another person in an offensive manner (putdowns, teasing).

Sexual:

Sexually inappropriate gestures/ discussions/ comments/ drawings.

Racial:

Negative comments regarding somebody's race or culture.

Cyber:

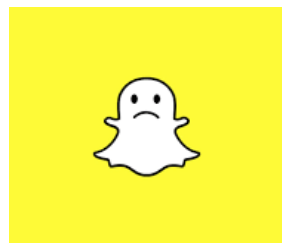
Using technology to discuss or make negative comments about a person on social media.

Exclusion: Excluding another person and encouraging others to do the same.

STUDENT WELLBEING POLICY & PROCEDURES

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LEVEL 2



Modification of Behaviour Required

Level 2 behaviour is when the person bullying has continued to bully.

These incidents will be dealt with as quickly as possible. Behaviour change is expected with the support of the parent/carer, Kadina Memorial School Leadership Team and the Student Wellbeing Leader.

Parent/carer of the person who is bullying will be notified. An orange sticker is placed in the Communication Book or Diary. Parent/carer to sign.

The parents/carers of the person being bullied will also be contacted.

The Student Wellbeing Leader will record on DUX/DAYMAP and on the Kadina Memorial School bullying/harassment data base.

A repeat of a Level 2 offence could result in a Level 3 response.

EXAMPLES OF BULLYING

Physical:

Persistent and repeated invasion of someone's personal space or their personal belongings.

Verbal:

Persistent and repeated talking about or to another person in an offensive, abusive manner.

Sexual:

Explicit sexually, inappropriately, targeted gestures / discussions / comments / drawings.

Racial:

Aggressive or persistent negative comments regarding somebody's race or culture.

Cyber:

Repeatedly using technology to discuss or write negative comments or show negative images. Encouraging a physical incident to occur.

Exclusion:

Shutting someone out or denying them access in a mean way.

STUDENT WELLBEING POLICY & PROCEDURES

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LEVEL 3



Behaviour that MUST STOP

Level 3 behaviours can be a one off illegal incident or a result of repeated Level 2 offences.

The behaviour is dangerous, intrusive and directly threatens the safety and wellbeing of others.

A meeting is held with parent/carer, with support from the Student Wellbeing Leader and the Kadina Memorial School Leadership Team to take appropriate action, such as community service, suspension, exclusion and/or police.

Leadership record on DUX/DAYMAP.

Formal written notification is given parent / caregiver.

EXAMPLES OF BULLYING

Physical:

Making physical contact with another person with the intent of causing harm or damaging someone's property beyond repair.

Verbal:

Making serious threats to harm another person either physically, socially or emotionally. Swearing at or attempting to intimidate staff.

Sexual:

Inappropriate touching, comments or physical contact. Sharing pornographic images at school.

Racial:

Abusing and treating someone unfairly in relation to their race or culture.

Cyber:

Use of technology to distribute, violent, sexual, pornographic or negative content onto others.

Exclusion:

Deliberately hurting someone's mental health by isolating them.

STUDENT WELLBEING PROCEDURE



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At Kadina Memorial School, we live by our values of

OPPORTUNITY, RESPECT and EXCELLENCE.

We aim for all students to learn and play in a safe, respectful environment, free from physical violence, verbal abuse, online abuse, exclusion, threats, lies and rumours.

At Kadina Memorial School, it is expected that staff, students and parents will model inclusive behaviours and be accepting, no matter what race, gender, religion or sexuality.

Responsibilities when dealing with a bullying and harassment issues

<p><u>Bullying</u></p> <p>is when a person or a group <u>continues</u> to cause harm using physical violence, verbal abuse, online abuse, exclusion, threats, lies or rumours.</p>	<p>If you are being bullied, your responsibility is to try at least one of the following:</p> <ul style="list-style-type: none"> Choose to not react Choose to walk away Try not to let the person bullying see the impact of the unwanted behaviour Stay calm and try to think clearly Let the person bullying know that what is happening is not okay Use a brave voice tell the person bullying to stop or back off Share feelings and thoughts with a trusted person Report it to a staff member 	<p><u>Harassment</u></p> <p>is when a person or a group <u>continues</u> to pressure or scare someone physically, verbally, sexually in person or online.</p>
<p>If you are the person who is bullying, your responsibility is to:</p> <ul style="list-style-type: none"> Understand that what is happening is not okay Take responsibility for unwanted actions Repair the damage Apologise Stop that behaviour Get help from a Student Wellbeing Leader if the bullying continues 	<p>If you are a bystander, your responsibility is to:</p> <ul style="list-style-type: none"> Be brave and speak up Let the person who is bullying know that their behaviour is not okay Support the person who is being bullied in a caring way Talk with a trusted person Report the bullying to a staff member 	<p>The responsibility of teaching staff is to:</p> <ul style="list-style-type: none"> Listen to the concern & take the issue seriously Record the incident and check the events Speak with the person who has been bullied Speak with the person/s who has been bullying Issue a sticker in diary/communication book to the person who is bullying & email information to Student Wellbeing Leader Work towards solving the problem with the students Follow up with student that parent/carer has signed sticker
<p>The responsibility of the parent/carer is to:</p> <ul style="list-style-type: none"> Look for any signs of worry Discuss the problem in a calm, supportive way. Build on your child's bravery, by being aware and confirming positive action Discourage any planned payback, either physical, verbal or written by discussing positive strategies your child can use Screenshot any evidence of cyber bullying Talk to your child about blocking any person who is online bullying Take positive action and tell your child to report the incident to a staff member or a wellbeing leader Deal directly with the school and not directly or indirectly with the other student or parent Report the issue to a staff member as soon as possible. 	<p>The responsibility of the Student Wellbeing Leader is to:</p> <ul style="list-style-type: none"> Discuss the incident with the student/s Discuss strategies to use in the future Speak with people who may have witnessed the incident/s Seek understanding and agreements between students Assist the person bullying to use appropriate strategies Notify parents Record incident on Dux/DAYMAP Inform Kadina Memorial School Leadership Team 	<p>The Kadina Memorial School Leadership Team can:</p> <ul style="list-style-type: none"> Apply a consequence that matches the behaviour for breaking the school rule/value Set up community service Internally suspend (student works in the Reflection Room with separate breaks) Externally suspend (student works from home for 1 – 5 days) Notify police in relation to assault, illegal behaviour or cyber bullying Exclusion (student works off campus for 4 – 10 weeks)

Parents can report bullying incidents confidentially at the following email address:
dl.0778.info@schools.sa.edu.au or through the Student Wellbeing Leaders 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 with a 'no hat, no play' from the start of Week 6, term 3 to the end of Week 5, Term 2 as part of our Sun Smart Guideline. 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. Students 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 Year 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.

R-6:

3 reflection rooms visit a term – 2 lesson internal suspension, parent contact

6 reflection room visits a term - 4 lesson internal suspension, parent re-entry meeting

9 reflection room visits a term – Head of School determines process

Years 7-12:

3 reflection rooms visit a term – 1 day internal suspension, parent contact

6 reflection room visits a term – 2 day internal suspension, parent re-entry meeting

9 reflection room visits a term – Head of School determines process

Detention

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

Students with detention 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.

MOBILE PHONE OR LIKE DEVICES GUIDELINE

Rationale:

Kadina Memorial School acknowledges that mobile phones and other personal electronic devices, such as smart watches, serve a purpose in both personal and professional contexts, and have a place in our community. It is our view that mobile phones must be handled in a mature and responsible fashion and in such a way that does not hinder the education process or personal wellbeing.

The responsible use of a mobile phone or like device with unconditional access to the internet extends beyond the school environment and is applicable at all times within the general community. At the same time, these devices can present a serious risk to student safety, wellbeing and learning. These risks are clearly defined under the Department for Education's Legislative Framework that includes Child Protection Curriculum, WHS, and Duty of Care responsibilities of education staff outlined in the Education Act.

Guideline aims:

- To continue to ensure that student learning outcomes and achievement are our primary focus.
- To safeguard and promote the wellbeing of all school members.

General implementation:

If a student requires the use of a mobile phone before or after school, and therefore possesses it at school, then it must be turned off and kept with the class teacher (R-7), in their bag or locker during the school day (8-12), this is at the student's own risk. Students are not permitted to use a mobile phone device during any part of the school day whilst on school grounds.

Student responsibility: R-11 Outline

Whilst on school grounds no student from R-11 is permitted to use a mobile phone device from 8:30am until dismissal.

Year 12 Outline:

Year 12 students may access their phones in the year 12 common area at recess and lunch time only.

Parent/Carer responsibility:

Parents / Carers who need to contact their child during the school day are expected to do so by phoning the front office (8821 0100). Likewise, students are expected to use the front office to contact their parents if a need arises.

Staff responsibility:

Staff are expected to refrain from using mobile phones in class and on yard duty, unless required for school operations. Usage is to be limited to office spaces. However, it is reasonable that staff carry their phones as part of the protective practice, WHS and school/department processes.

Other circumstances:

- The details of this guideline implementation extends to all camps and excursions including Sports Day, SAPSASA and Knockout Sports. Exceptions may be approved by Executive Leadership if, as part of the camp/excursion proposal and risk assessment, an appropriate case for usage is submitted by the lead teacher.
- If the possession and use of a mobile phone or like device is required for a specific issue or matter of urgency by any student, or as part of the student's Negotiated Education Plan or Healthcare Plan, then this request must be made by a parent or carer to the Principal in writing. The Principal reserves the right to reject such a request. The student will be clearly identified in Daymap
- Any inappropriate use of phones or like devices on the school bus will result in enactment of the School Behaviour Management procedures as required.

Consequences for guideline breaches:

1. The mobile phone is handed in. A text message is sent to inform the parent/carers and the student's name recorded on a OneDrive log sheet. The student can collect their phone once dismissed from the Year Level Manager at the Front Office.
2. For the second offence the mobile phone is handed in and the student receives a detention. A text message is sent to inform the parent/carers and the student's name recorded on a OneDrive log sheet. The student can collect their phone once dismissed from the Year Level Manager at the Front Office.
3. For the third offence the mobile phone is handed in and the student receives a detention. A text message is sent to inform the parent/carers and the student's name recorded on a OneDrive log sheet. The parent/carers are contacted to inform them that they are required to collect the device from the front office.

Refusal to hand over the phone/device will result in the parent/carers collecting their child (take home), with the school requesting that the phone is no longer be at school for that term.

Evaluation:

This guideline will be reviewed as part of the school's three-year review cycle (2022).

KADINA MEMORIAL SCHOOL DRESS CODE / UNIFORM POLICY

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

Polo Top

Approved school polo top

Boys & Girls Pants, Shorts

Navy blue trousers with small embroidery / logo is acceptable; **no denim, track suit pants, stripes, or leggings**

Navy blue shorts (of appropriate length)

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 are permitted to design and wear the Year 12 windcheater if it is consistent with school colours and approved by Governing Council

Formal Shirt

Approved school shirt

Socks

Preferably black, navy, white or neutral

Shoes

School shoes, boots, or sport shoes, of an appropriate colour (preferably black) worn with socks

Sandals with or without socks

For safety reasons, all students are required to wear covered shoes during practical learning

SHOES WITHOUT A BACK ARE NOT PERMITTED AT SCHOOL

Hats

The approved school navy bucket hat/wide brimmed hat is the only hat that can be worn.

All students from the start of Week 6, term 3 to the end of Week 5, Term 2 are required to wear the school approved hat while sitting/playing in direct sunlight and outside learning opportunities. Students who do not have appropriate hats are directed to play/move into the shade or a suitable area protected from the sun. Extreme sun days are determined by Leaders Executive with the Assistant Principal, Daily Operations communicating to all when the sun safe policy comes into action.

Physical Education Lesson

Reception – 6 wear their school uniform

Year 7 – 12 students are required to change for their Physical Education lessons and any other organised sporting activities and wear:

- Shorts, track suit pants or bike pants
- Collared T-shirt or Sports Day house coloured polo top
- Sports shoes

Sports Day Polo Shirt

Reception to Year 6: Kadina Memorial Sports Day house polo tops are not compulsory for these students. On Sports Day, reception to year 6 students can wear a plain, coloured polo top with a collar in their team colours. Heath (Green), Chandler (Blue), Southwood (Yellow), Rose (Red)

All students: Sports Day house coloured polo tops can be purchased to wear for Sports Day & Physical Education lessons

Jewellery

Jewellery worn by students, should be limited so 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



SUN PROTECTION PROCEDURE

Many of us are aware of the damage overexposure from ultraviolet (UV) radiation causes. Research shows that at least 2 out of 3 Australians are diagnosed with skin cancer by the age of 70, and melanoma is the most common cancer in Australians aged 12-24. A balance of ultraviolet (UV) radiation exposure is important for health. Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Sun exposure in the first 10 years of life is a major factor in determining future skin cancer risk.

Too little UV from the sun can lead to low vitamin D levels. Vitamin D is essential for healthy bones and muscles, and for general health. Sensible sun protection when the UV is 3 and above does not put people at risk of Vitamin D deficiency.

Therefore at Kadina Memorial School we aim to promote:-

- Positive attitudes towards skin protection.
- Lifestyle practices which can help reduce the incidence of skin damage.
- Personal responsibility for, and decision making about, skin protection.
- An awareness of the importance of environmental conditions in our school with the aim of reducing the level of UV exposure to children and staff.
- Therefore a 'no hat, no play' operates in the school from the start of Week 6, term 3 to the end of Week 5, Term 2.

Sunscreen

- All care groups will be supplied with a 1 litre tub, to be replaced as required, in addition to a supply for excursions/PE/Ag/Outdoor Ed.
- If students are unable to use supplied sunscreen then families will need to supply wearable brand.
- Strategies are enacted to remind students to apply sunscreen 20 minutes before going outdoors (e.g. reminder notices, sunscreen monitors, sunscreen buddies) Week 6, term 3 to the end of Week 5, Term 2.
- Some discretion may be made by the teacher in wet weather.
- Families are encouraged to apply sunscreen before students come to school.

Student Clothing

- Kadina Memorial School recommends the wearing of clothing made of close-weave material with longer sleeves and collars. Tank tops, singlets, capped sleeves, etc. are not permitted to be worn at school or excursions/camps, due to the amount of skin exposed to UVR.
- Rash vests or t-shirts are to be worn at all times during outdoor swimming. These items should be listed on the parent's permission form.

- Students are encouraged to wear close fitting, wrap-around sunglasses that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible when practical.
- Visitors / Volunteers to the school are also encouraged to support our Sun Protection Policy.

Hats

- A 'no hat, no play' policy operates in the school Week 6, term 3 to the end of Week 5, Term 2.
- All students from the Week 6, term 3 to the end of Week 5, Term 2 are required to wear a navy school approved hat that protect their face, neck and ears, i.e. legionnaire, broad- brimmed or bucket hats, whenever they are outside. Baseball or peak caps are not permitted at school.
- Students who do not have appropriate navy hats are required/directed to move into the shade or a suitable area protected from the sun.
- On days of extreme weather conditions or when UV level and heat is extreme, Kadina Memorial School adverse weather policy will be applied at the discretion of the executive management.

The School's Role

- Appropriate sun protection behaviour will be modelled by teachers to reinforce the policy such as: wearing a broad brim hat when in the yard; wearing SunSmart clothing so that shoulders are covered; shorts are to be mid-thigh in length and putting on sunscreen at least 20 minutes before going out and to reapply every 2 hours if they will be out for an extended period.
- Teachers are encouraged to maximise the use of rooms with air-conditioning on hot days.
- Staff will access and monitor daily UV levels via Daymap located on the Intranet.
- Outdoor activities on very hot days should be, when possible, appropriately modified.
- During outdoor carnivals e.g. sports day, interschool competitions, excursions etc., students and staff should adequately protect themselves from the sun.
- Students should be provided with shade protection at outside events at school where possible and practical.
- Information regarding protective clothing and the use of sunscreen should be included on consent forms for excursions/camps.
- The School's Grounds Committee should continue to provide adequate shade by planting appropriate trees and/or provide shelters.
- The School will incorporate in the school curriculum appropriate educational programs which focus on skin cancer protection.

The Parent's Role

- Families should be provided with information pertaining to good skin protection practices via the newsletter/social media and are encouraged to accept responsibility for providing protective clothing and sunscreens for their children during school hours and particularly during lunch and recess breaks.

Supporting Documents: to be added.

- R-6 play area PowerPoint

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, practise spelling words at least 4 times per week
- Primary: (3-6) 15-20 minutes maximum per night, Spelling, Maths English, Reading, Projects, finish learning

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 learning 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.

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 Governing Council, Decision Making, Canteen 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 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 Tuesday 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.education.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 - 6 stationery is provided within the Materials and Services charge.
- We encourage parents of prospective Year 7 & 8 students to purchase a Stationery Pack through the school. Year 7 & 8 stationery packs includes all stationery required for the year.
- 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. 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.

