KINCUMBER
HIGH SCHOOL

2021 | A – Z GUIDE TO KHS
FOR STUDENTS & PARENTS

Welcome to:

KINCUMBER HIGH SCHOOL

It is our goal to provide a safe and supportive environment, in which students can happily strive to achieve their personal best in every field.

We endeavour to ensure all students have developed skills, knowledge and values, which will enable them to be successful in finding fulfillment in life, as well as future careers. It is our intent that students value learning and embrace the concept of lifelong learning.

We believe in catering for individual differences and endeavour to meet the needs of all groups in our community.

We develop positive attitudes towards the protection of our physical environment.

We are committed to the appropriate use of the development of digital citizenship and future focused learning for our students.

We promote both autonomy and citizenship in every student.

We are proud to recognise the achievement of our students.

Our partnership with parents and the wider community is very important to us. We are an 'open' school. We trust that your involvement with the school is both long and fruitful.

Mr Brent Walker
Principal

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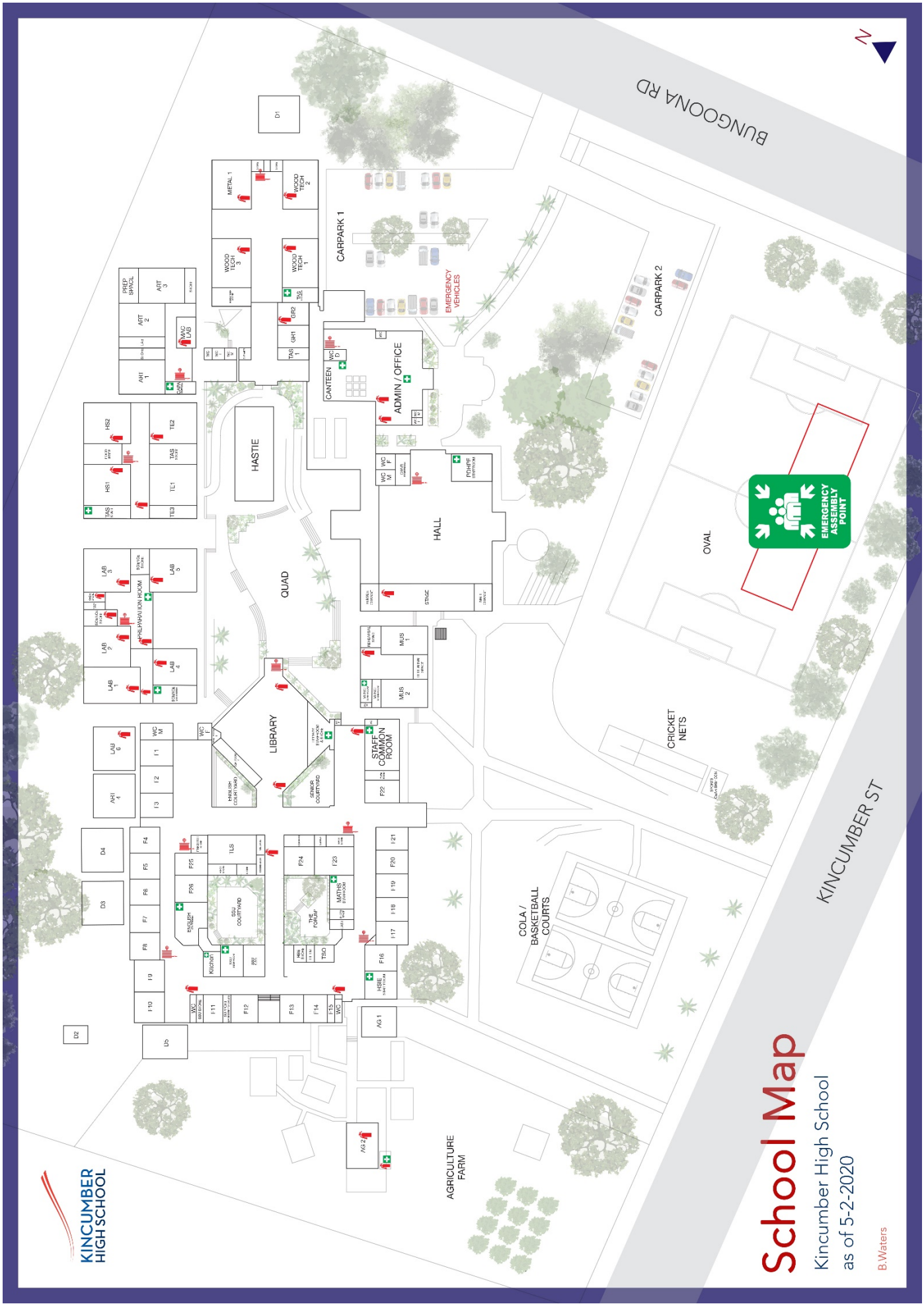
WHAT'S INSIDE?

This booklet provides you with an introduction to:

KINCUMBER HIGH SCHOOL and will serve as a quick reference guide to the many aspects of school life you and your parents may need to know about during your school years.


School Map
Kincumber High School
as of 5-2-2020
B.Waters
KINCUMBER HIGH SCHOOL
BUNGOONA RD
KINCUMBER ST
N
CARPARK 1
CARPARK 2
EMERGENCY VEHICLES
ADMIN / OFFICE
CANTEEN
HASTIE
HALL
STAGE
QUAD
LIBRARY
STAFF COMMON ROOM
OVAL
EMERGENCY ASSEMBLY POINT
CRICKET NETS
COLA / BASKETBALL COURTS
AGRICULTURE FARM
METAL 1
WOOD TECH 2
WOOD TECH 3
WOOD TECH 1
ART 3
ART 2
ART 1
MAC LAB
HS2
HS1
TE2
TE1
TE3
LAB 3
LAB 5
LAB 2
LAB 4
LAB 1
PREPARATION ROOM
LAB 6
MUS 1
MUS 2
D1
D2
D3
D4
D5
AG 1
AG 2

Kincumber High School focuses on the core value of: RESPECT

NSW GOVERNMENT Education & Communities

Public Schools NSW

BEHAVIOUR CODE FOR STUDENTS

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

GENERAL INFORMATION

PRINCIPAL	Mr Brent Walker
DEPUTY PRINCIPALS	Mr Matthew Riley Mr Paul Broadbent
TELEPHONE NUMBER	(02) 4369 1555 (4 lines)
EMAIL ADDRESS	kincumber-h.school@det.nsw.edu.au
WEB ADDRESS	https://kincumber-h.schools.nsw.gov.au/
FACEBOOK PAGE	https://www.facebook.com/kincumberhighschool
SCHOOL APP	FlexiBuzz
POSTAL ADDRESS	BUNGOONA ROAD KINCUMBER NSW 2251 P.O. BOX 6226 KINCUMBER NSW 2251
OFFICE ADMINISTRATION HOURS	7.45am - 3.15pm Monday to Friday
STUDENT ADVISORS	See page 7
SUBJECT ENQUIRIES	See page 7
GENERAL ENQUIRIES	School Office School Assistants, Administration Office • Appointments • Bus Passes • New Enrolments • Excursions • Parent Interviews • Late Arrivals • Pass outs • Leavers • School Fees
FIRST AID CLINIC	School Assistants, Administration Office
ROLL ENQUIRIES	School Assistants, Administration Office
CANTEEN LEASE	Catering for Schools

WHO TO SEE, ABOUT *WHAT* AND *WHERE*???

ENQUIRIES	WHO TO SEE	WHERE	BLOCK
English	Mrs G Jones	English Staff Room	F
Mathematics	Mrs J Woodley	Maths Staff Room	F
Science & Agriculture	Mr G Jensen	Science Staff Room	E
TAS	Mrs J Rearden	TAS Staff Room	B/D
Languages	Mrs G Jones	English Staff Room	F
Student Support	Mrs K Jackson/ Ms A Regal	Support Staff Room	F
PE/Health/Sport	Mr M Crawford	PE Staff Room	Hall
Visual Arts & Photography	Mr D Krix	Art Staff Room	C
Music	Mr D Krix	Art Staff Room	C
Drama	Mr D Krix/Ms B Mould	Art/English Staff Room	C/F
HSIE	Mr B Waters	HSIE Staff Room	F
Dance	Mr D Krix/Mrs K McRae	Art/PE Staff Room	C/Hall
Debating	Mrs G Jones	English Staff Room	F
Technology	Mrs J Rearden	TAS Staff Room	B
Curriculum	Mrs C McGilvery	Art Staff Room	C
Year Advisors			
Year 7	Mr N Koletti	English Staff Room	F
Year 8	Ms M Lawler	SSU Staff Room	F
Year 9	Mrs M O'Reilly	SSU Staff Room	F
Year 10	Mr G Bradshaw	PDHPE Staff Room	Hall
Year 11	Ms C Barber	Careers Office	F
Year 12	Mr J Donaldson	English Staff Room	F
H/T Administration	Mr K White	Maths Staff Room	F
H/T Teaching & Learning	Mr B Nicol	H/T Teaching & Learning Office	F
VET Co-ordinator	Mrs K Kiker	TAS Staff Room	D
Learning & Support Teacher	Mrs T Maljevac	LAST Room	F
Girls Supervisor	Mrs J Martin	English Staff Room	F
H/T Wellbeing	Mr P Goucher	Wellbeing Staff Room	F
Careers	Mrs C Barber	Careers Room	F
Library	Mrs L Bianchini	Library	F
Counsellors	Mrs S Read/Mrs B O'Brien	Counsellors' Room	F
School Admin Manager	Mrs L Dowling	Administration	A
Science Assistant	Ms L Adamski	Science Prep Room	E
TAS Assistant	Ms S Coye	Kitchen Prep Room	D
Agriculture Assistant	Mr T Hoare	Agriculture Plot	I
Head Cleaner	Mr G Grundy	TAS Dept Administration	B
General Assistant	Mr M Powell		Hall

A

ABSENCES

When a student is absent, parents are sent an automated SMS message to their nominated mobile phone. Parents may explain their son/daughter's absence, by texting a response to this message. If no reply message is received, a note stating the reason for the absence should be presented to the Roll Call Teacher on the following day. It is a requirement of the Child Wellbeing Act that parents must send the Principal/School a written explanation for any absence or lateness on behalf of their children.

The student's name, roll class and dates of absence MUST appear on all such notes.
In the event of extended absence, the school should be notified as soon as possible by letter or telephone.

Note: All absences must be explained within seven (7) days, otherwise they are noted as an "unjustified absence". The school, by law, cannot alter these notations after this seven day period.

ANNOUNCEMENTS

Important announcements are read each morning in Roll Call by the Roll Call Teacher.

ANTI-BULLYING

The school has a strong anti-bullying policy based around:

- **IGNORE**
- **WALK AWAY**
- **REPORT -** All reports are investigated.

The school's Anti-Bullying Policy is available on our Website, under publications.

Students are supported through:

- A transition program and Positive Relationship Day
- Student Mentoring
- Police Workshops
- Their Year Advisors and the Wellbeing Team
- Student Leaders
- Student Surveys
- A Range of Programs
- Year assemblies focused on Anti Bullying

ARRIVAL AND DEPARTURE

The school playground is under minimal supervision before school. Wherever possible, parents are asked to see that no student enters the school grounds prior to 7.40am.

Should a student need assistance before school, they should seek help from the Deputy Principal on duty. All students must proceed directly to and from school. They are not to loiter around the shopping centre or the community centre.

Students must leave the shopping precinct no later than 8.10am, to be at school for the 8.15am bell.

ASSEMBLY

A formal general assembly, led by the student Leadership Team, is held every second Thursday in the Multi-Purpose Hall. Sport, academic and organisational announcements are made and achievements noted. Visiting speakers regularly attend. The assemblies provide an opportunity for student leadership and performance. Quad assemblies are held as required, for communication purposes.

AWARDS

- All faculties operate their own classroom Faculty Awards.
- Academic Achievement and Academic Effort Awards are awarded twice a year with their Half-Yearly and Yearly Reports.
- The Top Ten Academic Performers of each Year are recognised, along with specific Key Learning Area Awards, special donated awards, Principal Awards and Sporting Awards at the Evening of Excellence.
- The Blue Slip Award targets positive behaviour that reflects the 9 Values of Education. These are Respect, Responsibility, Excellence, Participation, Care, Democracy, Fairness, Integrity and Cooperation. Teachers present students who exhibit positive behaviours with a blue slip ticket. These are to be placed in the boxes located in the Administration Block near the student counter. A draw is carried out at each assembly, with the winner receiving a canteen voucher.
- Recognition for service to the school and community, including volunteering.
- Values Awards are issued at a Values Award Assembly each semester. They are based on positive behaviour entries from teachers on the Millennium online Wellbeing System and Year Advisor input.

B

BELL TIMES

School starts with a warning bell at 8.15am and ends at 2.30pm.

BELL AND PERIOD TIMES

School starts with a warning bell at 8.15am and ends at 2.30pm.

MONDAY, WEDNESDAY, THURSDAY, FRIDAY	
Warning Bell	8.15am
ROLL CALL	8.20am - 8.30am
Period 1	8.30am - 9.20am
Period 2	9.20am - 10.10am
Period 3	10.10am - 11.00am
BREAK 1	11.00am - 11.30am
Period 4	11.30am - 12.20pm
Period 5	12.20pm - 1.10pm
BREAK 2	1.10pm - 1.40pm
Period 6	1.40pm - 2.30pm

TUESDAY ONLY	
Warning Bell	8.15am
Roll Call	8.20am - 8.30am
Period 1	8.30am - 9.20am
Period 2	9.20am - 10.10am
BREAK 1	10.10am - 10.40am
Period 3	10.40am - 11.30am
Period 4	11.30am - 12.20pm
BREAK 2	12.20pm - 12.50pm
Period 5	12.50pm - 1.40pm
Period 6	1.40pm - 2.30pm

NOTE: 3 BELLS - ASSEMBLY IN THE QUADRANGLE

1 CONTINUOUS BELL - EMERGENCY EVACUATION TO THE OVAL
Note: The above applies also in the event of a bushfire evacuation

3 BELLS REPEATED - LOCKOUT

SINGLE BELLS REPEATED – LOCKDOWN

BUSES

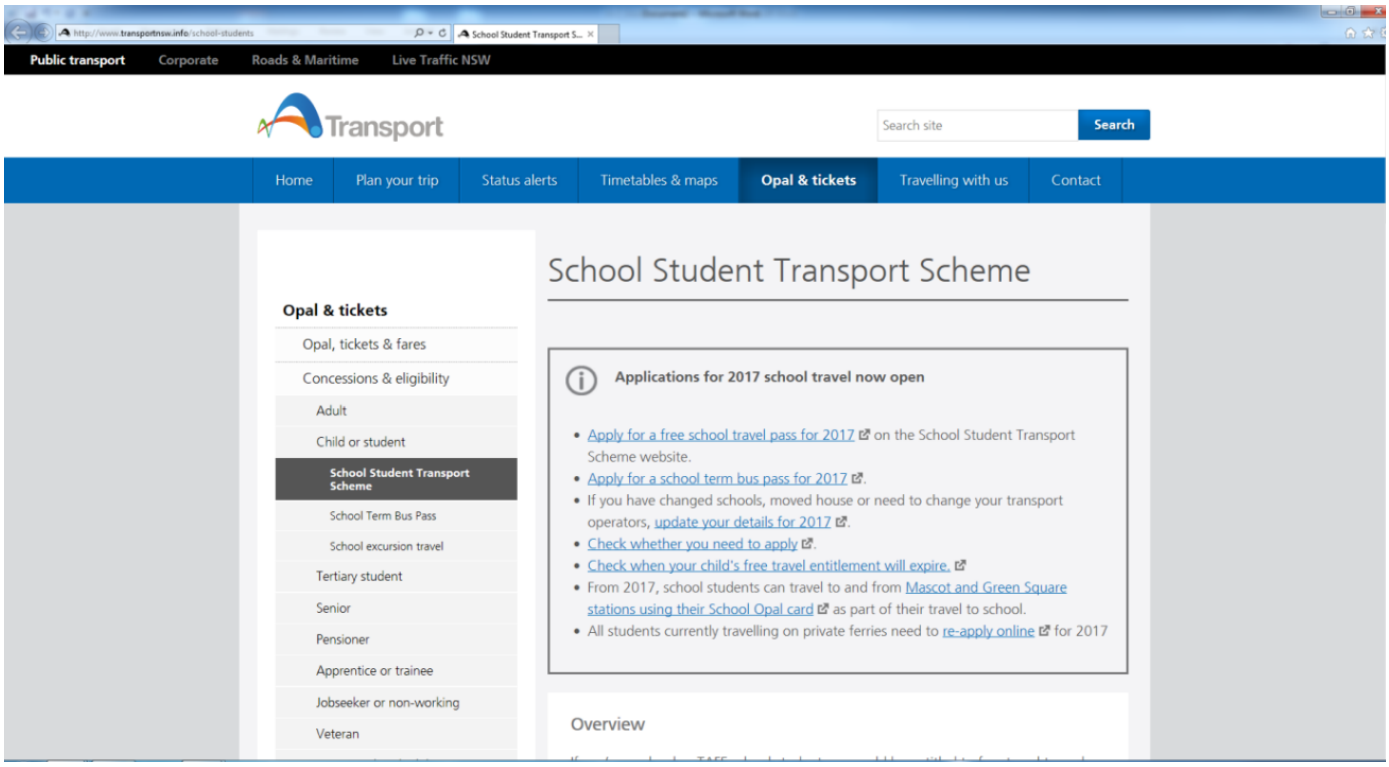
Students must assemble in an orderly fashion inside the school grounds before joining the buses at the end of the day. Students are only to proceed to buses when directed from holding areas by the teachers on duty and should enter buses in a safe and orderly manner. Bus organisation varies, so students should check the section of the bus bay from which their bus departs. Students must have an Opal Card to gain access to the bus.

BUS – Opal Card

If you reside more than 2.9 kilometres walking or 2.0 kilometres straight line distance from the school, you are eligible to apply for a School Opal Card. School Opal Cards are valid for trips to and from a student's school and home only, between the hours of 6.30am and 7.00pm. To apply for a School Opal Card, you need to go to the following website and follow the instructions and prompts: http://www.transportnsw.info/school-students

BUS – Semester Opal Card

A Semester Opal Card for those students who are not eligible for free travel, can be purchased from the above website.



BRING YOUR OWN DEVICE PROGRAM

The Bring Your Own Device or BYOD program allows a student to bring a personally-owned technology device such as a tablet or laptop from home and use it to connect to the school's DOE Wi-Fi network. Devices must be primarily for learning and all users must submit a signed BYOD Student Agreement before accessing the Wi-Fi network.

Before purchasing a BYOD device, you will need to confirm that the device's wireless capability is compatible with the School's wireless network. Wireless networks operate on the 2.4GHz and/or the 5GHz band. The Kincumber High School network operates only on the 5GHz band.

BYODs must have a screen size of at least 7.5 inches.

Please see the BYOD page under the Curriculum tabs on the school Website for more information.

C

CANTEEN

The Kincumber High School Canteen is leased by Catering for Schools.

If your son/daughter has special dietary requirements, please don't hesitate to contact the ladies in the canteen, they are more than happy to accommodate these students.

The canteen has the flexischools online ordering system. If you are interested in using this for son/daughter's orders online, log onto *www.flexischools.com.au* and register, enter your email address and follow prompts. Ordering online is an incredibly fast and convenient way to order your food.

CAREERS EDUCATION PROGRAM

The school's careers program consists of a wide variety of activities to increase student awareness and workplace skills. Activities include work experience, an annual Careers Market, seminars, interviews, visits to universities, and one on one interviews. Careers lessons commence in Year 10.

CLASS ROLLS

Rolls are marked electronically in Roll Call before Period 1 each day. Rolls are organised on an alphabetical roll system by Year group. Students who arrive late are recorded as Late Unexplained and need to bring in a note from their parent/caregiver with an explanation for their lateness.

CLASSROOMS

Rooms are out of bounds to students at all times, unless they are under the direct supervision of a teacher. All desks and rooms are to be kept clear of rubbish. Bags must be left outside the classroom on the bag racks provided.

COMMUNICATION

To maximise communication with parents and our community, the school has added a **Facebook page** and a **School App**. These two communication tools will support and add to the existing communication mechanisms operating within the school: School website, School newsletter and Millennium Parent Portal.

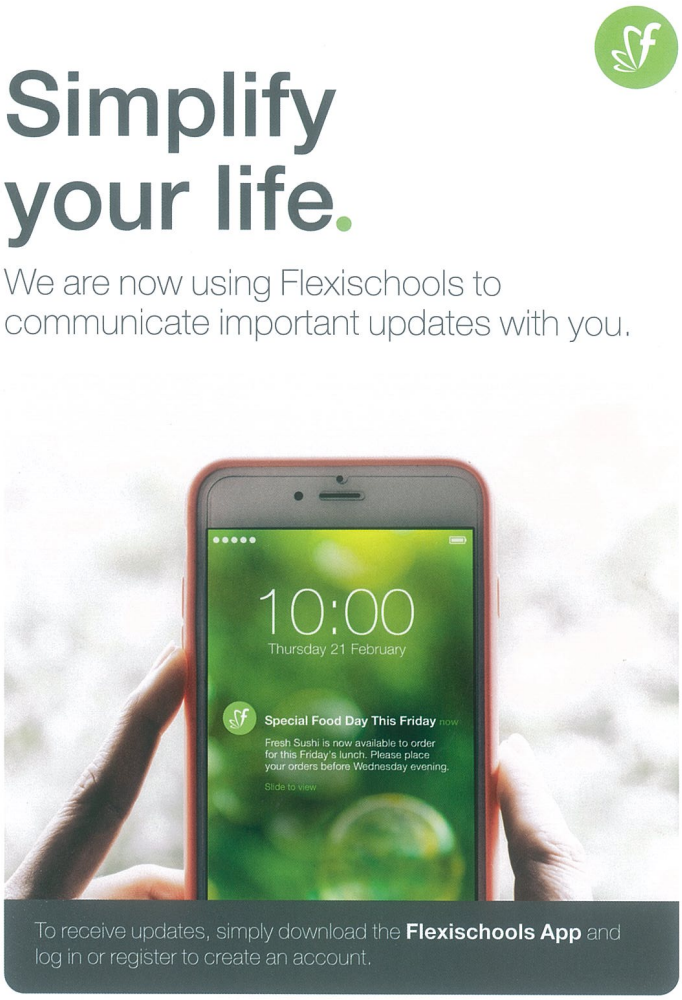
Kincumber High School Facebook Page

https://www.facebook.com/kincumberhighschool?rf=153192334716571

Find us on Facebook

The Facebook page is used to provide updates on events that take place within the school and showcase student achievement. It can be accessed by clicking the "Find us on Facebook" link on the school website, or by searching for Kincumber High School Facebook.

School App



COUNSELLOR

Students requiring assistance with any problems, can arrange an appointment with the Counsellor. A teacher, parent, Year Advisor or a member of the Wellbeing Team may also refer a student.

D

DISABILITIES & MEDICAL CONDITIONS

It is important the school staff are aware of any physical disability or medical condition from which a student may suffer (e.g. **asthma, heart trouble, respiratory complaints and physical injuries**) in case an emergency arises. This also allows for special provision to be made for the sport and physical education program.

There is a section on the Enrolment Form pertaining to medical information which must be completed.

DISCIPLINE CODE

This policy follows the Department of Education documents:

- Student Discipline in Government Schools (2018)
- Behaviour Code for Students (2017)
- Respect and Responsibility: the NSW Government's plan for values, respect and behaviour in our schools

Procedures for the suspension and expulsion of students follow the Departmental guidelines contained in the document: *Suspension and Expulsion of School Students (October 2011).*

The Kincumber High School Wellbeing and Discipline Policy is the school's policy that outlines standards of behaviour expected of students at school and travelling to and from school. It reflects Government legislation and Department of Education and Communities policies and practices, and was developed with the support and consultation of the school community, including staff, students and parents.

Individual student self-discipline and responsibility is an important aspect of school education and this School Wellbeing and Discipline Policy. The policy is supported by:

- School Reward & Recognition System and
- School Behaviour Monitoring Processes

The School Wellbeing and Discipline Policy has other clear guidelines and expectations, consequences and support structures. A copy of the School Wellbeing and Discipline Policy Discipline Code is included in the Student Handbook issued to each student for discussion with parents or caregiver. Staff members are issued with a Fair Discipline Code.

Parents may contact the school for clarification of any issue in the School Wellbeing and Discipline Policy.

DROPPING OFF AND COLLECTING STUDENTS IN CARS

Parents are requested **NOT** to drive into the school car park.

Students may be dropped off in the "No Parking – Kiss and Ride" zones on Bungoona Rd, outside the grounds**. Please do not stop in the area immediately outside the school gate, in the bus zone or across neighbouring driveways.** Traffic authorities patrol this area at various times.

Students on crutches may be dropped off in the car park bays marked for the disabled.

E

ENTRY TO CLASSES

Students are expected to line up in an orderly fashion outside classrooms at the start of each period. Students are to remain outside of the classroom until instructed by teacher.

Kincumber High School Bali Memorial Garden

F

FIRST AID

First aid kits are located in all staff rooms, Agriculture Farm and the Administration Office. They are taken to all off-site excursions, including sport. Several staff members hold a current First Aid Certificate and Cardio Pulmonary Resuscitation Certificate. Some members of staff are Royal Life Saving Examiners. All staff are trained in Emergency Care and Anaphylaxis.

H

HIGHER SCHOOL CERTIFICATE ASSESSMENT

Students returning to Year 11 undertake the Year 11 Course and proceed to the HSC course, commencing in Term 4, in preparation for sitting the HSC exams at the completion of Year 12. Fifty percent of the HSC result is based on an in-school assessment program, involving four tasks in each course in Year 12. Students are issued with a schedule of all assessment tasks and associated procedures at the commencement of the year. Eligibility requirements for the award of the Higher School Certificate are outlined in the Year 12 Assessment Schedule, available on the school website

HOME SCHOOL LIAISON PROGRAM

This program is a supportive resource for students, parents and schools. It aims to ensure the full participation of all students in education. The Home School Liaison Officer is the contact person between the home and the school when there are attendance problems. The officer works to establish reasons for school non-attendance and arranges appropriate help to restore attendance.

Under the Education Act 1990, it is the duty of parents or care providers to ensure the regular attendance of their children. A note should be sent to school explaining the reason for any absence and prosecutions may occur when parents condone absences. Please refer to the section on "Absences" for more information about these requirements.

Parents and students are reminded there are strict attendance requirements for the award of both the RoSA and the Higher School Certificate.

Should your child refuse to attend school, please contact the Principal, Deputy Principal, Head Teacher Wellbeing or Year Advisor as a matter of urgency.

Central Coast Home School Liaison Officers may be contacted at the Central Coast School Education Area Office, 14 Pioneer Avenue, Tuggerah 2259, **Phone (02) 4348 9100.**

HOMEWORK AND STUDY

Students will receive regular homework and Assessment Tasks to complete, as part of their study program. Completion of Assessment Tasks is essential. Homework Centres operate after school several days a week at school. This information will be shared at the start of each year.

Home study involves more than completing set homework. It is a routine of study, which includes revision, reading texts, purposeful memorisation and reading reference material borrowed from School or Council Libraries.

- **Home Study Program Organisation**
  Every student should compile a program of study according to individual requirements. It is recommended that all subjects receive regular and methodical treatment. Do not concentrate on a few subjects and neglect others. Make sure that sufficient time is given to your weakest subjects.

- **Where To Study**
  A study area in a quiet room away from the distractions of phone, radio, TV or conversation is essential. See that lighting is adequate and that a table and chair of the right height are used.

- **Steps In Studying**

Understanding:	Read notes through first, to gain an overall picture of your subject. If you fail to understand any points, check with your textbook or research in the school library. If these fail, consult your teacher.
Summarising:	It is vitally important to summarise in all subjects. Summaries are a tremendous help in learning.
Memorising:	Do NOT just read notes through. You must memorise the main points.
Revision:	Most students can retain only about 10% of material learned one month previously, unless the subject is revised thoroughly. Revise at regular intervals.

- **Parents Can Help**
  Discuss with your parents any problems in the organisation of your home study. Study Apps and helpful links can be found on the school website. The school will continue to offer after school study programs.

ILLNESS AND EMERGENCIES

In an emergency or sudden illness, all students are to report to the sick bay located in the Administration Block. It is important that contact telephone numbers are kept up to date in the office, so that we can contact parents quickly in an emergency.

Under no circumstances should a student go to the clinic without the authority of a teacher and firstly reporting to the office.

Using mobiles to phone parents is not permitted whilst a student is in class or in the sick bay. All contact will be arranged by the school office.

Students who have any major problems that cannot be solved by the Year Advisor, should see the Head Teacher Wellbeing or Supervisor of Girls.

INTERVIEWS

The Principal, Deputy Principals, Head Teachers and Year Advisors would like parents to feel free to speak to them about their child's progress, behaviour or attitude to work. It is most helpful if parents make an appointment, as teachers have busy workloads and it also enables detailed information on their child to be compiled. Students and parents may request an appointment for an interview with the School Counsellor. Parents should always go to the Administration Office and not approach teachers without an appointment.

Parents can either telephone the school on **(02) 4369 1555** or email kincumber-h.school@det.nsw.edu.au or write to the school at
P.O. Box 6226, Kincumber 2251.

L

LATENESS/LEAVE

Students who arrive late to school must report to the Administration Office. Students should have a note from a parent that explains the lateness. It should clearly state the student's name, Roll Class and Year Group. Ideally, it should state the time that the student is expected to arrive at school. Students will then be issued with a late arrival notice, indicating student details and arrival time to present to their teacher upon entering class.

Students who arrive late without a note explaining their lateness, are required to explain their lateness by taking home the late arrival slip, having a parent sign the slip and state the reason for being late. This slip is then returned to school the following day.

On occasion you child may need to be absent from school. Justified reasons for student absences may include:

- Being sick or having an infectious disease
- Having an unavoidable medical appointment being required to attend a recognised religious holiday
- Exceptional or urgent family circumstances eg. Attending a funeral.

LEADERSHIP GROUP

School Leaders are chosen through an application system in Term 3 each year. Leaders are appointed in all Years 7 – 12. The School Captains and Vice Captains must be in the Leadership group and are elected by the student body and staff for the upcoming year. The new Year 7 cohort each year will be selected at the end of Term 1. This group plays a significant role in providing student voice in the direction of the school. School leaders are expected to consistently uphold values of the school by attending school regularly, attending meetings, meeting subject requirements, being in uniform and behaving appropriately.

LEAVERS AND TRANSFERS

Students leaving the school or transferring to another school must bring a note from their parents authorising the movement. Completion of a 'Clearance Form', which is available at the Administration Office, is required to ensure that all textbooks on loan, any school equipment and all library books have been returned.

LIBRARY

The library is located in the centre of the school, in F block. It is staffed by a full time Teacher Librarian and a full time School Administrative Assistant, and is open all day, every day, except Break 1 on Friday.

Years 7 – 10 regularly visit the Library with their English teachers, as part of the "Go Read" program, to borrow from the Library's excellent Young Adult fiction collection. Library staff will find you the right book for you, if you ask!

Students must have their student ID cards to borrow Library resources, including books and laptops.

Student ID cards are provided to all students when school photos are taken, whether students elect to purchase photos or not. It is recommended all students take a photo of their barcodes, so they can still borrow even if they leave their cards at home. If students lose their ID cards or are new to the school after school photos are taken, Library staff will print a copy of their barcode during break 1 or 2.

Senior students on Study Periods have a roll marked in the Library by the Teacher Librarian, and are expected to be in the Library or the adjacent Senior Courtyard during these periods. As the school's Mobile Phone Policy applies fully in the Library, seniors students on Study Periods are invited to go to the Senior Courtyard, if they wish to use their phones.

Those students approved by the Principal to study a Distance Education single subject, work in the Library. The Teacher Librarian is their Distance Education home school Supervisor.

The Maths Faculties textbooks and calculators, as well as the English Faculty textbooks are managed and lent through the Library, and have to be returned to the Library (NOT the Faculties).

Students sent to the Library during class time by teachers should have the standard pink "Permission to be out of class" pass, signed and dated by the class teacher.

The Library has a first aid kit in the Library workroom, and an Epipen is kept at the Loans Desk.

LOST PROPERTY

Parents are urged to ensure that all items, such as clothing, books, pencil cases, bags and all items of equipment, are **clearly marked** with the student's name. If, however, students find property, it should be handed in at the Administration Office.

M

MEDICATION

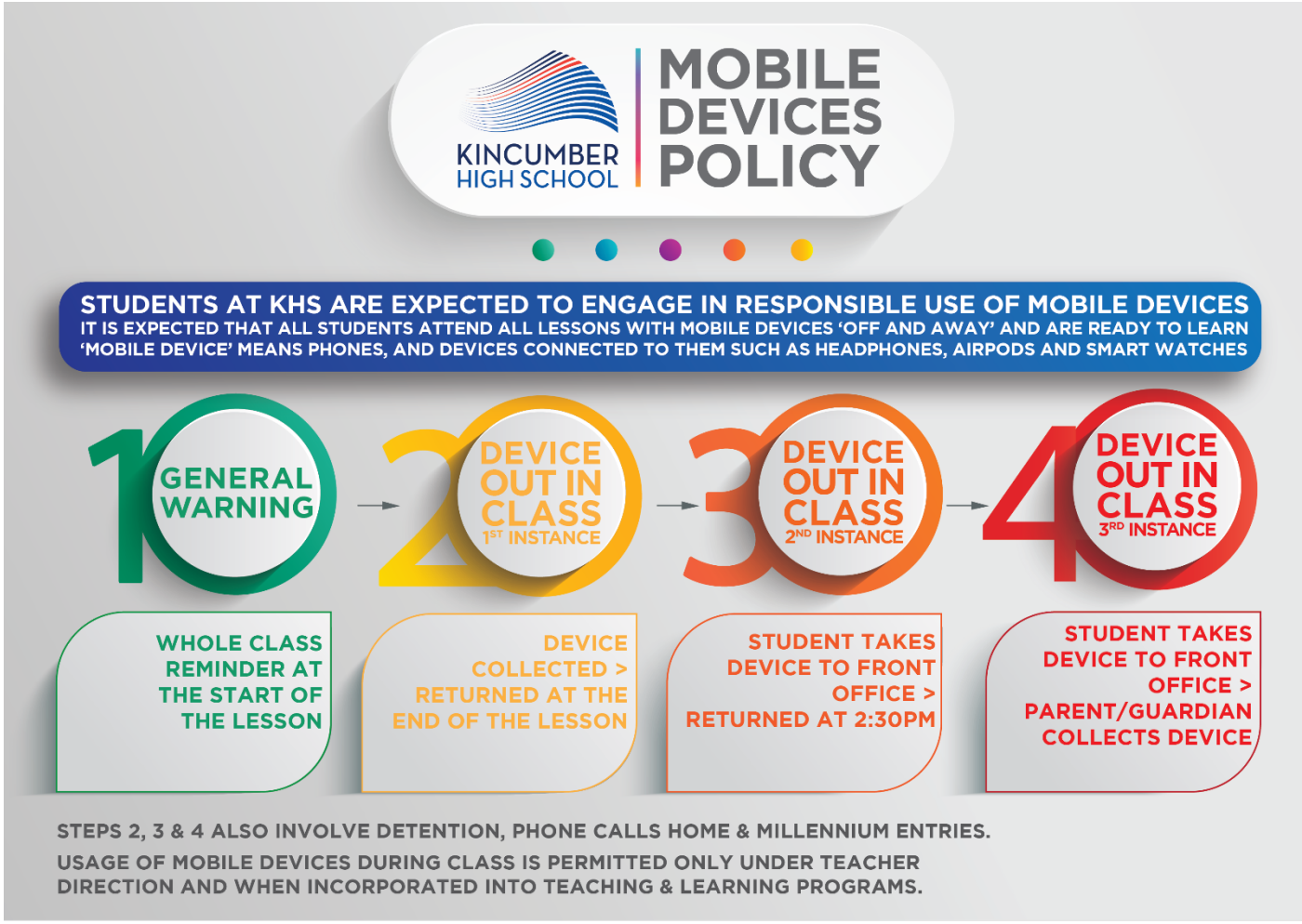
As a duty of care to all students, the administration of prescribed medicines is to be monitored by a delegated staff member. Medication is required to be supplied in its original packaging, with name of medication, dosage, time of dose, and student's name.

Parents/guardians who want their children to be given medication while at school, must put their request in writing and also complete and sign the Medical Advice Forms, which include an indemnity form. Parents/caregiver may be requested to supply a Health Care Plan for students with high medical needs.

MOBILE PHONES

Mobile phones are not allowed out in classrooms. We understand that mobile phones are an important means of communication for parents to be able to contact their child, however, the school will not be responsible for the theft, loss or damage to a student's mobile phone.

A visual example of the Mobile Devices Policy is below:



P

PARENT/TEACHER NIGHTS

These are held late Term One, for Years 11 and 12, and early Term Two for Years 7, 8, 9 and 10. Information of an interim nature on student progress is provided. Bookings for parent teacher interviews take place online, using www.schoolinterviews.com.au. Information about how to book an interview using this system is relayed to parents via an information sheet sent home with students, approximately two weeks prior to Parent/Teacher Night. This information will also be provided via the school newsletter and will appear on the school's website and Facebook page.

Additional Parent/Teacher Nights are held to discuss subject selection for students entering Years 9 and 11.

PARENTS AND CITIZENS

Parents are encouraged to be involved in the education of their children and the school. Modern trends encourage interest of parents and the community in school curriculum and policy. P&C membership is $2 per family. **The P&C meetings are held throughout the year at advertised times. A focus topic is often part of the evening. Everyone is welcome!**

PASS OUTS/EARLY LEAVERS

There are occasions when parents need to collect their children from school early for a variety of reasons, eg medical or dental appointments.

Our duty-of-care responsibilities require us to have a clearly documented process and individual authorisation before students are able to leave school during the day. All early leavers MUST be authorised by the Principal or a member of the senior executive. **Office staff cannot authorise an early pickup.**

Students are required to bring in a signed and dated note from the parent or guardian which clearly contains the following:

- student's full name,
- reason for the passout,
- time for the student to be collected (or detailing any other arrangement, such as walking home or catching a bus),
- name of the person who will be collecting the student.

On occasion you child may need to be absent from school. Justified reasons for student absences may include:

- Being sick or having an infectious disease
- Having an unavoidable medical appointment being required to attend a recognised religious holiday
- Exceptional or urgent family circumstances eg. Attending a funeral.

The student brings this note **(before school)** to a Deputy Principal or Head Teacher Admin in the Admin block for signing before handing it into the office. The office staff will then process a **Leave Pass** for the student to collect at the first break.

If an unplanned situation arises, where the student needs to leave or be picked up early, parents need to contact the office and ask to speak to the Principal or a Deputy Principal. Requests for pass outs cannot be approved without authorisation from a parent in writing, including a parent signature. This can be via a fax or email in these unplanned circumstances. Dealing directly with others, including Year Advisors or staff in the Support Unit, makes it very difficult for our office staff to maintain the accurate attendance records that are their responsibility.

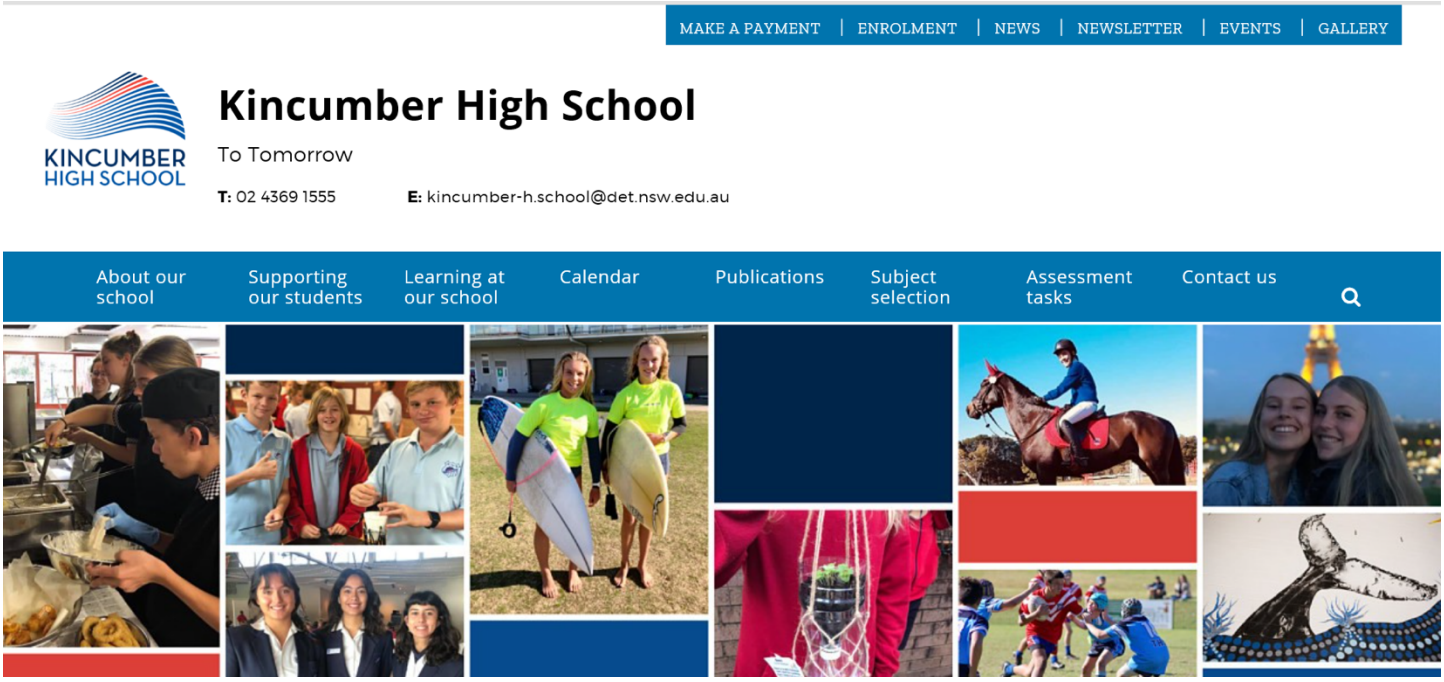
If someone, other than the primary carer is to pick the child up, this must also be clearly explained to the Principal. We are not permitted to sign out students to other people without your explicit authorisation.

Adults collecting students from school must have photo ID.

Thank you for your support and understanding with these regulations, designed to help us keep your child safe.

PAYMENTS

Payments of all contributions, sport and excursions can be made at the front office in the form of cash, cheque, credit card or eftpos, between the hours of 7.45am and 1.30pm, Monday to Friday. Online payments can be made using the link "Make a payment" on our website: https://kincumber-h.schools.nsw.gov.au/ You will need to complete a separate payment for each family member.



Students are able to make payments at the front office, although only before school or during break times.

Refund of Student Payments

A recent change to our school finance program allows us to operate a separate account for each student.

Therefore, refunds of $50.00 or less will be credited to the student account, where they can be used against future payments for fees, excursions and sport, as directed by the parent/caregiver.

PERSONAL DEVELOPMENT, HEALTH & PHYSICAL EDUCATION

Carnivals - Swimming, Cross Country and Athletics Carnivals are held at school level, with teams being selected to compete at Zone and Regional level.

As of 2020, there will be a one-off annual payment of $20 (to be paid by the end of Term 1), which will cover the costs of:

- transport to and from each of the school carnivals (athletics, swimming and cross-country)
- entry fee for the swimming carnival

All three carnivals are considered normal school days, therefore students are expected to attend.

Houses - Pupils are allocated to Houses alphabetically.

BARREE	(A-E)	COLOUR RED	ABORIGINAL ORIGIN 'THE HILLS'
KURRAWA	(F-K)	COLOUR BLUE	ABORIGINAL ORIGIN 'THE SEA'
PINTIRRY	(L-P)	COLOUR YELLOW	ABORIGINAL ORIGIN 'THE STARS'
YARRAH	(Q-Z)	COLOUR GREEN	ABORIGINAL ORIGIN 'THE TREES'

Each house has a male and female house patron and the rest of the staff are divided equally between the houses. The house system is the basis of sport carnivals and events and student social organisation.

Illness Or Injured - A note is required from parents for minor injuries. If there is a chronic health problem, a doctor's certificate is required if the student is unable to participate in more than three lessons.

Uniform - Both girls and boys are to wear white sports shirt with school emblem, royal blue shorts and sports shoes. **Hats are encouraged to be worn in all practical lessons that are conducted outdoors.**

NSW Education Standards Authority Sport Requirements

Students in Years K-10 are expected to participate in a minimum of 150 minutes of planned moderate activity with some vigorous physical activity across the school week (300 hours PDHPE per year for Years 7-10).

This time includes planned weekly sport.
Student participation in planned physical activity includes time spent in physical education, sport and other structured physical activities.
At Kincumber High School, sport is organised as per stage:

- **STAGE 4 - (YEAR 7 AND YEAR 8)** integrated sport (1 x 50 minute lesson per week)
- **STAGE 5 - (YEAR 9 AND YEAR 10) -** Tuesday afternoon sport (2x 50 minute lessons per week)

Tuesday Afternoon Sport Passouts

At Kincumber High School, we expect all students in Stage 5 to adhere to this policy, through active participation every Tuesday afternoon. Students are provided the opportunity to select a

sport of interest from what we have organised, and are able to change these choices to add variety each term.

ALL students who require a passout for Tuesday sport, are to have it signed by Ms Malone or Mr Crawford by 8:15am on Tuesday mornings. Students will only be approved for 2 passouts during Tuesday sport per term. Should a student require more than 2 passouts per term, parents will be contacted, as this will be unjustified leave, unless appropriate medical documentation is provided.

Representative Sports - All students are eligible to represent the school in all sports at Brisbane Water Zone, Sydney North Region and NSW CHS level.

Representative Sport Policy - Kincumber High School has a proud tradition of success on the sporting field. Representing Kincumber High School is a privilege that students must earn through their ability, effort and attitude, both on and off the sporting field. Students who wish to participate in representative school sport at any level, should be proud of their school and demonstrate this through their actions at all times.

A copy of the Representative Sport Policy will be issued to all students who wish to participate in a representative sporting team or event. Students should read this policy in the company of their parent/carer and are encouraged to discuss it so they understand their responsibilities. The policy can also be found in more detail on the school website https://kincumber-h.schools.nsw.gov.au/

Students will also receive a Representative Sport Agreement, which must be completed and signed by both the student and their parent/carer before a student will be considered for selection in any representative team or sport. Parents are encouraged to contact the school if they have any questions about this policy.

Senior Courses - Years 11 and 12 will be offered Sport, Lifestyle & Recreational and Personal Development, Health & Physical Education.

PUPILS OUT OF CLASS

Pupils should not be out of class without authorisation, i.e. a note from a teacher. This is on the standard pink out of class pass, which must be signed by the teacher and contain departure time and reason.

R

REPORTS

Student assessments are by means of progressive assessment in Years 7 - 10. Reports are issued in June and December of each year. Grades, marks, ratings and comments are determined over the whole semester period, with class work, assignments/homework and tests all contributing to the final result.

RECORD OF SCHOOL ACHIEVEMENT

In summary, to qualify for the award of a RoSA, a student must have:

- Attended a Government school, an accredited Non-Government school, or a recognised school outside NSW;
- Undertaken and completed courses of study that satisfy the Board's curriculum and assessment requirements for the Record of School Achievement;
- Complied with any other regulations or requirements (such as attendance), imposed by the Minister or the Board; and
- Completed Year 10.

Mandatory curriculum requirements, including satisfactory completion of English, Mathematics, Science, Geography, History, Language, Creative Arts, PDHPE, Technological & Applied Studies.

For more details on required hours, please go to the NSW Education Standards Authority Website

S

SCHOOL CONTRIBUTIONS

Student Resource Contribution

This is a contribution to support the provision of resources and learning materials that enhance the learning outcomes for all students.

Access to the Millennium web-based record system is available via a password to parents on payment of Student Resource Contribution, giving 'read-only' access online to their son/daughter's assessment, reporting and wellbeing information.

$65.00 Year 7 – 10 $88.00 Year 11 – 12

Note: After the first Student Resource Contribution payment, there will be a $10 reduction for siblings.

Sport Levy

Parents will be invoiced $20.00 for all students from Year 7 – 12 for school sports carnivals.

YEAR 7

Technology	$52.00	
Visual Arts	$36.00	

YEAR 8

Technology	$55.00	
Visual Arts	$36.00	

Elective Subject Costs

YEAR 9

Agriculture	$30.00	
Child Studies	$40.00	
Dance	$25.00	Costume hire (Approx)
Drama	$10.00	
Engineering Studies	$40.00	
Fashion & Design - Textiles	$50.00	
Food Technology	$85.00	
French	$20.00	Text Workbook
Graphics Technology	$15.00	Paper fee
Graphics Technology	$65.00	For drawing kit
Information Software & Technology	$12.00	
Marine Studies	$15.00	
Photography	$60.00	
Visual Arts	$40.00	Plus A3 Visual Arts Diary, 2B and 6B drawing pencils
Visual Design	$45.00	
Wood Technics	$65.00	

YEAR 10

Agriculture	$30.00	
CAFÉ	$85.00	
Dance	$25.00	Costume Hire (Approx)
Drama	$10.00	
Engineering Studies	$40.00	
Fashion & Design - Textiles	$30.00	
Food Technology	$85.00	
Industrial Technology Graphics (paper fee)	$15.00	Plus drawing equipment approximately $65.00 if not already purchased for use in Year 9
Information Software & Technology	$15.00	
Marine Studies	$15.00	
Photography	$60.00	
Visual Arts	$45.00	Plus an A3 Visual Arts Diary, 2B and 6B drawing pencils
Visual Design	$40.00	
Wood Technics	$75.00	

YEAR 11

Agriculture	$75.00	
Construction	$60.00	
Dance	$25.00	Costume hire (Approx)
Engineering Studies	$15.00	
Exploring Early Childhood	$20.00	
Food Technology	$80.00	
Hospitality	$120.00	Plus $25.00 toolkit hire & $70 approx Uniform
Industrial Technology - Timber	$65.00	
Information Processes & Technology	$25.00	
Japanese Beginners	$25.00	Text Workbook
Marine Studies	$60.00	
Photography	$60.00	
Retail	$20.00	
Textiles & Design	$15.00	
Visual Arts	$60.00	Plus an unlined Visual Art diary and pencils

YEAR 12

Construction	$60.00	
Dance	$25.00	Costume hire (Approx)
Engineering Studies	$15.00	
Exploring Early Childhood	$20.00	
Food Technology	$80.00	
Hospitality	$110.00	
Industrial Technology Graphics	$15.00	
Industrial Technology Timber	$25.00	Plus student costs of material for the construction of the Major Project
Information Processes & Technology	$20.00	
Marine Studies	-	No Cost for Year 12
Photography	$55.00	
Retail	$20.00	
Textiles & Design	$15.00	
Visual Arts	$40.00	Plus individual major work costs

PLEASE NOTE: The elective subject costs are to pay for materials used in that subject. Students are informed of the costs involved when the choices are offered. There are several electives for which no fees are charged.

STATEMENT OF ACCOUNT

Kincumber High School has introduced a new way for parents to receive their statement of account. Below is an example of the email you will receive that gives instructions on how to pay the balance

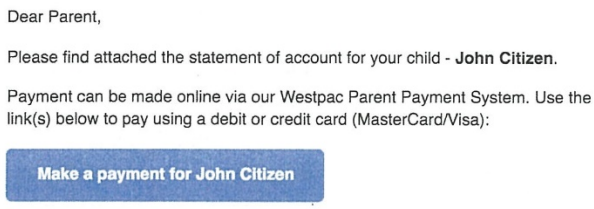
KINCUMBER HIGH SCHOOL

Statements of Account - Online Payments

Kincumber High School will be sending student statements of account & fee reminders directly to parents via email using a system called School Bytes. These statements will include a link to make secure payment online through the Westpac Parent Online Payment (POP) system (Visa & Mastercard credit/debit cards accepted).

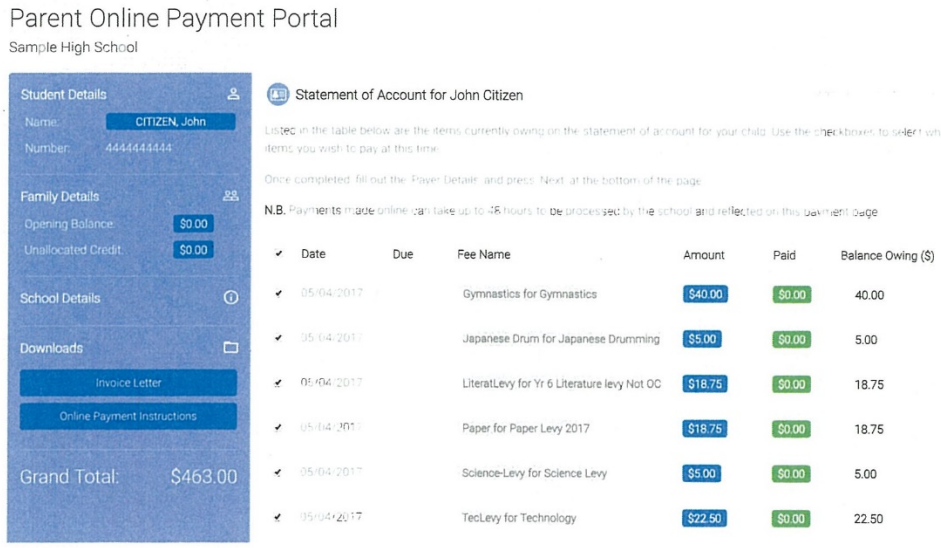
To make an online payment for your child(ren)'s school fees, please follow the steps below:

1. You will receive an email from the school's email address (kincumber-h.school@det.nsw.edu.au) with the subject **'Student Statement of Account'**. All children in a family will be included in the same email.



2. To make an online credit card payment, click the secure payment button in the email.

3. Once this button is clicked, you will be taken to the following page. On this page, you will see a list of all currently outstanding school fees for your child. **By default, all fees are selected/ticked for payment.**



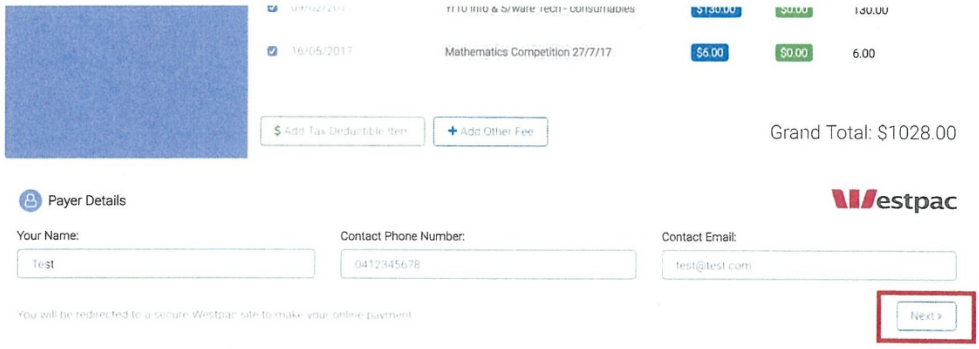
of your current account.

4. If you wish to change the amount you would like to pay for an item, enter the desired amount in the text field under the column **'Balance Owing'**.

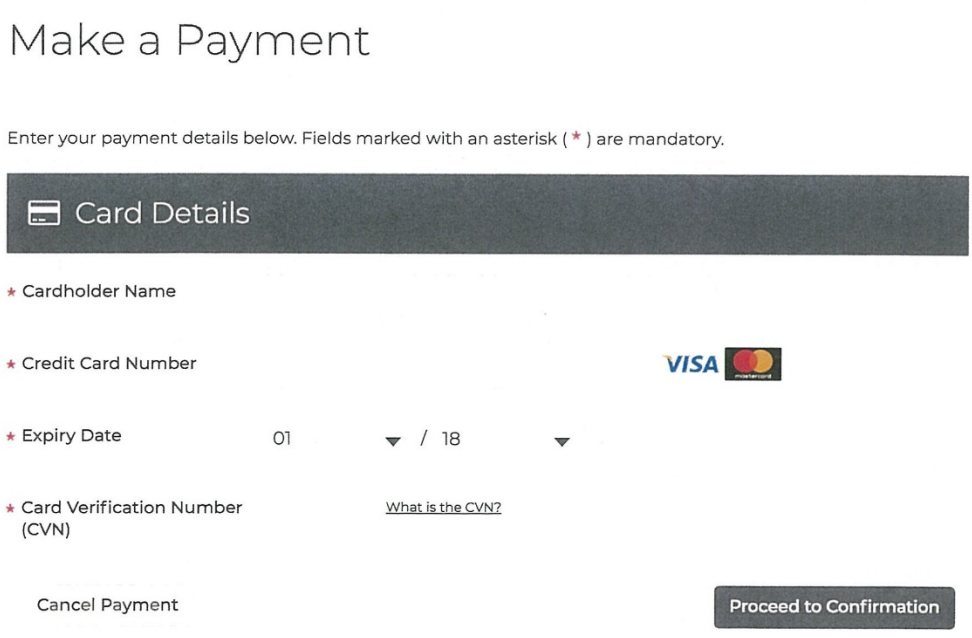
   To not pay for a certain item, untick the checkbox in the left-hand column of the table next to the fee you wish to remove.

5. Once you have selected what fees you wish to pay, enter **your** name, phone number and email address under **'Payer Details'**. This allows the school to know which parent/caregiver is making the payment.

   Now, press the **'Next'** button to be redirected to a secure Westpac site to finalise your online payment.



6. Once redirected to Westpac, you will see the following screen. Enter your credit card details into the appropriate text fields on this screen. Once completed, press the **'Proceed to Confirmation'** button.



IF YOU REALISE YOU HAVE MADE A MISTAKE IN SELECTING WHAT ITEMS YOU WISH TO PAY ON THE PREVIOUS PAYMENT PORTAL SCREEN, PLEASE CLICK THE 'Cancel Payment' BUTTON.

7. You will then see a payment summary screen where you can confirm your details. When ready, press the button at the bottom of the page to confirm and make your online payment.

   NOTE: To pay for another child in the family, return to the original email you received and click the payment button with the other child's name on it.

STAFF CONTACT

If you wish to speak to or contact a specific staff member there are two ways of doing this:

1. Call the school on 4369 1555 and leave a message with your contact details.
2. Email the school and attention the message to the staff member.

STUDENTS

Senior

Senior students who have timetabled study periods at the beginning or end of the school day, may apply to the Deputy Principal for a "Flexi Pass". This pass will allow the student to sign in and out (through the front office) when they have a study period at the **start and end of the day. Students are not permitted to sign out and leave the school at any time during the school day without a pass.**

Any student who will be travelling in a car driven by another student, must provide the school with written permission from their parent/caregiver, stipulating the name of the driver.

If your son/daughter is driving themselves to school, they are required to give their registration number to their Year Advisor, so that if there are any problems with parking, lights left on, etc they can be easily contacted.

Junior

The Junior school is organised into two stages.

STAGE 4	(Years 7 - 8) where all students, except for special classes, follow a common course.
STAGE 5	(Years 9 - 10) where a common core of subjects is complemented by the choice of three elective subjects.

STUDENT ASSISTANCE SCHEME

The Student Assistance Scheme provides some funds for assistance to families with elective subject costs and/or uniform needs. Please write to the Head Teacher Wellbeing or Principal and endorse your envelope "Confidential", outlining your circumstances.

STUDENT CONCESSION CARD

Students aged 16 years and over are eligible to receive a Student Concession Card, thus enabling them to purchase a Child/Youth Opal Card to use outside of school hours and for school excursions. Students must have their Concession Card on them at all times when using their Child/Youth Opal Card. Students requiring a Student Concession Card, should see the staff in the Administration Office.

SICK BAY

Students who become sick during the day need to be signed out through the front office. The authorisation will be negotiated with the Principal by the office person on sick bay duty that day. It is important that children be discouraged from phoning you directly and being picked up without going through sick bay.

Authorisation to allow students to leave sick bay and travel home via walking, or bus without collection by a parent or caregiver, can only be given when the school receives permission in writing with a signature. This can be via a fax or email.

U

UNIFORM – JUNIORS

We recommend that all uniforms be purchased from Lowes, Erina Fair. Lowes are generous sponsors of Kincumber High School and we value their continued support.

Girls

Summer

- Blue/red/white KHS skirt
- Navy blue shorts
- Light blue short sleeve blouse/polo shirt with school emblem
- Black leather shoes
- White socks

Winter

- Navy dress slacks
- Navy blue shorts
- Navy blue **plain** tracksuit pants (without logos, writing, stripes etc)
- Blue/red/white KHS skirt
- Light blue short sleeve blouse/polo shirt with school emblem
- Red school jacket or sloppy joe with school emblem
- Navy microfibre tracksuit (can be worn separately)
- Black stockings/white socks
- Black leather shoes

NOTE: Tights are not pants and are therefore not uniform.
Skirts and shorts must be of an appropriate length.

Sport

- Royal blue shorts with KHS on leg
- White polyester round neck T-shirt with school emblem
- Navy microfibre tracksuit (can be worn separately)
- Sports shoes
- White sports socks

Boys

Summer

- Navy blue shorts
- Light blue shirt/polo with school emblem
- Black leather shoes
- White socks

Winter

- Navy blue trousers
- Navy blue **plain** tracksuit pants (without logos, writing, stripes etc)
- Navy blue shorts
- Light blue shirt/polo with school emblem
- Red school jacket or sloppy joe with school emblem
- Navy microfibre tracksuit (can be worn separately)
- Black leather shoes

Sport

- Royal blue shorts with KHS on leg
- White polyester round neck T-shirt with school emblem
- Navy microfibre tracksuit (can be worn separately)
- Sports shoes
- White sports socks

The School Blazer for school representation is available through the school.

N.B. In purchasing appropriate footwear for students, parents should remember that Work Health & Safety regulations require sturdy footwear (stout sole and firm leather uppers) for practical lessons, which include Home Science, Industrial Arts, Science Subjects, Art and Agriculture. Students who are not in correct footwear may not enter the classes list above. All black footwear that complies with Work Health & Safety regulations are part of the expected uniforms worn by all students

UNIFORM - SENIORS

We recommend that all uniforms be purchased from Lowes, Erina Fair. Lowes are generous sponsors of Kincumber High School and we value their continued support.

Girls

Summer

- Blue/red/white KHS skirt
- Navy blue shorts
- White blouse/polo shirt with school emblem
- Black leather shoes
- White socks

Winter

- Navy dress slacks
- Blue/red/white KHS skirt
- Navy blue shorts
- Navy blue **plain** tracksuit pants (without logos, writing, stripes etc)
- White blouse/polo shirt with school emblem
- Navy microfibre tracksuit (can be worn separately)
- Navy school jumper
- Black stockings/white socks
- Black leather shoes

NOTE: Tights are not pants and are therefore not uniform
Skirts and shorts must be of an appropriate length.

Boys

Summer

- Navy blue shorts
- White shirt/polo shirt with school emblem
- Black leather shoes
- White socks

Winter

- Navy blue trousers/Navy microfiber track pants
- White shirt/polo shirt with school emblem
- Navy blue shorts
- Navy blue **plain** tracksuit pants (without logos, writing, stripes etc)
- Navy microfibre tracksuit (can be worn separately)
- Navy school jumper
- Black leather shoes

The School Blazer for school representation is available through the school.

N.B. In purchasing appropriate footwear for students, parents should remember that Work Health & Safety regulations require sturdy footwear (stout sole and firm leather uppers) for practical lessons, which include Home Science, Industrial Arts, Science Subjects, Art and Agriculture. Students who are not in correct footwear may not enter the classes list above. All black footwear that complies with Work Health & Safety regulations are part of the expected uniforms worn by all students

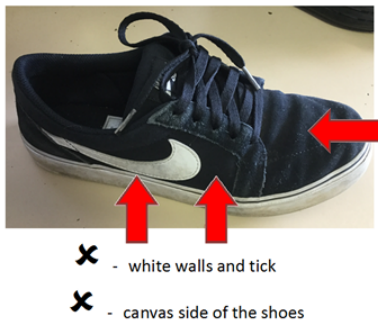
Shoe Policy

Kincumber High School has made a decision, in line with the requirements of the new Occupational Health & Safety Act under which we have to operate, that all students must comply with as of the beginning of 2011.

Students must wear only full–fitting, traditional school shoes with lace up fronts that provide a robust sole, good support for growing feet, and a non-permeable polishable leather upper that protects the entire top of the foot.

Shoes – Ballet flats, jiffies, canvas and slip ons are **not acceptable** for BOYS or GIRLS.

T-Bar shoes, popularly worn by girls and previously acceptable shoes, **will no longer be able to be selected for school.** Nor will any shoe that has perforations or mesh inserts on the tongue or any other part of the shoe.

APPROPRIATE SHOES	INAPPROPRIATE SHOES
	

W

WEBSITE

The following documents can be downloaded from the school website: Year 10 – 12 Assessment Schedules, A-Z Guide, Policies, and the school Newsletter. The address for the Kincumber High School website is https://kincumber-h.schools.nsw.gov.au/

WELLBEING

The Student Wellbeing Policy of Kincumber High School is built upon the Behaviour Code for Students (as outlined on Page 4).

The policy aims to provide students with a warm, friendly and safe learning environment and thus ensures that all students have the opportunity to achieve to the best of their ability. It provides for assistance when it is needed from the Head Teacher Wellbeing, Counsellors, Year Advisors, Supervisor of Girls and the Wellbeing Committee.

It is expected that students will show due respect in their daily activities at KHS.

Details of the Wellbeing Policy are outlined in the separate Wellbeing and Discipline Policy Booklet.

Y

YEAR ADVISORS

The Year Advisor liaises with staff, parents and students on matters of common interest. The role varies according to the requirements of the Year Group. Some of the duties may include:

- Assisting in student personal development, on such things as school rules, study habits, choice of electives, often through Year Assemblies.
- Communicating with parents and staff regarding particular problems that students may encounter from time to time.
- Assisting new students to settle into their new school environment, with matters such as subject choices, timetables and sport.
- Gaining a general overview of students' academic progress by commenting on student reports, with subsequent follow-ups on outstanding or poor performances.

Sometimes students have school related problems which can upset them. It is important for students to speak to their Year Advisor early, so that solutions can be found.

The Year Advisors for 2020 may be found in the following areas:

Year 7	Mr Nicholas Koletti	English Staff Room
Year 8	Ms Megan Lawler	SSU Staff Room
Year 9	Mrs Melanie O'Reilly	SSU Staff Room
Year 10	Mr Grant Bradshaw	PDHPE Staff Room
Year 11	Ms Claire Barber	Careers Office
Year 12	Mr Joshua Donaldson	English Staff Room

From time to time, parents may be concerned about various aspects of their child's progress and should feel free to ring the Year Advisor on 4369 1555.