WELCOME TO KINGS PARK PRIMARY SCHOOL

Dear Parents/Guardians,

Welcome to our school. We are delighted that you have chosen Kings Park Primary School for your child’s primary schooling. In partnership with you, we look forward to providing the very best educational program for your child.

Our school motto is “Learn to Live” and our school vision is “By the time, students leave Year 6 at Kings Park Primary we believe that they should have the ability to access information, utilise skills and possess values to be independent communicators and life-long learners.” The challenge we both share is to prepare the students for their future, equipping them with the skills required for successful participation in their future world. We are confident that with your support we can meet this challenge.

The school’s teaching and learning program has been planned to develop the required skills to obtain a high standard in both literacy and numeracy. We are indeed fortunate to have a staff committed to implementing the very best educational practise.

Our school’s most important goal is to achieve “improved” learning outcomes for our students and enhance their learning and development. What we know from recognised research is that the major contribution a school makes to student achievement is in the classroom. We are committed therefore to ensure that our teachers are highly skilled, professionally up to date and strongly supported in their work.

You will find that at Kings Park, we aim to provide for each of our students a:

- Safe and happy environment
- Quality academic education in the core learning areas of Literacy, Numeracy, Science, Studies of Society and the Environment, Technology and Health
- Broad range of enrichment and extension programs, including Performing Arts, Art/Craft, Sport, Information Technology and LOTE (Japanese)
- Supportive, caring, friendly and approachable staff
- Consistent, fair and firm approach to discipline
- Range of quality educational programs that cater for individual needs, personal growth, and development.

It is our intention to ensure that your child’s association with our school is an enjoyable and successful learning experience.

You are invited to contact the school to discuss any queries and/or concerns you have about the school’s procedures, programs, and/or your child’s progress.

Doug Conway
Principal
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2011 SCHOOL CALENDAR/IMPORTANT DATES

Starting Dates: Year 2 to Year 6 students start on Friday 4th February
               Prep and Year 1 students start on Monday 7th February

TERM 1        Monday 7th February – Friday 8th April (2.30pm)
               Labour Day 14th March.
               Easter Friday 22nd; Easter Monday 25th April & Anzac Day
               Friday 25th April are during term 1 school vacation

TERM 2        Wednesday 27th April - Friday, 1st July (2.30pm)
               (Queen’s Birthday Monday 8th June)

TERM 3        Monday 18th July - Friday 23rd September (2.30pm)

TERM 4        Monday 10th October – Thursday 22nd December
               (Melbourne Cup Tuesday 1st November)

The school will be open between 8.30am and 4.30pm on:
Friday 28th January
For parents to pay for student supplies, complete EMA forms and purchase school uniforms.

SCHOOL TIMES:

8.53am - First Bell   all students should be at school
9.00am - 10.40am    First & Second Sessions
10.40am - 11.05am   Recess
11.05am - 12.45pm   Third & Fourth Sessions
12.45am - 1.00pm    Lunch
1.00pm - 1.40pm     Recess
1.40pm - 3.20pm     Fifth & Sixth Sessions
3.20pm - dismissal
SCHOOL ADDRESS AND CONTACT INFORMATION

School Address: Kings Park Primary School No. 5236
128B Gillespie Road
St Albans 3021

Postal Address: PO Box 251 St Albans 3021

Phone Number: 9367 6555

Fax Number: 9364 1099

E-mail: kings.park.ps@edumail.vic.gov.au

Home Page: www.kpps.vic.edu.au

Principal: Doug Conway

Assistant Principals: Sue Rechter: - Student Services
Jodi Park: - Teaching & Learning Program

Office Staff: Margaret Quinlan
Linda White
Rosa Ferraro
PREP CHILDREN STARTING SCHOOL

Prep Starting Time

In the Year 2011 on the first school day, Monday 7th February, your child will come to school between 9.30 and 10.20 am. We will advise you of the exact time to bring your child to school. This arrangement will allow time for you and your child to be greeted by your child’s class teacher on this very important occasion – your child’s first day at primary school.

Prep Dismissal Time

As a rule, Prep students will be dismissed at 3.20pm that is the same time as all the other students. However, this arrangement may be varied in response to the individual needs of the students. In the circumstances where the class teacher is of the opinion that your child is tired and not coping with a full day at school the teacher will contact you to discuss an alternative arrangement. Conversely, if you observe that your child is tired then you may wish to speak with your child’s teacher to arrange for an earlier dismissal time.
Your Child’s First Year at School Is Very Important

Starting school is a big change and you can help your child by getting them used to unfamiliar situations before they begin school such as:

- Eating and drinking without help
- Unwrapping food - glad wrap
- Unscrewing drink containers
- Drinking from different types of taps
- Using a handkerchief or tissue
- Recognising own clothing and name
- Putting on and taking off a jumper
- Show them how to put on and take off shoes and socks and do up buttons and zips
- Care of own belongings
- Saying his/her own name
- Going to different toilets and washing their hands when finished. **If you have a boy, be sure he knows how to use a boys’ toilet - urinal**
- Talk about road rules and road safety. Show your child where the school crossings are situated
- Discuss the dangers of talking to and accepting rides from strangers
- Before the school year starts, show your child the way to school and where his/her classroom is located
- Teach your child his/her full name, address and telephone number

Also please encourage your child to:

- Play with groups of children
- Use playground equipment safely
- Stay at a friend’s house for a few hours without you
- Care for and put away play things
- Take turns and co-operate with others
- Share belongings

Together we can provide the support and encouragement needed to make each child’s schooling both enjoyable and successful. The transition from home to school for your child can be assisted if parents:

- Are positive about school and the teacher
- Talk to their child about school
- Provide opportunities for your child to mix with others
- Show an interest in what their child is doing
SCHOOL STRATEGIC PLAN

The school Strategic Plan for the period 2009-2012 is a record of understanding between the School Council and the Department of Education and Training that has been developed by the School Council supported by the Principal and staff.

The plan describes how the school will deliver the educational programs using the resources provided by the Department of Education in the school’s global budget. Through this plan, Kings Park is able to describe its distinctive ethos, educational values and the programs that have been developed to improve student learning.

At Kings Park Literacy is our prime focus. We continue to extend the successful teaching and learning strategies throughout the school, as well as intensifying our efforts to support those students who are experiencing difficulty acquiring basic literacy skills and those who require additional support with their learning. Numeracy has been identified as the school’s second focus. In our Numeracy Program emphasis is placed on improving learning outcomes for all students through the identification and implementation of the successful teaching & learning strategies.

A key feature of our school’s accountability program is the development and implementation of multi-media portfolios as a strategy for monitoring and tracking student achievement and reporting student achievement to parents.

In 2011 our first key improvement strategy is to enhance teacher instructional practice to develop and improve the teaching of Literacy and Numeracy from Prep to Year 6. A key feature of our school’s curriculum program is our school’s commitment to an environmental program where our focus is to keep the school environment healthy and clean, the recycling program and the operation of our school vegetable garden “Kings Patch” are key components of this program.

The “Inquiry Model” adopted by the school provides a framework for designing a thinking curriculum that includes higher-level thinking, information acquisition skills, multiple intelligences, learning styles and multi-media portfolio assessment.

A continuing focus of our Student Services Program is to provide support for students and families through the student welfare and well-being program to ensure that all students can successfully participate in the school’s teaching and learning program. At Kings Park we attach great importance to the implementation of our Values and Relationships program to assist students with the development of co-operative behaviour, social skills, managing emotions and resolving conflict.
SCHOOL POLICY

At Kings Park we believe that the skills of learning should be developed in a safe, secure, supportive and happy school environment.

We have adopted the following guiding principles for the development and implementation of school policies and programs: -

- Prepare the students for their future;
- Encourage students to become independent learners, learning how to think and how to learn and to use information and learning technology as a tool to enhance learning;
- Be committed to students achieving high academic standards and taking pride in their achievements;
- Provide a learning environment that is safe, supportive and friendly;
- Encourage an awareness of individual rights including the rights of others;
- Encourage recognition and respect for individual and cultural differences;
- Encourage and provide open communication channels within the school organisation and the wider community;
- Practise consultative management;
- Encourage a vibrant culture of continuous development and growth.

In the implementation of these principles our school provides:

- Opportunities for the greatest possible development for each student;
- For different rates and styles which individuals develop in their learning;
- An ordered, structured yet stimulating environment that facilitates learning.
SCHOOL CURRICULUM PROGRAMS

The Principal and teaching staff are responsible for developing and implementing curriculum programs according to the School’s Strategic Plan, school policy and Department of Education and Early Childhood Development guidelines. A balanced curriculum is planned so that all students experience a range of studies and activities during their primary years.

School curriculum programs are founded on the Victorian Essential Learning Standards that has been developed for use in all Victorian Government schools. At Kings Park, we use these guidelines to develop and implement teaching & learning programs that emphasise the relationship and interdependence between the key learning areas. The school offers a seven-year developmental program based on a framework comprising the following interrelated components:

- Core knowledge, ideas and skills drawn from broad disciplines—such as language, mathematics, science, the arts and humanities
- Other essential skills that apply across the curriculum—such as communication and thinking skills
- Personal and social skills—such as organisational and citizenship skills and physical development

Literacy (English)

Our aim is to develop communication skills involving:

- Listening
- Speaking
- Reading
- Writing

Key components of the school’s Literacy Program include:

**Home Reading**

This program enables you and your child to share reading times. Your child selects a book that they are able to read without assistance and at other times, your child will bring home a book for you to share with them. As your child grows older, they will become more independent in reading ability. Developing reading skills and an interest in books is vital and assists each student’s learning in all areas of the curriculum. Parents have an essential role to play in assisting students to developing reading skills. Activities are tailored to student needs ensuring graded success and the growth of self-esteem through mastery.

**Reading Recovery**

For students who are experiencing difficulties in learning to read or who need extra help, Reading Recovery provides individual tutoring for students in Year 1. Students participate in a daily ½ hour reading session for a period of between 15 to 20 weeks depending on the student’s progress. The class teacher will inform parents if this program is thought to be appropriate for their child.
Parent Helpers

Parents are vital contributors to the development and maintenance of an active school community. Parents who are willing to assist the school in any way are encouraged to contact their child’s class teacher. Parents have the opportunity to participate in school excursions to assist staff in the supervision and care of students. Teachers will discuss the excursion details and expectations with parent helpers before the excursion.

Program Aides

Program Aides work cooperatively with class teachers to provide support for students to develop literacy and numeracy skills.

English as a Second Language Programs (ESL)

The ESL Program at Kings Park Primary School aims to strengthen the student’s knowledge and understanding of spoken and written English. Class teachers support non-English speaking students in their classrooms and specialist teachers taking small groups of students for language development. The program also recognises and respects the many languages that enrich and make up our society.

Numeracy- Mathematics

Our aim is to develop facility with numbers –
- Basic number facts
- Measurement
- Chance and data
- Space
- Mathematical tools and procedures
Inquiry

The aim of the Teaching and Learning program is to develop independent and responsible learners through the teaching of higher order thinking skills. The program provides learners with an opportunity to become analytical thinkers and develop lifelong learning skills. Students are encouraged to be aware of who they are as learners allowing them to maximise their learning potential.

As a whole school we are implementing an inquiry learning model from Prep to Year 6 that focuses on teaching students thinking and learning skills across the curriculum using an approach that integrates all aspects of information and communication technology as a learning tool.

Using the inquiry model of learning, teachers and students work collaboratively to set and achieve goals, allowing students to take ownership of their learning and become pro-active citizens within the local community. This model creates an environment where students are encouraged to take risks with their learning and to think outside the square.

Enrichment Programs

Teachers as part of their teaching and learning program provide extension programs for gifted and high achieving students.

The Arts

Our aim is to develop an awareness of and respect for our cultural world through: -
* Developing individual skills
* Drama/dance
* Singing/choir
* Keyboard
* Recorder
* Elements of art
* Exploration of media
* Junior and Senior Band
* Instrument instruction

The Performing Arts program is an enriching opportunity for students. A special feature is the instrumental music program where students from Year 3 to 6 have the opportunity to learn to play the keyboard.
The **Visual Arts** program at Kings Park Primary is an integrated skill based program providing sessions in the areas of drawing, construction, modelling, collage, puppets and painting.

**Japanese (LOTE - Language Other Than English)**

A Language Other Than English (Japanese) program, commencing with emphasis on cultural awareness in the Junior classes and extending to formal instructional classes in the senior school, is an integral component of the school’s curriculum program. Our aim is to:

- Develop an awareness and respect for the Japanese language
- Communicate effectively in language and speech
- Increase the student’s understanding of the Japanese language, life and culture

A feature of the Japanese program is the reciprocal educational exchange program with our sister school, Tenma-Cho Elementary School situated in Shizuoka Japan. During 2011, a group of students and staff from Kings Park will visit Tenmachi Elementary School.

**Program for students with disabilities**

The school’s Student Service Coordinator is responsible for coordinating the program for students with disabilities and impairments and organising program support groups. These groups, comprising staff and parents of students involved in the Integration Program, monitor the student’s progress, develop individual learning plans and identify the resources required to support the implementation of the learning plan.

**Student Welfare & Support Program**

At Kings Park, we place great emphasis on the teaching of values such as tolerance, respect, responsibility and friendliness. We believe that the teaching of values provides the foundation for building healthy relationships and establishing a safe and supportive learning environment.

Our school offers a range of student welfare services that provide support for students and their families including access to expertise in the areas of student counselling and well-being.

The services of a Social Worker, Speech Therapist and an Educational Psychologist are available at our school. Access to these services is organised by Ms Sue Rechter, our Assistant Principal responsible for Student Services. Parents are welcome to contact Ms Rechter for further information about the available services.
Physical Education & Sport

A specialist Physical Education teacher takes each class once a week with Junior classes participating in combination PMP/PE lessons. Year 2-6 classes cover ball handling, rhythm & dance, gymnastics, game skills, athletics and movement awareness in their lessons.

In addition to the above, Year 5 & 6 students, participate in summer and winter sports during terms 1 and 2. Year 3-6 students also participate in an athletics-training unit during term 3, which leads to the athletics carnival.

Additional PE activities include swimming carnival preparation, cross country squad training and competitions, and athletics training that leads to district, zone and state competitions.

A variety of sports clinics are also organised through external organisations and run by professional sports representatives.

Perceptual Motor Program (PMP)

Movement experiences in early childhood years are of vital importance to the learning process and provided an essential basis for future development. The Perceptual Motor Program (PMP), which focuses on the perceptual process involved in performing movements, is provided for students in our Junior classes (Year Prep and One). Small groups perform a range of enjoyable movement activities developing spatial awareness, co-ordination, balance, and body awareness and language concepts. Students learn by doing, and making discoveries about themselves and their world around them using specialised PMP equipment in the school gymnasium.

Learning Technology (Computers)

Learning Technologies are integrated into all key learning areas and are used as a tool to enhance learning. All classes attend weekly lessons in the multimedia centre where they are taught how best to apply learning technology skills in their teaching and learning programs. All classrooms have desktop computers available for student use.

Multi Media Resource Centre

In response to meeting the challenge of preparing students for their future in this technological era, we have developed our current Library into a Multi Media Centre. Currently, all students have access to the resources housed in the Multi Media Centre for research and literacy enrichment.
Direct Experiences/ Excursions/ Camps

It is expected that all students will participate in every aspect of the school’s education program.

The core curriculum is supported and enhanced by outdoor education activities, excursions, camps, life education, learning technologies and sport. Students participate in a variety of sports organised with other schools in the Deer Park area. Activities include cross country, athletic and swimming carnivals.

From time to time, the students will participate in direct experiences (excursions, outdoor activities, kitchen garden program, cooking etc) related to their classroom studies. Parents are notified by special notice and/or by newsletter items of the activities that have been planned for students as part of the students’ learning program. These activities are an integral part of your child’s education.

- All students are expected to attend school excursions and incursions
- Overnight school camps are planned each year for students in Grades 3-6
  (2011– 3/4 Camp; 2012- 5/6 Camp)
- A sleepover is organised for students in Year 2

An excursion permission notice signed by the parent/guardian is required for any excursion when the student leaves the school. The only exception is when the principal approves a local neighbourhood walk.

For all other activities you will be requested to sign a permission note that will be either on the back of the official payment envelope or be attached to the activity notification letter.
Kings Park Primary School community believes in the need for students, teachers and families to enjoy a caring, supportive and safe learning environment. An environment that promotes self-esteem facilitates positive independent behaviour and encourages participation in all aspects of school life. Such a healthy outlook and environment enhances student learning.

The Student Code of Conduct is based on the following principles:

- All individuals are valued and treated with respect.
- Students have a right to work in a secure environment without intimidation, bullying or harassment where they can fully develop their talents, interests and ambitions.
- Parents have a right to expect that their children will be educated in a secure environment that encourages care, courtesy and respect for the rights of others.
- Teachers have a right to expect that they can teach in an orderly and co-operative environment.
- Parents have an obligation to support the school in its efforts to create and maintain a positive teaching and learning environment.
- Principals and staff have an obligation to parents and students to fairly; reasonably and consistently implement the Code of Conduct.
- The most positive results emerge when students, teachers and parents work as a team.

The school community is committed to using consistent, positive approaches to discipline by encouraging personal responsibility and self-discipline.

In order to maintain a consistent approach, at the beginning of each school year, teachers (in their team groups) discuss and agree on school rules and classroom behaviour plans. Teachers will discuss with students, their rights and responsibilities. Based on these discussions class and playground expectations, rules and consequences will be formulated.

To encourage the best possible behaviours, families will receive written information on rules and consequences and are requested to support the behaviour expectations established by the school. The Student Code of Conduct is approved by School Council. The implementation of the Code of Conduct is reviewed and monitored regularly by the Principal and staff.

**Peer Mediation/Support Programs**

Senior students are trained to provide assistance to students to satisfactorily resolve conflict and work on specific issues such as taking responsibility for actions, making friends, joining in play activities, caring for and sharing with others.
SCHOOL STAFF

Teaching Staff
A staff of experienced, dedicated and passionate teachers participates in a quality educational program that aims to achieve the highest standard of excellence for each student. The number of teaching staff employed at the school is based on student enrolments, which is determined on census day in February each year. Curriculum programs are delivered through a combination of generalist and specialist teachers. In 2011, we plan to have 21 class teachers and 11 specialist support teachers.

Non-Teaching Staff
The school has an excellent team of non-teaching staff that includes: Office staff, Program Aides, Multi-cultural Program Aide, Canteen staff, ICT technician, Facilities Maintenance staff and Out of School Hours Child Care workers.

SCHOOL STRUCTURE

Organisational Structure
The school presently conducts both multi level and single level classes. In 2011, we plan to have six Prep/1 level classes and fifteen year 2 to 6 classes. Our teaching and learning program also includes specialist teaching in Literacy (incorporating the Reading Recovery program), Languages Other Than English (LOTE), and English as a Second Language (ESL), Learning Technologies, Performing Arts, Physical Education and Visual Arts. A school appointed Student Services Co-Coordinator assisted by a Guidance Officer, Student Counsellor, Speech Therapist, School Nurse, Program Aides and a Multi Cultural Vietnamese Aide provide support for students.

School Council
An active representative nine member School Council comprising five parents (non DEET employees), three DEET employees (including the Principal), and one co-opted member is responsible for:

- Developing a school strategy plan
- Determining the school’s general educational policy
- Approving and monitoring the school’s budget
- Supervising the management and maintenance of buildings and grounds
- Establishing an appropriate consultative decision-making structure
- Reporting annually to the Minister of Education and the school community
- Generally stimulating interest in the school

The Council usually meets on the third Wednesday of the month at 7.00pm in the school staffroom. Parents are welcome to attend school council meetings. Please ring the office so that we can arrange for a school representative to welcome you to the meeting.
**Junior School Council**

A Junior School Council has been established to facilitate the participation of students in the decision-making processes of the school, provide leadership opportunities for elected members and to develop self-confidence. The Council is composed of two student representatives from each Grade 5 and 6 classes. Staff members work with the council to provide support and guidance.

Junior School Council members usually meet on a fortnightly basis to consider suggestions and make recommendations for school improvement. Junior school Councillors also take turns in conducting the weekly school assembly. The Junior School Council plays a key role in assisting to make the school a safe, happy, enjoyable and stimulating place for all students.
COMMUNICATION

Parent/Teacher Student Learning Progress Meetings

Parent/Teacher interviews to discuss students’ progress are formally organised by the school in March and June. In December parents are invited to an Open Learning Progress meeting to share the years learning journey with their child. However, parents are welcome to arrange to speak with their child’s class teacher at any time during the year. Parents should contact the school to arrange a suitable mutually convenient time to meet, as it is inconvenient to interrupt teachers during class time.

Reports outlining student progress are provided to parents mid-year and at the end of the school year.

Information Sessions

Program Information Sessions are held at school each year. These sessions provide opportunities for aspects of the school curriculum program to be explained and discussed, enabling parents and teachers to share and exchange information about the school’s programs.

School Events

Parents are welcome to attend assembly in the school hall as well as special school events including visiting speakers or performers. Parents are also invited to participate in school excursions.

School Newsletter

Every second Thursday the school newsletter is distributed. A copy is given based on one per family to the youngest student. It will contain school news, curriculum reports and details of special activities. Important dates and events are also notified through the newsletter.

School Notices

Notices on specific subjects such as excursions, medical examinations, fund raising activities etc are sent home as necessary.
GENERAL INFORMATION

School Attendance and Supervision

School hours are between 8.55am and 3.20pm each day.

**School attendance: “BE HERE ON TIME BE HERE BY NINE”**

Please ensure that your child arrives at school by 8.55am each morning.

Parents should ensure that students are punctual, arriving before the bell at 8.55am. It is essential for you to encourage good habits to avoid embarrassing students who may disrupt learning sessions when they are late. Students arriving at school after 9.00am are required to attend the office to collect a late pass.

Teachers perform yard supervision before school from 8.45am until 9.00am and after school from 3.20pm until the students have dispersed. Students are discouraged from attending school before 8.45am in the morning and encouraged to leave the school grounds for home immediately after the 3.20pm bell. Exceptions are students attending activities, such as sports practice, for which parents will have given permission for the student to attend.

**After School Child Care** operates each day from 3.20-5.45pm. Application forms are available from the office.

“IT’S NOT OK TO BE AWAY FROM SCHOOL”

The Department of Education & Training has adopted the slogan “IT’S NOT OK TO BE AWAY” as the focus of a campaign to improve student attendance at school.

Research has found that the rate of absenteeism has a significant impact on student learning.

<table>
<thead>
<tr>
<th>Days Absent per year</th>
<th>0-12 Days absent</th>
<th>11-20 Days absent</th>
<th>20+ Days absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact</td>
<td>This is the acceptable range of absence. A student in this category is able to fully participate in the available teaching &amp; learning program</td>
<td>This is an unacceptable attendance rate. A student in this category repeated every year could miss out on up to two years of schooling between Prep &amp; Year 10</td>
<td>This is also an unacceptable attendance rate. A student in this category repeated every year could miss out on over two and half years of schooling between Prep &amp; Year 10</td>
</tr>
</tbody>
</table>

Your support & co-operation is required to ensure that your child regularly attends school as “It’s NOT OK to be AWAY”

Student attendance is monitored on a daily basis. Please ensure that you notify the school (93676555) of the date & reason your child is absent from school. We will follow up student attendance to ensure that all students have an acceptable attendance rate.
Student Absences

The school requires parents/guardians to inform the school each time a child does not attend school. You may do this in person or by writing a note. If your child is going to be absent for 2 days or more you are requested to notify the school on 93676555.

Collecting Students during School Learning Time (9.00-3.20pm)

Students can only be released from school during school hours for medical and dental appointments or in special circumstances and only if a parent/guardian or a person authorised by a parent/guardian has first visited the school office. The office staff will issue an authorisation confirming that the student is to be released from school. Teachers will not release a student unless they have received the correct authorisation from the office.

Parents/guardians should note that students are not released during school time after 3.00pm. If you have a medical and dental appointment or require early dismissal in special circumstances then you are advised to arrange to pick up your children before 3.00pm.

This procedure is necessary for the welfare and safety of the students in our care. Your cooperation with these procedures is essential. Please contact the school if you have any queries regarding these matters.

Family Law Issues - Court Orders

Parents are requested to provide to the school a current copy of any court order that affects the parents’ responsibilities and rights in relation to their children.

After School Child Care

An after school child care program operates each day from 3.20-5.45pm further program and application forms are available from the office.

Inclement Weather

If the weather is unsuitable (i.e. too wet, hot or windy) for the students to play outside at recess periods, the students will remain in their classrooms under staff supervision.
School Dress Code

The Kings Park Primary School Council has determined that all students attending Kings Park Primary School must wear the official school uniform. Uniforms are available from the school office and a price list is distributed at the beginning of the year and is available during school office hours 8.25am to 4.00pm.

APPROVED SCHOOL UNIFORM ITEMS

- Green and white (small check) gingham dress
- Black pleated dress skirt (length must be just above the knee)
- Black (plain) cargo style pants.
- Green school windcheater (Grade 6 children - Graduation Jacket)
- White or green school T-Shirt/Polo Shirt
- Plain black shorts. Shorts must be knee length. (no short shorts allowed)
- Skorts (combination skirt and shorts) black
- School logo wide brimmed hat.
- Long hair should be tied back.
- Appropriate footwear (filled in shoes, no thongs or sandals with exposed toes).
- Inter-school sport (grades 5/6 only) school top, shorts or netball skirt and runners

Please note:

- Shorts and pants are to be plain without stripes and/or logos.
- Shorts or bicycle shorts can be worn under skirts but must not show below the skirt
- No leggings allowed under any circumstances

Hats/Hair

Students are required to wear wide brimmed school hats in Terms 1 & 4 for protection against the sun. Hats in the school colours are available for purchase at the school. Long hair should be tied back at all times.

Footwear

It is essential in the interest of Student Health, Welfare and Safety that students wear appropriate footwear. Inappropriate footwear (built-up shoes, clogs, thongs, etc) that restricts participation in school activities is not permitted.

Jewellery

In the interest of student health and safety, the only jewellery to be worn at school is a watch, and studs or sleeper earrings.

PLEASE NAME ALL OF YOUR CHILD’S BELONGINGS CLEARLY AND PERMANENTLY (including all clothes and lunch boxes). It is recommended that names be printed on the inside band or hem of all clothing items.
Lost Property

Lost property is kept outside the music room in the main building, near the office. Clothing that is clearly named is redistributed at the end of each week. Other items are kept until the end of term. If unclaimed, they are then sent to a local charity or recycled for emergency clothing.

Play Lunch

Parents are advised to provide each child with a healthy ‘PLAY LUNCH’ that is something suitable to eat and/or drink at the first recess break at 10.40am e.g. Fruit,

Lunch

Students should be provided with a healthy lunch that could include a drink (no glass containers are permitted). Play lunch should be wrapped separately. Lunch boxes and drink containers should be clearly labelled with the student’s name. Staff supervise the eating of lunch indoors.

Canteen

Lunches can be purchased from the canteen. Price lists are sent home at the beginning of the year. Extra lists are available from the office.
The school canteen is operated by the School Council as a service to our school community and offers a variety of lunches at reasonable prices. Over the counter snack, sales are made at morning recess and during the lunch recess.
Lunch orders are to be placed in the lunch box located in the student’s classroom. There are no over the counter lunch sales, all lunches must be by order.
Lunch orders are sent to the Canteen from the classroom before 9.15am each day.

Ordering Procedure

(The following information should be written on a plain brown paper bag with correct money enclosed) NAME: CLASS: ORDER:

If a student forgets their lunch or loses the money, the lunch will be organised by the office staff on the understanding that any cost incurred will be reimbursed the following day.

Valuables

Students are not to bring valuables such as jewellery, radios, electronic toys, etc to school. A student bringing mobile phone to school will require a letter from their parent explaining the reason that the student requires a phone. There is no need for a student to have a phone during the school learning day 9.00am -3.20pm as all communication will be via the school office. The phone must be given to the class teacher at the start of the day and the student can collect the phone at dismissal time.

Money Sent to the School

As any money to be banked must be in the Office before 9.30am please make sure that, your child knows it is in his/her bag. All money sealed in the envelope provided by the school should go to the classroom initially, not to the Office.
All students have been allocated a school identification code. The students know the code, as they require it for computer access. This code should be recorded on the envelope provided by the school.
School Bank Accounts

All students are given the opportunity to open an account with the Commonwealth Bank. Bank day is Wednesday. Forms will be sent home when supplied by the Bank early in the year.

Consumable Items

The consumable items are a list of all books, pencils, papers, etc. that students will need for the whole year. Also included are costs for Take Home books, Library books, Art/Craft supplies, and Learning Technology software. The school purchases these items in bulk each year.

An explanation of the consumable items in the form of a list is issued in December and parents are able to pay the school directly (or lodge an EMA claim) for the items before school reopens for students on Friday 28th January, 2011.

Education Maintenance Allowance (EMA)

All families that currently hold a Health or Pension Card are eligible to claim the Educational Maintenance Allowance. To claim the EMA you need to visit the office with your Health or Pension card on Friday 28th January, 2011.

School Crossings

Students must use the crossings provided. These are supervised from 8.20am to 9.05am and 3.00pm to 3.45pm each school day. Please insist that your child use these crossings and set a good example yourself by also using them when you cross the roads near the school.

Parents are advised that all road rules need to be observed when dropping off and/or picking up students. Authorities regularly monitor schools and issue fines to those vehicles not complying with the road rules.

School Car Park

The car park is for staff cars only during the school hours (8.00am - 4.00pm). Please park outside the school in either Gillespie Road or Kurung Drive.

**Students are not permitted in the school car park area.**

Remember the car park is for staff and delivery vehicles so please keep yourself and your child safe by using the pedestrian pathways and gates.

Changes to Family Details

If any information provided to the school changes at any time (e.g. telephone/address/work details) please inform the school immediately so that the computer file on each family can be up to date. This enables contact both with parents or a nominated friend in the case of student illness or accidents.

Accidents and Illness

Please do not send your child to school if they are unwell, as we do not have the facilities or personnel to cope with sick students.

In the first instance school staff attend to emergencies and administer simple first aid. School policy requires that if further treatment is required a parent or an emergency contact be notified. The school is only equipped to apply first aid for superficial injuries.
Infectious Diseases (Regulations for Exclusion from School)

A child must be excluded from school if suffering from any of the following infectious diseases:

**MEASLES**  
Until at least 5 days from the appearance of rash or until receipt of a medical certificate of recovery from infection.

**RUBELLA**  
Until fully recovered or at least 5 days after the onset of the rash.

**CONJUNCTIVITIS**  
Until discharge from eyes has ceased.

**DIARRHOEA**  
Until diarrhoea ceases.

**MUMPS**  
Until fully recovered.

**CHICKEN POX**  
Until fully recovered, or at least 7 days after the eruption first appears.

**WHOOPING COUGH**  
Until 2 weeks after the onset of illness and until receipt of a medical certificate of recovery from infection.

**RINGWORM**  
Until appropriate treatment has commenced, supported when requested by a medical certificate.

**HEAD LICE**  
Same as for Ringworm. (Please tie long hair back in a ponytail or plaits).

**SCHOOL SORES**  
Until sores have fully healed or are, being treated and kept covered.

Medication

Some students attending school need medication to control illnesses such as asthma. All medication must be supplied in a container that clearly identifies the medicine, shows the name of the chemist, the name of the child, the dose to be taken and the time the medication is to be given. Before medication can be given, parents need to consult with the office staff and complete a school medication proforma.

The school medication proforma must be completed before staff can be authorised to administer any medication. Parents should note that their written approval is also required for the staff to administer medication.