

KIN KIN STATE SCHOOL



Prospectus

2017

A handbook outlining the educational programs, routines and the general requirements of Kin Kin State School.

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OUR SCHOOL

We have an enthusiastic school community dedicated to students enjoying and valuing a meaningful schooling experience. Students, Parents, Staff and the local community collectively provide a learning environment. The school caters for students from Prep to Year 6 in a multi-age learning environment and we strongly value the importance of holistic learning to achieve balanced success in life and work.

We are making our future better because the entire school community enhances their individual and collaborative capacity to do what is best for self, place and others. We are united in our focus and share responsibility in achieving a learning environment that replicates and compliments our local and global community. Importantly, we are collectively dedicated to continually improve student learning in and out of the classroom.

Vision: citizens for today and tomorrow

Social Mission: to operate the school in a way that encapsulates education playing a vital role in society by fostering innovative ways to improve the quality of life locally and globally.

Economic Mission: to operate the school on a sustainable financial basis that improves student outcomes by efficiently delivering a learning experience that adds values to all stakeholders.

Product Mission: to make a quality learning experience that creates citizens who are informed, democratic, healthy, eco and creative.

Values: Understanding, Cooperation and Initiative

Beliefs: Every child can learn and should feel safe, happy and respected.

Norms: treat others the way you want to be treated; always try your best, and do what is best for self, place and others.

KARING KIDS

Karing Kids is the label for the educational service we provide. The label exemplifies the uniqueness in how we implement best practice in providing the service to reflect our local community. It aligns with national and state agendas and adheres to departmental policies and procedures. It is strongly focused on catering for the 21C learner and it provides the optimum avenue to achieve our strategic direction simultaneously with the state and national strategic agenda's.

Karing Kids endeavours to have all students develop behaviours of a local and global citizen. Five distinct citizen roles, outlined on Page 9, collectively describe a successful citizen and learner. Importantly, learning and adhering to these descriptors are embedded in the schooling experience we provide.



ADMINISTRATIVE INFORMATION

SCHOOL CONTACT DETAILS

Address:	Kin Kin State School Main Street Kin Kin 4571	Telephone:	54 854 168
		Facsimile:	54 854 309
Email:	the.principal@kinkinss.eq.edu.au	Website:	http://kinkinss.eq.edu.au

STAFF AND CLASS ARRANGEMENTS 2014

Principal:	Mr Trent Shaw	
Class Teachers:	Years Prep/1 Years 2/3/4 Years 5/6	Mrs Michelle Smith Mr Trent Shaw Mrs Deb Webb
Support Teachers:	Guidance Officer Speech Therapist	Mrs Narissa Jowett Mrs Pamela Pitt
Specialist Teachers:	P.E./Science Technology Music/Indonesian Kitchen/Garden Library/Art	Ms Eva Green Mr Trent Shaw Mrs Anna Oakley Mr Tony Swales Mrs Asheley Yarwood
Ancillary Staff:	Facilities/Finance Teacher Aides Cleaning Staff Garden Specialist Kitchen Specialist	Mrs Debbie Elliott Mrs Pam Stewart Ms Kearin Husband Ms Harmony Rogers Mrs Faith Murray Mrs Catherine Nellissen Mrs Katie Macleod Mr Zeb Hornabrook Mr Keith Gilbert Mr Zeb Hornabrook

TERMS – DATES OF HOLIDAYS

Term 1	Jan 22 – Mar 29
Australia Day Holiday	Jan 26
Easter Holidays	Mar 30 – Apr 15
Good Friday	Mar 30
Easter Monday	Apr 2
School resumes	Apr 16
Term 2	Apr 16 - June 29
Anzac Day	Apr 25
Labour Day Holiday	May 7
June Holidays	June 30 - July 15
School resumes	July 16
Term 3	July 16 - Sept 21
Noosa Show Holiday	Sept 14
September Holidays	Sept 22 - Oct 7
Queen's Birthday Holiday	Oct 1
School resumes	Oct 8
Term 4	Oct 8 - Dec 14
Student Free Day	Oct 22
Christmas Holidays	Dec 15 - Jan 27 (2019)
Australia Day Holiday	Jan 26, 2019
School resumes	Jan 28, 2019

LEARNING AND WELLBEING

We acknowledge the importance of wellbeing to the learning process. So we have developed a rich school culture and positive ethos that creates a sense of belonging and self-responsibility, leading to positive behaviour, improved student attendance and achievement. We embed personal and social capabilities within the general curriculum and are committed to improve educational outcomes for all students. To find out more about how we address learning and wellbeing please view our learning and wellbeing framework documentation.

PARENT AND COMMUNITY ENGAGEMENT

Parent and community engagement has a strong influence on student's enjoying their schooling experience and them achieving in learning. We value effective communication; productive learning partnerships; open community collaboration; shared decision-making and active stakeholder participation. To find out more about how we address parent and community engagement, please view our learning and wellbeing framework documentation.

PARENTS AND CITIZENS' ASSOCIATION

The P & C Association works in collaboration with the school staff to provide many of the items of equipment in the school. By becoming involved in the Association, parents have an opportunity to find out what is happening at the school and to have a say in its activities. Meetings are held at the school on the second Thursday of each term commencing at 6:30pm. The Annual General Meeting is held in February.

All parents are encouraged to attend these meetings.

VOLUNTEERS IN THE CLASSROOM

The teachers welcome parents into their classrooms to assist with learning activities. Opportunities for parents' involvement include assistance with:

- | | | |
|----------------|--------------------------|------------------------|
| * Spelling | * Mathematics Activities | * Excursions |
| * Number facts | * Library | * Swimming Instruction |
| * Reading | * Art | * Sports Days |

Please feel free to talk with your child's teacher about how you might be able to help.

CURRICULUM, ASSESSMENT AND REPORTING

CURRICULUM

Guided by the notion that we must respond to the particular needs of each student in their learning development to uphold our belief that every student can learn, we provide a holistic learning approach.

The national curriculum presents a standard of learning to be achieved by the end of that year or band. Thus implying, all students deserve the opportunity to experience the whole curriculum within each learning area throughout the year/band with an assessment of learning achievement at the conclusion of that year/band. This approach demands ongoing monitoring of student learning throughout the year/band concluding with an evaluation of student knowledge, understanding and skills in the final term of the year/band. Therefore, we implement the entire curriculum within each learning area throughout each year with the intention to progress student learning towards the given standard of achievement.

HOMEWORK

In accordance with the Parent Community Engagement Framework, the school community believes homework should be strongly encouraged though not mandatory. Moreover, it should be achievable by the student with minimal parent assistance and not time consuming. That is, it should reinforce learning, not be an additional learning experience.

LEARNING ASSESSMENT

As stipulated in the previous section, student achievement of learning should be continually monitored throughout the year/band concluding in an evaluation at the end of the year/band. In other words, a student should encounter assessment that improves learning throughout the year/band leading to a presentation of achievement at the end of the year/band. Therefore, we implement multiple opportunities for students to progress their learning achievement of the entire curriculum within each learning area concluding with a final evaluation at the end of the year/band.

REPORTING LEARNING

We provide many opportunities for reporting student learning though we value regular, proactive and instant methods. So every week students and parents are provided feedback of core learning progress, behaviour and effort. We also utilise weekly parade to celebrate success in learning, behaviour or effort. Likewise, teachers accommodate parents seeking unscheduled insight into their child's progress during an agreeable meeting opportunity. However, twice a year we provide parents with a formal written report and an opportunity to meet with their respective class teacher.

More information relating to teaching and learning programs and practices can be viewed in our Curriculum, Assessment and Reporting Framework documentation.

ROUTINE EVENTS

DAILY ROUTINE

8.20am	Children may enter grounds but must stay at the front of the school in the undercover area. No activity that may cause injury is to be played. Minor games that have very low injury risk are permitted at this time. All school rules must be obeyed. The school bus arrives at approximately 8.25am.
8.50am	Bell for commencement of classes.
11.00am	Morning Tea
11.15am	Play
11.35am	Bell for end of play
11.40am	Bell for commencement of classes
1.20pm	Lunch
1.30pm	Play
1.55pm	Bell for end of play
2.00pm	Bell for commencement of classes
3.00pm	Classes finish
3.10pm	School bus departs - children must leave school grounds and go home unless alternative arrangements are made.

ARRIVAL AND DEPARTURE TIMES

From 8.20am, a staff member will be available to supervise students. As there is no supervision before 8.20am, students are not to arrive at school before then. Before school commences, only minor games of a safe nature are to be played. All school rules must be followed. Students are to remain at the front of the school in the undercover area.

The bus departs by 3.10pm and all children must leave the grounds by 3.10pm unless undertaking an activity that is approved by the school. Students who are not travelling home on a bus on a particular day must report to the adult on bus duty to explain the situation. To avoid confusion, parents must inform the office or the bus driver of any change in the child's bus routine.

ABSENCE FROM SCHOOL

When a student is absent from school or is late for classes, parental advice is required either verbally or in writing. It would be appreciated if parents would contact the school when it is expected that their child will be absent for more than three days.

LEAVING SCHOOL GROUNDS

For safety reasons, students are not permitted to leave the school grounds during the day unless prior arrangements have been made with the parents.

When a child is collected during the day, the adult is required to visit the office to "sign out" the child.

VISITORS TO THE SCHOOL

All visitors and volunteers to the school are expected in the first instance to call in at the office. Visitors are to sign in the "Visitors Book" and collect a badge. This will allow for the easy identification of all adults visiting the school for whatever reason. Although it may create some inconvenience for visiting adults, it will enhance the security of our children. Class volunteers are required to sign the Voluntary Register in the classroom.

SCHOOL PARADES

A school parade is held at 9am each Friday to enable the student leaders to pass on messages to the whole school, to present student awards and for children to present items they have prepared in class.

SWIMMING

As part of the school's Physical Education program, swimming is offered in Term 4 for all children in Years Prep/6. The programs are conducted by qualified swim coaches, teachers, and with the help of parent volunteers at the Pomona Pool. Each program is scheduled over about eight or nine weeks at one hour per week. Bus transport costs are kept to a minimum to ensure maximum participation of all students.

COLLECTION OF MONEY

Teachers are involved in the collection of money for any of the activities organised by the school and the P. & C. Association. These include excursions, camps, sport, etc. Unless otherwise indicated, all money is to be paid to the

class's teacher. Any other monies such as school fees are to be paid at the office, between Monday and Thursday. Parents are asked to cooperate by following these simple guidelines:

- (a) Enclose the correct money and permission form in an envelope.
- (b) On the envelope, write the child's name, class, the activity and the amount enclosed.
- (c) Place your envelope in the black box situated inside the office.
- (d) A receipt will be issued for the amount at a later date.

SCHOOL BANKING

School banking is held every Wednesday morning. Students need to bring their bankbooks (with their slips filled in if possible) and the money that they wish to bank on that day. If you would like your child to start banking, please enquire at the office and we will issue you with an application form which you send to the Commonwealth Bank for processing. The Bank will then send your child's bankbook to your home.

NEWSLETTERS

A weekly newsletter is sent home to all families each Wednesday with the oldest child in each family, to inform parents and other community members about upcoming school events, class information and student successes. Some items of information about community activities are also included. Some families receive the weekly newsletter by email or access it from the school website.

SUNSHINE COAST REGIONAL COUNCIL MOBILE LIBRARY SERVICE

The Sunshine Coast Regional Council provides a mobile library service for the community, visiting each Thursday from 9.30am to 10.30am. As the mobile library van parks at the school, the children have easy access to this facility. New borrowers are required to complete an application form to become a member of the library. They receive a card and then will be able to borrow resources from the library. It would be appreciated if parents would remind their children each Thursday morning to return their mobile library books.

BOOK CLUB

Each term, the Scholastic Book Club invites families to purchase books through the school. Brochures and order forms are sent home and may be returned with the remittance. Orders are received after approximately 14 days.

PLAYGROUP

Partnering with the local community Playgroup, we provide facilities and assist in the delivery of activities leading to the successful preparedness of children for their schooling years. In Term 4, we hold a Pre-Prep program. Playgroup is held every Thursday morning, from 9am to 10.30am.

EXCURSIONS

From time to time, students will be required to pay for various special functions, including bus trips for sporting events, educational excursions, visits by cultural groups and school camps. In most cases, these costs are subsidised by the Parents' and Citizens' Association, school grants and fundraising activities.

SCHOOL UNIFORM / DRESS CODE

SCHOOL UNIFORM DESCRIPTION

The P & C Association and the teachers encourage all students to wear the chosen uniform that highlights our school emblem and the colours navy blue, green and gold.

The benefits of wearing a uniform are:

- A uniform fosters a sense of unity and belonging.
- School pride is engendered.
- Children are easily identified during excursions
- The uniform is suitable as a sports uniform when visiting other schools.
- Uniforms make it easier for parents to provide clothing for school.
- The uniform has been selected with consideration being given to sun safety, therefore all students must wear a short-sleeved shirt (not a singlet) to school in line with Education Queensland commitment to sun safety.

For these reasons, the school encourages the wearing of the school uniform.

School shirts and hats are provided by the P&C Association and are available for sale through the office. Shorts and navy blue skirts are purchased through the usual clothing outlets. School shirts, dresses and hats are available by placing your order through the office.

No specific guidelines are set for winter clothing, however, parents are encouraged to consider the school uniform colours when purchasing clothing such as jumpers or tracksuits. Winter jackets can be ordered through the school also.

All children are required to wear shoes and socks as a safety precaution. Thongs and sandals are not suitable.

All students must wear a broad-brimmed hat when out in the open. Caps are not acceptable.

JEWELLERY

Because students are often playing games and sport, the wearing of jewellery is a safety consideration and items can easily be lost or broken. Therefore, jewellery should not be worn. Exceptions are watches, ear sleepers and religious items.

SUN SAFE POLICY

All students must wear a hat when they are out in the sun – ‘*No Hat, No Play*’. The P&C Association sell excellent broad brimmed hats that are available through the office. Other styles of hats that offer protection may be worn. Baseball style hats are not acceptable, as they do not provide adequate protection for the ears and the back of the neck.

TRAVELLING TO SCHOOL

KIN KIN SCHOOL BUS SERVICE

The Kin Kin School Bus Service is NOT free, however, students who live more than 3.2 kilometres by the shortest trafficable route to the School are eligible for Government funded bus travel, between their normal bus stop and the school. Any further travel will therefore require the payment of a bus fare. Bus fares directly relate to distance travelled and are calculated by the Bus Operator with Queensland Transport determining the maximum fare. Students who live less than 3.2 kilometres by the shortest trafficable route to the school only qualify for Government funded bus travel by being eligible under Safety Net guidelines, otherwise a fare is required. Minimum Student Fare is \$2.00. Transport application forms are available from Leasa Diggins on 54 854555 or from the school.

CONVEYANCE COMMITTEE

The Conveyance Committee is responsible for all matters relating to the conveyance of students including the bus route and the service. All parents of children who travel on the school bus are eligible to attend the meetings. The Annual General Meeting of the Conveyance Committee is held early in February and General Meetings are held as required during the year. Members of the Conveyance Committee may be contacted by phoning the school. The bus service is owned and operated by Leasa Diggins (Phone 54 854555).

BEHAVIOUR ON THE WAY TO AND FROM SCHOOL

Both the school and parents share the responsibility for the good behaviour and well-being of students on their way to and from school. Children are to conduct themselves in accordance with the school's behaviour management guidelines.

BUS TRANSPORT BEHAVIOUR

Students are expected to maintain the highest behavioural standards when travelling on any bus, particularly the school bus. The lawful instructions given by the bus driver must be followed explicitly. Unsatisfactory behaviour on the bus will be referred to the principal for action. Extremely inappropriate behaviour on the bus could result in suspension from using the service for a period of time.

BICYCLES

All bicycles ridden to school must be left in the racks. For safety reasons, students must walk their bikes in the school grounds. During the day, the bike racks are out-of-bounds to all students. Cyclists are required by law to wear bike helmets.

HEALTH AND SAFETY

STUDENT MEDICATION

From time to time, parents ask teachers to administer medication to their children. We are happy to carry out these requests, however, there are strict departmental guidelines that must be followed:

1. The initial request from the parent/guardian must be in writing and signed by the parent (both parents if possible). This may be by letter or by completing the medication form at school.
2. The written instructions from the pharmacist or doctor are to be supplied, indicating specific times and dosages. (In most cases, these are on the container that would be sent to school).
3. The medication is to be handed in to the Office in the morning so that it can be kept in a secure place.
4. School staff have been instructed by Education Queensland not to give or supply non-prescribed oral medications such as aspirin or other analgesics (even if requested by the parent).
5. A record is kept on all occasions when medication is administered at the school.

In view of the regulations, parents are requested, wherever possible, to administer medication before and after school rather than during school hours. Please carefully consider that possibility when discussing your child's medication with the doctor or pharmacist.

For children with asthma, the procedure is:

- (a) Parents/Guardians must advise the Principal in writing that the child will be administering their own medication as deemed necessary by the child.
- (b) The children are responsible for their inhalers at all times. They need not be stored in the office as required for other medications.

When a student becomes unwell at school, he/she is referred to the Principal. If need be, arrangements are made to send the student home.

In the event of an emergency, parents are contacted. If needed, the ambulance service is also contacted by the school.

SCHOOL DENTAL SERVICE

The Health Department in cooperation with Education Queensland provides a free dental service throughout the State. The dental service will be visiting our school this year to check all children's teeth. Parents will however be advised of the whereabouts of the dental van so that they will be able to make arrangements for their child to make an appointment, if needed. Parents or guardians must have completed and returned the necessary registration and permission forms before their child is checked. Consultations are organised with parents if dental work is needed. Parents have the option of having the work carried out by their own private dentist.

HEAD LICE

Over the past decade the incidence of head lice in Queensland has become more prevalent. Cross-infection is easy in schools where large numbers of children mix freely.

The incidence of head lice can be reasonably contained provided each parent regularly checks their children's hair for eggs (nits) and live lice. Should lice or nits be found, treatment should be carried out before the child returns to school. It would be appreciated if parents would inform the school when head lice are found so that a general notice can be sent to all families to make a unified check. Confidentiality will be maintained.

We must remember that it is no disgrace to contract head lice but it is unwise to neglect proper treatment. Most parents appreciate that and are vigilant in ensuring the cleanliness of the children's heads.

Your local chemist will give effective advice on the treatment.

ACCIDENTS, ILLNESS

Unfortunately, no matter how close teacher supervision is maintained, accidents do happen. If possible, the parent/guardian is notified immediately in the event of an accident. If the accident is considered serious, the Ambulance will be called.

If a child falls ill at school, parents/guardians are notified so that adequate parental (or medical, if necessary) attention can be provided.

It is school policy to notify parents of a serious injury or accident. It is imperative that the school has your current telephone number/s.

GENERAL INFORMATION

CHANGE OF DETAILS

If, at any time, you change your address or phone number (be it work or home), please advise the office immediately. In the case of emergencies, it is essential that all such information is accurate and up-to-date.

CARE OF PERSONAL PROPERTY

Students must accept the responsibility of caring for their own property. All property brought to school must be clearly named. Books must be neatly covered and named and kept in good condition.

Students must not bring toys and electrical items to school unless in special circumstances and arrangements are made for a teacher to care for the item. The school can accept no responsibility for damages to the items.

LOST PROPERTY






All personal property should be marked clearly with the owner's name. All lost property is stored in the lost property box located under the school. Lost property is displayed on assemblies regularly. All unclaimed property is donated to a charity at the end of each term.

CHILD CARE ASSISTANCE

Di Stratton (phone 54 854 308) provides fully licensed, government subsidised childcare facilities in our community, catering for non-school aged children during the day and school age children before and after school hours.

APPOINTMENTS

The thirty minutes before school begins every morning is one of the busiest and most hectic periods of the day for the classroom teacher. Lessons are prepared, activities organised and worksheets checked. It is also the time when parents want access to the teacher. Provided confidential information on the progress of your child is not sought, these brief one-minute chats are acceptable. However, if you are seeking detailed information about your child, an appointment time, mutually convenient for both, should be arranged.

DEPARTMENT OF EDUCATION AND TRAINING Tomorrow's Citizens Skills for success in the 21st Century clever • skilled • creative	
Citizen role descriptors	
	Healthy citizen <ul style="list-style-type: none"> ▪ Understands that personal identity and relationships are important elements of a person's growth and development and can demonstrate appropriate skills and strategies to enhance relationships, participate in groups and maintain a sense of resilience, optimism and healthy self-esteem. ▪ Understands that social, physical and economic environments can protect and harm the physical, emotional and mental health of individuals, families and communities, and can take actions to promote the health, wellbeing and safety of themselves and others. ▪ Understands that active participation in physical activity contributes to a sense of wellbeing, community and social connectedness and can critically evaluate the social and cultural influences that shape behaviours, routines and perceptions of the body.
	Informed citizen <ul style="list-style-type: none"> ▪ Understands that thinking consists of a range of cognitive and metacognitive operations and can use the strategies of critical, creative and caring thinking to question, analyse, synthesise and evaluate information, solve problems, make informed decisions and reflect on one's own thinking and the thinking of others. ▪ Understands that reasoning is the ability to make inferences and draw logical conclusions and can justify one's own beliefs and actions, consider alternative suggestions, uncover assumptions, identify faulty reasoning and make reasoned judgments. ▪ Understands that communicating involves knowing how our perceptions of the world are shaped through oral language, text, sound and symbols and can construct meaning and convey information and understandings to others in a range of ways and in a variety of settings.
	Democratic citizen <ul style="list-style-type: none"> ▪ Understands Australia's political and legal systems, their relationship to international systems, and the processes and history that underpin them and can take action on social, political, or economic issues to improve local, national, regional and global outcomes. ▪ Understands the efforts of individuals and groups to achieve political rights and equality over time in Australia's diverse society and can make decisions that respond to the concerns, aspirations and interests of all and contribute to social cohesion. ▪ Understands the roles, rights and responsibilities of citizens and the civic and democratic values of active democratic citizenship and can debate and enact the values that are important to the common good.
	Creative citizen <ul style="list-style-type: none"> ▪ Understands that creativity is an imaginative and inventive act to produce something new of personal, social or cultural value, and can create functional, aesthetic and expressive outcomes for self or others using a range of media with technical control. ▪ Understands that innovation is a generative process of identifying problems, building on the ideas and influences of others and producing original solutions, and can recognise patterns and make connections, explore ideas, seize opportunities, challenge conventions and take and manage risk. ▪ Understands that critical self-reflection, making judgments and acknowledging feedback are an integral part of the creative process and can take action to refine and modify one's own ideas, and as creator and consumer, can evaluate and reflect on products and outcomes.
	Eco-citizen <ul style="list-style-type: none"> ▪ Understands the interconnectedness of elements of the natural and physical world and can critically evaluate decisions that affect the balance of earth's systems. ▪ Understands the complex relationships between people and environments and can make informed choices about the sustainable use of resources. ▪ Understands stewardship for the natural environment and can collaboratively take action to protect the earth for present and future generations.