Kulin D.H.S Handbook

Kulin District High School
the kulin region
WE STRIVE

Dear Parents/Carers,

Kulin District High School, an Independent Public School, extends a warm welcome to all our students and families. A school that is extremely well supported by our community, a community that supports its children and youth, both whilst they are at school and by providing a multitude of opportunities, activities and sports out of school.

Our school caters for students from Kindergarten to Year 10, students who come from town and surrounding areas and farms. Students join us from as far away as Hyden, Kondinin towards the East and Yealering towards the South. We value each child and honour the Education Departments strategic vision of every student, every classroom, every day.

We build our school culture and our school vision around the word STRIVE. At Kulin we:

· STRIVE with Confidence,
· STRIVE with Respect and;
· STRIVE to Succeed.

STRIVE is also the acronym for our six school values which are: SUCCESS, THANKFUL, RESPECT, INSPIRE, VISION and ENDEAVOUR. These values help us develop the Kulin Way.

Kulin District High School values strong and sustainable relationships between students, teachers, parents and carers and our community. Effective communication supports these relationships. We have methods in place internally at school and we work hard to ensure that information is shared with our families and community in a timely manner.

We utilise a variety of ways to keep you informed about student progress. These include, but are not limited to Meet and Greet Evenings, Student Portfolios, Interim Reports, Formal Student Semester Reports, Assemblies and Teacher Interviews.

For parents and carers keen to get involved and have input into school activities and governance, there are opportunities through our P&C and our School Board. We pride ourselves on being an integral part of the wider Kulin community and in supporting our students to become active, optimistic and responsible citizens.

At our school we are on a journey of continual improvement.

I hope the information included in this booklet will be of value throughout the year.

Yours Sincerely

Garry Walker

Principal

We STRIVE

Vision

At Kulin District High School our vision is to;

- STRIVE with confidence
- STRIVE with respect
- STRIVE to succeed

Students are engaged in purposeful learning where they feel safe, valued and confident to tackle academic and personal challenges and grow into optimistic and active global citizens.

Purpose

At Kulin District High School, we want all our students to achieve the highest standards of learning possible so they can participate as active, informed and responsible citizens in an ever changing world.

We STRIVE to instil a love for learning, in a safe and engaging learning environment. Supported by the school community, teachers will be motivated and capable; they will feel valued, connected and engaged in ongoing learning to ensure the best outcomes for all students.

Strive Values

At Kulin District High School;

SUCCESS	we will try our hardest to be our best self.
THANKFUL	we will appreciate the opportunities we get.
RESPECT	we will treat ourselves, others, property and the environment with care and consideration.
INSPIRE	we are excited about all we do at school.
VISION	we understand that the more we learn, the more options we will have.
ENDEAVOUR	we try our best in all that we do.

Arrival at School

Students are permitted on school grounds from 8.30am onwards. We ask that students do not arrive at school prior to this time as there is no playground supervision. Once students have arrived at school, they are not permitted to leave school grounds unless they are granted a leave pass from the administration staff.

Assemblies

Whole school assemblies are held in the undercover area twice per term at 2.30pm. These assemblies are open to all community members to come and enjoy. Each of our classes are responsible for hosting one assembly throughout the year. Please refer to the school planner, website or Facebook page for up to date information regarding the assembly schedule, including dates and times.

Attendance

Daily attendance is compulsory for all students as per the Education Act. Regular attendance is a key factor in the lifelong success and learning of each child - Every day counts.

We are required to keep attendance records and follow-up any unexplained student absences. If parents are aware ahead of time that their child is going to be absent, we ask that they notify the front office. If a child is away unexpectedly and parents wish to email the school, they can email kulin.dhs@education.wa.edu.au. Teachers' emails are not monitored regularly as they are fulfilling their teaching duties, so it is important to email this information through to the front office to ensure the absence is recorded.

Our school has an automated text messaging system for notifying families of student absence. Where a student absence is unexplained, a text message will be sent to the family contact at 10am. At any time, families may respond via text, phone or the Kulin D.H.S website to inform the school of the reason for the absence.

Bell Times

8.55am	Start of the school day
8.55am – 9.50am	Period 1
9.50am – 10.40am	Period 2
10.40am – 11.00am	RECESS
11.00am – 11.55am	Period 3
11.55am – 12.50pm	Period 4
12.50pm – 1.25pm	LUNCH
1.25pm – 2.20pm	Period 5
2.20pm – 3.10pm	Period 6

* Wednesday Early Close – School finishes at 2.30pm

If students arrive at school late, they are required to sign in at the front office prior to going to class. Parents who are collecting their child/ren before the end of the school day, must also sign them out in the register and administration staff will collect their child/ren from class.

Book Club/Book Fairs

Scholastic Book Club brochures are sent home throughout the terms. Books can be ordered either online or by returning the order form to the front office by the due date.

Book Fairs are also held onsite at Kulin D.H.S once a semester. Parents and community members are welcome to come and purchase books, with money raised going towards resourcing our school library.

Buses

Parents of students who require transport to/from school via the School Bus Services will need to complete an application form at https://www.schoolbuses.wa.gov.au

Parents are responsible for contacting the school bus contractors if there are changes to a child's regular bus travel arrangements. Where unregistered students wish to travel on a school bus, a permission slip must be completed and the bus contractor contacted. Bus forms are available on the Kulin DHS website or alternatively parents can contact the front office and administration staff will complete the form.

At the completion of each school day, bus students line up and names are checked off prior to them boarding buses. If travel arrangements change and students are being collected from the school, it is important to notify the school/bus contractors as early as possible.

Camps/Excursions

All classes are encouraged to undertake excursions during the year as a part of the educational programs planned by the classroom teachers. Permission is gained at the beginning of the year for students to participate in local excursions within the Kulin town site. These may include excursions to local businesses or sporting facilities, where students will travel by foot or bus. For all other excursions, permission notes must be signed and returned for students to participate.

Our Upper Primary camp for students in Years 5 and 6 is held on alternate years. Our secondary students are also given opportunities to participate in a range of camps/excursions including;

Belongingness Camp – Held every second year, in Term One, with the aim of connecting and developing a sense of belongingness amongst the secondary students. This camp is supported and fully funded by our School Board.

Country Week – Held three out of four years, the students travel to Perth to compete in the Country Week competition for District High Schools at the end of Term Three.

Canberra Camp – Held every four years on the year where Country Week is not offered, this camp is made available to all secondary students in Term Three. Parents are encouraged to get involved with fundraising opportunities to reduce the cost per student.
The annual estimated cost for all camps/excursions is outlined in the schedule of contributions and charges as endorsed by the School Board.

Code of Conduct

For information relating to our schools Positive Behaviour Guidelines, please refer to the policy available from the front office or our school website. Students in Years 5-10 are all required to agree to the terms outlined in the Code of Conduct as a requirement for attending school camps/excursions.

Communication

The primary form of communication with parents for school newsletters, information/permission notes is via the SkoolBag communication app. SkoolBag can be downloaded for free, using the Apple App or Google Play stores by following these steps;

1. Download the SkoolBag app
2. Create an account (Select sign up and enter your details)
3. Add your school (Select Add/Remove)

General classroom notices and updates will be sent out via Class Dojo in Kindergarten – Year 6 and Connect for Years 7-10. Parents will receive emails with details on how to access these platforms at the point of enrolment.
If you wish to communicate with your child's teachers or arrange a meeting time, please email them directly or contact the school and leave a message for them to return your call.

Contributions and Charges

A list of contributions and charges across the various year groups are distributed at the end of each year in preparation for the following school year. While these contributions are voluntary, these funds are used to ensure our school is adequately resourced and enables us to offer an array of teaching and learning opportunities. Other charges which parents may incur throughout the year are also listed and may include, swimming lessons, incursions/excursions, school camps, sporting events etc.

Crunch & Sip

Students are encouraged to bring a small container of vegetables or fruit to eat during their morning sessions. We ask that this snack is cut and easy to eat, to avoid any mess while they're working. An afternoon break is also scheduled by classroom teachers to allow the students to again enjoy some fruit/vegetables and refuel for the remainder of the day. Water bottles are brought into class and students are encouraged to drink regularly, particularly in the summer months.

Dentist

The School Dentist Service provides free general and preventative dental care for all enrolled students. The Dental Therapy Van is scheduled to visit the school once a year. Parents will be notified when the van is onsite and will have the option to accompany their child to their appointment.

Dress Code

Our Dress Code has been developed in collaboration with the School Board to promote a positive school image and create a sense of identity amongst the students. Students are required to wear school hats during outdoor activities in Terms 1 & 4. School hats and beanies can be purchased from the front office.

Uniforms can be purchased from the local Kulin Hardware and Rural store. The School Office has a small supply of second hand uniforms which can be purchased for a gold coin donation to the Kulin District High School P&C Association.

It is an expectation of the school community that all students wear the school uniform at all times unless an exemption is granted by the Principal. Students participating in camps, carnivals or excursions are expected to wear school uniform unless otherwise informed.

Customised Kulin D.H.S schoolbags are available for purchase but are not compulsory. They can be purchased at the front office and come with a lifetime warranty.

Small Schoolbag $45
Large Schoolbag $65

School Uniform

- School polo shirt (royal blue) with school logo
- Navy blue shorts/pants/skirt/skort
- Navy blue zip jacket with school logo
- Navy blue fleece jumper with school logo
- Plain navy blue, grey or white long sleeve shirts are permitted under the school shirt
- Wide brimmed school hat (K – Year 6) or school caps (Years 7-10).
- School beanie

Special Clothing Items

- Faction polo shirts to be worn on inter-house carnivals (available for purchase at the front office)
- Students representing Kulin D.H.S at interschool events will be provided with a school shirt to wear.
- Year 10's will be permitted to wear their school leavers jumper/jacket designed in collaboration with the graduating students.
- Closed in shoes are required on days where students have Physical Education, Design and Technology, Home Economics and Science lessons for safety reasons

Factions

The students are divided into two factions for inter-house competitions. These include carnivals for swimming (Term One), cross country (Term Two) and athletics (Term Three). Students will be placed into either Freebairn Flyers or Jilakin Rockets on enrolment.

Faction shirts are available for purchase from the front office.

Jilakin Rockets – White
Freebairn Flyers – Navy Blue

Freebairn Recreation Centre

In order to utilise the facilities at the Freebairn Recreation Centre, both during and outside of school hours, all students 13 years and over are required to be junior members of the centre. Membership forms and the $20 fee can be organised at the Shire of Kulin.

Illness/Infectious Diseases

While it is often difficult to prevent the transmission of common respiratory (colds/flu) and gastroenteritis infections that occur, we make every effort to minimise the spread of infection by teaching and encouraging good hygiene practices at school, and recommending parents to keep their children at home when unwell. There may be times, that parents are contacted and asked to collect their children if they present unwell during the school day.

Many of the childhood infectious diseases require student/staff to be excluded from school for a recommended period of time. These exclusion periods and advice can be found on the Department of Health's website under the Communicable Disease Guidelines.

Library

All students are able to loan books from the school library. Primary classes visit the library once a week, where students are given the opportunity to return and loan books. Students are required to provide a library bag to ensure books are protected when travelling to and from school.

Lost Property

We encourage all personal items to be clearly labelled to allow items such as clothing to be returned to their owners. A lost property box is located on the verandah (near the staffroom) and should be checked if your child is missing any items.

Medications

Student's health information should be communicated to the school at the time of enrolment or as diagnosed by a health practitioner. These include but are not limited to asthma, diabetes or allergies that require treatment/medication. Permission is needed for students requiring medication and all medication is stored securely in the front office. Parents are responsible for ensuring that their child's medical information is kept up to date and that all medication is within the expiry date.

Mobile Phones

There are many parents and guardians who, for safety, security and/or emergency purposes wish to provide their children with mobile phones. Kulin District High School allows students to bring mobile phones or tablets to school, however these are not to be accessed during school time, including before school, recess and lunch. At the beginning of the school year, parents will complete a permission slip indicating whether their child has a mobile phone and if it will be brought to school.

Students are required to leave their phones in labelled zip lock bags in the front office between the time they arrive at school to the time they depart. This policy aligns with Department policy of 'Off and Away all Day'.

Newsletter

School Newsletters are sent home in Weeks 3, 6 and 9 of every term. Newsletters are accessible through Skoolbag and the school website.

Nut Aware School

Kulin District High School is a 'Nut Aware' school. Students are discouraged from bringing food items to school that contain nuts including peanut butter, Nutella and some muesli bars.

Office Hours

The School Office is open from 8.00am – 4.00pm Monday to Friday. Enquiries outside of these hours can be sent via email and will be responded to during business hours the following day.

Primary Extension and Challenge (PEAC)

PEAC is run by our Regional District Office and provides opportunities for selected students in Years 5 and 6 to engage in an extension program. Selection is based on results from an assessment completed in Term 3 of Year 4. This assessment is opt-out and parents can choose to withdraw their child by contacting the school. Parents will be contacted, should their child be invited to attend. Parents of students participating in PEAC, are required to transport their child to PEAC which is hosted at a venue within our region.

Parents & Citizens Association

At Kulin D.H.S we are fortunate to be supported by a very active P&C Association, who work towards improving our school resources and enhancing our educational programs. Meetings are held once a term, with dates and times advertised through Skoolbag. All parents, staff and community members are strongly encouraged to become involved with our P&C.

Personal Items List

Personal Items lists are available upon enrolment and are distributed at the end of the year in preparation for the following school year. It is requested that students come to school with all items listed and that they are labelled for individual use. In Kindergarten and Pre-primary, items on the list are for shared use and do not require labelling.

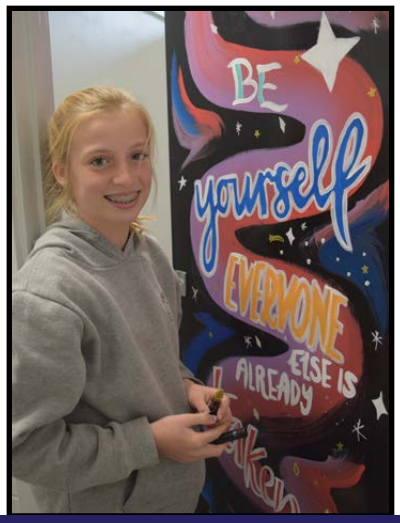
Photo Permission

Throughout the year, we like to celebrate the range of learning experiences on offer at our school. At times, this means photos will be shared with our parents and wider community via Facebook, School Newsletters and the School Website. As these photos are accessible online, parent permission is required. Photo permission and consent to publish images is required at enrolment and remains for the duration of your child's time at Kulin D.H.S unless the school is otherwise notified by parents.

Reporting to Parents

Students from Kindergarten to Year 10 receive formal reports at the end of each semester (Terms Two and Four). These reports are emailed to parents unless hard copies are requested. Secondary students also receive Interim Reports in Terms One and Three. Parents are encouraged to contact teachers to arrange a meeting, where interviews have been requested on these reports.

Throughout the year, there are other opportunities for students to showcase their learning through Work Portfolios, Open Classrooms and parent/teacher interviews. Kulin D.H.S has an open door policy where parents are welcome to view their child's work before/after school and regular communication between home and school is encouraged.



School Board

As an Independent Public School, the School Board is the governing body of Kulin District High School. It provides the school's staff and the community the opportunity to work together to endorse and have input into the school's educational directives and priorities. The School Board is comprised of staff members, parents and community members.

School Development Days

There are six school development days allocated during the year to allow for professional development and whole-school planning. Students do not attend school on these days. These dates will be communicated at the commencement of the school year and on the term planners available on the school website.

School Nurse

Our school nurse, visits the school once a week. Screening procedures are undertaken for all Kindergarten students and referrals can be made through the Deputy Principal.

School Psychologist

Our school has access to a psychologist who visits the school throughout the term. If you wish for your child to access this service, please contact the Deputy Principal.

School Lunches

School lunch orders are available daily from the local café 'Acres of Taste'. Orders need to be written onto a lunch bag and placed in the front office along with money prior to 8.55am. Lunch Bags are available from the front office and the menu can be viewed on the school website.

Students are not permitted to bring or consume fizzy, energy or high caffeine drinks on school grounds. These types of drinks will be confiscated and disposed of by staff if they are brought to school.

Specialist Teachers

At Kulin D.H.S, we are fortunate to have dedicated teachers committed to improving the educational outcomes for our students. We have specialist teachers in the areas of;

- Visual Arts
- Performing Arts
- Digital Technology
- Languages
- Physical Education

Swimming Lessons

Students in Pre-primary to Year 6 participate in swimming lessons during Term Four. These lessons are mandated unless arrangements are made between parents/caregivers and the school.

Details in regards to these lessons will be disseminated prior to the commencement date.

Student Leaders

At Kulin District High School, we STRIVE to encourage our students to become young leaders. We work alongside our student leaders to help them understand that leadership is the process of motivating, inspiring and empowering others to achieve a common goal or organisational success.

Kulin District High School aims to recognise that there are various types of leaders within our school and that students should be given the opportunity to apply their leadership skills in a range of settings which are reflective of their own interests, talents and strengths.

The Student Council and Faction Captains are examples of student leadership within our school, along with other roles within our primary school.

Technology

Students in Years 6-10 are provided with a laptop to use during school hours. Laptops are allocated at the beginning of the year and all students are responsible for looking after and ensuring their laptops are charged ready for use.

Primary classes utilise iPads throughout their learning programs and have access to our ICT room which has desktops available for student use. Permission is required, for students to access the internet and third party services online.

Visitors to the School

All visitors to the school are required to sign in at the front office prior to entering the school grounds, with the exception of school drop off/pick up. If you're dropping/collecting your child after 8.55am or prior to 3.10pm please sign them in/out at the office.

Website

Our school website has all the up to date information including important dates, term planners, policies, newsletters and information. We encourage parents to visit the website for the most up to date information and to view the exciting things which have been happening at our school.

website: www.kulindhs.wa.edu.au