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PEOPLE YOU NEED TO KNOW

**Principal:**
Mr Brian Kennelly

**Student Bullying Co-ordinator:**
Mr Bruce Paine

**Head of Senior School:**
Mrs Bev West

**Year 7 Co-ordinator:**
Mr Matthew Smedley

**Chaplain:**
Mr Philip Worrad

**School Psychologist:**
Rebecca Anderson
COMMUNICATIONS AND INFORMATION

Being informed is being in control. Many questions are best answered in person which is why I am always happy for you to call me on 02 6392 0357 or email me at msmedley@kws.nsw.edu.au - email is best during the holidays or if you require a quick response to a more simple matter.

A wide range of information, especially information regarding whole school activities is sent out to parents in the form of letters and you will receive many of these.

Year 7 is a special time and to assist the Year 7 students a special publication called the **Year 7 Herald** is published fortnightly in Terms 1-3. This publication outlines the fortnightly running sheet and addresses matters of significance to Year 7 that may not appear in the **Daily or Family Bulletins**.

The school website contains a wealth of information and also has sections in which you will find the **Year 7 Herald** and the **Family Bulletin**. The web address is [http://www.kws.nsw.edu.au/](http://www.kws.nsw.edu.au/). The links to school publications are: [http://www.kws.nsw.edu.au/bulletinsnewsletters](http://www.kws.nsw.edu.au/bulletinsnewsletters). You can navigate easily to this page by clicking on the News and Publications tab.

The **Family Bulletin** is published weekly and is a highly comprehensive document that outlines all events and matters you need to know to ensure you are up to date with events at Kinross Wolaroi School.

**THE FIRST WEEK AT KINROSS WOLAROI SCHOOL**

To ensure the best possible start to Secondary School the first week is highly regimented and I am always close by to help the Year 7 students.

The first day sees the students accompanied by their Tutor, Teachers or Student Leaders at all times. Each stage of the day and week is clearly outlined to the students. They start each day with me in the locker area and then with their Tutors so they have ample time to ask questions and get prepared.

**IMPORTANT DATES**

**Week 1 A**

Due to photos, formal events such as the Principal’s Assembly and the busy nature of Week 1 it is advised that Year 7 keep their blazers in their locker so they don’t forget to bring them to school.

**Wednesday the 28th of January**

Year 7 undertake the New Student Program: The day begins in the Derek Pigot Auditorium at 8:50am. More information about the first day will be sent to you, it is a very carefully scaffolded day to ensure the students get optimum support.

**Saturday 31st January**

The first Try-Sports session begins at 9:30am - meet on the Basketball courts behind the Anderson Centre. Make sure you have a hat and water bottle. You must wear your House shirt, school sports shorts and lace-up sports shoes.
LEAVE AND ABSENCE

If a student is going to be away from school due to illness or another matter you must contact the school on the day of the absence. Call the front office in the morning on 02 6392 0300.

If you wish to request leave from school, for example to attend a family function, you must apply to Mrs Bev West the Head of Senior School. Mrs West can be reached at bwest@kws.nsw.edu.au. If possible please apply for leave as soon as you know the dates.

TUTOR HOUSES

The Kinross Wolaroi School has six Tutor Houses. They each have been named after a prominent person in the school’s history.

Tutor Houses play a very important role in the school’s Wellbeing system by way of support, personal development and personal care. Students are allocated a Tutor House and remain with this House for the duration of their time at Kinross Wolaroi School. This is called the student’s Tutor Group.

There are between 18 and 22 students of the same year in each Tutor Group. The Tutor Groups see each other every morning of the school year whether it is for a Tutor Group meeting, Tutor House meeting, Chapel, Assembly or Peer Support. The Tutor Group provides the opportunity for students to get to know each other early on in their time at Kinross Wolaroi School and they will no doubt make friends that they will keep for a long time to come.

The Tutor Group has a Tutor Teacher who assists the students with everything and anything – taking the roll, school notices, messages, etc. This person communicates with the Year 7 Coordinator (and after Term 3 the Head Tutor). Together, both teachers and students build Tutor House spirit for the competitions that occur throughout the school calendar year.

YEAR 7 TUTORS

Brown – Ms Sue-Ellen Young
Dean – Mr Geoff Hull
Douglas – Ms Toni Bilton
Gordon – Mr Peter Whiting
McLachlan – TBA
Richards – Ms Marnie Grogan
SCHOOL UNIFORM

If you are unsure about the dress code for any occasion check with your Tutor, the Year 7 Coordinator or the School Diary.

For GIRLS the School uniform comprises the school tunic, white blouse, blazer, school tie, regulation socks, black leather lace up shoes and the school jumper. Girls are reminded that the tam o’shanter (tam) is a compulsory part of the uniform and must be worn to all compulsory Church Services, on Anzac Day (whether spectating or marching) and at Speech Day. The only jewellery girls may wear are earrings; one plain gold or silver stud or sleeper in the lobe of each ear.

For BOYS the School uniform comprises grey trousers and navy jacket, white shirt, school tie, grey socks, black leather lace-up shoes and school jumper. A black belt with a modest buckle must be worn.

SPORTS UNIFORM for Year 7 students during Term 1 consists of the House shirt, school issue shorts, suitable white socks, a blue school hat and sneakers with laces. It is unacceptable for students to wear shoes without laces to sport. The school tracksuit should be worn in its entirety and the legs should be zipped up at all times.
USEFUL INFORMATION ABOUT KINROSS Wolaroi SCHOOL

ABSENTEE NOTES

It is important to notify the School of any absences, by phone (please phone the Front Office by 9.30am on the morning of the absence) in the first instance and in writing on your return to school.

WHEN YOU NEED YOUR BLAZER

During Terms 2 and 3 your coat/blazer must be worn to and from school, to chapel services and to school assemblies. You need not wear your blazer during Terms 1 and 4, however, it is necessary to wear your blazer to all compulsory school activities such as Church Services, Excursions or when representing your school.

CLOTHING POOL

Our School runs a very well equipped Clothing Pool offering a range of second hand quality items. The Clothing Pool is located in the Memorial Block. It is open Tuesday and Wednesday from 10.30am until 2pm.

CHANGE OF ADDRESS, PHONE NUMBERS AND/OR EMAIL

Please notify the school secretary at the Front Office of any change.

CADETS

In Term 3, Year 7 students complete a term with the KWS Cadet Unit every Wednesday afternoon. At the start of Term 4 all Year 7 students go on a short Cadet Camp called Bivoauc and participate in a wide range of different activities.

A more detailed description of what this camp involves will be sent out by Major Lyn Vernon prior to the camp.
CLASSWORK ACHIEVEMENT

Academic Effort points may be awarded to those students who have worked consistently to achieve, even if that achievement may not be at the top of the class.

Academic Achievement (Class Achievement) points may be awarded to those students who have achieved at a high level of success/achievement in class work which has been set. Performance is measured at the level of the class, and can therefore be awarded in any class.

Academic Excellence points are awarded for work which is truly excellent.

DAILY NOTICE/BULLETIN

The Daily Notice/Bulletin is e-mailed to the students daily.

This informs students of major activities and variations to the usual routine during the coming day. All notices that are important to you are posted on the notice boards. You must check these notices every day. If teachers need to see students throughout the day names will be listed along with information about excursions, meetings, clubs, play or music practice, inter-House competitions and any changes to sport arrangements.

DAILY TIMETABLE

Kinross Wolaroi uses a ten-day cycle with the weeks known as Week A and Week B.

School commences each day at 8.45am and concludes at 3.25pm. There are six 48 minute periods each day, which includes some written preparation (homework). There is a 15 minute recess at 10:50am and a 45 minute lunch break from 12.55pm to 1.40pm. Further information on times for each day will be sent out to you in January.

GENERAL BEHAVIOUR IN AND OUT OF THE CLASSROOM

Tutor points may be awarded to students who have been generally helpful, courteous and co-operative. Staff may award a Tutor point to any student, not just those they teach.

GYMNASIUM

KWS has a state of the art Recreation Centre, gymnasium and indoor heated pool. It is available for your use at various times including lunch, after school and on weekends. Exact times and rules for use of the Gymnasium will be given in the first week of school. All normal school rules apply in the Recreation Centre. You must wear non-marking sport shoes.
HEATH CENTRE

The Health Centre is located behind Trathen House from Allenby Rd, overlooking the main oval. Students may attend the Health Centre at recess or lunchtime. Students who need to attend the Health Centre during class must have their diary signed by their teacher before leaving the classroom.

KWS SHOP

The KWS Shop supplies uniforms, textbooks and stationery. The KWS Shop is open every day from 8:30am-2:30pm. All items in the Shop are sold at very competitive prices.

LATE AND EARLY LEAVERS

Students who are late for school must sign in at the Front Office so that the rolls can be altered appropriately. Students who must leave the school early or for part of the day for any reason must see the school secretary at the Front Office and they must have a note of explanation regarding their departure. They must sign in and out on the iPad on their departure and return.

LIBRARY – THE RESOURCE CENTRE OF THE SCHOOL

Students may use the Library before school, during recess and lunchtime, and after school for research, assignments or reading for enjoyment. You are responsible for the return of any books by the due date. Late books will warrant late fines. The Library provides photocopying and printing facilities, which incur a fee.

LOCKERS

Year 7 lockers will be issued to all students on the first day. The Year 7 locker area is located in the Science Block. Students must get their books and equipment out of lockers before school, at recess, lunch and at the end of the school day. IPads are to be locked in the locker in all non-class times.

MUSIC

KWS has a very extensive music program that Year 7 students can become involved in from the start of Term 1. Auditions for various ensembles (Brass, Strings, Stage Band, Concert Band and Orchestra) and choral groups will begin in Week 1.

KWS also has a comprehensive musical instrument tutoring program. Lessons are 30, 45 or 60 minutes in length and occur at an agreed time during the normal school timetable. There is a detailed description of instruments for tutoring and for hire from the Music Administrator: 6392 0347 or you can contact the Head of Performing Arts, Mrs Anneliese Alloway on 6392 0364.
OUT OF CLASS

Students must have their diary signed by their class teacher to be out of class for any reason.

REPORTS

A comprehensive report is mailed out at the end of Term 2 and Term 4 as well as a brief report at the end of Term 1. These are designed to communicate student progress in academic effort and achievement and are a useful guide as to how Year 7 students are settling into Secondary School.

SPORT

Year 7 will all be involved in ‘Year 7 Try-Sports’ during Term 1 and will train on Tuesday and Thursday afternoon 3:30-5pm and Saturday morning from 9:30am. If you are still playing competition sport with your ‘old’ team (e.g. Calare Cricket under 13’s) then you can continue to do this for Term 1. You must contact Mr Charlie Rowe, the Director of Co-curricular, for permission to do so.

On the rare occasions that sport is cancelled due to rain or other causes, students may go home or return to the Boarding Houses. As this outcome is not always predictable students may need to carry change for the phone or be prepared to wait in a covered area or in the Library until they can be collected at the normal time.

Always assume that sport will be on – always take the necessary equipment on the appropriate days.

If a student is unable to attend sport, a note must be presented to the coach of your sport before sport that day. If this is not possible due to unforeseen circumstances, then a note of explanation is required on your return to school.

You may apply for leave from Saturday sport (this applies to day and boarding students) but it will depend on the circumstances whether this can be granted. Do not assume you will get leave.

TRANSPORT

If you require a bus pass, see the school secretary in the Front Office. She will explain the requirements and provide you with an application form. The school secretary will also advise you about how you can organise train, plane or taxi travel. Remember you MUST have a bus pass (or pay your fare) to travel on a bus.
USING YOUR LOCK

One key area of concern is missing property or interference with a student’s possessions. With the new and exciting advent of iPads the lock must be used at all times. The loss of any item causes a huge amount of stress for the student who ends up missing an item. It is of great importance that students learn to master the lock they are issued at the start of the year and use it to secure their locker at all times as by doing this they can avoid a wide range of problems. You can provide your own lock if you wish provided Mr Smedley is given a spare key or a copy of the combination.

WEEKLY FAMILY NEWS BULLETIN

This bulletin is available on the school website under News and Publications. It is important to keep up to date on what is happening at school by reading the bulletin each week, the link is: http://www.kws.nsw.edu.au/bulletinsnewsletters

It comprehensively covers:

- Activities that involve the whole school family
- Messages to parents
- Coming events
- Tutor House points and Academic points
- Sports results
- Information on Careers courses and visiting speakers
- Special achievements of students and ex-students.
The aim of the Peer Support Program is to help Year 7 students settle into their new environment and to become good school citizens.

We strive to achieve this by:

- Improving the sense of community within the school
- Enhancing each student's self-awareness and self-esteem
- Providing situations that develop trust and empathy
- Creating a safe, caring and sharing environment
- Increasing awareness of individual responsibility
- Helping to make the transition to secondary school comfortable and less threatening
- Providing senior students with opportunities to develop leadership abilities.

Peer Support activities are designed to be great fun and to let your child get to know other Year 7 students at KWS. By having the Peer Support groups different from the Tutor group, students can make a wide range of friends. This helps make their time at KWS all the more enjoyable.

On the Year 7 Orientation day students will be allocated to a group of their 'peers' that is – other Year 7 students. This group will comprise students from a variety of backgrounds and schools. Year 11 students who have been trained as Peer Support Leaders lead the groups.

The Peer Support groups will meet on a regular basis every second Tuesday (Week B) in the Music Centre during the Assembly timeslot, for Terms 1 and 2. More information will be given at the beginning of term.
YEAR 7 HANDBOOK

CAMPS WEEK

The total cost of camps will be approximately $310.

Saturday 28th and Sunday 29th March

Boarder Buddy Weekend

Information about this event is sent out during Term 1. Please start looking for a suitable match, try to meet parents and encourage students to think of a match early in the term to make the process easier.

Monday 30th March to Thursday 2nd April

Year 7 Camp at Lake Burrendong Sport and Recreation Centre

Year 7 spend four days on camp with the aim of coming together as a Year group. Students will take part in many challenging and exciting activities and I know they will enjoy a terrific camp. Group activities and challenges aim to push the students to new levels of confidence and end the term on a positive note.

THE STUDENT DIARY

When it comes to keeping up with the busy Kinross Wolaroi School calendar, the best thing both Students and Parents can do is refer to the blue Student Diary each week.

You can write down messages for your child's Tutor, or questions you would like answered.

You can view their homework tasks (which must be written after each lesson in the section provided).

You can view rules and regulations in the Diary and often reading the Diary will answer questions you may have about the school's operations.

Help your child to plan by looking over the Term in advance and talking to them about when their assignment and assessment tasks are due.

Tutors look over the student diaries to ensure they are up to date and free from graffiti; if a Student Diary gets too damaged or messy it will need to be replaced. Given their cost, it is worth checking that your student cares for his or her Diary.
WHAT DO I DO IF...

I get lost at school?
Just ask any member of staff, your Peer Support Leaders or your House Leaders.

I am late for school?
You must call the front office and sign in when you arrive if you have missed Tutor. Call (02) 6392 0300.

I am sick and will be away from school?
Your parents or guardians must call the front office before school on (02) 6392 0300. If you will be away for more than one week contact your Tutor or Mr Smedley to have work sent home.

If you want to talk about a problem?
Don’t wait until a little problem becomes a big one! Talk to Mr Smedley, Ms Anderson, your Tutor or your Teacher.

Bullying is a serious matter and you should report it immediately to:
Mr Smedley, Call (02) 6392 0357 or email msmedley@kws.nsw.edu.au or
Ms Anderson, Call (02) 6392 0300 or email randerson@kws.nsw.edu.au.

If you require leave from the day school or exemption from a school activity?
You must seek leave from Mrs Bev West the Head of Senior School. Call (02) 6392 0302 or email bwest@kws.nsw.edu.au.

I need to know about sport?
Speak to Mr Smedley about Try-Sports during Term 1. After that talk to your coach or if you need additional help the Director of Sport, Mr Joe Priest. Call (02) 6392 0307 or email: jpriest@kws.nsw.edu.au.

I want to learn a musical instrument?
Speak to the Music Administrator. Call (02) 6392 0347.
If I wish to participate in a different sport or Co-Curricular activity?

You must gain permission from Mr Charlie Rowe, Director of Co-curricular. Call (02) 6392 0358 or email crowe@kws.nsw.edu.au.

I need to make an emergency phone call?

Ask to use the phone at the school’s front office or see Mr Smedley.

I have lost property?

See Mr Yeo, the General Duties Officer who is located next to the dining hall.

I need to contact the Year 7 Boarding Houses:

Boys:  Mr Jason Smith   02 6392 0370
Girls:  Mrs Debbie Orrock  02 6392 0395

The Student Diary has a wide range of other contact numbers and information if you need to contact other members of staff.

Feel free to call Mr Matthew Smedley on 02 6392 0357 at any time as I will be happy to put you in contact with the correct member of staff to help you with any queries you may have.
CYBER SAFETY TIPS

Using mobile phones, iPads and the internet are great ways to communicate and find information. It is important to make sure that they are used responsibly so that everyone can enjoy the benefits of using these devices and the internet.

Here are some tips that you can use to improve your level of cyber safety:

1. Use strong passwords on all your accounts (a mixture of numbers, uppercase letters, lowercase letters and symbols). This is to ensure your accounts are not “hacked” and personal information is not stolen, your social media reputation is not damaged or your monthly quota of internet is not stolen.

2. Don’t give out private information online or by a mobile device about yourself, your family, your friends or other people you know.

3. Think before you send a message or post a status. You send something over the internet, it is out there forever and even one nasty comment or inappropriate photo can land you in trouble later in life (such as when getting a job or the possibility of being criminally charged).

4. Do not post inappropriate or illegal content on the internet.

5. Check your social media privacy settings are on “Limited” or “Private”. This means that only your friends can see your profile and reduces your chances of being victimised or “stalked” over the internet.

6. Only accept friend requests of people you actually know.

7. Do not be a victim of spam. Be very careful when opening emails from people or companies that you don’t know. These emails can lead to viruses being put on your computer or private information being stolen.

8. Ask permission before uploading or tagging a friend on social media, they may not want that photo posted online. Also, tell your friends to ask you before they post a photo on social media, you need to be aware of the photos of you that are being posted online.

9. On social media, instant messaging, chat room, blogs or SMS, learn how to block a person. This may come in handy if someone is attempting to cyberbully you.

10. If you are being cyberbullied, tell someone such as a trusted friend, family member or the school. It is much easier to cope with these situations with someone supporting you. One of these contacts can also help put a stop to the bullying.

For a copy of the School ICT Acceptable use policy please see the school website:
IPAD TIPS

iPad Tip #1 - iCloud
Did you know that iCloud will back up all your work and settings when it is connected to WiFi and charging? This means if you damage your iPad we can retrieve the last backup with all of your work! Unfortunately the students who have damaged their iPad and haven’t had iCloud switched on have lost all of their work.

If you don’t have iCloud switched on or are unsure about it please come to the ICT Department and see either Mr Thomas or Mr Denholm for help

iPad Tip #2 – Charging your iPad
Make sure your iPad is charged before coming to school each day – having less than 25% battery is most likely not going to get you through a full day of work!

Also if you charge your iPad overnight and it’s connected to your home wireless then it will automatically back itself up to iCloud without you having to do anything!!

iPad Tip #3 – ICT Help
Remember that if you are having any problems with your iPad then you can come to the ICT Department and Mr Thomas or Mr Denholm can help you out.

iPad Tip #4 – iPad Central
We are pleased to announce that the LMS Space “iPad Central” is now open. It contains all news about the iPad program, iPad troubleshooting and help documents and other important information. You can access iPad Central by going through the LMS link on your iPad.

iPad Tip #5 – App Restrictions
Did you know that your iPad has app, movie, TV shows, music, podcast and iBookstore restrictions on it? The details for this can be found here on iPad Central.

iPad Tip #6 – The iPad is more than just for games
The iPad can be fun to play games on however it is very useful for many other things. So far you have been able to make music in Garageband, create movies in iMovie and create presentations in Keynote and Pages. As time passes you will learn more and more skills that will better equip you with using your iPad. Keep up the good work!!
iPad Tip #7 – Email Settings

We are still finding that some student email settings are incorrect. If your email isn’t able to send or receive please come and see Mr Thomas or Mr Denholm in the ICT Department.

iPad Tip #8 – iPad Settings

We are finding a large number of students that are now comfortable with using their iPads are going into settings and changing them either to see what they do or to try and fix a problem. This is creating a lot of unnecessary fixing that can cause disruption in the classroom. Please do not try to change settings that have been done by ICT (like your email) and instead come and see us.

iPad Tip #9 – Email Size Limit

If you are trying to send files that are larger than 14.3 Mb then it will fail and say you have exceeded the size limit. If this happens then you need to use Goodreader to get the file off your iPad. If you need help with this ask a fellow friend or come to the ICT Department and see Mr Thomas or Mr Denholm.