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I  A Message from the Head of Preparatory

Kinross Wolaroi Preparatory School has a fine tradition and a bright future in educating primary school boys and girls. From dedicated and professional staff to outstanding facilities and surroundings, the Prep School provides a traditional, all-round education using the best in modern innovation and resources.

The Parent Handbook provides essential information to help ensure the partnership and co-operation between School and home is the very best it can be. Please read through the Handbook carefully and note any information particularly relevant to you and your children. There may be additional information or changes to routines or programs during the year. These changes will be communicated to you through the Family Bulletin or by special letter.

I greatly value the trust you show in the School by placing your child in our care. Our community seeks to treat each girl and boy individually to the very best of our ability, from Pre-Prep through to the completion of secondary school. Your place as parents is foundational to the success of our endeavours and I look forward to all this year may hold.

Rob McLean
Head of Preparatory
2 Information for Parents

Kinross Wolaroi Preparatory School
59 - 67 Bathurst Road
Locked Bag No 4,
Orange NSW 2800
Phone: (02) 6392 0300
Preparatory School: (02) 6392 0316
Fax: (02) 6392 0318
Email: gkennewell@kws.nsw.edu.au

Senior Staff:
Principal: Mr Brian Kennelly
Head of Preparatory: Mr Rob McLean
Deputy Preparatory: Mr Tim May
K-2 Co-ordinator: Mrs Carolyn Key
3-6 Co-ordinator: Mr Mark Pritchard
Sports Co-ordinator: Mrs Louise Barrett
Assistant to the Head of Prep: Mrs Gail Kennewell
Learning Support: Mr Luke Bracks
Pre-Prep Director: Miss Ann-Margaret Gunther

Preparatory School Teaching Staff: Mr Romko Hordynsky, Mrs Narelle Davidson, Mr Mark Pritchard, Mrs Muriel Fatai (term 3 & 4), Mrs Lisa Pengilly, Mrs Rebecca Whiteley, Mrs Sue Houston, Mrs Alicia Holmes, Mrs Carolyn Key, Mrs Rebecca Essex, Mr Tim May, Mrs Annalie McRae, Mrs Lorraine Moxey, Mrs Louise Barrett, Mrs Gemma Seedsman, Miss Richelle Dwyer, Mrs Katie Sinclair, Mrs Lisa Savage, Mrs Hayley King, Mrs Juliet Petersen, Mrs Emma Charlton, Mrs Kate Edwards.

Library: Mrs Nicole Deans.

Pre Prep Staff: Miss Ann-Margaret Gunther, Mrs Gemma Leahy, Miss Belinda Ferguson, Mrs Lindsay Punch, Miss Anna Chandler.

Student Academic Services: Mr Luke Bracks, Miss Melinda Ostini.

Unitingcare Childrens Services - After School Care - Mrs Vickie Stewart.

Prep School Office Hours: Monday to Friday
8.30am to 5.00pm

Senior School Office Hours: Monday to Friday
8.30am to 5.00pm

School Hours: Monday to Friday
8.55am to 3.20pm
Prefects for 2015:

HEAD PREFECTS
Ziggy Jackson-Le Couteur        Elizabeth Kwa

PREFECTS
BOYS     GIRLS
Jonathan King-Christopher Brooke Barrett
William Rawson        Emma Choi
James Thompson        Phoebe Litchfield

HOUSE CAPTAINS 2015
Brown:        Max Bylsm and Bailie-Rose Miller
Douglas:      Jock Hazelton and Brooke Martin
Gordon:       George Cumming and Madeleine Srzich
McLachlan:    Callum Wald and Grace Birmili

Term Dates - 2015
Term 1:        Wednesday 28 January – Wednesday 1 April
                (Good Friday 3 April – Easter Monday 6 April)
Term 2:        Tuesday 21 April – Friday 19 June
Term 3:        Tuesday 14 July – Friday 18 September
Term 4:        Wednesday 7 October – Friday 4 December

The playground is unsupervised before 8.35 am and after 5.15 pm. Your children, for their safety and welfare, should not be in the playground while it is unsupervised.

IMPORTANT PHONE NUMBERS

OFFICE:        02 6392 0316
SPORTS LINE / WET WEATHER: 02 6392 0450
EXCURSION LINE: 02 6392 0456
AFTER SCHOOL CARE: 0427 290 761
email: vstewart@Unitingcarenswact.org.au
Special Events:

Throughout the year a number of special events are held.

• Grandparents’ day is Friday 6 November and Open Day is Saturday 7 November. All students are expected at both events.

• Prep School Performance Concert – Tuesday 9 June showcasing the talents of our students in music, dance and speech and drama. All students are involved. Dress is school uniform.

• Celebration Assembly – Friday 27 November at 10.00am. All children are required. School uniform is to be worn.

• Year 6 Farewell – hosted by Year 5 – Friday 27 November, 6.30pm at Duntryleague Dining Room (Orange Golf Club). All Year 5 and 6 students are required. Dress is smart casual.

• Speech Day – Saturday 5 December - K-11 Assembly to recognise students who have excelled throughout the year. Attendance is required for those receiving awards. Others are welcome. All students, prize winners and the audience are to wear full School uniform.

• KWS P&F Fair – Friday 6 March. An afternoon where family and friends spend time at school with a variety of activities, stalls and rides available. Dress is casual. Commences at 4.00 pm.
3 A Brief History of Kinross Wolaroi School

In 1886, on the corner of Byng and Sale Street, Orange, a small school known as Weymouth House was opened. It was privately owned by Mr T H Richards, who came to Orange from All Saints College, Bathurst, and was the sole teacher.

The school was an immediate success and a larger site was soon necessary. In 1893 Mr Richards purchased the Wolaroi mansion which had been built in 1884 by Mr JC McLachlan, an Orange solicitor, for his wife. At this stage the name was changed to Wolaroi Grammar School.

Although Wolaroi Grammar had connections with the Church of England, it was in fact a private business enterprise. In 1913 a Mr CR Campbell secured the property and became the third Headmaster. In 1925 he wished to dispose of the school and approached some of the local Methodist laymen. The Methodist Conference gave its permission for the purchase of Wolaroi provided the funds could be raised locally.

The Provisional Council changed the name to Wolaroi College and classes at this new Methodist school began on Monday 8th February, 1926. Wolaroi College continued to serve an obvious need in the community for almost another 50 years.

In the meantime the Presbyterian community realised that there was a great need in the Western Area for a school which would offer girls an education based on Christian principles. The result was the opening in 1928 of the Presbyterian Ladies College, Orange on a 43 acre property known as Campdale which had been owned by the Frost family.

PLC Orange had been open only 8 years when Miss Ina W Miller became Principal in 1936. During the next 33 years Miss Miller’s personality and determination dominated the school and set very high standards.
In 1973 both Wolaroi and PLC decided to become co-educational schools and PLC changed its name to The Kinross School. Wolaroi was in financial difficulties and the Methodist Church approached the Presbyterian Church with a view to Kinross assuming responsibility for Wolaroi. The Kinross School Council accepted this challenge and in 1975 Kinross Wolaroi School came into existence. With the creation of the Uniting Church in Australia in 1976 it was natural that the School should become a part of that Church.

After some initial difficulties Kinross Wolaroi flourished. Today it is very much stronger than the two schools combined have ever been in the past 140 years. Although firmly committed to co-education, Kinross Wolaroi is equally committed to single sex boarding using its two main campuses. Unashamedly, Kinross Wolaroi strives for excellence in all it attempts as well as for the development of a caring community and the fostering of a search for a personal faith.

4 Strategic Vision for Kinross Wolaroi School

Purpose:
Kinross Wolaroi School is a Uniting Church School fully supportive of the values, ethos and Christian approach of the Uniting Church. Our Strategic theme is using reflective practice leading to innovative teaching and engaged learning. This will be achieved through

• Best Practice Learning
• Reflective Professional Learning
• Well-being
• Community Focus
• Resourcing the Future

5 Educational Philosophy

Kinross Wolaroi School is a co-educational day and boarding school run under the auspices of the Uniting Church in Australia. The school caters for students from Pre-Preparatory to Year 12.

KWS prides itself on being a traditional school with a well-disciplined
student body, but one which at the same time keeps pace with modern trends in education.

The school unequivocally seeks excellence in all endeavours from its students but does not lose sight of the importance and value in developing the all-round student - academically, physically, emotionally, spiritually, socially and culturally.

Family life has always been valued at KWS. Seeing itself as a family school, the school upholds the importance of the family in the life of the school and endeavours to cultivate warm relationships based on trust and mutual respect amongst the students, the staff and the members of the school family.

The ultimate aim is for each individual to achieve to the best of his or her ability. In the Preparatory School years it is hoped to achieve these school aims in an environment which fosters a love and enjoyment of learning, a beginning to becoming lifelong learners.

6 Curriculum

a Academic Program

The academic program of the School is based on the Key Learning Areas of the NSW Board of Studies. Staff regularly evaluate syllabus documents and add to or change these based on the expectations set for students in each year or grade. The School spends significant time in planning and assessing the content, skills and values in each subject so as to best educate the boys and girls in the Prep.

The Board of Studies has identified six key learning areas for K - 6. They are:

English

This involves developing the skills needed to read widely with understanding and enjoyment, to spell accurately, to write grammatically in a variety of forms; to understand the function of language; to listen and communicate effectively in a variety of
situations; and to critically assess good literature. The Prep follows the language - arts program ‘Spalding - The Writing Road to Reading’ for much of the English Syllabus.

**Mathematics**
This involves learning the basics of number, space and measurement; developing, calculating, reasoning, predicting and verifying skills; and gaining foundations for future study of Mathematics.

**Science and Technology**
This involves learning skills of enquiry, investigation, designing and problem-solving; gaining knowledge and understanding about the natural and modified environments and people’s interaction with them; acquiring a knowledge of design processes; and understanding the interaction of technology and society.

**Human Society and Its Environment**
This involves developing investigation, communication and social skills; gaining knowledge and understanding about the history of Australia, its geography, social institutions and place in the world; developing a commitment to maintaining or improving the environment; exploring, comparing and appreciating religious and moral beliefs and values; and learning about other cultures and languages. Religious Education is included in this area.

**Creative Arts**
This involves developing technical competence and skills of designing and performing; learning appreciation and self-expression in the visual and practical arts, which include Music and Drama.

**Personal Development, Health and Physical Education**
This involves learning to develop an active, healthy lifestyle; developing skills of inter-personal relationships and positive values, attitudes and beliefs; and participating in regular physical activity.
Learning cannot be neatly boxed into one of these six learning areas. For instance, when a child is solving a problem in Mathematics, they might well be questioning, explaining, writing down procedures and observations and calculating results. Learning here crosses many subject areas. Teachers call this integration or learning across the curriculum. They value it greatly and plan for it to occur often.

**Language**

French will be taught in Year 6 for 2015. It is based on French speaking.

**Assessments**

Children from 3-6 are involved in a number of internal and external assessments throughout the year.

i **Competitions** – The School enters students in various competitions run by ICAS (international Competitions and Assessments for School). Competitions entered include: Maths, English (3-6) and Writing (4 and 6). These competitions will be completed by all Years 5 & 6 and selected students from Years 3 & 4.

Our students (Year 3 and 5) also complete the NAPLAN range of assessments.

Certificates are awarded in the following categories for ICAS:

- High Distinction – top 1% of state
- Distinction – next 10% of state
- Credit – next 20% of state

These competitions give us a school average compared to a state average of able students. Costs are approximately $8 per competition.

ii **Class Assessment** – Throughout the course of the year various assessment tasks are undertaken. These may be at the completion of a unit of work (e.g. Gold) and/or at the end of a
period of time. These small tasks form a cumulative mark along with end of semester tasks which is written on reports as a percentage in Maths and English for Years 3-6. The tasks are designed to ascertain the mastery of an outcome. On the report this is indicated by the terms: Exceptional, Proficient, Competent, Developing and Beginning.

iii NAPLAN – (National Assessment Program – Literacy and Numeracy)
States and Territories have previously conducted their own literacy and numeracy tests. These assessment programs have helped to support student learning and give schools information about the strengths and weaknesses in their teaching programs.

The National Assessment Program, conducted by the Ministerial Council for Education, Employment and Youth Affairs (MCEETYA), has gathered information from these different tests in order to monitor student progress over time. The data from these test results has given schools and systems the ability to compare their students' achievements against national standards and with student achievement in other States and Territories.

The assessment for Years 3 and 5 will take place from Tuesday 12 May to Thursday 14 May. These results are sent to parents and schools towards the end of August.

c Homework
It is the policy of this school that homework be set from K - 6. Homework is aimed at setting study habits for children that will help them progress through KWS and benefit them in later years after they have left the Preparatory School. Homework will be revision and/or consolidation of work done in the classroom or longer term project/assignment work related to class topics. It is expected that the learning of Spelling, Tables, and Reading will take place each night. Homework should be completed 4 nights per week.
**Suggested times are:**
Kindergarten 5 mins *(to begin at teacher’s discretion)*  
Years 1 & 2 10 mins  
Year 3 - 20 mins  
Year 4 - 20-25 minutes  
Year 5 - 30 mins  
Year 6 - 30-40 mins

**Supporting your child(ren)**

i  Encourage and help your son or daughter to view homework as an important aspect of learning and a compulsory part of the Prep.

ii  Be active in asking for information sent from school, such as homework sheets, and checking student bags where appropriate.

iii  Look for ways to enable a good routine for homework, such as:
    - a regular place to do homework
    - healthy food and drink after school to help brain function
    - a method of communicating routines for children such as a term planner, fridge notes
    - a safe and workable method of storing homework requirements such as pencils, dictionaries, paper
    - access to internet with appropriate adult supervision
    - access to word processing and printer where possible.

iv  Oversee the completion of homework. If the time allocation for the grade is an ongoing difficulty, then communication with the teacher is undertaken.

**Support for parents:**
Class teachers are available to assist parents with aspects of homework. Parents are welcome to make appointments with teachers to discuss relevant issues.
Extra-Curricular Activities
Students who learn a string or band instrument are welcome to join the Prep String Ensemble, Prep Band or Prep Training Band.

CO-CURRICULAR MUSIC ENSEMBLES 2015

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<th>Time</th>
<th>Room</th>
<th>Ensemble</th>
<th>Ensemble Director</th>
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<tr>
<td>Monday</td>
<td>7:45 - 8:45am</td>
<td>PT</td>
<td>Koristers</td>
<td>Mrs Edwards acc. Ms Nichols</td>
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<tr>
<td>Tuesday</td>
<td>7:45 – 8:45am</td>
<td>68</td>
<td>Intermediate String Ensemble</td>
<td>Mrs Moxey</td>
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<tr>
<td>Tuesday</td>
<td>8:00 – 8:45am</td>
<td>PT</td>
<td>Prep Dance</td>
<td>Miss Lindsay</td>
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<tr>
<td>Tuesday</td>
<td>7:45 – 8:45am</td>
<td>Prep Music Room</td>
<td>Junior Percussion Ensemble</td>
<td>Mrs Sinclair</td>
</tr>
<tr>
<td>Tuesday</td>
<td>7:45 – 8:45am</td>
<td>64</td>
<td>Grade 3 Musicianship</td>
<td>Ms Innes</td>
</tr>
<tr>
<td>Tuesday</td>
<td>3:30 - 4:30pm</td>
<td>Prep Music Room</td>
<td>Junior String Ensemble</td>
<td>Mrs Sinclair</td>
</tr>
<tr>
<td>Wednesday</td>
<td>7:45 - 8:45am</td>
<td>PT</td>
<td>Junior Concert Band</td>
<td>Mr Alloway</td>
</tr>
<tr>
<td>Wednesday</td>
<td>7:45 – 8:45am</td>
<td>64</td>
<td>Grade 2 Musicianship</td>
<td>Ms Innes</td>
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<tr>
<td>Wednesday</td>
<td>Lunchtime</td>
<td>Prep Music Room</td>
<td>Intermediate Chamber Strings Ensemble 2</td>
<td>Mrs Sinclair</td>
</tr>
<tr>
<td>Thursday</td>
<td>7:30 – 8:45am</td>
<td>PT</td>
<td>Intermediate Concert Band</td>
<td>Mrs McRae</td>
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<tr>
<td>Thursday</td>
<td>7:45am - 8:45am</td>
<td>64</td>
<td>Grade 4 Musicianship</td>
<td>Ms Innes</td>
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<tr>
<td>Thursday</td>
<td>Lunchtime</td>
<td>Prep Music Room</td>
<td>Junior Saxophone Ensemble</td>
<td>Mr Ismail</td>
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<tr>
<td>Friday</td>
<td>7:45am - 8:45am</td>
<td>64</td>
<td>Grade 1 Musicianship</td>
<td>Ms Innes</td>
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Lessons are available to students during the school day from specialist teachers in the areas of:
Music Tutoring
Speech & Drama Tutoring
and before or after school in the areas of:
Gymnastics Coaching
Please refer to the Brochure published by the School and available from the Prep Office.
Outdoor Education

Outdoor Education involves experiences in unfamiliar outdoor settings, which stimulate personal development and foster understanding between people. These experiences, whilst often challenging, seek to inspire confidence, self-reliance, teamwork, compassion, community service and care for the natural environment.

At Kinross Wolaroi School, students are given numerous opportunities to experience the many facets of outdoor education. The progression of experiences from the seemingly simplistic, to challenging and often complex tasks, provides students with the opportunity to:

- Obtain a feeling of self-worth, regardless of academic standing within the classroom.
- Safely acquire skills in a range of challenging outdoor pursuits which can become the basis for a lifetime of enjoyment.
- Develop skills which permit students to function more effectively in teams and guide various team members in achieving effective team leadership.
- Increase the awareness of a healthy lifestyle and its ongoing benefits.
- Appreciate the natural environment and allow them to explore it with confidence and respect.
- Socialise effectively whilst co-habitating under conditions in which mutual respect is necessary to ensure the welfare of all.
- Experience the consequences of making a decision, which often affects not only them but those around them.

Kinross Wolaroi offers a compulsory series of outdoor education programs from Kindergarten to Year 6. Within each program students are guided safely through a series of experiences, but ultimately face challenges by choice. Therefore students inevitably must make numerous decisions themselves, within the framework of a group activity. Encouragement is given to allow all students to meet with success.
Kinder - Day trips
Year 1 - Overnight at school
Year 2 - Overnight - PLC
Year 3 - Burrendong Sport & Recreation Centre 2 nights
Year 4 - Burrendong Sport & Recreation Centre - 3 nights
Year 5 - Yarramundi - 4 nights – including a day of lifesaving at a Sydney beach.
Year 6 - Port Hacking Anglican Youth Camp - 4 nights

**f Positive Award Schemes**
Schemes which support students’ efforts and achievements include:
- Class merit cards
- House awards
- Positive diary notes and teacher comments in books
- Stickers and stamps
- Regular verbal feedback
- End of Year awards at the Prep School Celebration Ceremony and Speech Day.

**7 Discipline**
Kinross Wolaroi aims to provide an environment in which learning and the development of character and personality can occur without the disruption of poor behaviour. We also aim to teach students what is acceptable and unacceptable behaviour in various situations.

The Prep School recognises the developmental changes through which children progress from Kindergarten onwards. The class teacher plays a vital role in establishing the aims of the School. However, parents are the foundation for teaching discipline and are expected to support the School in this regard.
Our Code of Conduct is:
Inside and outside the classroom Kinross Wolaroi School students are young ladies and gentlemen who are:

1 Neatly attired in their school uniform
2 Polite and well mannered.
3 Respectful of the rights of others in and out of the classroom.
4 Show a caring attitude towards each other.
5 Well spoken.
6 Honest and reliable.
7 Sensible and safety conscious.
8 Co-operative and responsible.
9 Respectful of their own and each other’s property.
10 Always appropriately behaved.

This code of conduct is prominent in all classrooms of the Prep School. Common sense is encouraged and anything contrary to the Code of Conduct is contrary to the rules of the school.

Pastoral Care
Class teachers are the primary carers in the Prep. Most matters of student care and welfare are dealt with through the class teacher.

Should a matter of concern arise outside the role of the teacher, those who could be involved may include the parents, Deputy of Preparatory, K - 2 Coordinator, 3-6 Coordinator, The School Psychologist, Chaplain or Head of the Preparatory. The School has established policies and procedures for bullying and child protection issues which contribute to the care and welfare of each boy and girl.
Student Leadership

There are many opportunities for students to gain leadership experience in the Prep. Being captain of a sporting team, a Kindergarten ‘Buddy’, having a particular task in the classroom, organising and leading assemblies and being elected Prefect or House Captain are some examples. The Prep School has established a Peer Support Program where our Year 6 children will be taught leadership skills and then use those skills with children from K-5. Different opportunities for leadership require different duties, however there are some key personal qualities that the School holds in high regard.

These qualities include:
• being a good role model to other students
• being well mannered, well-spoken and wearing the uniform with pride
• always being willing to assist others
• showing and earning respect.

Prefects and House Captains

Prefects and House Captains are elected at the end of each year from the current Year 5 students. They are elected by the students in Years 3 to 6 in a secret vote, and by staff in the same manner. The Head of Preparatory endorses the results of the elections. Prefects serve for the full year in a number of specific and general roles. They are chosen as being fully involved pupils who are role models to others at all times. They are a person any student would be proud to have represent them and the school. House Captains are chosen in the same manner as Prefects. Their roles are specific to sporting carnivals, fund raising and House spirit.
8 Sport

Sport is an important aspect of school life in the Prep. Children are introduced to team work, skills and opportunities for personal growth and self-discipline through the sporting program.

Children from Kindergarten to Year 2 are permitted to be involved in winter team sports should a team be available.

All children in Years 3 to 6 are required to play sport.

For terms 1 and 4 in the summer program sports training is each Monday and Wednesday from 3.30 – 5.00 pm except for cricket which is Wednesday only. There is no Saturday commitment except for cricket teams entered in the local competitions.

Winter sport training (Terms 2 and 3) is each Monday and Wednesday from 3.30 – 4.30 pm plus a Saturday commitment in the local competitions.

Sports offered to Prep students are determined by the Sports Coordinator in consultation with the Head of Preparatory. These sports are chosen dependent on suitable competitions being available, availability of coaches and student choice and numbers.

Sports offered (current arrangements)

Summer: K-2 – no summer sport teams offered
3-6 Depending on the year level sports include: Basketball, Cricket, and Modified sports, Touch Football, Athletics, Tennis and Swimming. More options are given to upper primary children.

Winter: K-2 – Mixed Football and Joeys Hockey (K-2), Yr 2 girls, Netta.
3-6 girls – Hockey or Netball (compulsory)
3-6 boys – Football (compulsory), Rugby (optional)

Games are played each Saturday in town competitions. School Swim Squad, team training in Athletics and Cross Country and Rugby are also part of Sport.
Representative Sport
The Prep School is part of a number of associations which provide opportunities in representative sport. HICES (Heads of Independent Co-educational Schools), IPSHA (Independent Primary School Heads Association) and WAS (Western Associated Schools) are part of the sports calendar in the Prep each year. Students of outstanding ability have the opportunity to represent at Association, State and National level in Swimming, Athletics and Cross Country as well as in a variety of team sports.

For students representing the school at HICES
The School policy requires that:

• ALL team members are required to travel with the team to the accommodation, to stay with the team overnight and travel with the team to the Carnival.
• ALL team members must stay until the completion of the Carnival.
• Individuals may return to Orange with their parents/guardians at the completion of the Carnival after reporting to the Team Manager.

Every effort must be made to adhere to the above.

CIS and higher representation
KWS Prep students are often selected as part of athletics, swimming, cross country or a team sport to represent CIS. The School may not always be able to provide transport and accommodation. Parents have the responsibility to organise their child to attend the event. The Sports Co-ordinator is available to discuss options.

Parents are expected to support the sports program by:

1. Ensuring all communications from the school are read eg. draws and venues in the Family Bulletin.
2. Ensuring the wearing of the correct school team uniform.
Arriving at venues and collecting from games at the correct time.

Informing the coach in writing at least 2 days in advance of a student missing a game (unless in the case of sudden illness).

Supporting the selection of their child in a representative team.

Being well mannered, cheerful spectators who encourage gracious victory and bravery in defeat in an atmosphere of friendly competition.

9 Communication
This is a vital part of the Preparatory School as it enables the effective partnership between School and home to function.

Formal methods include:

- Parent Handbook, Kindergarten Orientation Handbook, The Tower, Family Bulletin (weekly), The School Calendar, Term Planner, Class introduction letter, reports and special letters. E-mail and the School’s Intranet (www.kws.nsw.edu.au) are also utilised.

- The Family Bulletin is available on the school’s website each Wednesday.

- Parent Meetings, parent/teacher interviews, telephone, informal conversations.

Appointments can be arranged through the Prep Office. Parents should contact the class teacher first for any concerns or questions relating to student academic and pastoral care matters and make appointments with class teachers. The Head of Preparatory is available to meet with parents regarding any matter in the Prep School. Appointments should be made through Mrs Kennewell in the Prep Office.

It is beneficial to all that matters of concern are dealt with promptly. The School cannot help or advise unless a problem is
raised. While not every expectation may be met we are more than willing to work through relevant and important questions or issues to the benefit of the children in the Prep.

Reports
Written reports for all Preparatory School students are issued at the end of terms 1, 2 and 4. There are interviews at the end of Term 1, 2 and 3. An interview night is also held at the beginning of Term 1 where parents outline their expectations for their child and provide any information to the teacher to assist in their child’s education. A letter of explanation will accompany the first report of the year. Reports are one means of informing parents and recording information relating to a child’s progress. They are an important document and are primarily written for the parents of students. However, a more holistic view of the progress of a student can be gained through talking with the class teacher and other staff.

10 Policies and Procedures
a Accident & Illness
A child who requires any form of medical attention will be given first aid treatment by the resident Nursing Staff who will, when necessary, make contact with parents. Please note, however, that the school does not have facilities to care for children too ill to attend classes.

It is important for our medical records to be completely current. Parents are asked to take care when supplying information on medical cards and to advise the school of any changes to medical conditions of their child (an emergency contact must always be available). Children will not be treated by the School Nurses if the relevant forms have not been completed.
b  Immunisation
A copy of Immunisation Certificates need to be made available to the School. This certificate can be obtained by taking your proof of immunisation (ie. ‘Blue Book’) to your Doctor, the Local Council, the Medical Officer of Health of the Public Health Unit, or Community Health Staff. If you have reason not to immunise your child, you will be advised of any contagious diseases which will prevent your child attending School for the required period of time.

In addition to the regular childhood immunisation program the NSW Health Department and the National Health and Medical Research Department recommend that children should be vaccinated against Hepatitis B. Given that children attending KWS undertake compulsory sport, and in many cases travel and mix widely, the school supports this initiative and urges all parents to take every precaution to ensure that their children have a healthy lifestyle.

c  Allergies
Due to students’ allergies within the School we are a nut-free environment. The students who suffer these allergies are anaphylactic which means the reactions are extremely serious. We ask for your support in these matters. Some students are allergic to egg (raw), fish and Kiwi fruit but these are not banned within the Preparatory School but caution and education is undertaken.

Some infectious diseases of children

Chicken Pox
*Time from exposure to illness:* 2 to 3 weeks
*Symptoms:* Slight fever, runny nose, and a rash that begins as raised pink spots that blister and scab. Can be more severe in pregnant women and newborns.
*Do I need to keep my child at home?*
Yes, for 5 days after the rash first appears and until the blisters have all scabbed over.
*How can I help prevent spread?*
Immunisation is available for children over 12 months old. It is recommended for people over 12 years who are not immune.

Conjunctivitis
Time from exposure to illness: 1 - 3 days
Symptoms: The eye feels scratchy, is red and may water. Lids may stick together on waking.
Do I need to keep my child at home?
Yes, while there is discharge from the eye.
How can I help prevent spread?
Careful hand washing; avoid sharing towels. Antibiotics may be needed.

Gastroenteritis
Time from exposure to illness: Depends on the cause: several hours to several days.
Symptoms: A combination of frequent loose or watery stools, vomiting, fever, stomach cramps, headaches.
Do I need to keep my child at home?
Yes, at least for 24 hours after diarrhoea stops.
How can I help prevent spread?
Careful hand washing with soap and water after using the toilet or handling nappies and before touching food.

German Measles (Rubella)
Time from exposure to illness: 2 to 3 weeks
Symptoms: Often mild or no symptoms; mild fever, runny nose, swollen nodes, pink blotchy rash that lasts a short time. Can cause birth defects if pregnant women are infected.
Do I need to keep my child at home?
Yes, for at least 4 days after the rash appears.
How can I help prevent spread?
Immunisation (MMR) at 12 months and 4 years of age.

Glandular Fever
Time from exposure to illness: 4 to 6 weeks
Symptoms: Fever, headache, sore throat, tiredness, swollen nodes.
Do I need to keep my child at home?
No, unless sick.
How can I help prevent spread?
Careful hand washing, avoid sharing drinks, food and utensils and kissing.

Hand, Foot and Mouth Disease
Time from exposure to illness: 3 - 7 days
Symptoms: Mild illness, perhaps with a fever, blisters around the mouth, on the hands and feet, and perhaps the nappy area.
Do I need to keep my child at home?
Yes, until the blisters have dried.
How can I help prevent spread?
Careful hand washing especially after wiping noses, using the toilet and changing nappies.
Head lice
*Time from exposure to illness:* Usually 5-7 days
*Symptoms:* Itchy scalp, white specks stuck near the base of the hairs, lice may be found on the scalp.
*Do I need to keep my child at home?*
No, as long as head lice management has commenced and is ongoing.
*How can I help prevent spread?*
Family, friends and classroom contacts should be examined and managed if infested.

**Hepatitis A**
*Time from exposure to illness:* About 2 to 6 weeks
*Symptoms:* Often none in small children; sudden fever, loss of appetite, nausea, vomiting, jaundice (yellowing of skin and eyes), dark urine, pale stools.
*Do I need to keep my child at home?*
Yes, for 2 weeks after first symptoms or 1 week after onset of jaundice.
*How can I help prevent spread?*
Careful hand washing; close contacts may need to have an injection of immunoglobulin; immunisation recommended for some people.

**Impetigo (school sores)**
*Time from exposure to illness:* 1 to 3 days
*Symptoms:* Small red spots change into blisters that fill with pus and become crusted; usually on the face, hands or scalp.
*Do I need to keep my child at home?*
Yes, until treatment starts. Sores should be covered with a watertight dressing.
*How can I help prevent spread?*
Careful hand washing.

**Influenza**
*Time from exposure to illness:* 1 to 3 days
*Symptoms:* Sudden onset fever, runny nose, sore throat, cough, muscle and headaches.
*Do I need to keep my child at home?*
Yes, until they feel better.
*How can I help prevent spread?*
Immunisation is recommended for the elderly and people with chronic illnesses.

**Measles**
*Time from exposure to illness:* About 10 to 12 days until first symptoms, and 14 days until the rash develops.
*Symptoms:* Fever, tiredness, runny nose, cough and sore red eyes for a few days followed by a red blotchy rash that starts on the face and spreads down the body and lasts 4 to 7 days.
*Do I need to keep my child at home?*
Yes, for at least 4 days after the rash appears.
*How can I help prevent spread?*
Immunisation (MMR) at 12 months and 4 years. Contacts who are not immune should not attend school or work for 14 days.
Meningococcal Disease

*Time from exposure to illness:* 2 to 10 days

*Symptoms:* Sudden onset of fever and a combination of headache, neck stiffness, nausea, vomiting, drowsiness and rash.

*Do I need to keep my child at home?*
Seek medical help immediately. Patient will need hospital treatment.

*How can I help prevent spread?*
Avoid sharing drinks. Close contacts should see their doctor urgently if symptoms develop, and may need to have a special antibiotic.

Mumps

*Time from exposure to illness:* 14 to 25 days

*Symptoms:* Fever, swollen and tender glands around the jaw.

*Do I need to keep my child at home?*
Yes, for 9 days after onset of swelling.

*How can I help prevent spread?*
Immunisation (MMR) at 12 months and 4 years of age.

Ringworm

*Time from exposure to illness:* Varies (may be several days).

*Symptoms:* Small scaly patch on the skin surrounded by a pink ring.

*Do I need to keep my child at home?*
Yes, until the day after fungal treatment has begun.

*How can I help prevent spread?*
Careful hand washing.

Scabies

*Time from exposure to illness:* New infections: 2 to 6 weeks; reinfections: 1 to 4 day.

*Symptoms:* Itchy skin, worse at night. Worse around wrists, armpits, buttocks, groin and between fingers and toes.

*Do I need to keep my child at home?*
Yes, until the day after treatment has begun.

*How can I help prevent spread?*
Close contacts should be examined for infestation and treat if necessary. Wash linen, towels and clothing worn in the past 2 days in hot water and detergent.

Scarlet fever

*Time from exposure to illness:* 1 to 3 days

*Symptoms:* Sudden onset sore throat, high fever and vomiting, followed by a rash in 12 to 36 hours.

*Do I need to keep my child at home?*
Yes, until at least 24 hours of treatment has begun and the child is feeling better.

*How can I help prevent spread?*
Careful hand washing. Sick contacts should see their doctor.
**Slapped cheek** (Erytherma infectiosum, fifth disease, Parvovirus B19)

*Time from exposure to illness: 1 to 2 weeks*

*Symptoms:* Mild illness; fever, red cheeks, itchy lace-like rash and possibly cough, sore throat or runny nose. Can cause foetal disease in pregnant women.

*Do I need to keep my child at home?*

No, most infectious before the rash appears.

*How can I help prevent spread?*

Careful hand washing; avoid sharing drinks.

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**Whooping cough** (pertussis)

*What is pertussis?*

Pertussis is an infection of the throat that can cause bouts of coughing, and sometimes breathing difficulties and vomiting. It can be a very serious infection in small children. The illness can last for many weeks. It usually starts with a snuffle or a cold.

*What should people sick with pertussis do?*

If your child develops symptoms, please take your child to your local doctor as soon as possible. Your doctor can advise whether pertussis is likely and arrange for early treatment if needed. Treating people who have pertussis with antibiotics can stop the infection spreading but is more effective if started early.

To help prevent this infection spreading, people who have been diagnosed with pertussis should not attend School until they have completed the first 5 days of a course of the recommended antibiotics. If antibiotics cannot be taken then they must stay away for 3 weeks after onset of the cough.

*What are the symptoms?*

- Whooping cough usually begins like a cold with a blocked or runny nose, tiredness, mild fever and a cough.
- The cough gets worse and severe bouts of uncontrollable coughing can develop. Coughing bouts can be followed by vomiting, choking or taking a big gasping breath which causes a "whooping" sound. The cough can last for many weeks and can be worse at night.
- Some newborns may not cough at all but they can stop breathing and turn blue. Some babies have difficulties feeding and can choke or gag.
- Older children and adults may just have a cough that lasts for many weeks. They may not have the whoop.

*How is it spread?*

- Whooping cough is spread when an infectious person coughs bacteria into the air which can be inhaled by people nearby. If they are not treated early, people with whooping cough are infectious in the first three weeks of their illness.
- Whooping cough spreads easily through families, childcare centres and at school.

*How is it prevented?*

Whooping cough vaccines provide good protection from infection but immunity fades which means that boosters are needed.

*Immunisation for older children*

- A whooping cough booster is needed at 4 years of age.
• Check if your child has been vaccinated. Look at their Blue Book, speak to your GP or ring the Australian Childhood Immunisation Register on 1800 653 809.
• A second whooping cough booster is given in high school through the NSW School Immunisation Program.

Immunisation for adults
A booster for adults is recommended for:
• Both parents when they are planning a pregnancy, or just after the baby is born
• Other adult household members, grandparents and carers of infants under 12 months of age.
• Adults working with young children, especially health care and child care workers.
For a limited time, a free booster is available from GPs for new parents, grandparents and carers of babies under 12 months.

How is it treated?
• Some babies may need treatment in hospital or in intensive care.
• Antibiotics are used to treat whooping cough in the early stages and can help prevent spreading whooping cough to others. People who are not treated early with the right antibiotics can spread the infection in the first 3 weeks of their illness. After 5 days of antibiotics, you are normally no longer infectious.
• The cough often continues for many weeks, despite antibiotics.

What is the public health response?
Doctors and laboratories must confidentially notify cases of pertussis to the local Public Health Unit. Public Health Unit staff can advise on the best way to stop further spread.
Infectious children are restricted from going to pre-school and school. Unimmunised contacts may be excluded from child care unless they take the special antibiotics.

Worms
Time from exposure to illness: Several weeks.
Symptoms: Itchy bottom

Do I need to keep my child at home?
No.

How can I help prevent spread?
Careful hand washing. Whole household should be treated. Wash linen, towels and clothing worn in the past 2 days in hot water and detergent.

c Anti-Bullying Procedures
Bullying behaviours are about an imbalance of power where there is deliberate intent to cause harm or distress. It is not considered to be bullying if people of equal power have a difference of opinion. Bullying behaviours impact on the person being bullied, those doing the bullying and those looking on. Bullying incidents can be isolated or repeated.
It is not the same thing as conflict, violence or disagreement, although it may involve all of these. It is primarily a power imbalance which makes the ill-treatment of the target more possible.

Children react in different ways to being bullied. It may be a loss of appetite, not wanting to come to school, unexplained tears, headaches or stomach aches or signs like damaged clothing or missing items. Often the bullying has been occurring for some time before the child tells a parent, teacher or friend. It can have lasting mental health effects on a person.

Parents naturally would show concern if their son or daughter has been the target of bullying. Likewise, should a child be the perpetrator of bullying, parents would expect to be informed and work through ways to stop this behaviour. The School therefore seeks to work together with families in this important aspect of pastoral care.

At Kinross Wolaroi the approach to bullying has a consistent philosophy through the Preparatory and Secondary School. This includes the pre-emptive management and education of students, the procedures for reporting, investigating and resolving cases and the overall pastoral care philosophy of the School.

The ultimate aim of the Preparatory School is to provide a safe, supportive learning environment for all members of the school community where differences are embraced. The following procedures reflect this aim.

In the Preparatory School we have an Anti-Bullying Program called “Bounce Back”. It is a program from K-6 with a focus on teaching resilience.

Resilience is the ability to bounce back after encountering difficulties, negative events, hard times or adversity and to return to almost the same level of emotional well-being; that is, the capacity to maintain healthy and fulfilling life despite adversity.
This program has been written for the classroom and has a wealth of resources for teachers to use. There are ten classroom units at the appropriate year levels and curriculum outcomes. These are:

- Core values
- Elasticity
- People Bouncing Back
- Courage
- Looking on the bright side
- Emotions
- Relationships
- Humour
- Bullying
- Success


The “Bounce Back” program has the following acronym:

When things go wrong for you, or you get ‘knocked down’ by what happens in your life, remember that you can decide to BOUNCE BACK! And be yourself again.

**Bad** times don’t last. **Things** always get better. Stay optimistic.

**Other** people can help if you talk to them. Get a reality check.

**Unhelpful** thinking makes you feel more upset.

**Nobody** is perfect – not you and not others.

**Concentrate** on the positives (no matter how small) and use laughter.

**Everybody** experiences sadness, hurt, failure, rejection and setbacks sometimes. They are a normal part of life. Try not to personalize them.

**Blame** fairly – how much of what happened was because of you, how much was because of others and how much was because of bad luck or circumstances?
Accept the things you can’t change, but try to change what you can first. Catastrophising exaggerates your worries. Don’t believe the worst possible picture.

Keep things in perspective. It’s only one part of your life.

© Helen McGrath and Toni Noble, 2003. This page from Bounce Back!® may be photocopied for classroom use.

d Attendance and Absences

Any absence from school during normal hours because of illness or other reasons must be accounted for by parents. Please phone the school in the morning to let the teacher concerned know that your child will be absent for the day. A Late Arrival/Early Departure iPad must be used by a parent should their child be out of school or late for any reason. This book is located in the Prep Office.

Kinross Wolaroi School regards the family as a very important part of a child’s life and does not wish to interfere unnecessarily in important family activities. However, parents undoubtedly expect the school to run efficiently and so children are expected to attend school and associated activities.

Leave during the school term

The State Government has mandated new and much more stringent procedures for leave from school. All schools, state and independent, have to follow these procedures. These are in place now at KWS.

Parents must apply for leave with at least three weeks’ notice for all the required paperwork to be completed. Parents need to complete an Application for Exemption from Attendance at School form. This must be filled in and returned to the Prep office. This is then reviewed by the Principal, Mr Kennelly, and if it meets the guidelines, he will sign it and issue a Certificate of Exemption, together with a copy of the original application. These two documents must be retained by you, and we keep a copy of them here in your child’s file. If you are travelling overseas, the
documents should be carried with you, as you could be requested to show them at Customs.

While the school will assist in every possible way in meeting special needs in the case of prolonged illness, teachers will not be expected to provide work for children absent for travel or holiday purposes.

As far as possible, medical and dental appointments should be made out of normal school hours.

e  Enrolment
Enrolment in the School is through the Registrar and Enrolments Officer and is confirmed by the Principal of the School. As part of the enrolment process an interview with the Head of Preparatory, the student and his/her family will take place. All necessary documents, deposits and fees must be completed in accordance with the Enrolment Policy. This is stated in the documents sent to all parents upon an enquiry for enrolment.

f  Allocation of Students to Classes
The Preparatory School recognises the importance of a high standard in all aspects of education as expressed in the Aims of the School. As such, it seeks to best meet the needs of each student in its care.

The School also recognises and values the trust parents place in the professional judgement of the School and the importance of School and parents working together to meet the above.

Each year, class teachers are given responsibility for a particular class. Students both new and continuing are allocated to these classes.

It is important for parents to know and understand the means by which students are allocated to classes. The following guidelines are designed to ensure the Preparatory School functions to the very best in teaching, management and educational leadership.
Class sizes

- The School’s class sizes are as follows:
  - Kindergarten - 20
  - Years 1 and 2 - 22
  - Years 3 – 6 - 26
  - Composite - 20
Where there are 2 feasible classes per year they are parallel (not graded).

- Considerations to determine classes:
  i  the best possible learning environment
  ii  a balance where possible of boy and girl numbers
  iii  the most appropriate social combination
  iv  the emotional and pastoral care needs of students

- Where appropriate Years 3 to 6 students are graded for Maths each day. Vertically streamed classes in Years 3, 4 and 5, 6 cater for varying abilities in this subject.

Selection of staff

- All Staff are fully trained primary (K-6) teachers who enjoy the challenge and variety of teaching different grades over the years.

- The Head of Preparatory in consultation with the Principal determines the allocation of staff to particular classes.

- While a variety of teachers is seen to be important, there is no guarantee that a student will not have a particular teacher more than once in their time in the Prep School.

Involvement of Parents

- Parents are welcome to share with the school their views on the educational needs of their child(ren).

- In particular, helpful information on social needs and friendship issues is welcomed.

- No negotiation will be entered into on the allocation of students to a particular teacher.

- Students may be moved in classes at the discretion of the Head
Parents are welcome to offer to help in the classroom or on special occasions. This is a positive way in which links with the school and home can be strengthened.

**g Year 5-6 iPads**
The Kinross Wolaroi School network is provided for students to promote educational excellence. All Year 3-6 students are given full access to the network with an individual account, including full Internet access. Years 5 and 6 also have access to a one-to-one device in the form of an iPad. These facilities must be regarded as privileges with terms and responsibilities that need to be followed and upheld. These facilities may be withdrawn for misuse at any time.

All students in Years 3-6 are required to sign an ICT contract which clearly outlines the responsibilities for all students regarding the appropriate use of information technology within the school. The contract also underlines the possible consequences for inappropriate use.

The Year 5 and 6 students are required to sign an iPad Acceptable User Policy which outlines requirements specifically for the use of 1-1 devices within the school. This policy is co-signed by parents at the Information Evening at the beginning of the year.

Although the School has the ability to monitor network use at School and firm policies and procedures which also apply in the home environment, we are unable to monitor the use of iPads on home networks. It is advised that parents be vigilant in maintaining a safe user network in their home environment.

If issues with the use of iPads at home become a concern please contact your class teacher.

**h Mobile Phones**
Some parents, especially those who live out of town see a phone as
a necessity. Mobile phones are permitted to be brought to school by students in Years 3 to 6. However, at School they must remain in the student’s bags from arrival at school until 3.20 pm. Messages sent throughout the day by parents can then be activated.

Any student using their phone during school time without express permission of staff will have the phone confiscated for 24 hours. We ask for your support in this matter.

Mobile phones are not to be in the student’s possession for excursions. Again they will be confiscated for 24 hours or the duration of the excursion. If there is an emergency students can always be contacted though the organising teacher which is indicated on the excursion notes.

Mobile phones are an important form of communication but can also provide unnecessary anxiety and other issues if not used for the proper reasons. Therefore we again ask if you can be vigilant in monitoring the usage of your child’s phone. Please also be aware that we are not promoting the need to acquire a phone as we believe there are adequate forms of communication available to contact your child throughout the school day. Please be aware that your child is responsible for the safety and care of the phone.

11 Parent Involvement.
Productive parent/teacher partnerships are encouraged at Kinross Wolaroi Preparatory School. Today it is generally accepted that when parents are involved in their child’s school and express confidence in the staff and activities, their children are likely to be happier and perform better in the classroom. In this light young children see their parents and teachers sharing common beliefs, attitudes and goals.

The links that we have established with our parents have been found to result in:
• greater understanding by parents of their children’s schooling
• greater understanding by the teachers of the children and their needs,
• better communication between home and school,
• fewer crises and misunderstandings,
• higher pupil morale and confidence, and
• more goodwill and mutual esteem between parents and teachers.

Information sessions are offered prior to parents assisting teachers. Some activities that parents have helped with are:
• listening to children read
• reading with children in small groups
• craft activities
• sport coaching
• assistance in musicals and dramas
• excursion support

**Parents and Friends Association**
You are most welcome and indeed encouraged to be part of the Parents and Friends Association. Meetings are held in week 3 & 7 of each term on Wednesday evenings.

**Naming of Clothing and Equipment**
It is imperative that all clothing, lunch boxes, drink bottles and other equipment are named. If they are misplaced they can then be easily be returned.

**12 Canteen**
**KWS P&F Canteen**
An ordering and payment system for our Canteen currently operates in the Prep School. The ordering system “Flexischools Online Ordering” will allow parents to place orders and pay for them online, from home or work, before 10.00 am each morning. Orders can be placed each day, for the week or even for the entire term in advance,
and payments made via a secure system using credit or debit cards.

Flexischools provide a 24 hour, 7 days a week Helpdesk which you can contact via a 1300 361 769 or via their website should you have any difficulties using the system. There will also be support available at school.

Children using the Flexischools system will no longer need to bring a paper bag to school. Once their order has been placed online, a 25 cent fee is added to each order to cover the cost of the bag, printed labels and the administration of the online system. The process for children collecting their lunch will not change, so children will not have to learn any new procedures for receiving their meals.

**Steps involved in ordering**

- Click Register Now and enter your email
- You are emailed a link to the online form.
- Choose your own username and password and enter your contact details
- For each child, click “Add a student” and follow the prompts to place an order
- You will be required to top-up your pre-paid account. Visa or MasterCard preferred
## Uniform

### KWS PREPARATORY SCHOOL UNIFORM

#### KINDERGARTEN – YEAR 6

<table>
<thead>
<tr>
<th>BOY</th>
<th>GIRLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Grey Blazer with Embroidered Crest</td>
<td>2 Prep School A-Line Dress (summer)</td>
</tr>
<tr>
<td>2 Grey Shorts</td>
<td>1 Green School Jumper</td>
</tr>
<tr>
<td>3 White Long Sleeve Shirts</td>
<td>1 Black Watch Tartan Tunic (winter)</td>
</tr>
<tr>
<td>1 Green School Jumper</td>
<td>1 Navy School Blazer with Embroidered Crest</td>
</tr>
<tr>
<td>1 School Tartan Tie</td>
<td></td>
</tr>
<tr>
<td>3 Regulation Grey long socks</td>
<td>1 Tam-O-Shanter (winter)</td>
</tr>
<tr>
<td>1 Black lace-up leather shoes</td>
<td>3 White Long Sleeve Blouses (winter)</td>
</tr>
<tr>
<td>1 School Badge</td>
<td>3 Regulation Green long socks (winter)</td>
</tr>
<tr>
<td>1 KWS Backpack</td>
<td>3 Regulation White Ankle Socks (summer)</td>
</tr>
<tr>
<td>1 School Bucket Hat</td>
<td>1 School Badge</td>
</tr>
<tr>
<td>1 Bag Tag of House Colour</td>
<td>1 School Green Tie (winter)</td>
</tr>
<tr>
<td>1 Navy Gloves (optional)</td>
<td>1 KWS Backpack</td>
</tr>
<tr>
<td>1 Anorak (optional)</td>
<td>1 Bag Tag of House Colour</td>
</tr>
<tr>
<td></td>
<td>1 Hair Ribbons (Black Watch Tartan or Navy)</td>
</tr>
<tr>
<td></td>
<td>1 Black lace-up leather shoes</td>
</tr>
<tr>
<td></td>
<td>1 KWS Straw Hat</td>
</tr>
<tr>
<td></td>
<td>1 Anorak (optional)</td>
</tr>
<tr>
<td></td>
<td>Navy Gloves (optional)</td>
</tr>
<tr>
<td></td>
<td>please note dress length is to worn at the top of the kneecap.</td>
</tr>
</tbody>
</table>

### SPORTS UNIFORM PREP BOY

| 1 House Polo                                                       | 1 House Polo                                                         |
| 2 KWS Sport Socks                                                 | 1 KWS Sport Shorts                                                  |
| 1 KWS Sport Shorts                                                 | 1 Sport Shoes                                                       |
| 1 Sport Shoes                                                     | 1 KWS Tracksuit                                                     |
| 1 KWS Tracksuit                                                   | 1 KWS Swimming Costume                                              |
| 1 KWS Swimming Costume                                            | 1 KWS Sports Bag                                                    |
| 1 KWS Sports Bag                                                  | 2 KWS Sport Socks                                                  |
| 1 Bag Tag of House Colour                                          | 1 Bag Tag of House colour                                           |
| 1 KWS Sport Cap or Bucket Hat                                     | 1 KWS Sport Cap or Bucket Hat                                       |

### SPORTS UNIFORM PREP GIRL

| 1 House Polo                                                       | 1 House Polo                                                         |
| 1 KWS Sport Shorts                                                 | 1 KWS Sport Shorts                                                  |
| 1 Sport Shoes                                                     | 1 Sport Shoes                                                       |
| 1 KWS Tracksuit                                                   | 1 KWS Tracksuit                                                     |
| 1 KWS Swimming Costume                                            | 1 KWS Swimming Costume                                              |
| 1 KWS Sports Bag                                                  | 1 KWS Sports Bag                                                    |
| 2 KWS Sport Socks                                                 | 2 KWS Sport Socks                                                  |
| 1 Bag Tag of House Colour                                          | 1 Bag Tag of House colour                                           |
| 1 KWS Sport Cap or Bucket Hat                                     | 1 KWS Sport Cap or Bucket Hat                                       |

### Other Sports

The sports uniform for other sport varies according to the sport. 

*The highest standard of dress & turnout is required for all sport.*

Other items of sportswear which are available from The KWS Shop include:

- Football Jumpers
- Cricket Shirts
- Whistles
- Football Socks
- Athletics Singlets
- Hockey Socks
- Cricket Shorts
- Gym & Bike Pants
- Mouth Guards
- Cricket Pants
- Hockey Top and Skirt
- Netball Top and Skirt
Sports uniform can be worn home after sport or on PE days. During terms 1 and 4 the tracksuit top **must** be worn to school. During terms 2 and 3 **full** tracksuit must be worn to school. After sport the uniform must be neat and tidy. Tracksuit and/or top wearing will depend on the weather.

**Items of clothing that should NOT be worn as uniform**
- Coloured or striped football jumpers
- Incorrect tracksuit pants
- Anklet socks (socks must be above ankle)
- Colours on shirts, socks etc. for cricket.
- "Trendy" long white shorts for cricket.
- Coloured hats or baseball caps of any description.
- Shoe laces in colours other than black (for black shoes) or white for white shoes.

**Summer Hat**
**Summer hats must be worn at all times when the children are outside during the year.** Any child without a hat must remain in the designated area during both break and sports times. Baseball style caps with the KWS name may be only on days where the school tracksuit is worn.

**Sunscreen**
It is recommended that children wear sunscreen during their outdoor sporting activities. Sunscreen will be available during terms 1 and 4.

**Hairstyle & Jewellery**
The following policies are consistent for the whole school K - 12.

**Hairstyle:**
Girls: Provided a girl’s hair is kept clean, neat and tidy, there is no restriction on its length. However, when wearing the School Uniform, (including sports uniform) girls whose hair reaches to the middle of the collar must have their hair tied in a regulation ribbon. **Regulation ribbons are black watch tartan, navy blue or**
black watch green only.

Boys: For boys in all years their hair must be off the collar and kept neat and tidy. Hair must not cover the ears.

**Haircuts:**
Fancy, unusual or unorthodox haircuts are not permitted. Boys or girls who have hair tinted in the holidays must have their hair returned to normal before the start of school.

**Jewellery:**
Except for medical necklaces, all other rings, chains, bracelets, necklaces are not permitted. Girls with pierced ears may wear plain studs (not jewelled) 3mm in diameter or a plain sleeper (one per ear). Signet rings are not to be worn (a K - 12 policy)

14 Road Safety
The safety and welfare of students, staff and family members is of high importance at Kinross Wolaroi School. Accidents are the highest cause of death and injury in primary aged children, with road accidents a significant factor.

It is therefore in the best interests of all who are associated with the Preparatory School that:

- Staff and School leadership maintain the appropriate duty of care for all students enrolled in the Prep (including Pre-Prep).
- Parents and other community members cooperate with all requirements in road safety, collection and delivery, and traffic flow.

**Allenby Road**
- Bus arrivals and departures only. (Teacher supervised departure)
- No collection of students from Weymouth House gates at any time from 3.20pm to after sport. Collection point is in Prep
Courtyard and Prep drop off/pick up zone. Please park and walk in to the Prep School.

Cox Avenue (Prep) Car Park

- Observe traffic signs.
- Park in designated areas only (near the Pre-Prep and pool entrance).
- Park and walk to Prep undercover collection area or Courtyard for collection.
- Exercise great care when reversing etc.
- **Always** escort children by hand across any part of the road or car park.
- Exit from second Cox Ave gates only.

Cox Avenue (Prep) Drop-off and Collection Zone

- **Drop off and pick up to be done immediately - no parking and leaving vehicles unattended. Pull away carefully.**
- **Do not double Park.**
- Make arrangements for collection of child(ren) at the end of school to meet the teacher on duty (3.20pm - 3.40pm) at the end of the pick-up zone.
- **DO NOT leave vehicle unattended and walk in to school.** This zone is for smooth flowing arrival and departure. Use the Prep car park spaces should you wish to leave your car.
- Please follow the directions of the teacher-on-duty. They are there to ensure the safety of **all the children.**

Other Parking within School

1. Please park and walk to meet children in the Prep grounds.
2. Should Prep children have siblings in secondary, and arrivals/departures are together, well drilled and safety conscious arrangements should be made based on the maturity and age of children involved.
**Buses**

1. All Prep children arriving on buses must obey regulations and safety procedures as set out by the bus companies.
2. All Prep children must wait for and be supervised by the teacher on duty for afternoon departures.
3. Children wait at the Allenby Rd gate and are sent to their respective bus by the teacher on duty.

**General**

1. **Patience!** It is not worth rushing when the lives of children are concerned.
2. **Cooperation!** Please assist the staff in carrying out their roles.
3. **Vigilance!** Be alert for any child unattended. Children (and adults) can be very impulsive.

**15 Tutor Houses**

All children are assigned to a Tutor House when they begin at Kinross Wolaroi School. The Houses in the Preparatory School are:

- Brown - Red
- Gordon - Yellow
- Douglas - Green
- McLachlan - Blue

House competition is fun, but intense, with points being awarded not only at major sports carnivals, but for class work, House certificates and school activities as well.

**16 KWS Shop and Clothing Pool**

**KWS Shop**

The School has its own uniform, stationery and textbook shop which is open each day from 8.30am until 2.30pm. Items specific to the school uniform can be purchased only at the KWS Shop or from the Clothing Pool.
**Clothing Pool**
The Clothing Pool, which stocks second hand uniform items is open each Tuesday and Wednesday 10.30 am until 2.00 pm. KWS operates a Clothing Pool to enable all families to recycle their current school uniforms and the opportunity for everyone to purchase good used clothing at a reduced price. School children can purchase items from the Clothing Pool with a signature and items will be charged to your school account.

Only clothing purchased from the KWS Shop can be sold at the clothing pool. (No socks or bike pants). School bags and backpacks in good condition can also be sold. Any clothing left dirty, torn, too far gone or not KWS shop clothing will be rejected and given to charity. Clothing must be presented clean and in good condition. Clothing will be priced according to its condition at a saleable price.

When sold the money will be credited to your child’s account or a cheque posted if there are no children in the family currently left at the school. The clothing pool retains a commission for the sale of your uniforms. Donations of school uniforms are also very welcome and proceeds continue to aid the development and beauty of our school. Clothing can be dropped at the main office in a bag with your child’s name and year clearly marked on or inside the bag.

**17 After School Care**
The After School Care Service is operated by Uniting Care Services and is in operation each school day afternoon from 3:20pm - 6:00pm in room 46 (see map on back page).

You must be registered in order to use the service with full details and costings available at [www.unitingcarechildrensservices.org.au](http://www.unitingcarechildrensservices.org.au) or ring 0427 290 761. All matters involving After School Care are to be directed to Uniting Care Services.

**18 Assemblies / Chapels**
Assemblies of children and staff are an important part of life in the Preparatory School. A full Preparatory School Assembly is held
each week in the Derek Pigot Auditorium commencing at 12.05 pm. Each class will run the assembly and the Term planner will indicate the timetabling. The whole Prep School also participates in a weekly Chapel service. Parents are welcome to attend Assembly.

19 Pre-Prep
Kinross Wolaroi School operates a Pre-Prep class for children in their final year before formal schooling as a preparation for Kindergarten. Parents have the option of enrolling their children from 2 to 5 days per week. The class runs from 9.00am until 3.00pm and After School Care is available until 5.15pm each day for those who require it. Enrolment forms for Pre-Prep can be obtained by contacting the Prep School Office on ph. 63 920316. Parents are advised to enrol their children early as the Pre-Prep class has waiting lists for positions.

20 Accounts
School Fees are charged three times per year at the start of Terms 1, 2, and 3. No fees are charged at the start of Term 4 except for new enrolments. The Accounts Office is open between 8.30 am and 4.30 pm each day and any queries regarding fees should be directed to the Accounts Office by phoning 6392 0312.

21 Conclusion
2015 will be a very exciting and challenging year in the Preparatory School.

In the Preparatory School our aim is to provide opportunities, challenges and friendships so that each child can enjoy learning and make a contribution to our society. However there will always be times when difficulties arise. Please come and discuss any matters with the person concerned. As mentioned previously working together will benefit your child’s learning and happiness.

May we all enjoy the activities that lie ahead.
Regards - Kinross Wolaroi Preparatory Staff
Map of the Preparatory School