



KINROSS WOLAROI  
SCHOOL



# 2023

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## SENIOR SCHOOL HANDBOOK









## WELCOME FROM THE PRINCIPAL

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Welcome to Kinross Wolaroi School for 2023.

Kinross Wolaroi has a 130-year history as a respected country day and boarding school that pursues academic excellence and breadth of opportunity for its students, it is a place where education is deliberately structured to develop the whole person.

I believe a great education is about so much more than purely academic results. Though they are important, our aim is to enable students to be well-rounded and engaged citizens who will become the very best version of themselves. We passionately believe that enjoyment of learning and the wellbeing of our students must lie at the heart of what we do. This is one reason why we have such an excellent reputation for our diverse and engaging co-curricular program, which is a significant thread in the rich fabric of our school.

Students who learn to think for themselves and develop a spirit of independence will have the skills to thrive in our rapidly changing world. Your child will encounter

challenges, choices and opportunities at Kinross Wolaroi that are designed to help them discover their abilities and passions. Here they will develop self-confidence, resilience, social skills and character that can contribute so much to success in later life.

Kinross Wolaroi School is a place where students are at the centre of everything we do. We aim to develop young men and women of character in an environment where they are able to gain a sense of self through exploration and challenge. Through strong support for their academic development and encouragement to extend themselves physically and socially, we aspire to develop every student's resilience and passion for life and learning.

I hope you find this guide useful as you navigate school life during 2023.

**Dr Andrew Parry**  
Principal



## WELCOME FROM THE HEAD OF SENIOR SCHOOL

I would like to extend a very warm welcome to you as you join our Senior School in 2023. You are joining a community with a commitment to excellence in education and to providing a caring and secure environment that embraces trust and respect.

This is a remarkable school. For students who are highly academic through to those who love a more 'hands on' approach to learning, there are many great ways to engage and be challenged. Whether a student's passion is sport, performing arts, sustainability, or outdoor adventure, there are endless opportunities to develop expertise and enjoy amazing experiences.

The key is to participate wholeheartedly in school life. It has been proven that students who are involved in a broad range of activities find school more enjoyable, develop better connections with their peers and teachers, and ultimately achieve better academically. I strongly encourage our new students to try everything they can and to say 'yes' to every opportunity.

The path through adolescence to young adulthood is not always smooth. At Kinross Wolaroi we work tirelessly to assist our newest students to develop the resilience to bounce back from setbacks, to learn from experience and become stronger and smarter as they progress through the school. It is this quality of 'grit' that we also want them to apply to their learning; to know that it is

alright to make a mistake, it is alright not to be perfect. It is your personal trajectory that matters – to keep trying, and to keep finding new ways to succeed and achieve personal bests.

A child's experience of school is always best if a tripartite partnership can be developed between the student, the school and home, and this is what we strive to achieve at Kinross Wolaroi. Parents are provided with many opportunities to connect with teachers, to be informed about adolescence and its challenges, to be a part of their child's learning journey. Communication is vital when issues arise, so do not hesitate to speak with your child's Mentor, Head Mentor or other key staff when necessary: we are here to help and not hinder.

We want the young adults who leave our School to be articulate, to be able to make and keep friends, to be self-aware, critical thinkers and to have a strong moral compass. We want them to flourish as individuals, live meaningful lives and make a positive contribution to society. Our role is to prepare our students for the tests of life rather than a life of tests.

I look forward to working with you in the coming years to achieve this goal.

**Mr Trent Chapman**  
**Head of Senior School**

# OUR MISSION, VISION & VALUES

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## MISSION

As a school of the Uniting Church in Australia, we exist to provide a challenging and holistic education that equips our students to live meaningful lives and make a positive contribution to society.

## VISION

Our vision is to pursue educational excellence that is focused on the needs of our regional students in a rapidly changing world. We will achieve this by creating a dynamic community implementing innovative practices to develop independent and adaptable learners.

## VALUES



### COURAGE

Through strength of character and determination, we have the courage to accept new challenges and explore new paths as we actively embrace and initiate change. We have the courage to stand up for what is right and to demonstrate personal leadership when challenged.



### RESILIENCE

As a learning community we acknowledge the challenges we will encounter as we strive to make a purposeful contribution to the world. Skills of self-management and responsibility and a breadth of knowledge provide the confidence necessary to overcome adversity.



### INCLUSIVENESS

We recognise that the world is a rich and diverse place. With a collaborative spirit and a daily commitment to compassionate and considerate behaviour, we celebrate diversity in all its forms and commit to creating a school that is safe and welcoming for all.



### RESPECT

We demonstrate respect for others irrespective of difference and show consideration for ourselves and for one another. We strive to understand the needs and expectations of others and by our actions seek to meet them. We are a community that values and respects effort, achievement and a love of learning.



### COMMITMENT

We are committed to making a positive contribution to our school and to others. This requires a spirit of service and a willingness to accept challenges we may not otherwise consider and the persistence to see those challenges through. We take responsibility for our actions, we seek out ways to contribute and we keep our promises.





# THE SENIOR MANAGEMENT TEAM



**Dr Andrew Parry**  
Principal



**Mr Trent Chapman**  
Head of Senior School



**Heidi Anthony**  
Head of Teaching and Learning



**Mrs Lucy Collett**  
Director of Studies



**Olivia Kite**  
Head of Student Wellbeing



**Mr Trevor Delbridge**  
Business Manager



**Mr Joe Priest**  
Director of Sport & Co-curricular



**Mrs Hannah Whittemore**  
Head of Girls Boarding



**Ms Jennifer Divall**  
Head of Marketing & Communications



**Mr Matt Byrne**  
Head of Boys Boarding



**Rev. Dr Rosalie Clarke**  
Chaplain



**Mrs Sue-Ann Gavin**  
Director of International & Regional  
Engagement

# 2023 TERM DATES

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## TERM 1

Monday 30 January - Boarders return

**Tuesday 31 January - First day Term 1**

**Wednesday 5 April - Last day of Term 1**

Thursday 6 April Boarders travel day / Pupil free day

7 April Good Friday

10 April Easter Monday

Tuesday 25 April ANZAC Day

## TERM 2

Wednesday 26 April - Boarders return

**Wednesday 27 April - First Day Term 2**

Friday 9 June Boarders travel day / Pupil free day

Monday 12 June King's Birthday Holiday

**Thursday 22 June - Last Day Term 2**

Friday 23 June Boarders travel day/Pupil free day

## TERM 3

Monday 17 July - Boarders return

**Tuesday 18 July - First day of Term 3**

Thursday 21 September - Year 12 Graduation Day

**Thursday 21 September - Last day of Term 3**

Friday 22 September - Boarders travel day

## TERM 4

Monday 9 October - Boarders return

**Tuesday 10 October - First day of Term 4**

Thursday 7 December- Speech Day

**Thursday 7 December- Last day of Term 4**

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# SCHOOL TIMETABLE

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Monday, Tuesday, Thursday and Friday			
Period	Start	Finish	Length
Period 1	8:45	9:40	55
Period 2	9:40	10:30	50
Recess	10:30	10:50	20
Period 3	10:50	11:45	55
Period 4	11:45	12:35	50
Lunch 1	12:35	12:55	20
Lunch 2	12:55	13:20	25
Wellbeing	13:20	13:40	20
Period 5	13:40	14:35	50
Period 6	14:35	15:25	50

Assembly/Chapel Day - Wednesday			
Period	Start	Finish	Length
Wellbeing	8:45	9:25	40
Period 1	9:25	10:15	50
Period 2	10:15	11:05	50
Recess	11:05	11:25	20
Period 3	11:25	12:15	50
Period 4	12:15	13:05	50
Lunch 1	13:05	13:25	20
Lunch 2	13:25	13:45	20
Period 5	13:45	14:35	50
Period 6	14:35	15:25	50







# SENIOR SCHOOL GUIDELINES & POLICIES

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# ABSENCE FROM SCHOOL

## Late arrivals

All pupils are required to attend school punctually. If students are late to school they must report to Main Reception and receive a late note. This must then be presented to their teacher when they arrive at class.

## Absences

Absences from school are to be reported to Main Reception on the day of the absence by 9am. Parents are encouraged to email this notification using [reception@kws.nsw.edu.au](mailto:reception@kws.nsw.edu.au) or phone Main Reception on 02 6392 0300. Please be sure to include your child's name, House and Year, and reason for absence in your email or voice message. The Reception team will then contact your child's Head of House to inform them of the absence. If any assessment is missed through illness, a medical certificate must be provided.

Leave for pupils (day and boarding) for external appointments, family commitments and other leave for up to two days during school hours can be obtained from Main Reception. Parents must advise Main Reception by phone or email 48 hours before the requested leave. All pupils must sign out at Main Reception. Parents and pupils must be aware of assessments prior to making external appointments.

Applications for leave from the School for more than two consecutive days during term time must be made in writing to the Head of Senior School's (HOSS) PA, [hossipa@kws.nsw.edu.au](mailto:hossipa@kws.nsw.edu.au) and should be at least one week in advance. The HOSS will reply to all correspondence regarding a pupil's departure from school when it is for a period greater than two days and not as a result of illness. Most will be recorded as Approved Leave, however, some requests will be recorded as Unapproved Leave. Whilst this has no direct impact on any pupil's good standing in the School, it is used to record the School's disappointment at the nature of the absence. The absence impacts not only on the pupils involved with regard to their academic rhythm but also upon others who depend upon them for their School sporting team fixtures; invariably missed on such occasions. Boarding parents will also need to ensure that the appropriate leave requests are made via Orah to the relevant Head of House.

Extended travel during term time can only be approved by the Principal and there is documentation that needs to be completed as part of the application. This form can be obtained by contacting [hossipa@kws.nsw.edu.au](mailto:hossipa@kws.nsw.edu.au). Except in very particular circumstances, leave for this purpose is unlikely to be approved, in accordance with government guidelines on school attendance.

## Academic Leave

The NSW Government has in place legislation relating to leave applications and the Minister for Education has mandated the process of recording attendance and applying for absence from School.

Any family holiday taken during term time will be counted as an absence. Families are requested to holiday or travel during school vacation time only. If "in-term holidays" are unavoidable, parents seeking leave for such a reason need to submit an Application for Extended Leave – Vacation/Travel form to the Principal for approval at least four weeks prior to the requested Leave/Exemption period. If approval is not granted, any absences will be recorded as unjustified.

If the reason for requesting leave is in keeping with the requirements under the Education Act and considered to be in the student's best academic interests, the Principal will accept the request and leave will be granted. The absence will be recorded as "L" (Leave/Absence). If the Principal does not accept the request for Leave, it will be recorded as "A" (Unexplained or Unjustified Absence). If leave is approved by the Principal, a Leave Approval letter and a Certificate of Exemption will be issued and emailed to parents. Parents will be notified by email if leave is not approved.

A copy of all Leave documents will be kept on the student's file. In the case of Certificates of Exemption, the original must be kept by the parents.

The following must be taken into consideration when applying for Leave/Exemption:

- The Education Act requires that students are at school unless they are ill or there are exceptional circumstances. A family holiday is not considered, under the Act, to be an exceptional circumstance. It is an expectation that a request for leave during Term time will be made well in advance and at least four weeks prior to the requested leave period, to ensure that any special arrangements can be put in place if Leave is granted.
- Leave for students in Years 11 and 12 is extremely difficult because of NESA Assessment requirements. Students who are seeking leave will need to speak to the Director of Studies, to determine how they might complete all NESA Assessment and Coursework requirements. Please refer to the Assessment Policy on Submission of Tasks (4.2) and Absences (4.3)
- Students in Years 7 to 10 are also required to meet sufficient course outcomes and complete scheduled assessment tasks. Please refer to the Assessment Policy on Submission of Tasks (4.2) and Absences (4.3). Any matters relating to missing of assessment tasks need to be addressed prior to the leave with the relevant Head of Faculty.



## Boarders' Special Leave

The school requires specific permission from parents on each occasion your child requests overnight leave for any reason, including leave with parents.

All leave is to be submitted through our online leave platform Orah. The website is [www.orah.com](http://www.orah.com) or you can download an App. When you start at Kinross Wolaroi School you will be email an invitation to sign up for Orah.

## Other Boarders' Leave

This might include town leave, movie leave, walk leave, other day leave for various reasons or evening dinner leave (seniors only). Such leave can be approved directly with the Head of House but all leave must go through Orah.

Note: During school hours, leave needs to be approved by Main Reception prior to being submitted through Orah.

## ACCOUNTS

Please refer to the School Fee Schedule available on the website for more detail.

## BEGINNING AND END OF TERM

School starts and finishes on a set day each term. Students will not be granted approval for early departure. Family holidays and the like should be arranged for School holidays and not School term time. At the end of the year all Students (except Year 12) are expected to remain at the School until the completion of the Speech Day Ceremony at around midday.

### New Students' Day - Monday 30 January

On this day new students and their parents will have the opportunity to book 'Meet the Mentor' sessions and to have the IT team check that their laptops are ready for the first day of school. Details will be circulated to families about these arrangements during January.

## BEHAVIOUR MANAGEMENT

Kinross Wolaroi School cultivates an ethos of positive behaviour through clear expectations and the development of mutual respect between teachers and students. We aim to foster positive relationships with students, instilling in them a sense of responsibility and self-discipline, working in partnership with parents.

We also aim to treat students as individuals, considering any issues related to special educational needs or disabilities, offering support where necessary and making any reasonable adjustments that may be required.

The Kinross Wolaroi community recognise that behaviour is not always a reflection of a student's character. Rather, each student has their own social

and emotional needs that must be met. Therefore, when speaking with your son or daughter about their choices, together, we identify how their behaviour did not align with the values of Kinross Wolaroi School.

To ensure our students uphold the values of Respect, Commitment, Resilience, Courage, and Inclusiveness, we also discuss ways in which your son or daughter can make more appropriate choices in the future, particular staff members they can reach out to for advice and guidance, and the supports available to them at school..

The Student Code of Conduct identifies our aspirations for student conduct, work, co-curricular activities, appearance, discipline and personal safety. High standards of behaviour are expected, as they would be at home, and are endorsed by teachers in all areas of School life on a routine basis. We have high expectations of our students' behaviour, and we expect them to live, behave and treat each other with our School values at heart. Formal opportunities to confirm praise include announcements at School assemblies, Year group meetings, House meetings, prize-giving and through reports. Informal opportunities include praise and celebration of student achievement in all areas of School life and referral to Mentors, Head Mentors, Head of Teaching and Learning, Head of Student Wellbeing, Head of Senior School or the Principal for commendation.

Our ethos as Kinross Wolaroi School is for all teachers to promote good behaviour through:

- Fostering positive relationships with students
- Explaining students' responsibilities to them and instilling a sense of self-discipline
- Commending good behaviour and endorsing excellence with acknowledgement and rewards, where appropriate
- Educative dialogue when expectations are not met with clear consequences for those who fail to improve
- Informing and involving teachers, Mentors, Head Mentors, Co-ordinators, and other key staff as required.

### Behaviour at Kinross Wolaroi School is considered at four levels:

#### 1. Inappropriate behaviour

- any low-level behaviour that occurs within the classroom or other settings, that disrupts the functioning of the setting
- this behaviour impacts on student learning and wellbeing of students, and disrupts the ability of a teacher, as well as other staff including coaches, to function in a safe and orderly environment
- behaviour at this level is typically managed by the Mentor and Teacher.



## 2. Challenging behaviour

- challenging behaviour is medium-level behaviour that significantly challenges the day to day functioning of Schools
- this behaviour may or not be repeated but impacts on student learning and wellbeing
- this type of behaviour significantly affects the ability of a teacher, as well as other staff including coaches to function in a safe and orderly environment
- this behaviour is likely to be an escalation of low-level inappropriate behaviours observed previously
- behaviour at this level is typically managed by the Head Mentor and Co-ordinator.

## 3. Serious behaviour

- Serious behaviour is high-level behaviour that is of significant concern and may include some form of physical, emotional and/or psychological harm to self or others
- it may also include breaches of academic expectations such as continued poor performance because of lack of consistent effort and academic misconduct
- these may be one-off incidents or occur as the result of repeated issues over time
- these behaviours may also include actions that are significantly disruptive and impact on the learning opportunities of other students and the ability of staff to function appropriately
- behaviour at this level is typically managed by the Head of Student Wellbeing and the Head of Senior School will also be notified and included in discussion about appropriate action, including consequences, as required.

## 4. At Risk Behaviour

- these issues are the most serious and involve behaviour or incidents that have the potential to significantly affect the wellbeing of one or more individuals
- they may be physical, emotional and/or psychological in nature and result in harm to self or others
- these may be one-off incidents or occur as the result of repeated incidents over time
- any form of illegal activity requiring Police
- involvement would be classified at this level
- behaviour at this level may result in a student forfeiting the right to retain a place at Kinross Wolaroi School
- this form of behaviour is typically managed by the Head of Senior School and the Principal will also be notified and included in discussion about appropriate action, including consequences, as required.

## Detention details

Consequences may include:

### Level 1

1. Tuesday / Thursday Lunch 1:00pm-1:20pm  
General Detention (Green)
2. Academic and / or General behaviour

### Level 2

1. Friday 3:30pm-4:30pm Friday Detention (Yellow)
2. Detentions of this type are for challenging Academic and / or General behaviour

### Level 3

1. Saturday Detention (Orange)
2. Detentions of this type are for serious Academic and / or General behaviour

### Level 4

1. HOSS Action (Red)
2. 'At Risk' Academic and / or General behaviour issues

For further information and details of the School's Student Behaviour Management Guidelines, please contact Mr Trent Chapman, Head of Senior School.

## CADETS

Cadets parade on Monday or Wednesday afternoons from 3:30pm - 5pm. All students, both boys and girls, are expected to serve in the Cadet Unit from mid-Year 7 to mid-Year 9. They may continue to be members, on a voluntary basis, until mid Year 12. Once electing to remain in Cadets, a senior will continue to serve in the Unit for a full 12 month period. Senior members of the Cadet Unit are encouraged to undertake Leadership training during the mid-year Leadership Courses. Leadership Courses provide the necessary training required for promotional positions within the Cadet Unit. Courses must be completed sequentially, with one course per year. To be eligible for Leadership Courses any cadet must:

- be in Year 9 or above
- have attended the previous Bivouac and Annual camps unless medically unfit
- have met all attendance and conduct requirements.

Cadet training is primarily directed towards outdoor adventure and leadership development activities.

Students wishing to apply for an exemption from Cadets must do so by completing an exemption form. Exemptions are generally only considered for the following reasons:

- Distance – Living more than 40km from the School
- Medical – Injury preventing participation

- A heavy involvement in Music at a high level (Grade 5 or above)
- Playing/Competing in a sport at a higher level of representation that requires a significant time commitment.

### **Q-Store**

The School Cadet Q-Store is open on Monday and Wednesday from 3:25pm - 5pm or by arrangement.

## **CANTEEN**

The Canteen carries a wide range of food options including nutritious snacks and drinks that change regularly.

All students are able to order lunches through Flexischools ([www.Flexischools.com.au](http://www.Flexischools.com.au)) or students in Years 7-12 can choose something from our 'Grab and Go' menu with payment available via Student ID card or Eftpos.

All enquiries regarding the Canteen should be directed to the Canteen Manager on 02 6392 0387.

## **CHAPEL**

A Chapel Service takes place every second week for all students. Services typically focus on one of the values of love, courage, respect, inclusiveness, resilience and commitment. Emphasis is given to identifying these values as principles of positive and holy living. Students are challenged to recognise these values as principle to their growing in identity as people of God who consider the good of the other rather than just themselves.

## **CHRISTIAN YOUTH GROUP**

The School's Christian Fellowship Group, called 'Hope', meets every Thursday lunch time - usually in Room 21. All are welcome and we encourage attendance by anyone who is interested in learning more about God to attend, or who is keen to meet up with others for mutual encouragement in their faith journey. We recognise that teen years are often a tough time in a world with mixed messages. This group provides a place to question life, faith and scripture, and to explore the wisdom of God in the Christian tradition.

## **CHURCH FOR BOARDERS**

Boarders attend a church service at Orange Uniting Church in Anson street on two Sundays during Term time. This is an opportunity for them to be part of a local congregation and to mix with the wider Orange community. Day students, their families and staff are also welcome to attend these services. Any boarding student's individual expression of faith is supported by the School and arrangements can be made for those wanting to attend particular Sunday services on the other weekends.

## **CLASS PLACEMENTS**

### **Year 7 Classes**

School Reports, Placement Tests, Year 5 NAPLAN results and all academic information provided as part of the enrolment process are used to organise classes for Term 1.

The results of Diagnostic Academic Testing (Allwell & Associates) together with the results from Term 1 in-school Assessment Tasks and Teacher Formative Assessment, will determine any necessary class movement as the year progresses.

Students who have been identified as needing additional learning support will be placed so that they can be more easily supported by Learning Support staff.

### **Year 8 Classes**

The year group is streamed for English, Science, French, Latin/Language and Literacy and Maths. Data used to determine classes includes Year 7 Assessment Tasks and Diagnostic Academic Testing.

The year group is divided into mixed ability classes for Geography, Technology, RE, Music, Art and PDHPE. In Year 8 Music and Art are semesterised and students will study Geography in place of the History they studied in Year 7.

### **Classes in Year 9**

English, Mathematics and Science classes are streamed. PDHPE, Geography, History, RE and Elective subjects are mixed ability. Geography/History are semesterised subjects

### **Classes in Year 10**

English, Mathematics and Science classes are streamed. PDHPE, Geography, History, RE and Elective Subjects are mixed ability.

### **Classes in Year 11 and 12**

In Years 11 and 12, Mathematics and English classes are streamed within each course. All other class placements are based on elective line groupings. The elective lines are formed using the data provided by the students in their initial subject choice selections in Term 3 of Year 10.

## **CO-CURRICULAR ACTIVITIES**

The School offers a diverse and engaging co-curricular program, which is compulsory for all students. The program is designed to ensure participation in properly directed activities such as music, drama, sport and other athletic pursuits, cadets, debating, livestock and equestrian teams, and community service so that each student's life can be enriched. The School provides opportunities for developing initiative, character, personality, sportsmanship, leadership and selflessness. Co-curricular activities are a significant part of what makes the School come to life.



## COMMUNICATION WITH PARENTS

The School recognises the importance of regular communication between School and home to foster a shared commitment to the education of students. This is achieved through:

- HUB notifications and posts
- the Fortnightly Family Bulletin which provides information about the School and forthcoming events. This is issued via email every second Wednesday during term and available on the Hub
- parents contacting their House Mentors to discuss their child's education and welfare
- House Mentors and/or Year level co-ordinators (Years 7 and 12 only) contacting parents when they are concerned about the absence, conduct, welfare and progress of a student; and
- class teachers contacting parents about student welfare and progress.

## CONCERNS

When you have concerns, contact the School to discuss the problem. Early communication is important and can avoid a situation escalating unnecessarily.

If your concern is of an academic nature, please contact the subject teacher in the first instance and copy in your child's Mentor. In the Senior School, if the concern relates to a wellbeing or more general matter, please contact your child's Head Mentor or Head of House.

## COUNSELLING & PSYCHOLOGICAL SERVICES (CAPS)

Counselling and Psychological Services (CAPS) at Kinross Wolaroi School are provided by Rebecca Campey and Amy Newsom. They are both psychologists with extensive training and experience in child and adolescent mental health. They are available to work with students, staff and parents to address academic, social-emotional and behavioural issues which impact on student wellbeing. Any issue that might impact on a student's wellbeing could be helped by speaking with a School Psychologist, including:

- behaviour concerns
- depression
- anxiety
- learning difficulties
- family problems
- grief and loss
- stress
- social skills
- concerns about eating or body image.

While sometimes you may wish to call the School Psychologist directly, your first point of contact for most concerns would be your child's Head Mentor for students in the Senior School.

CAPS is available for students from Pre-Kinder to Year 12. CAPS supports whole school practice and are part of the Wellbeing Team. Services provided include:

- individual student assessment and support / counselling for a range of issues
- classroom observations
- assisting teachers to support students with learning, behavioural or mental health needs
- liaising with parents regarding students
- supporting students with mental health issues who are being treated by external clinicians
- preventative and early intervention initiatives
- contributing to the professional learning of teachers and school staff in areas of mental health and wellbeing
- working with the Learning Support department.

### CONTACTING CAPS

Parents are welcome to phone and talk about their concerns or make an appointment to come in and speak with the School Psychologists. Alternatively, you can email [rcampey@kws.nsw.edu.au](mailto:rcampey@kws.nsw.edu.au) or [anewsom@kws.nsw.edu.au](mailto:anewsom@kws.nsw.edu.au). CAPS are available in school hours Monday to Friday.

Senior School students are able to come and make appointments themselves via the Student Support Suite or email.

### CONFIDENTIALITY

CAPS offer a confidential service respecting the individual's privacy. However, in certain circumstances, parents and appropriate staff will be contacted, including:

- the student reveals information about harm to himself/herself or to another person
- the student or another person may be in physical danger
- the student consents to others being informed about certain information
- records are subpoenaed by a court.

The School Psychologists work as a part of the Wellbeing Team, and with permission will share relevant information with the child's teacher/s and other staff who work with the child.

### DATA COLLECTION

Kinross Wolaroi School collects information about students and their families when necessary to:

- educate students
- support students' social-emotional wellbeing and health

- fulfil legal requirements, including to:
  - take reasonable steps to reduce the risk of reasonably foreseeable harm to students, staff and visitors
  - make reasonable adjustments for students with disabilities
  - enable our school to ensure effective management, resourcing and administration
  - fulfil statutory functions and duties
  - comply with reporting requirements.

Some student records may be shared with the AIS for auditing and funding purposes. This information is de-identified and only essential information is shared.

Student counselling files are stored securely in accordance with AHPRA regulations.

## EXTERNAL REFERRALS

In some instances, it may be more appropriate to refer students and their families to professionals outside the school who are able to offer specialist assistance, for example paediatricians, private psychologists, psychiatrists, community mental health services or other allied health professionals. The School Psychologists have strong networking relationships with local providers and can assist with referrals to a range of services.

## PARENT/GUARDIAN PERMISSION TO ACCESS SCHOOL COUNSELLING SERVICE

Parents will generally be contacted before a School Psychologist sees a Junior School student individually and parents will be given feedback about the content of appointments.

As an approximate guide, students from around 14 years of age can expect confidentiality regarding counselling appointments, with the exception of serious self-harm, harm to others or the requirements of mandatory reporting under Child Protection legislation or the Crimes Act.

Students who request confidentiality will be encouraged by the School Psychologist to inform significant adults about their situation. Parents will be contacted by the Psychologist if there are issues of risk / harm or if the student consents to parents being contacted.

If you have any questions about CAPS, please contact the School Psychologists directly.

### Rebecca Campey

Email: rcampey@kws.nsw.edu.au.

Phone: 02 6392 0356

### Amy Newsom

Email: anewsom@kws.nsw.edu.au

Phone: 02 6392 0361

## DEVICES

Kinross Wolaroi is a BYOD (Bring Your Own Device) School. This means that all students in Years 7-12

must supply their own laptop that meets the School's minimum specification requirements (see below).

In 2023, families will be able to opt in to the Supported Laptop Program or bring their own device.

**Supported Laptops** will meet all the required specifications and come prepared with all required software. Full support is provided for these devices, which includes software and hardware support as well as the capability to borrow an interim device if issues require longer servicing. This option is highly recommended for Year 7 students and for all Boarders. Supported laptops are purchased via the school.

**Unsupported BYO Laptops** will be provided with a limited suite of ICT support services via the school help desk, as detailed in the BYOD Policy. No levy is charged for this service.

The Minimum Device Specification (below) helps ensure that students experience effective use of technology. Older, slower devices are prone to issues and problematic within the classrooms and boarding houses.

Only devices meeting the minimum specification can be connected to the school's network and all devices must have the school's anti-virus software installed.

It is the responsibility of students to arrive at school each day with their laptop fully charged. Whilst there are some charging facilities in school that are available for use during lunchtime and recess, students should not be relying on the use of these. Most general purpose classrooms do not have multiple facilities for the charging of laptops in class and students will not be permitted to charge their laptops during lesson time.

## BYO Laptop Minimum Specification

All BYO Laptops must meet the following minimum specifications:

- operating system - Windows 10 or Mac OS El Capitan or newer
- storage - minimum 100GB hard drive space, (SSD recommended for higher speeds and stability)
- RAM - 8GB minimum (For Textiles, Visual Arts, ICT students 16GB minimum & dedicated graphics card or equivalent)
- wireless capabilities - must have a wireless card capable of connecting to 5GHz networks
- software - Sophos Anti-Virus must be used and is provided by the school free
- case/cover - drop/shock protective case
- peripherals - earphones
- battery life - a minimum 8 hours battery life is desirable.

Recommended warranty & peripherals specifications:

- warranty - minimum 2 year, recommended 3 years of warranty
- peripherals - USB/wireless mouse.



## ICT Service Desk

Located in the School library, the ICT Service Desk provides students with support for device problems.

Please note that there is no hardware repair or hot-swap service for unsupported BYO Laptops. These can normally be arranged under your device warranty.

Contact the Helpdesk for advice and support via 02 5319 0222 or email [helpdesk@kws.nsw.edu.au](mailto:helpdesk@kws.nsw.edu.au).

## Mobile phones and smart watches

As per the Mobile Phone and Smart Watch Policy, students are not permitted to use their mobile phones or smart watches in class unless invited to do so by their teacher. The classroom teacher may confiscate a device that is used without permission.

## ELECTIVES

In Stage 5 (Years 9 and 10), students study three electives selected from a list of around fifteen subjects. These are 200 hour courses and take the full two years to complete.

In Stage 6 (Years 11 and 12), students complete 12 units of study in the first year and at least 10 units in the final year (a typical subject comprises two units of study). There are approximately thirty-five subjects to choose from.

The on-line selection process occurs in Terms 2 and 3 of Years 8 and 10.

The Curriculum Handbooks contain the required information. These are issued to parents early in Term 2 of Years 8 and 10 and are also available on the Hub.

## EXCURSIONS

Day excursions and extended excursions are organised by faculty co-ordinators and staff as an integral part of the school curriculum. Where possible, time away from School and out of classes is kept to a minimum with many excursions occurring in the local community. Where an opportunity cannot be facilitated locally or in-house, excursions and enrichment opportunities take place further afield, commonly in Sydney or Canberra. We also have a number of courses in the Senior School that have mandated fieldwork components. This means that our students travel to various locations around the state to complete their learning and research in situ. Parents are notified as early as possible about planned excursions.

## GIFTED & TALENTED MENTOR

Kinross Wolaroi School seeks to nurture, support, stretch and challenge our Gifted and Talented students including but not limited to the School's Academic Scholarship students. We aim to provide extracurricular opportunities through which our Gifted and Talented students can achieve their Personal Best and build their confidence in stepping outside of their comfort zone.

The School has established the role of Gifted and Talented Mentor (G&T Mentor) to provide opportunities, both as part of the curriculum and beyond, to really stretch and challenge these students, encouraging them to explore, learn and achieve, as well as support and monitor their performance.

The G&T Mentor organises opportunities that foster faster-paced learning, an emphasis on inquiry and the application of higher order thinking. Along with the School's pastoral care system, the G&T Mentor provides a further layer of support for Gifted and Talented Students and is available to meet with them to help with aspects of academic life such as subject choices, organisation, motivation and study skills.

The G&T Mentor is also available to support parents, teachers and faculties with information and resources.

Some of the opportunities we offer include:

- The da Vinci Decathlon
- Central West Philosothon
- HICES Debating
- Chess Team
- Ethics Olympiad
- Engineering competitions
- Round Square events and conferences
- ABC Heywire
- Creative and Essay writing competitions

For more information, please contact Ms Holly Triggs [htriggs@kws.nsw.edu.au](mailto:htriggs@kws.nsw.edu.au)

## HEALTH CLINIC

A Registered Nurse is on duty at all times during the school day for day students and boarders. The Health Clinic is open from 8.30am-5.00pm Monday to Friday.

### Day Students

Day students who are unwell should be kept at home to rest and recover.

If a day student becomes unwell while at school, they will be placed in the Health Clinic and/or parents will be contacted to collect their child.

Students who are unwell will not be sent home without prior consent from parents. In an emergency a student may be taken to hospital by ambulance. It is therefore essential that parents ensure that the School has current medical information and accurate contact numbers for parents/caregivers and emergency contacts for each child.

Day students with prescribed medications to be taken during the school day must hand in medication to the Health Clinic for dispensing by the Registered Nurse on duty. The only medications permitted to be on the day students' person are emergency related treatment, for example, asthma, diabetes and anaphylaxis.

## Boarding Students

All regular boarding student medications are to be lodged with the Health Clinic for the Registered Nurse to determine which medication needs to be secured and monitored by staff and which can stay with the student and be self administered.

Changes or additions in medications must be advised to the Health Clinic by the parent/guardian formally (by email or letter) throughout the year. No boarder can keep their own supply of medications without consultation and permission sought from the Health Clinic.

All prescribed medications administered by staff must be supplied with the original chemist medication packaging label with instructions and students name.

Medications (prescribed regularly) will be packaged in webster packs by the chemist and this charge will be placed on the school account if not already supplied in webster pack by parent from own chemist.

Parents are to supply in writing a doctor's letter with medication and dosage details for the student's medical records.

- **Wolaroi** - The Wolaroi Health Clinic is open from 8.30am-5.00pm Monday to Friday.
- **PLC** - Morning clinics run from 7.30am-8.00am daily. Morning medications are administered by the Registered Nurse and any girl who is assessed and deemed too unwell to attend class is transported from the PLC site to Wolaroi Health Clinic. Evening Clinics at the PLC Site run from 5.30pm-6.30pm, Monday to Friday.

## Out of Hours for Boarders

If a student's illness is long-term (more than two days) or contagious or infectious, the Health Clinic will organise for the student's return home, if appropriate (distance to home is taken into account).

The Health Clinic opens for overnight care on an individual basis; such as for a concussion or serious condition requiring monitoring overnight where the student is unable to be collected by parents.

The school has access to an online GP service for after hours and weekends.

To contact the Health Clinic, please call 02 6392 0376 or email [healthclinic@kws.nsw.edu.au](mailto:healthclinic@kws.nsw.edu.au)

## HOMEWORK

Homework is an essential component of a student's routine in order to achieve the best possible learning and results. As a part of school life, homework builds skills and discipline in self-management and accountability. All set homework must be recorded in the Student Diary, including the due date. Parents are encouraged to use the space available in the Student Diary to comment on homework progress.

Homework covers five aspects:

1. finishing tasks commenced in class
2. completing work set by the subject teacher
3. revising topics studied in class, memorising and correcting information, summarising notes, and music practice
4. preparation and long-term work, including research and assignments; and
5. reading and extension.

As a guide, the number of hours of homework expected of students is:

- Years 7-8: 1½ hours formal prep each day;
- Years 9-10: 2½ hours formal prep each day;
- Years 11-12: at least 3 hours every day is expected.

In addition, all students are expected to complete some independent study or reading each day.

## INSURANCE

### Student Accident Insurance

This is a compulsory accident cover required by all students who attend the School. The terms and conditions of cover are available from the Business Manager.

## LABELLING

All school clothing is required to be clearly named and labelled. Please remember to mark watches, sporting equipment, laptops, calculators and other personal possessions.

Student name labels can be purchased from Cash's Name Labels [www.nametapes.com.au](http://www.nametapes.com.au).

## LEARNING SUPPORT

Learning Support is a K-12 Department that focuses on effective teaching practice and student learning. The Department aims to support teachers by providing academic assistance that promotes effective student engagement in the classroom, as well as supporting students with additional learning needs by providing assistance in literacy, numeracy, organisation and study skills.

The Department promotes whole school initiatives that focus on study, effort and literacy development. The Department promotes an inclusive classroom that recognises the diverse learning needs of all students.

The Learning Support team aims to identify students with learning difficulties and, by working with teachers, seeks to enable students to participate in and benefit from the classroom learning experience. Support comes in various forms and is organised and monitored by the Learning Support Co-ordinator.



Some of the support includes Homework Club, the development of individual plans, modified learning programs, additional literacy and numeracy support, organisational assistance, and disability provisions for examinations.

The overall aim of Learning Support is to encourage all students to enjoy the learning process, take pride in their work, set fulfilling goals and make real progress towards those goals.

### Referrals

Most issues will be managed by your child's classroom teacher, however, for some children, they will require support both in and out of the classroom. Parents and families can refer students to either Learning Support or Learning Enhancement by speaking with their child's Mentor in the first instance.

## LIBRARY

The Library is open from 8.00am-5.00pm Monday-Thursday and 8.00am-4.00pm on Friday. The Library is staffed by qualified library personnel and offers high quality, diverse collections in print, multimedia and digital formats. The Library is a sanctuary where individual curiosity and learning are encouraged and supported in privacy and safety. An ICT Helpdesk operates from the Library every weekday. Photocopying, printing and research facilities are also available.

## LOCKERS

Each student is assigned a locker at the beginning of the year which must be secured with a sturdy combination lock and maintained in good order throughout the year. Students are responsible for the cleanliness of their locker and the surrounding locker area. Items should not be left outside the locker.

Lockers for Years 8-12 are located in each of the assigned Mentor House areas. All Year 7 lockers are located in the Science Building.

## MEDICAL CONSENT FORMS

As part of its Duty of Care the school must hold medical details for all students. Medical Consent and Procedure Forms will be sent out to all new families in Term 4, prior to students starting school. These should be returned directly to the Kinross Wolaroi School Admissions Office.

Prior to the start of each school year, all parents will be invited to update their child's medical details via an online form. Failure to submit these details may result in your child being excluded from involvement in activities such as excursions and camps, and may compromise your child's health and safety. It is essential that if medical details change for your child, you notify the School immediately.

If your child is on regular prescribed medications that

require administration in school hours, the Health Clinic will require a doctor's letter with the medication and dosage clearly stated, and the medication in a chemist labelled container, before the medication can be dispensed by the Registered Nurses on staff.

You may also be asked to complete other medical forms for specific events (for example, the Cadet Camp or a Sport and Recreation Camp). Please assist us in ensuring medical forms are completed for the school as well as external providers when requested.

If you have any queries about this please contact the Health Clinic staff on 02 6392 0376.

## MOBILE PHONES

Students should not have mobile phones with them in the classroom at any time. It is anticipated there will be a new school policy for mobile phones in 2023. Information on the new policy will be shared with families and students prior to the new school year commencing.

## MOTOR VEHICLES

Motor vehicles may be driven to School only by students who possess a Student Driver Permit. Student Driver Application forms can be obtained from Reception. Applications must be signed by the student driver and their parent. If the driver wishes to carry passengers in the vehicle, the passenger and their parent must also sign the application form. Application forms should be sent to the Principal's office when they are completed. When an application is approved, the student will receive a Driver's Permit which should be displayed in the vehicle at all times whilst on school grounds.

Day students must park in the designated car park on the right hand side of the main drive. Students may not go to or use their vehicle during the school day without permission from the Head of Senior School.

The School does not accept responsibility for students driving cars or being passengers in cars.

### Motorbikes

Identical rules to the above apply, except that no student is to be a passenger on a motorbike under any circumstances.

### Boarders

Information regarding motor vehicles for boarders may be found in the Boarding Handbook.

## PARENTS' AND CAREGIVERS' OBLIGATIONS

Parents and Caregivers:

- must support the goals and values of the School
- must accept and abide by the requirements and

directions of the School Council and the Principal relating to the particular student, or students generally, and not interfere in any way with the conduct, management and administration of the School

- must read the Fortnightly Family Bulletin and any other specific communication from the School
- while on the School premises, or attending School activities elsewhere, must comply with School procedures, the requests of staff, and with any applicable code of conduct of the School or any sporting association of which the School is a member, and encourage others attending in relation to the student to do the same
- are to comply with the procedures specified by the School and the directions of staff in relation to picking up and dropping the student at or near the School
- must advise the School in writing of any change of home, mailing, email address or contact details or other information on the Enrolment Form (including any change to the person to whom accounts are to be sent), within one month of such change
- are to use their reasonable endeavours to attend parent-teacher interviews and parent forums
- must communicate with students, parents, visitors and staff members in a courteous manner and follow the communication guidelines laid down by the School from time to time; and
- must ensure the Student has each item of official required uniform, clean and in good repair and all other requirements such as computers, textbooks and stationery.

The Parental Code of Conduct can be found on the school website.

## PARENT TEACHER INTERVIEWS

Formal parent-teacher evenings will be held remotely or face-to-face once a year for all year students.

An additional, remote parent-teacher interview evening will be held in Term 4 for students for whom there are academic concerns – this is by invitation only.

For any issues across more than one subject, you should speak to your child's Mentor in the first instance.

## PARENTS AND FRIENDS ASSOCIATION (P&F)

The Parents and Friends Association (P&F) is a voluntary parent group which meets a number of times each year. It provides a forum for parent discussion, fundraising activities, social and educational occasions for parents and support for other school interest groups.

Membership of the P&F is open to all parents and friends of students at the School from Pre-Kinder to Year 12. Families pay a voluntary contribution to the

P&F annually via the school account.

For more information about the Parents' and Friends' Association please visit the School's website or email the P&F Secretary at: [pandfsecretary@kws.nsw.edu.au](mailto:pandfsecretary@kws.nsw.edu.au)

## PERFORMING ARTS

### Music

Kinross Wolaroi School has a history of excellence in music and has been recognised as having a leading classroom and instrumental music education program which meets the needs and abilities of all students. Comprehensive music begins in Kindergarten classes where students take their first musical steps.

In the Senior School, co-curricular music involves a choice of instrumental, musicianship and vocal tuition for students. These students are provided with the opportunity to sing in choirs or play in a band, orchestra or other ensemble. The Kinross Wolaroi School Orchestra, Concert Band, Chamber Strings, Chamber Choir, Woodwind Ensembles, String Quartet, Vox Choir, iStrings, Koristers, Drum Corp and Stage Band are some of the groups that currently provide opportunities in performance for our students. The School groups compete in eisteddfods and perform in the local community. These groups are also involved in the ceremonial occasions which occur regularly within the School.

Each year the Kinross Wolaroi School Performing Arts Festival showcases the performance talents of our students. Students in musical groups also participate in the annual Music Camp which provides opportunities to play and practise music. This camp, which also incorporates an outdoor education component, has proven very successful in developing team spirit and leadership opportunities within the music program.

For information regarding our individual music tuition or joining an ensemble, please contact the Music Administrator on 02 6392 0347 or email [performingarts@kws.nsw.edu.au](mailto:performingarts@kws.nsw.edu.au).

### Drama

Drama has a vital place in the co-curricular life at the School. The program seeks to emphasise the value of dramatic performance for all students. The culture of performance established in the Junior School flows through into the Senior School where drama continues to expand. Senior students can perform in the Senior School Musical and may also choose to study Drama as an elective subject in Stages 5 and 6.

## PICK UP/DROP OFF ZONES

A drop-off and collection zone operates at the Senior School inside the School grounds next to the Derek Pigot Auditorium (DPA). It should be noted that pedestrians have right of way at all times within school grounds, and a **speed limit of 20 km/hour applies**.

## SCHOOL BAGS

The only bags/backpacks permitted are those which can be purchased from the Uniform Shop.

## SCHOOL CALENDAR

A the School Calendar is available on the Hub and is updated regularly.

## SCHOOL REPORTS

Parents of students in Years 7-10 receive a School Report twice a year at the end of each semester. These reports include information on learning outcomes in classwork, all formal assessment task results, academic effort grades, recommendations for improvement, a Mentor (pastoral) comment and information about co-curricular activities.

Parents of students in Years 11 and 12 receive a report towards the end of Term 2 and a final course report at the end of Term 3. These reports include information on learning outcomes in classwork, all formal assessment task results and rankings, current ranking in each course, academic effort grades, recommendations for improvement, a Mentor (pastoral) comment and information about each co-curricular activity.

## SCHOOL RULES

A full set of the policies relating to students is available on the Hub.

## SOCIAL MEDIA

At Kinross Wolaroi, we have a number of official social media accounts. These are used to provide information, promote events and to share news about the school. These accounts are administered and managed by authorised representatives from within the school:

**Facebook:** @KinrossWolaroiSchool

**Instagram:** @kinrosswolaroischool

@kws\_boarding

@tree\_kws

**Twitter:** @kinrosswolaroi

## SPEECH DAY

Speech Day is a major event in the Kinross Wolaroi School calendar and is held on the last day of school in Term 4 in the Derek Pigot Auditorium (DPA). Attendance is compulsory for all students in the Senior School Awards are presented in recognition of academic effort and achievement, good citizenship and participation.

## SPORTING COMMITMENTS

Sport occurs outside School hours and plays a vital role in educating the whole person. Sport is compulsory for all students from Year 3 onward. Students are expected to attend two training sessions and a game (or equivalent) each week in the Senior School.

The normal days for sport in the Senior School are Tuesdays and Thursdays. Most matches are played on Saturdays in the winter season, with some mid-week games occurring for summer sports.

All students are expected to participate in the sporting life of the School. Similarly, both day students and boarders are strongly encouraged to support School teams as spectators. Parents are also welcome to support school teams as spectators.

Students will only be given leave from sport in exceptional circumstances. Senior Students must complete a "Request of Absence from Sport" form, known as a "yellow slip" These are located in the PE Department and must be signed by their parent, coach, MIC and Head of Sport. forms must be submitted a week in advance to ensure teams have sufficient players for the weekly fixtures.

Students wishing to apply for an exemption from sport must do so by completing an exemption form. Exemptions will only be considered for the upcoming season and must be completed by the deadline to ensure accurate team numbers are entered into local sporting associations. Late exemptions cannot be considered because they disrupt this process. Students exempt from one season of sport must re-apply for an exemption from the following season should they wish to continue their exemption. This allows the school to ensure accurate and up-to-date exemption records.

Exemptions are generally only considered under the following circumstances:

- Distance – living more than 40km from school
- Medical – injury preventing participation
- A heavy involvement in music at a high level (Grade 5 or above)
- Playing/competing in a sport at a higher level of representation that requires a significant time commitment.

## STAFF/PARENT EMAIL PROTOCOLS

Parents and students are asked to follow the following protocols when using email:

- Emails should always be respectful, professional, courteous, inclusive and concise
- Staff, parents and students are encouraged to send emails within business hours - Monday-Friday 8:40am-4:30pm of the school term
- Emails that are sent to staff outside of business hours



are not required to be responded to until business hours re-commence

- Part-time staff are not required to respond to emails outside of their scheduled working times
- Staff will aim to reply to student and parent emails within two working days
- As with all emails, there is no absolute guarantee of successful delivery. Time sensitive and highly important or confidential information should be communicated via phone
- Staff on leave (including school holidays, long service leave, sick leave, etc.) are not expected to check their emails
- When staff are on extended leave, staff will activate an auto-reply message detailing relevant leave dates to ensure that any emails sent to them are responded to and people are aware of who to contact during their absence
- Emails are not private and must be written with the understanding that others may see them
- Misdirection of emails can occur easily.

## STATIONERY

Stationery requirements will be emailed to all families along with text book lists in Term 4 of 2022. These will also be available on the parent portal and our website.

Families have the option of purchasing stationery from any online or local retailer.

## STUDENT DIARY

Senior students will be issued with a Kinross Wolaroi Student Diary which includes a School calendar and space to write homework details. Please check and initial your son/daughter's diary regularly for homework monitoring.

## STUDY HUB

Homework and study are key components to student life and sometimes finding the time to do these is difficult. To assist students in this undertaking, the school offers a Study HUB for Years 7-12. StudyHUB provides a supervised study area where students can work and seek assistance from the Learning Support team with regards to their homework, assignments and revision. The idea is to enable students to get organised, complete homework, compile study notes, ask questions and draft responses, all in a quiet, focused and supported environment.

Study HUB is held in the Bennett Building from 3:30pm-5pm and open to Senior School students Monday to Thursday.

## SUNDRY CHARGES

You will be notified in advance of any additional charges that accompany discretionary activities or items. Generally, payment will be required to be made in advance of the activity or purchase.

## SWIMMING

### ABOUT OUR PROGRAM

The swim program caters for all Kinross Wolaroi students from Kindergarten through to Year 12. Squads are run at our 25 meter pool in the Anderson Centre. Swim squad is open to all students whether they are swimming just for fitness or would like to compete. Students do not have to commit to competition swimming to join the squads. We have 5 levels of swimming squads: Entry squad is transition, from there students can progress through our squad levels to the performance squad which is aimed at state and national representation. Upon joining the swimming program students are assessed and placed in squads that suit their ability. Progression through the squads is based on ability not age, so the faster an athlete acquires skills and gets fitter the faster they progress through the squads. Athletes within the program are encouraged to join the Kinross Wolaroi Swim Club which is open to all levels of swimming ability.

### KINROSS WOLAROI SWIM CLUB – PERFORMANCE SWIMMING

Our Swim Club has become one of the State's most highly regarded swim clubs. Over the past five years the swim program has produced multiple State medallists in all strokes and distances. On a National level we boast Australian Champions in multiple disciplines at age group level and at Open level. The program continues to place athletes on NSW and National development teams.

If you have an enquiry about the swim program email Brandon Lawrence: [blawrence@kws.nsw.edu.au](mailto:blawrence@kws.nsw.edu.au)

## TEXTBOOKS

Families have the option of purchasing textbooks from any online or local retailer. The textbook list online order form compiled by Champion Books in collaboration with Heads of Department is sent out at the end of each year in readiness for the following year. Please allow sufficient time for the bookseller to order in textbooks if required.

### Second-hand Textbooks

The Sustainable School Shop is an initiative of the P&F which allows parents to buy and sell their textbooks and other student resources online via the Sustainable School Shop website: [www.sustainableschoolshop.com.au](http://www.sustainableschoolshop.com.au).

The service provides access to second-hand textbooks,

calculators, stationery, musical equipment, etc. all year. Parents can even trade with other parents from different schools and sell items no longer in use at our school. To use this service, parents must register on the Sustainable School Shop website and nominate Kinross Wolaroi School as their child's School. You can then list your items for sale, list wanted ads for those items you are looking to buy, access school text book lists and more.

For more information about the Sustainable School Shop please phone their helpline on 1300 683 337 or visit the 'Contact Us' page on their website.

## TIMETABLE

There are six periods during the day of between 50-60 minutes. There is a 20 minute Mentor Period after lunch on Monday, Tuesday, Thursday and Friday. We have an Assembly/ Chapel period to start the day on Wednesday so the bell times are adjusted throughout the day. Recess is 20 minutes each day and lunch 40-45 minutes. All students receive an individual timetable and a bell-times schedule is printed in the School Diary.

## TRANSPORT

### Sport Buses

Sports buses are provided to assist students travelling to and from training venues before and after school and on weekends.

### Boarders' Buses

Boarders' buses operate on a daily basis between the Wolaroi campus and the PLC site.

### Access to Transport

The School provides a Duty Driver to assist boarding students attending appointments and for transport to rail and external bus services as required.

### Students Driving to School

Please refer to Motor Vehicles.

### Late Buses

Late bus services operate on Monday to Friday (5.15pm departure) departing from the bus bay to Blayney, Molong, Manildra, Canowindra and Bathurst. For further information, please contact Reception on 02 6392 0300.

### Independent Bus Services

For all town and local bus services, please go to the Transport NSW website to find the relevant bus provider.

## UNIFORMS

### Wearing the uniform

The full school uniform must be worn to and from school each day. No part of the uniform should be removed from the time students leave home until they reach school, or from the time they leave school until they reach home.

### Cleanliness

All uniforms must be kept clean and neatly pressed and in good repair. Shoes must be cleaned regularly and repaired or replaced when necessary.

### Hats

The only hats which are permitted are the regulation school hats. Hats will be worn by all students during the school day whenever students are outside the classroom and when participating in sport outdoors, except when it would be inappropriate while competing (nb. the previous policy required hats to be worn in terms 1 and 4).

### Ties and Scarves

When ties are worn, the shirt collar must be buttoned up. The school issue neck scarf may be worn at the neck in place of the tie.

### Jewellery

Jewellery is not to be worn with school uniform. This includes rings, bracelets, chains and wristbands. Students may only have piercings in earlobes. These may be kept open by small, 3mm plain gold or silver studs and only one per ear, in the earlobe. No other piercings are permitted. It is recommended students do not wear earrings on sport and PE days.

Similarly, make-up and nail polish are not permitted while in School uniform. Medical alert bracelets may be worn.

### Ski Japara, Duffle Coat and Fleece-Lined Raincoat (Pre-K to 2)

The only coats that are permitted are the regulation school ski japara, duffle coat and fleece-lined raincoat (Pre-K to 2). These are not a substitute for the blazer on formal occasions. The school coats are an outer layer of clothing which should be worn over a jumper or blazer, not instead of these. A blazer must be worn in town. For formal occasions such as assemblies these items are not to be worn: the blazer must be the outer layer of clothing.

The old School anorak may only be worn with the old School uniform. It may not be worn with the new uniform.

### Skirt, Tunic & Dress Length

All skirts, the tunic, the summer dress and the kilt must be worn with the hem on the knee (nb. This does not apply to the old kilt).

### School badge and House badge

A School badge and House badge and Aboriginal and Torres Strait Islander badge may be worn on the blazer by all students from Years 3 to 12.

### Hair

Students' hair should be clean and neat. As such, mullets, punk styles, crew cuts, shaved heads, spikes, wedges, ridges or any other unusual lines or shapes cut into the hair are not permitted. All students with hair longer than the collar should have it neatly tied back

or plaited. Fringes should clear the eyebrows. Students' eyes should be clearly visible, and all hair is to be kept off the face. Hair must always be a natural, single colour. Any hair accessories used should be school regulation and are available for purchase from the uniform shop. The school scarf (3-10 or 11-12) may also be worn in the hair. All boys must be clean shaven.

### **Tattoos**

Tattoos must be covered at all times. The School strongly recommends that students do not get a tattoo whilst they are at school. The School respects that some cultures have rites of passage that include tattooing.

### **Wearable devices**

Students in the Junior School who bring a wearable communication device to School are to hand this to the class teacher each morning and collect in the afternoon. In the Senior School, as per the Mobile Phone and Smart Watch Policy, students are not permitted to use their mobile phones or smart watches in class unless invited to do so by their teacher. The classroom teacher may confiscate a device that is used without permission.

### **PE uniform**

On a day when Senior students have a PE class in Period 1, students must come to school in full academic uniform and change prior to their lesson. Likewise, students must change back into full academic uniform at the end of a PE lesson held in Period 6. Students may not leave school in their PE uniform unless participating in co-curricular sport training after school.

### **Sport uniform**

The individual requirements for each sport uniform will be outlined to students by their MIC.

Students will wear the correct attire for the sport / PE class in which they are participating. This includes the official school hat or cap for that sport.

The ski japara/duffle coat may be worn over full tracksuit (softshell zip jacket and trackpants).

### **Sport supporters**

When attending School sporting competitions as supporters on Kinross Wolaroi School campus or on any other school campus, students must wear full academic uniform or full school tracksuit unless otherwise advised.

### **Training gear**

A range of training gear is available at the Uniform Shop. This includes short sleeve and long sleeve lightweight performance training shirts and a performance-based, midweight training hoodie. These MAY NOT be worn in place of the regulation PE shirt and tracksuit top during the school day, travelling to and from sport, or by supporters at games. Their use is to be confined to training only. Boarders may choose to purchase these items for casual wear.

### **Cadet uniform**

Cadet uniforms are issued by the Cadet Unit each year. Cadet uniform is to be worn correctly at all times during the day including travelling to and from school. Articles of Cadet clothing must not be worn on non-cadet days, including weekends (except at camps). Sleeves must be rolled down and a slouch or bush hat must be worn at recess, lunch and parades.

Any long hair must be worn in a bun at the base of the head. The ski japara/duffle coat may only be worn over the top of a Cadet jumper.

### **Mufti days**

Dress on mufti days should be neat casual, clothes should be modest and appropriate for the school environment and the day's activities, including hats and flat shoes. Singlets and sleeveless and/or mid-riff tops should not be worn. If a practical lesson occurs that day, shoes must be leather and closed-in for safety reasons. Normal sport uniform must be worn to afternoon training and to PE lessons.

## **UNIFORM LIST**

The uniform requirements and price lists are available on the school website.

## **UNIFORM SHOP**

The School's on-campus Uniform Shop is operated by Noone Imagewear.

Trading Hours are as follows:

- Monday 8.15am - 1.15pm
- Tuesday 8.15am - 3.45pm
- Thursday 8.15am - 3.45pm

### **Online Shop**

Shop at your convenience and choose from Click & Collect or Home Delivery.

Click & Collect orders are normally ready same day or the next trading day.

Students are able to collect orders from the shop.

Deliveries are sent via Australia Post. Please allow 7-10 working days for delivery.

### **Payment methods**

Families can order and pay for uniform items on credit or debit card via phone, email or by shopping online.

Cash payment is accepted in-store.

Please note that items can no longer be charged to a student's school account.

### **Second-hand Clothing**

The Uniform Shop has a limited range of second hand old uniform items on consignment and no longer accept these items. The school also supports the 'KWS Community buy/ sell/giveaway school related items'



Facebook page as a forum for sourcing second hand uniform items from the school community.

The Shop is now accepting second hand new uniform items and a form for lodging these is available from the Shop and the School website.

### **Contact the Uniform Shop**

Email: [kws@noone.com.au](mailto:kws@noone.com.au)

Direct phone: 6392 0385

Shop Online:

[www.noone.com.au/school/kinross-wolaroi/shop](http://www.noone.com.au/school/kinross-wolaroi/shop)

## **WELLBEING**

Kinross Wolaroi School is a community based on Christian values and teaching. We strive to ensure a secure, safe and positive environment where students and staff are supportive of one another's interests and needs and where individuals can flourish within whatever areas they choose to be involved. Staff work together to oversee the ongoing wellbeing of each student.

There are formal structures in place to help with this, the most important being the House system. Each student belongs to a House and has a staff member assigned as a Mentor Teacher. The Chaplain and School Psychologists are also available for students who require their assistance.

It is our commitment that Kinross Wolaroi School should be a place where each person can feel safe, secure and able to achieve their potential. It is expected that all members of this school – staff, students and parents – will work together to ensure that bullying, whether verbal or physical, subtle or overt, is reported in a timely manner and dealt with.

### **Day Houses**

On enrolment at Kinross Wolaroi School, students are allocated to one of eight Day Houses. Day Houses play a pivotal role in a student's school life over the course of their time at the School.

Houses form the basis for student welfare, pastoral care and behaviour management within the school, and issues that may arise should be discussed with a student's Mentor as the first point of contact for such issues. Each year group is divided into eight Mentor Groups – with an allocated Mentor who will oversee a student's day-to-day welfare and remain with them as they progress from year to year. Each House has a Head Mentor with an office in the House area, and has elected student leaders.

Additionally, there is a Year 7 Co-ordinator who assists students with their transition from Junior to Secondary School, and a Senior Years Co-ordinator for Year 11 and 12 who assists students with their preparation for the HSC and transition into tertiary study or the world of work.

Each House has a designated area for students that

houses their locker, where school bags and sporting equipment are to be stored during the school day. Security locks are provided and students are encouraged to make use of these. Year 7 start the year with lockers in a common locker area (Science Block) together with the Year 7 Co-ordinator's office.

During Wellbeing, students gather in an allocated room with their Mentor to engage in a Wellbeing program focused on developing social and emotional learning, respectful relationships, wellbeing and character. Wellbeing time is also an opportunity for students to speak with their Mentor regarding any concerns they may have. The Student Diary is an organisational tool for student to record their homework, assessment tasks and for parents and teachers to communicate.

Students represent their House at sporting carnivals, and other events. It is via the House that a student can be allocated citizenship and academic points, and Merit Certificates are awarded at House meetings. A great sense of pride and loyalty is generated within Houses, offering a sense of belonging while encouraging healthy competition.

### **The Day Houses are:**

- Brown House
- Blackman House
- Dean House
- Douglas House
- Gordon House
- McLachlan House
- Richards House
- Williams House

## **WEBSITE**

The website ([www.kws.nsw.edu.au](http://www.kws.nsw.edu.au)) is a great information hub for students, family and friends, staff and alumni. It is important that both parents and students take the time to explore the website and get to know their way around it.

## **WITHDRAWAL OF A STUDENT**

When a student is being withdrawn from the School, the School requires a full term's notice in writing to the Principal, per the Terms and Conditions of Enrolment. Failure to give a full term's notice in writing may result in parents being charged a term's fee (tuition and boarding if applicable) in lieu of notice. For example, where it is intended that a student's enrolment will terminate at the end of Term 3, written notice must have been received at the School no later than the last day of Term 2.

This does not apply to Year 12 Students leaving at the end of the year.







# WOLAROI CAMPUS MAP

- |                                       |                                       |
|---------------------------------------|---------------------------------------|
| 1. DH Prest Building (Administration) | 12. Bennett Building (Rms 20-26)      |
| 2. Wolaroi Mansion & Tower House      | 13. Trathen House (Rm 19)             |
| 3. Derek Pigot Auditorium             | 14. Health Clinic & Change Rooms      |
| 4. KWS Shop                           | 15. Canteen                           |
| 5. Memorial Block (Rms 7-8)           | 16. Mathematics Block (Rms 1-6)       |
| 6. Anderson Centre (Rms 70-94)        | 16a. Staff Common Room                |
| 6a. Recreation Centre (Rms 30-33)     | 17. Wolaroi Cottage                   |
| 6b. Indoor Pool                       | 18. Industrial Technology/Agriculture |
| 7. Library & ICT (Rms C1-C5)          | 19. Weymouth House                    |
| 8. Science Block (Rms 11-18)          | 20. Grounds/Maintenance               |
| 9. Pre-Kinder (Rm 47)                 | 21. Residence/s                       |
| 10. Junior School (Rms 40-57)         | 22. Cadet Compound                    |
| 11. Music Centre (Rms 60-68)          | 23. Wolaroi House                     |
| 11a. Performance Theatre              | 24. A-Block Classrooms (Rms A1-A8)    |





# PLC CAMPUS MAP

1. Loader House
2. Old Chapel
3. Dorothy Knox Hall
4. Stuart Douglas House
5. Dining Room
6. New House
7. Laundry
- 7a. Student Laundry
8. Miller House
9. Grounds/Maintenance
10. Garage
11. Residence/s
12. Pool
13. Robyne Ridge Centre







KINROSS WOLAROI  
SCHOOL

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Orange NSW 2800  
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[www.kws.nsw.edu.au](http://www.kws.nsw.edu.au)