



KINROSS WOLAROI
SCHOOL



2024

JUNIOR SCHOOL
HANDBOOK





WELCOME FROM THE PRINCIPAL

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

I believe a great education is about so much more than academic results alone. 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 a school. Students learn to think independently and develop a spirit of independence that will allow them to thrive in a rapidly changing world.

Your sons and daughters will encounter many challenges, choices and opportunities so that they can grow and discover their abilities and passions in life.

Kinross Wolaroi enjoys an excellent reputation for its diverse and engaging co-curricular program that forms a significant element of the rich fabric of the School. Here they will develop self-confidence, resilience, social skills and character that can contribute so much to success in later life.

As part of the Kinross Wolaroi School community our students and their families join a thriving group of people. You'll be joining families and alumni with a common commitment to excellence in education and community building.

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 a passion for life and learning.

I encourage you to read this handbook and learn more about all that life at Kinross Wolaroi School has to offer.

Dr Andrew Parry
Principal

OUR MISSION, VISION & VALUES

VISION

Our vision is to deliver leading practice in education that is responsive to the needs of our students and community in our regional context.

Through a focus on continuous improvement, investment in people and sustainability, we will thrive in an ever-changing world.

We are aspirational for every individual, aiming to live and work with conviction, purpose and meaning, guided by an ethos of social justice, equity and inclusiveness.

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.

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.





WELCOME TO THE JUNIOR SCHOOL

Kinross Wolaroi Junior 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 Junior School educates the whole child using the best in innovation and resources.

Learning programs in the Junior School are designed to challenge and engage students through academically and developmentally relevant activities that help students realise their capabilities.

The Junior School is structured to provide opportunities for students to be involved members of their learning community. Students are active and keen participants in a wide range of curricular and co-curricular activities. We offer specialist programs in Art, Library, Physical Education, Music and Performance, LOTE and Sport.

The School's motto of 'Knowledge-Friendship-Integrity' is central to all we do. Underpinning all of this are our school values of Courage, Resilience Inclusiveness, Respect and Commitment.

The Junior School 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 Newsletter, the Hub, email or your child's diary.

We 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-Kinder through to the completion of Senior School. Your place as parents is foundational to the success of our endeavours and we look forward to all this year may hold.

**Mrs Virginia Milliken,
Acting Head of Junior School**

2024 TERM DATES

TERM 1

Tuesday 30 January – Thursday 11 April 2024

- Tuesday 30 January - First day Term 1 Pre-Kinder and Years 1-6
- Tuesday 30 January and Wednesday 31 January - Kindergarten one on one interviews
- Thursday 1 February - Kindergarten commences
- Thursday 11 April - Last day of Term 1

Friday 29 March Good Friday, Monday 1 April – Easter Monday, Thursday 25 April ANZAC Day

TERM 2

Tuesday 30 April – Thursday 27 June 2024

- Tuesday 30 April - First Day Term 2
- Friday 7 June – Pupil Free Day
- Monday 10 June King's Birthday Holiday
- Thursday 27 June – Last Day of Term 2

Monday 10 June King's Birthday Holiday

TERM 3

Tuesday 23 July – Friday 27 September 2024

- Tuesday 23 July - First day of Term 3
- Friday 27 September - Last day of Term 3

Monday 7 October – Labour Day Holiday

TERM 4

Tuesday 15 October – Thursday 5 December 2023

- Tuesday 15 October - First day of Term 4
- Thursday 5 December Speech Day and last day for 2024



CONTACT DETAILS AND FREQUENTLY NEEDED INFORMATION

Reception / Main Switch

reception@kws.nsw.edu.au

02 6392 0300

Junior School Office

junioroffice@kws.nsw.edu.au

02 6392 0316

Junior School Appointments

Sharron Ryan

sryan@kws.nsw.edu.au

02 6392 0316

**Learning Enhancement
Coordinator**

Brooke Church

bchurch@kws.nsw.edu.au

02 6392 0316

Chaplain

Rev Sally Yabsley-Bell

reception@kws.nsw.edu.au

02 6392 0300

Finance

Lisa Miller

accountsreceivable@kws.nsw.edu.au

02 6392 0300

Health Centre

Kelli Radford

healthclinic@kws.nsw.edu.au

02 6392 0376

Flexi Schools Help Desk

www.flexischools.com.au

1300 631 769

Principal

Dr Andrew Parry

principal@kws.nsw.edu.au

02 6392 0301

Acting Head of Junior School

Virginia Milliken

jvmilliken@kws.nsw.edu.au

02 6392 0316

**Assistant Head of Junior School -
Academics**

Amanda Dodson

adodson@kws.nsw.edu.au

02 6392 0316

Junior School Music

Katie Sinclair

ksinclair@kws.nsw.edu.au

02 6392 0316

Registrar

Katherine Lord

klord@kws.nsw.edu.au

02 6392 0403

GOWRIE – Before & After School

Georgina Clark

OCHC.Kinross@gowriensw.com.au

0427 490 914

Canteen

canteen@kws.nsw.edu.au

02 6392 0387

Business Manager

Trevor Delbridge

tdelbridge@kws.nsw.edu.au

02 6392 0300

Head of Senior School

Trent Chapman

tchampman@kws.nsw.edu.au

02 6392 0302

School Psychologist

Rebecca Campey

rcampey@kws.nsw.edu.au

02 6392 0356

Junior School Sport

Matthew Campbell

mcampbell@kws.nsw.edu.au

02 6392 0316

**Head of Communications and
Marketing**

Jennifer Divall

jdivall@kws.nsw.edu.au

02 6392 0305

Admissions

Megan Williamson-Barry

admissions@kws.nsw.edu.au

02 6392 0303

Parents and Friends Association

Secretary I Kath Barnett

pandfsecretary@kws.nsw.edu.au

Uniform Shop - Noone

kws@noone.com.au

02 6392 0385

KEY FACES AROUND THE JUNIOR SCHOOL



ACTING HEAD OF JUNIOR SCHOOL
Mrs Virginia Milliken



PRINCIPAL
Dr Andrew Parry



HEAD OF SENIOR SCHOOL
Mr Trent Chapman



CHAPLAIN
Rev Sally Yabsley-Bell



RECEPTION
Mrs Natalie Davis



PA TO HEAD OF JUNIOR SCHOOL
Mrs Sharron Ryan



PRE-KINDER
Ms Ann-Margaret Gunther



SPORT
Mr Matthew Campbell



PERFORMING ARTS
Mrs Katie Sinclair



DIRECTOR OF TREE
Mrs Sue-Ann Gavin



SCHOOL PSYCHOLOGIST
Ms Rebecca Campey



ACADEMICS
Ms Amanda Dodson

JUNIOR SCHOOL GUIDELINES AND POLICIES

Accounts	12	Inclusivity	19
Anti-bullying Procedures	12	Jewellery	19
Area 51	12	Kindergarten information	19
Assemblies & Chapel	12	Library	19
Attendance and Absences	12	Lost property	21
Awards	13	Lunches & packed food	21
Before and After School Care	13	Mobile phones and wearable devices	21
Birthdays	13	Parents	21
Buses	13	Parents & Visitors at school	23
Canteen	13	Parents and Friends Association (P&F)	23
Class Allocation	13	Pick-up time Protocols	23
Co-curricular and Extra Curricular Activities	14	Pre-Kinder	23
Code of Conduct	14	Remote learning	23
Communication	14	Road safety	23
Curriculum	16	Round Square	24
Day Houses	16	School hours	24
Educational Philosophy	17	Sport	24
Enrolment	17	Stationery	24
Hairstyle and Makeup	17	Student leadership	24
Hats	17	TREE	24
Health	17	Uniform	25
Health Clinic	18	Weather Events	25
Home Learning	18	Wellbeing	25
The Hub	18	Junior School Map	26
Immunisation	18	Kinross Wolaroi Campus	27
Medication	18	PLC Campus Map	28



ACCOUNTS

A comprehensive breakdown of all school fees can be found on the school's website at www.kws.nsw.edu.au/admissions/fees

The Accounts Office is located in the Memorial Block on the School's Wolaroi campus. All enquiries regarding fees are directed to the accounts team via email at accountsreceivable@kws.nsw.edu.au or phone 02 6392 0314.

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 or if there is only a single incident. Bullying behaviours impact on the person being bullied, those doing the bullying and those looking on. Bullying is not the same thing as conflict, violence, or disagreement, although it may involve all of these.

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 such as damaged clothing or missing items. At times bullying has been occurring for some time before the child shares with a parent, teacher, or friend. It can have lasting mental health effects on a person.

Parents naturally are concerned if their child has been the target of bullying. Likewise, if a child is the perpetrator of bullying. In both instances parents are informed in order to work with the school to stop the behaviour.

At Kinross Wolaroi our approach to bullying has a consistent philosophy through the Junior and Senior 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 Junior School is to provide a safe, supportive learning environment for all members of the school community where differences are embraced.

For more information refer to the school's website: www.kws.nsw.edu.au/about/school-policy-documents

AREA 51

The possibilities are out there!

Our students are surrounded by technology and for this reason it is not salient or remarkable to them. Rather it is "ordinary and largely invisible" (Kinash, Wood & Knight, 2013). They have never known or will know a world without technology. For this generation technology is about more than mere devices. It is about complex instruments and procedures such as programming languages and simulators.

At Kinross Wolaroi School we believe the use of computers, technology, iPads, print facilities and the internet is an integral part of the learning process. All students from Pre-Kinder to Year 6 engage in weekly lessons and have regular access to School-owned devices, networks and systems. Students are taught to be responsible digital citizens. Students can take their learning beyond the classroom through engagement in lunch and after-school activities, and holiday coding camps.

ASSEMBLIES & CHAPEL

The Junior School week begins with a Chapel Service and concludes with an Assembly. These are important bookends to our week and are held from 2:40pm–3:10pm in the Derek Pigot Auditorium or the Junior School Glasshouse. Parents are invited to attend, however please check the calendar on the Hub to confirm arrangements.

ATTENDANCE AND ABSENCES

Students arriving after 8:45am must always sign-in at the Junior School Office. In the afternoon students who are not picked up by 3:30pm are supervised in the Office and may be directed to After School Care. No student may leave the school grounds without permission from a staff member.

Absence from school

If a student is unable to attend school for part or all of one day, the following procedures apply:

- Prior to the day of absence, notify Junior School Reception via email at junioroffice@kws.nsw.edu.au
- On the day of absence, email or telephone the Junior School Office on 02 6392 0316 before 9.00am.

All absence notifications require an email including the student's name and class, reason for absence and a medical certificate, where appropriate.

Partial Absences: Late arrivals or early departures

Students arriving after 8.45am or leaving before 3:15pm, must be accompanied by their parents and signed in/out electronically from Junior School Office.

Leave during the school term

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. Families are encouraged not to withdraw children from school during term time however we understand at times families do need to seek leave. In these instances, parents must submit one of the following forms to Junior School Reception at least four weeks prior to the requested leave period:

- Application for Extended Leave
- or
- Vacation/Travel Application.

Both forms are available on the Junior School Parent page of the Hub or from the Junior School Office upon request.

The application is reviewed by the Principal and considered if it is in keeping with the Education Act and in the student's best academic interests. The Principal will notify families via email if leave will be granted. If so, it may be recorded as either:

- Leave approved - absence explained, or
- Leave unapproved - unexplained or unjustified.

AWARDS

In the Junior School we recognise and affirm students across a range of academic, sporting, creative arts, leadership, and citizenship contributions through:

- Merit Cards presented in assembly
- House Points
- Notes in the student diary, teacher feedback on work samples, stickers and stamps, regular verbal feedback
- End of year awards at the Junior School Celebration of Learning.

BEFORE & AFTER SCHOOL CARE

All families are asked to register with our onsite OOSH care provider, Gowrie.

This can be utilised on a casual basis depending on the service's availability on the day. It can also be used for regular weekly or fortnightly bookings.

We recommend families utilise the service when children cannot be collected on time after school.

All families from Kinder to Year 6 are asked to enrol through Gowrie NSW website: <https://www.gowriensw.com.au/out-of-hours-care/kinross-wolaroi>

Or contact Georgina Clark (program manager) on 0427 490 914

- Before school care: 7am to 8:45am
- After school care: 3:15pm to 6pm
- Vacation care during school breaks: 7am to 6pm

BIRTHDAYS

Birthdays are an important milestone, especially in the lives of young people. There is no requirement to do so, but you may like to acknowledge your child's birthday at school by sending in individual treats to share. Please contact the class teacher via the student diary to ensure that students with allergies or special dietary needs are taken into consideration.

Birthday party invitations are lovely to receive, but where whole grades or classes are not invited, invitations are to be sent from home and not brought to school.

BUSES

Rules regarding conduct, bus company safety and appropriate school uniform apply to Kinross Wolaroi School students while travelling by bus.

Students catching Orange and district buses are met, walked to bus departure points, and supervised by a teacher:

- Allenby Road bus stop users should meet outside Junior School Office
- Kinross Wolaroi Gym departures meet at The Round Garden.

CANTEEN

The Canteen is staffed by paid employees.

Ordering and payment is before 10:00am each day through Flexischools. Orders can be placed for a day, a week or even an entire term.

To access Flexischools:

- Log onto flexischools.com.au
- 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 as needed - Visa or MasterCard preferred.
- Flexischools provide a 24 hour, 7 days a week

Helpdesk: 1300 361 769 or via their website.

Our canteen is allergy aware, however, we cannot guarantee items sold at the canteen are nut and/or egg free.

Canteen orders are delivered to Junior School Reception and distributed by staff. Students do not have access to the canteen. If items are missing from an order, or a student does not have food, Junior School Office staff will assist them. Parents will be notified through the student diary and a charge made on a family account at the end of the term.

Students in Year 6 have access to the canteen in Term 4.

For enquiries regarding the Canteen contact the Canteen Manager on 02 6392 0387.

CLASS ALLOCATIONS

The school values the trust parents place in our professional judgement and the importance of the school and parents working together.

We know our students well and consider what is the best learning environment to maximise student growth and development. When forming classes, we take into account:

- Academically parallel classes
- The behavioural, physical, social, and emotional needs of students
- A balance of genders
- The most appropriate social combination.

The Head of Junior School welcomes discussions with parents in Term Four as to any further considerations when forming classes for the following year.

Class sizes

The school's class sizes are as follows:

- Kindergarten to Year 2 = max. 20 students
- Years 3 – 6 = max 24 students.

Students know their class teacher and classmates when they commence the new school year. In some instances, families are notified of classes prior to this date if it is in the student's best interests.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

In the Junior School we seek to develop and extend students both within and beyond the classroom. This is achieved through set co-curricular activities in sport and music and extra-curricular activities designed to widen student horizons and enable them to find their niche, grow in confidence and achieve excellence in all they do.

We offer a range of before school, lunch time and after school activities designed to develop skills in leadership, communication, creativity, and cooperation, and range from sports, to drama, music, STEM and chess.

Social service is also an important aspect of a student's education. The concept of giving and the spirit of 'being rather than seeming to be' is core to our Student Representative Council (SRC), knitting, Little Potters and TWIG groups.

Music and Performing Arts

All Junior School students undertake music lessons as part of the curriculum. Further to these students may sign up for private lessons during the school day from specialist teachers in the areas of music and speech and drama tutoring.

Students who undertake individual tuition with a string or band instrument are welcome to join the Junior String Ensemble, Junior Band or Junior Training Band. Inclusion in some music groups may be subject to auditions.

The availability of musicianship classes is dependent on the number of students who enrol.

To view the Music Ensemble Timetable, click [here](#).

For more information on the Performing Arts at Kinross Wolaroi, you can view the Performing Arts

Handbook by clicking [here](#).

Outdoor Education

Outdoor Education involves experiences in unfamiliar outdoor settings that 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 participate in overnight camps, day excursions and trips to the school farm, Windermere. For more information, view the article on *Co-curricular and Extra-curricular Activities Junior School* by clicking [here](#). Students progress through seemingly simplistic, to challenging and more complex tasks as appropriate for different year groups.

All families are to complete the Permission to Attend Windermere Form. This will be distributed to families for signing at the start of Term 1.

Excursions and Incursions

Throughout the year students engage in field trips to enhance learning occurring in the classroom. The school and local bus companies provide buses with seat belts. Staffing ratios are maintained or increased and where appropriate parents are asked to attend.

If, for some reason, you do not wish your child to attend an excursion, please discuss with the school other arrangements for your child on the day.

CODE OF CONDUCT

At Kinross Wolaroi School students have the right and responsibility to be safe, respectful learners demonstrating the School values of:

- Courage
- Respect
- Inclusiveness
- Resilience and
- Commitment

The Junior School Student Code of Conduct is available from the Junior School Parent page on the Hub.

COMMUNICATION

The school website, The Hub, student diary, this Handbook, and meetings with staff assist in developing effective partnerships between school and home.

Communication including year group excursions, permission notes, events and invitations are accessed via The Hub on the Student/Parent page.

Student Diary

The student diary is for reflection and feedback. It facilitates effective communication between home and



school and keeps students at the heart of discussions. Diaries are for recording home learning, other tasks, and events, and teach students how to organise themselves. Students have their diary with them every day.

Parents may use the diary to ask for updates and meetings. If you prefer to do this without your child being aware, please contact the class teacher directly via email.

Email

Email is a convenient way to communicate. During the school day a teacher's focus is on students. For this reason, there may be up to a 48 hour response time for your query. It is also important teachers can step away from being a teacher at the end of a day. Teachers are strongly discouraged from responding to emails after regular work hours ie, after 5:00pm.

For incidental notifications to teachers (either class teacher or specialist teacher) the student diary is the preferred mode of communication.

For logistical communication re changes to arrangements, absences, information about events please contact the Junior School Office (02 6392 0316 or email junioroffice@kws.nsw.edu.au).

Meeting with Junior School Staff

At times email is not the best form of communication for true understanding. In these instances, families are encouraged to arrange a phone or face-to-face meeting with Kinross Wolaroi staff.

The school cannot help or advise unless a question or 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 Junior School.

Parents may be asked for information to better facilitate meetings. This can be helpful in ensuring appropriate staff and information is available however, it is not essential to provide when arranging a meeting.

The class teacher is always the first point of contact for student academic and wellbeing matters.

If you would like to talk with the Head of Junior School, please contact sryan@kws.nsw.edu.au

Kinross Wolaroi News (Family Bulletin)

Each fortnight the Family Bulletin is emailed to families, and is available on the Hub and the Hub App. It can also be viewed on the school website at: kws.nsw.edu.au/news/newsletters.

CURRICULUM

Academic programs are based on the Key Learning Areas of the NSW Education Standards Authority (NESA). The school plans and assesses the content, skills, understandings, and values in each curriculum area to best educate students in the Junior School.

NESA, identifies six key learning areas for K-6 students taught by classroom and specialist teachers. For more information refer to the 'Junior School Curriculum' page of the school website.

Evidence of learning - Reporting to Parents

Throughout the year parents are encouraged to meet with staff. This is in addition to the planned whole school events which include:

- Beginning of the year information evening outlining School and classroom programs
- Term 1 parent/teacher learning conversations to share how students have settled into the new year, their strengths, and areas which have been identified for development.
- Parent workshops on Kinross Wolaroi Junior School approaches to learning
- Term 3 Student led conferences where students lead parents through evidence of learning
- Formal written semester reports.

National Assessment Program – Literacy and Numeracy (NAPLAN)

NAPLAN in Years 3 and 5 assesses literacy and numeracy skills students learn through the school curriculum. The data from these tests assists schools and systems by providing a tool to compare student achievements against national standards. NAPLAN provides diagnostic information to develop and implement strategies to best support student progress in all areas of the curriculum.

In the Junior School teachers ensure students are familiar with the testing format and provide support and guidance.

NAPLAN testing takes place online in the areas of Language, Writing (Year 3 is a paper test), Reading and Numeracy. The NAPLAN test window for 2024 is Wednesday 13 March to Monday 25 March. NAPLAN will be undertaken by all eligible students who are present at school on the day each test is scheduled.

DAY HOUSES

On enrolment all students are allocated to one of four Houses in the Junior School.

- Brown House (Red): Named after Stanley Brown, the first Headmaster of Wolaroi College.
- Douglas House (Green): Named after Stuart Douglas, one of the founders of PLC Orange.
- Gordon House (Yellow): Named after DWT Gordon, one of the founders of PLC Orange.
- McLachlan House (Blue): Named after the original owner of Wolaroi Mansion.

Houses play a pivotal role in a student's school life. A great sense of pride and loyalty is generated within Houses, offering a sense of belonging while encouraging healthy competition.

The House competitions in swimming, cross country and athletics are an enjoyable and exciting part of life in the Junior School as are the termly House Spirit competitions.

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-Kinder to Year 12.

The School prides itself on being a traditional school with a well-disciplined student body, but one which keeps pace with educational innovation.

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.

Kinross Wolaroi School values and upholds the importance of family life and its interrelationship with school life. The School endeavours to cultivate warm relationships based on trust and mutual respect amongst students, staff and school families.

The ultimate aim is for each individual to achieve to the best of their ability. In the Junior 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.

Underpinning all of this are our school values:

- Respect
- Commitment
- Courage
- Inclusiveness
- Resilience.

ENROLMENT

Enrolment at Kinross Wolaroi School is arranged through the Admissions Office and is confirmed by the Principal. As part of the enrolment process an interview with the Head of Junior School and the student with his/ her family will take place.

All necessary documents, deposits and fees must be completed in accordance with the Enrolment Policy. More information can be found on the Admissions page of the school website.

HAIRSTYLE & MAKEUP

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 be a natural single colour.

A range of hair accessories are available for purchase from the uniform shop. These are the only accessories permitted with the school uniform. The school scarf (3-10 or 11-12) may also be worn in the hair.

Make-up and nail polish are not permitted while in School uniform.

For more information the School Uniform Policy can be found on the Uniforms page of the School's website.

HATS

The school has a duty of care to students which includes supporting the use of sun protection based upon recommendations from the Cancer Council.

The only hats permitted are regulation School hats. Options include a cap, bucket hat, straw hat, or fedora. Hats must be worn by all students when outside the classroom and participating in sport outdoors, except when it would be inappropriate while competing.

The Junior School is keen to foster a 'Yes Hat = Yes Play' approach to sun protection. Students are not punished for not having their hat, but are kept sun safe by remaining in the shade in the company of a friend.

Junior School staff may write in the student diary if a student does not have a hat as there may be another issue, such as students wishing to avoid the playground.

HEALTH

The School has strict guidelines regarding unwell students. Any child who is unwell, even with mild symptoms which could potentially be COVID-19 or another infectious or contagious ailment, must be kept at home. If you are uncertain, please consult your GP prior to sending your child to school.

Anaphylaxis and Asthma Student Action Plans

At Kinross Wolaroi School we have students with severe allergic reactions when exposed to specified allergens. This reaction, called anaphylaxis, usually begins within minutes of exposure and can progress rapidly over a period of up to two or more hours.

Anaphylaxis is potentially life threatening and always requires an emergency response. Staff are instructed annually in the use of EpiPens and asthma medication.

We take steps to be an allergy aware school by informing staff, parents and students about the associated risks of food allergies. We request the following foods NOT be consumed at school:

- Nut products (peanut butter, Nutella, nuts)
- Hard boiled eggs or egg sandwiches, meringues
- Kiwi fruit
- Seafood.

Parents of children with severe allergies and asthma must keep the school fully informed and provide an annual Action Plan completed by their doctor no later than the student's first day of school each year.

Students with severe allergies keep their own named EpiPen on them. Additional EpiPens are kept at the Junior School Office and in the classroom.

Students with asthma keep their own named puffer with them. Puffers are to be administered in the presence of an adult in accordance with the child's Action Plan.

HEALTH CLINIC

A Registered Nurse is on duty during the school day from 8.30am-5.00pm Monday to Friday.

Students who attend the Clinic must first report to the Junior School Office to have their wellbeing assessed and decide on the appropriate action:

- Provide first aid care for minor injuries
- Walk with the student to the Clinic
- Send for assistance (if an injury or situation is serious or dangerous).

Parents of students assessed by reception staff and the Clinic will be telephoned if:

- Injury or health issue is unclear
- Injury to the head (including teeth, eyes, mouth)
- Possible fracture
- The injury or health issue means a student is unable to continue with the learning program.

It is important medical records are current. Parents are asked to take care when supplying information on medical forms and to advise the school immediately of any changes to medical conditions for their child. An emergency contact number must always be supplied.

Students who are unwell will not be sent home without prior consent from parents. Please note the school does not have facilities to care for children too ill to attend classes.

In an emergency a student may be taken to hospital by ambulance.

HOME LEARNING

At the Junior School we believe learning does not stop at the classroom door. Each term, grades clearly articulate approaches to home learning to families. Our approach encourages every student to read daily and is flexible to the needs of our families. Our model:

- Allows those families who see the benefit of undertaking formal learning beyond the school day at home to do so to the extent which works for them
- Increases the opportunities for self-direction, ownership, and motivation
- Makes suggestions about where the emphasis of

home learning is best placed – fundamental skills, flipped tasks and optional extras

- Brings parents in on supporting children with fundamental skills and tasks that enrich learning in the classroom
- Takes the opportunity to utilise different platforms to support student learning
- We encourage families to refer to the Term Overviews which provide connections for families seeking to enrich classroom learning.

THE HUB

The Hub is the school's Learning Management System, as well as a method of communication with students and families. Every student and parent/carer is provided with a sign-in for The Hub. The Hub provides personalised access to your children's timetables and reports, as well as general school information and updates including the calendar, co-curricular information and targeted messages relating to your child. Each year a training session is provided for parents on how to access and use the site.

The Junior School Parent Hub provides access to all Junior School communications.

The Hub app provides easy access and school alerts on your mobile devices. To download the app, visit your app store and search for 'Kinross Wolaroi School' on your iPhone, iPad or Android device.

If you have problems accessing the Hub, email support@kws.nsw.edu.au for assistance.

IMMUNISATION

A copy of an Immunisation Certificate must be available to the school. Families of students who are not immunised are advised of contagious diseases which may prevent them attending school for a period of time.

MEDICATION

In the Junior School, parents should only send essential medication to school. Parents and carers must hand deliver any prescribed medications to the Junior School Office. These should be:

- Supplied in a chemist webster (blister) pack or in the case of liquid medication in its original, labelled bottle
- Clearly labelled with the student's name
- Clearly state the prescribed medication name, dosage rate and administration times
- Accompanied by an Administration of Medication Advice form (available on the Junior School Parents page of the Hub).

No medication can be administered without written instructions from a parent/ carer.

Medication is dispensed by either Junior School Office staff who are first aid trained or the Registered Nurse on duty.

Students must not carry any medication in their bags or on their person at any time whilst on the school campus. This is a safety and welfare consideration for all students. The exception is emergency related treatments including asthma puffers, EpiPens and items for diabetes, which should only be administered in the presence of a staff member.

For further clarification on medication in the Junior School please contact the Junior School Office on 6392 0316 or via email at junioroffice@kws.nsw.edu.au.

Should your child require long-term medication, please contact the Head of Junior School to discuss arrangements for managing its administration.

INCLUSIVITY

Kinross Wolaroi School is a coeducational school. We scaffold students and work with them on how to act together, regardless of being a boy or a girl, as this is the real world where we are not segregated based on biology. We work to prepare students for a world beyond the school gates, where the traits of tolerance, respect, initiative, service, resilience, and cooperation are as valuable as academic knowledge and skills.

In the Junior School all classes engage in age appropriate discussions about gender and identity. Research shows children become aware of gender at an early age, being well-aware of gender norms and making efforts to fit within gendered expectations by the time they are in kindergarten. As young children learn about gender, they may also begin to enact gender values, beliefs, and attitudes.

They may, for example, insist some games are for boys and others for girls, and actively reject peers from certain games. For this reason, as a School, we build positive gender relationships in these early years through activities which allow children to explore gender identity, challenge stereotypes, and to learn to value and show respect for diversity and difference, learning how to apply these attitudes within respectful gender relationships. (More reading on this topic: Resilience, Rights and Respectful Relationships, Vic Gov, 2018).

JEWELLERY

Jewellery is not worn with the 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. Medical alert bracelets may be worn.

For more information on the School Uniform Policy go to the 'Uniform' page of the school website.

KINDERGARTEN

Prior to starting School

Kindergarten students participate in a Kindergarten taster morning, two "Step it Up Mornings" and a half hour 'getting ready for Kindergarten' session with Kinross Wolaroi staff. During these experiences students are provided with activities to enable teachers to observe and gather further information to assist in their transition to School.

Preparing for school:

- Label all belongings
- Practice packing and unpacking the bag, opening food containers, drink bottles and unwrapping food items
- Plan nutritious lunches, work out likes and dislikes. Be mindful not to pack too much
- Encourage sitting down when eating
- Use the toilet independently, including managing their uniform, flushing the toilet, and washing their hands
- Allow time to practice independent dressing, including managing buttons and tying shoelaces
- Practice writing their first name, allow time to draw, colour and write on large pieces of paper using pencils, crayons and textas
- Read with them from a wide variety of books
- Journey to and from school, talk about the activities they might do e.g. music, art, PE, play.
- Packing the school bag:
 - To assist with bag recognition, attach a distinctive tag to the Kinross Wolaroi School bag
 - Raincoat in bag
 - Crunch and Sip, a small serving of pre-cut fruit or vegetables
 - Morning tea and lunch - in named container
 - Spillproof bottle of water - in named container
 - Named playground hat, library bag.

LIBRARY

The library is open for students Monday to Thursday from 8:00am until 5:00pm. On Friday it is open 8:00am to 3:30pm. All students attend a weekly library lesson, incorporating skill develop and borrowing. A clearly named bag is required for library borrowing.

Students are welcome to attend the library at lunchtime when the weather is not inclement. Students in Year 6 may attend after school.



LOST PROPERTY

All students are encouraged to be responsible for their own belongings. Items are easily returned to owners when clearly named.

Items (when left in the Junior School) are kept in the lost property box located in the undercover area. For enquiries regarding lost items please contact the class teacher via the Student Diary. At the end of each term parents are welcome to come and take unnamed items that may be of use.

LUNCHES & PACKED FOOD

To support sustainable and healthy practices, families should pack lunch boxes that promote a 'nude food' ethic. What does this mean? Please refrain from packing food wrapped in foil, plastic, or commercial packaging. For lunch box ideas and more information we recommend:

[Healthy Lunch Box | Cancer Council NSW](#)

MOBILE PHONES AND WEARABLE DEVICES

The growth of technology, and its role in education for the 21st Century Student, has been very exciting but also very challenging. Students are faced with more distractions than ever before and are struggling to maintain focus and concentration, manage impulsivity and avoid distraction. It is the role of the School to help support them to develop as successful learners.

Kindergarten – Year 6

- Students in Junior School do not require mobile phones or wearable devices as all parent-child communication during school hours goes through the Junior School Office or the classroom teacher.
- If there are circumstances requiring a student to bring a mobile phone to school, parents must liaise with the classroom teacher at the start of the school year. In these instances, the phone is handed to the classroom teacher at the beginning of each day and collected at the end of the day.
- Students cannot use the phone or wearable device onsite, including bus bays, drop & go, the playground, or at before and after school activities unless instructed to do so by a teacher.
- Students are not permitted to take images of any person without their permission, and they should not photograph anyone in School uniform.
- If a student chooses to ignore the school policy, the phone will be confiscated, and parents contacted.
- The school will accept no responsibility for loss, theft or damage to the phone.

PARENTS

Supporting school policy:

The school values the importance of working together with parents in the pursuit of student achievement and the fostering of an enjoyment of learning. We look to parents to support the school by following policies and guidelines as set out in the Handbook. We ask parents to make contact with the school should they have questions or concerns about their child's social, emotional or academic needs or in regard to school policies and approaches to learning.

Supporting your child(ren):

- Encourage and help your child to view learning and the activities associated with it as worthwhile
- Be active in checking and signing the student diary every day, asking for information sent from school, such as work samples and notes in the student diary, check student bags regularly.

Look for ways to enable good routines such as:

- A regular place to do home learning and keep school items
- Healthy food and drink after school to help brain function
- A method of communicating routines for children such as a chalkboard, term planner, fridge notes
- Access to internet and internet blocks such as Net Nanny, Familyzone and appropriate adult supervision
- Access to word processing and printer as required
- Engage in home learning if and when appropriate, contacting the class teacher through the student diary regarding questions or concerns. The role of the parent is to support their child, not complete the task for them.

Support students at school

We know 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 2023 there are opportunities to:

- Assist in classrooms and with class excursions
- Volunteer to share expertise e.g. guest speaker
- Attend school functions and carnivals
- Attend weekly sport competitions
- Join and attend the Parents & Friends Association meetings
- Assist with fundraising activities
- Attend learning workshops, information sessions
- Attend Chapel and assembly.



PARENTS AND VISITORS AT SCHOOL

Parents and visitors must report to the Junior School Office when entering the School and register their presence on site. The exception is when dropping off or collecting children during normal school hours, or attending whole school events.

Code of Confidentiality

Parents and community members participating in class and School programs, are in a position to observe and gain information regarding student performance and behaviour, class and school routines and management. Positive parent participation relies upon trust and strict adherence to ethical and privacy issues to ensure confidentiality.

Parents and community members participating in school and class programs are asked to complete the Kinross Wolaroi Induction program and sign the School's 'Parent Code of Confidentiality Statement'. This form is available on the Hub.

PARENTS AND FRIENDS ASSOCIATION (P&F)

The Kinross Wolaroi Parents and Friends Association (P&F) is a voluntary parent group which meets twice per term. It provides a forum for parent discussion, fundraising activities, social and educational occasions for parents. Membership of the P&F is open to all parents and carers of students at the school from Pre-Kinder to Year 12. You are encouraged to consider becoming a Year Group Representative for your child's year group or to volunteer with events and activities, this is a fun way to get to know other families.

Families pay a voluntary contribution to the P&F annually, which is included with your school account. For more information about the Parents and Friends Association visit [www.kws.nsw.edu.au/ community/ parents-and-friends-association](http://www.kws.nsw.edu.au/community/parents-and-friends-association) and check the P&F page in the Family Bulletin each fortnight.

PICK UP PROTOCOLS – GOING HOME ARRANGEMENTS

To assist the school and your child understanding how they travel home on any given day we ask that you complete the "Going Home Arrangements" form, available on the Hub. If there is a change in arrangements for collecting your child, please notify the school through the diary on the day or, for late changes, contact the Junior School Office on 6392 0316 or email junioroffice@kws.nsw.edu.au who will advise your child and their teacher about the new arrangement.

PRE-KINDER

Kinross Wolaroi School operates a Pre-Kinder class for children in their final year before formal schooling as they prepare for Kindergarten. Parents have the option of enrolling their child in a 2, 3 or 5 days per week program.

Classes operate from 8:45am until 3:00pm. In 2023, Before School Care and After School Care is available through Gowrie.

Enrolment forms for Pre-Kinder can be obtained by contacting the Admissions Office on 02 6392 0303 or via email to admissions@kws.nsw.edu.au.

REMOTE LEARNING

The Junior School has plans in place should the need arise for students to continue their learning off campus. Staff have developed a suite of resources to support parents and students when working from home.

ROAD SAFETY

All students travelling by private car are dropped off and picked up from the 'Stop & Go' zone outside the Junior School.

To assist with smooth traffic flow and keep students, staff, and family safe we ask families to:

- Adhere to a 10 km/h limit and not use mobile phones in the line
- Always move to the topmost position in the Stop & Go zone to prevent congestion and the necessity for cars to cut into spaces
- Use the flags in the afternoon to identify spaces
- Remain in the car, staff will assist students as needed and will place bags inside the car
- Only allow students to alight and exit cars on the curb-side
- Follow all directions from staff.

For personal safety, we do not want children or staff stepping off the curb or going behind cars to access the boot. If you need to place bulkier items in the boot, or if your child is unable to access the curb-side door please park and approach the teacher with the microphone to call your child over. Please be mindful when walking through the parking area to hold children's hands as it can be difficult for a car reversing to see a young child.

Students are to be collected by 3:30pm, or 4:45pm on sport afternoons. In the case of an unforeseen event that delays you, students will attend the Junior Office and then may be asked to attend After School Care.

ROUND SQUARE

Kinross Wolaroi School is a proud member of Round Square, an international group of affiliated independent schools that are committed to providing a challenging and holistic education that equips students to live meaningful lives, making a positive contribution to society through opportunities that foster a global mindset and an authentic sense of self and community.

Round Square schools share a commitment to character education and experiential learning built around six IDEALS of International Understanding, Democracy, Environmental Stewardship, Adventure, Leadership and Service.

The IDEALS are underpinned by twelve DISCOVERIES students explore on their learning journey: inquisitiveness, tenacity, courage, compassion, inventiveness, ability to solve problems, self-awareness, sense of responsibility, appreciation of diversity, commitment to sustainability, communication, and team-working skills.

Together these form the Discovery Framework, with the word EXPLORERS at its heart. Junior School classes continue to be named after 'explorers' to provide a platform to learn the language and philosophy that underpins each of the IDEALS and DISCOVERIES of Round Square.

SCHOOL HOURS 8:45AM-3:15PM

The playground is unsupervised before 8.25am and after 3.30pm (and 4.45pm on sport days). For their safety and welfare, children should not be in the playground while it is unsupervised.

- Students arriving before 8:25am must attend Before School Care or, if a few minutes early, remain seated in the undercover area
- Students attending activities before 8:25am report immediately to the activity.

The school day is divided into 6 periods:

Period 1	8:45am – 9:50am
Period 2	9:50am – 10:40am
Recess	10:40 – 11:10am
Period 3	11:10am – 12:00pm
Period 4	12:00pm – 12:50pm
Lunch	12:50pm – 1:05pm
	1:05pm – 1:35pm
Period 5	1:35pm – 2:25pm
Period 6	2:25pm – 3:15pm

Junior School Office Hours:

Monday to Thursday 8:00am – 4:30pm (School Term)

Friday 8.00am to 4.00pm (School Term)

Senior School Office Hours:

Monday to Friday 8:30am – 4:00pm (includes Term breaks)

SPORT

Sport is an integral part of life at Kinross Wolaroi Junior School. We offer a range of sports and activities to meet the needs of your child, whatever their level of sporting engagement. Details about summer and winter sport programs are published on the Hub and shared with parents when sport selections are required.

STATIONERY

At the commencement of the year the school will provide the stationery and exercise book needs for each class.

STUDENT LEADERSHIP

Leadership is a responsibility and privilege the school takes seriously, providing training and scaffolds for development of our students. We believe it is imperative for young people to learn how to lead others effectively because at some point in life we all exercise leadership. Therefore, our philosophy is to develop leadership by students, for students. Through leadership roles, students show and grow their skills by acting with initiative, being courageous, and reflecting on how they are leading others.

Each leadership role fulfils a special service in the school and there are many opportunities to gain experience - being a captain of a sporting team, a Pre-Kindergarten buddy, having a particular task in the classroom, organising and leading assemblies and House Musters, being elected Head Boy or Girl, House Captain or a member of the Student Representative Council are some examples.

Year 6 Leaders

Every Year 6 student has a role in their final year in the Junior School as they contribute to the improvement of the school and the wellbeing of others. Our Year 6 leadership development starts in Year 5 with several formal and informal preparation activities that encourage students to reflect on the responsibilities of Year 6 leadership.

The Head Boy and Girl, House Captains and Music Captains are elected by staff and students from Years 2 to 6. Students who do not have a badged position undertake roles in House teams. All students have the scope to go above and beyond and serve the school with enthusiasm and creativity.

TREE

The Regional Engagement Enterprise (TREE) is a Kinross Wolaroi School initiative to provide contextual, cross curricular, community-based learning experiences for all students from Pre-Kinder to Year 12.

We value the importance of providing real life opportunities for students to consolidate their understanding of concepts learnt in the classroom through hands on, practical experiences. In so doing we are ‘future proofing’ our students by teaching transferable skills they will put into practice outside of school. Students of today need to be able to adapt to change, have an entrepreneurial spirit and be excellent communicators if they are to succeed in an ever changing and developing workforce.

Our approach to education is deliberately structured to develop the whole person so each child can grow and flourish and discover their abilities and passions in life, to be the best they can be. This journey begins in the Junior School.

As part of a Pre-Kinder to Year 12 school, the Junior School aims to set a standard for holistic, contextual learning through The Regional Engagement Enterprise (TREE), Round Square and the facilities available at our school farm, Windermere.

Through contextualising the curriculum, developing student agency and strengthening our bonds with the local community, Kinross Wolaroi Junior School aims to create endless opportunities for our students.

More information on TREE can be found on the ‘Academic’ page of the school website.

UNIFORM

The Kinross Wolaroi uniform is designed so when worn correctly, it is comfortable, flattering, and smart. When in uniform students are aware they are representing the school and the highest expectations of personal presentation apply. If a student is not wearing their uniform well, the class teacher follows up with a note in the diary or directly with parents.

In 2024 it is mandatory for all students to wear the new uniform.

Uniform Shop

The school’s on-campus Uniform Shop is operated by Noone Imagewear.

All Kinross Wolaroi School uniform requirements, price lists and operating hours are available on the ‘Uniform’ page of the school website.

Online ordering is available to provide families with 24/7 access for uniform purchases, with options for home or on-campus delivery. Payment is made via debit or credit card.

All uniform enquiries can be made by phoning 02 6392 0385 or emailing kws@noone.com.au.

WEATHER EVENTS

In the event of a storm or severe weather event at pick up time the school will instigate its Storm Procedures for the safe collection of students. All students and staff will wait indoors for the storm to pass or ease before students are released from classrooms, this includes students catching buses.

Parents are asked to remain in their cars for the storm to pass and students are released from classrooms.

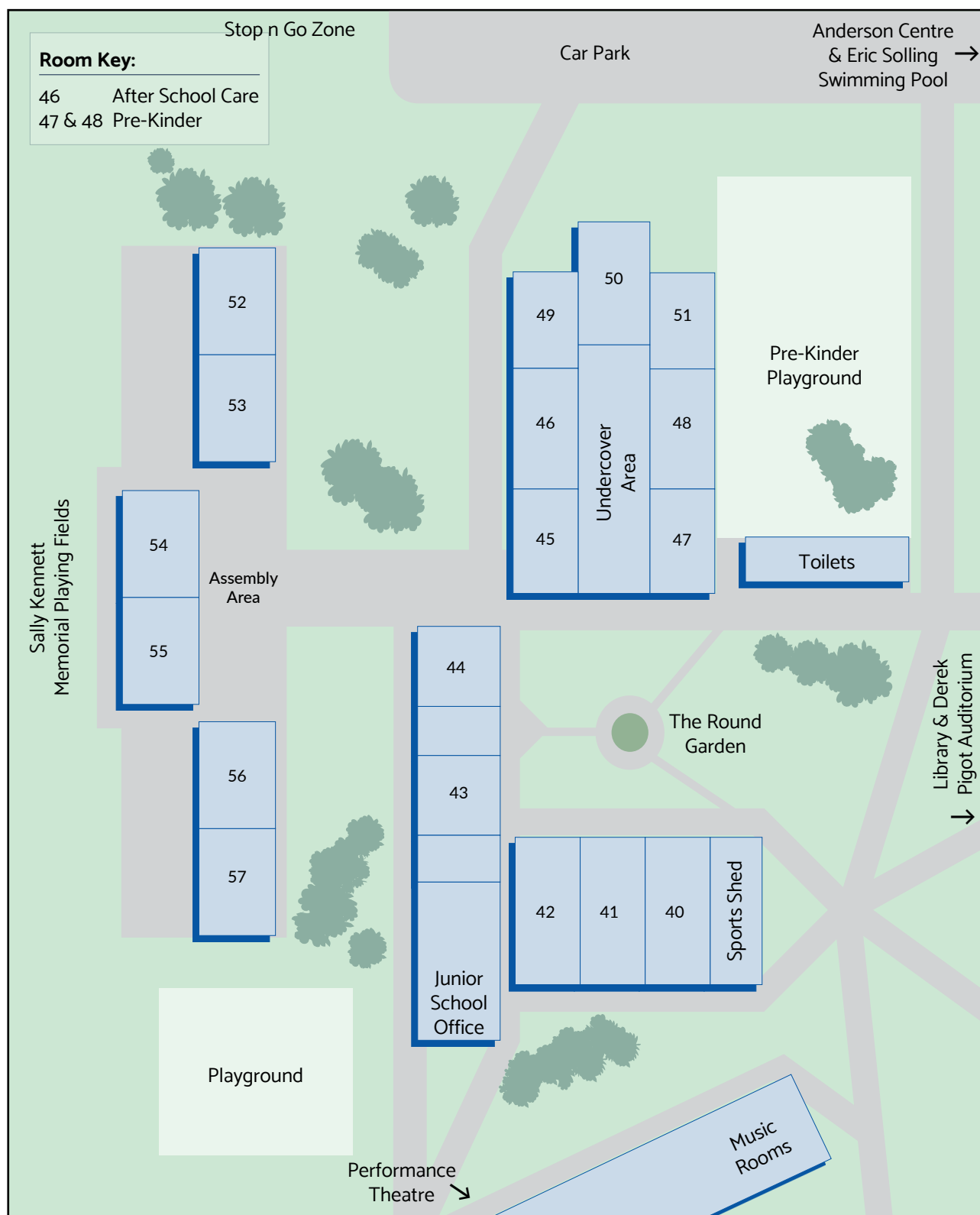
Students who miss catching buses will be supervised by Junior School staff until a parent is able to arrive.

WELLBEING

Class teachers are the primary carers for your child in the Junior School. Most matters of student care and welfare are overseen through them. Should a matter of concern arise outside the role of the teacher, those who could be involved may include parents/carers, the Head of Junior School, the Assistant Head of Junior School – Wellbeing, the Assistant Head of Junior School – Academics, and/or the School Psychologists.

At Kinross Wolaroi all staff, students and families are taught and use strategies developed through the URSTRONG program. Refer to the Junior School Hub for information on specific language used in the program to support student friendships and wellbeing.

JUNIOR SCHOOL MAP



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. Cattle/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. 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. Cattle/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) |





KINROSS WOLAROI
— SCHOOL —

59-67 Bathurst Road (Locked Bag 4),
Orange NSW 2800
+ 61 2 6392 0300
admissions@kws.nsw.edu.au
www.kws.nsw.edu.au