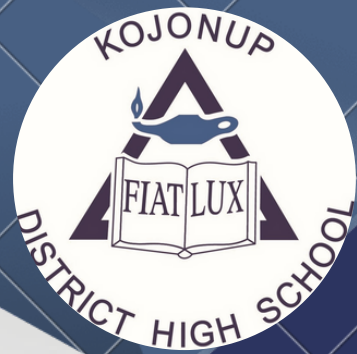


KINDY



Kindergarten Information Handbook



ACKNOWLEDGEMENT OF COUNTRY

We respectfully acknowledge the traditional owners of the land upon which we met today - the Kaneang people of the Noongar nation and pay our respects to their elders past, present and emerging. It is a privilege to be standing on Noongar boodja.



PRINCIPAL'S WELCOME

Growth through Learning is our vision at Kojonup District High School and it is embedded in everything that we do. At our school, we ensure that every student's academic, social and emotional growth is our priority. Students from Kindergarten to Year 10 work in an environment that nurtures them to achieve their personal best.

A collaboratively developed pedagogical framework, based on current research of best practice is embedded into every classroom to provide low variance for our students. Based on our priority of Culture and Care, students are taught the value of a growth mindset in building our learning culture and exposed to explicit teaching of positive behaviours through the PBS program and their participation in the Smiling Minds program.

We have recently made a significant investment in the school's technology infrastructure to ensure our students recognise that the world around us is changing and we are changing with it, supporting our priority of student growth. Our teachers are engaged educators whose programs include Sounds Write, Heggerty Phonics, KOLP, iMaths and specialist Art, Health & Physical Education, ICT, Digital Technologies and STEM programs. The formative and summative assessment processes, from which our Primary and Secondary teaching staff make regular and consistent judgements, are based on a range of data sources.

Our school is supported by a dedicated School Council and an active P&C Association. Passionate staff with close ties to our local community, ensure we provide pathway and personal programs that play to student strengths and give them the support they need to develop their talents and abilities. For some students, it's about helping to create ambitions and goals. For others, it's about realising them.

A positive sense of self is so important, which is why students' wellbeing always comes first. If students are happy, feel safe and know they are valued members of their school, they enjoy coming to school - leading to positive results in the classroom.

Everyone at our school, from the principal to the gardener takes on this responsibility by building relationships with both children and parents from their very first visit to the school.

Sharon Poett
Principal

OUR SCHOOL

Our History

As the third oldest state school in WA, the first Kojonup school to be established was the Barracks School, situated in the building that is now the Kojonup Military Barracks Museum. The first student, the daughter of a Pensioner Guard, was admitted to the school on the 1st of March 1863 and the teacher was the wife of the barracks' sergeant, a Mrs Ann Loton. When elementary schooling became compulsory in 1872, the government organised School Inspectors to ensure that all children attending government schools were being adequately educated and 'disciplined'.

In 1894, the school at the Barracks was no longer deemed adequate and an official schoolroom was built at the corner of Pensioner Road and Spring Street. A 'state of the art' building of its time, the very high windows were allegedly positioned to prevent students from gazing out of them!

By 1912 the enrolment of forty six students led to an additional classroom being built. As numbers increased throughout the early part of the 20th century, the school was amalgamated with around twenty three outlying schools with declining enrolments.

In 1954, the current KDHS began as a five room school with a library, a Head Teacher's office and one shelter shed. The school was first used on the 8th February 1954 and has the honour of being opened by the then Minister for Education, John Tonkin, who would later become the Premier of WA.

We are very proud that the school will celebrate its 160th anniversary in 2023!
(*Give Them Wings*, The Kojonup Historical Society, 2010)



Contact Information

T: 08 9831 3300

E: Kojonup.DHS@education.wa.edu.au

W: kojonupdhs.wa.edu.au



Factions

Students are placed in a faction on enrolment to school. Siblings are placed in the same faction. Others are placed according to the balance of numbers. Children should always be appropriately dressed for sporting activities.

We have three factions;

Aquila (Green)

Hercules (Red)

Phoenix (Yellow)

Faction shirts can be purchased from BMC Embroidery, Kojonup

T: 0417 981 455

E: kojibmcembroidery@bigpond.com

Uniforms

Dress codes for students in public schools are determined by the School Council and in consultation with students, their parents and staff of the school. Our dress code helps to create a sense of pride, and a school culture in which every student experiences a sense of belonging. The KDHS Dress Code complies with the DoE Policy: Dress Codes for Students in Public Schools, (January 2018) and is compulsory for Kindy-Year 10 students.

Exemptions to the Dress Code can be obtained through the School due to unavailability of an item, medical grounds, or another reason that in the Principal's opinion is sufficient to warrant an exemption. Exemption requests should be made in writing to the Principal. Non-compliance of the Dress Code may result in sanctions as covered in the 'Good Standing' Policy.

Uniforms can be purchased from BMC Embroidery, Kojonup.

T: 0417 981 455

E: kojibmcembroidery@bigpond.com



ITEM	ACCEPTABLE	UNACCEPTABLE
SHIRT	Navy/light blue shirt or shirt with KDHS logo (K-6) Plain Navy/White shirt or shirt with KDHS logo (7-10) <i>Year 6 Leavers shirt, may also be worn in Year 7 (by recipient only)</i> Undershirts in navy or white only	Shirts of other colours Cougars football shirt Undershirts in other colours
PANTS/SKIRT/SHORTS/SKORTS	Plain navy blue	Patterns, rips, studs, sheer panels, logos Shorts/skirts that are too revealing
JUMPER/JACKET	Plain navy blue or uniform jacket with KDHS logo	Hooded jumpers/jackets Non navy jumpers or jackets, or that have logos or patterns (including Cougars jacket)
SHOES	Closed in shoes or sturdy sandals—no slip on shoes or <u>ugg</u> boots.	Shoes that are unsafe or unsuitable for practical classes- thongs, open shoes, slides, <u>ugg</u> boots
HAT	Preferably wide brim, navy Compulsory Term 1&4	Offensive or inappropriate slogans or artwork
Sports shirt for carnivals	Faction shirt with logo (red, green or yellow) Plain faction coloured shirt Regular school shirt	Singlets Non faction coloured shirt
Accessories	Accessories such as scarves, socks should be in line with school colours	Accessories or piercings that pose an OSH risk
FARM (a change of clothes required)	Suitable work wear (shirts must have sleeves) closed in shoes or boots.	Any item that may pose an OSH risk, singlets, shorts that are too revealing
Physical Education Class	For hygiene reasons, students in Yrs 7-10 are required to have a change of shirt for these classes.	Slogans, inappropriate artwork on shirts.

Term Dates – 2024

Semester 1		Semester 2	
Term 1	Wed 31 January – Thu 28 March	Term 3	Mon 15 July – Fri 20 September
Break	Fri 29 March – Sun 14 April	Break	Sat 21 September – Sun 6 October
Term 2	Mon 15 April – Fri 28 June	Term 4	Mon 7 October – Thu 12 December
Break	Sat 29 June – Sun 14 July		

School Hours (For Kindergarten Students)

Monday (Even Weeks), Tuesday and Thursday

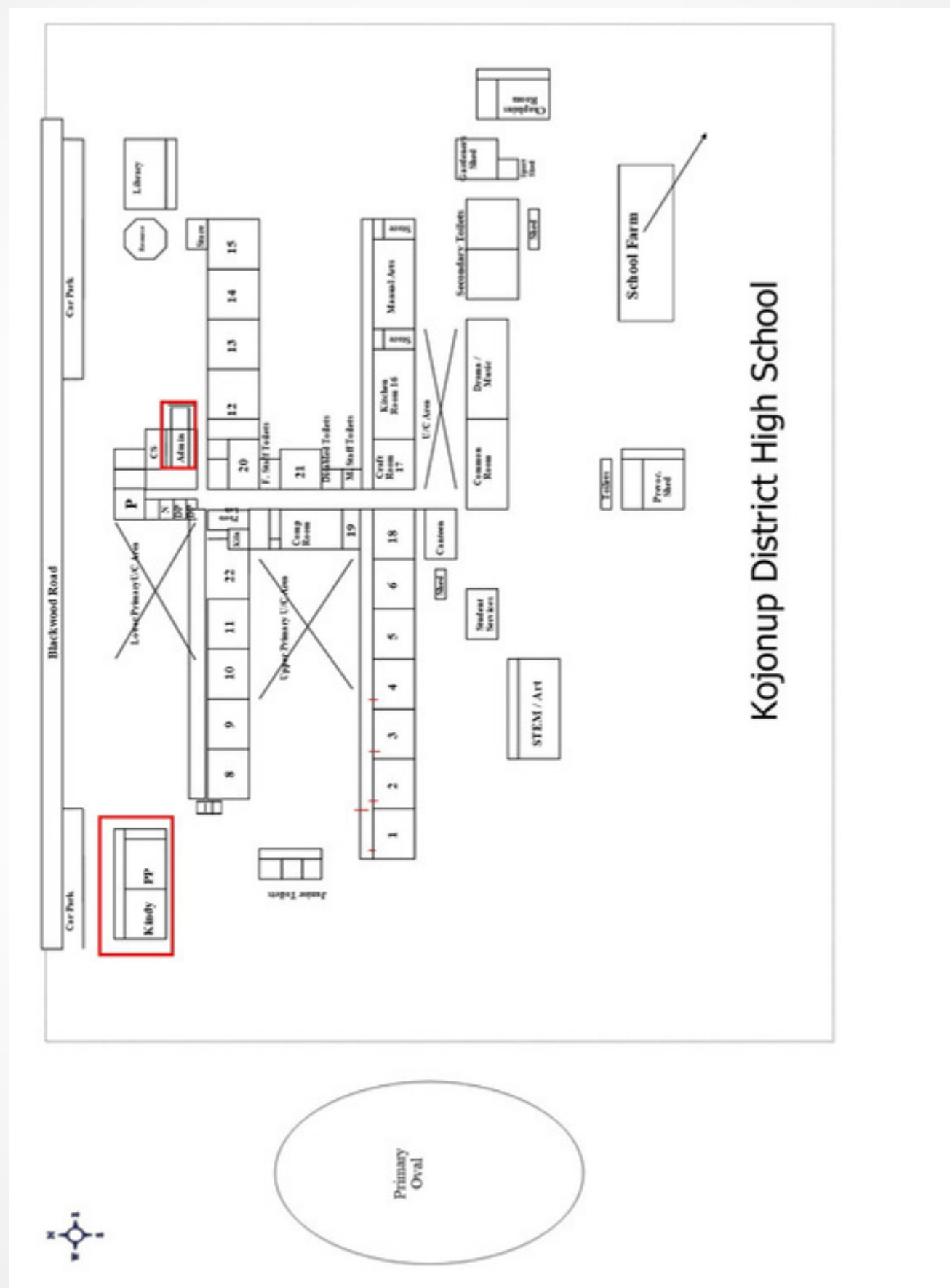
8:30am–8:50am	Doors Open
8:55am–9:50am	Period 1
9:50am–10:45am	Period 2
10:45am–11:05am	Recess
11:05am–11:55am	Period 3
11:55–12:45pm	Period 4
12:45pm–1:20pm	Lunch
1:20pm–2:10pm	Period 5
2:10pm–3:00pm	Period 6

School Bus Service

Many students access the bus service in Kojonup.
Applications for bus services are to be completed at
www.schoolbuses.wa.gov.au.



School Map



Enrolments

Age and Immunisation Confirmation

A birth certificate or extract of birth or passport and a copy of each student's Australian Childhood Immunisation Register (ACIR) must accompany the Application for Enrolment. Students will be placed in the year of study corresponding to their age group. From 2019, all Kindergarten enrolments MUST have an up to date immunisation record.

Eligibility for Enrolment – Kindergarten and Pre-Primary

- 1.Children living in the intake area of the school and have a sibling enrolled at the school for the following year.
- 2.Children who live in the intake area of the school but will not have a sibling enrolled at the school for the following year.
- 3.Children who live outside the intake area of the school and have a sibling enrolled at the school for the following year.
- 4.Children who live outside the intake area of the school but will not have a sibling enrolled at the school for the following year.

Medical Enrolment

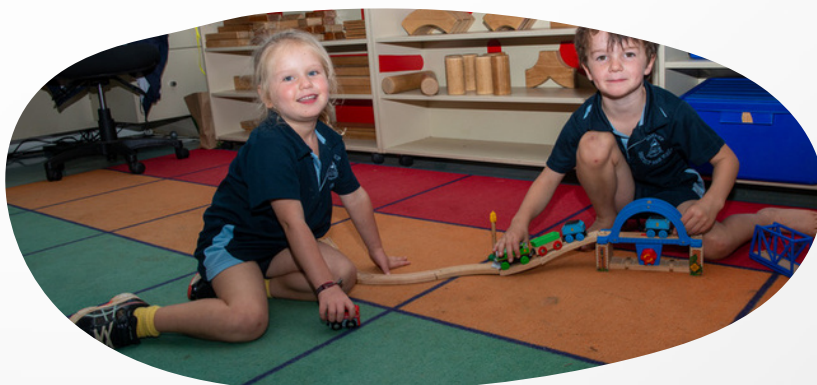
It is a policy at our school that on enrolment all parents complete medical information on the Enrolment Form for their child(ren) and that this information is kept up to date.

We need to know of any allergies your child may have so that we can give the appropriate First Aid in an emergency and know when to seek medical assistance.

The Department of Education has a strict policy on the administering of medication in schools. No staff member is permitted to give a child medication unless the correct forms have been completed by parents and the prescribing doctor.

Overseas Students

Students who were born overseas must hold the appropriate visa before applying at the school. For overseas students who are in Australia using an entry visa it is necessary that the office sight the passport and visa of the parent (primary visa holder) and student at the time of Application for Enrolment. The dependants of and holders of some specific visa categories require a tuition payment to be made.



FACILITIES

Library

At KDHS, we have a well stocked library open Monday to Thursday.

Children wishing to borrow a book must provide a suitable waterproof library bag. Books and resources are borrowed for up to seven days and may be renewed after that time. Parents are asked to pay the replacement cost for any damaged or lost items.

School Farm

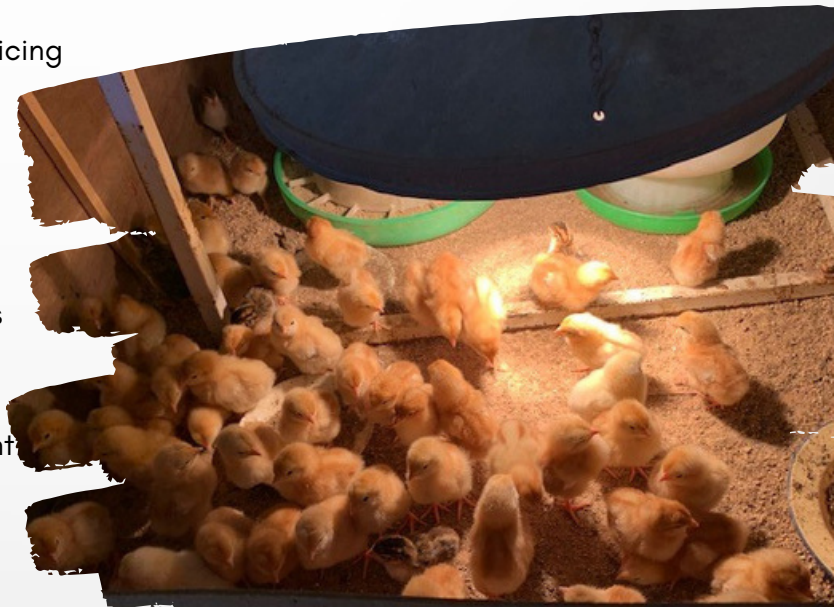
At Kojonup District High School, we have a fully-functioning 480 acre farm which is used as a uniquely valuable learning space across the K - 10 curriculum. All students have access to learning around fibre and food production through their Farm classes in Primary school and through SCSA supported Agriculture programs from Years 7-10.

Our students in the Secondary school list 'Farm' (D&T: Agriculture) as their favourite option subject and many of our ex-students have based their further studies in Agriculture on the skills and knowledge they honed at Kojonup DHS School Farm.

The school farm is supported by the Farm Advisory Committee made up of members of the local farming community, the Agriculture teacher and Farm Manager, parents and the school's Executive.

We currently offer:

- A fully functioning classroom
- Shearing shed, crutching cradle, a weighing scale and undercover yards
- An orchard and large irrigated vegetable garden
- Raised garden beds next to our classroom
- An aquaponics area
- We crop approximately 20 to 40 hectares a year for sheep feed oats and hay
- Approximately 600 merino breeding ewes producing approximately 500 merino lambs a year and 100 crossbreds (Poll Dorset cross). We sell wethers and crossbred lambs and keep ewe lambs
- Chickens - students raise day olds to 16 weeks, and keep six chickens for school eggs/incubator eggs
- A workshop with tools and equipment for servicing and fabrication
- New cattle yards in future preparation for a small beef herd
- Indigenous gardens which are maintained by students
- Year 9 students study for a Cert 1 in Agrifoods through SIDE, based at the farm
- Year 10 students study for a Cert 2 in Conservation and Environmental Management through SIDE, based at the farm



WELLBEING

Attendance

Attendance of students in Pre-Primary – Year 10 is compulsory.

If a child is enrolled in Kindergarten, whilst it is not compulsory to attend, it is recommended they do so. Regular attendance helps your child to feel comfortable in their surroundings, develop friendships with other children, and relationships with school staff.

The early years of school gives your child new experiences and sets the foundation for their future learning. At Kindergarten, your child is supported to develop and learn new ideas and skills in a setting of acceptance, and one that inspires and challenges them. Going to school every session allows your child to build on what they know and what they have learnt.

The skills learnt in Kindergarten set the foundation for Pre-Primary. In Kindergarten your child will build important social and emotional skills that help them throughout their school life. They also develop literacy and numeracy skills.

Pre-Primary is the first compulsory year of schooling in Western Australia. Pre-Primary provides your child with a broad range of skills to help them understand the world. Your child learns more about literacy and numeracy, and further develops their personal and social skills, critical and creative thinking, and physical wellbeing.

Going to school every day is vitally important so your child does not miss out on important ideas, concepts, knowledge and skills for future learning. At our school, we want your children to do their very best. To get the best education, they need to go to school every day. By working together, our school community can support your child's attendance.

If your child misses...	From Kindy to year 12 that adds up to...	Which is the equivalent of attending until:	Attendance rate
1 day per fortnight	nearly 1 ½ years	part-way through year 11	90%
1 day per week	over 2 ½ years	part-way through year 10	80%
2 days per week	over 5 years	the end of year 7	60%
3 days per week	nearly 8 years	the end of year 4	40%

Absences and Late to School

Punctuality and regular attendance are essential to a student's progress. However, if your child is sick it is best to keep them at home. A child who is not feeling well cannot learn properly and may infect other children.

Ways to notify the school are:

- Via Compass
- Notify the office on 9831 3300

If your child will be away for an extended period due to illness or holiday, please inform the school as soon as possible. If it is necessary for a child to be late or absent, a brief written explanation is required containing the following information:

- Date of absence
- Child's name
- Child's class
- Reason for absence
- Signature of parent or guardian

The school will generate reminder notes to parents when a reasonable explanation for absence is not received. All attendance data is recorded and reported on each semester report. The school is required to have attendance data targets and report to the School Council and the Department of Education on an annual basis.

Students arriving at school after 8:50am must collect a late pass from the front office. Students should not arrive at school earlier than 8:30am

Chaplaincy

Youthcare chaplains care for the social and emotional wellbeing of students, families and staff. At KDHS the chaplain works for two days a week, mostly with small groups of students or individual Pastoral Care appointments. Referrals came from parents, teachers and students themselves. Issues include self-esteem, anxiety, friendships, behaviour, crisis or just a confidential chat. Each child usually has a journal where we record their feelings and activities. We are able to look back at previous entries and recognise how their self esteem and coping strategies have developed over time.

The chaplain volunteers at Breakfast club and administers Boniface care funds for educational needs of families in crisis, such as uniforms and stationery.



School Health Nurse

At Kojonup DHS, we have a part-time School Health Nurse on site. In Western Australia, School Health Nurses provide a school health service through primary and secondary school.

School Health Nurses are primarily involved in early detection of health concerns and promotion of health and wellbeing for children and their families.

They may provide services such as;

- information, advocacy and support for children and their parents to make informed decisions and health, wellbeing and development
- health and development assessments
- referral to other health services further assessments, diagnosis, treatment or therapy
- parenting advice and parenting programs (Triple P)
- support for teachers to provide health education in the classroom
- support for school health promotion initiatives
- facilitation of professional development for teachers to ensure school can care for children with particular health needs e.g. asthma and anaphylaxis
- assistance for school staff and parents to develop health care plans for students with special needs e.g. chronic disease, physical disability or other complex health conditions



School Psychologist

The school psychology service can provide assistance to the school in the areas of mental health and wellbeing, disability, behaviour, learning and motivation, incident management, change management and organisational development. The School Psychologist visits Kojonup District High School weekly. If you would like to discuss the possibility of a referral for assistance for your child from the School Psychologist please advise either your child's classroom teacher or one of our Deputy Principals. Referrals are managed by a student services team that includes the Deputy Principals, School Nurse and School Psychologist.

Breakfast Club

Breakfast club is run by a dedicated group of volunteers and school staff. It is available to all students to enjoy. It operates three times a week; Tuesday, Wednesday and Thursday mornings from 8.30am-8.45am from the Chaplaincy room near the high school oval.

Canteen

The canteen runs 3 days a week, Mon, Thurs & Fri and provides healthy food and beverages and is managed by the P&C. Kindy students will have their lunch delivered to their classroom and orders are to be on an envelope with your child's name and year clearly written at the top. The canteen has a Facebook page where they post daily specials. Orders can be paid for on the day or through a 'pre-paid account' via direct debit. Application forms for pre-paid accounts are available at the front office or on the school website.

KDHS CANTEEN MENU 2023 OPEN MON, THURS, FRI

GREEN CHOICES

Sandwiches

Chicken & Salad Sandwich	\$7.00
Ham & Salad Sandwich	\$8.00
Salad Sandwich	\$4.50
Cheese Sandwich	\$3.50
Cheese and Tomato Sandwich	\$3.50

Wraps

Chicken & Salad Wrap	\$7.00
Ham & Salad Wrap	\$8.00
Salad Wrap	\$4.50

Rolls

Chicken & Salad Roll	\$7.00
Ham & Salad Roll	\$8.00
Vegemite Roll	\$2.00

Salad

Mixed Salad with Ham or Chicken	\$6.00
Mixed Salad	\$4.00

Burger

Chicken Burger	\$6.00
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Salad includes lettuce, tomato, cucumber, carrot and cheese.

Toasties

Cheese Toastie	\$3.00
Cheese & Tomato Toastie	\$3.00
Ham & Cheese Toastie	\$6.00
Ham, Cheese and Tomato Toastie	\$6.00
Chicken & Cheese Toastie	\$5.00
Chicken, Cheese & Mayo Toastie	\$5.00

AMBER CHOICES

Taco Slider	\$3.50
Chicken Torpedo (sweet chilli)	\$7.50
Chicken Torpedo (plain)	\$7.00
Lasagne	\$7.00
Ham & Cheese Pizza	\$4.50
Ham & Pineapple Pizza	\$4.50
Beef Pie	\$7.50
Sausage Roll	\$5.50
Party Pie	\$3.00
Sauce	\$0.50
Hot Dog	\$4.00
Hot dog with cheese	\$4.50

DRINKS

Flavoured Milk - Choc/Banana/Strawberry	\$4.00
Juice - Apple or Orange	\$3.00
Juice Bombs - Watermelon, Grape, Orange	\$3.50
Water	\$2.00

RECESS

Plain Cheesie	\$2.50
Pizza Cheesie	\$4.00
Chicken, Cheese, Mayo Cheesie	\$5.00
Biscuits	\$1.00
Muffin/Slice	\$2.50
Nuggets - Wed & Fri ONLY	\$3.00

Assorted Snacks Available

ICE-CREAMS

Billabong	\$4.00
Icy Poles	\$2.00
Yowies/Milo	\$7.00

Follow us on Facebook for specials and information KDHS Canteen

Direct Debit Canteen Account

BSB 086 746

Acc # 86 923 5332

Please include your child's name as reference.



Phone: 0484 061 051

Email: kojonuppandc@gmail.com with feedback or suggestions

Early Childhood

Our Philosophy

Early Childhood Education at Kojonup District High School fosters a sense of belonging which supports the child's curiosity and wonder while providing a fun, safe and inclusive learning environment. We work as a team to provide evidence-based learning opportunities; incorporating a balance between intentional play-based, hands on experiences and explicit teaching both inside and outside the classroom. We collaborate with families and the community to build and maintain respectful partnerships to support the uniqueness of the whole child to encourage growth through learning.

Kindergarten

Kindergarten students attend school for five days per fortnight. Students attend every Tuesday and Thursday and Even week Mondays (Week 2,4,6,8,10).

Drop off and Pick up

It is a requirement of the Department of Education that kindergarten age children are released to an adult caregiver with permission to take them. If you have family or friends that will be picking up your child, please include them on the list of contacts for your child in the school office, or let us know in writing with a parent/legal guardian signature beforehand. Students will wait on the classroom mat until their name is called by a staff member before they can go outside to yourself or a caregiver. Try to ensure that children are collected on time, as they become distressed if not collected promptly. A telephone call can certainly calm fears. Pick up time is 3:00pm. Do not arrive earlier than 8:30am as we need time to set up the centre and discuss the program for the day.

What to bring

- A large bag – big enough for art work and all items. Please make sure your child can fasten and unfasten their bag.
- A school hat or other wide brimmed hat (compulsory in Terms 1 and 4)
- Clothing – school uniform and a spare set in a plastic bag in case of accidents.
- Shoes should be easy for children to put on and off by themselves, such as Velcro straps.
- Lunch is to be in a clearly labelled lunch box. Suggestions for snacks and lunch are fruit, vegetables, cheese, sandwiches and crackers. Our school participates in Nude Lunches daily. Please try to pack your child's lunch using containers and reduce the amount of rubbish they have.
- One piece of fruit to share daily, for fruit time (only in Kindy).
- Water bottle is to be left in class during the day for easy access.
- Booklist items
- A small cushion is needed for rest time in the afternoon.
- Library Bag: The children go to the Library once a week. To do this they need a WATERPROOF bag, large enough to hold a large picture book.

All personal items including lunch boxes, bags, clothes, bottles and hats should be clearly labelled with your child's name.

Lunch and Recess Arrangements

Kindergarten and Pre-Primary children always eat together with a Teacher or Education Assistant. A healthy lunch is essential for these growing bodies and to give your child enough energy for the day. We are an Allergy Aware school – if possible please check with your child's teacher before sending NUTS and EGGS in your child's lunch box as some students are highly allergic and may have a serious reaction.

Each day in Kindy, children will have 'fruit time'. Your child needs to bring one piece of fruit to share daily. Sultanas, other dried fruits, vegetables, crackers and cheese are also welcome. The wider the range of fruit, the better! In Pre-Primary each student will bring their own piece of fruit.

Toys/lollies

Please encourage your child to keep their toys or lollies at home. Children's toys are precious and we would hate for anything to occur. The school cannot assume responsibility for any loss or damage.



What Do I Learn

- I learn to be away from you – and this may take me some time
- I learn to work with teachers and other adults
- I learn to work with a large group of children
- I learn to work alone
- I learn to share and co-operate
- I learn simple rules and routines
- I learn to complete a task or activity
- I learn to question and answer
- I learn to be independent – but not afraid to ask for help
- I learn to select and choose
- I learn to share my family and experiences with others

Sounds Write and Heggerty Phonemic Awareness

Sounds Write teaches the skills, conceptual knowledge and code knowledge that are essential for learning to read and spell successfully. It is a developmentally appropriate whole class program for students from PP to Year 2 and is used in our Early Years at KDHS. It is designed to teach children how the alphabet works for reading and spelling. It does this by fostering children's speaking and listening skills and teaching high quality phonic awareness. Heggerty is a daily phonemic and phonological awareness program which is explicitly taught daily and supports the learning within the ECE.

Learning Areas

Book Corner

A Book Corner with attractive and favourite books within is a positive step towards your child having a great deal of interest in reading, writing and listening. It teaches children what books have to offer and the pleasure, which comes with listening to a story. It also encourages children to take care of books and use them correctly. Children will learn that a book is read from left to right and front to back – this is most important when children reach Primary School.

Block Corner

In the Block Corner the children have many opportunities to build a world of their own. Blocks provide many problem-solving situations for the child. The Block Corner is a very important avenue of play to develop mathematical skills e.g. children have to deal with size, shape, number, matching, comparing and classifying. The children learn to deal with space and position in space (under, on top, beside). Hand and eye co-ordination is being developed all the time the children are building in play.

Dramatic Play

The Dramatic Play Area is a place where children can act out family situations, express their feelings and all the things they enjoy or have difficulty understanding in real life. Dramatic Play offers an outlet for the children to be and do what they may not be allowed under normal circumstances. Play clothes are provided to help dramatic play situations feel more real for the children. In this area, children learn to play together – share, take turns, and co-operate. All the time the children are also using language and developing their creativity.

Outdoor Play

Outdoor Play is eagerly participated in by most children. The outdoor equipment is where the children develop their large muscles by climbing, balancing, crawling, jumping and so on. The children also develop their small body muscles (in their hands and fingers) by gripping, catching, hammering and pulling. All these skills are necessary to develop the children's confidence and in turn their learning ability. While outdoors the children can practise skills in ball handling and woodwork, as well as being able to explore nature. Maths concepts are also developed as children learn about under, over, through etc.

Sand and Water Play

Both forms of play provide children with a situation in which they can play together or alone. Sand/Water play stimulates language development, imagination, concentration and exploration. Both areas of play help develop mathematical and science concepts. They also help small muscle development. Water play is a relaxing and soothing activity, which makes no demands on the child. Sand Play develops constructing and building creativity along with an opportunity to play dramatically.

Art and Craft

Art and Craft opportunities are offered to the children every day. This allows the children to express themselves using various art materials and tools. The children are able to experiment with many materials, which help them to appreciate texture, colour, size, shape and design. Art and craft activities encourage the children to use many skills including small muscle control, learning to hold a writing instrument, manipulation, and hand and eye co-ordination. Art requires imagination and memory recall.

BEHAVIOUR

Positive Behaviour Support

SHOW RESPECT

Treat everyone with care and consideration

BE SAFE

Learn in a safe and clean environment

SHOW RESILIENCE

Persevere with all learning activities

HAVE PRIDE

Always work to your full potential

With the school vision 'Growth through Learning', students achieve high standards of academic and social achievement through participation and engagement in the school's inclusive, safe and stimulating learning environments.

Positive Behaviour Support (PBS) expectations heavily underpin the school's behaviour management approach and are explicitly taught and celebrated within Kojonup District High School.

Kojonup District High School works to maintain a learning environment that is safe, respectful, and tolerant and builds resilience in all students. At the heart of our whole school approach to behaviour management are our core expectations and values.

Good Standing

At Kojonup District High School, the Good Standing Policy supports our expectations of Show Respect, Show Resilience, Have Pride and Be Safe. We believe that learning is enhanced in a welcoming, inclusive, collaborative and caring environment free from disruption and any form of violence.

The Good Standing Policy emphasises the importance of students taking responsibility for the choices that they make on a daily basis, which impacts academically and socially on themselves and others. It aims to provide regular acknowledgment /recognition for the majority of students who consistently behave and act according to KDHS's policies.

All students are granted good standing from the first day of each school term.



Behaviour Matrix



Kojonup District High School Positive Behaviour Matrix

Always	Classroom	Self
We Show <u>Respect</u> Use good manners Show consideration and care Use appropriate language Set a good example for other students	Listen attentively Share equipment and space Return equipment on time and in good condition. Use all online platforms in a positive manner Line up quietly after the bell	Treat ourselves and others with kindness Build positive relationships Accept and support diversity Honour all cultural connections Set boundaries with friends and relationships
We are <u>Resilient</u> Show perseverance Participate in all learning activities Be solutions focused Show flexibility Seek feedback and act upon it	A 'not yet' attitude Use a Growth Mindset Seek alternative solutions Keep trying Ask for and apply feedback	Self-regulation Identify emotions- How am I feeling? What are my options? Use my toolbox
We Show <u>Pride</u> Always have a go Wear uniform neatly Look after all aspects of your school Be on time Respond promptly to bells, whistles and sirens Put rubbish in the correct bin	Accept certificates graciously Applaud others' success Leave your area neat and clean Appreciate and leave wall displays	Set goals and work toward them Do your best Maintain hygiene Develop healthy habits
We are <u>Safe</u> Use equipment appropriately Keep hands to yourself Be sun smart Wear appropriate footwear Use toilets for purpose only	Be cyber safe Clean up after yourself Carry chairs in front Sit on chairs appropriately Drink sensibly from the fountain Play in allocated areas	Let teachers know where you are Eat your own food Wash your hands before eating Seek help when needed



PARENTS AS PARTNERS

There are many ways parents and other adults who play an important role in a child's life can be involved with their children's education at home, at school and in the community.

As a parent, or an adult who plays an important role in the life of a child, your involvement in your child's education at school and at home shows your child that you value education.

Teachers can see that you care about your child's learning. You can provide teachers with the most reliable source of information about your child. The partnership between you and your child's teacher is a powerful one.

Here are some ways you can be involved in your child's education each year at school:

- **Meet the teacher.** Tell them about your child's interests and hobbies. Let them know how and when it is best to reach you. Ask them how you can support your child's learning at home.
- **Arrange an interview** with your child's teacher through the school office to discuss academic progress, behaviour or any concern you may have. Our teachers are happy to take time to talk with you. It is important to make the effort to get to know your child's teacher early in the year. Let them know how they can contact you if you are working. Making the effort to talk with the teacher shows your child that you value what happens at school.
- **Join the P&C Association.** Attend meetings, go to school events, activities, sports carnivals, assemblies, dance etc. As a group, see how you can help the school reach its goals.
- **Volunteer** your time to help at school. Even working parents are able to spend some time helping at school. Taking a day off work to help at a sports carnival shows your child that you think school activities are important.
- **Stay up to date on school policies, schedules and rules.** Ask about opportunities to participate in the development of school policies. Discuss the policies with your children and other parents.
- **Contact your child's teacher** if you have any concerns about what's going on with your child at school. Don't discuss problems only with other parents outside of the school. Be fair and get all sides of the story. Talk with the teacher first and then follow the correct process if you need to get more information or make a complaint.
- **Know your parent representatives** on the School Council and express concerns and issues to them for discussion at School Council meetings.

Parent Helpers

Parents who help around the school, in classrooms or on excursions, are extremely valuable in our learning programs. Parents who are working with children at school are in a privileged situation, seeing how particular children learn and behave. This is confidential information and, just like the teachers, parents are bound to respect that confidentiality. Parent helpers also complete a confidential declaration to ensure that only suitable adults have contact with the students and all parents are required to sign in and out of the school office.



SCHOOL COMMITTEES

School Council

The School Council includes representatives from interest groups concerned with the school. The Council meets regularly during the year. Both the P&C and School Council are vital components of our school and we strongly encourage you to become involved and play an active role in your school community.

The Council is responsible for:

- Determining priorities and objectives for the next planning cycle
- Endorsing the school's Strategic Plan
- Endorsing the budget associated with the Strategic Plan to see that it is consistent with the priorities set
- Reviewing the Strategic Plan based on the analysis of student outcomes
- Reviewing the Annual School Report
- Reviewing the Contributions and Charges

P+C

The school has a P&C Association that takes an active interest in the welfare of the school and its students. It raises money to provide learning opportunities for the students and is a forum for discussion about our school. You will be most welcome to bring your ideas, questions and enthusiasm to the meetings. Regular meetings are held in the school library at 3:15pm, usually on the Monday of Week 4.

Please check the school calendar for set dates and refer to the newsletters. If you would like to be added to the mailing list for the P+C please contact Billie Zadow, P+C Secretary, at kojonupbandc@gmail.com.



COMMUNICATION

Newsletter

The Newsletter is emailed out to subscribers on Tuesdays of Weeks 3, 6, and 9 each term, and uploaded to the school website: www.kojonupdhs.wa.edu.au. You will be automatically subscribed to our Newsletter at the time of your enrolment.

Website

Our school website is regularly updated with information about upcoming events, photographs, policy updates and the school newsletter. The school website can be found at kojonupdhs.wa.edu.au

Compass

Upon enrolment at KDHS you will be invited to join your child's class Compass. This is an online platform for teacher, students and parents to stay connected. Your child's teacher may post updates to the class newsfeed, contact you through the Connect messaging application or share learning your child has engaged with during the day.



Facebook

Parents and Carers can also be kept up to date by following the school Facebook page, www.facebook.com/KojonupDistrictHighSchool

School Messaging System

Kojonup utilises an online messaging service to send bulk messages to parents and caregivers.

If your child is absent from school without explanation you will receive a text message asking for their whereabouts. You are also able to message the school on this number (number) to inform us of any absences.

POLICY AND PROCEDURES

Mobile Phones, Smart Watches and Tablets

We accept that there may be some situations where parents require students to have mobile phones on the way to and home from school. The Department of Education's policy for mobile devices is they should be **off and away all day**. All phones and tablets must be handed into the front office on arrival to school for safe-keeping. Phones will be returned as students depart for the day. Please note this policy also includes smart watches that can send and receive messages.

Lost Property

All articles of clothing should be clearly marked with the child's name.

Marked items of clothing will be returned directly to owners. Other items will be left for collection by owners. Parents are asked to encourage their child to take responsibility for their belongings.

The lost property box is located in the school office. Items not collected at the end of each term will be sold as second hand uniforms or will be donated to a charity.

Bushfire

The Department of Education is committed to maximising the safety of its students and staff. Kojonup District High School is currently on the Bushfire Zone Register.

Inclusion on this register means the school may be required to invoke a pre-emptive closure on a day for which a catastrophic Fire Danger Rating (FDR) has been declared, for the Kojonup Shire. A Catastrophic FDR means that if a fire starts, it is likely to be uncontrollable, unpredictable and fast moving.

When given advance warning by the Department of Fire and Emergency Services (DFES) that a catastrophic FDR has been forecast for a give day, the Director of Education for the South-West may direct the pre-emptive closure of Kojonup DHS. If the school receives such a directive, you will be informed of the possible planned closure, reversal of closure and date or re-opening via a Seesaw message. Please ensure the school has up to date contact details for you.

The detailed Bushfire plan is available on the school website.



HEALTH AND WELFARE

Action Plans

If your child has a medical condition that requires specialised care we require a copy of their Action Plan or Health Care plan.

Examples may include:

- Allergies
- Anaphylaxis
- Asthma

We have blank copies of Action Plans in the School Office. These need to be completed at the start of each year. If you child's needs change please contact the office immediately.

Infectious Diseases

For your information, the following are the exclusion periods for infectious diseases. In all cases, children can be re-admitted on a Medical Certificate stating that the child is no longer likely to convey the infection.

Illness	Period of Exclusion
Chicken Pox	at least 5 days after eruption first appears. IF WELL
Conjunctivitis	until discharge from eyes has ceased
Hand, Foot and Mouth	until blisters have crushed
Influenza-like Illness	until child has recovered
Mumps	9 days after onset of symptoms
School Sores (Impetigo)	until treatment has commenced. Sores on exposed surfaces must be covered with a dressing
Pediculus Capitis (Head Lice)	until hair has been treated and free from lice and live eggs. Please check all family members at regular intervals
Ringworm	until the day after medical treatment commenced
Measles	children who contract measles are excluded from school until they can produce a medical certificate of recovery. If an outbreak of measles occurs in the school, children not immunised or who do not have evidence of previous measles infection may be excluded for a period of 13 days.

CONTRIBUTIONS AND CHARGES

While the Department of Education provides the basic school essentials, it is necessary for all schools to ask parents/carers to contribute towards their child's educational costs to assist the school in providing resources. The amount that a school sets for its Voluntary Contribution is decided annually by the School Council and cannot exceed \$60 for primary schools.

Information regarding these charges is communicated to families towards the end of each year or will be provided to parents/carers at the time of enrolment of their child.

Items purchased from this contribution purchase vital resources and enhance the quality of educational programs for all children at our school. We encourage you to support your children's education by making this contribution as early in the school year as possible.





**WE LOOK FORWARD TO
WELCOMING YOU TO OUR
SCHOOL**

