



Starting Year 7 at Killara High School



2021

Information for
Parents and Students

Index

School Directory	1
School Executive 2021	1
Year 7 Wellbeing Team	2
Profiles.....	2
Principal’s Welcome	3
School Captains.....	4
Term 1 2021 Calendar	5
Communication.....	6
- Home Group	6
- Compass.....	6
- School Website.....	6
- Facebook.....	6
- Twitter/Instagram	6
- Newsletter	6
- Student Diary	7
- Telephone Contact.....	7
School Contributions: Your Support is Vital.....	8
Parents and Citizens’ Association Incorporated	9
School Uniform	10
Uniform Shop.....	15
Canteen	15
Curriculum	16
Curriculum Enrichment Program.....	17
Sport	18
Special Religious Education (SRE)	19
School Magazine – The <i>Green Years</i>	19
Library.....	20
Bring Your Own Device and Technology	21
Student Welfare and Wellbeing	24
Student Support Services	25
School Clinic.....	26
Discipline and Effective Learning Policy.....	27
Students’ Responsibilities and Rights	29
Bullying and Harassment	29
The Honour System.....	30
Discipline Levels System	32
Student Leadership.....	34
Attendance	36
Bell Times.....	42
Wet Weather Arrangements	43
Movement and Ball Games around the School	43
Responsibility for Property	44
Policy on Food Allergies	45
Glass Bottles	45
Transport	46
Bus Ranks (Departures from Koola Avenue)	47
Layout of the School	48

School Directory

Address:	KILLARA HIGH SCHOOL Koola Avenue, Killara 2071
School Phone:	9498 3722
School Fax:	9498 2202
School Email:	killara-h.school@det.nsw.edu.au
Finance and Accounts Email:	accounts@khs.nsw.edu.au
Absences and Attendance Email:	attendance@khs.nsw.edu.au
Information and Newsletter Items:	newsletter@khs.nsw.edu.au
School Website:	www.killara-h.schools.nsw.gov.au
Killara High School Office hours:	8.15am – 4.00pm
Reception:	For enquiries and assistance with enrolments, clinic and transport
Attendance Window (A Block)	For late arrivals, early departures, long leave applications, absence notes
Finance Window (A Block)	For all financial transactions, including fees, purchase of school ties and calculators, and excursion payments

School Executive

Principal (Relieving)	Mr Robin Chand
Deputy Principal (Relieving)	Mr David Browne
Deputy Principal (Relieving)	Ms Melissa Gleeson
Deputy Principal (Relieving)	Mr Duncan Smith
Head Teacher Administration:	Ms Kelly Johnson
Head Teacher Creative and Performing Arts (CAPA) – (Relieving):	Mrs Jacki Berry
Head Teacher English:	Mr Jake Henzler
Head Teacher English:	Mrs Christine Cigana
Head Teacher HSIE Green (Relieving):	Mr Mark Honeysett
Teacher HSIE Blue:	Mrs Clair-Louise Schofield
Head Teacher Languages:	Mrs Helga Lam
Head Teacher Mathematics:	Mrs Rema Nath
Head Teacher Personal Development, Health and Physical Education (PDHPE) – (Relieving):	Mrs Christina Shapiro
Head Teacher Science:	Mr David Aubusson
Head Teacher Technological and Applied Studies (TAS):	Mrs Tracy Mackenzie
Head Teacher Secondary Studies - Curriculum:	Ms Susanne Geary
Head Teacher Secondary Studies - Personalised Learning:	Ms Elizabeth Casey
Head Teacher Secondary Studies - Technology and Learning:	Mr Simon Harper
Head Teacher Stage 4:	Ms Ruth Charles
Head Teacher Stage 5 (Relieving):	Ms Esther Bouchier
Head Teacher Stage 6 (Relieving):	Ms Chloe Williams
Head Teacher Wellbeing:	Ms Dani Costa
School Administration Manager:	Mrs Kim McPartlin
School Business Manager:	Mr Bruce Davidson

Above information correct at time of printing

Year 7 Wellbeing Team

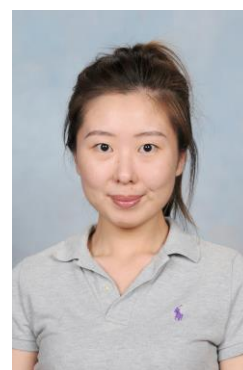
Name		Location
Ms Melissa Gleeson	Deputy Principal Year 7 (Relieving)	A Block
Ms Dani Costa	Head Teacher Wellbeing	K Block
Mrs Ruth Charles	Stage 4 Head Teacher	K Block
Ms Hannah Zhang Ms Libby Broughton	Year Adviser Assistant Year Adviser	Mathematics –E Block EAL/D – A Block
Ms Carin Swaddling	School Counsellor	K Block
Ms Victoria Lynch	Support Teacher Learning Assistance	K Block

Above information correct at time of printing

Profiles

Year Adviser – Ms Hannah Zhang

My name is Hannah Zhang and I am a Mathematics teacher at Killara High School. I am located in the Mathematics Staffroom downstairs in E Block. I arrived at Killara High School in Term 1 2019 and have enjoyed every moment I spend with the most friendly students and welcoming staff here. This year, I am very fortunate to be your Year Adviser. I am very much looking forward to meeting you, getting to know you and seeing you grow over the next six years in high school. In my spare time, I enjoy playing badminton and tennis, skiing, hiking, and building Lego and model cars. At this exciting moment of opening a new chapter in life, remember that you are not alone and you will always be supported along the way. I hope you will love the school as much as I do, build great friendships and find your happiness in high school. Take on every opportunity that comes your way and accept challenges. Please come and say hi, or even have a chat when you see me around the school.



Assistant Year Adviser – Ms Libby Broughton

My name is Libby Broughton and I am over the moon to be your Assistant Year Adviser at Killara High School. I am an English as an Additional Language/Dialect (EAL/D) teacher and you can find me downstairs in A Block. I have been working at Killara since 2016 and I am sure you will make many wonderful memories at this school. I am very lucky in that I team-teach with lots of different teachers in various subjects so hopefully we will see each other in class, the playground and other enjoyable school events throughout the year. I am really looking forward to working with Ms Zhang and all the teachers at Killara to help make your transition into high school smooth and a lot of fun. I am always happy to chat and help so please feel free to visit me any time. I cannot wait to meet you and watch you grow over the next six years.



Head Teacher Stage 4 – Mrs Ruth Charles

My name is Mrs Charles and I am the Head Teacher of Stage 4. I teach Chinese, Japanese and French. My office is downstairs in K Block. This is part of K Hub where you will find the Stage Head teachers, Head Teacher Wellbeing, the school counsellor, Learning Support teachers and the Head Teacher Personalised Learning. I am very much looking forward to meeting you and working with you as you begin your very exciting journey through high school. There will be lots of challenges and lots of fun and I hope the first few weeks see you meeting many new friends. I encourage you to make a point of learning all of your teachers' names and finding their staffrooms so that you know where to go if you have any questions. Please do come to K Block to see me.



Principal's Welcome

I am very proud to welcome you to Killara High School. You have joined a very special place, and I know that you will quickly feel part of the Killara family.

Like you, I have some hopes for your time with us.

I hope you are able to bring an open mind to your education. Sometimes people think that they only learn in a certain way, or that they can't do certain things. Henry Ford famously said: *whether you think you can, or you think you can't* – you're right. Don't let a fixed mindset stop you from achieving all that you can. This is the beginning of your secondary education: new subjects, new teachers, new ways of learning.

I hope that you take every opportunity to involve yourself in the life of the school. Your formal education in classrooms is important, but your complete education doesn't end there. A large school such as ours offers many activities, from clubs, to performing arts ensembles, to leadership councils, to sporting events and contests. There's no better way to make friends than through a shared interest. Killara values student views, and you will be asked to contribute yours. Make full use of this opportunity: there are too many in the world without a voice. Empower yourself through helping determine your path.

I hope that you make lasting friendships, and that these sustain you throughout not just your school years, but beyond. Not everyone will be your friend, but everyone here is your colleague, and we expect you to treat all people with kindness and respect.

Finally, I hope you know that we have all been in your position. Every one of your teachers and all the older students in the school have had this beginning. We all know what it is like to join a large school, and what those first few days feel like. Things will feel strange at first, but you will probably be surprised by how quickly you start to feel more comfortable. Please let us know if you need a helping hand, and know that everyone gets lost sometimes.

I look forward to getting to know you on your Killara journey.

Robin Chand
Principal (Relieving)

School Captains

Dear future Year Sevens

Congratulations on nearly completing Primary School! We are so excited to welcome you all to Killara High. We cannot wait to meet you all and to show you around our great school close to home. We know high school may seem like a scary place to some of you and it is most likely a lot bigger than your current school, but after no time we know it will feel like your second home. We are your School Captains for 2020-2021 - Adam Cavenor and Jasmine Fattah, both former students of Lindfield East Public School.

We both remember vividly our transition from Primary to High School - so many people to meet! So many new things to try! Both of us have fond memories of sports teams, joining councils, and attending Year 7 camp. There is just so much to choose from, whether it be drama club, sports teams, or robotics club. We highly recommend that you get involved in anything and everything that piques your interest. It is a great way to get involved.

The number of students in your year allows you to easily meet like-minded people, who have similar passions. Start with a smile, and a "Hello", and before you know it you'll be looking back on the friendships you have shared as you reach Year 12. You will meet new friends in your Home Group, in class, or in any of our extra-curricular activities.

Year 7 camp is an amazing experience with archery, rock climbing and the giant flying fox being just a few of the fun activities in store for you. "Swim and Survive" and Gala days are also fun events that you can look forward to throughout the year. With multiple carnivals, in-school barbecues and mufti days, we guarantee Year 7 will be a fun year.

Finally, we understand that beginning high school is not easy, and may be overwhelming. However, remember that you are all going through it together. Killara has plenty of friendly older students who are here to help you, such as your Year 11 Peer Support leaders and the Year 12 Prefects who you will meet in your Home Group at the start of the year. Furthermore, our teachers are more than happy to help you out, with directions and the adjustment to high school life. You also know us, and we hope to help you out in any way possible.

Year 7 is an exciting year and we can't wait to meet you all and welcome you to Killara High School.

Adam Cavenor and Jasmine Fattah
School Captains



Important Dates for Year 7 - Term 1, 2021

First day of school for Year 7	Friday 29 January 2021
KHS Swimming Carnival	Wednesday 10 February 2021
Best Start Year 7	Monday 15 February to Friday 19 February 2021
School Photos	Tuesday 23 February 2021
Year 7 Vaccinations	Monday 1 March 2021
Year 7 Parent Information Breakfast	TBC
Final Day of Term 1	Thursday 1 April 2021
School Holidays	Friday 2 April (Good Friday) to Sunday 18 April 2021
Staff Development Day	Monday 19 April 2021
First day of Term 2	Tuesday 20 April 2021

Once you start at Killara High School, please always refer to the Student News (revised daily) and to the online Compass Calendar for a complete list of the most up to date events.

The Killara High School Newsletter is also a useful resource for current information. It comes out fortnightly and can be found on our website.

Communication

Home Group

During Home Group teachers provide a supportive environment in an endeavour to develop positive relationships with students in an atmosphere of mutual trust and respect. During Home Group important school information is provided to students and there is the opportunity for students to ask questions and receive support in relation to how to navigate through their schooling. The importance of 'connectedness' is affirmed through the Home Group program, and meaningful relationships between students and teachers are promoted in an effort to engage students in their learning, develop their academic resilience and for their wellbeing.

Compass

Compass School Management is used at Killara High School and it aims to empower parents with information about student learning.

The Compass Parent Portal is an integrated, online portal that you use to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- View your child's timetable and the school calendar
- Download and view your child's Semester Reports and Progress Reports
- Provide consent for events

School Website

The Killara High School website can be found at <https://killara-h.schools.nsw.gov.au/>. The site contains details about the school, school policies, information on enrolment, access to the fortnightly Newsletter and other information for parents and students (see *Parent Services* and *Student Services*).

Facebook

Killara High School has a Facebook page, which is useful for keeping up with our news. Visit us at: <https://www.facebook.com/killarahighschool.edu.au>

Twitter

Killara High School has a Twitter page, which is useful for keeping up with our news. Visit us at: <https://twitter.com/killarahs>

Instagram

Killara High School has an Instagram account, which is useful for keeping up with our news. Follow us on Instagram at: **Killara_highschool**

Newsletter

This fortnightly publication is one of the school's key forms of communication with families.

With input from staff (including the Principal), students (Student Leaders Groups – Arts Council, Prefects, Student Representative Council, Social Justice Committee, Sports Council), parents (P&C President and Publicity Officer), the Newsletter covers a wide variety of current events and issues relevant to students and their families.

Student achievement is regularly highlighted, as are all the school's academic, cultural, sporting and performing arts programs, as well as the P&C's support and social activities. Items of interest can be emailed to newsletter@khs.nsw.edu.au

One important feature is that the newsletter can be translated into a wide range of languages: simply select the language at the bottom left of the screen.

Families on the school's email register receive an email alert with a link to the current Newsletter each fortnight. If you do not receive the email please contact the school on killara-h.school@det.nsw.edu.au and request to be added.

Student Diary

A Killara High School diary is issued in hard copy to all students. The Student Diary is used to support students in their learning habits and study organisation. **It also supports the communication between school and parents.** The Student Diary **must** be taken to all lessons and should be referred to by parents as a check on set homework and assignments. The cost of the Student Diary is included in the Schedule of Contributions, and subsidised by the KHS P&C.

The Student Diary also contains useful information relating to school procedures such as:

- late arrivals
- early leaving
- accessing the school clinic
- uniform requirements
- arranging interviews with staff members.

Telephone Contact

Parents are asked to restrict telephone messages to students for emergency or urgent circumstances only. It is not possible to call individual students to take telephone messages directly.

The school will contact parents in cases where immediate contact with parents is required.

It is important to inform the school if your family contact details change at any time. Please email killara-h.school@det.nsw.edu.au as soon as possible with any new or updated information, including changes to Parent Contact or Emergency Contact details.

School Contributions: Your Support is Vital

Killara High School is a progressive and dynamic school. The strong financial support and commitment of past parents and the support of current and future parents will ensure that Killara High School will continue to excel for the students' benefit. As the old adage goes, "It is only worth what you put into it" and what parents put into the school either in time or money will make a considerable difference to students' school life at Killara. The importance of the financial support provided by families for our school cannot be emphasized enough. The funding for the school as allocated annually by the NSW Department of Education (DoE) goes only part way towards meeting the annual overall cost of managing our school.

In 2020 parent and community contributions in one form or another, made up more than 50% of the school's annual budget of approximately \$3 million. In 2021 the P&C budget to be directed to the school will approach \$500,000.

It is the wish and commitment of the community of Killara High to maintain the highest level of resources and facilities possible for the students and staff. Quality resources and facilities enable them to work effectively and maintain the outstanding levels of achievement in learning and teaching for which Killara is noted.

Clearly, the school is reliant on funds generated by the payment of parent contributions to the school and the P&C Association in order to supplement grants and other funding allocations from the government. Parent contributions allow us to budget confidently and ensure that there is substantial ongoing investment in the upgrade of technology – an area integral to our students' learning in the years ahead, and other school facilities.

Contributions of both a general nature (to help cover general operating costs) and specific subject contributions (to cover the cost of consumables in particular courses) are set following extensive deliberation by the school's Finance Committee in consultation with the P&C Association.

Please note that in an effort to be flexible to any financial pressures on families:

- instalment payments may be made at any time to suit your personal circumstances.
- families experiencing genuine hardship may apply for financial support through the Student Assistance Scheme – please contact the Head Teacher Wellbeing, Ms Dani Costa, the School Administrative Manager, Mrs Kim McPartlin, the Principal or the Deputy Principals to apply for Student Assistance.

Your support is necessary to achieve the school community plans over the next five years to upgrade student amenities and learning facilities through a joint funding initiative with the DoE. This can only be done with your financial support. Without this support there is little prospect of an improvement to facilities at Killara High School.

YOUR SUPPORT IS VITAL AND IS NEEDED NOW.

Robin Chand
Principal (Relieving)

Megan Guenther
President, P&C Association

Parents and Citizens' Association Incorporated

The P&C plays a coordinating role between the voluntary contribution of parents and the school as well as providing a forum for parents to interact with the school over issues. As with anything in life it is only worth what one puts into it, and the school's success comes partly from the commitment and involvement of past parents. The P&C looks forward to new parents continuing this tradition of parent support and involvement and in meeting new faces in future meetings.

General Meetings

Meetings are held in the Staff Room in A Block on the first floor level and scheduled for the third or fourth Wednesday of every month during school terms. Meetings start at 7.00pm. Please consult your school calendar which has all meeting days clearly marked.

Meetings are friendly and conducive to positive improvement of the school environment. They provide an insight into aspects of education and personal development as it relates to Killara High School. Attendance at these meetings is an opportunity to hear guest speakers, the Principal, senior students and fellow parents discuss a wide range of initiatives in education and community matters.

Lines of Communication

The P&C maintains a page on the school's website. The School's internet site is found at www.killara-h.schools.nsw.edu.au.

Articles and notices appear in the school's fortnightly Killara Newsletter highlighting P&C support and social activities.

P&C Committees

These committees, outlined below, contribute an essential support function to Killara High School and are vital to maintaining and improving its total environment. These committees depend on volunteers to function and parents are extended a warm welcome to join these groups.

- **Building Committee** – coordinates development and upgrading of school facilities and monitors progress through these development and upgrade works.
- **Canteen Committee** - provides nourishing lunches for your children and raises approximately \$50,000 per annum for school equipment. Working as a canteen volunteer is a great opportunity to be at school when it's all happening - see your children, teachers and friends in action.
- **Uniform Committee** - maintains supplies of all school uniforms for the convenience of parents and generates significant funds for the school.
- **Grounds Committee** - plans and implements improvements to the grounds and outdoor facilities for students. Working bees provide a pleasant opportunity to contribute to your school and to socialise.
- **Alumni Committee** – building an Alumnus to build a relationship between the school, current students and ex students.
- **Publicity Committee** – ensures the activities of the school and P&C are promoted to the local community, and works with the school in its promotional activities.
- **Social Committee** – organises parent welcome evenings, provides refreshments at student progress review evenings, music nights, open days, and P&C meetings.
- **Sports Committee** - assists coordination of sporting activities, uniforms, sponsorship and support.
- **Technology Committee** – assists with the school's technology initiatives.
- **Year Coordinators** - parents and friends of students in specific Year groups provide general assistance and support in activities and functions related to the Year groups.

Megan Guenther, President P&C Association

School Uniform

The wearing of the designated school uniform by all students and the maintenance of a high standard of dress and grooming are clear expectations of this school community. **The wearing of the correct uniform well is a reflection of student pride in the school.** The designated uniform for students at Killara High School is endorsed by the school community through the Killara High School Parents & Citizens (P&C) Association.

A high standard of uniform reinforces a strong and positive school profile and reputation in the wider community that has been established over more than three decades. It is a profile and reputation that current Killara students are privileged to inherit. Students are actively encouraged to wear the designated uniform and to take pride in their identity as members of one of this state's outstanding comprehensive high schools for girls and boys.

As parents and families are moving towards a new school year, many will purchase new school uniform items. It is important at this time to stress the correct uniform items as listed in this information booklet.

All parents are asked to support the school's uniform policy by ensuring that their children wear the designated uniform.

All students are to wear the school uniform each day to school (including Thursday – Sport afternoon) and change into the sports uniform for PE classes, sport, coaching or knockout competitions.

The school uniform detailed in this booklet reflects agreed consultations with the KHS community. Some of the recent changes to uniform listed hereunder are being phased in for older students. All students are expected to comply with the published code of uniform as set out in this booklet.

Wearing the School Uniform

Some students attempt to interpret the designated uniform in their own interests. This results in an inconsistent uniform which, in turn, draws negative comments from parents, teachers and the wider community. **Acceptable school dress is not to be a matter of individual interpretation. If parents are having difficulty with the provision of a uniform, please contact the Principal.**

The school appreciates the support of the parents in ensuring that the uniform reflects the high standing of this school in the community.

- ***Students who do not wear the designated uniform will be spoken to about it by a staff member.***
- ***Students who continue to fail to comply with the uniform code will be required to present for an interview with their parents.***

Students and their families choose to join the Killara High School community. Membership of this community carries with it significant expectations and responsibilities. This includes abiding by the uniform policy and code endorsed by the school community. **It is a very clear expectation that students accepted for enrolment at Killara will wear the designated uniform correctly.**

Should you have any concerns regarding this policy and its implementation, as outlined, it is important that you approach the school and discuss your concerns before it becomes an issue for your son or daughter.

The aim of the uniform policy at Killara High School is to support and reinforce the strong positive profile and reputation of this school in the wider community, and to foster a strong sense of student identity and pride in the school. Your support in achieving this for the benefit of all students is appreciated.

Parents are asked to note these requirements and to ensure that their sons and daughters conform and take pride in the detail of their dress.

- **Correct school uniform must be worn to and from school**, unless the school authorises the wearing of non-uniform for a specific purpose.
- **Excessive jewellery** should not be worn because of risk of injury or loss.
- **Joggers (This includes plain black joggers, etc) must not be worn to school** as they are not part of the uniform.

Cooperation is especially sought in avoiding:

- **Any** jumper or top that is not a KHS uniform item
- Non KHS caps and beanies
- Non KHS Sport trackpants
- The KHS Sloppy Joe, which was phased out in 2013 and is no longer part of the uniform
- Socks other than white (girls) or grey (boys).

Items that are **not appropriate** and that are **not** part of the uniform include:

- Cargo pants
- Board shorts
- Blue or black jeans
- Leggings
- Coloured t-shirts or t-shirts with a printed design worn beneath shirts/blouses or plain t-shirts extending beyond the short sleeves
- Brand-named or other coloured jumpers and sloppy joes
- 'Hoodies' of any type, including under the school jacket or jumper
- Knee high stockings, socks with logos, dark grey/black socks, other coloured socks or long socks
- Belts that are coloured and hanging down loosely
- Shoes that are not black, runners, suede shoes, boots, high heels or 'ugg' boots.
- Excessive jewellery, large looped earrings, multiple and/or large and brightly coloured bracelets, necklaces and rings.

Uniform Pass

If your child is not able to wear correct school uniform for one or more days, you will need to provide a note explaining why this is not possible and the timeframe required to overcome the problem.

Such notes are to be handed in to Home Group Teachers. Your child will then have the note signed and it should be available to any teacher upon request. Failure to bring such a note could result in a lunch detention.

The School Uniform

The following items of uniform, with the exception of shoes and white sports socks, are available from the Uniform Shop. Ties and caps are also available from the School Accounts Office in A Block. All items marked * are available from Killara High School Uniform Shop.

Blazers

Prefects and student representatives attending formal events outside the school are required to wear school blazers. Blazers may be borrowed from the school. Students wishing to purchase blazers may purchase/order them from the Uniform Shop. Blazers are not compulsory but they are available for all students to purchase.

Junior Girls' Uniform (Yrs 7 – 10) – Summer

Dress:*	'Gordon' tartan dress – worn at a length of 10cm above the knee measured from the crease at the back of the knee
Shirt:*	White short sleeved blouse with tartan trim
Shorts:	Mid-grey zippered shorts (not cargo/work shorts) – worn at a length of 10cm above the knee measured from the crease at the back of the knee
Shoes:	Black lace-up leather school shoes
Socks:*	White short calf socks (above ankle)

Senior Girls' Uniform (Yrs 11 – 12) – Summer

Skirt: *	'Gordon' tartan skirt – worn at a length of 10cm above the knee measured from the crease at the back of the knee
Shirt:*	White short sleeved blouse with tartan trim
Shorts:	Mid-grey zippered shorts (not cargo/work shorts) – worn at a length of 10cm above the knee measured from the crease at the back of the knee
Shoes:	Black lace-up leather school shoes
Socks:*	White short calf socks (above ankle)

Junior Girls' Uniform (Yrs 7 – 10) – Winter

Skirt:*	'Gordon' tartan skirt – worn at a length of 10cm above the knee measured from the crease at the back of the knee
Trousers:*	Long mid grey trousers
Junior Shirt:*	White, long sleeve shirt with tartan trimmed collar, worn with or without the junior tie
Junior Tie:*	Junior Tie – Gordon tartan. Optional when worn with tartan trimmed collar
Jumpers:*	V-necked cotton jumper, green with crest
Jacket: *	Soft shell zip front jacket, green with crest
Shoes:	Black lace-up leather school shoes
Tights:*	Black - microfibre (opaque) or cotton tights or
Socks:*	White short calf socks (above ankle)
Scarf:*	Plain navy or plain forest green

Senior Girls' Uniform (Yrs 11 – 12) – Winter

Skirt:*	'Gordon' tartan skirt – worn at a length of 10cm above the knee measured from the crease at the back of the knee
Trousers:*	Long mid grey trousers
Senior Shirt:*	White blouse long sleeve with tartan trim or white, long sleeve with collar, worn with senior tie
Jumpers:*	V-necked cotton jumper, green with crest
Jacket: *	Soft shell zip front jacket, green with crest
Shoes:	Black lace-up leather school shoes
Tights:*	Black - microfibre (opaque) or cotton tights or
Socks:*	White short calf socks (above ankle)
Scarf:*	Plain navy or plain forest green

Year 12 Jersey: The wearing of a Year 12 Jersey is a privilege extended to Year 12. It is not part of the designated uniform and may only be worn in conjunction with the correct uniform, which includes a white shirt and tie for males.

Junior Boys' Uniform (Yrs 7 – 10) – Summer

Shorts:*	Mid-grey zippered shorts (not cargo/work shorts) – worn at a length of 10cm above the knee measured from the crease at the back of the knee
Shirt :*	Plain white, short-sleeved shirt with collar and school crest (worn untucked with no tie)
Socks:*	Mid-grey calf socks (above ankles). Dark grey/black socks are not allowed.
Shoes:	Black lace-up leather school shoes

Senior Boys' Uniform (Yrs 11 – 12) – Summer

Trouser:*	Long trousers, zippered mid-grey, shorts can be worn
Shirt: *	Plain white, long sleeved with collar, worn with senior tie
Tie: *	Senior Tie - Green with crest
Socks:*	Mid-grey socks (above ankles). Dark grey/black socks are not allowed.
Shoes:	Black lace-up leather school shoes
Belt:	Black leather belt (optional)

Junior Boys' Uniform (Yrs 7 – 10) – Winter

Trouser:*	Long trousers, zippered mid-grey
Shirt: *	Plain white long sleeve shirt with tartan trimmed collar (worn untucked) with or without junior tie)
Tie: *	Junior Tie – 'Gordon' tartan. Optional when worn with tartan trimmed collar
Socks:*	Mid-grey calf socks (above ankles). Dark grey/black socks are not allowed.
Shoes:	Black lace-up leather school shoes
Jumpers*	V-necked cotton jumper, bottle green with crest
Jacket:*	Soft shell zip front jacket, green with crest
Belt:*	Black leather belt (optional)
Scarf:*	Plain navy or plain forest green scarf

Senior Boys' Uniform (Yrs 11 – 12) – Winter

Trouser:*	Long trousers, zippered mid-grey
Shirt: *	Plain white, long sleeved with collar, worn with Senior tie
Tie: *	Senior Tie – Green with crest
Socks:*	Mid-grey socks (above ankles). Dark grey/black socks are not allowed.
Shoes:	Black lace-up leather school shoes
Jumpers*	V-necked cotton jumper, bottle green with crest
Jacket:*	Soft shell zip front jacket, green with crest
Belt:*	Black leather belt
Scarf:*	Plain navy or plain forest green scarf

Year 12 Jersey: The wearing of a Year 12 Jersey is a privilege extended to Year 12. It is not part of the designated uniform and may only be worn in conjunction with the correct uniform, which includes a white shirt and tie for males.

PDHPE & Sports Uniform

The PDHPE and sports uniform is to be worn for all PDHPE classes and sporting events, and is available ONLY from the Killara High School Uniform Shop. Grade sport uniforms are available from the school's PDHPE Department.

All students must bring their PDHPE/sport uniform and change for Sport, PDHPE, Physical Activity and Sports Science, Sport, Lifestyle and Recreation Studies and Knock Out games. Normal school uniform is to be worn to and from school by **all** students every day. A sports bag is available from the Uniform Shop at a very low cost for this purpose.

Shirt:*	Microfibre polo top with school crest (unisex)
Shorts:*	Microfibre, bottle green sports shorts with school logo "K" (unisex). Leggings are not permitted.
Trackpants:*	Bottle green, microfibre, cotton-lined (unisex)
Cap:*	Bottle green with gold trim (unisex)
Socks:	White sports socks

Safety Apparel – WHS Regulations/Requirements

Footwear

The Department of Education and WHS regulations with regard to footwear state that proper protective footwear (that is, lace-up leather shoes - black for Killara HS) must be worn in all specialist rooms. Soft shoes and sandals are not acceptable. Additional requirements apply in some courses.

Food Technology (Stage 5 and 6 Courses)

Food Technology students must wear a white apron during practical lessons. The aprons are available from the Uniform Shop.

Industrial Technology (Stage 5 and 6 Courses)

The cost of an apron is included as part of the course contribution for this course. Students are required to wear this apron in practical classes. Students must also wear shoes with leather uppers to protect their feet from heavy, sharp or hot objects. The Killara High School Uniform shoe is satisfactory for this purpose.

Technology (Stage 4 Course)

Aprons must be worn during the practical food component in the Technology course.

Mufti-Day Dress Code

On a nominated day each term, students are not required to wear uniform to school, usually in support of a particular charity or event. On Mufti-Days a dress code applies as follows:

- Thongs cannot be worn as footwear – protective footwear is still required as described above.
- Singlet tops or other skimpy or immodest clothing including excessively short shorts or skirts must not be worn.
- T-shirts with offensive or inappropriate messages or logos must not be worn.

Students who do not comply with this code may be asked to return home to change into appropriate attire.

Uniform Shop

During the school term, the Uniform Shop operates from E Block (next to Room E05) each Tuesday and Friday from 8.00am to 10.30am. The Uniform Shop Manager is Ms Barbara Liebenberg who can be contacted on 9498 3722 ext. 128 or via email khscp@yahoo.com.au. Updates and news from the Uniform Shop can also be seen at <https://killara-h.schools.nsw.gov.au/uniform/> (the school website).

All uniform items, except shoes, are available from the Uniform Shop. Limited second hand clothing in good condition is also offered (except on enrolment day). Students can also obtain ties from the A Block Accounts window each school day.

Extra Opening Times

There are extra opening times for your convenience during December and January the following year, to assist parents to prepare for the new school year and at various times during the year at change of uniform season. Please check the Uniform Shop section of the web page for more information.

Bookpacks

Stationery book packs for Years 7 and 8 for 2021 will be available from the Uniform Shop.

Payment

The Uniform Shop accepts cash, cheque (payable to 'KHSCP'), Visa and MasterCard.

Online ordering is also available, please see the Uniform Shop section of the web page for further information.

Volunteers

The Uniform Shop is run by volunteers and raises funds for the P&C. Please contact Barbara if you are able to help on Tuesdays and Fridays 8.00am – 10.30am, or the occasional Saturday. All are most welcome.

Canteen

The canteen supplies a service to the school providing food and drinks at affordable prices. Volunteers operate it every day of the school week and a strong parental involvement is required to raise funds for the school. Profits made by the canteen are returned to the school by the P&C in the form of equipment and other items such as texts and library books needed by the school. A Canteen Committee generally meets once a month to discuss and review prices and profits. The Canteen Manager draws up a roster each year with a list of names of parents/caregivers and the day/s they are able to work in the canteen.

Please contact the Canteen if you are able to assist our supervisors and make their job easier. Volunteers are usually only required one day per month.

Students are asked to exercise patience and show courtesy to the parents serving them, to refrain from making purchases for friends and to stand back in line while waiting to be served.

In fine weather, the canteen is for purchases only. Students must move out of the canteen as soon as they have completed their purchases. No games are to be played in the canteen during recess or lunch breaks.

The canteen phone number is 9498 6740.

Curriculum

The secondary curriculum is organised in three stages each of two years' duration and is as prescribed by the NSW Education Standards Authority (NESA), (www.NESAeducationstandards.nsw.edu.au).

Stage 4: Years 7 and 8

The Stage 4 curriculum gives students experience in a wide range of courses designed to develop skills and foster interests and provide a core of knowledge, skills and experiences.

- English
- Mathematics
- Science
- Personal Development, Health, Physical Education (PDHPE)
- Visual Arts
- Music
- Technology (students will design and produce projects from the following areas of study - built environments, products, information and communications)
- Geography
- History
- Languages other than English (LOTE)
 - Year 7 – Chinese, French, German, Japanese – on a rotation basis.
 - Year 8 – students choose one language to study for the year.
 - Hebrew – students who studied Hebrew in Year 7 are required to continue with the study of Hebrew in Year 8.

Hebrew Language Classes

As Hebrew classes are conducted by the BJE (NSW Board of Jewish Education), there is a separate fee payable directly to the BJE. Please phone the BJE on 9365 7900 for details.

Curriculum Enrichment Program

Killara High School has a diverse curriculum enrichment program. Students are encouraged to participate in the wide range of activities offered.

A small sample of the curriculum enrichment programs available to students is described below. A more complete list of activities is provided in the Curriculum Enrichment Program booklet produced annually. Copies are available from Reception and on the KHS website.

Curriculum enrichment activities include:

- **Leadership Opportunities**
- **Debating and public speaking**
- **Mock trial competitions**
- **Model United Nations Assembly**
- **Creative and performing arts activities**
 - Creative and Performing Arts Fest
 - Art camps
 - Ceramics Studio
 - Local Council Exhibitions and Competitions
 - Life Drawing
 - Stage Bands
 - Vocal Ensembles
 - String Ensemble and Orchestra
 - Concert Bands
 - Light and sound technicians
 - Musical production
 - Music Composition Workshops
 - Drama groups
 - Dance groups
- **Sporting activities**
 - Tennis competitions and clinics
 - Knockout sport teams
 - Cricket
 - Killara Gift
 - World's Biggest Beep Test
 - Soccer
 - Basketball
 - Boules
 - Bare Creek Trail Run
 - Boccia
- **Competitions**
 - Stock Exchange Game
 - National Geographic Competition
 - Economics and Business Studies
 - Forensic Science Camp
 - Chemical Titration Competition
 - Reach Science Competition
 - Murder Under the Microscope
 - Science and Engineering Challenge
 - Annual Schools Website Design
 - Computer Skills Competition
 - Problem Solving Mathematical Olympiads
 - Reach Mathematics Competition
 - Mathematics Challenge
 - Creative writing
 - Reach English Competition
- **Societies and Clubs**
- **Duke of Edinburgh's Award Scheme**
- **Service Learning Activities**
- **Hospitality Catering**
- **Language Study Tours**
- **Killara High School working in Vietnam and Cambodia**

Sport

Sport is a compulsory part of the curriculum and a wide range of team and recreational sports are offered. The school has a rich tradition in sporting endeavours to complement its academic achievements

Stage 4

During Stage 4 (Years 7 and 8) students are involved in a wide variety of sporting activities with the aim of improving students' fundamental movement skills. Lessons are conducted by the PDHPE staff with the twin aims of providing opportunities to develop individual and team skills in a variety of games and athletics plus provide a wide number of competitive opportunities with inter-class competitions being a priority. Competitive and team opportunities are also provided through Killara High School's participation in interschool gala days, in Swimming, Cross Country and Athletics Carnivals, through trialling and possible selection in 15 years teams in the Combined High Schools' Knock Out competitions in sports such as soccer, rugby, basketball and netball and lunchtime basketball and bompodompom competitions.

The following requirements must be met by students in regard to sport at Killara High School.

Sport Uniform

The school community endorses the wearing of the designated sports uniform for both grade and recreational sports. The uniform comprises the yellow and green Killara High School sports shirt with school crest and green shorts.

Students involved in recreational sport are also required to wear the designated sport uniform. Students are to wear school uniform to and from school and change into their sport uniform immediately before sport.

Carnivals

Whole school carnivals are conducted in athletics, cross-country and swimming. At these carnivals students will compete against each other for enjoyment and personal achievement and for the honour of representing the school at Zone, Regional and CHS Carnivals. A wide variety of events are programmed at each carnival and maximum participation is encouraged. The outstanding student in each age will be the year's Age Champion and will receive a trophy at the Annual Awards Ceremony.

Carnivals are regarded as a normal school day and attendance is compulsory. At each carnival students compete for their School House. Students are placed into houses in Year 7.



The School Houses are:

Kimba (Fire)	Red
Caringa (Light)	Yellow
Mundara (Thunder)	Green
Doongara (Lightning)	Blue

Overall points from the three carnivals plus points from a variety of other intra-school sporting events, debates and competitions are tallied to determine the Champion House for the year.

Students are also provided leadership opportunities through the Sports Council. Students elected to the Sports Council are expected to play a leading role in the promotion of sport in the school. Students work closely with the PDHPE/Sport faculty to enhance the overall sporting experience for students at Killara.

Special Religious Education (SRE)

Special Religious Education is available for all students in Years 7, 8, 9 and 10 during the year.

Students wishing to be exempted from attending scheduled SRE classes must bring a written request from their parents.

Students, except those for whom the school is unable to provide religious education, are able to attend the appropriate Special Religious Education (SRE) classes. The following religions are offered – Protestant, Catholic, Jewish, Baha'i and Islamic Scripture (the latter is dependent on numbers).

Special Religious Seminars are offered for students in Years 11 and 12 for Christian, Jewish and Baha'i religions once a term. Students not attending the seminars will attend non-scripture supervision where they will undertake private study.

Ethics classes may be offered as an option in 2021. Killara High School may participate in a trial for Year 7 students only. The trial is endorsed by the NSW Department of Education.

The Green Years School Magazine

Our annual school magazine, *The Green Years*, is a chronicle of the year at Killara High School featuring our students, staff and parents in all facets of the school's activities. The magazine is produced by students and covers all aspects of school life including academic achievements, sport, curriculum enrichment activities, excursions, study tours and expeditions. *The Green Years* is a valuable record of life at Killara High School and its value to students and former students increases as the years pass.

Library

Welcome to the Lion Library, which has recently been refurbished to meet the changing needs of 21st century learners.

Resources

We have a wide range of current fiction and non-fiction resources to meet student learning needs and personal interests. Non-fiction items may be borrowed for one week and fiction items for two weeks. We also have a selection of magazines, E-books and graphic novels. Loans can be renewed (three times) if the resources are still required.

Assistance

At Killara High School a short introductory course in library use and research skills is conducted for all Year 7 and new students by the teacher-librarian.

Expectations for use of the Library

In addition to the school's **Code of Conduct**, students are expected to abide by the following library rules:

1. Students are expected to be respectful to the learning needs of others
2. Students are required to use their ID card to borrow resources
3. Food and drinks are not permitted in the library.

Returns

Students can return books by placing them in the chute provided inside the library.

Printing facilities

School work may be printed in the library.

Equipment Available

Laptops are available for student use if required.

Bring Your Own Device and Technology

This information is for Year 6 students and families intending to enrol at Killara High School in 2021 for Year 7. Please consider this information to help prepare Year 7 students for a BYOD learning environment at Killara High School.

Killara High School acknowledges the importance of harnessing technology for teaching and learning to address the needs of today's students, within an ever-increasing tech-focused society and workforce.

In 2021, we will be continuing to implement the NSW Department of Education's Bring Your Own Device (BYOD) program to Killara High School.

Year 7 students in 2021 will bring their laptop for commissioning from the start of Week 3, Term 1 and use them daily in class from Monday 22 February 2021.

More information about BYOD at Killara High School is available on the BYOD policy & setup section on the Killara BYOD Learning Hub <http://www.killarabyod.com.au/byod-policy-and-setup>

Program Aim

The BYOD program aims to increase students' engagement and enhance skills in critical thinking, collaboration, creativity and problem solving.

Our Bring Your Own Device program:

- Supports the view that technology in any form should never take the place of good pedagogy, rather, technology should be used as a tool within classrooms to enhance the effectiveness of learning activities where appropriate.
- The program is driven by the premise that laptops will be used alongside traditional learning methods.
- Students will still be required to engage in activities that require handwriting in exercise books and on worksheets. Therefore, students will still be required to bring with them their usual stationery, including exercise books.
- Laptops will be used as another tool to enhance engagement and provide access to a range of additional resources where appropriate.

Our students are active citizens in a world that utilises digital technologies in almost all aspects of life. Killara High School's BYOD program will guide the seamless integration of technology into the learning fabric of our school, aiming to enhance student learning experiences.

Equity program

- Killara High School has an equity policy to support students and families who require laptops on loan. To access policies and procedures go to the Killara BYOD Learning Hub <https://www.killarabyod.com.au/byod-forms.html>

BYOD Minimum Specification Guide*

Minimum specifications required for your laptop are below. You should use this information to assist you in purchasing a laptop. For the full specification guide info graph go to <https://goo.gl/A4VryH>

Hardware minimum specifications:

- Must have a keyboard
- 10.5" minimum screen
- 8GB RAM
- 256GB Hard Drive
- 5Ghz WIFI enabled
- At least one USB port
- Windows/Mac compatible
- Not a Chrome Book or iPad

Software requirements:

- Microsoft Office Pro Plus (Free for NSW Department of Education student's Office 365 student portal)
- Adobe Creative Cloud (Free for NSW Department of Education students)
- Adobe Acrobat DC (Free and downloaded from Adobe Creative Cloud launcher)

Adobe Creative Cloud software can be downloaded from this website: <https://www.adobe.com/au/creativecloud.html>

Students will need to use their **@education.nsw.gov.au** student email address and choose company or school account.

- For information and [download guide](https://www.killarabyod.com.au/byod-device-setup) go to <https://www.killarabyod.com.au/byod-device-setup>.

Adobe Acrobat DC can be downloaded from the Adobe Creative Cloud launcher.

For information, video and [download guide](https://www.killarabyod.com.au/byod-device-setup) go to <https://www.killarabyod.com.au/byod-device-setup>.

Suggested devices

- The Killara BYOD Learning Hub <https://www.killarabyod.com.au/byod-purchasing-information.html> website's BYOD policy and setup section includes links to assist you in purchasing a device.
- This information is provided for parents who need more specific guidance.
- These alternatives are in no way prescriptive as there are many different suppliers and laptops that would suit the needs of the school.

Take the minimum specifications outline to your local computer retailer to research alternative options. Computers that match our minimum specifications will range in prices, so shop around and try to get the best deal. There are many laptop models that meet these specifications.

****Please always refer to the Killara BYOD Learning Hub found under Student Services on our school website for the most up to date information.***

Mobile Phones

We understand that many families wish their children to have a mobile phone for reasons of safety and security. **Please be aware, however, that the use of phones in any class, or any educational setting such as excursions, assemblies, seminars and the like is not permitted.**

BYOD AND SCHOOL TECHNOLOGY STUDENT RESPONSIBILITIES

Operating system and anti-virus:

Students must ensure they have a legal and licensed version of a supported operating system and software. Students should also consider installing up-to-date anti-virus software. Microsoft Windows or a Mac Operation System is recommended.

Battery life and charging:

Students must ensure they bring their device to school fully charged and ready for the entire school day. No charging equipment will be supplied by the school.

Theft and damage:

Students are responsible for securing and protecting their devices at school. Any loss or damage to a device is not the responsibility of the school or the Department of Education. In the case of suspected theft a police report must be made by the family and an event number provided to the school. Where theft or malicious damage of another student's device occurs the existing school processes for damage to property will apply.

Confiscation:

Students' devices may be confiscated and searched if the school has reasonable grounds to suspect that a device contains data which breaches the BYOD and School Technology Student Agreement.

Maintenance and support:

Students are solely responsible for the maintenance, configuration and upkeep of their device. Killara High School's Technical Support Officer will be available to provide basic assistance. The Technical Support Officer's office is located in the Library.

Ergonomics:

Students should ensure they are comfortable using their device during the school day particularly in relation to screen size and the use of a sturdy keyboard. Students experiencing difficulties must stop using their device immediately and seek alternative methods to access technology-based lesson content and experiences.

Data back-up:

Students are responsible for backing up their own data and should ensure this is done regularly.

Insurance/warranty:

Students and their parents/caregivers are responsible for arranging their own insurance and should be aware of the warranty conditions for their device.

Copyright:

Students must not transmit material protected by copyright.

Student Welfare and Wellbeing

Student welfare and wellbeing encompasses everything the school community does to meet the personal, social and learning needs of students. Student wellbeing and success is built on the relationships students have with those around them and the resilience they develop to enable them to face life's changes and challenges.

Killara High School is a Mindtime and MindMatters school, a federal government and Principals Council of Australia endorsed mental health framework.

The wellbeing of each student has a priority in all programs conducted at Killara High School. An experienced and committed team of teachers, student advisers and counsellors work in the classroom, playground and beyond the school to provide a safe and caring environment for learning. Specialist programs in each year are tailored to address the issues adolescents face through their secondary education years. A summary of these programs appears below.

The **Honour Awards system** recognises student achievement, participation and service in all aspects of school life from course results and classroom application to sporting excellence and participation, curriculum enrichment activities and community service.

The creation of a positive learning environment for all students is the aim of the **Discipline Levels System** at Killara High School. This is achieved through the application of clear, fair and consistent expectations of behaviour for all students.

The school community has developed a Code of Conduct for the classroom and playground and a Statement of Students' Responsibilities and Rights.

The school's Discipline Levels system is founded on the concept of fairness and reasonableness of a consequence. Breaches of the Code of Conduct by students are documented, recorded and communicated to parents.

Home Groups

All students are allocated to a Home Group, the purpose of which is to provide a supportive environment within which teachers can develop positive relationships with students in an atmosphere of mutual trust and respect.

The staff at Killara High school acknowledge the importance of connectedness with students and through this mechanism which allows daily contact plus longer sessions in a three week cycle, teachers are able to engage with students and support their learning, develop their academic resilience and be closely involved with students' wellbeing. Home Group teachers are encouraged to accompany their classes to camps and take part in extra-curricular programs offered to year groups.

In addition programs are offered through sessions led by Home Group teachers which address the themes established for each year, creating a linked sequence of development through the six years of secondary schooling. Teachers' and students' journey through the school together with teachers acting as mentors in goal setting and planning for success, training in study skills and preparation for assessment and sharing positive experiences and information with students. All Home Group teachers are equipped with materials and sequenced programs to ensure a common experience.

Specialist Wellbeing Programs

Some of the specialist wellbeing programs include:

Year 7: **Year 7 Camp**
 Peer Support
 Prefect Mentor in Home Groups

Student Welfare and Wellbeing: Student Support Services

A team of qualified and experienced staff assists students and parents with any matters affecting students' learning and well-being at school.

The Head Teacher Wellbeing is responsible for the wellbeing of all students in the school and for the coordination of the Wellbeing team. The Head Teacher Wellbeing, in conjunction with the wellbeing team, monitors issues affecting the learning and development of students within the school and coordinates appropriate programs of action. As a practising teacher in full-time attendance at the school the Head Teacher Wellbeing acts as liaison and adviser to students and their families. As a member of the school's executive the Head Teacher Wellbeing liaises with the school executive, School Counsellors, the Wellbeing team, Careers Advisers and outside agencies.

The Head Teacher Personalised Learning is responsible for the oversight and management of the Learning and Support Teacher (LaST) and the Student Learning and Support officers (SLSOs) in the school who work with students who have additional learning needs. As a practising teacher in full-time attendance the Head Teacher Personalised Learning acts as liaison and adviser to students and their families, and is involved in meetings with students who are not meeting educational milestones. In addition, the Head Teacher Personalised Learning leads the school's Literacy Team and is the whole school's Literacy team co-ordinator which includes working with Executive and school staff to develop, implement and review subject specific literacy strategies to support differentiation. The Head Teacher Personalised Learning also has oversight of the Gifted and Talented program.

Student Advisers are principally concerned with the wellbeing of students in each year (7 to 12). Interviews with parents are frequently arranged in cases where students are encountering difficulties in peer relations or with progress in studies. Parents are invited to arrange for interviews with student advisers or Head Teacher Wellbeing when they feel that assistance is needed in matters of general student wellbeing.

The School Counsellors are experienced teachers and educational psychologists. Their role is to assist and advise students, parents and staff with regard to all aspects of a student's academic, social and emotional development. If a student or parent has concerns about these issues they are invited to contact the counsellors via Reception. A counsellor is in attendance five days per week.

The Learning and Support Teacher (LaST) assists students who are experiencing difficulties in any area of their school work. This can be done by supporting the student in the classroom situation or on a withdrawal basis, either individually or in small groups.

The Peer Support Program: At Killara High School Year 11 students participate in a system of Peer Support with Year 7 students. Their role is to provide encouragement and support to Year 7 students. During Term 1, the Year 11 student leaders take their small groups of Year 7 students for sessions, during which they hold discussions and follow a carefully structured program aimed to develop Year 7 students' confidence and sense of reassurance during their induction to high school. Both Year 7 and Year 11 find the program a worthwhile and rewarding experience. Follow up sessions occur in Terms 2 and 3.

Prefect Mentors for Year 7: Year 7 students are linked with a small group of Prefects who assist and support the students with the transition to high school through daily attendance in Year 7 Home Groups in Terms 1 and 2.

School Clinic

For those students who may feel ill and those who have an accident at school a clinic is available in A Block, through Reception. The clinic is managed by a dedicated and qualified nurse.

The procedure for gaining access to the clinic is to request permission to attend the clinic from a class teacher in case of illness, with a note from the teacher. Alternatively, a student may report to Reception in A Block during recess or lunchtime. In most cases, parents will be notified so that arrangements can be made for the student to return home. It is anticipated that the stay in the clinic will be for a very short period only.

Students **should not contact** parents independently and arrange to leave the school without officially signing out. Students who are feeling unwell should always present to the School Clinic and arrangements to leave the school will be made on their behalf. Parents are asked to observe these procedures to ensure student safety.

The clinic also provides first-aid facilities for minor accidents. When serious accidents occur, parents and/or an ambulance will be called. Up-to-date contact telephone numbers are therefore important to eliminate delays locating the parent/carer. Killara High School has ambulance cover for all students.

Parents of students who are diagnosed as having serious medical conditions or allergies should contact the Head Teacher Wellbeing for an interview. An individual health care plan will be developed that includes strategies to minimise risk. Should students be at risk of anaphylactic reaction they should be supplied with an Adrenaline Autoinjector to carry with them at all times.

Medicines

Staff cannot administer paracetamol (e.g. Panadol) or aspirin (e.g. Disprin) or other similar medications. Students are to provide their own supply of these medications. If a student has to bring any medication to school, the student must carry only one day's supply.



Killara High School

Discipline and Effective Learning Policy

Killara High School provides an environment where the physical and emotional well being, safety and health of students and other community members is valued; where students are encouraged to value differences; where narrow and limiting gender stereotypes are discouraged and where the relationship between student and staff wellbeing is recognised.

School Values and Good Discipline

Killara High School Cares:

- by providing strong guidance to students, fair discipline and consistency in high expectations of student behaviour and achievement within and beyond the school
- by providing firm and consistent discipline as part of a student management system
- by establishing a clear sense of community, identity and commitment to core values of respect, responsibility and courtesy
- through the school's rewards and recognition program that acknowledges and celebrates achievement, participation and contributions to the school community
- by involving parents as partners in a strong school community committed to the well being and learning of young people
- through a Home Group mentoring program for all students

Overview of the Code of Conduct

The school's Code of Conduct is implemented consistent with the Department of Education policies on Student Wellbeing, Good Discipline and Effective Learning and the Procedures for the Suspension and Expulsion of Students.

- The school is a place where students and staff work together with a common purpose, that being to engage in quality teaching and learning.
- The school must be a safe, secure place for everyone.
- The school anticipates that its students will strive in all fields of endeavour to achieve their personal best, while at the same time seeking to do their best for their school.
- Each student is responsible for his or her own conduct in the classroom, in the playground, on the sporting field and while traveling to and from school.

Expectations

Below is a copy of the Code of Conduct that your child will sign.

As a student of Killara High School I am expected to:

- *Be a responsible, considerate and polite member of the school's community, treating all other members with due respect*
- *Attend school daily and be punctual and to provide a written explanation for any absences*
- *Cooperate with my teachers and follow all their instructions*
- *Complete all required class and homework conscientiously and to the best of my ability*
- *Respect and care for the school, its buildings, equipment and environment, as well as respect other people's property*

- *Maintain the high standard of dress and grooming as set out in the uniform requirements of the school*
- *Show respect for others, wear my uniform correctly and follow the appropriate transport code of appropriate conduct when traveling to and from school*
- *Understand that permanent markers and chewing gum are not permitted at Killara High School*
- *Understand that alcohol, tobacco products, illicit drugs, knives or other weapons or any dangerous item//s cannot be brought to school, used at school, or on school related activities*
- *Understand that any physical violence will result in a suspension*
- *Leave at home or switch off any mobile phone during the school day*

Killara High School General Code of Conduct
<p>As a student of Killara High School at all times I am expected to:</p> <ul style="list-style-type: none"> • Wear the school uniform correctly • Respect the rights and safety of others • Behave in such a way as to bring credit to myself and my school

Classroom Code	Playground Code
<p>In class I am expected to:</p> <ul style="list-style-type: none"> • Learn all I can • Show respect for others • Give others the chance to learn • Follow all the safety guidelines 	<p>In the playground I am expected to:</p> <ul style="list-style-type: none"> • Play safely • Show respect for others rights and feelings • Respect school and personal property

Students' Responsibilities and Rights

The school community has agreed upon a Statement of *Students Rights and Responsibilities* in support of the *General Code of Conduct*.

The Responsibilities of Students

I have a **RESPONSIBILITY** to:

- *Learn to the best of my ability*
- *Participate in a range of school activities*
- *Behave and dress in such a way as to bring credit to myself and the school*
- *Respect the rights and safety of others*
- *Care for my school, its buildings, equipment and environment*
- *Accept school decisions when fairly made*

The Rights of Students

At the same time, I have the **RIGHT** to expect from my school:

- *A quality education which encourages effective and enjoyable learning*
- *An opportunity to participate in a variety of school activities*
- *A safe, well-equipped and comfortable environment*
- *A respect for my rights as an individual*
- *Support and advice when it is needed*
- *An opportunity to contribute to school decision making and organisation*
- *Recognition for my contribution to the school and its community.*

Bullying and Harassment

As in any community, the potential exists for students to be made uncomfortable by bullying or harassment. This can take the form of verbal abuse, physical actions or can be delivered via technology (cyber bullying).

Killara High School values the safety and security of all students, and our Wellbeing programs reinforce the concept that we should behave respectfully and have responsibility for one another's wellbeing.

It is important to emphasise that if quick action is to be taken to address bullying issues then parents, teachers and students should be united in their commitment to address issues of harassment that arise.

Students and/or parents are asked to report any situations that they become aware of to the relevant Year Adviser, Home Group Teacher, Head Teacher Wellbeing or Deputy Principal. Confidentiality will always be respected. Students who are not involved in bullying but who witness any such incidents have an equally important role to play in preventing the spread of hurtful actions and are encouraged to report as quickly as possible.

Cyber bullying is a particularly concerning form of bullying and parents are encouraged to monitor their child's use of social networking sites and mobile phone use and report any instances of abusive messaging.

By acting together we can aim for a safe and emotionally secure place for everyone at Killara High School. Please note that students are not permitted to record, photograph or film other people without their express consent. Sharing recordings, photos or videos online is also forbidden without the person's consent.

See the school's website (www.killara-h.schools.nsw.gov.au) for the school's Anti-Bullying Policy.

The Honour System

Aim

To recognise and reward students for their commitment and involvement at Killara High School across a broad spectrum of curricular and extra-curricular activities.

Students can accumulate merit awards and roll them over throughout their Killara High School experience until they attain an Honour Badge.

Awards students can receive:

1. Merit Award

- Issued by the classroom teacher
- Student takes ten merits to their Year Adviser who signs the back of the merits and hands them back to the student.
- Ten merits equates to a Bronze Award

2. Bronze Award

- May be issued by Year Advisers or Head Teachers (Academic), or Sports Organisers or organisers of curriculum enrichment activities, Performing and Creative Arts and School Service or Student Leadership.
- Issued at Year Meetings.
- Students hand these awards to Year Advisers and an entry is made.

3. Silver Award

- Issued for achieving three Bronze Awards.
- Students take Bronze Awards to their Year Adviser who signs the back and an entry is made.
- Silver Awards are issued at Stage Meetings.

4. Gold Award

- Issued for achieving two Silver Awards.
- Students take Silver Awards to Year Adviser who signs the back and an entry is made.
- Gold Awards are issued at Stage Meetings or at the Annual Award Ceremony.

5. Honour Badge

- Issued after achieving one extra silver, after achieving a Gold Award.
- Students take Gold Awards and the extra Silver Award to their Stage HT who signs off and organises the Honour Badge to be presented.
- Students can only achieve one Honour Badge in a year.

6. Honour Trophy

- A student receives an Honour Trophy if they receive four Honour Badges over time.

7. Honour Blue

- A student receives an Honour Pennant if they receive six Honour Badges.

Merit Collection Card

At the end of Term 2 and beginning of Term 4, students will also receive a Merit Collection Card, where they can accumulate a variety of different points for curriculum enrichment activities and sports. Organising teachers will need to sign the card as proof of participation. These cards are then traded in for merit points in lieu of physical cards to the Year Adviser. This puts responsibility back on the students, rather than the organising teachers or Year Advisers for collating information on these activities and events. The activities included on the cards will include:

Sporting Activities:

- * Participating in a school sports carnival - 1 merit
- * Age champions: School - Bronze
- * Zone, Area, State, National, CHS Team - Bronze
- * Knockout Team - 3 merits
- * Grade Team: 2 merits per team

Curriculum Enrichment Activities:

- * PAE - 5 merits to possible Bronze, depending on level of commitment
- * Musical - Bronze
- * Drama Ensemble - 2 merits
- * Dance Ensemble - 2 merits
- * DEAS - Bronze - 5 merits; Silver, Gold Award - Bronze
- * Mock Trial - 3 merits
- * Debating - 3 merits
- * Zonta, Lions Youth of the Year - Bronze
- * Chess Club - 2 merits

Service Activities:

- * Student Leadership Council member - 5 merits
- * Light and Sound - 5 merits to Bronze
- * Peer Support - 3 merits
- * TEALS Buddy - 3 merits
- * Assistance at Gala Day, Open Day, Ekuba, Presentation Night, SPRM - 2 merits

Competitions:

- * Maths, Science, English competitions - 1 merit

Academic Effort and Achievement:

- * Report certificate - as determined by the reports spread sheet and YA discretion
- * Top 1-10 percentile range of the cohort receive a Silver award (at YA discretion for cut off)
- * Top 11-25 percentile range of the cohort receive a Bronze award (at YA discretion for cut off)

The Discipline Levels System

Praise, reward and encouragement are used to foster cooperation and adherence to the school's General Code of Conduct and Statement of Students Rights.

The schools level system is implemented when the General Code of Conduct, Classroom or Playground codes are breached or in cases of persistent breaches of this code.

The Discipline Level System is organized so as to provide maximum support and help to students who find it difficult to behave in an acceptable way. At the same time unacceptable behaviour will not be tolerated.

If students do not follow the school's Code of Conduct or disrupt classroom learning they will be counseled and consequences for their behaviours and actions will follow. The degree of seriousness, or persistent breaches, will determine the consequences set in place by the school which will act in accordance with the DoE ***Student Discipline in Government Schools*** document.

The Discipline Levels system comprises 4 levels, each of which carries its own actions and consequences for inappropriate behaviour. If a student fails to respond positively at a particular level they will move on to the next level.

Level One - Yellow

- A student who has breached the school's Code of Conduct through unacceptable behaviour or truancy is placed on Level One by the classroom teacher. The student will be asked to complete a Student/ Classroom Teacher Agreement which asks them to specify the behaviour that requires change. Following this the student will be asked to complete a Yellow Level One card for one cycle of lessons or Sport. This card shows the agreed learning goals for the student while on Level 1. Parents/ Carers will be contacted by the classroom teacher.
- A student who has breached the school's Code of Conduct presenting unacceptable behaviour in the playground is referred to the relevant Stage Head Teacher and may be placed on a Level One Yellow Playground book. Parents will be contacted and the student's behaviour will be monitored for at least one week.

Level Two – Ivory

- A student on Level I – Ivory whose behaviour or progress has not improved in a subject area will be referred to the Head Teacher and placed on Level Two. A Student/ Head Teacher Agreement will be completed and an ivory Card requiring monitoring by the Head Teacher and parent will be used for one complete cycle. Parents/ Carers will be notified of the student's placement on this level.
- A student who has been placed on Level One in more than one course will be issued with a Level Two Ivory book requiring daily monitoring by the Year Adviser or Assistant Year Adviser and Parent/Carer for two weeks. Parents/Carers will be notified of placement on this level by letter. The relevant Stage Head Teacher will interview each student regarding behaviour and learning goals.
- A student who has truanted for one or more whole days or a number of lessons in different courses will be placed on a Level Two Ivory book monitoring attendance and progress in all classes for a period of two weeks following the completion of a Level Two Student Agreement with the relevant Stage Head Teacher. Parents will be contacted. The student reports to Year Advisers each day and the parent signs the book each evening.

Level Three – Lilac

- A student who has seriously breached the Code of Conduct or a student on Level Two whose behaviour, progress and/or attendance has not improved may be placed on Level 3. Students found with alcohol at school may be placed on Level 3. Parents/Carers will be required to attend an interview at school. A Level 3 Contract including a formal written caution re suspension will be negotiated and signed by the student and parent, and a copy provided to the student and parent/carer. The student will be issued with a Level 3 - Lilac book requiring daily monitoring by the Head Teacher Student Support or Head Teacher Stage and parent/carer for three weeks. A Deputy Principal will conduct the parent interview with the Head Teacher Stage/Wellbeing.

Level Four-Grey/Suspension

- Students may be suspended from school in accordance with DoE policy, *The Suspension and Expulsion of School Students* ([http://www.det.nsw.edu.au/policies /index.shtm](http://www.det.nsw.edu.au/policies/index.shtm))

Students may be suspended from school for up to and including four days for:

1. Continued disobedience
2. Aggressive behaviour

Killara High School is a smoke-free zone. This includes e-cigarettes.

Persistent breach of the school rules with regard to smoking on school premises may lead to suspension.

Long suspension of up to and including 20 days can be imposed for

1. Physical Violence
 2. Use or possession of a prohibited weapon, firearm or knife
 3. Possession or use of a suspected illegal substance
 4. Use of an implement as a weapon or threatening to use a weapon
 5. Serious criminal behaviour related to the school and
 6. Persistent misbehaviour.
- The Principal will convene a suspension resolution meeting of personnel involved in the wellbeing and guidance of the student, including the parents or carers to discuss the basis on which the suspension will be resolved. Following resolution a student will be issued with a Level 4 - Grey book requiring daily monitoring by the Deputy Principal and parent/carer for four weeks

Student Leadership

There are six leadership groups within the school with the potential for more as the need arises. All Leadership Groups (other than the Senior Leadership Council) meet as a Home Group each morning and are supported by Ms Esther Bouchier, Head Teacher Stage 5 (Relieving).

The peak group, an overarching council with representatives from the other five groups, is the **Senior Leadership Council (SLC)**. The leaders of the SLC are the School Captains. The School Captains are elected from nominations by Year 11 students.

This structure caters for student interests and talents and provides many leadership and participation opportunities for students while bringing the leadership groups together. The SLC meets at least once each term. Entry into a Leadership group is by peer election. Year 11 members from all Leadership Groups and staff vote for School Captains (male and female) following a statement and speech by nominees.

Other leadership groups are:

Arts Council

The Arts Council is a student leadership initiative and includes students from all Year groups who are involved in the arts at Killara High School. The Arts Council is formed by student nomination and election and includes students involved in the Performing Arts Ensemble Program music and dance strands and students from music, visual arts and drama. The Arts Council provides a voice for students in these areas and actively plans and organises arts events during the year. Members of the Arts Council have the opportunity to demonstrate and improve their leadership skills in a variety of ways during the year including organising exhibitions, performances and reporting to the school at assemblies.

Ms Jacki Berry, Creative and Performing Arts faculty, provides support and guidance for this group.

Prefects

The school has 24 Prefects elected by the senior students and staff. The Prefect body elects two Senior Prefects (male and female).

The important continuing function of the Prefect body is to strengthen the links between each Year group, the school staff and the wider school community thus assisting in sustaining a cohesive school community and fulfilling an important leadership role in this community. Prefects chair and manage the weekly school assemblies and represent the school at community functions and ceremonial occasions throughout the year.

Prefect meetings are held weekly during lunchtime and students are welcome to attend and express opinions about any matters of concern to students.

The coordinator of Prefects is Ms Chloe Williams, Head Teacher Stage 6 (Relieving).

Prefects are directly involved in:

- Year 10 Leadership training
- Year 7 enrolments and orientation
- Mentoring of Year 7 in Home Groups
- Year 7 Camp
- Red Cross blood donations
- P&C meetings
- Collection of money for charities
- Organisation of school social functions
- Annual Awards Ceremony
- Assemblies
- Anzac and Remembrance Day observances and other formal ceremonies.

Social Justice Committee (SJC)

This committee is known as the school's social 'conscience' promoting the issues of social justice, human rights and the disadvantaged. The aim is to raise awareness among the students of important issues and acting on this heightened awareness to 'make a difference' both in the school and wider community. Specific whole school activities such as Green Week raises concerns about global warming, school recycling and energy conservation and Harmony Week promotes intercultural understanding. Actively promoted by the Social Justice Committee are animal welfare, the homeless, cancer and AIDS awareness, environmental issues and mental health issues. The Committee has important links with Cromehurst School, local aged care facilities, Westmead Hospital, Legacy, Red Cross, NSW Cancer Council and Taronga Zoo where students regularly participate in community service activities.

In order to promote leadership opportunities throughout the entire school, SJC members are elected from each of Years 7-12 with executive leaders including President, Senior Vice President (Years 10-12) and Junior Vice President (Years 7-9). Meetings are held every week where students discuss issues and coordinate activities.

Ms Gabrielle Zolezzi, English Faculty, provides support and guidance for this group.

Sports Council

The Sports Council is a student leadership group and includes students from a range of year groups who are involved and/or interested in sports at Killara High School. The Sports Council is formed by student application and interview. The Sports Council develops and supports sport within Killara High School and represents the needs and interests of students within sport. Members of the Sports Council have the opportunity to demonstrate and develop their leadership skills in a variety of ways during the year including organising, assisting and participating in sporting events, assisting at carnivals, developing sports facilities, promoting fitness and a healthy lifestyle and the promotion of sport at assemblies.

Mr Duncan Smith, Head Teacher Personal Development, Health and Physical Education Faculty, provides support and guidance for this group.

Student Representative Council (SRC)

The Student Representative Council is elected from each of the six Years 7-12. The council is elected in a formal ballot and members hold office for twelve months.

The Council meets weekly to consider matters of student concern and school organisation. Members of the SRC sit on each of the school's management committees and participate in decision making related to the various aspects of school management. The SRC also supports a number of charities. Its prime aim, however, is to work actively for the student body in order to make Killara High School a happy and safe environment for all.

Ms Anna Richards, CAPA Faculty, acts as the SRC Patron and provides support and guidance for this group.

Community Links

Killara High enjoys a warm relationship with Ku-ring-gai Council with youth officers from the council attending many assemblies raising awareness of issues and activities within the local area.

The school supports a range of worthwhile causes including CanTeen, Breast Cancer, World Vision, Red Cross, Legacy, Spastic Centre, Salvation Army and Royal Blind Society. There is a strong relationship between Killara High School and Stewart House, an institution that offers holiday accommodation and care to school children in need around the state. A strong partnership has also developed with Cromehurst School with Killara High students participating in many combined events throughout the year.

Attendance Policy

At Killara High School, school begins with Home Group at 8:40am (Wednesday, Thursday) or at 8:50am (Monday, Tuesday, Friday). It is essential that students arrive at school on time for Home Group every day.

Year 12 students must attend Home Group on a Thursday, even if they do not have a Period 1 class scheduled.

If a student has missed Home Group, or arrive late at any point in the day, and **do not** sign in at the office, they will be marked as absent for the day – even if they have been marked present for the remainder of their classes on that day.

If students are late, they **must always sign in** at the Attendance Window. This will ensure that their attendance for the day is registered.

Contacting parents

As noted in the NSW Government Procedures, if a student is absent and no explanation has been provided, parents/carers will be contacted on the same day by the office via SMS text message. Staff may also contact parents/carers via phone or email to request a reason for the absence.

Explained vs justified absences

Parents are required to explain absences within seven (7) days of the initial absence. At Killara High School this should be done via Compass.

The NSW Education Act requires all absences that have not been explained within seven (7) calendar days to be permanently recorded as 'unjustified'.

There are a limited number of reasons which justify an absence from school. In some circumstances, even though a reason has been provided, the absence will still be recorded as 'unjustified' because the reason does not count as a valid reason as per the Department of Education policy.

What are valid reasons?

The two most common justified reasons for student absences are 'Sick' and 'Leave'.

S- Sick: The student's absence is due to sickness or as the result of a medical appointment. The school requires a **medical certificate** for absences related to sickness for more than **three days**. The Principal/teachers may request a medical certificate on each occasion in addition to explanations, if the explanation is doubted or the student has a history of unsatisfactory attendance.

L- Approved leave: The student's absence is due to an incident such as a serious illness of an immediate family member or attendance at a funeral, and the explanation has been accepted by the Principal.

A- Unexplained absence: The student's absence is unexplained or explained but unacceptable (e.g. going shopping, weather conditions, tired, needed a day off etc.).

See table next page

Reason for Absence	School Attendance Register Codes	Justified Code
Medical – Illness (*Please also refer to current Covid-19 Guidelines) Includes: Sickness, medical and dental treatment	S	Yes
Medical – Appointment (*Please also refer to current Covid-19 Guidelines) The student’s absence is due to a medical or paramedical appointment. If the student has a regular weekly appointment that creates a recurring absence, additional documentation may be required.	A/L	To be determined*
Parent Choice Parent explained, with a reason that is not covered by other approval codes.	A/L	To be determined*
Bereavement Includes funeral, death in the family, and absence due to the death.	L	Yes
Holiday (Extended Leave – Travel) Student does not attend school due to student/family holiday.	A/L	To be determined*
Transport Issues Transport issue, including traffic or missed bus.	A/L	To be determined*
Self-Isolation (<i>Please also refer to most recent Covid-19 Guidelines which you may request from the school</i>) Students at home engaged in learning because parents have kept them at home, they have been placed into self-isolation due to contact or have been self-isolated after returning from overseas.	F	Yes
<p>*To be determined - A determination will be made if the reason was justified or not. For example, a late arrival due to a broken down bus is unavoidable (L), however sleeping in and missing your bus is avoidable (A). Holiday/Extended Leave must be approved by the Principal to be considered justified.</p> <p>NOTE that after 7 days, if an absence remains unexplained (i.e. without a parent note with approved reason), it will automatically be designated as ‘A’ to indicate unexplained.</p>		

Late Arrival

Students are expected to be at school and in their Home Group class at 8:40am (Wednesday, Thursday) or at 8:50am (Monday, Tuesday, Friday).

If a student has missed Home Group, or arrives late at any point in the day, and **do not** sign in at the office, they will be marked as absent for the day – even if they have been marked present for the remainder of their classes on that day.

If students are late, they **must always sign in** at the Attendance Window to receive a late note. This will ensure that their attendance for the day is registered.

Parents are expected to provide a reason for their child's lateness. If a valid reason is not provided within **seven days**, the absence will be recorded as 'unjustified'. Parents should use Compass to provide a note for the late arrival (either before or after the fact) but as soon as possible.

Early Departure (Partial absences) for all students

If a student needs to leave early (e.g. for a doctor's appointment), they must bring a handwritten note on the day of their appointment to be presented to the student's teacher so that they may leave class in order to meet their parent in A Block.

The student must be collected by a parent at our Attendance Window in A Block. The Attendance Officer will enter a note into Compass at the time of departure to cover the absence.

In the instance that a student must leave for an appointment on their own, that student must bring a hand written note to the office in the morning - before the start of school – and have it signed by a Deputy Principal. The student must present the note to the teacher to exit class and again to the Attendance Window in A Block in order to sign out at the appointed time.

Feeling unwell

If a student is feeling unwell, at any time during the day, they should go to Sick Bay in A Block and be attended to by the School Nurse.

Under no circumstances should they leave school on their own or with a parent without visiting Reception or Sick Bay in A Block.

Students may contact their parents but should only leave the school once they have come to Sick Bay and have been signed out accordingly.

It is important that we know where students are at all times, especially when they are feeling unwell.

***Early Departures for Years 9, 10 and 11 on a Thursday**

Students in Years 9, 10 and 11 have Sports every Thursday afternoon. Attendance is **compulsory** and medical (or other) appointments should not be booked at this time.

Following are the procedures for any unavoidable absences on a Thursday afternoon:

1. If a medical appointment on a Thursday afternoon is unavoidable, parents must email attendance@khs.nsw.edu.au the day before AND the parent must collect their student for that appointment at the Attendance Window in A Block.

Parents must also provide details or evidence of the appointment in their email (i.e. screen capture of the Appointment Reminder from the provider, a note from the medical provider or their contact details).

The school reserves the right to refuse departure from the school if they deem that there is not a valid reason.

2. If a student is at school on Thursday morning but subsequently is feeling unwell, the student must come to see the school Nurse in A Block before leaving school. If a student does NOT come to Sick Bay and follow the appropriate sign out procedures, a sick note will not be accepted as the reason for missing sport.
As per our "Feeling unwell" policy above, reporting to Sick Bay and following procedure is for the safety of all involved.
3. Finally, if a child is sick at home all day or absent on a Thursday (i.e. did not attend school at all on their sports day) then the parent must enter a note in Compass.

Emergency Contacts

A student who is unwell and needs to be picked up from school can ONLY be collected by a parent or a designated Emergency Contact (as per the student's DoE record). If you are unsure of your appointed Emergency Contacts or would like to update that information, please send an email to Killara-h.school@det.nsw.edu.au.

If your son or daughter needs to be collected by someone who is not an appointed Emergency Contact, please email the school stating who is authorised to collect the student. The email must include that person's full name and mobile number. Once the email is received, we will phone you to verify the information.

Extended Leave/Family Holidays

Application for Extended Leave and Certificate of Extended Leave forms are required when a student will be absent from school for more than five (5) days.

1. Parents of students seeking leave from school for periods of five (5) days or more for any reason (including school or department endorsed activities) are requested to send an email to the school with the dates and reasons for the absence. The Principal will review this request. Approval for leave may only be granted by the Principal.
2. Where leave is approved, an *Application for Extended Leave* will be provided to the student. This must be completed, signed and returned to the Attendance Window. Travel documents must be attached to these forms if they were not provided in the initial email. Once returned to the school, the student will be given a *Long Term Leave* form which must be signed by each of his or her teachers.
3. The completed *Long Term Leave* form must be returned to the Attendance Window for checking and copying prior to departure. The student will retain the original form containing all work and assessment tasks required for completion during the period of leave and will also be given a *Certificate of Extended Leave – Travel* which can be presented to any relevant authorities while traveling as evidence of approved leave from school.

Families are encouraged to travel during the NSW school holidays. If travel outside of NSW school holiday periods is necessary, the family must apply to the Principal for approval beforehand. If the family does not apply for leave, or it is not approved, the absences from school will be unjustified.

Approved absences relating to travel will be marked as justified leave on the roll but will contribute to your child's total absences for the year.

Leaving Killara High School to attend another school

School leavers must bring a note from their parents indicating their intention to leave, the reason and, if known, which school they will be attending. This note is to be presented to Reception, at least one week prior to leaving. The student is then required to complete a Leaver's Form. Teachers and Head Teachers will initial opposite their name on this form to indicate the student has returned all the text books, library books, sports uniforms, laptop (if appropriate), emptied their locker etc., and has paid any outstanding contributions. The completed form should be returned to Reception.

Other Important Information

My child won't go to school. What should I do?

You should contact the school as soon as possible to discuss the issue and ask for help. Strategies to help improve attendance may include a referral to the school's Learning and Support team or linking your child with appropriate support networks. The school may seek further support from the Home School Liaison Program to develop an Attendance Improvement Plan.

What might happen if my child continues to have unacceptable absences?

It is important to understand that the Department of Education may be required to take further action where children of compulsory school age have recurring numbers of unexplained or unjustified absences from school. Some of the following actions may be undertaken:

- You may be asked, along with your child, to attend a Compulsory Schooling Conference. The conference will help to identify the supports your child may need to have in place so they attend school regularly. The school, parents and agencies will work together to develop an agreed plan (known as Undertakings) to support your child's attendance at school.
- Application to the Children's Court - Compulsory Schooling Order. If your child's attendance at school remains unsatisfactory the Department may apply to the Children's Court for a Compulsory Schooling Order. The Children's Court magistrate may order a Compulsory Schooling Conference to be convened.
- Prosecution in the Local Court School and Department staff remain committed to working in partnership with you to address the issues which are preventing your child's full participation at school. In circumstances where a breach of compulsory schooling orders occurs further action may be taken against a parent in the Local Court. The result of court action can be the imposition of a community service order or a fine.

Lunchtime

No student may leave the school premises for any reason, to go home or to the local shops during lunchtime unless written permission is obtained from one of the Deputy Principals.

What age can my child leave school?

All New South Wales students must complete Year 10 or its equivalent. After Year 10, and up until they reach 17 years of age, there are a range of flexible options for students to complete their schooling. Working in partnership The Department of Education recognises that working collaboratively with students and their families is the best way to support the regular attendance of students at school. We look forward to working in partnership with you to support your child to fulfil their life opportunities.

For additional information, please refer to the following links:

NSW School Attendance Policy

<https://policies.education.nsw.gov.au/policy-library/policies/school-attendance-policy>

NSW School Attendance Register Codes

https://policies.education.nsw.gov.au/policy-library/related-documents/reg_codes.pdf

Bell Times

Period	Monday/ Tuesday	Wednesday	Friday	Period	Thursday
0 <i>(Yr 12 only)</i>	7.30 - 8.44		7.30 - 8.44		
Home Groups	8.50 - 9.00	8.40 - 8.50	8.50 - 9.00	Home Groups - ALL	
				8.40 - 8.50	
1	9.00 - 10.14	8.50 - 10.00	9.00 - 10.14	Whole School & Stage Assemblies/Year Meetings/ Extended Home Groups	
				8.50 - 9.20	
Recess A	10.14 - 10.23	10.00 - 10.05	10.14 - 10.23	Recess A	9.20 - 9.25
2	10.23 - 11.37	10.05 - 11.10	10.23 - 11.37	1	9.25 - 10.40
Recess B	11.37 - 11.57	11.10 - 11.30	11.37 - 12.02	Recess B	10.40 - 11.00
3	11.57 - 1.11	11.30 - 12.40	12.02 - 1.16	2	11.00 - 12.15
Lunch	1.11 - 1.51	12.40 - 1.20	1.16 - 1.51	Lunch	12.15 - 1.00
4	1.51 - 3.05	1.20 - 2.30	1.51 - 3.05	3	1.00 - 2.15
PLTM		2.40		4	2.15 - 3.00

PLTM - Professional Learning Team Meetings – all staff

Wet Weather Arrangements

At the discretion of the Deputy Principal (or delegate) three bells will be rung to indicate that wet weather arrangements will apply. These arrangements are **only** operational at **Recess B** and **Lunchtime**. Once the bells have been rung all outside areas are then out of bounds and teachers will supervise in sheltered areas around the school. The Deputy Principal will check that students have moved away from the basketball courts, Jubilee Oval and areas adjacent to Koola Avenue.

The Kerrabee COLA in the senior area is restricted to use by Year 12 only.

Wet Weather Areas

- Under cover in Blocks B and D
- Canteen
- Cola 4 (Quad)
- Library and sheltered area outside the Library
- Cola 1 (Canteen)
- Sheltered areas under cover in E Block
- Cola 5
- Cola 2 and Senior Cola 3

Wet weather places considerable pressure on shelter and accommodation at Killara High School. In such circumstances students are asked to be considerate of others in orderly movement around the school and in maintaining cleanliness throughout the school.

Movement and Ball Games around the School

At all times students are to show care, courtesy and common sense. Behaviour must not cause injury to any person or damage to any property.

1. Running is discouraged in the vicinity of the buildings.
2. Stairways, walkways and entrances must be kept clear for easy access.
3. Hand ball games may be played in the quadrangle (provided that the balls are kept away from windows). Throwing of balls is not permitted in the quadrangle. Basketball and netball only are permitted on the lower basketball courts. Active games are permitted on Koola Park when available for school use. No tackling is allowed. No ball games are to be played in the courtyards (these are quiet areas) or in the Canteen area.

Responsibility for Property

Students must accept responsibility for their own property, including articles of clothing. Money, other than small amounts for daily needs, and articles of value should be left at Reception in A Block for safe-keeping during school hours. Valuables and mobile phones should not be brought to school or left in lockers. During sport and physical education care of valuables should be arranged with teachers in charge. To assist identification it is asked that wherever possible **the name should be clearly marked on all clothing**. This also assists in the return of lost and unclaimed items. Students should not leave mobile phones or other electronic devices in their bags. Students should keep these devices on their person unless the item is given to staff at Reception for safe keeping. The school takes no responsibility for the loss of mobile phones or other valuable items if not left for safekeeping with staff at Reception.

Lost Property

All lost property clothing items are collected in a lost property bin in A Block near A04. Lost property is available for collection at lunchtime in A Block. **Every two weeks** any unclaimed uniform items will be recycled through the Uniform Shop as second-hand items. All other unclaimed items will be sent to a local charity.

Technology items, if found, will be held in the Accounts Office. These items may be collected at recess or lunch. Unclaimed technology items will also be sent to charity as per the unclaimed clothing items.

Lockers

All lockers remain the exclusive property of the school. Any student may have access to a locker on completion of a Locker Agreement, signed by the student and parent/caregiver. An annual hiring fee of \$20.00 is payable and students are to supply their own 40mm lock. Combination style locks are recommended. All Year 7 students will be emailed a link to our locker hire website where lockers may be paid for and booked online.

Private transfer, exchange of lockers or sharing between students **is not allowed**. Students who do this will lose possession of their lockers. The school reserves the right to request a student to open their locker at any time. Should a student fail, upon request, to open their locker the school reserves the right to remove the lock.

At the conclusion of each year **all** student lockers must be emptied. Students must remove their possessions and lock. Any items remaining in lockers at the conclusion of the school year will be disposed of or sent to charity.

Musical Instruments and Sporting Equipment

Students who bring these items to school do so at their own risk. The school will endeavour to provide suitable places of safe keeping for such items but takes no responsibility for their loss.

Sporting equipment of a bulky nature may be left with a Deputy Principal.

Small musical instruments should be stored during the day in a student's locker. There are some larger lockers available for the storage of larger musical instruments. Special arrangements can be made with a Deputy Principal for the storage of very large musical instruments in a secure location in A Block.

Textbooks

Textbooks (where used) are issued by each faculty for student use for the year.

Lost textbooks must be replaced or an amount of money (as determined by the Head Teacher of each faculty) paid to cover replacement.

Rooms

Students are expected to treat all the facilities such as classrooms, and other school property with care. Any damage to rooms or furniture should be reported immediately to the class teacher.

Policy on Food Allergies

"The general banning of food or food products is not recommended by health experts as there is a lack of evidence to suggest that banning food from entering a school is helpful in reducing the risk of anaphylaxis. Schools are encouraged to become aware of the risks associated with anaphylaxis and implement a broad range of strategies to minimise exposure to the known allergens."

From DEC Anaphylaxis Procedures for Schools

As a community concern KHS asks that, wherever possible, parents avoid the use of nuts or nut products in providing food for their children to bring to school or to school-based activities. To minimise the risk of exposure to high-risk allergens, KHS avoids the use of peanuts, peanut butter or other peanut-related products in all curricular and extra-curricular activities. Curriculum materials are regularly reviewed to ascertain that they do not advocate the use of peanuts, peanut butter or other peanut products.

Within our school community there are currently 40 students who are known to be at risk from a variety of allergens. Those students who have a prescribed adrenaline auto injector are asked to carry it with them at all times, and to provide an additional auto injector to be kept at Reception in A Block. There are also 15 locations around the school where adrenaline auto injectors are provided and staff are alerted to those students in danger and to the location of adrenaline auto injectors across the school. All staff are trained in the use of adrenaline auto injectors.

Families must provide Killara High School with up to date health care plans and action plans, and when students are taken off the school premises, to provide them with suitable and safe food products. All lunches should be carefully labelled for the specific student.

Dietary requirements must be discussed with the HT Student Wellbeing, School Nurse, Year Adviser or Faculty Head Teacher prior to camps and overnight excursions.

Glass Bottles

Staff and parents have expressed concern regarding the appearance of glass bottles within the school grounds, sometimes broken, exposing students to considerable risk of injury. The Canteen does not sell any glass products. We seek the cooperation of parents in not sending students to school with glass drink containers. We have **banned glass bottles** from the school due to the risk of potential injury to students from broken glass.

It would also appear that some students are obtaining "energy" drinks before school, often containing excessive amounts of caffeine. Such drinks are certainly not conducive to effective classroom learning and would seriously affect a student's ability to concentrate on their learning. We would ask parents to discuss these concerns with your children and to counsel your children in regard to their use.

Transport

Travel Passes



Your child may be eligible for free or subsidised travel on public transport, between home and school, as part of the School Student Transport Scheme.

To find out more about the scheme, including information for new applicants and existing pass holders, visit **transportnsw.info/school-students**. All transport applications are to be submitted online. The two main transport providers to Killara High School are Transdev NSW and Forest Coach Lines.

The School Opal card gives eligible students free travel to and from school on school days. However, the School Opal card makes travel simpler, because now students do not need multiple application forms and passes if they use different transport operators within the Opal network.

Killara High School would highly recommend that your child's application for the School Opal card is submitted before 11 December 2020, this should ensure that the card is available for the student to use at the beginning of Term 1 2021.

If you are not eligible for free or subsidised travel on public transport, between home and school, you can purchase a term by term School Student Opal Card by visiting: **transportnsw.info/school-students**.

Please note that students are eligible to travel on buses from Killara High School that relate to their residential address. On routes that connect with Gordon and Chatswood, students with an Opal card that identifies their residential address will board the bus first. Students wishing to travel to places other than their address will only be allowed to board after these students have been accommodated.

It has been our experience that buses are unusually crowded at the beginning of the year, before Opal Cards have been issued. We ask for your patience with this.

For the most up to date School Bus Timetables please refer to the website (found under *About Us – Location and Transport*). The timetable includes the TransDev NSW and Forest Coach Lines (to St Ives Chase) services.

<https://killara-h.schools.nsw.gov.au/location-and-transport/>

Bicycles

Students who ride bicycles to school must leave them in the racks provided outside the House and A Block. Students must wear a helmet when riding bicycles and abide by relevant road rules. **Bicycles are not to be ridden in the school grounds.** Bicycles are to be wheeled to and from the school entrances. Bicycles should be securely locked with a chain and a padlock. The bicycle area is out-of-bounds between 9.00am and 3.00pm.

Skateboards, In-Line Skates and Mini-Scooters

Students are not permitted to ride these to school due to the safety risk on footpaths. Any student who ignores this rule will have the items confiscated until such time as a parent is able to collect the item from the school. The school accepts no responsibility for any injury or damage which may result from the use of such items.

Killara High School Bus Ranks

*for end of day departures from Koola Avenue

KILARA HIGH SCHOOL – Koola Avenue

**WEST
LINDFIELD**

1



— TO WEST LINDFIELD (9097)
(Express to cnr Fiddens Wharf Rd & Coronga Cr)

**WEST
LINDFIELD**

2



— TO WEST KILLARA/WEST LINDFIELD (9064)
(Express to Cnr Polding Rd & Cocupara Ave)

LINDFIELD

3



— TO UTS (9006)
(First stop to Highway & Stanhope Road)

**EAST
LINDFIELD**

4



— TO ROSEVILLE PUBLIC SCHOOL (9048)
(Express to Woodlands Rd)



— TO LINDFIELD, ROSEVILLE & EAST LINDFIELD
(9062)

**EAST
LINDFIELD**

5



— TO EAST LINDFIELD PUBLIC SCHOOL (9059)

**KILLARA
STATION**

6



— TO KILLARA STATION (9077) (Leaves first)

**KILLARA
STATION**

7



— TO KILLARA STATION (9073)

**ST IVES
CHASE**

8



— ST IVES CHASE (Forest 214) (North of Masada
College)
— EAST LINDFIELD, LINDFIELD, ROSEVILLE &
GORDON (9123)

Gate 2



(Pedestrian Crossing
on Koola Avenue)

**GORDON
STATION**

9



— TO GORDON STATION INTERCHANGE (9082)
(Route A Stickers only) Continues to West Pymble



— TO GORDON STATION (9004) (Route A Stickers only)
(Werona Avenue)



— TO KILLARA, GORDON & CSIRO (9121) (Express to Killara
Station)

**GORDON
STATION**

10



— TO GORDON STATION (9083) (Route A Stickers
only) (Change at Gordon to 9094 Darnley Loop)



— TO ST IVES (9066)

ST IVES

Legend:

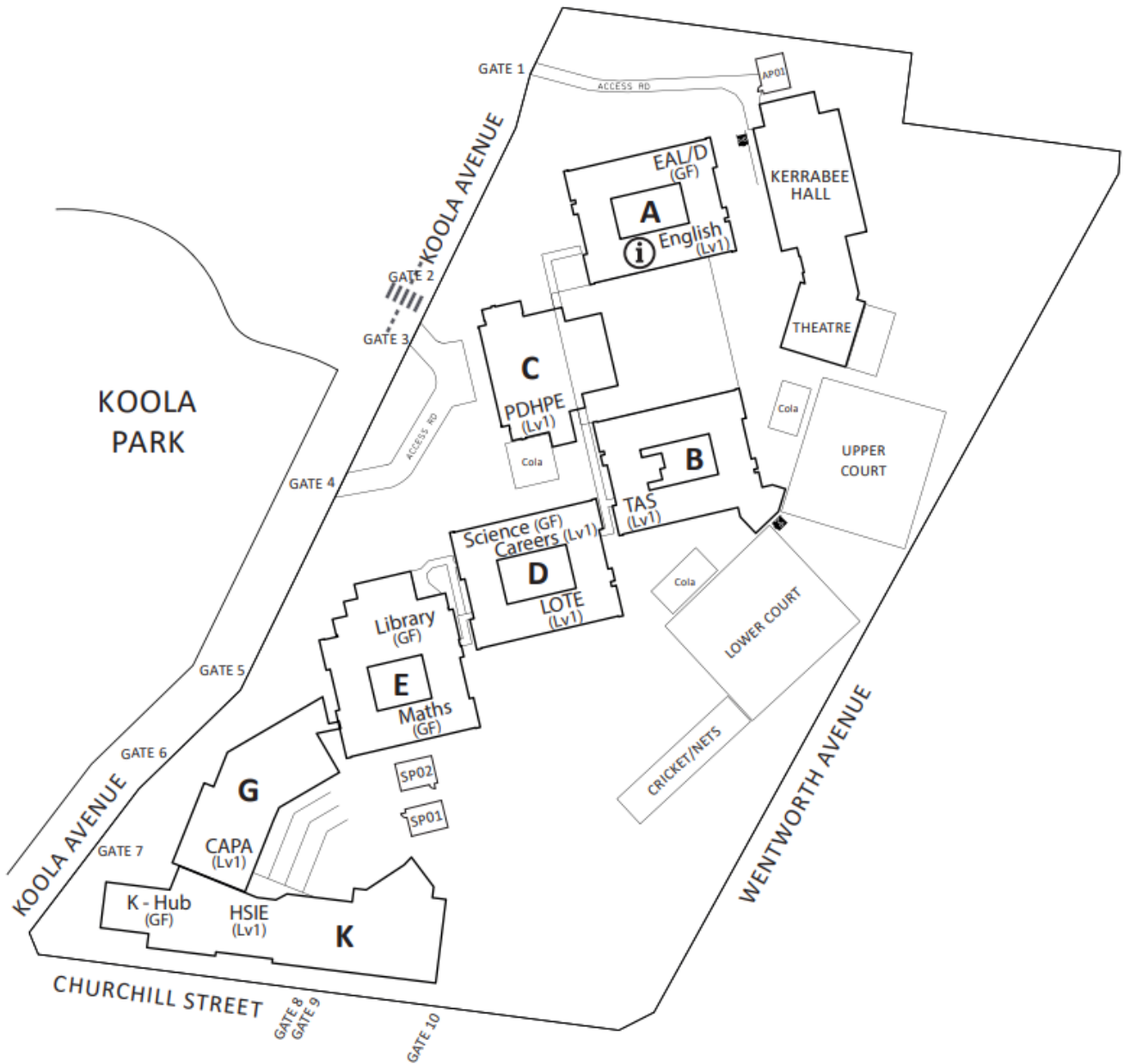


TransDev



Forest Coaches

School Layout



i includes Reception, Student Services, Attendance Window, Accounts and School Nurse.

K - Hub includes Learning Support, Counsellor, and Stage Head Teachers.

Faculty Name indicates location of Faculty Staffroom.

Note: Gates (other than Gate 2) will be closed between 9.30am and 2.30pm each day

