

2024 Parent and Student Information



UNLEASH *potential*
CHANGE *the world*

Starting at Killara High School



Killara
High School

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Statement of Purpose

Killara High School respectfully acknowledges the Guringai people, the first people of this place, from whose language the word Killara (meaning 'always there') is drawn.

Killara High School continues a tradition of public education in Northern Sydney established through its foundation schools, North Sydney Technical High School and St Leonards Superior Public School. Consistent with its motto, *Conserva Progredere* Killara conserves the best from the past while pursuing new directions and development into the future.

Killara High School is committed to the values of democracy, responsibility, fairness and care. School programs focus on learning for life through the development of students' capacities to reflect on experience, make wise decisions and continue learning.

Our school community builds upon its traditions in and reputation for academic, creative and sporting excellence to develop students' independent and critical thinking and deliver the highest quality teaching and learning programs.

We are committed to developing and sustaining genuine relationships based on mutual respect among students, staff and families as well as individual and collective responsibility for actions and behaviour.

We foster students' appreciation of their responsibilities to others and an understanding of their individual and collective responsibility for social justice.

We provide diverse learning pathways and support each learner to experience personal success and a sense of achievement.

Shared decision making underpins the school's professional culture of innovation, mutual support, critical reflection on practice and collective accountability.

Students, parents and staff at Killara High School are committed to:

- High expectations and high standards
- The development of independent and critical thinking skills
- Curriculum breadth and enrichment opportunities
- Understanding, compassion and care for others
- Respect, responsibility and accountability
- Acceptance and appreciation of diversity and respect for difference
- Shared decision making and partnership
- Participation, equity and social justice
- Learning for life

School Directory

Address:	KILLARA HIGH SCHOOL Koola Avenue, Killara 2071
School Phone:	02 9498 3722
School Email:	killara-h.school@det.nsw.edu.au
For all accounts matters	accounts@khs.nsw.edu.au
For attendance matters	attendance@khs.nsw.edu.au
For enrolments matters	enrolments@khs.nsw.edu.au
For health matters	health@khs.nsw.edu.au
School Administration:	For enquiries and assistance with: Attendance window - <ul style="list-style-type: none">- enrolments, long term leave applications, roll marking, early leavers, late arrivals, Sick Bay, applications for bus and rail passes. Finance window - <ul style="list-style-type: none">- all financial transactions and enquiries, excursions, lockers, purchase of school ties and calculators.
Student access to the School Office:	Students are to transact business with the office before school, during recess and at lunchtime. Exceptions are arriving to school late, leaving early or sickness.
DoE School Code:	8457
Director, Public Schools NSW:	Ms Kerrie Beeby, The Forest
Ku-ring-gai Schools Network Office:	72 Fisher Road DEE WHY NSW 2099
Telephone:	02 9982 0500
Federal Member for Bradfield:	Mr Paul Fletcher MP
Telephone:	02 9465 3950
Member for Davidson:	Mr Matt Cross MP
Telephone:	02 9880 7400

School Executive 2024

Principal	Mr Robin Chand
Deputy Principal Year 7 & 8	Mr Craig Date
Deputy Principal Year 9 & 10	Ms Clair-Louise Schofield
Deputy Principal Year 11 & 12	Mr David Browne
Head Teacher Administration:	Mrs Susan Powell
Head Teacher Creative and Performing Arts (CAPA):	Mrs Jacki Berry
Head Teacher English:	Ms Rachael Wilson
Head Teacher HSIE Green:	Mr Mark Honeysett
Head Teacher HSIE Blue:	Ms Claudia Pantschenko
Head Teacher Languages:	Ms Amali Ranaweera
Head Teacher Mathematics:	Mrs Rema Nath
Head Teacher Personal Development, Health and Physical Education (PDHPE):	Mr Duncan Smith
Head Teacher Science:	Mr David Aubusson
Head Teacher Technological and Applied Studies (TAS):	Ms 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:	Ms Yvonne Zhang
Head Teacher Stage 4:	Ms Shannon Bryant
Head Teacher Stage 5:	Mr Jonathon Manley
Head Teacher Stage 6:	Ms Tanu Arora
Head Teacher Wellbeing:	Ms Shannon Olivey
Business Manager – Finance & Administration:	Mrs Kim McPartlin
Business Manager – Site Management:	Mrs Louise Smit

Student Advisers 2024

Year	Name	Faculty
7	Ms Catherine Latham	HSIE Blue
	Ms Caitlyn Whitby-Johnson	HSIE Blue
8	Ms Lynda Lake	HSIE Green
	Ms Sunnie Kim	CAPA
9	Mr Ben Constantini	PDHPE
	Ms Anna Wall	PDHPE
10	Ms Katie Sainsbury	HSIE Blue
	Ms Zali Gollmer	CAPA
	Ms Hannah Zhang	Maths
11	Mr Arash Atah	English
	Ms Ayesha Ghazzawy	English
12	Mr Jack Currie	PDHPE
	Mrs Jen Downes	PDHPE

Above information correct at time of printing



The School Crest

The Killara High School Crest consists of a green shield with a gold border. "Killara" is written in Old English lettering on a crest above the shield; below the shield is a gold scroll bearing the motto. A three-towered castle and gold key complete the badge.

The Name: "Killara", an Aboriginal word, meaning permanent, always here.

The Castle:

- Complete:
 - ◇ A permanent place (Killara)
 - ◇ Shelter and reassurance
 - ◇ A means of maintaining that which is worthy of preservation
 - ◇ A storehouse of knowledge
- The Battlements:
 - ◇ Six indented parapets each representing a school year
- The Windows:
 - ◇ Childhood, youth and maturity
- Three Towers:
 - ◇ In their dominant positions, they symbolise humanity's aspirations.
 - ◇ Individually the towers become symbols of parents, students and teachers, with students representing the largest tower and therefore being of key importance.
- The Doors:
 - ◇ Unless opened with a key, they close the access to the hidden mysteries of nature and science.

The Key:

- It is a symbol of progression, which opens doors of learning.
- It is also an emblem of growth and development to adulthood and is the symbol for the acceptance of responsibility.

The Escutcheon: The word Escutcheon (an alternative to the word "shield") is also used to describe a pivoted keyhole cover. Escutcheon plates are used as surrounds for keyholes to provide protection against unskillful use of a key.

The Motto: The motto, *Conserva Progredere* (Latin), symbolises preservation of the best of the past and continued development into the future.

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 being 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 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

* Your username and password will be sent to you once you have started at Killara High School.

School Website

The Killara High School website can be found at www.killara-h.schools.nsw.edu.au. The site contains details about the school, school policies, information on enrolment, access to the fortnightly Newsletter and the **current school calendar** of events and other information for parents and students.

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 monthly publication is one of the school's 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 communications@khs.nsw.edu.au.

Families receive this monthly newsletter via email. If you do not receive the email, please contact the school on killara-h.school@det.nsw.edu.au and request to be added. Please ensure you keep your records up to date.

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.

The Student Diary also contains useful information but for the most up-to date information relating to school procedures please always refer to the **school website <https://killara-h.schools.nsw.gov.au/>** or Compass. This will have current information 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.

In case of an emergency, permission for students to use their phone or an alternate phone may be obtained from a Deputy Principal or from A Block Reception. 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 2023 parent contributions in one form or another, made up nearly 50% of the school's annual budget of approximately \$2 million. In 2024 the P&C budget to be directed to the school will approach \$1.1 million with major projects underway.

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 Business Manager – Finance and Administration via the school email address 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, appreciated, and is needed now

Robin Chand
Principal

Mr Joseph Chia
President, P&C Association

Schedule of Contributions – 2024

A schedule of contributions is distributed to families at the commencement of each year. Families with students in other years will be invoiced at the commencement of the school year according to the individual student's pattern of study. A detailed receipt will be issued on payment of the contributions and is available for collection from the Accounts office. Contributions can be paid online through the Compass Portal or in person at the school's Accounts window located in A Block from 8.30am to 12.00pm and you can pay by Mastercard, Visa, EFTPOS or cash.

Please note that installment payments may be made at any time to suit your personal circumstances. Contributions are made to support student learning as follows:

1. General School Contributions (per student)

The Lion Library is a facility for and used by all students. Contributions to this fund are sought on a per student basis to provide resources for the Lion Library.

School Contribution supports the purchase and use of textbooks and other resources, e.g. software, on-line licenses, in all courses. Textbooks are loaned to students for use, usually on an annual basis.

The Technology Maintenance Contribution supports the maintenance and expansion of the school's Information and Communication Technology (ICT) infrastructure that directly supports student learning, electronic storage and internet access, the website, student folders and email accounts.

2. Specific Course Consumables (per student)

Specific Course Consumables cover the cost incurred by students enrolled in particular subjects. You will be invoiced according to your child's pattern of study in these courses **each** year.

3. Mandatory Activities

Mandatory activities are additional activities such as competitions, sport carnivals, as well as incursions, excursions and field work as they relate to your child's patterns of study. It is the school's expectation that all students will participate in the activities listed on this schedule of contributions. These should be paid in advance in order to ensure your child is able to attend all relevant activities.

Additional activities may arise during the year based around the curriculum requirements of that year group.

4. The Green Years Annual 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

5. Killara High School Public Library Fund (per student)

The Killara High School Public Library Fund has been established to meet Australian Taxation Office guidelines for tax deductible funds. Contributions to this Fund are **fully tax deductible** and will be used for the updating of our current library resources in the near future.

6. P&C Contribution (per family) – please note which items are tax deductible

Established by the P&C this contribution is entirely separate from the contribution sought by the school. P&C contributions are critical to deliver facilities for the benefit of our children. In consultation with parents, the P&C sets a suggested amount to deliver what parents want for their children. The P&C part funded upgrades to B and G Block facilities and is currently funding the COLA. The P&C supports the upgrading of computers and network services throughout the school and maintenance of Audio/Visual equipment used in the Kerrabee Centre.

Even if you cannot afford to meet this suggested amount, contribute what you can to ensure that your children have every resource and amenity possible to maximise their learning outcomes.

P&C Building fund – this contribution is **fully tax deductible** and receipts are provided.

P&C General Fund – includes items not included in the Building Fund such as equipment and textbooks and is NOT tax deductible.

P&C Grounds Fund – this contribution is **fully tax deductible** and covers general gardening and maintenance of school grounds and outdoor furniture.

- Should you have any queries about your statement of balance, please do not hesitate to contact the Accounts Office on 02 9498 3722

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 look forward to 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, under Parent Services. The School's website 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.
- **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.

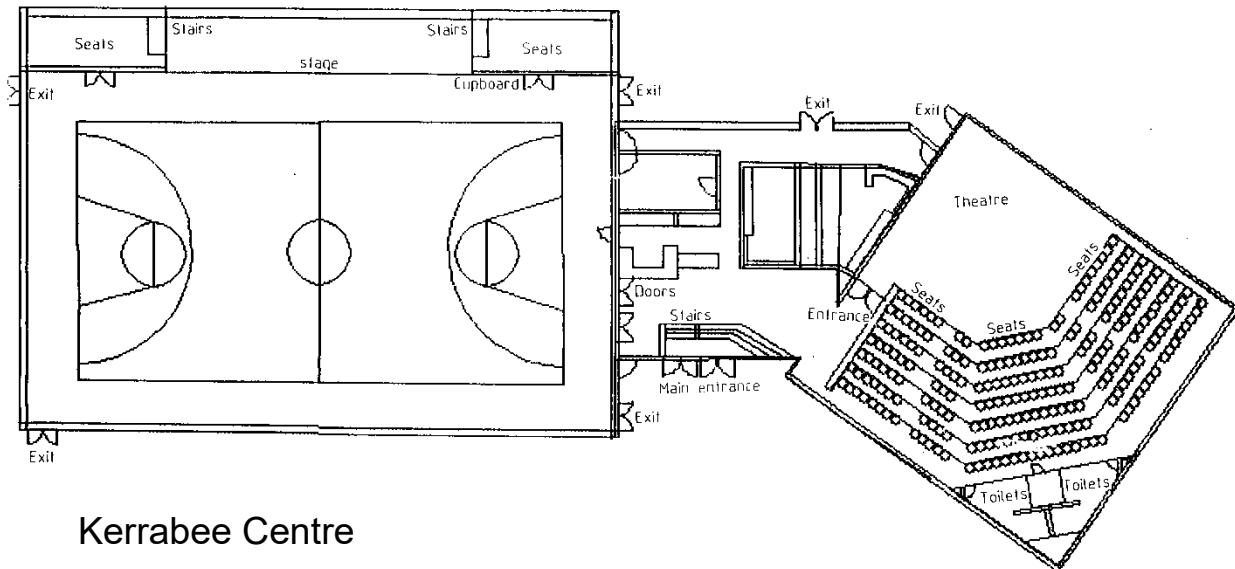
Joseph Chia, President P&C Association

Kerrabee Centre

What's in the name?

Research into local Aboriginal history revealed many words in the language of the Garigal people and the Guringai clan who once inhabited the Killara area.

The word *Kerrabee*, meaning celebration or festival site in the language of the Garigal people, was selected by staff, students and parents of the school as the name for the school multi-purpose facility that has become the location of school celebrations.



Kerrabee Centre

A great achievement of the Killara High School community

Our multi-purpose centre, where students can assemble indoors, play sport and gymnastics, perform and create music, drama and dance, has been a great achievement.

The development of the Kerrabee Centre has only been possible through the efforts of and donations from members of this school community. This includes donations by past parents, current parents, citizens, students and staff.

Designed by former Killara student and university medalist in architecture Viv Marston, the Kerrabee Centre cost \$1.5 million. In July 2001 the P&C completed repayment of the \$335,000 loan taken out in 1992.

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.

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.

Years 7 and 8 Protocol for Sports Uniform

- Monday through Friday, Years 7 and 8 must always wear their regular school uniform to and from* school and change into the PDHPE uniform at school for any PDHPE classes.
- Thursday is no exception. If Years 7 and 8 have PDHPE Period 1 on a Thursday, they must still wear their regular school uniform to school and change into their PDHPE uniform when they arrive at school.
- *Only exception is for departures:
- If Years 7 and 8 have PDHPE Period 4 on any day of the week, they must change into their PDHPE Uniform at the start of Period 4 but may wear their PDHPE Uniform home from school.

Years 9 and 10 Protocol for Sports Uniform

- On Monday, Tuesday, Wednesday, or Friday, Years 9 and 10 must always wear their regular school uniform to and from* school and change into the PDHPE uniform at school for any PDHPE classes.
- If Years 9 and 10 have PDHPE Period 4 on any of Monday, Tuesday, Wednesday or Friday, they must change into their PDHPE Uniform at the start of Period 4 but may wear their PDHPE Uniform home from school.
- On Thursdays, Years 9 and 10 may wear their PDHPE uniform to and from school, and all day at school.

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 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 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 (see *Uniform Dress Code* next page), with the exception of shoes, are available from the Uniform Shop. Ties and caps are also available from the School Accounts Office in A Block.

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.

UNIFORM DRESS CODE

SUMMER – Terms 1 & 4

Junior Girls (Yrs 7-10)

Dress 'Gordon' tartan OR
Shorts mid-grey zippered &
White short sleeved shirt collared with school crest
White above ankle socks
Black lace up leather shoes*

Junior Boys (Yrs 7-10)

Shorts mid-grey zippered (not cargo shorts)
White short sleeved shirt collared with school crest
(worn untucked with no tie)
Grey above ankle socks
Black lace up leather shoes*

Senior Girls (Yrs 11-12)

Skirt 'Gordon' tartan OR
Shorts mid-grey zippered &
White blouse with tartan piping
White above ankle socks
Black lace up leather shoes*

Senior Boys (Yrs 11-12)

Trousers mid-grey (shorts allowed)
Plain white collared shirt
Senior Tie
Grey above ankle socks
Black lace up leather shoes*

WINTER – Terms 2 & 3

Junior Girls (Yrs 7-10)

Skirt 'Gordon' tartan OR
Trousers mid grey zippered &
Long sleeved white blouse with tartan collar
Black tights OR
White above ankle socks
Black lace up leather shoes*

Junior Boys (Yrs 7-10)

Trousers mid-grey (shorts allowed)
Long sleeved white shirt with tartan collar OR
Long sleeved plain white collared shirt &
Junior Tie
Grey above ankle socks
Black lace up leather shoes*

Senior Girls (Yrs 11-12)

Skirt 'Gordon' tartan OR
Trousers mid grey zippered &
White blouse with tartan piping
Black tights OR
White above ankle socks
Black lace up leather shoes*

Senior Boys (Yrs 11-12)

Trousers mid-grey (shorts allowed)
Long sleeved plain white collared shirt &
Senior Tie
Grey above ankle socks
Black lace up leather shoes*

SPORTS UNIFORM - UNISEX

Polo shirt, gold and green with school crest
Shorts, bottle green with school logo OR
Track pants, bottle green
Forest green cap with school logo or plain forest green bucket hat
White sports socks
Sports shoes*

UNIFORM LAYERS

These items may be worn in any combination for warmth (undershirts must not be visible)

Green v-neck jumper with crest
Navy round-neck jumper with emblem
Green soft shell zip front jacket with crest
Green blazer with crest
KHS scarf - forest green, navy blue or "Gordon" tartan

** not available at the uniform shop*

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.

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 can be contacted on 02 9498 3722 ext. 128 or via email killara.uniform@gmail.com. Updates and news from the Uniform Shop can also be seen at <https://killara-h.schools.nsw.gov.au/about-our-school/uniform.html> (on the school website, under Parent Services).

All uniform items, except shoes and sports socks, are available from the Uniform Shop. Students can also obtain ties from the A Block Accounts window each school day.

The Uniform Shop holds two secondhand sales each year, generally at the change of season. Outside of these sales, you will need to contact the shop regarding secondhand clothing as these items are packed away in a storeroom.

Extra Opening Times

There are several times during the year when the Uniform Shop is open for additional hours including weekends. These times include the end of the year (largely catering for students commencing the following year), at the beginning of the year, and at the change over from the summer to winter uniform (end of Term 1).

Please check the Uniform Shop section of the web page for more information.

Bookpacks

Textbooks and handouts for students in Years 7 and 8 at Killara High School are supplied, however there are exercise books and stationary items that students will need for the commencement of school. All items on the exercise book list are available through stationery stockists or can be purchased through Winc at:

<https://www.wincschools.com.au/NSW/Killara/Killara-High-School> Access key: 4SV7W. Purchased packs will be delivered to your nominated address.

Book packs will NOT be sold over the counter at the Uniform Shop.

Purchasing Items

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

The Uniform Shop encourages all families of existing students to make purchases online. Details of our online process are available on the website. Students will be notified when their goods are ready to be collected. The students are welcome to try before taking their goods home, or items can be exchanged/refunded as long as they are not washed, worn or labelled and are returned to the shop with the original packaging.

For purchases over the counter, the shop accepts cash, Visa and MasterCard.

Volunteers

The Uniform Shop is run by volunteers and raises funds for the P&C. If you are interested in assisting in the shop, whether mid-week or during a weekend opening or second hand sale, please contact Barbara at the Uniform Shop who will place you on a listing to be advised when opportunities arise.

You will need to complete a Working with Children Declaration Form and provide proof of ID prior to assisting in the shop. Email killara.uniform@gmail.com for details.

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. As no mobile phones are allowed, Students must bring cash or Visa/Mastercard/EFTPOS to make purchases at the Canteen.

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 can be contacted via phone: 02 9498 6740 or email: canteenkhs@gmail.com.

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.

Stage 5: Years 9 and 10

The Stage 5 curriculum allows for continuity of study in the core education areas as well as the opportunity to choose two courses of individual interest in Year 9. Year 10 students continue their chosen elective courses and study a cross-curricular problem-based learning course. Core courses in Stage 5 are English, Mathematics, Science, Australian Geography and Australian History incorporating Civics and Citizenship and Personal Development, Health and Physical Education (PDHPE).

Stage 5 elective courses include:

- Commerce
- Design & Technology
- Drama
- Events that Changed the World
- Facing the Future
- Food Technology
- Industrial Technology – Automotive
- Industrial Technology – Engineering
- Industrial Technology – Multimedia
- Industrial Technology – Timber
- Information and Software Technology
- International Studies
- Languages (Chinese, French, German Hebrew and Japanese Continuers)
- Music
- Photographic & Digital Media
- Physical Activity and Sports Studies
- Textiles Technology
- Visual Art

Elective Accelerated Courses for Stage 5

- Aboriginal Studies – Stage 6 course
- Mathematics – Stage 6 course

Stage 6: Years 11 and 12

The Stage 6 curriculum, while necessarily more directed towards preparation for tertiary education or employment, offers a wide range of choice and full scope for a general education. English is the only compulsory course (as at time of printing).

Senior courses include those below as well as several Joint Secondary School/TAFE courses:

Aboriginal Studies	Biology
Business Studies	Chemistry
Chinese (Beginners, Continuers, Heritage)	Construction (VET)
Community and Family Studies	Design and Technology
Drama	Earth and Environmental Science
Economics	Engineering Studies
English (Standard, Advanced, Extension Courses 1 and 2)	English as a Second Language
English Fundamentals (1 unit) – Preliminary Course only	English Studies
Food Technology	French (Beginners, Continuers)
Geography	German (Beginners, Continuers)
Hebrew (Modern) Continuers	History (Ancient, Modern, HSC Extension)
Hospitality (VET)	Industry Based Learning
Industrial Technology (Multimedia Industries, Timber Products & Furniture Industries)	Information Processes and Technology
Japanese (Beginners, Continuers, Heritage, HSC Extension)	Korean (Background Speakers, Heritage)
Legal Studies	Mathematics (General, 2 Unit, Extension Courses 1 and 2)
Metal and Engineering (VET)	Music (Course 1, Course 2, HSC Extension)
Personal Development, Health and Physical Education	Photography, Video & Digital Imaging (1 and 2 units)
Physics	Senior Science
Society and Culture	Software Design and Development
Sport, Lifestyle and Recreation Studies (1 and 2 units)	Studies of Religion 1 (1 unit) (Preliminary only)
Textiles and Design	Visual Arts
Work Studies	

Student Course Information Booklets

In Stage 4 (Years 7 and 8) all students study the same curriculum. However in Year 8 students may elect a language course of study. Course offerings for Stage 5 (Years 9 and 10) and Stage 6 (Years 11 and 12) are listed and contents of these courses are outlined in separate information booklets distributed to all students and parents. These booklets are updated annually and are issued to students in Years 8 and 10 when it is time for them to make appropriate course selections for their next two years of study.

All Course Information Booklets are available on our website.

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 02 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 which may be available to students is described below. A more complete and up to date list of activities is provided in the Curriculum Enrichment Program booklet produced annually. Copies are available from Reception and on the KHS website, under Student Services.

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
 - Boccia
 - Bare Creek Trail Run
- **Competitions**
 - Stock Exchange Game
 - Literature competitions
 - Creative Writing competitions
 - Public Speaking competitions
 - Maths for Young Australians competitions
 - Debating competitions
 - International Science Competition
 - Science Olympiads
 - Aurecon Bridge Building Competition
 - Economics Competition
 - Local Council competitions
 - Ethics Olympiad
 - Maths Problem Solving
 - Mathematics Olympiad
 - Computational and Algorithmic Thinking (CAT) Competition
 - ICAS English Competition
 - Mosman Youth Awards
 - Australian Geography Competition
- **Societies and Clubs: STEM, Knitting, Philosophy, Chess**
- **Duke of Edinburgh's Award Scheme**
- **Service Learning Activities**
- **Hospitality Catering**
- **Language Study Tours**

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 bompo-dompo competitions.

Stages 5 and 6

Sport in Stage 5 (Years 9 and 10) and Stage 6 (Years 11 and 12) is on each Thursday afternoon. Killara High School is committed to fielding competitive (usually referred to as grade) teams in the Kuring-gai Secondary Schools Sports Association competition. Students are encouraged to try out for selection in a grade team and represent their school in this competition. Grade teams include Australian rules football, badminton, basketball, baseball, cricket, european handball, hockey, netball, oz tag, rugby, soccer, softball, touch football, tennis, and ultimate frisbee. Students also have the opportunity to be selected in teams representing Killara High in the NSW Combined High Schools (CHS) knockout competitions thus further exposing them to state-wide competitive sport.

Students may also choose a recreational sport as part of their sport curriculum. This provides them with the opportunity to experience different recreational activities in a non-competitive arena and participate in a regular weekly activity. Recreational sports offered include tennis, squash, yoga, ten pin bowling, surfing, rock-climbing and aerobics.

A commitment to sport by students is required until the end of the Spring sports season in Term 4 in Year 11. Students who are interested in sport are actively encouraged to continue their involvement in school sport during Year 12. A physically active lifestyle through school sport complements students' programs of study and enhances academic performance and encourages participation in sport in the post-school years. Furthermore, senior students' involvement in school sport sets a positive example for younger students.

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.

Costs associated with sport

The annual sport contribution covers basic equipment required for the sport. However, students who play grade sport are required to cover the cost of bus and travel. Selection of nearly all recreational sports will require the payment of additional fees. Students who select recreation sports are obliged to pay any fees associated with these sports.

Expectations of students at sport

Students are required to follow the school's code of conduct while travelling to and from venues and while participating in their sports. Students are expected to show courtesy at all times to staff and members of the public and to care for venues and equipment used or hired. Students may be withdrawn from a sport if they do not abide by the school's code of conduct. Repeated failure to abide by these conditions may result in a student's permanent withdrawal from sport without refund of any fees paid and the possible issue of a Warning Letter in relation to the requirements for the award of a Record of School Achievement or Higher School Certificate.

Attendance at sport

Sport is an integral part of the school curriculum and attendance at sport is compulsory. In the event of sickness or injury preventing a student's normal participation in sport, a note must be brought to school and be shown to the sport coordinators in the PDHPE staff room at recess on Thursday morning. The student will be required to attend non-sport, which is supervised in a classroom at school. There is no early departure for students in non-sport. **Parents and students are asked not to make medical, dental, orthodontic or other specialist appointments on sport days. All notes regarding non-attendance at sport should have appropriate medical certificates attached.**

Sports Awards

A series of awards has been developed by the PDHPE/Sport Faculty to acknowledge and celebrate sporting efforts and achievements during the year. Best and Fairest awards are presented at the conclusion of each grade competition. Age Champion awards will be presented at the Annual Awards Ceremony.

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)

Under the NSW Education Act (1990), SRE is defined as education in the distinctive beliefs and practices of an approved religious persuasion. SRE is taught by authorised representatives of that religion and is for students whose parents have expressed the desire, usually at enrolment, that they receive this teaching.

Years 7 – 10

Currently every fortnight youth workers, assistant ministers and volunteers from local churches, synagogues and other religious institutions come to Killara High School to:

- encourage an understanding of spiritual beliefs amongst students
- extend to young people an opportunity to evaluate the messages of the Protestant, Catholic and Jewish faiths

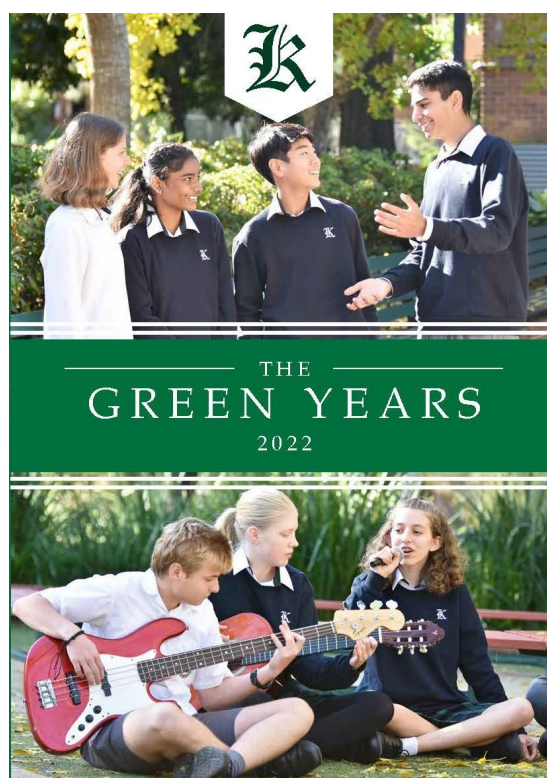
Spiritual wellbeing is critical to life more than ever today. Students discuss stories and issues faced in various sacred texts and how they are still relevant today.

Years 11 – 12

Students in years 11 and 12 have the opportunity to attend SRE Seminars where they will be able to learn, discuss and apply principles from the religion of their choice. The current SRE providers include Protestant, Catholic and Jewish.

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 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 increases as the years pass.



Library

Welcome to the refurbished Lion Library, so named because its first collection came from North Sydney Technical High School which had a lion as its school emblem. Killara High School's Lion Library caters for our students and staff for 21st century learning. The library features collaborative learning spaces, study spaces, a dedicated study area for our senior students, flexible shelving and furniture, and the very popular charging facilities. New laptops have been purchased for class use, and new technologies continue to be installed. Projectors accompanied by remote controlled screens and a TV panel now cater for larger audiences. The Lion Library offers programs, holds events, manages activities and encourages student leadership in our Technology Library Teams project, all of which develop 21st century skills in our students.

Senior students who have study periods may use the Library provided there is space available. Students are required to work quietly. Teachers often take their classes to the library for a whole lesson and, if permitted by their teacher, individual students can go to the library during class time for independent research. The library is open for general access most mornings from 8.10am until 8.40am, at Recess B, lunchtime and briefly after school. These times change each day and there may be days where the Library is closed. For exact times and more information please refer to the school website, <https://killara-h.schools.nsw.gov.au/learning-at-our-school/the-lion-library/about-the-lion-library.html>.

Resources

We love to hear what students think of the books they read, and so do the other students. Students can write a short book review on the bright sticky notes found at the new book display. Alternatively, they can write a review directly onto Oliver.

Assistance

At Killara High School a short introductory course in library use and research skills is conducted for Year 7 and all new students by the teacher-librarian. Since these skills have relevance in some degree to all subject areas, they need to be continually applied and reinforced throughout the remainder of Years 7-10 in a cooperative effort by both the subject teacher and the teacher-librarian.

Year 11 students are given refresher courses to acquire more complex skills at the start of senior studies and undertaking new subjects. Any faculty teacher can request an information research lesson provided by the teacher-librarian tailored to their subject or assignment. This is especially applicable to students doing large research assignments. All students have home access to the library through their DoE student portal. Computer access passwords are provided by the teacher-librarian to the intranet and internet.

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.

Tutoring Centre for Students

A peer tutoring program, coordinated by Ms Francie Campbell on Tuesdays and Fridays after school from 3.10pm – 4.10pm, operates in the Lion Library as an initiative developed to assist us in enhancing the students' learning environment. It involves students who are confident in certain subject areas tutoring other students who need support.

Returns

Students can return books by placing them in the chute provided inside the library. Loans can be extended by taking your borrowed item to the Librarians.

Printing facilities



Students can use terminals to browse through Oliver (the library catalogue) to access print and digital resources and to print school related materials (limited pages per student).

Borrowing limits

Years 7 & 8	12 items	4 fiction + 8 non-fiction/textbooks
Years 9 & 10	15 items	5 fiction + 10 non-fiction/textbooks
Years 11 & 12	17 items	5 fiction + 12 non-fiction/textbooks

Loan periods

Fiction 2 weeks

Non-fiction 1 week

Important Resources

OLIVER

Oliver is the online catalogue used to search for books, renew loans and reserve books. Students can access Oliver through their student portal.

CLICKVIEW ONLINE

An online resource featuring thousands of educational videos.

<https://online.clickview.com.au>

Select 'Killara High School'

Username: username@education.nsw.gov.au

Password: DET password

EBSCOhost

An online database of periodicals, which is particularly useful for students in Stages 5 and 6.

<https://search.ebscohost.com>

Username: s9208108

Password: password

(COPYRIGHT warning – Students must acknowledge all sources and images in their work)

COMPASS

Username: username@detnsw

Password: DET password

* Your username and password will be sent to you once you have started at Killara High School.

STUDENT PORTAL

<https://student.det.nsw.edu.au>

Username: firstname.lastname

Password: DET password

Other Activities in the Library

- Knitting Club: Wednesday lunchtimes
- Chess Club: Monday lunchtimes
- Peer tutoring: Tuesdays & Fridays - 3:10 to 4:10pm

Premier's Reading Challenge

The PRC is open to all students in Year 7, 8 or 9. Students can visit the library to borrow any of the books with the PRC stickers on the shelves and on display. We have an extensive collection of PRC titles for students to choose from.

Book reviews

We love to hear what students think of the books they read, and so do the other students. Students can write a short book review on the bright sticky notes found at the new book display. Alternatively, they can write a review directly onto Oliver.

Senior Students

There are two group study rooms which may be booked at the front desk. These may be booked during study periods as well as at break times. There are also individual study carrels dedicated to students in Years 11 and 12 alongside the carefully organised HSC resources to assist students with their work.

IT Support Office

The IT office is located in the library, next to the staff meeting room. Staff are available to help students with any IT queries they may have regarding their device or to help commission new students' devices.



Bring Your Own Device and Technology

Killara High School implemented the NSW Department of Education's Student Bring Your Own Device (BYOD) policy with Years 7 to 11 in 2022. Please consider this information to help prepare Year 7 to 11 students with the 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.

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> found on the KHS website, under Student Services.

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://bit.ly/2LDc2hl>



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 infograph 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](#) 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](#) 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.

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 Internet Access Agreement

All students at Killara High School are required to sign the *BYOD and School Technology Agreement*.

On signing the document each student will be issued their own personal logon account at the school. This will allow them to use the DoE Portal Account. They will be held responsible for whatever transpires under their account. This account will remain active for the duration of their time at Killara High, provided they abide by the conditions.

Mobile Phone Policy

Purpose

Killara High School acknowledges the value of mobile phones and online services in supporting educational outcomes. We also recognise that phones may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways. The purpose of these procedures is to decrease distractions, improve health and wellbeing, encourage deep learning, and promote positive social interactions between students. We encourage students to disconnect from their mobile phone at school and focus on their learning and wellbeing.

Scope

Mobile phones are to be placed inside and secured in Yondr pouches throughout the school day. Mobile phones are not to be used during school hours. Every student will be assigned a personal Yondr Pouch with an ID Number, like being assigned a textbook. While the Yondr Pouch is not “owned” by each student, it is each student’s responsibility to bring their pouch with them to school every day – just like a textbook or other school resource.

Payment and Funding

Our P&C Association have provided implementation support by funding the initial outlay required so that every student will start the 2024 school year with a pouch. We will then include a line item of \$16 in the annual parent voluntary contribution to school operations for 2024 and ongoing.

Process

Start of School Day

As students enter school at the gates, they will:

- 1) Turn their phone off.
- 2) Unlock their empty Yondr Pouch using an Unlocking Base at the front gate.
- 3) Place their phone inside the pouch, securely close it and store in their backpack for the duration of the day.

During School Day - Student Expectations

Students will be expected to have their phone secured in their pouch for the duration of the school day, except where exemptions apply. Each student will maintain possession of their phone inside their Yondr Pouch for the duration of the school day.

End of School Day

As students exit the school at the end of the school day, they will:

- 1) Unlock their pouch using Unlocking Bases located around the school and at exit points.
- 2) Remove their phone from their pouch.
- 3) Securely close their empty pouch and place it in their backpack for the next day.

Damaged or Lost Pouches

Students who have lost or damaged their pouch are not to bring their phone to school until they have organised a replacement pouch. If a phone is visible or disrupts learning, then staff will follow the procedure outlined below. Students are required to pay a fee of \$16 for the replacement of the damaged or lost pouch. Students can come to Student Services to purchase a replacement pouch.

Supporting Students

Individualised Student Support

We will continue to work in partnership with families to strengthen the health, learning and social interactions of our young people. We seek the support of families to support students who have developed dependence on their phone. We understand that this will be a significant mindset shift for many students, and we encourage families to work with us to strengthen health and wellbeing, reduce distractions, and improve social interaction.

We acknowledge also that, in a very small number of cases, smart phone technology is beneficial for the management of student health. We will work with families in these circumstances to ensure that individual student needs are accommodated where possible. An exemption from parts of this policy can be requested from the principal by parents, carers, school counsellors and other staff. The exemption may be ongoing or for a certain period. We see this policy as positive for student wellbeing, and we want to support all students to engage in deep learning, without distractions. Parents with specific concerns are encouraged to contact the relevant Deputy Principal about any specific anticipated concerns to allow our school to proactively support students so that individual needs for additional support are met.

Universal Student Support

The first step in supporting students through this change is our clear communication of the reasons why we are implementing this policy. The reasons are:

1. Improve brain health and mental health, because phones are addictive and students need a break
2. Improve learning, because phones create distractions and learning needs focus
3. Strengthen social interactions, because phones create or exacerbate problems

We will continue to communicate this through our education campaign. In addition to this, we are planning a range of measures to build connection and opportunities for students to develop their sense of community during the school day.

Compass

Students can access Compass timetable information on their laptops. The Compass kiosk near the Student Services window will also support students with accessing their timetable. Students can use their Compass identification card to use this kiosk.

Canteen

Students will need to use cash or card when paying at the canteen.

Sports and Excursions

Students will unlock their pouches as they leave the school grounds for sports and excursions.

Non-Compliance

Below is a list of potential examples that may constitute non-compliance. If these occur, this will result in the student's phone and/or pouch being confiscated and handed to the front office.

- 1) Physical damage to the pouch to circumvent its intended purpose.
- 2) Phone is visible or interrupts learning during school hours.

All digital devices, including smartwatches and laptops, should be used in safe, responsible, and respectful ways. Laptops are not to be used for gaming. During break times, students may only use their laptop for learning purposes within the school library.

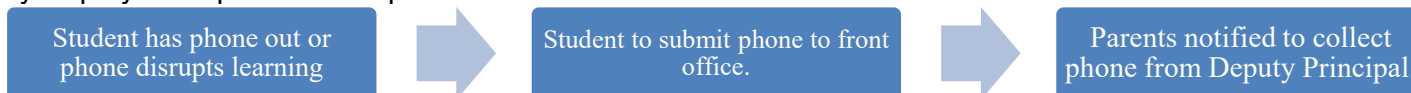
1st warning - recorded on Compass by classroom teacher and email sent to parents.



2nd warning - recorded on Compass by classroom teacher, parents called by SASS, and email sent to parents via Compass indicating second warning.



3rd warning - recorded on Compass, email sent to parents via Compass Chronicle, and parents called by Deputy Principal to collect phone from school.



Non-compliance

If a student refuses to comply with instructions our usual behaviour management systems will be employed, including parental involvement and behaviour management responses where required.

Submitting Phone to Front Office

After a student hands a phone to the Front Office, the student's phone will be secured in the phone box located in the Front Office.

End of Day Phone Collection Procedures

After the final bell at the end of the school day, students can collect their phone from the Front Office staff. When a student comes to collect their phone, they will be required to present their Compass card as identification and then sign to acknowledge they have collected the phone. Any phones that are not collected that afternoon will be locked in the school safe overnight.

If a student or parent collects the phone before the end of the day (for example the student may leave early due to illness or appointment, or the parent has been called to collect the phone), the Front Office staff will request the Compass card or identification. The parent or student must sign to acknowledge collection of the phone.

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 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. During this time KHS also delivers a MindTime program which helps support students' psychological wellbeing as well as helping them to develop their resilience and emotional fitness.

Specialist Wellbeing Programs:

YEAR 7: Focus Area - Discovering my new school and new friendships

Orientation Camp (2 days)
Peer Support (including “DOB” [Don’t Obey Bullies] component)
Cyber Safety Training
Elevate Study Skills
Brainstorm Production

YEAR 8: Focus Area - Growing Potential at Killara High

Elevate Study Skills
Introduction to Leadership Councils
Raise Mentoring (targeted students)

YEAR 9: Focus Area - Personal Best

Camp (3 days)
Elevate Study Skills
Brainstorm Production
Raise Mentoring (targeted students)

YEAR 10: Focus Area - Peer Pressure and Career Paths

Successful Seniors including driver safety, careers workshops and wellbeing activities.
Work Experience
Student Leadership Training, including Peer Support training
Elevate Study Skills

YEAR 11: Focus Area - My Future

Jindabyne Camp (6 days) including the mandatory LifeReady program - activities relating to personal challenge, teamwork and support; personal development, independence as well as discussion of issues related to drug and alcohol use.
Be Street Smart

YEAR 12: Focus Area - The Next Steps

HSC & Beyond - examination preparation, CV writing, stress management, tertiary and career options.

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 wellbeing 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 practicing 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.

Student Advisers are principally concerned with the wellbeing of students in each Year group. 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 Student Support Officer (SSO) assists with concerns related to wellbeing. The SSO works with the student to access the relevant support services both in the school and youth services in the local community. The SSO also initiates and runs small group programs and whole school initiatives to increase positive wellbeing in the school community. They can be contacted via the online referral system, email or a note system in the library.

The Head Teacher Personalised Learning is responsible for the management and supervision of personalised learning plans for students who do not have diagnosed or assumed learning difficulties who have not achieved their educational milestones. The HT Personalised Learning supervises and supports the LaST and the SLSOs in terms of SLSO timetables and special assignments and PDP processes. As a practising teacher the HT Personalised Learning is also the chair of the school's Literacy team, member of the Best Start Year 7 team and has oversight of the school's Gifted and Talented program, and leads staff professional learning in these areas. As a member of the school's Executive team, the HT PL liaises with school executive, support staff, the wellbeing team, Career Advisers, parents and carers and outside agencies.

Student Learning Support Officers (SLSO) work with teachers to support students with diagnosed disabilities to access the curriculum.

The Careers Advisers assist students with course selections for senior years and provide individual career counseling to students in all years. Students are given the opportunity to gather information on a range of careers and further education courses through participation in a work experience program, career seminars, a mock interview day, career interviews, use of the Careers Office resources, excursions to places of employment and educational institutions, a tertiary studies information day and through the annual Year 12 students and parents seminar evening.

Students may visit the Careers Office during recess or lunch time and may make appointments for individual interviews with a careers adviser. Parents are welcome to do the same. The Careers Office is located upstairs in D Block (ext. 131).

The English as an Additional Language/Dialect (EAL/D) Teachers work with many students from a rich mixture of cultural backgrounds. Approximately 50% of Killara students come from around 45 nations. ESL teachers work on strengthening students' English language skills and their understanding of the culture and customs of Australian schools and society in general. The ESL teachers employ a variety of language support strategies from team teaching in mixed classes to teaching special programs in designated ESL classes.

Teacher Mentors: Staff volunteer for training as mentors to students who need guidance and help to remain engaged with school.

Home Group Teachers: Students are allocated to a Home Group with a member of staff. The groups will explore themes in learning and social development appropriate to their Year. They will complete some skills training components and develop strong relationships with their teacher and peers. The aim of this program is to provide a point of contact with staff which will foster resilience and engagement and to develop a stronger sense of connectedness, belonging and community for all students.

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 in the transition to high school. Prefects will continue supporting Year 7 students in their transition to high school through daily attendance in Year 7 Home Groups in Terms 1 and 2.

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 DoE 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 36 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. 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 KHS 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, Year Adviser or Faculty Head Teacher prior to camps and overnight excursions.

Student Medical Details and Health Conditions

It is essential that parents inform the school before your child is enrolled if he or she has any medical conditions. This must include any known allergies. You should also contact the school as soon as you are aware of any newly diagnosed allergies/other medical conditions or changes to an existing condition. This will assist the school to support the safety and wellbeing of your child and allow planning to occur to determine the best way to meet the individual health and support needs of your child. This is important information for your child's safe participation at the school.

If your child has an ASCIA Action Plan for Anaphylaxis, Asthma or allergies, please supply the school with this plan.

If your child has been prescribed an adrenaline auto injector, you will need to provide the school with one (and renew prior to expiry date).

Please contact health@khs.nsw.edu.au for more information.

School Clinic

For those students who may feel ill or for those who have an accident at school a clinic is available in A Block, through Reception.

Illness

Accessing the School Clinic

If a student is feeling unwell, they may request permission from their teacher to attend the clinic. The teacher will write a short note giving them permission and will send the student with a 'buddy' to ensure that the unwell student arrives safely to the clinic.

A student may also report to the school clinic (at Reception in A Block) at any time during recess or lunch.

Students should not contact parents independently and arrange to leave the school without officially signing out.

Students who are feeling unwell must always present to the School Clinic and if necessary, arrangements to leave the school will be made on their behalf. Students and parents are asked to observe these procedures in every instance to ensure student safety.

Assessment at the School Clinic

If a student, following assessment, needs to leave the school, parents will be notified so that arrangements can be made for them to return home.

Where a student does not need to go home, but would benefit from some rest, this can be offered for a brief period before they return to class. The School has the right to decline requests to go home, if they suspect that the need to go home is not genuine.

Accidents

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 for parents/carers (and for the student's emergency contacts) are important in order to eliminate delays locating the parent/carer. Killara High School has ambulance cover for all students.

Access and assessment at the clinic for minor injuries is as above.

Medical Conditions *

Parents of students who are diagnosed as having serious medical conditions or allergies should contact the School for an interview. An Individual Health Care Plan will be developed that includes strategies to minimise risk.

Students who are at risk of an anaphylactic reaction must be supplied with an Adrenaline Autoinjector which they have with them at all times. This will be checked regularly by the school.

Medicines *

Staff cannot administer paracetamol (e.g., Panadol), aspirin (e.g., Disprin) or other similar medications without parent consent. The school will call a parent and ask for verbal permission to administer medicine.

All prescription medication (not including Insulin and drugs for Cystic Fibrosis) cannot be carried without a request in writing from the parent/carer and subsequent permission from the Principal.

Schedule 8 drugs (including Ritalin and Vyvanse) cannot be carried by students under any circumstances. Please contact health@khs.nsw.edu.au if your child requires Schedule 8 medication during school time.

***Please contact the School via health@khs.nsw.edu.au for more detailed information on the management of any medical conditions and/or prescription medication. It is critical that we are made aware of any ongoing Health Conditions.**



Killara High School

Positive Behaviour and Effective Learning Policy

Killara High School provides an environment where the physical and emotional wellbeing, 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 wellbeing 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 bought 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.*

Student Behaviour Support and Management

Killara High School is a Positive Behaviour for Learning (PBL) school. Expectations for student behaviour and conduct are based on our core values:

R - Respect

O - Ownership

L - Learner

E - Environment

Together, these values are expressed in the idea that we all play our **ROLE** in ensuring students can learn all they can in an environment where they are known, valued and cared for. Students are expected to follow the NSW Department of Education Student Code of Conduct.

Our Student Behaviour Support system is implemented proactively to support student learning and wellbeing, and responsively when the General Code of Conduct, Classroom or Playground codes are breached or in cases of persistent breaches of this code.

Our system is organised so as to provide maximum support and help to students who find it difficult to meet expectations.

If students do not follow the Code of Conduct or disrupt classroom learning they will be counselled and consequences for their behaviours and actions will follow. Support to improve and change behaviours will be provided through individualised support.

The degree of seriousness, or persistent breaches, will determine the consequences set in place by the school. At all times we act in accordance with the DoE ***Student Behaviour Policy, and Student Behaviour Procedures***.

Our system comprises 4 Levels, each of which carries its own actions and consequences. If a student fails to respond positively at a particular Level they may be placed on a further Level.

Level One – Yellow

- A student who is having difficulty meeting the expectations in the Code of Conduct through disruptive behaviour or truancy may be 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 or improvement. Following this agreement 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 breaches the school's Code of Conduct by presenting unacceptable behaviour in the playground is referred to the relevant Stage Head Teacher or Deputy Principal and may be placed on a Level One Yellow Playground book, or Playground withdrawal. Parents will be contacted and the student's behaviour will be monitored for at least one week.

Level Two – Ivory

- A student on Level 1 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 a Yellow 2 monitoring process will be implemented by the Head Teacher. This 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 2 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 2 book monitoring attendance and progress. Following a Level 2 Student Agreement with the relevant Stage Head Teacher, parents will be contacted. The Level 2 will apply in all classes for a period of two weeks following the agreement. The student will report to Year Advisers or Stage Head teacher 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 2 whose behaviour, progress and/or attendance has not improved 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 book requiring daily monitoring by the Stage Head Teacher Stage and Parent/Carer for three weeks. A Deputy Principal will conduct the parent interview with the Head Teacher.
- Level 3 may also be implemented as part of a Student Learning and Behaviour Support Plan. This plan is part of the process that follows the decision to apply a Formal Caution to Suspend. A formal caution may be applied to behaviours that constitute a serious breach of the Code of Conduct.

Suspension

- Suspension is a serious action and the principal will only consider suspension when other appropriate behaviour support options have been attempted or implemented and given time to be effective but have not been successful in resolving behaviours of concern. In some circumstances, the principal may determine that a student should be suspended as a first response to a behaviour of concern because there are immediate and significant risks to health, safety and wellbeing for students or staff that cannot be mitigated with the student at school.

Level Four – Grey (Return to School Planning and Individual Support)

- Where a student has been suspended, the Principal will convene a return to school planning meeting. This will involve staff and family 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 the return to school planning meeting, a student and family will work with the Deputy Principal to create a Student Learning and Behaviour Support Plan, which includes a Level 4 – monitoring and support book requiring daily monitoring by the Deputy Principal and Parent/Carer for four weeks.

NSW Department of Education Behaviour code for students:

Information for parents/carers and students

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members.
- Follow school and class rules and follow the directions of their teachers.
- Strive for the highest standards in learning.
- Respect all members of the school community and show courtesy to all students, teachers and community members.
- Resolve conflict respectfully, calmly and fairly.
- Comply with the school's uniform policy or dress code.
- Attend school every day (unless legally excused).
- Respect all property.
- Not be violent or bring weapons, illegal drugs, alcohol, vapes, e-cigarettes or tobacco into our schools.
- Not bully, harass, intimidate or discriminate against anyone in our schools.

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

Telephone interpreter service

If you would like to discuss this document with the Principal and need assistance with English please call the telephone interpreter service on 131 450, tell them what language you need and ask the operator to phone the school. The operator will get an interpreter on the line to assist you with your conversation. You will not be charged for this service.

Anti-Smoking Policy

Smoking on school premises is prohibited. Smoking includes vaping and all forms of e-cigarettes. The NSW Department of Education Drugs in School Policy states:

“Smoking on school premises, including school buildings, gardens, sports fields and car parks, is prohibited. This includes students, employees, visitors and other people who use school premises, including community groups. In the case of cross-sectoral sites (e.g. joint school/TAFE sites), a decision regarding the extent of ‘school premises’ will need to be made in the local context.”

Smoking is banned at Killara High School. Students smoking while in school uniform on their way to and from school or in public areas such as shopping centres and transport interchanges will be considered in breach of the school’s Discipline Policy and Code of Conduct and will incur consequences consistent with the school’s Discipline Policy. ‘E’ cigarettes are also included.

Students in possession of cigarettes or in the company of students smoking may also be considered in breach of the school’s Discipline Policy and Code of Conduct and will also incur consequences consistent with the school’s Discipline Policy.

Repeated breaches of the school’s Code of Conduct and Discipline Policy may incur consequences consistent with the ‘continued disobedience’ provision in the NSW DoE *Procedures for the Suspension and Expulsion of School Students*.

If students are found to be smoking, disciplinary action will be taken.

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 electronic 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 Killara High School.

See the school’s website (www.killara-h.schools.gov.edu.au) for the school’s Anti-Bullying Policy, found under “About our School/Rules and Policies”.

The Honours 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

- 1 Merit Point, awarded by teachers based on a student upholding the school values: respect, ownership, learner, environment.
- This is a digital merit on Compass.

2. Faculty Merit

- Equal to 5 Merit Points students are nominated by classroom teachers and approved by Head Teachers for outstanding achievement at faculty level.

3. Extra-Curricular Merit

- Equal to 5 Merit Points students are nominated by the coordinating teacher of an extra-curricular activity based on effort, application and achievement.

4. Bronze Award

- Awarded to students who have received **10 Merit Points**.
- Students are awarded a digital Bronze and celebrated in Home Group.

5. Silver Award

- Awarded to students who have received **3 Bronze Awards**.
- Students are awarded a digital Silver and celebrated at a Year Meeting.

6. Gold Award

- Awarded to students who have received **2 Silver Awards**.
- Students are awarded a digital Gold and celebrated at a Stage Assembly.

7. Honour Badge

- Awarded to students who have received **1 Gold plus an additional Silver Award**.
- Students are awarded a digital Honour Badge as well as a physical award in a Stage or Whole School Assembly.

8. Honour Pennant

- Awarded to students who have received **4 Honour Badges** across their school career.
- Presented at the end of year Awards Ceremony or Ekuba.

9. Honour Blue

- Awarded to students who have received **6 Honour Badges** across their school career.
- Presented at the end of year Awards Ceremony or Ekuba.

10. Honour Platinum

- Awarded to students who have received **7 Honour Badges** across their school career.
- Presented at the end of year Awards Ceremony or Ekuba.

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)

Reporting on Student Progress

Student semester progress reports

These semester reports are provided twice per year for all students. These reports contain course or class results as an achievement level or grade in Years 7-10 and as a course mark and rank in Years 11 and 12.

These reports also contain:

- a teacher's comment on each student's progress in each course
- an indication of a student's social development and commitment to learning
- *course specific outcomes* using the achievement level indicators – Outstanding, High, Sound, Basic or Limited
- student *application* to learning using the descriptors - Unsatisfactory, Minimal, Inconsistent, Satisfactory, Commendable, Excellent
- an indication of a student's participation in curriculum enrichment or sport activities

Year 7 students are issued an additional interim report in Term 1 which provides information on students' progress in settling into high school

Student Progress Review Meetings (SPRM)

These meetings are scheduled each year and are held to allow parents and teachers a short time to discuss student progress. A system of online booking is used to schedule interviews. Parents will be notified by email of the availability of bookings.

Parents are welcome to contact Year Advisers or relevant Head Teachers at any time to discuss student progress.

Unsatisfactory progress including non-completion of homework, assignments or poor class participation by students will be reported to parents. Formal NESA Warning Letters may be issued to students in Stages 5 and 6 should a student not be meeting the requirements for satisfactory completion of a course for the award of the Record of School Achievement, Preliminary HSC or HSC.

Parents of students in Years 7 and 8 may also be contacted if attendance is unsatisfactory or course requirements are not being met. These warnings are issued to give students the opportunity to remedy any issue causing concern.

KHS Assessment Policy

A separate information and procedure booklet outlining the KHS Assessment Policy is issued to all new students to Killara High School and contains information and procedures applicable to all students. This important policy booklet is accessible at www.killara-h.schools.nsw.edu.au found under *Learning at our School/Assessment and Reporting*.

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 the Leadership Coordinator.

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.

The Head Teacher - Creative and Performing Arts, 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 the Head Teacher Stage 6.

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 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.

The SJC Patron 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.

The Head Teacher - Personal Development, Health and Physical Education, 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.

The Head Teacher – EAL/D 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 in A Block. 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. Compass Help Documents can be found in Compass under “Community/School Documentation/Parent Information/Compass Help Documents”.

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 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 is late to school, they need to sign in at the Attendance Window to receive a late note. 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.

Please refer to Compass Help Documents, found under "Community/School Documentation/Parent Information/Compass Help Documents".

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.

Students in Years 7 -10 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 Year 11 or 12 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 a School Health Officer.

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

Staff will contact parents to make arrangements for collection. Students 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 at killara-h.school@det.nsw.edu.au 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

Parents/Carers of students who are leaving KHS to attend another school must email killara-h.school@det.nsw.edu.au indicating their intention to leave, the reason and the date of the student's final day of attendance, the destination (ie: local, interstate or overseas) and, if known, which school they will be attending. This email must be sent to the school, at least one week prior to leaving. The student will then be asked to complete a Leaver's Form and the parents will be contacted by Accounts if there are any outstanding fees. 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 the Attendance Window in A Block.

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

Excursions Policy

Killara High School offers a range of excursions in a number of Learning Areas and for the purposes of curriculum enrichment each year. School Excursions are structured learning experiences provided by, or under the auspices of the school which are conducted external to the school site and are consistent with the Department of Education (DOE) Excursions Policy located at: <https://education.nsw.gov.au/policy-library/policies/pd-2004-0010>

All excursions will operate at the discretion and under the supervision of the Principal. Each excursion is prepared via the construction of a risk assessment and consent form. The main purpose of a consent form is to give enough detail to parents and caregivers to allow them to make an informed decision about whether their child should attend the excursion. It is also to assist the parent or caregiver to provide relevant information to the school about the child's care needs. Excursion dates and information will be available to parents and carers via the Compass Calendar.

Killara High School is cognisant of the costs of schooling and as such, endeavours to minimise the costs of excursions and attempts to give parents and carers as much notice about excursions as possible. The school also provides the option of payment via instalments and if financial difficulties are currently being experienced by families, the Head Teacher Wellbeing is available to discuss options for financial assistance. To ensure that excursions are able to operate Killara High School administers payment deadlines of no less than five (5) working days prior to the date of an excursion to ensure payments to suppliers and vendors can be facilitated.

After the payment deadline, funds will not be accepted. Students cannot attend excursions unless payment has been made. Where there are insufficient numbers of students who have paid for an excursion, the excursion may be cancelled. In this instance, and where there is sufficient notice, parents and carers will be refunded payments they have made. In situations where a payment has been made for attendance at an excursion and the student is unable to attend the excursion, it may not always be possible to process a refund of their payment due to commitments made with vendors and suppliers.

Ultimately, the timely payment for excursions improves the likelihood of each excursion opportunity proceeding. The cooperation of parents and carers is vital in this respect.

Bell Times

Period	Monday/ Tuesday	Wednesday	Period	Thursday	Period	Friday
0 <i>(Yr 12 only*)</i>	7.30 - 8.44	7.30 - 8.40	0 <i>(Yr 12 only*)</i>	7.30 - 8.40	0 <i>(Yr 12 only*)</i>	7.30 - 8.44
Mentor Group	8.50 - 9.00	8.40 - 8.50			Mentor Group	8.50 - 9.00
1	9.00 - 10.14	8.50 - 10.00	1	8.40 - 9.55	1	9.00 - 10.14
Recess A	10.14 - 10.23	10.00 - 10.05	Recess A	9.55 - 10.00	Recess A	10.14 - 10.23
2	10.23 - 11.37	10.05 - 11.10	Mentor Group	Mentor Group	2	10.23 - 11.37
				10.00 - 10.10		
				Extended or Assemblies/ Year Meetings		
				10.10 - 10.40		
Recess B	11.37 - 11.57	11.10 - 11.30	Recess B	10.40 - 11.00	Recess B	11.37 - 12.02
3	11.57 - 1.11	11.30 - 12.40	2	11.00 - 12.15	3	12.02 - 1.16
Lunch	1.11 - 1.51	12.40 - 1.20	Lunch	12.15 - 1.00	Lunch	1.16 - 1.51
4	1.51 - 3.05	1.20 - 2.30	3	1.00 - 2.15	4	1.51 - 3.05
PLTM**		2.40 →	4	2.15 - 3.00		

* Year 11 Extension Classes included

✘ Year 12 Period 5 Classes – see your Compass Timetable

** PLTM - Staff

*All information is correct at time of printing

Supervision

Care and Supervision of Students - Before and After School

The following information is based on the NSW Department of Education (DoE) policy on the care and supervision of students.

Teachers' duty of care is a duty to take reasonable measures to protect students against risks of injury, which reasonably could have been foreseen.

Schools are not expected to provide supervision for students any earlier than half an hour before normal school classes commence. Such supervision in terms of duty of care takes into account factors relevant to the school such as the age, number and nature of the students, the layout of the school grounds, and proximity of play areas to busy roads, activity being undertaken and transport arrangements.

The policy and procedures for supervision of students before and after school at Killara High School are set out below:

1. The school is not open to students before 8.05am except for those attending lessons or practices and under the supervision of a teacher.
2. Students arriving from 8.05am to the commencement of Period 1 are expected to remain within the school's grounds where they are adequately supervised in terms of the agreement by teachers being in and around the school during this time. A playground supervision roster of staff will operate from 8.30am to the commencement of Period 1 on Monday, Tuesday and Friday mornings. Students with any concerns can refer directly to staff at the A Block Attendance window, the Deputy Principals' offices and/or the school library. (The School Library opens from 8.15am.)
3. In the recess and lunch breaks, a playground duty supervision roster operates. Teaching staff are assigned to supervise students in active and passive recreation areas around the school.
4. Students are **NOT** permitted to be in classrooms before or after school or during recess or lunchtime (unless supervised by a teacher).
5. During school hours no student should be out of class or off the school premises without written authority from the school and knowledge of parents/caregivers.
6. At the conclusion of normal lessons only those students who have specifically been requested by members of staff (and with knowledge of parents/caregivers) to remain behind under their supervision are permitted to be in the school grounds.
7. The large numbers of students leaving school by bus are supervised by rostered staff for up to 20 minutes after the conclusion of the school day. All other students are to leave the school premises.
8. Students should not congregate at railway stations but should proceed home as quickly and directly as possible.

Footnotes

- a) Parents and the school have a responsibility to promote appropriate behaviour and the safety of students travelling to and from school.
- b) Students have a responsibility to meet community, parental and school expectations in this regard. Their behaviour should always be sensible and responsible.
- c) Parents need to take particular care in and around the school when setting down and collecting their children. Dangerous practices such as illegal U turns in morning and afternoon traffic outside school as well as parking in No Parking zones and across entrances and driveways could lead to accidents.
- d) School Zone speed limits apply outside the school both before and after school. Parking restrictions and traffic regulations need to be observed by drivers at all times. Please note No Stopping zones and the double lines along Koola Avenue that prevent U turns in front of the school.

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, D and K
- 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. Please email killara-h.school@det.nsw.edu.au if you would like to be emailed a link to book a locker.

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.

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 Transport provider to Killara High School is CDC.

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.

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 our school – Location and Transport*).

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

Concession Cards

These identification cards are issued by the State Rail Authority and are subject to certain conditions. They are available to all students aged 16 years and over who are attending registered day schools in NSW and ACT. The school issues these cards to eligible students after 1st April each year. Enquiries should be directed by phone to Reception or in person to the Student Services window. For replacement cards, a form can be obtained from Student Services window in A Block. The cost of a replacement card is \$28.00.

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.

Cars - Students

Students are not permitted to use their cars during the school day.

Students may be permitted to drive or be passengers in vehicles driven directly to and from school. Students who drive a vehicle to school **MAY NOT** use the vehicle to travel to school events such as sporting fixtures, excursions and sports carnivals and permission will not be granted by the school for students to travel in vehicles with student drivers to these events. It is the expectation of the school that students who drive to and from school will catch the buses provided for the transport of students to swimming and athletic carnivals, knock out events or excursions. Where appropriate, staff coaching or managing teams may be able to convey some students in their own vehicles (with parental consent), however transport arrangements involving parents or guardians may also be required. While these arrangements may cause inconvenience the safety of young people is paramount.

Students are required to lodge a parent permission form with the school if they drive or are passengers travelling to and from school and school activities. The forms are available from the Deputy Principals and are kept in the student's file.

Killara High School Bus Timetable

MORNING BUSES (effective 21/05/2023)

Route	Time	Bus Route
556	07:43	FROM LINDFIELD STATION (Lindfield Ave) then via Normal Route 556 to school (07:59)
8058	07:44	** School Route restricted to Students with a 'Route A' sticker FROM DARNLEY LOOP via (L) Rosedale to Gordon Station (Werona Ave) (R) Khartoum (R) Rosedale (R) Robert (L) Werona then Direct to Killara High (08:04)
8045	07:45	FROM CSIRO via Bradfield (R) Carramar (R) Edmund (L) Knox (R) Johnson (L) Charles (R) Terrace (R) Manning (R) Beaumont (L) Fiddens Wharf to opposite Cook Rd (07:55) then EXPRESS to School (08:08)
158	07:50	FROM ST IVES COMMUNITY HALL via Memorial Ave (L) Killeaton St (R) Carbeen Ave (R) Warrimoo Ave to Timbarra Rd (07:55), return via Warrimoo Ave (L) Dalton Rd (R) Collins Rd (L) Mudies Rd, Woodbury Rd (R) Mona Vale Rd (L) Link Rd, Horace St, Eastern Arterial Rd (L) Koola Ave (L) Reading Ave (L) Warrington Ave (R) Koola Ave to school (08:25)
8061	07:50	FROM WEST KILLARA (Primula and Polding) via Primula (R) Provincial to corner Cook, (does not pick-up at corner of Provincial and Cook; students wanting to board from there are to catch the Route 8051) then EXPRESS to corner Fiddens Wharf and Golf Links (07:58) then via Golf Links (R) Mildura (L) Norfolk (R) Cecil (R) Highway (L) Stanhope (L) Werona (Killara Station, Werona Ave 08:11) then to School (08:18)
8121	07:50	FROM CSIRO Via Bradfield (R) Carramar (R) Edmund (L) Knox (R) Johnson (L) Charles (R) Terrace (R) Manning (R) Beaumont (L) Fiddens Wharf (L) Golf Links (R) Mildura (L) Calvert (R) Fitzroy (L) Norfolk (R) Cecil (L) Hwy (R) St Johns to Gordon Station, then via St Johns (L) Hwy (L) Powell (R) Karranga (R) Locksley (Killara Station) (L) Werona (L) Arnold (L) Nyora (R) Wattle, Koola (L) Reading (L) Warrington (R) Koola to School (08:20)
8073	07:58	FROM ROSEVILLE (Duntroon and Babbage) (L) Babbage (L) Addison (Addison and Moore 08:00) (R) Archbold (R) Carnarvon 08:14) (L) Sydney (R) Woodlands (L) Melbourne (L) Adelaide (R) Sydney (L) Tryon (R) Arterial (L) Springdale (R) Roseberry (R) Koola to school (08:28)
8051	08:05	FROM LINDFIELD via Eton (R) Abingdon, Westbourne (L) Ortona (L) Grosvenor (R) Bent (L) Polding (R) Primula (R) Provincial *Last pick up cnr Cook and Provincial* then EXPRESS to School (08:27)
8001	08:05	FROM ROSEVILLE via Clanville (L) Gregory (R) Dudley (L) Gerald (R) Roseville (L) Martin Lane (R) Lord (R) Hill (Roseville Station 08:10) (R) Clanville (L) Trafalgar (L) Russell (R) Lindfield (Lindfield Station 08:15) (R) Woodside (L) Nelson (R) Stanhope (L) Rosebery (R) Koola to School (08:25)
8046	08:14	FROM LINDFIELD EAST (Archbold and Woodlands) via Archbold, (R) Owen (L) Sydney (R) Tryon (R) Cooperook (L) Pleasant (R) Carlyle, Crana (L) Allambie (08:20), Adelaide (R) Sydney (L) Tryon (R) Arterial (R) Koola to School (08:38)
8017	08:21	FROM MASADA COLLEGE (Link Road) via Link, Horace, Eastern Arterial (L) Koola (L) Reading (L) Warrington (R) Koola to School (08:30)
8042	08:25	FROM KILLARA STATION (Werona Ave) via Werona (R) Powell, Wattle, Koola to School (08:32)
8059	08:25	FROM KILLARA STATION (Werona Ave) via Werona (R) Powell, Wattle, Koola to School (08:35)
8072	08:25	** School Route restricted to Students with a 'Route A' sticker FROM WEST PYMBLE AND GORDON STATION - Students from West Pymble travel via normal Route 560 to Gordon Station. Travel from Gordon Station via St Johns (L) Hwy (L) Powell, Wattle, Koola (L) Reading (L) Warrington (R) Koola to School (08:35)
8082	08:25	** School Route restricted to Students with a 'Route A' sticker FROM GORDON STATION (Werona Ave) via (R) Khartoum (R) Rosedale (R) Robert (L) Werona (L) Powell, Wattle, Koola (L) Reading (L) Warrington (R) Koola to School (08:34)
8127	08:26	** School Route restricted to Students with a 'Route A' sticker FROM GORDON STATION STAND D (Werona Ave) via (R) Khartoum (R) Rosedale (R) Robert (L) Powell, Wattle to Koola (R) Churchill (L) Wentworth (L) Bligh (L) Koola to School (08:35)
194	08:26	FROM ROSEVILLE PUBLIC SCHOOL

Conditions of Carriage: Students must have a valid Opal card and must tap on and off every trip.
For any bus issues phone CDC: 02 8889 7000 Option #4.

Killara High School Bus Timetable

AFTERNOON BUSES (effective 21/05/2023)











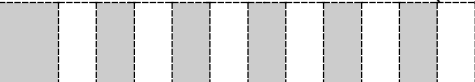





Route	Time	Bus Route
194	14:34	TO ST IVES CHASE (FROM BIRDWOOD AVE BEFORE KOOLA AVE) via Eastern Arterial Rd, Horace St, Link Rd (L) Mona Vale Rd (R) Memorial Ave (L) Killeaton St (R) Carbeen Ave (R) Warrimoo Ave to Timbarra Rd, return via Warrimoo Ave (R) Dalton Rd (R) Collins Rd (L) Mudies Rd, Woodbury Rd to Mona Vale Rd
194	15:04	TO ST IVES CHASE (FROM BIRDWOOD AVE BEFORE KOOLA AVE) via Eastern Arterial Rd, Horace St, Link Rd (L) Mona Vale Rd (R) Memorial Ave (L) Killeaton St (R) Carbeen Ave (R) Warrimoo Ave to Timbarra Rd, return via Warrimoo Ave (R) Dalton Rd (R) Collins Rd (L) Mudies Rd, Woodbury Rd to Mona Vale Rd
214	15:10	TO ST IVES CHASE (FROM KOOLA AVE) via Koola Ave (R) Eastern Arterial Rd, Horace St, Link Rd, Killeaton St (R) Collins Rd (L) Mudies Rd (R) Carbeen Ave (R) Warrimoo Ave to Timbarra Rd, return via Warrimoo Ave (L) Dalton Rd (R) Collins Rd (L) Mudies Rd, Woodbury Rd to Mona Vale Rd
9064	15:10 Wed 14:45	TO WEST KILLARA AND WEST LINDFIELD – EXPRESS to corner Polding Rd and Coccupara Ave then via Polding (R) Primula (R) Provincial (L) Cook (L) Fiddens Wharf (R) Golf Links (R) Mildura (L) Calvert (15:33)
9082	15:10 Wed 15:00	** School Route restricted to Students with a 'Route A' sticker TO GORDON STATION via Koola, Wattle, Powell (R) Werona to Gordon Station (Werona Ave 15:19)
9127	15:10 Wed 15:00	** School Route restricted to Students with a 'Route A' sticker TO GORDON STATION via Koola, Wattle, Powell (R) Werona to Gordon Station (Werona Ave 15:17)
9048	15:12 Wed 15:00	TO ROSEVILLE PS – EXPRESS to Woodlands Road, then via Arterial, Archbold (L) Earl (R) Moore (R) Addison to Roseville Public (15:19)
194	15:13 Wed 14:49	TO ROSEVILLE (FROM BIRDWOOD AVE AFTER KOOLA AVE) via Archbold Rd to Addison Ave (15:24)
9073	15:15 Wed 14:45	TO KILLARA STATION via Koola, Wattle (L) Rosebery (R) Arnold (R) Locksley to Killara Station (15:14)
9077	15:15 Wed 14:40	TO KILLARA STATION via Koola, Wattle (L) Rosebery (R) Arnold (R) Locksley to Killara Station (15:14)
9083	15:15 Wed 14:50	** School Route restricted to Students with a 'Route A' sticker TO GORDON STATION via Koola, Wattle, Powell (R) Werona to Gordon Station (Werona Ave 15:17) (Change at Gordon to Route 9094 at 15:25 for Darnley Loop)
9121	15:15 Wed 14:55	TO KILLARA, GORDON AND CSIRO – EXPRESS to Killara Station, then (R) Werona (L) Underpass (R) Henry to Gordon Station, via St Johns (L) Hwy (R) Cecil (L) Norfolk (R) Fitzroy (L) Calvert (R) Mildura, Golf Links (R) Fiddens Wharf (R) Beaumont (L) Manning (L) Terrace (L) Charles (R) Johnson (L) Knox (R) Edmund (L) Carramar (L) Bradfield (15:39)
9004	15:15 Wed 14:47	** School Route restricted to Students with a 'Route A' sticker TO GORDON STATION via Koola, Wattle, Powell (R) Werona (L) Subway to Gordon Station Bus Bay (15:22) (Change at Gordon for Route 560 to West Pymble at 15:35)
9006	15:15 Wed 14:45	TO LINDFIELD (ETON RD) – First stop Highway and Stanhope then EXPRESS to corner Balfour and Bent Streets then via Bent (L) Grosvenor (R) Ortona (R) Westbourne, Abingdon (L) Eton to Crimson Hill (15:25)
9059	15:20 Wed 14:45	TO EAST LINDFIELD via Koola (L) Eastern Arterial (L) Tryon (R) Cooperook (L) Pleasant (R) Carlyle, Crana (L) Allambie (L) Melbourne (R) Woodlands (R) Sydney (R) Tryon to Lindfield East Public (15:30)
9097	15:10 Wed 14:43	TO CSIRO – EXPRESS to corner Fiddens Wharf Rd and Coronga Cr then via Fiddens Wharf (R) Beaumont (L) Manning (L) Terrace (L) Charles (R) Johnson (L) Knox (R) Edmund (L) Carramar (L) Bradfield to Lady Game Dr (15:30)
9062	15:15 Wed 14:50	TO LINDFIELD, ROSEVILLE AND EAST LINDFIELD via Koola (L) Rosebery (R) Stanhope (L) Nelson (R) Tryon (L) Lindfield (Lindfield Station) (L) Russell (R) Trafalgar (R) Clanville (L) Hill (Roseville Station 15:20) (L) Roseville (L) Gerald (R) Dudley (L) Gregory (R) Clanville (L) Archbold (R) Owen (L) Sydney (R) Tryon to Lindfield East Public (15:38)
9066	15:15 Wed 14:45	TO ST IVES via Koola (R) Eastern Arterial (R) Hunter (L) Yarrabung then via (L) Torokina (R) Horace, Link to Mona Vale Rd (DOES NOT SET DOWN ALONG MONA VALE RD) then (R) Woodbury (R) Hume (R) Douglas to Mona Vale Rd (15:37)
556	15:27 Wed 14:26	TO LINDFIELD STATION via Route 556
194	15:34	TO ST IVES CHASE (FROM BIRDWOOD AVE BEFORE KOOLA AVE) THEN via Eastern Arterial Rd, Horace St, Link Rd (L) Mona Vale Rd (R) Memorial Ave (L) Killeaton St (R) Carbeen Ave (R) Warrimoo Ave to Timbarra Rd, return via Warrimoo Ave (R) Dalton Rd (R) Collins Rd (L) Mudies Rd, Woodbury Rd to Mona Vale Rd
9123	15:35 Wed 14:50	TO EAST LINDFIELD via Koola (L) Churchill (R) Yirgella (R) Springdale (L) Eastern Arterial (L) Tryon (R) Melbourne (R), Crana, Carlyle (L) Pleasant (R) Cooperook (L) Wellington (L) Melbourne (R) Adelaide (R) Sydney (L) Owen (L) Archibald (R) Middle Harbour (R) Lindfield Ave to Lindfield Station (15:55)

**Conditions of Carriage: Students must have a valid Opal card and must tap on and off every trip.
For any bus issues phone CDC: 02 8889 7000 Option #4.**

Killara High School Bus Ranks

*for end of day departures from Koola Avenue

KILLARA 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)
ST IVES			— TO ST IVES (9066)

Legend:

TransDev

Forest Coaches



School Layout

School Map Location Key

K Block
Ground Floor:
 Counsellors
 HT Stage 4, 5, 6
 Learning Support
 HSIE Classrooms
 Science Labs
First Floor:
 HSIE Blue & Green Staff Room
 HSIE Classrooms
 Science Labs

G Block
Ground Floor:
 TAS Classrooms
 CAPA Classrooms
First Floor:
 CAPA Staff Room
 CAPA Classrooms

E Block
Ground Floor:
 Uniform Shop
 Library
 Maths Staff Room
 Maths Classrooms
First Floor:
 Counsellors
 Maths Classrooms
 Science Labs

D Block
Ground Floor:
 Science Staff Room
 Science Labs
 HT Personalised Learning
First Floor:
 Languages Staff Room
 Languages Classrooms
 Maths Classrooms
 Careers

B Block
Ground Floor:
 TAS Classrooms
First Floor:
 TAS Staff Room
 English Classrooms
 PDHPE Classrooms

C Block
Ground Floor:
 Canteen
 Gym
First Floor:
 CCS
 PDHPE Staff Room

A Block
Ground Floor:
 Principal
 Deputy Principals
 Sick Bay
 Office/Reception
 Student Services
 Accounts
 Wellbeing
 Student Support
 HT Administration
 HT Secondary Studies
 Business Managers
 Enrolments
 EAL/D Staff Room
 Science Labs
 English Classrooms
First Floor:
 A Block Common Room
 English Staff Room
 English Classrooms





UNLEASH *potential.*
CHANGE *the world.*