

KINGSCLIFF HIGH SCHOOL



ACHIEVEMENT THROUGH ENDEAVOUR

HANDBOOK

2022

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Please note: This Handbook may be updated at any time without notification. Any reference to the Kingscliff High School Handbook should be directed to the online version available on the school website for the current version at any given moment in time.

<https://kingscliff-h.schools.nsw.gov.au/>

Celebrating individual growth through real world, respectful and passionate learning on Bundjalung land

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KINGSCLIFF HIGH SCHOOL

SCHOOL CONTEXT

Kingscliff High School, located in the Far North Coast (1100 students, including 15% Aboriginal or Torres Strait Islander students) provides comprehensive, engaging and authentic learning opportunities to the young people of the Tweed Coast communities. We do this by ensuring that each student's learning journey:

- is centred on an individual's growth,
- is real world and relevant,
- relies upon respectful relationships,
- is driven by passion and aspiration,
- is celebrated.

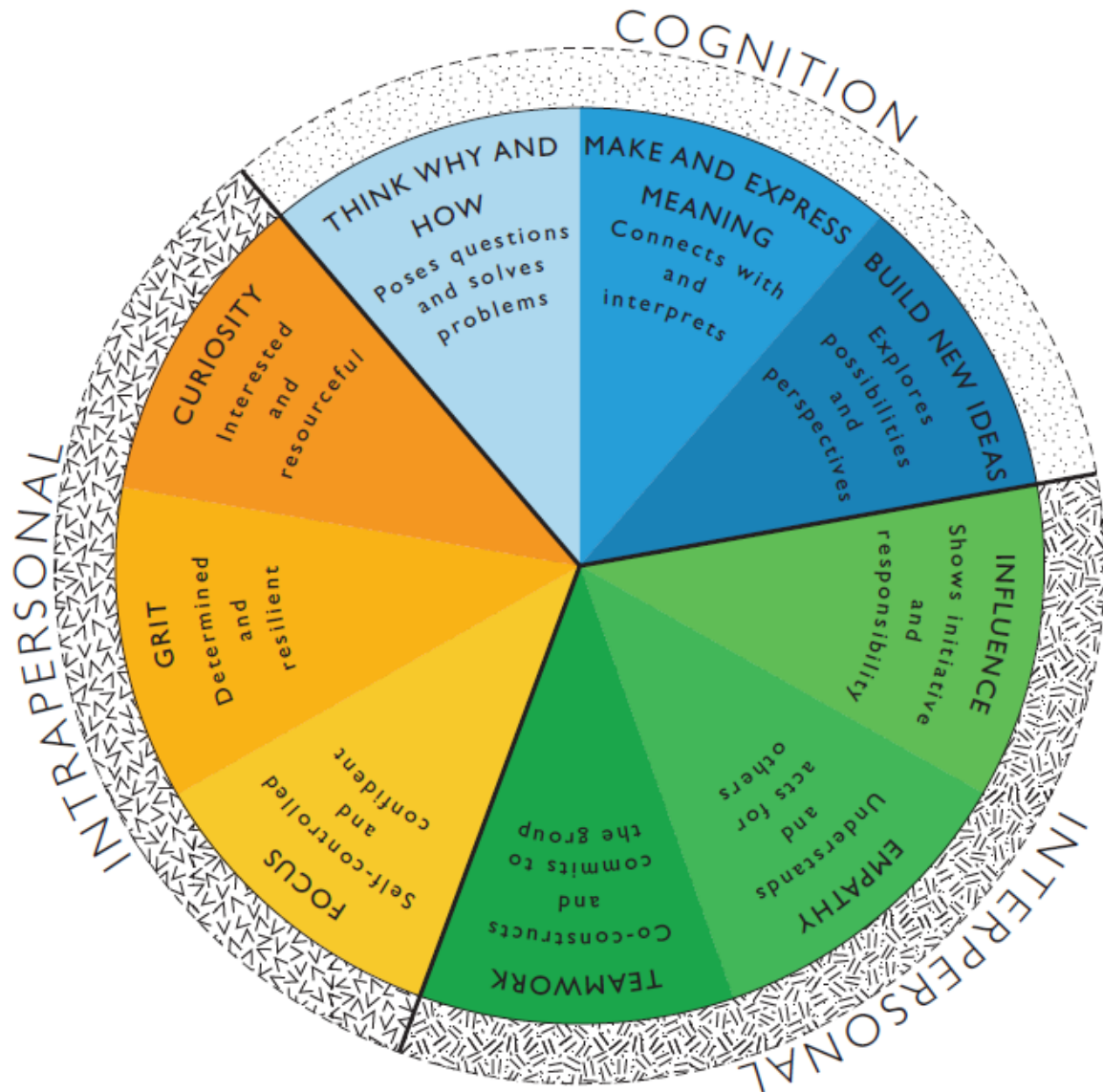
Our school's priorities are centred on authentic student engagement in learning in an environment where every student is known, valued and cared for. In order to achieve this we are focused on student agency in learning, innovative practice in both the classroom and curriculum design, engagement with our broader community and the purposeful use of digital technology in learning.

Kingscliff High School benefits from dynamic and meaningful partnerships with our neighbouring primary schools through the Coastal Learning Community and with our neighbouring public high schools as part of the Tweed 5 (T5) network.

Our school is particularly grateful for the strong support we receive from our community, exemplified by our energetic and supportive P&C.

SCHOOL VISION STATEMENT





Parents and students should refer to the school's website <https://kingscliff-h.schools.nsw.gov.au/> on a regular basis for news, updates and important information.

To supplement the website the school has a Facebook page <https://www.facebook.com/kingscliffhighschool>

AN OVERVIEW OF THE YEAR 7 POD

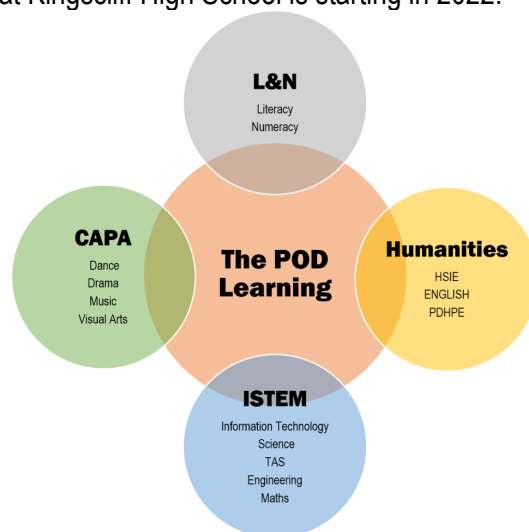
Year 7 – Transition into High School

To enable smooth transition into high school, the Head Teacher Admin works closely with the Year 7 Adviser, and the following information relates specifically to Year 7, 2022 and beyond.

An exciting and innovative approach to Year 7 secondary education at Kingscliff High School is starting in 2022.

Year 7 students at Kingscliff High School will be in class groups within the Pod. The Pod allows specialist teachers to move across the various classes to engage students in all subjects, sharing their expertise and teaching. The Pod staff are dedicated and committed to driving student learning through engaging and authentic cross curricula integrated learning and projects. This ensures that we are celebrating individual growth through real world, respectful and passionate learning on Bundjalung land.

Pod staff are a dynamic and diverse team of teachers who have committed themselves completely to the delivery of Year 7 curriculum in 2022 and beyond. The staff work collaboratively to develop engaging units of work that incorporate deep and connected syllabus requirements across all Key Learning Areas (KLAs). The learning spaces are dynamic and emphasise student and teacher collaboration while encouraging critical thinking skills, a safe place for creativity, and through Individualised Learning Plans, students critically reflect on their learning journey.



Pod teachers utilise a brand-new way of teaching, working collaboratively to co-plan, co-teach and co-assess students in an exciting and engaging curriculum model with strong foundations in literacy and numeracy. Pod learning offers a unique way for students to begin their high school adventure by identifying their own educational pathway through the High Potential and Gifted Education (HPGE) domains acknowledging individual skills in a variety of areas. Learning utilises the tailoring of resources that cater to every student and how they learn. Pod staff support every student to achieve their educational potential intellectually, creatively, and via social-emotional and physical domains.

Learning is not just cognitive, it relies on the development of intrapersonal and interpersonal skills. Teachers continuously engage with the 4C Transformative pedagogical learning and embed an understanding of the nine (9) dispositions and the value each of these bring to developing the whole person throughout their educational journey. Students will reflect on their strengths and yet to be strengths by looking at themselves as learners through the lens of these dispositions.

Further information on the Year 7 Pod 2022 can be found on our website at:
<https://kingscliff-h.schools.nsw.gov.au/about-our-school/year-7-pod-2022.html>

Year 7 'K-Days' Orientation Program

The first two days of Year 7 students participate in a program designed to familiarise them with all aspects of the high school setting. Year 7 'K Days' are designed to ensure students transition smoothly into the high school setting.

Year 7 Learning Journals

Year 7 students will be supported to regularly interact with their digital device and online learning journals. These learning journals assists students in identifying their learning goals, highlighting their strengths, developing their "yet to be strengths" and encourages communication, collaboration, creativity and/or critical reflection within themselves. The learning journals aim to promote "deep learning and understanding" of the three main sections in the Learning Disposition Wheel; Intrapersonal, Interpersonal and Cognition.

Year 7 Teacher/Parent/Student BBQ evening -

There will be an opportunity in the last week of Term 1 (Week 11) for parents/carers and their child to have a meet and greet with the staff at Kingscliff High School. This is where students will showcase their learning and discuss this with their Pod teachers and families.

Any other relevant including link to the Year 6 into Year 7 on Kingscliff High School website:

<https://www.kingscliff.nsw.edu.au/our-school/year-6-into-year-7/>

ABORIGINAL EDUCATION

In 2021, Kingscliff High School participated in an evaluation of Aboriginal education at the school. Key recommendations from the evaluation, including the establishment of an Aboriginal Education Team, building Aboriginal cultural knowledge across staff and students, reviewing and improving the Personal Learning Pathway process for all Aboriginal students and rebuilding connections and relationships with all Aboriginal families and students are being implemented. This is being done through a strengthened relationship with the Tweed-Wollumbin Local AECG Inc in line with the Partnership Agreement – Walking Together, Working Together 2020-2030, a commitment to increased provision of professional learning for all staff aimed at building Aboriginal cultural knowledge across the school, and providing greater opportunities for Aboriginal families and students to work collaboratively with the school. These initiatives are being driven by a newly formed and energetic Aboriginal Education Team.

Kingscliff High School continues to commit to the highly successful Yuli Coastal Culture transitional program with our six partner primary schools. Yuli provides Aboriginal high school students with the opportunity to develop their leadership and mentoring skills, whilst deepening their cultural knowledge and connection. Our Aboriginal students are also supported by Beyond the Broncos Girls Academy, which includes mentoring and tutorial support for all Aboriginal girls, along with workshops run by Broncos ambassadors once a term.

ABSTUDY / AUSTUDY

Students intending to claim an AUSTUDY allowance for 2022 must submit their applications as early as possible to ensure that they are covered for the full year.

Austudy forms are available from Centrelink and Student Assistance Offices throughout New South Wales.

Austudy / Abstudy payments are paid to students in order to meet the cost of school contributions and school expenses.

AUSTUDY / ABSTUDY REGULATIONS

Students are allowed a maximum of 15% unjustified absences per term. A justified absence might include sickness or unavoidable family business. Please note: a parental explanation does not mean the absence is justified. For more information follow link to:

<https://www.humanservices.gov.au/individuals/services/centrelink/abstudy>

<https://www.humanservices.gov.au/individuals/services/centrelink/austudy>

When **more than 15%** unjustified absences occur per term, students will be penalised by the loss of **two weeks** (14 days) **allowance**. The loss of entitlement will apply even if it includes a vacation period or extends into the following term.

NOTE: Any amount penalised **must** be repaid. Failure to repay will result in an additional fine (\$100) plus interest on the outstanding debt.

The School accepts no responsibility for unexplained absences after the two week period.

Students on AUSTUDY / ABSTUDY have the responsibility of ensuring that their attendance is correctly recorded to avoid penalties.

AFTER SCHOOL DETENTION

Students who have made choices contrary to the school's expectations of positive behaviour may be placed on After School Detention that requires them to remain at school until 4:00pm on Tuesday and/or Thursday. Transport home after detention is the responsibility of the student and parent. Students are to report to the MPU at 3:15pm for detention. Our school considers this as an opportunity for students to "own" their mistakes and move forward.

AMBULANCE COVER

The school will call for the ambulance if a student appears to have a serious injury or illness or if we are in doubt about the nature of the injury or illness.

The NSW Ambulance School and Group Cover Scheme (ASGCS) provides assurance that if a student enrolled at a school has an accident or falls ill whilst at school or on an organised school excursion or activity, and requires the ambulance service, the cost will be met through the scheme.

The ASGCS is for student accidents or illnesses that arise at schools or on organised, fully supervised school excursions or activities.

The cover does not extend to incidents that occur at non approved, unsupervised activities. Nor does the scheme cover incidents or illnesses that occur outside of normal school hours, before school has started or after school hours while these students are unsupervised and not engaged in an approved school excursion or other activities.

ASSESSMENT AND REPORTING POLICY

The Assessment Policy of Kingscliff High School is designed to give recognition to as many aspects of the work carried out by a student as is possible. Refer to: <https://educationstandards.nsw.edu.au/>

Assessment is of a continuous nature throughout each semester. This means that student progress is monitored on a regular basis in all subjects. Assessment also covers class tests, marking of books, assignment work, practical work, spelling tests and class contribution.

Such a variety of assessment types gives students a chance to demonstrate a wide variety of skills and also ensures that each student will be recognised and commended for talents or skills at which he or she is adept.

A detailed School Progress Report is forwarded to parents twice a year, one at the conclusion of Semester 1 and one at the conclusion of Semester 2.

The detailed Progress Report will include information on student performance relative to the course outcomes, how students have performed relative to other students, a personal profile, marks and teacher's comments.

The detailed Progress Report also includes a profile of subject skills and a record of how well a student has achieved or maintained those skills. The subject teacher makes a meaningful statement on the individual student's progress and may indicate matters of concern which should invite a response from parents.

Year 10, 11 and 12 students receive a copy of the Record of School Achievement Policy in Term 1. Students must read this document carefully and comply with all NSW Education Standards Authority (NESA) and school assessment requirements.

Students will be given a report for each NESA subject they undertake.

‘WAVE’ PROGRAM – ‘We All Value Education’ Reports

The WAVE Report measures student learning behaviours against The WAVE Performance Continuum - refer to our website for more information:

WAVE Reports will be generated for every student in Years 7-10 twice a term and uploaded onto the Sentral Student Portal for parents and carers to refer to. The report will assist parents and carers in encouraging their child to be active towards their learning and to strive to reach their personal best.

The aims of the WAVE Report are to:

- Enrich positive and respectful relationships between students, parents and teachers
- Engage our learning community in a manner supportive of teaching, learning and student success
- Provide an opportunity for regular and structured performance evaluation measured against the school’s core values, twice a term
- Clearly identify students at all levels of The WAVE Performance Continuum
- Provide recognition to students who demonstrate positive behaviour
- Provide support to students who are showing signs of disengagement
- Clearly identify students who are having difficulties in a particular subject relative to other subjects

WAVE reports should be read in conjunction with Academic Progress Reports, which reflect levels of learning achievement as opposed to learning behaviours. The content of both WAVE Reports and Academic Progress Reports for your child can be discussed with their teachers at scheduled Parent – Teacher Evenings during the year.

Discussing WAVE results presents teachers with an objective, data based opportunity to talk with students about where they are falling short of expectations, so that negative learning behaviours can be addressed and modified.

Years 7 and 8 (Stage 4) – Assessment and Reporting

Assessment is continuous throughout each semester. This means that student progress is monitored on a regular basis using a variety of tasks and assessment methods in each course including tests, marking of books, assignment work, practical work, spelling tests and class contributions.

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Such a variety of assessment types allows students a chance to demonstrate a wide variety of skills and also ensures that each student will be recognised and commended for talents or skills at which he or she is adept. These will be shared with parents and carers at term “Showcases” where students present their work and articulate their learning.

The Assessment Schedule for Year 8 is available on the Kingscliff High School website. Students will be informed of any alteration.

The information relating to assessments for Year 7 will be provided by the Year 7 Pod 2022 – please refer to further information in this handbook under the heading ‘An Overview of the Pod Year 7 Program’

In order to allow students to display their full skills and knowledge, all tasks used for assessment purposes should have a published marking criteria explaining to students how the task will be assessed prior to their attempting the task.

Years 9 and 10 (Stage 5) – Assessment and Reporting

Assessment is continuous throughout each semester. This means that student progress is monitored on a regular basis using a variety of tasks and assessment methods in each course including tests, regular marking of books, assignment work, practical work, spelling and class contributions.

Such a variety of assessment types gives students a chance to demonstrate a wide variety of skills and also ensures that each student will be recognised and commended for talents or skills at which he or she is adept.

The assessment schedule and NESA requirements for the satisfactory completion of Stage 5 are available on the Kingscliff High School website. Students will be informed of any alterations to the policy or schedule prior to the alteration to ensure no student is disadvantaged by the alteration.

In order to allow students to display their full skills and knowledge, all tasks used for assessment purposes should have a published marking criteria explaining to students how the task will be assessed prior to their attempting the task.

Years 11 and 12 (Stage 6) – Assessment and Reporting

Courses in the senior school are divided into two sections. Year 11 Course is completed in Terms 1, 2 and 3 of Year 11, while the HSC Course is completed in Term 4 of Year 11 and Terms 1, 2 and 3 of Year 12. A student cannot start a HSC course without satisfactorily completing the Year 11 course.

Students will have to attempt Assessment Tasks for both Year 11 and HSC courses which may include the completion of practical works, report writing, oral presentations, research essay and performance. Only marks for HSC Course tasks are recorded on the Higher School Certificate and count equally with the HSC Examination mark.

The timing of Assessment Tasks for Year 11 and 12 is coordinated by the relevant Deputy Principal in an attempt to spread tasks across a number of weeks at “peak” times. As the assessment marks are so important, students **must attempt all tasks and class work** given. Teachers give at least two weeks’ notice of tasks, and if students are ill, and cannot complete a task on time, they must present a doctor’s certificate to the relevant Deputy Principal supervising their year. It is essential that the work presented by students is their own and students will be required to sign forms stating that the work they provide is their own.

Each faculty has an Assessment Policy and Assessment schedule including relevant information from NESA pertaining to each course taught. This is published **on the Kingscliff High School website**. Students must be informed of any alterations to the policy or schedule prior to the alteration to ensure no student is disadvantaged.

In order to allow students to display their full skills and knowledge, all tasks used for assessment purposes should have a published marking criteria explaining to students how the task will be assessed prior to their attempting the task. Students are expected to attend all classes on the day prior to, and all periods, including period 0, on the day any task is due. Failure to do so will attract a penalty. See the Kingscliff High School Assessment Policy for Year 11 or ask for more details.

All senior students are required to complete the mandatory NESA “HSC – All My Own Work” course and fully comply with their requirements.

ATTENDANCE AT SCHOOL

Some points to assist parent awareness:

- The amended Education Act (1990) requires parents to ensure that children between the ages of six and seventeen attend school each day that the school is open for instruction.
- Regular attendance is described as 100%. Except in the case of absences for reasons identified and accepted as valid by the Principal eg sick. An 85% or 90% attendance record is not regular attendance.
- If children are absent from school, parents are required to provide the school with an acceptable explanation within seven days of the absence.
- Attendance at school is monitored. If a concern is found a number of supporting actions by the school will be taken including notification of parents by SMS, attendance letters and/or a phone call. Cooperation of parents in these matters is expected. For continuing attendance concerns, a formal four week plan to improve attendance is put in place. If parents do not meaningfully engage in the plan to assist regular attendance and / or there is no improvement (after the four weeks) the matter may then be referred to the Department's solicitors for legal action against the parent / caregiver.
- There is a substantial fine of over \$1000 for each instance.

ABSENCES

Whole Day Absences: notes should be provided for all absences explaining the reason for the absence. This should be provided within seven days of the absence. The note should be given to the Homeroom teacher. Alternatively notes can be emailed to: kingscliff-h.school@det.nsw.edu

Long Term Illness – absences that are known in advance should be notified to the school as soon as possible by letter indicating the reason and duration of absence. All correspondence with the school should include student's full name, year and parental signature. Medical certificates are required for absence of more than two days.

Absences for Travel – Families are encouraged to travel during school holidays. If travel during school term is necessary, please contact the school. An Application for Extended Leave may need to be completed. Absences relating to travel will be marked as leave on the roll and therefore contribute to your child's total absences for the year.

Absences for specific purposes – Families are encouraged to contact the school if they know their child is going to be engaged in an activity that results in school absences other than travel eg. participation in elite sporting events. If this is necessary, it is the responsibility of the parent to discuss the matter with the school in advance. An Application for Exemption from Attendance needs to be completed, and must clearly demonstrate that an exemption is necessary and that alternatives to exemption have been considered.

Late Arrivals

- All students who arrive late for school must report to the Front Office Student Services window with a note (from parent/carer) explaining both the reason for lateness and the time of arrival at school.
- Students who arrive late to school without a note from their parent/carer must report to the Deputy Principal for their year group to discuss the reason for their late arrival.

Early Leavers

All students, including seniors, wishing to leave school before conclusion of their last class must bring a note to the Head Teacher-Admin (room with the pink door opposite Art Room 1) to be counter signed.

These notes must include the reason and time of departure. This note is then to be taken to the Front Office Student Services window to sign out at the time stated on this note.

ABSENCE FROM SPORT

Sport is a mandatory requirement for all Year 7-10 students. Failure to attend may jeopardise the award of RoSA or HSC.

Absence on a Wednesday - Sport: Sport is a mandatory component of the Record of School Achievement (ROSA). Consistent sport absences will result in a warning letter being sent and could jeopardise the attainment of a ROSA.

Wednesday sport is **not** an appropriate time to arrange regular appointments. If students are signing out during sport time they will be required to bring a note to explain this absence. This note will need to contain the following:

- student's name
- the specific reason for leaving school early (not just appointment or family business)
- a time when departing
- who is picking the student up
- a contact name and telephone number

The note will need to be signed by the **Sport Organiser**, before roll call or at recess at the latest. Parents arriving at the Front Office to collect their child will be required to fill out a leaving form and have it signed by the **Sport Organiser**.

ABSENCE RECORDS

Students will receive a record of their absences (ie days absent with reason and days absent without explanation) attached to their semester reports.

ASSEMBLIES

Assemblies are held on an as needs basis.

The purpose of the assemblies is to inform students on matters of school organisation and to share aspects of school life. Thus, the assemblies should help students to feel that they are part of the school. Members of the SRC often speak at the assemblies and at times guest speakers are invited.

AWARDS

The school has an extensive award system to acknowledge and celebrate the success and commitment shown by our students.

Principal's Awards and Deputy Principal's Awards are presented for those students displaying exemplary school citizenship, performance and outstanding school service.

Academic, Best All Rounder, Service and Commitment Awards, Outstanding Citizenship, Service and Leadership, P&C Literacy Achievement awards and Faculty medals are presented annually at Presentation Assemblies for Year 12.

Academic, Best All Rounder, P&C Literacy Achievement awards and Faculty medals are presented annually at Presentation Assemblies for Year 11.

The most prestigious award with which we recognise our students is the 'Spirit of Kingscliff Award.' To gain this award, students must display exemplary application to their studies, conduct and citizenship throughout the year. All students are eligible for this award regardless of their level of academic and sporting achievement. This award is voted on by the entire school staff.

Awards: Presentation of Academic, Sport, Service and Other Awards

Our **Annual Student Achievement Award Assemblies** are held at the end of Term 4 for Years 7-10. Each year group will have an individual year assembly (during the day) for Academic, Endeavour and Sport Awards, Service Awards, Attendance Awards and 'Spirit of Kingscliff Awards. An evening Years 7-10 ceremony (selected students) is held to present the Top 3 in a subject, Special Awards including Sport, the Top 10 and DUX. Parents are cordially invited to attend all award ceremonies.

Year 11 Presentation Day for Academic, Service and Sport Awards is held mid Term 4.

Year 12 Presentation Day for Academic, Service and Sport Awards is held on the last day of Term 3, prior to the study vacation for the Higher School Certificate.

The **Higher School Certificate** is also awarded by the NESA to students successfully completing Year 12. This Certificate includes an assessment mark and examination mark. The Higher School Certificate is available to eligible students early the next year, the results usually being available in the last week of Term 4. ATAR scores are made available to HSC students directly from NESA.

100% Attendance Awards are given to students who have 100% attendance during the entire year and Outstanding Attendance Awards for students with less than four days' absence, with minimal partial absences.

Sport Awards - The major sports awards per year group will be included in the academic ceremonies. General sports awards, for example North Coast participants, team of the year and champions of carnivals will be awarded during school assembly time.

TIMETABLE

Our timetable structure for 2022 is based around a four period day. Throughout the year this structure will be evaluated for its effectiveness in:

- Supporting authentic, deep learning for students
- Providing opportunities for cross curricular collaboration
- Minimising disruption during the school day

Timetable: Cycling (rotating) periods and days

We are currently engaging in a curriculum review to gather feedback and analyse how to best utilise the timetable to deliver quality and effective teaching and learning experiences.

2022 Timetable line structure

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
roll call	roll call	roll call	roll call	roll call	roll call	roll call	roll call
period 1	line 1	line 5	line 2	line 6	line 3	line 7	line 4
recess	recess	recess	recess	recess	recess	recess	recess
period 2	line 2	line 6	line 3	line 7	line 4	line 1	line 5
period 3	line 3	line 7	line 4	line 1	line 5	line 2	line 6
lunch	lunch	lunch	lunch	lunch	lunch	lunch	lunch
period 4	line 4	line 1	line 5	line 2	line 6	line 3	line 7

Year 12 with period 0/lunch split lesson

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
period 0	4	1	5	2	6	3	7
roll call	roll call	roll call	roll call	roll call	roll call	roll call	roll call
period 1	1	5	2	6	3	7	4
recess	recess	recess	recess	recess	recess	recess	recess
period 2	2	6	3	7	4	1	5
period 3	3	7	4	1	5	2	6
lunch/senior period 4	4	1	5	2	6	3	7
period 4 continued	4	1	5	2	6	3	7

Timetable: Bell Times (regular 4 period day Timetable)

Please find below the revised timetable effective from 6 June 2022:

Kingscliff High School regular 4 period day timetable
effective from Monday 6 June 2022

Monday, Tuesday, Thursday, Friday	Wednesday
Zero Period 8.05 – 8.45 (40mins)	Zero Period 8.05 – 8.45 (40mins)
Homeroom 8.45-8.55 (10mins)	Homeroom 8.45-8.55 (10mins)
Period 1 8.55-10.15 (80mins)	Period 1 8.55-10.00 (65mins)
Break (Recess) 10.15-10.45 (30mins)	Period 2 10.00-11.05 (65mins)
Period 2 10.45-12.05 (80mins)	Break (Recess) 11.05-11.35 (30mins)
Period 3 12.05-1.25 (80mins)	Period 3 11.35-12.40 (65mins)
Break (Lunch) 1.25-1.55 (30mins)	Break (Lunch) 12.40-1.10 (30mins)
Senior 4 1.35-2.15 (40mins)	Sport 1.10-3.15 (125mins)
Period 4 1.55-3.15 (80mins)	

BICYCLES

Students riding bicycles to school **must wear a bicycle helmet**. All bicycles must be left in the bike rack provided at the front of the school. Securing devices are highly recommended. Bicycles and skateboards should not be ridden on school grounds, or at the front of the school adjoining Oxford Street.

BOOK AND CLASS EQUIPMENT

ALL students are required to have with them at every lesson:

- the appropriate workbook(s)
- the homework diary
- pens, biros (black, blue, red)
- a pencil (HB)
- a ruler (glue, erasers, pencil sharpeners and coloured pencils will also often be needed.)
- Special subjects will have particular equipment requirements which must be met.
- iPad and keyboard (Year 7 and 8 mandatory)

NOTE: Liquid paper and permanent markers are not permitted in the school.

BUILDINGS

- School furniture must not be moved without the permission of the teacher, or from the room (except temporarily) unless authorised by a Deputy Principal or the Principal.
- Students will not enter school buildings before school begins or remain in rooms during recess or at lunch time without permission and supervision of a teacher.
- School buildings and grounds are out of bounds to all unauthorised people after school, on weekends and during holiday time.
- This school has a security system where any unauthorised movement in school buildings is detected and acted upon immediately.
- Upper floors of buildings and adjoining steps and areas between the main buildings are out of bounds at recess and lunch times.

BYOD (Bring Your Own Device)

Our school is undergoing a state of the art re-build, and we wanted our technology to reflect that. With open classrooms and a focus on collaborative learning, our goal was to ensure our students are given every opportunity to succeed in a future-focused environment. Technology is becoming increasingly mobile in a tablet form; we have chosen the Apple platform and iPads because it aligns with our goals in making learning relevant, inspire creativity, enhance collaboration and enable every learner to be a creator who believes their work matters.

From 2022 a BYOD iPad with keyboard is mandatory at Kingscliff High School for Years 7 and 8.

For Years 9 to 12 in 2022 a device is still optional, the device can be an iPad, Chromebook, Windows Laptop or Apple Laptop. However, from 2023 students in Years 9 and 10 will be required to bring a device of their choosing, as long as it meets our device specifications list located on our website.

For further information, please refer to the BYOD Hub

<https://www.kingscliff.nsw.edu.au/our-school/byod/>

CALENDAR

At the commencement of each year and each term a calendar of all anticipated events is compiled and can be viewed via this link. <https://kingscliff-h.sentral.com.au/webcal/calendar/1>

This is regularly updated and contains the latest information relating to dates of examinations, P&C meetings, sporting fixtures and other activities. Parents and students can anticipate and prepare for the coming events by consulting this calendar and reading the fortnightly School Newsletter.

CANTEEN

The Kingscliff High School P&C Canteen aims to provide healthy low cost lunches for the students whilst at the same time endeavouring to make a small profit which can be spent on the much needed equipment for the school.

Without the help of our volunteer helpers, this aim would be an impossibility. Our Canteen Supervisor would be delighted to hear from any parents or volunteers who could give one day per month to work in the Canteen from approximately 9:00am to 2:15pm. Our self-service canteen eliminates canteen helpers involvement with students.

The canteen is self serve and gives a wide range of choice of healthy foods. Special Lunch Orders are taken for variables to food on offer and are available by ordering prior to 8:45am eg Salad Sandwich without beetroot or normal fillings without butter.

Students may access the canteen before school and during recess and lunch.

CAREERS ADVISER

The Careers Adviser is primarily responsible for maintaining a library of careers information and for assisting students to set goals, make decisions and put career decisions into effect. Assistance is provided through Work Experience, excursions, guest speakers and individual counselling as required.

The Careers Adviser is available by appointment, to assist parents and members of the community gain careers information.

The Careers Adviser for Year 11 and 12 **must** be consulted whenever a student is considering requesting a change of course

CERTIFICATION AND CURRICULUM

Record of School Achievement

To qualify for the award of a RoSA, a student must have:

- Attended a government school, or a recognised non-government school.
- Undertaken and completed courses of study that satisfy the Board's curriculum on assessment requirements for the RoSA.
- Complied with any other regulations or requirements (such as attendance) imposed by the Department of Education and Communities or NESAs.
- Completed Year 10.

Until a student has qualified for the RoSA, that is, they have successfully met all four (4) criteria outlined above, they may not move into stage 6 courses. Students may be required to repeat Year 10 to complete the criteria.

Key Facts about the RoSA

1. Who will get it?

Students will need to have completed the mandatory requirements for Stage 5 (Year 10) to be eligible for a RoSA. Those eligible students who choose to leave school prior to receiving their HSC, will receive a RoSA.

2. When will they get it?

A RoSA will only be provided to those eligible students who choose to leave school prior to receiving their HSC.

3. What will it show?

A RoSA will show grades for all the courses a student has completed up until the point they leave school- including those completed in Year 10, Year 11 or even Year 12.

4. Why give grades?

Grading is a way of showing a student's level of achievement in a course in a way that can be compared fairly between individual students.

Giving grades in courses completed after Year 10 will also mean that every student gets acknowledgement for all the work they have done, right up to the time they leave school.

5. How will students get grades?

A to E grades are currently awarded for courses completed in Years 10 and 11.

Students will be required to submit assessment tasks as delivered by their schools. Teachers will then use marks from those assessments to allocate a grade for each student at the end of the course. Teachers will submit those grades to NESAs for inclusion on the RoSA if required.

6. How can we be sure that grades are awarded consistently?

It is important for students, parents and employers that grades are awarded consistently. Teachers already have a strong level of professional judgement, and NESAs will support that further by providing workshops and online resources, including student work samples.

7. Why offer literacy/numeracy tests?

Students are offered the opportunity to complete on-line literacy and numeracy tests, with particular emphasis on work readiness.

Parents and employers in particular are increasingly interested in having a clear affirmation of a student's fundamental levels of literacy and numeracy. This measure will help provide valuable information to an employer when they are considering job candidates who have not completed their HSC.

The literacy/numeracy tests will also help students, parents and teachers determine if a student needs particular support in an area, or form the basis of further discussion about whether a student is ready to leave school.

8. How will literacy/numeracy tests be developed and delivered?

NESA will offer optional literacy/numeracy tests. The tests will be delivered online and information will be provided to schools about supervision of the tests.

Schools will be asked to provide two 'windows' each school year in which students could sit the tests. Students will only be able to sit the test one time in each window, however they can sit the test again in a new window should they decide to remain at school. If a student does sit the test more than once, it will be the results from their most recent test that will be applicable when they leave school.

9. Why record extra-curricular activities?

Increasingly, parents, students, employers and providers of further education are looking at more than a student's level of academic attainment. This information can help form a more comprehensive picture of a student's interests, commitments and achievements in areas other than school.

10. How will extra-curricular activities be recorded?

NESA will develop a tool that will allow a student to capture and consolidate evidence of extra-curricular activities. It is intended that certainly in the early stages, the tool will focus on activities that already have an authentication framework. This will make it easier for employers and others to be sure that the achievements recorded are correct. Activities widely available that already have authentication include: life-saving and first aid qualification, VET courses AMEB certification and the Duke of Edinburgh Awards.

Satisfactory course completion requirements

1. How do I satisfactorily complete a course?

You will satisfactorily complete a course if there is sufficient evidence that you have:

- a) followed the course developed or endorsed by NESA;
- b) applied yourself with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- c) achieved some or all of the course outcomes

This means that it is your responsibility to:

- attend lessons in that course for the required number of hours, bringing the correct equipment and books;
- make a genuine effort in all class activities including assignments and homework;
- make a serious attempt at all your assessment tasks.

If the Principal determines that you are in danger of not completing a course satisfactorily, you will be warned in writing in time for you to correct the problem and satisfactorily complete the course.

2. Course Requirements during Years 7 – 10

You will have needed to have studied English, Mathematics, Science, History (Civics and Citizenship), Geography (Civics and Citizenship), Creative Arts (100 hours Visual Arts and 100 hours Music), Technological and Applied Studies (200 hours Design and Technology) and a minimum of 300 hours PD/H/PE.

3. Attendance Requirements

You must have an approved pattern of attendance. Principals may grant students leave for legitimate reasons such as illness, physical injury or holidays. Any extensive period of unapproved absence may result in unsatisfactory completion of a course(s) and may impact on your eligibility for the award the RoSA.

4. The 'N' Determination

If you are deemed not to have completed a course satisfactorily, you will receive an 'N' determination. The course will be listed a 'Not Completed'. An 'N' Award in one of the elective subjects means that the elective

subject will not appear on your RoSA. An 'N' Award in any of your "core" subjects means that you will NOT qualify for a RoSA in that year.

You have the right to appeal against an 'N' determination. The appropriate form can be obtained from your Principal. Appeals against 'N' determinations should be lodged with your Principal, who will advise you of the date by which your appeal must be submitted. If you are dissatisfied with the result of the school review of your appeal, you should advise the Principal that you wish the appeal to be referred to NESAs.

Assessment of Courses

1. How will I be assessed for each of my courses?

At the conclusion of Year 10, grades will be awarded for each of your subjects which indicate your level of achievement. The grade you will receive is determined by how well you complete tasks that form each subject's assessment policy.

Grades in each subject will be indicated by the letters A, B, C, D and E. The outcomes you achieve will be matched against a set of Performance Descriptors to decide which best describes your achievement. The Performance Descriptors for each course are available from the Head Teacher of that course.

Assessment will be a continuous process and it is important you complete all tasks to the best of your ability.

It is your responsibility to ensure that any questions about marks, grades or comments awarded for an individual piece of work are resolved at the time the work is handed back by the teacher.

Will I be notified of Assessment Tasks?

Students will be given a minimum of two (2) weeks' notice for any pending assessment tasks.

Each subject's assessment outline is printed in this handbook so students are aware of what will be expected of them as they work toward satisfactorily completing Year 10.

THE HIGHER SCHOOL CERTIFICATE

The **Higher School Certificate (HSC)** is awarded to students who have fulfilled all eligibility requirements in Year 12.

In addition to the course name(s) and unit value, the HSC certificate will also show, as appropriate, an examination mark and/or assessment mark and/or achievement band for each Board-developed HSC course.

Eligibility: To be eligible for the award of the Higher School Certificate students must:

- * have gained the Record of School Achievement (ROSA) or other such qualifications that NESAs considers satisfactory
- * have attended a school recognised by the Board or a college of TAFE
- * have satisfactorily completed courses which comprise the pattern of study required by the Board for the award of the Higher School Certificate
- * sit for and make a serious attempt at the requisite Higher School Certificate examinations.

Pattern of Study: To qualify for the Higher School Certificate, students must study a pattern of Year 11 and HSC courses. **The Year 11 course pattern must include twelve (12) units of study including English. The HSC (Year 12) Course pattern must include at least ten (10) units of study, including English.** Kingscliff High School students will normally study twelve units of courses in Year 12.

Satisfactory Course Completion Criteria: A student will be considered to have satisfactorily completed a course if, in the Principal's view, there is sufficient evidence that the student has:

- * **followed** the course developed or endorsed by the Board; and
- * **applied** themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- * **achieved** some or all of the course outcomes (by attending regularly and doing the work required).

CHANGE OF ADDRESS AND/OR CIRCUMSTANCES

Up to date parent/carer and emergency contacts are essential in providing the best care for your children whilst at school. We need to be able to contact parents/carers when a student becomes sick or has an accident. Please use the Parent Portal to advise of any changes to your contact information. The Parent Portal can be accessed through our school website: <https://kingscliff-h.schools.nsw.gov.au/>

As email is a primary method of communication to parents/carers, please also ensure that a current email address has been provided to the school.

If you have not been receiving any email communications from our school, or are unable to access the Parent Portal, please notify the school office at your earliest convenience.

CHARGES/FEES

General Service Contributions pay for enhanced service delivery above and beyond that provided for by State Government funding, allowing Kingscliff High School to maintain its level of excellence in student service delivery and learning opportunity for all students.

The General Service Contribution at Kingscliff High School is \$90.00 for all year groups.

Elective Materials Contributions will apply for students taking subjects indicated on the contributions/payments schedule and pay for consumable materials used that are above the basic curriculum requirements for the course. Students who have not paid fees will be provided with basic materials only to allow them to complete the curriculum requirements of the subject.

Some elective subjects are beyond the resources of the school to fund and would not be offered if students did not pay the contributions requested.

Many elective courses require extra resources, such as ingredients for Food Technology. Each course has had to justify the fees charged with the Principal and every effort is made to keep fees as low as possible. Elective course fees are determined in consultation with the school community as part of the school budget process.

Students and their families should carefully consider the elective fees attached to some of our elective courses before making final choices. These fees cover the cost of resources for specific electives and their curriculum requirements. Any concerns about elective fees should be addressed to the school before making any final elective choices.

Families experiencing financial hardship should contact the school to discuss payment of contributions and elective subjects options. Please contact the Principal during Term 1 2022.

Elective Subject Material Contributions will apply for students taking subjects. Costs are indicated on the Contributions and Payments Schedule in this handbook. Materials contributions shown in the Schedule for Years 9 and 10 are payable **for each semester the subject is studied**. For Years 7, 8, 11 and 12, amounts shown cover the full year.

Payment may be made by the semester for each appropriate subject, eg Agriculture \$20.

Aprons: Aprons may be purchased at the school office for use in Food Technology and Industrial Arts at a cost of \$6.50.

Art Books: Art Books may be purchased at the school office at a cost of \$7.00.

Calculator: A calculator may be purchased at the school office at a cost of \$18.00.

CLASS – ABSENCE FROM CLASS

Students must be in possession of an official pass to be out of class. These passes can only be issued by a teacher.

CLOTHING POOL

Some pre-loved clothes become available from time to time at very reasonable prices. See Head Teacher Administration for information. Donations of pre-loved items of school uniform are always appreciated.

CLUBS

There are many clubs and societies operating within the school to cater for the interests of students. Meeting times for these clubs and societies will be announced at school assemblies and in the daily messages) - eg Environmental, Leo's Club, Drama, Dance, etc.

CONCERNS – CONTACT PROCEDURE

In the average school a lot of things happen in the course of a day, a week, a month or in the longer term. Fortunately, most of the things that happen are **positive**, reflecting well on students, staff and the school in general.

With the best will in the world, sometimes things go wrong at school, as they can in life. However, the good news is that positive answers can usually be found for things that cause us concern. This is especially so, if we view these concerns as “**challenges**” that can be readily dealt with, rather than “**problems**” that we must struggle to fight and overcome.

When things go wrong at school, there are **many avenues** open to students and parents, through which they may seek help. Teachers get a real kick out of helping our students and seeing them succeed. Please do not hesitate to contact the school, if something is worrying your student or if there is an issue you feel merits our attention. Our goal is always to **improve our school** and its service to those it serves.

The following list of personnel and sample issues may be of use to parents and students when contact with the school is required. Getting to speak to the person(s) who can be of the **most direct assistance** will save everyone's time and produce the best outcome. Please phone **02 6674 9777** to speak directly to someone who can help or to make an appointment.

Please contact the school **sooner** rather than later, over any issue of importance to yourself or your student. Please **do not** allow matters to build up. They are best sorted out the **same day** or as soon as they become of concern. The following guide may be of assistance to parents and students:

Enquiries/Reception Office

Please phone or call in 02 6674 9777, for any general enquiries or for advice on the best person to contact re specific issues or concerns.

Faculty Head Teacher

This is the best person to contact over a concern in a particular course/class. Head Teachers are responsible for the planning and teaching of the courses of study provided by faculties. They also have

whole school responsibilities. They are available by appointment for discussions with parents/carers and students. The Head Teacher can arrange a meeting with the teacher of the course if this is required.

Student Year Adviser

Each year group (Years 7-12) has an appointed Year Adviser. Year Advisers are responsible for the personal wellbeing of the students in their year. They check on progress, matters concerning student welfare and when necessary contact parents/carers. Students should always feel free to approach their Year Adviser. Year Advisers are available to respond to enquiries relating to student welfare at school or at home, overall student progress, or conduct at school.

Head Teacher Welfare

The Head Teacher-Welfare is able to respond to emergency or serious student welfare matters. This includes issues related to serious breaches of the school's Code of Conduct and Student Wellbeing and Discipline Policy, suspensions, family problems or other issues that may impact on school performance/attendance. Requests for financial assistance to help students in school related matters are best taken up directly with the Head Teacher Welfare.

Counsellors

The Counsellors respond to referrals initiated by Teachers, Year Advisers, Deputy Principals, Principal, parents or the students themselves. As a resource person, the Senior Psychologist, Education (SPE) may be able to assist the school in areas such as learning disabilities, behavioural management, student welfare, special needs, etc. Students are encouraged to use the counselling service whenever they feel there is a need. Students may self-refer. Alternatively, parents or the school, may wish a student to see our SPE. Parental involvement is encouraged.

Head Teacher Administration

The Head Teacher Administration is available to respond to any enquiries/concerns relating to school attendance, lateness, examination issues and truancy.

Deputy Principal in Charge of Buses

The Deputy Principal in charge of buses is available to respond to any enquiries/concerns relating to school bus travel.

Careers Advisers

Career Advisers are available to answer questions and concerns about career opportunities and university and TAFE entrance requirements. They are always available to provide ongoing career guidance and help with arranging work experience or school to work plans for all of our students.

Deputy Principals

The two Deputy Principals are available to respond to any parent wishing to discuss any issues, especially those of a major or emergency nature. A phone call to arrange an interview is best, given their extensive range of other duties, however, a response over the phone is usually available on pressing matters.

Principal

Highly confidential matters and matters of major concern might best be taken up with the Principal. He is always prepared to respond to any request for an interview by a student or parent. A phone call requesting an interview time is always best, as it will save unnecessary waiting.

COVID-19 INFORMATION

You can find the Department of Education's latest advice on COVID-19 requirements in our school on the Department of Education website at:

<https://education.nsw.gov.au/covid-19>

COVID TUITION

The NSW Government has announced that it will continue to boost student learning through targeted small group tuition for another year. This will build on the success of the 2021 COVID Intensive Learning Support Program (COVID ILSP) and continue to help improve educational outcomes for our students here at Kingscliff High School, whose learning was impacted by the pandemic.

The program will continue to provide targeted small-group tuition for students until the end of 2022.

Identified students will participate in approximately 1.5-2 hours per week of individualised tuition with a core focus on literacy and/or numeracy skills.

CURRICULUM STRUCTURE

Kingscliff High School prides itself on the choice and diversity available in the curriculum which we offer to our students. Subjects are offered in all of the eight Key Learning Areas as specified by the NSW Department of School Education.

In Year 7 students are offered a vast range of learning opportunities in Humanities (English, Human Societies and its Environment and, Personal Development, Health and Physical Education), ISTEM (Information and Communications Technology, Technology Mandatory and Computing Technology, Science, Technology Mandatory, Engineering and Mathematics), CAPA (Music, Dance, Drama and Visual Arts), Literacy and Numeracy.

In Year 8 students are offered experience in a wide range of subjects. Major emphasis is placed on the core subject areas of English, Maths, and Science. These are complemented by experience in other areas including Social Sciences, Personal Development, Health and Physical Education, Dance, Drama, Japanese, Art, Music, Technology Mandatory and Computing Technology.

STRUCTURE—STAGE 4 (Year 7 and Year 8)

Year 7		Year 8	
SEMESTER 1	SEMESTER 2	SEMESTER 1	SEMESTER 2
CAPA <ul style="list-style-type: none"> • Music • Drama • Dance • Art 	CAPA <ul style="list-style-type: none"> • Music • Drama • Dance • Art 	English	English
Humanities <ul style="list-style-type: none"> • History • Geography • English • PDHPE 	Humanities <ul style="list-style-type: none"> • History • Geography • English • PDHPE 	Maths	Maths
iSTEM <ul style="list-style-type: none"> • Information and Communications Technology (ICT) • Science • Technology Mandatory • Engineering • Mathematics 	iSTEM <ul style="list-style-type: none"> • Information and Communications Technology (ICT) • Science • Technology Mandatory • Engineering • Mathematics 	Science	Science
LAN <ul style="list-style-type: none"> • Literacy 	LAN <ul style="list-style-type: none"> • Literacy 	Commerce ICT	History Geography
LAN <ul style="list-style-type: none"> • Numeracy 	LAN <ul style="list-style-type: none"> • Numeracy 	Japanese	Music Art
		PDHPE	PDHPE Drama Dance
		Technology Mandatory	Technology Mandatory

STRUCTURE—STAGE 5 (Year 9 and Year 10)**Year 9****Compulsory - Two semesters of:**

English, Mathematics, Science, Australian Geography and History **and** one Semester of Personal Development, Health and Physical Education.

Plus

Five separate electives (one Semester of each) to be selected from:

Agricultural Technology

Child Studies

Commerce

Dance

Drama

Food Technology

Graphics Technology

Industrial Technology – Electronics, Engineering Studies, Metal, Multimedia, Timber

Information and Software Technology

iSTEM

Japanese

Marine Technology

Music

Photography and Digital Media

Physical Activity and Sports Studies

Textiles Technology

Visual Arts

Visual Design

Year 10

In Year 10 Students have:

Compulsory core subjects — Two semesters of:

English, Mathematics, Science, History, Geography **and** One Semester of Personal Development, Health and Physical Education.

Plus

Two electives commenced in Year 9 must be continued for both semesters in Year 10, plus one elective from Year 9 for one semester.

STRUCTURE—STAGE 6 (Year 11 and Year 12)

Senior students are offered a wide range of subject choices, including Board Developed courses, Board Endorsed courses and opportunities to combine TAFE studies with their school subjects. Choices may include:

Aboriginal Studies, Agriculture, Ancient History, Biology, Business Studies, Chemistry, Community and Family Studies, Dance, Design and Technology, Drama, Earth and Environmental Science, Economics, Engineering Studies, English (Studies, Standard, Advanced, Extension I and II), Food Technology, Mathematics, Mathematics Standard 1 and 2, Modern History, Music, Personal Development, Health and Physical Education, Physics, Primary Industries, Society and Culture, Software Design and Development, Sport, Recreation and Lifestyle Management, Studies of Religion (1 and 2 unit), Textiles and Design, Visual Arts

CURRICULUM – ADDITIONAL PROGRAMS (Years 7-12)

To complement the comprehensive subject offerings at Kingscliff High School, many other additional activities are a regular and important part of the school calendar.

- An active and enthusiastic Student Representative Council (SRC) plays a positive role in the life of the school.
- Drama has proved to be a very popular area. Regular Drama nights are held as well as involvement in performances in Creative Arts Nights and a local pre-school performance.
- Music is also encouraged within the school. Vocal, instrumental and school band programs are keenly supported and available. Performance opportunities are available in the form of Creative Art evenings, public performances and Schools Spectacular.
- Kingscliff High School Dance Ensembles are actively supported within the school. Some activities include School Creative Arts evenings, Dance Festivals and Schools Spectacular.
- Sporting life is encouraged. This school has been a regular and extremely successful competitor in state-wide CHS Knockout competitions in many sports. Annual carnivals are held in swimming, athletics and cross-country running. Non-competitive recreational sports are also offered for students whose interests are in that direction.
- A range of excursions takes place throughout the year. These include day trips to local industrial and commercial centres, museums and art galleries as extended excursions. The most popular of these have been our pre-COVID biannual trips to Japan for students of Japanese, and an annual trip to the Snowy Mountains for Year 9 and Year 11. Only students with exemplary behaviour will be eligible for these excursions.
- Our students are encouraged to develop their skills and abilities and compete in a wide range of other activities including writing, debating, public speaking, English, Maths, Science, Languages and other subject competitions.
- Kingscliff High School runs a very strong program in Languages other than English specifically in Japanese. An integral part of these programs is contact with native speakers of Japanese. We are supported by our parent community, through its willingness to host visiting foreign exchange students, both long and short term.

CURRICULUM SUPPORT PROGRAMS

- Students are guided in their career choices through a comprehensive program run by the school's Careers Adviser. This includes an opportunity for one or two sessions of Work Experience in Year 10.
- Regular Parent/Teacher Nights are held to help facilitate communication between the school and the home. The specific dates of these nights will be communicated to parents via the weekly newsletter and notes sent home.
- Experience with computers is available in all subject areas and in our well-equipped school library and computer rooms.
- Special emphasis is placed upon the pastoral care of students at Kingscliff High School, through our Head Teacher – Welfare and Year Advisers.

DIARIES – SCHOOL

Students can purchase a diary from the school's Front Office. Included in the diary are the bell times, a calendar which relates the days of each school week to the seven day timetable cycle and a plan of the school.

There are five days to each double page, which means that there is adequate room for indicating assignments, tests and homework. We feel that the school diary should assist in overcoming a communication problem between the

school and parents in regard to homework. The school diaries cost 50c per term and should be brought to school every day. Parents should ensure they are used and check that homework is being given and attempted.

Year 7 will not need to purchase a school diary as Year 7 students will be using our digital devices to access an online calendar.

DRUGS AND WEAPONS POLICY

All NSW schools are drug free zones. Tobacco, vapes, alcohol, all illegal drugs and weapons (real or imitation), are banned at all times. This includes excursions and all other school organised activities whether held at school or other venues.

EMERGENCIES

Kingscliff High School has a policy for the protection of staff, students and property in the event of an emergency. Each room has an evacuation and lockdown plan which indicates what students have to do in case of emergency and staff supervision thereof. It is essential that parents make sure that home addresses and contact phone numbers held by the school, are always up to date to assist with liaisons when required.

Evacuation and Lockdown drills are practiced throughout the year.

ENROLMENTS

At the beginning of each year new enrolments are processed on the day after all currently enrolled students return to school.

At other times during the year parents of new students should contact the school for an appointment. Transfer forms and school progress reports etc from previous schools are required to assist placing students in their correct classes.

It is most important that enrolment forms are filled in fully and accurately and that the school is notified of any changed circumstances.

PLEASE NOTE: Students must be enrolled under their correct name as per their birth certificate or other legal document. Name changes must be ratified by the provision of a statutory declaration or other legal documents.

Further information on enrolment and the online enrolment program can be found on the NSW Department of Education website at: <https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>

EXCURSIONS AND SPORTING TRIPS

Excursions and sporting trips are organised by the school during the year. Only students with satisfactory records of behaviour and cooperation are permitted to attend. Attendance at all excursions and sporting trips is at the discretion of the Principal. Students taking part must be in correct attire and must return their **signed permission notes** and code of conduct before they will be allowed to join the excursion.

FACEBOOK

Keep up to date with the latest announcements and events happening at Kingscliff High School. The page regularly features pictures and videos of what is happening around the school. Like and follow our Facebook page here:

<https://www.facebook.com/pg/kingscliffhighschool/>

HEALTH AND SAFETY

Kingscliff High School recognises the right of all staff and students to a healthy and safe environment. This is the responsibility of everyone and for this reason Kingscliff High School is committed to raising awareness of health and safety issues and promoting safe practices. There are procedures in place to deal with emergencies and evacuations.

It is against the law for any person to get onto a roof that is over two metres off the ground, unless they have proper safety gear in place and being used. **NO student or teacher** is permitted to climb onto school building or covered walk ways at Kingscliff High School under any circumstances.

Shoes with strong uppers are required by all students at all times.

INCLUSIVE EDUCATION

Kingscliff High School currently has two Multi-Categorical classes as well as an Integrated Support Class. These classes cater for students with a range of disabilities and students with diverse learning needs. All students in this setting are on a Life Skills or adjusted pattern of study. Each class has one teacher and an SLSO allocated to support the day to day running of the classroom.

Our purpose is to:

- Provide quality integrated programs to support the cognitive, emotional, social, physical, and spiritual wellbeing of students.
- Ensure that all students have the opportunity to be actively connected to their learning, have positive and respectful relationships and experience a sense of belonging to their school and community.
- Students in Inclusive Education setting all have an Individual Education Plan that is developed in consultation with key stakeholders including Head Teacher Inclusive Education, classroom teachers, parents/carers and students. Each semester plans are reviewed and new goals are set whereby students are provided with every opportunity to reach their full potential.

INSURANCE

The school has no insurance policy covering students against injury whilst at school or on the sports fields. Parents may need to take out private policies to cover such injury. Also personal property is not covered. For this reason, items of value such as mobile phones, bicycles, skateboards etc are brought to school at a student's own risk.

IMPLEMENTATION OF DEPARTMENT OF EDUCATION POLICIES

Kingscliff High School as a set of procedures for each of the following Department of Education Policies:

[Working with Children Check Policy](#)

[Student Discipline in Government Schools Policy](#)

[Child Protection Policy: Responding to and reporting students at harm](#)

[School Attendance Policy](#)

LEAVERS

Procedure - Where a student is signing out of school permanently:

- Parents should contact the Administration Office and provide a written statement seeking termination of enrolment.
- On the last day of school, the student will be issued with a "leavers card". At least one hour should be set aside to complete all the instructions on the card, and return textbooks to their correct department.
- Students are required to pay for any lost textbooks, library books and DET computers or other property that they were responsible for.
- **Leavers cards must be returned to the Front Office**

LIBRARY

Kingscliff High School Library aims to provide a quiet, welcoming environment for teaching, learning, academic and recreational reading needs, with a qualified teacher librarian always on hand to offer assistance when needed.

Our growing, up-to-date collection includes fiction and non-fiction books, digital media, a variety of magazines and other educational resources to support the teaching and learning activities of the school, as well as catering to the recreational reading interests of students and staff.

Library computers provide access to the school intranet, the internet and a variety of software apps.

The Library is open each day of term from 8:15am till 3:15pm.

On Wednesdays during Sport, the Library is open to Senior Students for study purposes.

Borrowing limits vary according to scholastic year, the usual borrowing period is two weeks for books, while reference material is overnight. There is an external returns chute for out-of-hours returns.

All Library users are expected to respect the rights of others by maintaining a quiet, safe shared learning space.

LITTER

Students are asked to co-operate by placing all litter in the bins provided and assisting to keep the playground tidy. Students are responsible for keeping the whole school and the area where they sit tidy. It is not the responsibility of support staff to clean up after students. There is a clear expectation that any student asked by staff to assist in cleaning the school will do as requested. Please do not feed the birds such as Ibis.

LOST PROPERTY

All lost property should be handed in to the Head Teacher-Admin office. If property is labelled, every effort will be made to return it to its owner.

MESSENGER SERVICE/RUNNER

Year 7 students are asked to spend one day a year acting as messenger (also known as a “Runner”) within the school. This gives the students a chance to learn about the school and the procedures operating. It also provides an opportunity for students to perform a school community service.

MOBILE PHONES – YONDR phone pouch system – Year 7-11 students

Our School’s Approach - YONDR

Kingscliff High School does not consider mobile phones to be an appropriate digital learning device under the Department of Education’s BYOD policy. This is due to their small screen size which has implications for optical health as well as their incompatibility to utilise a wide range of software required to access a wide range of learning activities and experiences. Students will have access to digital devices such as desktop computers, Chromebooks and iPads for learning activities that require specific access to online and offline platforms. Kingscliff High School has a collection of Chromebook trolleys for use across the school.

Kingscliff High School utilises the YONDR phone pouch system. All students enrolled at Kingscliff High School will be allocated a YONDR pouch free of charge. Students enrolling throughout the year will be allocated a pouch as part of their enrolment. If this is damaged or lost, a replacement cost of \$10 will be billed to parents/carers.

Student Expectations - YONDR

Once allocated a YONDR pouch, students will be expected to have their phone secured in their pouch for the duration of the school day, except where exemptions apply as set out below. Students are not permitted to have headphones, airpods or earbuds that connect to their device via Bluetooth. If sighted these will be managed by staff in the same manner as an un-pouched device.

Once students enter school grounds they are expected to:

1. Place their phone in the pouch
2. Lock the pouch for the duration of the day
3. Unlock pouches at one of the unlocking stations at the end of the day as student leaves

Homeroom Teachers may check that students have their phones locked in the YONDR pouch at the beginning of Homeroom (Roll Call) each day.

Where there is a need to use a phone for a learning task, for example filming a movement in PDHPE, the Teacher will have access to an unlocking station through the Head Teacher. At the conclusion of the learning activity students are expected to return their phone to the pouch as set out above.

On Wednesdays students who have permission to leave from external sport venues, for example walk home from surfing, will need to ensure that the Front Office has received their permission note to leave early and that they unlock their pouch at the Sport Roll Call before leaving for sport. Where an excursion or off-site event occurs students will not be expected to have their phones in the pouch, as they may not return to school.

Students will not have access to their phones during break times. This decision by the school is supported by the Department of Education's *Student use of digital devices and online services policy* and serves to encourage more positive interactions with students and staff in the playground.

A copy of the Mobile Phone - Policy and Procedures and Usage Agreement - Yondr - Years 7-11 can be found on our website at: <https://kingscliff-h.schools.nsw.gov.au/about-our-school/rules-and-policies/mobile-phone-policy.html>

MOBILE PHONES – ‘Off and Away’ mobile phone policy – Year 12 students

At Kingscliff High School we place great value in high quality, innovative learning experiences which allow our students to become increasingly self directed and engaged.

All Year 12 students must adhere to the ‘Off and Away’ mobile phone policy.

How it works:

- Mobile phones are to be switched off and put away during class time and during movement time between classes. This also applies to ear pieces.
- Students can access their phones before 8:05am, during Recess and Lunch, and after their last lesson for the day.
- Senior students can access their phones during study periods when they don't have a timetabled class.

What happens if a student accesses their phone during or between class:

- First instance - students receive a Formal Caution indicating a further breach will result in two day suspension from school.
- Second instance – Students are suspended from school for two days.
- Further instances will lead to longer suspensions, mobile phone monitoring or phone not permitted at school.
- If Year 12 students are unable to support this process, they will move to the “Yondr pouch” approach which denies students access to their phones throughout the school day, with the same consequences in place should students not cooperate.

A copy of the Mobile Phone - Mobile Phone - Acceptable Use Policy and Usage Agreement - Off and Away - Year 12 can be found on our website at: <https://kingscliff-h.schools.nsw.gov.au/about-our-school/rules-and-policies/mobile-phone-policy.html>

MOVEMENT OF STUDENTS

Students are encouraged to move quietly and in an orderly courteous manner between classrooms and in buildings. Students will enter and leave rooms only under the supervision of a teacher.

NEW BUILD – SCHOOLS INFRASTRUCTURE NSW

During this year, our school campus will undergo significant, planned structural redevelopment. This incorporates input from a comprehensive process of school community consultation dating from 2019. We anticipate having the following completed for the start of the 2023 school year:

- A new Library
- A new Creative and Performing Arts block
- A new Physical Education pavilion (already completed)
- All of our existing generalist classrooms enlarged by one third
- Food Technology kitchens upgraded
- Air conditioning for learning spaces
- Upgrades to our Administration block

NEWSLETTER - “Kingly Spirit”

A school Newsletter called the “Kingly Spirit” is produced every fortnight and sent out via email. It can be viewed online via the school website or on Facebook. The Newsletter is an important avenue for communicating a wide range of education, cultural, sporting and social activities.

OTHER PASSES

Notes from parents for passes out of the school for doctor’s appointments or other essential needs are taken to the Head Teacher Administration for signing. They are then taken to the Front Office for a pass. Students must sign out and in if they return. Every effort should be made to make appointments out of school hours, particularly on sport afternoons as sport is a mandatory requirement of the RoSA in Years 7-10. Please refer information in this handbook regarding Absence on a Wednesday–Sport Afternoon.

PARENTS & CITIZENS ASSOCIATION

All parents, particularly parents of new enrolments, are encouraged to join our P&C Association. This is an organisation which provides tremendous help and support to the school. Meetings are held on the third Monday of each month in the Meeting Rooms located near the school’s Front Office at 6:30pm. No meetings are held during the school holidays. During Level 3 COVID restrictions the P&C Meetings will be held online via Microsoft Teams.

P&C Meetings 2022

Meeting dates can be found on our School Calendar and are scheduled for:

21 February, 21 March 2022, Not during School holidays in April 2022, 16 May 2022, 20 June 2022, 18 July 2022, 15 August 2022, 19 September 2022, 17 October 2022, 14 November 2022, 19 September 2022, 17 October 2022, 14 November 2022, 12 December 2022.

The welfare of your child will be strongly influenced by the success of this body within the school.

Membership contribution:	\$2 per family
President:	TBA (Rel. President is Christine Boyd until a new P&C President is appointed)
Vice President:	Helen Cartwright
Secretary:	Jill Smith
Treasurer:	Robyn Geeves

Further information on the P&C Uniform Shop and Canteen can be found on our website at:

<https://kingscliff-h.schools.nsw.gov.au/about-our-school/p--c-uniform-shop-and-canteen.html>

PARENT – TEACHER NIGHTS

Structured interviews follow the issuing of Half Yearly Reports. Meetings may be arranged for the selection of subjects for the following year or for other important welfare reasons. These meetings are arranged to enable parents to meet teachers, to discuss student progress and attitude, give information as well to indicate problems that the students may be experiencing.

In Year 7 2022 parents will be invited each term to a showcase of student learning, where all Year 7 Pod teachers will have opportunity to meet parents/caregivers and celebrate their child's success that term with their families.

PHONE CALLS

Students are reminded to bring to school with them all the equipment they will need for the day's lessons as phone calls from the school office are strongly discouraged. **Urgent** calls only can be made on application to the front office. If **urgent messages** are to be phoned to the students, please ensure that they are phoned through to the office **well before 2.00 pm** as after that time, there is no "runner" available to deliver messages.

POSITIVE BEHAVIOUR FOR LEARNING (PB4L)

PB4L is an evidenced-based, organisational framework for behaviour support to enhance respectful relationships and engagement of students in their learning.

Kingscliff High School has a focus on explicitly teaching positive behaviour expectations to support every student in maintaining STAR behaviour across the school. STAR students at Kingscliff High School are Safe, Tolerant, Achieving and Respectful.

All students are expected to know and practice the Positive Behaviours for Learning (PB4L) at all times. To assist with learning the behaviour, all students will participate in PB4L lessons as part of their Stage assemblies and at appropriate times during regular classes. The behaviours taught are also reinforced via newsletters and through signage around the school.

Students are supported in developing and maintaining appropriate behaviours, through familiarising themselves with the Kingscliff High School behaviour flowchart as well as positive reinforcement from their teachers. Kingscliff High School has a range of strategies for rewarding students who consistently apply the Positive Behaviour for

Learning values. For further information, please do not hesitate to contact a member of the PB4L team or the Deputy Principal.

PB4L MATRIX

	All Settings	Canteen	Playground				Toilets	Corridors	Assemblies	Bus		
			Passive		Checkerboard (A4)	Dam (A5)					Back oval/ Cts (A6)	
			IA area (A2)	Quad (A3)								
Safe	<ul style="list-style-type: none"> *Follow all staff directions *Be in the right place at the right time *Get permission to leave *Maintain a clean & safe environment *Keep your hands and feet to yourself *Keep walkways and stairs clear *Use equipment in the correct way 	<ul style="list-style-type: none"> * Take money only to canteen (Leave bags away from canteen line) *Take care with hot food 	<ul style="list-style-type: none"> *Walk from place to place 	<ul style="list-style-type: none"> *Walk from place to place 	<ul style="list-style-type: none"> *Play handball 	<ul style="list-style-type: none"> *Play handball 	<ul style="list-style-type: none"> *Play touch *Finish eating before heading out the back *Stay in approved inbounds areas 	<ul style="list-style-type: none"> *Wash hands for its purpose. *Report illness or distress to staff *Inform staff of damage 	<ul style="list-style-type: none"> *Line up outside classrooms *Keep walkways clear *Keep left 	<ul style="list-style-type: none"> *Enter and exit under direction of staff *Sit in year groups *Take bags off your back 	<ul style="list-style-type: none"> *Line up in correct area *Listen for your bus number *Walk in one straight line to your bus when directed *Wait in the correct area 	
Tolerant	<ul style="list-style-type: none"> *Accept difference and diversity *Nice or nothing *Take a stand against bullying 	<ul style="list-style-type: none"> *Wait patiently 	<ul style="list-style-type: none"> *Share all areas 	<ul style="list-style-type: none"> *Share all areas 	<ul style="list-style-type: none"> *Share all areas 	<ul style="list-style-type: none"> *Share all areas 	<ul style="list-style-type: none"> *Share the playing spaces 	<ul style="list-style-type: none"> *Leave the area when finished 	<ul style="list-style-type: none"> *Assist others when needed 	<ul style="list-style-type: none"> *Applaud each other's achievements appropriately. 	<ul style="list-style-type: none"> *allow space between you and others in line 	
Achieving	<ul style="list-style-type: none"> *Be prepared for learning *Be punctual *Actively seek help *Be an active learner *Accept responsibility 	<ul style="list-style-type: none"> *Purchase food and drinks 5 minutes before the end of breaks 	<ul style="list-style-type: none"> *Use senior study areas appropriately *Finish food and drink before the bell 	<ul style="list-style-type: none"> *Finish food and drink before the bell *Move promptly through this area on the way to class *Use the bubblers/water fountain during breaks only. 	<ul style="list-style-type: none"> *Finish food and drink before the bell 	<ul style="list-style-type: none"> *Use senior study areas appropriately *Finish food and drink before the bell 	<ul style="list-style-type: none"> *Leave the area 5 minutes before the bell 	<ul style="list-style-type: none"> *Use toilets during breaks 	<ul style="list-style-type: none"> *Walk quickly to class *Carry 'Out-of-class' pass during lesson time 	<ul style="list-style-type: none"> *Listen for important information * Accept acknowledgment 	<ul style="list-style-type: none"> *board the bus in an orderly fashion 	
Respectful	<ul style="list-style-type: none"> *Use socially appropriate language and actions *Listen and speak when appropriate *Wear school uniform correctly *Care for school property and property of others *Use personal devices appropriately 	<ul style="list-style-type: none"> *Join the end of the line *Be polite and courteous *Buy for yourself only *Use your own money 	<ul style="list-style-type: none"> *Be considerate of classes in progress *Leave area tidy *Put rubbish in the bin 	<ul style="list-style-type: none"> *Be considerate of classes in progress *Leave area tidy *Put rubbish in the bin 	<ul style="list-style-type: none"> *Be considerate of classes in progress *Leave area tidy *Put rubbish in the bin 	<ul style="list-style-type: none"> *Be considerate of classes in progress *Leave area tidy *Put rubbish in the bin 	<ul style="list-style-type: none"> *Be considerate of classes in progress *Leave area tidy *Put rubbish in the bin 	<ul style="list-style-type: none"> *Play by the agreed rules *Leave area tidy. 	<ul style="list-style-type: none"> *Use sanitary bins provided *Keep clean and graffiti free *Flush toilet after use *Be water wise 	<ul style="list-style-type: none"> *Be considerate of classes in progress *Wait quietly outside the classroom for your teacher. 	<ul style="list-style-type: none"> *Face the speaker and sit up straight *Turn devices off and away * Sing the National Anthem 	<ul style="list-style-type: none"> *Wait your turn *Speak politely to the bus driver

PROPERTY DAMAGE

Any willful damage to school property must be paid for by the students involved. Every effort must be taken to ensure the attractive and functional operations of the school are maintained. Any personal items such as mobile telephones, music devices, skateboards are brought to school at a student's own risk and the school takes no responsibility for their security.

SICK BAY

All students are expected to be at school unless they are unwell. Do not attend school if unwell, even with mild symptoms. Get tested for COVID-19 and follow NSW Health Directions.

Please refer to the NSW Department of Education website under "Advice for Families" for the latest COVID-19 information, which is updated regularly:

<https://education.nsw.gov.au/covid-19/advice-for-families>

If a student becomes ill, injured or distressed whilst at school and needs to leave class, he/she should indicate to the teacher that they need to go to sick bay. As a part of the school's Duty of Care, a note will be given to the student to release them from class and report to the School Assistants at the outside window of the front office. If the illness, injury or distress occurs between classes or during recess or lunch break, the student should report directly to the School Admin Officers at the outside window of the front office where they will gain immediate entry into sick bay.

Students accessing sick bay will be offered immediate care and support. If, after assessment by the First Aid Officer the illness, injury or distress requires further attention, parents will be contacted to pick up their child as soon as possible to either take them home or seek further medical attention. The First Aid Officer will continue to monitor the student until the parent arrives, watching for improvement or deterioration of the condition and responding accordingly.

If the school is unable to contact the parent or emergency contact, the First Aid Officer will continue to monitor the student's health and wellbeing and assess whether:

- The student is able to go back to class
- Further monitoring is required or;
- An ambulance needs to be called

The school contributes to the NSW Ambulance Service, which provides excellent support in the more serious cases of illness, injury or distress.

If it is determined (by the accredited First Aider in conjunction with relevant Teaching Executive) that a student is frequently misrepresenting themselves as being unwell, the Exec would discuss the matter with the Parent Carer to determine causative factors and to develop a management plan for future incidents. The accredited First Aider should be advised of the agreed future approach to be employed.

Under no circumstances is any medication to be carried at school unless the appropriate paperwork has been submitted to the Front Office and signed and approved by the Head Teacher Welfare.

SPORT / SPORTS DAYS

Kingscliff High School has established an excellent sporting reputation and the school is proud to already have many State and Australian representatives in a variety of sports.

Students will find that a large part of their high school life can revolve around sport. By being involved, sport will undoubtedly provide them with many physical and social experiences that should have a tremendous influence in

their future life. Participation must be kept in balance with the need to satisfy academic requirements for the award of the School Certificate or Higher School Certificate.

A variety of opportunities will be given to students to gain these experiences. All that is needed is an enthusiasm and desire to participate. Please note that students may not ride bikes or skateboards to sport. Students cannot be passengers in cars driven to sport by other students or friends. A brief summary of the year's sports is as follows:

All students participate in a variety of sports at venues in and outside the school.

- Year 7 participate in a basic skills program, including swimming.
- **Swimming Carnival** – Friday 4 February 2022 Week 2, Term 1
- **Cross Country Carnival** – Friday 6 May 2022, Week 2, Term 2
- **Athletics Carnival** – Friday 10 June 2022, Week 7, Term 2

POSITIVE BEHAVIOUR IN SPORT

Any breaches of the school's expectations of positive behaviour or of the Department of Education's policy on acceptable conduct during school sports events will be dealt with as per the school's established procedures regarding student behaviours.

ROLL CALL (HOMEROOM)

All students, juniors and seniors are required to attend a 'Homeroom' period for Roll Call at 8:45am Monday, Wednesday and Friday and 9:15am on Tuesday and Thursday.

Seniors are required to attend Homeroom even if they have a study period during periods 0, 1 and 2.

STUDENT BEHAVIOUR MANAGEMENT

At Kingscliff High School, all students are expected to demonstrate **STAR (Safe, Tolerant, Achieving & Respectful) values** through their behaviour in all school settings. We support students in building their understanding of, and capacity to demonstrate these values throughout their time at Kingscliff High School. Our students understand that **positive and respectful relationships** between students, and between students and teachers, is fundamental to high quality teaching and learning.

Our approach to student behaviour management is multi-faceted:

- Explicit teaching of positive behaviour expectations.
- Acknowledging and rewarding consistent positive behaviour
- Consistent communication with the families of all students
- Pro active wellbeing programs for all year groups
- Adjusted curriculum delivery and assessment
- Individualised planning for identified students addressing behaviour, learning and transition beyond school
- Consistent and appropriate disciplinary measures in line with Department of Education policy requirements.

Our management of students who consistently do not meet our behaviour expectations or who behave in an unacceptable way is reliant on a positive three way partnership between the school, the student and the parent(s) / carer(s). More detail on how this partnership works, and our approach to student behaviour management overall, can be found in our Student Wellbeing and Discipline Policy 2020-2022 on the school's website. The procedures through which Kingscliff High School implement the Department of Education's Student Discipline policy is outlined in this Handbook.

ADDRESSING BULLYING BEHAVIOUR POLICY

Kingscliff High School has a strong anti-bullying policy and bullying will not be tolerated. Students have the responsibility to not bully others, to tell someone if they are being bullied and to support students who they observe being bullied. A special “Upstander” education day is held each year on the third Friday of March in conjunction with the National Day of Action against Bullying and Violence. Our “Addressing Bullying Behaviour” policy is available to any student or parent upon request or on the school website.

Our school makes use of the STYMIE program. It is a student welfare program aimed at empowering students to be Upstanders to bullying in a safe and responsible way. STYMIE is an anonymous online reporting system for students who witness unacceptable, anti-social behaviour but feel intimidated to report it. Any student can report any incident at any time by using a device go to <https://www.stymie.com.au/> and follow the prompts.

SUPERVISION POLICY

The Student Representative Council (SRC) work collaboratively with the Kingscliff High School student body, staff and the P&C committee to promote student voice, partnerships and leadership at Kingscliff High School.

Time (Monday – Friday)	Supervisors
Prior to 8:00 am	No supervision in place
Before School 8:00am – 8:45/9:15 am	Deputy Principals
Period 1	Direct supervision by classroom teachers
Recess	Direct supervision by teachers on playground duty
Periods 2 and 3	Direct supervision by classroom teachers
Lunch	Direct supervision by teachers on playground duty
Period 4	Direct supervision by classroom teachers
After School 3.15pm - 4.00 pm	Designated Bus Duty supervision Head Teachers
4.00 pm onwards	No supervision in place (except for students on after school detention)

STUDENT REPRESENTATIVE COUNCIL (SRC)

The Student Representative Council (SRC) work collaboratively with the Kingscliff High School student body, staff and the P&C committee to promote student voice, partnerships and leadership at Kingscliff High School.

Membership

The SRC is made up of students who nominate themselves or their peers to represent the voice of our student body. The council is formed by student representatives from Year 7 through to Year 12. The senior student representatives include the two school captains and two vice captains. The captains are elected in Term 3 each year and a new council is formed in Term 4. Year 7 council members are elected via a selection process that involves interviews with the SRC Leadership Development Team and a selection panel of students from the Year 7 cohort. Year 8 and Year 9 candidates are elected based on the submission of a nomination form and where necessary, a preferential voting process with their respective year group. Students from Years 10 through to Year 12 can join the council on a voluntary basis.

Meetings

The SRC meets every week on a Thursday at recess. Whole SRC meetings take place every three weeks and team meetings occur every other week.

Any student or staff member can attend whole SRC meetings to raise an issue, concern or idea for consideration.

SRC Teams

The SRC is broken down into various teams, each with a specific purpose. They include, but are not limited to:

- Student Voice and Partnerships Team
- Wellbeing and School Spirit Team
- Leadership Development Team
- Community and Communications Team

These teams all work together to organise and lead initiatives to improve the school for the whole student body.

SRC Executive Team

The SRC also has an executive team which includes the four school captains, team leaders and the SRC President, Vice President, Secretary and Treasurer. Other than the school captains, the executive positions are elected by the whole SRC before our annual SRC conference. Students in Years 8-11 are eligible to be elected onto the SRC executive. The SRC executive meet twice a term to review systems, SRC processes and discuss decisions on future directions of the SRC.

SRC Constitution

The SRC are regularly reviewing the constitution by which our processes are governed by. Should any member of the school community wish to view the constitution they can contact the Kingscliff High School, SRC Collaborator.

List of 2022 SRC members

School Captains

Ashi Hilmer
Jack Charlton

Vice Captains

Abbey Webster
Raven Tuala

Surname	First Name	Year
ALLSOPP	Archie	8
HERANGI	Leah	8
LAWRENCE	Zoe	8
REYNOLDS	Jenny	8
HOLLAND	Taylor-Paige	8
PRESTON	Phoenix	8
O'RAFFERTY	Estelle	8
ELANEY	Ben	8
KARABEL	Cooper	9
O'RAFFERTY	Marley	9
RAYMANT	Hugo	9
RENOLDS	Summer	9
WEBB	Benji	9
ALLSOPP	Patrick	10
DIXON	Ava	10
GREGORACI	Liam	10
NICHOLLS	Joshua	10
STEEL	Seth	10
WILLS	Tadhg	10
CROSS	Ash	11
AKILAN	Abinu	11
GRAHAM	Calista	11
BOWIE	Tomas	11
WARBURTON	Skye	11
CHARLTON	Jack	12
ELLEM	Lucy	12
HINCHCLIFFE	Sasha	12
HILMER	Ashi	12
MATTHEWS	Remy	12
SPENCE	Charlie	12
TUALA	Raven	12
WEBSTER	Abbey	12

TEXTBOOKS

Textbooks will be issued on loan to all students according to their requirements. The replacement cost of damaged or lost text books must be paid. Parents are advised of the great damage that can be done to text and exercise books in soft bags. Students are advised to take the greatest care with their school textbooks.

TRAVELLING TO SCHOOL

Walking: Students who walk to school should ensure they arrive before Roll Call each day. Students walking home should leave the school premises immediately they are dismissed in the afternoon.

Buses: Bus applications are now completed online. For details visit:

Students catching a bus home are required to wait in the main quadrangle under the supervision of the bus duty teacher. School bus timetables can be found at:

<https://www.surfside.com.au/school-services>

Bicycles: Parents are asked to assist in helping ensure that those students using bikes do so with care and courtesy and obey normal traffic regulations. It is essential that cyclists wear a helmet.

Bicycles must be left at the bicycle rack provided, preferably chained with a lock. Bicycles are not to be taken to sport.

Cars: Students who are licensed may drive to and from school but must park on the street. No student parking is available on school premises. Students are not to park in the school visitor parking spaces.

Students should only leave the school if they have permission to do so. Cars can only be driven during school time on an excursion. Written permission must be provided by the parent or guardian, the car must be comprehensively insured, the written permission note must be signed by the Principal or the Deputy Principal and it is seen as appropriate by the school to use private vehicles.

UNIFORM

As a result of the P&C Association, staff and student discussion, we are a uniform school.

Kingscliff High School takes pride in the fact that students wear the school uniform. We expect that all students will aim for high standards of dress.

Students out of uniform on three occasions face an automatic after school detention.

The officially approved school uniform garments are listed below. Please note that all items are embroidered with the school's official logo and are unisex (apart from the girl's skirt). Please do not purchase items of "uniforms" other than those officially approved as part of our school uniform. Any combination of the items listed below can be worn.

Junior Uniform

Slacks/Trousers: Boys/Girls tailored navy with belt loops.

Shorts: Navy shorts (choice of embroidered:- tailored, knit, cotton or 'peach' texture taslon materials) with wave pattern logo. Shorts minimum length is set as *standing up straight, with arms by the sides and fingers pointing directly to the ground, shorts hemlines MUST be below the end of the fingertips.*

Girls skirt: Check skirt (fabric 7033, Butterick Pattern 5712) – skirt minimum length is set as *standing up straight, with arms by the sides and fingers pointing directly to the ground, skirt hemlines MUST be below the end of the fingertips* to be worn with:-

Polo Top: Mid blue polo shirt with wave pattern collar and sleeve trim. School shirts minimum length must overlap the waistband of skirt or shorts by at least 5cm when a *student stands straight with arms held straight out at shoulder height.*

Girls and Boys Cold Weather: A navy, v-neck sloppy joe with wave pattern logo may be worn. Girls may wear plain black stockings / tights with their skirts. School embroidered tracksuit pants.

Senior Uniform

Slacks/Trousers: Boys/Girls tailored navy with belt loops.

Shorts: Navy shorts for boys or girls (choice of embroidered:- tailored, knit, cotton or 'peach' texture taslon materials) with wave pattern logo. Shorts minimum length is set as *standing up straight, with arms by the sides and fingers pointing directly to the ground, shorts hemlines MUST be below the end of the fingertips.*

Girls skirt: Check skirt (fabric 7033, Butterick Pattern 5712) – skirt minimum length is set as *standing up straight, with arms by the sides and fingers pointing directly to the ground, skirt hemlines MUST be below the end of the fingertips* to be worn with:

Senior Polo Top: White with wave pattern collar and sleeve trim. School shirts minimum length must overlap the waistband of skirt or shorts by at least 5cm when a *student stands straight with arms held straight out at shoulder height.*

Girls and Boys Cold Weather: A navy, v neck sloppy joe with wave pattern logo. Girls may wear plain black stockings / tights with their skirts. School embroidered tracksuit pants. Hoodies are not permitted to be worn at any time.

Shoes: All students are to wear safe footwear - fully enclosed shoe with a strong upper, leather or similar (no thongs, scuffs, sandals or similar), this means a support sole and a firm, strong upper shell to protect the feet.

Socks: Socks - white or usual school socks (grey/maroon stripe) or sports socks (pale blue/maroon stripe)

Track suit: with wave pattern logo.

Sports Uniform

Mid blue and maroon with white trim (worn on sports days with same navy shorts indicated above) North Coast Region, State and Australian school representatives may wear their rep. shirts, jackets or tracksuits on **sports days only**.

The wearing of navy or maroon wide brimmed hats is encouraged for sun protection. Caps are permitted. A small insignia is allowed (no alcohol, drugs or offensive advertising or logos permitted). **Beanies or similar are not permitted.**

VISITORS TO THE SCHOOL

Please refer to the latest advice on the NSW Department of Education's website relating to visitors to the school. <https://education.nsw.gov.au/covid-19/advice-for-families#Visitors1>

Visitors to the school must enter via the Front Office Reception and sign in.

Unauthorised visitors will be asked to leave under the provisions of the Inclosed Lands Protection Act.

WORK EXPERIENCE

This school conducts a Work Experience Scheme for Year 10 and some Year 9 and Year 11 students. The aim of work experience is to provide some experiences in occupations which interests the student, and to supplement other career activities within the school. More information can be obtained from the Careers Adviser.

WELFARE OF STUDENTS

The welfare of every student at Kingscliff High School is considered a very high priority. In an era of rapid change and complexity we can no longer view the school as purely an institution for academic and sporting development.

Schools are concerned with the education of the whole person and preparing students for life in a complicated and often difficult society. With this in mind Kingscliff High School has developed a comprehensive CARE network to support students in the development of a positive self-image and a co-operative, caring approach to others. This school sees that the development of a positive self-attitude is necessary in all students. This will assist in traditional educational achievement and help to develop skills in decision making, conflict resolution, communication and coping with change. It will also help develop confident, caring adults for the future.

Students requiring assistance in any form have a wide range of people they can approach. Students are more likely to approach someone they like and trust for help with educational or personal problems. The first point of contact would be the Year Adviser or Head Teacher-Welfare.

The Head Teacher-Welfare also oversees the Learning and Support faculty at Kingscliff High School. The Learning and Support Teachers (LaST) ensure that students are provided with every opportunity to reach their full potential. These teachers also work with relevant stakeholders to create and implement Individual Learning and Support Plans (ILSP) and Behaviour Management Plans (BMP)

The school places great emphasis on students achieving high standards of literacy and numeracy that will allow them to achieve satisfactorily in all areas of the school's curriculum. Positive self-esteem is usually strongly evident in students who have a good grasp of basic literacy, numeracy and good manners.

Welfare – Health Care Plans

Please inform the Front Office staff if you require a meeting with the Head Teacher Welfare to develop an Individual Health Care Plan for your child. The Health Care Plan addresses the medical needs of the student in the context of the school setting. If your child is on medication or needs to take medication at school, please inform Front Office staff.

2022 CONTRIBUTIONS / PAYMENTS SCHEDULE

INCLUSIVE EDUCATION YEARS 7-12	YEAR 7 / YEAR 8	YEAR 9
General Service Contribution \$90 Materials Contributions Elective 1 (*see note below) Elective 2* (*see note below) Food Technology (per semester) \$40 Art / Stationery supplies (per year) (\$10 per Term) \$40 <i>*If electives are completed in mainstream classes, please refer to the relevant year level contributions</i>	YEAR 7 General Service Contribution \$90 Materials Contributions Art (not incl Workbook) \$25 Music \$10 Technology - Food and Textiles \$25 Technology - Industrial Arts \$25 iSTEM \$10 Total Contribution Year 7 \$185.00 YEAR 8 General Service Contribution \$90 Materials Contributions Art – (not incl Workbook) \$25 Technology - Food and Textiles \$40 Technology - Industrial Arts \$35 Total Contribution Year 8 \$190.00	YEAR 9 General Service Contribution \$90 Elective Materials Contributions Per Semester Agriculture Technology \$20 Child Studies \$10 Classical Ballet \$10 Dance \$10 Design and Technology \$20 Drama \$10 Food Technology \$40 Human Powered Vehicle Engineering \$50 Industrial Technology – Engineering \$40 Industrial Technology – Metal \$40 Industrial Technology – Multimedia \$25 Industrial Technology – Timber \$40 Information & Software Technology \$25 iSTEM \$40 Japanese \$15 Marine Technology \$25 Music \$15 Photographic and Digital Media \$20 Textiles Technology* \$20 Visual Arts \$40 Visual Design \$30
YEAR 10	YEAR 11	YEAR 12
YEAR 10 General Service Contribution \$90 Elective Materials Contributions Per Semester Agriculture Technology \$20 Child Studies \$10 Classical Ballet \$10 Dance \$10 Design and Technology \$20 Drama \$10 Food Technology \$40 Human Powered Vehicle Engineering \$50 Industrial Technology – Engineering \$40 Industrial Technology – Metal \$40 Industrial Technology – Multimedia \$25 Industrial Technology – Timber \$50 Information & Software Technology \$25 iSTEM \$40 Japanese \$20 Marine Technology \$25 Music \$15 Photographic and Digital Media \$20 Textiles Technology* \$20 Visual Arts \$40 Visual Design \$30	YEAR 11 General Service Contribution \$90 Elective Materials Contributions Agriculture \$20 Dance \$15 Drama \$20 Food Technology* \$50 Industrial Technology - Multimedia \$45 Industrial Technology - Timber \$50 Japanese \$25 Music \$20 PDHPE \$15 Software Design and Development \$45 Textiles and Design* \$25 VET Entertainment \$20 VET Primary Industries \$20 Visual Arts* \$50 Visual Design \$40 <i>*These subjects also require students to purchase materials for major work projects at their own cost.</i>	YEAR 12 General Service Contribution \$90 Elective Materials Contributions Dance \$15 Drama \$20 Food Technology* \$50 Industrial Technology - Multimedia \$45 Industrial Technology - Timber* \$25 Japanese \$25 Music \$20 PDHPE \$15 Software Design and Development \$45 Textiles & Design* \$25 VET Entertainment \$20 VET Primary Industries \$20 Visual Arts* \$50 Visual Design \$40 <i>*These subjects also require students to purchase materials for major work projects at their own cost.</i>

Lockdown Procedure

A lock down order is signalled by: A CONTINUOUS SERIES OF BEEPS OF THE SCHOOL BELL (SIMILAR TO A REVERSING TRUCK)

DURING CLASS TIME	DURING NON-CLASS TIME
<p>FOR STAFF</p> <ul style="list-style-type: none"> • Remain in your class • Close and lock doors. Pull blinds • Staff not on class should proceed to their faculty staffroom if safe to do so and await telephone instructions • Mark roll for that period • Remain in the classroom and listen for announcements • A voice announcement will indicate “all clear” for students to proceed to the MPU or Quad for further instructions and debriefing 	<p>FOR STAFF</p> <ul style="list-style-type: none"> • Proceed in an orderly fashion to the closest SAFE ZONE • Assist in the orderly movement of students to the SAFE ZONE • Lock doors and windows, pull blinds if possible • Keep students seated at all times • Remain in the classroom and listen for announcements • A voice announcement will indicate “all clear” for students to proceed to the MPU or Quad for further instructions and debriefing
<p>FOR STUDENTS</p> <ul style="list-style-type: none"> • Remain in your class, seated on the floor • Your teacher will mark the roll • Follow all instructions given by the teacher • When the ‘all clear’ is given, your teacher will instruct you to proceed to the MPU or Quad for further instructions and debriefing • Do not run or panic 	<p>FOR STUDENTS</p> <ul style="list-style-type: none"> • Leave the playground immediately and quickly proceed to the closest SAFE ZONE, taking your bag with you • Do not run or panic. Proceed in an orderly fashion • Follow teacher’s directions exactly • Remain seated in the SAFE ZONE until instructed to move by the teacher • SAFE ZONES: <ul style="list-style-type: none"> ○ Closest classroom or Library

SCHOOL TERMS 2022

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/calendars#20211>

Term 1	Friday 28 January 2022 – Friday 8 April 2022
Term 2	Tuesday 26 April 2022 – Friday 1 July 2022
Term 3	Monday 18 July 2022 – Friday 23 September 2022
Term 4	Monday 10 October 2022 – Tuesday 20 December 2022

SCHOOL DEVELOPMENT DAYS

Students are **not** required to attend school on these days. There are five (5) School Development Days as follows:

Term 1	– Friday 28 January 2022 and Monday 31 January 2022
Term 2	– Tuesday 26 April 2022
Term 3	– Monday 18 July 2022
Term 4	– Tuesday 20 December 2022

FIRST WEEK 2022 ORGANISATION

Staff only	Friday 28 January 2022 and Monday 31 January 2022
All Staff and Students Years 7, 11 and 12	Tuesday 1 February 2022
All Staff and Students Years 8, 9 and 10	Wednesday 2 February 2022
All new enrolments (Years 8-12)	Thursday 3 February 2022
All new international students start:	Thursday 3 February 2022

2022 – LIST OF STAFF

PRINCIPAL

Michael Hensley

DEPUTY PRINCIPALS

Damien Borg – Years 7, 9 and 11

Dan Matthias – Years 8, 10 and 12

BUSINESS MANAGER (Rel.)

Cheryl Van Gestel

CREATIVE AND PERFORMING ARTS**Karen Goode (Rel HT CAPA Term 3)**

Angus Holliday

Neale Krahe

Lachlan Renwick

Lamai Thompson-Long (Rel HT CAPA T2 & T4)

ENGLISH**Kyra Rose (HT English)** (Mon-Thurs)**Ariana Mann (Rel HT on Fridays)** (Yr 8 Adviser)

Mitchell Anderson

Sarah Connah

Felicity Harley

Nellie Hejduk (Year 10 Adviser/ARCO)

Kerry Moffat

Carolyn Moody-Preston (Wed, Thu, Fri)

Pip White (Mon, Tue, Fri)

HUMAN SOCIETY AND ITS ENVIRONMENT**Wayde Smith (HT – HSIE)** (TVET)

Clare Beauchamp (Timetabling)

Kathryn Corby

Alex Fleming (BYOD / HT Admin/Yr 6-Yr 7 Transition)

Emma Flick

Steven Harris

Lauren Mansini (International Students)

Alice Price (EALD)

Doug Stevenson

Nic Williams

INCLUSIVE EDUCATION**Michelle Rosser (HT – Inclusive Education)**

Nathan Bridges

Mitchell Evans (Tue only)

Karen Graham (Mon, Tue)

Phoebe Hengst (not Tue)

Zac Spring

Dean Stringfellow

INDUSTRIAL ARTS (IA) / COMPUTING STUDIES**Mark Wiggins (HT-IA / ICT)**

Brett Cooke

Mark Edwards (Fri only) STEM

Mark Treacy

Kendall Wardle

LANGUAGES**Sharina Cowell (HT – Languages)**

Ros Bailey (Wed only)

Catherine Wiggins

MATHEMATICS**Clint Wilson (Rel HT Maths)**

Alison Bates

Jackson Hickey

Sean Lowrey

Ben Odgers

Kim Robertson

Nick Torok (NAPLAN)

PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION (PDHPE)**Ken Bassingthwaighte (HT - PDHPE)**

Lucy Fitzhugh

Mitch Haddon (Transition Adviser)

Dean Hillard (Teachers Fed Rep)

Dale Malcolmson

Sharon Rowles (HT –T&L)**SCIENCE****Jacinta O’Keeffe (HT – Science)** (VET Coordinator)

Cate Browne

Wade Colpitts

Riley Eggins

Jesse Haines

Andrew Jovaisa (Year 7 Adviser)

Laurae Kearney

Tom McLean

Gregor Ross

TECHNOLOGY AND APPLIED STUDIES (TAS)**Sharina Cowell (HT-TAS)**

Karen Graham (Thu, Fri)

Ella Hellier (Mon, Tue, Wed)

Shae Penman

Adelaide Zietsch

YEAR 7 POD**Noni McPherson (HT-Year 7 Pod)**

Zijing Barber

Brad Finnigan

Brooke Hawkey

Eden Hill (Year 11 Adviser)

Karen Levi (Year 12 Adviser)

Natalie Shackell

Peter Sheriff

Will Spry

Charissa Wright

WELFARE**Michelle Watego (HT – Welfare)**

Sam Bannerman

Kylie Bassingthwaighte (not Mon)

Tanya Roberts (not Thu)

Kim Rodenburg Wellbeing & SRC Collaborator

SENIOR PSYCHOLOGIST, EDUCATION

Julia Krattli (SPE) – (Wed, Thu, Fri)

COUNSELLORS

Martin Fraser (Yrs 7,9,11)

Victoria Sierra (Yrs 8,10,12)

YEAR ADVISERS

Year 7 Andrew Jovaisa

Year 8 Ariana Mann

Year 9 Scott Ella

Year 10 Nellie Hejduk

Year 11 Eden Hill

Year 12 Karen Levi

CAREERS

Scott Ella – Careers Adviser (Year 9 Adviser)

LIBRARIAN

Ralph Schulteje Johann

ABORIGINAL EDUCATION OFFICER (AEO) – Rel.

Simon Chadburn

CANTEEN

Donna Schmith

FARM ASSISTANT

Vincent Palmer

FIRST AID OFFICERS

Lyn Clancy / Izzy Vellere / Natasha Ramsay

Julie Cullen / Christine Wagemaker

GENERAL ASSISTANT

Peter Walker

Alwyn Race

SCHOOL ADMINISTRATION OFFICERS**Alyssa Mackay (Rel. School Administration Manager)**

Deb Brown

Jodi Chadburn

Lyn Clancy (Mon, Tue, Wed, Thurs)

Julie Cullen

Lyn Marshall (Mon, Tue, Wed, Thurs)

Lorelle Morrissey

Carol Nelson (Mon, Tue)

Natasha Ramsay (Mon, Tue, Fri)

Tracie Robinson

Izzy Vellere

Christine Wagemaker (Wed, Thu, Fri)

Gail Wilson

Karen Woodford

SCHOOL LEARNING SUPPORT OFFICERS (SLSO)

Bernadette Charity (Inclusive Education)

Jane Cook (Inclusive Education)

Andi Hewett (Welfare)

Dimitri Kaleyias (Inclusive Education)

Louise McGee (Welfare/Inclusive Education)

Kate McLennan (Welfare) (Thu/Fri)

Gabrielle Nance (COVID Tutor – Inclusive Ed)

Maree Prichard (Welfare)

Ashleigh Rosenbaum (Welfare)

Jenalee Squires (COVID Tutor – Inclusive Ed) (Mon-Thu)

STUDENT SUPPORT OFFICER (SSO) – Rel.

Baylah Betar

STAGE CO-ORDINATORS

Stage 4 Sharina Cowell

Stage 5 Sharina Cowell

Stage 6 Wayde Smith

YEAR 6 INTO YEAR 7 TRANSITION

Alex Fleming (HT Admin)

SPORT ORGANISER

Ken Bassingthwaighte (HT-PDHPE)

SRE

Kirstin Strong

TECHNICAL SUPPORT OFFICERS

Michael Dunkerley

Aaron Simpson (Wed, Thu, Fri)

Katrina Saville (Mon, Tues, Wed)- BYOD/Accreditation)

HT	Head Teacher
Rel	Relieving
DP	Deputy Principal
SPE	Senior Psychologist, Education