

KINGSCLIFF HIGH SCHOOL



ACHIEVEMENT THROUGH ENDEAVOUR

HANDBOOK

2023

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PRINCIPAL

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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

PRINCIPAL'S WELCOME

OUR SCHOOL

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.

OUR PURPOSES

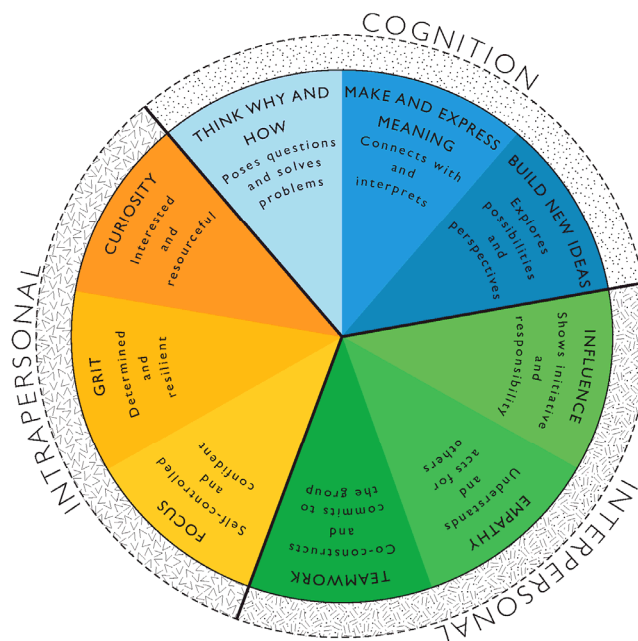
Our Strategic Improvement Plan has a strong focus on the link between student engagement with learning, and student wellbeing. We are constantly working towards this, guided by our shared values:



OUR APPROACH TO LEARNING

Teachers in our school work with students to not only engage with the curriculum, but also build knowledge of themselves as learners as well as build their capacity to have agency in their learning.

<https://www.4ctransformativelearning.org/>



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 an 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.

Big Picture

Big Picture Learning Australia offers a personalised design for learning in high school that provides students with choice and decision-making opportunities, while organising school quite differently.

In the Big Picture Academy, students learn through their interests. They don't have timetables or multiple subjects, or change classroom and teachers several times a day.

Instead, they learn in a small group of 20 students known as an 'Advisory', with a single teacher, known as an 'Advisory teacher'. This becomes their 'learning community', where every student feels known, supported and respected for who they are.

Further information can be found on our school website at:

https://kingscliff-h.schools.nsw.gov.au/about-our-school/big_picture.html

Year 7 Pod

Year 7 students at Kingscliff High School will be in classes in a structure known as the Pod.

Further information can be found on our website at:

<https://edit.sws.schools.nsw.gov.au/editor.html/content/doi/sws/schools/k/kingscliff-h/www/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.

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/>

INCLUSIVE EDUCATION

Kingscliff High School currently has three Support Classes. These classes cater for students with a range of 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.

Digital Devices in Classrooms/BYOD

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 2023 a BYOD iPad with keyboard is mandatory at Kingscliff High School for Years 7, 8 and 9. Students in Year 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 Years 11 and 12 in 2023 a device is still optional, the device can be an iPad, Chromebook, Windows Laptop or Apple Laptop.

For further information, please refer to the BYOD Hub

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

CURRICULUM STRUCTURE

All students are required to complete specific courses to meet the NESA requirements:

<https://kingscliff-h.schools.nsw.gov.au/supporting-our-students/curriculum.html>

Further information on Stage 5 and 6 can be found on our website at:

<https://kingscliff-h.schools.nsw.gov.au/learning-at-our-school/stage-5-and-6.html>

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.

CURRICULUM 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

CURRICULUM 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

2 x 200 hour courses, 1 x 100 hour course 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.

CURRICULUM 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 annual trip to the Snowy Mountains for Year 9 and Year 11.
- 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.

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 2022 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 2023 for Literacy/Numeracy.

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.

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** – held in early Term 1
- **Cross Country Carnival** – held in Term 2
- **Athletics Carnival** – held in Term 2

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.

EXCURSIONS AND SPORTING TRIPS

Excursions and sporting trips are organised by the school during the year. 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. For some activities, some permission notes will be of an opt out nature in order for them to be as inclusive as possible.

TIMETABLE

Our timetable structure for 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

ROLL CALL

All students, juniors and seniors are required to attend a 'Homeroom' period for Roll Call at 8:45am Monday to Friday. Seniors are required to attend Roll Call even if they have a study period during periods 0, 1 and 2.

BELL TIMES

Monday, Tuesday, Thursday Friday	Wednesday
Roll Call 8:45 – 8:55 (10 Mins)	Roll Call 8:45 – 8:55 (10 Mins)
Period 1 8:55 – 10:15 (80 Mins)	Period 1 8:55 – 10:15 (80 Mins)
Break 10:15 – 10:35 (20 Mins)	Break 10:15 – 10:35 (20 Mins)
Period 2 10:35 – 11:55 (80 Mins)	Period 2 10:35 – 11:55 (80 Mins)
Break 11:55 – 12:05 (10 Mins)	Break 11:55 – 12:05 (10 Mins)
Period 3 12:05 – 1:25 (80 Mins)	Period 3 12:05 – 12:45 (40 Mins)
Break 1:25 – 1:55 (30 Mins)	Break 12:45 – 1:15 (30 Mins)
Period 4 1:55 – 3:15 (80 Mins)	Sport 1:15 – 3:15 (120 Mins)

CANTEEN

The Canteen at Kingscliff High School has been run by a local operator since 24 October 2022. The local operator recognises the importance of Healthy Eating for growth, development and wellbeing of students and is committed to promoting and supporting healthy food and drink choices for all students and staff. They believe in providing a positive eating environment that reflects dietary requirements, cultural and family values and promotes lifelong learning for children, as they commit to implementing and embedding the healthy key messages outlined in the **NSW Healthy School Canteen Strategy**.

The latest menu can be found on our website at:

<https://kingscliff-h.schools.nsw.gov.au/about-our-school/canteen.html>

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.

ASSESSMENTS

Assessment assists teachers and students to identify what has been learned and what additional; support may be required. Students should be prepared for all assessment tasks and to try their best. Assessment will be on-going and may be based on class work, homework, projects and in-class assessments.

Refer to each year level assessment policy on our website:

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

In the senior years (Stage 6 – Year 11 and Year 12), a separate Assessment Policy book is discussed with the students at the start of their course detailing all the requirements and can be found on our website at:

<https://kingscliff-h.schools.nsw.gov.au/learning-at-our-school/stage-5-and-6.html>

<https://kingscliff-h.schools.nsw.gov.au/assessment-/year-11/year-11-assessment-guidelines.html>

<https://kingscliff-h.schools.nsw.gov.au/assessment-/year-12/hsc-assessment-guidelines.html>

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.

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

Years 7-10 - Annual Student Achievement Award Assemblies are held at the end of Term 4. 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 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 during 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 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, with 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.

'WAVE' PROGRAM

<https://kingscliff-h.schools.nsw.gov.au/supporting-our-students/khs-wave-program.html>

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.

PARENT – TEACHER NIGHTS

Structured interviews will occur twice yearly. 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.

STUDENT BEHAVIOUR SUPPORT AND MANAGEMENT PLAN

All students will be provided with advice regarding behaviour expectations at the beginning of each semester. Students as part of our learning community will be expected to meet these expectations.

As part of the Inclusive, Engaging and Respectful Schools reform Kingscliff High School is creating a School Behaviour Support and Management Plan to be completed through 2023. Once this plan is activated it will be available [here](#). 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).

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.

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](#)

[Student Behaviour](#)

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

[School Attendance](#)

MOBILE PHONES POLICY – our school’s approach to student mobile phone usage

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.

YONDR mobile phone policy Years 7-11

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.

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>

‘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 which can be found on our website at: <https://kingscliff-h.schools.nsw.gov.au/about-our-school/rules-and-policies/mobile-phone-policy.html>

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.

ATTENDANCE AT SCHOOL

Some points to assist parent awareness:

- Regular attendance is a key factor to success at school. By law all children must attend school regularly until they are seventeen (17) years old. Parents and Carers may have legal action taken against them if their children fail to attend school. Students should remain on the premises from their time of arrival until their dismissal from school, unless they are attending approved school excursions under teacher supervision.
- 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.
- 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 of Education's solicitors for legal action against the parent / caregiver.

ABSENCES

If your child is absent from school for any reason, the absence must be reported. The absence may be reported by contacting the school by phone, email, by responding to the SMS notification sent by the school in response to an absence or by providing a note to the school on the day following the absence. The correspondence must be provided by the student's parent/carer, be dated and signed as well as including the duration and reason for the absence. Please direct notes to the school's administration office. If a reason is not provided within 7 days from the first day of any period of absence, a follow up letter will be sent. If your child has a particular on-going medical problem that may affect their attendance, please discuss with the Year Adviser.

- **Appointments:** Whilst we know parents/carers attempt to make appointments outside of school hours, we understand that this is not always possible. If an appointment is required during school hours, options are:
 - a) Send a note in with your student stating the reason (eg medical appointment) with the date and time your child will need to be released from class to attend the appointment. The student needs to have this note signed by the Head Teacher Admin (the office with the pink door located near the Art Rooms), in the morning before their first class. This note, signed by the HT Admin, is to be shown to the Classroom Teacher who will then release the student from Class. The student then presents to the Front Office, with this note, to sign out. *or*
 - b) email the school at kingscliff-h.school@det.nsw.edu.au The office will call up the student to have this email approved by the HT Admin prior to presenting to the Front Office to sign out. *or*
 - c) a parent/carer or listed emergency contact can present to the front office to collect their student, but will need to allow plenty of extra time for the student to be called out of class.

Note: If your child is leaving early on the Wednesday Sport day, their note will need to be signed off by the Sport Organiser (instead of the HT Admin)

- **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 this can be entered onto the Parent Portal by <https://kingscliff-h.sentral.com.au/portal/login> or notes can be emailed to: kingscliff-h.school@det.nsw.edu.au.
- **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.
- **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 (who is located in the 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.
- **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, prior to signing in at the Front Office.

ABSENCE FROM SPORT

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 (ie. not just appointment or family business)
- the 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.

LEAVERS – signing out of school permanently

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

- Parents should contact the Front 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**

GENERAL INFORMATION

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>

UNIFORM

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

As a result of the P&C Association, staff and student discussion, we are a uniform school and the P&C Uniform Shop is run by our P&C staff.

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.

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.

LOST PROPERTY

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

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) – see specific lists for Years 7 and 8 below.

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

Year 8 2023 Equipment List:

<https://kingscliff-h.schools.nsw.gov.au/assessment/year-8/help-your-child-learn.html>

Year 7 2023 Equipment List

<https://kingscliff-h.schools.nsw.gov.au/about-our-school/year-7-pod-2022.html>

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.

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.

OUR COMMUNICATION**Kingscliff High School website**

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.

Kingscliff High School facebook page

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/>

Kingscliff High School newsletter 'Kiny Spirit'

The school newsletter called the 'Kiny Spirit' is produced every fortnight and sent out via email. It is emailed to all families and 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.

Parent Portal

How to register for the Parent Portal:

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

Calendar

The school calendar of all anticipated events is 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.

Assemblies

Assemblies are held weekly on a Monday. 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. Senior students will attend fortnightly senior meetings at a time determined by the Year Adviser.

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.

CONTACTING THE SCHOOL

Parents and Carers are able to contact the school by phone 02 6674 9777 or email:

Kingscliff-h.school@det.nsw.edu.au

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.

The best approach is to phone the school's office and our office staff will help you get in contact with the person who will be able to help you. If you are enquiring about:

- A specific subject – ask to speak with the Teacher or Head Teacher
- General progress, wellbeing – ask to speak to the year Adviser
- A student welfare concern – ask to speak to the Year Adviser or relevant DP
- Sport – ask to speak to the Sport Coordinator
- School Policy – ask to speak with a Deputy Principal
- Career or Work Experience information – ask to speak with the Careers Adviser

Where you feel that it is necessary to raise a matter directly with the Principal, an appointment can be made by contacting the school on 02 6674 9777.

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/Front 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 the Department of Education's Student Behaviour Strategy, 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 and truancy.

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

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 appointment time is always best, as it will save unnecessary waiting.

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#Visitors4>

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.

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.

STYMIE

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.

SICK BAY

All students are expected to be at school unless they are unwell. Please keep your child at home if they are unwell and advise the school of any absences.

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 your child requires access to the Sick Bay during class time, to satisfy Duty of Care requirements, a note from the teacher must be provided to office staff at the Sick Bay window. If access is required outside of class time, they can report directly to the Sick Bay window. Our First Aid Officers will monitor your child and notify you if it is necessary for your child to go home.

It is not our school's procedure for students to message their parents/carers directly. This is in accordance with our mobile phone/Yondr policy. If you could please discourage your child from contacting you directly when sick, it would be appreciated. If you arrive to collect your child unannounced, it is not always possible to get them from their classrooms promptly. This can create disruption to other classmates and teachers.

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.

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. The NSW Ambulance does not cover any activities which involve travel into Queensland.

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.

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

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.

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.

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.

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 all cyclists wear a helmet. Bicycles must be left at the bike rack provided, preferably chained with a lock. Bicycles are not to be taken to sport. Bicycles and skateboards should not be ridden on school grounds, or at the front of the school adjoining Oxford Street.

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.

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.

SRC 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.

SRC Meetings

The SRC meet once a week 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 SRC Coordinator.

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 6:00pm, with the opportunity to join the meeting online via Microsoft Teams if you are unable to attend in person.

P&C Meetings 2023

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

20 February 2023, 20 March 2023, No meeting in April due to School holidays, 15 May 2023, 19 June 2023, 17 July 2023, 21 August 2023, 18 September 2023, 16 October 2023, 20 November 2023, 11 December 2023 (last meeting for 2023)

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:	TBA
Secretary:	Jill Smith
Treasurer:	TBA

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

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

The P&C can be contacted by email at: pckingscliffhigh@gmail.com

FEES / CHARGES

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 2023.

Elective Subject Material Contributions will apply for students taking subjects. Costs are indicated on the Contributions and Payments Schedule which will be available from the start of 2023. 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.

2023 CONTRIBUTIONS / PAYMENTS SCHEDULE

Will be available from early Term 1 2023.

SCHOOL TERMS 2023

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

Term 1	Friday 27 January 2023 – Thursday 6 April 2023
Term 2	Monday 24 April 2023 – Friday 30 June 2023
Term 3	Monday 17 July 2023 – Friday 22 September 2023
Term 4	Monday 9 October 2023 – Tuesday 19 December 2023

SCHOOL DEVELOPMENT DAYS 2023

Students are **not** required to attend school on these days.

There are six (6) School Development Days as follows:

Term 1	– Friday 27 January 2023 and Monday 30 January 2023
Term 2	– Monday 24 April 2023
Term 3	– Monday 17 July 2023
Term 4	– Monday 18 December 2023 and Tuesday 19 December 2023

FIRST WEEK 2023 ORGANISATION

Staff only (for school development days)	Friday 27 January 2023 and Monday 30 January 2023
All Staff and Students Years 7, 11 and 12	Tuesday 31 January 2023
All Staff and Students Years 8, 9 and 10	Wednesday 1 February 2023
All new enrolments (Years 8-12)	Thursday 2 February 2023
All new international students start:	Thursday 2 February 2023