



KINGSFORDSMITH

S C H O O L

Everybody Learns!

*Principal: Paul Branson | Kingsford Smith School | 100 Starke Street, Holt ACT 2615 | Telephone 02 6142 3399
Facsimile 02 6142 3428 | www.kss.act.edu.au | info@kss.act.edu.au
ABN 14 768 297 805*

A-Z KINGSFORD SMITH SCHOOL

Kingsford Smith School has been designed to accommodate approximately 1,100 students and up to 110 teaching and administrative staff. The school is open for students from Preschool to Year 10.

Our School:

- Engages all students in academically challenging learning
- Nurtures a safe and caring environment
- Fosters collaborative relationships within our community
- Develops learning pathways so all students can reach their vocational potential
- Empowers students as learners and leaders
- Promotes a passion for the Arts

Absences

If your child is absent from school please notify the front office before 9:30am. An email and/or SMS is sent to parents/carers of Middle and Senior school where there is an unexplained absence. The phone number this message will be sent from is +61419 206978, please do not reply directly to this number. Unexplained absences may affect any Centrelink payments, secondary bursary payments or receipt of a Year 10 Certificate.

After and Before School Care

Before and after school care is provided at the school by the YWCA of Canberra. Forms are available at the school or you can contact the service directly on 6175 9900 Email: childcareaccounts@ywca-canberra.org.au

Allergy Friendly School

In conjunction with our KSSP&C, Kingsford Smith School is allergy friendly, providing protection for children who have a severe allergic reaction to nut products. Our canteen menu aims to be nut free and parents are asked to provide nut free food for their child's lunchbox.

Assessment and Reporting

Students receive a written report at the end of each semester and parents/carers may be asked to come to the school to discuss this with the teachers. Years 6 to 10 also receive a Progress Report at the end of Terms 1 and 3. Children in Kindergarten participate in the Performance Indicators in Primary Schools (PIPS) assessment at the beginning and end of the year. Year 3, Year 5, Year 7 and Year 9 students participate in the National Assessment Program Literacy and Numeracy (NAPLAN). Reports for PIPS and NAPLAN are sent home late in term three.

Attendance

To ensure student safety, the following procedures have been developed:

- On arrival at school students should make their way to the front of the canteen area (Primary) or the Spanish Steps (Middle/Senior) via the walkway from the front car park or the walkway from the bus bay. Students move to classes on the bell.
- Class rolls are taken at the beginning of each day. It is important that children are in attendance at the beginning of the school day. Middle and senior school rolls are marked every lesson, if a student is late they are required to sign in at the Hub (Building 4).

If your child is late for school and in preschool to year 5, please take them to the administration building to sign in so that we can update records.

- If you need to take your child out of school during the day, please contact the administration office. Students will need to be signed in/out before leaving the school and on their return.
- If your child is absent for the day, please ring the front office: 61423399

Band

Year 5 and 6 student school band program – IMP (Instrumental Music Program) operates on Monday lunch, Tuesday after recess and Thursday after lunch. Beginner and Advanced bands are conducted by the Music Teacher. Beginner band is Tuesday morning before school from 8am - 9am and Advanced band is Wednesday morning before school from 8am - 9am.

Bikes, scooters and skateboards

To ensure student safety, bikes, scooters or skateboards are to be left in the bike enclosures during the school day and are NOT to be ridden in the school buildings or grounds.

Book Packs

A local supplier provides book packs which are available for students and contain all essential items needed for the school year. The packs are ordered and paid for in Term 4, and delivered to the school during the first week of school for collection.

Breakfast Club

Children are able to attend our Breakfast Club on a Monday hosted by our P&C and on a Tuesday, Wednesday and Thursday morning hosted by St James Church, Holt and the Uniting Church, Kippax.

Canteen

The canteen is open recess and lunch each day, for lunch orders and over the counter sales.

Choir

A choir ensemble (Yr3-Yr10) rehearses weekly and performs at school, community and ACT DET events throughout the year.

Classroom programs

Classroom programs are based on the Australian Curriculum and the ACT Curriculum Framework. There is a strong focus on learning how to learn and inquiry based units. These programs have a strong student centred approach.

Co Curricular activities

KSS offers a range of activities throughout the year. These include: Bands (woodwind, brass and percussion) conducted by the Instrumental Music Program <http://www.imp.act.edu.au/>, performing arts troupes, Yrs 3-10 choir and the MEP (Music Education Program), sporting teams, camps and excursions.

Computers (ICT)

Classrooms have access to the students' network, library resource centre and interactive whiteboards. Teachers support students to develop IT skills and knowledge by embedding technology into the curriculum so that it becomes a natural and integral part of student learning.

Counsellor

The school has the services of a school counsellor 5 days per week. The counsellor is responsible for assisting in identifying special educational needs of students and is available to support students and families in times of need.

Curriculum

All schools are currently transitioning to the Australian Curriculum. At KSS there is a strong focus on developing student's literacy and numeracy learning and performing arts.

Dogs on School Grounds

Under Department of Urban Services policies, dogs are not permitted at any time on school grounds.

English as a Second Language (ESL)

Students may be eligible for this program if at least one parent was born overseas and the child speaks another language in the home. Trained teachers can provide additional support within the classroom, in a small group or on a one to one basis.

Equity Fund

To assist in ensuring access and equity in the provision of education, Kingsford Smith School has established an Equity Fund. This fund supports students who might not be in a position to take advantage of the learning opportunities offered.

Fund-Raising

Activities held during the year raise funds for the KSS Community Association (KSSCA) which are used to provide supplementary resources for our children. Your attendance at monthly KSSCA meetings, reading the newsletters and accessing the website will keep you up-to-date with event information.

Gifted and Talented (G&T)

At KSS we recognise the need for early identification of students with gifts and talents and the importance of allowing them to access a wide range of learning opportunities and a variety of teaching strategies. There is a G&T class in Year 6, Year 7 and Year 8. Application forms are available at the front office.

High School

The high school section of the school caters for students in years 9 & 10. Students have a wide range of elective options to assist preparing them for years 11 & 12. Core classes are offered at Advanced, Intermediate and Foundation level.

Homework

Homework is important as it can assist students to develop study and organisational skills and to practise concepts taught in the classroom. It can also involve parents in the learning process.

Homework Centre - Australian National University

Australian National University Community Ambassadors Program offers a homework club after school for all middle and senior school students on Wednesday afternoon's from 3-4:30pm.

Illness or Accident

In the case of illness or accident it is vital that the school is able to contact the parents or guardian of every child by telephone. Please ensure the school has up-to-date phone numbers and places of employment.

Immunisation

The ACT Department of Health advises that all children attending school in the ACT should be immunised against diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella and HIB (Haemophilus influenza type b). ACT Public Health regulations require schools to have proof of up-to-date immunisation. Inability to provide this may result in your child being excluded from school should an outbreak of an infectious disease occur.

Kindergarten Class Sizes

Our Kindergarten class sizes cluster around 21 children per class. Our small class sizes ensure that teachers get to know each child very quickly and are able to more accurately develop programs that meet each child's

learning needs.

Kindergarten Entry

Children are accepted into Kindergarten if they turn 5 years of age on or before 30 April. Early entry must be negotiated with the School.

Languages

There are language programs that students access across the school.

Learning Stages

Kingsford Smith School is structured into four learning stages:

· P - Yr 5 Primary School

· Yrs 6 – 8 Middle School

· Yrs 9 – 10 Senior School

Learning Support and Enrichment

Small group and individual assistance is available based on teacher assessment and referral. The school has a number of classes in the middle and senior school that cater for the needs of students with gifts and talents.

Learning Support Unit / Autism (LSUA)

LSUA units at Kingsford Smith School cater for students who meet the ACT Student Disability Criteria for ASD in classes of up to six students.

Literacy and Numeracy Coordinators

Literacy and Numeracy coordinators provide support and guidance within the classroom. Students are provided with individualised reading, writing and mathematical strategies designed to facilitate and enhance learning. In addition the school has a Literacy & Numeracy Field Officer who works closely with all staff members.

Medication

All medications should be accompanied by written instructions from a doctor/parent and should be clearly labelled. They are stored securely and administered by office staff. Self management of asthma puffers can be included in asthma plans.

Middle School

This stage caters for students in years 6-8; with a homeroom teacher for the majority of the learning time in Year 6 and homeroom teachers in years 7 and 8 who deliver multiple core subjects. The curriculum is learner-centred, involving students in decision making and encouraging them to think critically, make choices, evaluate and refine results.

Newsletter / Flyers

These are produced alternately each Thursday and appear on the website soon after. Our website includes a digital format of the newsletter and printed copies are available at the front office for parents who do not have online access. If you would like to be placed on our email list please notify us of your details via info@kss.act.edu.au

Parent Partnerships

Positive parent partnerships are critical to our success. Recent research indicates that parent involvement in their children's education has a significant and positive effect on educational outcomes. We encourage you to contact your child's teacher if you have any queries or concerns. There are many ways in which you can become involved in your child's school: KSSP&C, School Board, Canteen, school productions, volunteering in the classroom, excursions and/or attending learning journeys.

Pastoral Care Teacher

Our Pastoral Care Executive Teacher supports all students through individual consultations and advice, special programs and initiatives. The Pastoral Care Executive Teacher is located in The Hub in Building 4.

PE

All students participate in weekly health and physical activity programs designed to help identify and adopt healthy lifestyles and promote physical activity. Children should wear appropriate clothing for all PE classes (see Uniform). For health reasons all middle and senior school students are requested to bring their PE T-shirt to change into prior to PE classes.

Preschool

Children are accepted into Preschool if they turn 4 years of age on or before 30 April of the enrolment year.

The Kingsford Smith Preschool operating hours are:

Monday, Tuesday and alternate Wednesdays 8.45am – 2.45pm OR

Thursday, Friday and alternate Wednesdays 8.45am – 2.45pm

Priority Enrolment Area (PEA) for Kingsford Smith School is:

Preschool to Year 5- Higgins & Holt

Year 6 to Year 10 - Higgins, Holt, Latham, Dunlop and Macgregor (also sibling entry status)

School Governance

The School Board is our official governing body which consists of nine members: the Principal, 3 parent representatives, 2 teacher representatives, 2 student representatives and one community representative. Board members are elected and are responsible for all policy decisions for the school.

Special Needs Facilities

Our school is equipped with toilet/shower facilities for students with high support needs. There are also special change rooms adjacent to two classrooms, located in the lower and upper primary buildings. Our school is designed for wheelchair access.

SRC

The KSS Student Representative Council gives students a voice in the decision making processes within the school. Representatives from all classes K – 10 will have a role deciding on the outcome for issues relevant to the student body.

Student Focus Committee

This committee is formed by the Principal, Deputy Principals, Special Needs Executive Teacher, Counsellor, Learning Assistance and other teachers as appropriate. Throughout the year each child's learning and/or social and emotional development is monitored and programs are developed and evaluated for children identified as requiring support.

Student Management and Pastoral Care

Our policy is based upon our respect for each child as an individual and is designed to enable children to learn to solve their own problems. Children learn they are able to make choices, that there are consequences flowing from all choices and that in addition to their rights, they also have responsibilities to others. Children

choosing behaviour which infringes upon the rights of others will be given assistance by staff (often in consultation with parents) to develop more effective behaviour. KSS is a restorative practices school.

Students with Special Needs

Our school welcomes students with special needs. We have an inclusive philosophy. Our staff includes teachers with special education training and support programs for students who require assistance with learning.

Times of the School Day

The start and finish times for our school are 9:00am-3:00pm. We ask parents to bring children to school between 8:30am and 8:55am when there is a rostered staff member on duty. There will be no formal supervision before these times.



8:55am	Bell rings	1:40 – 2:00pm	Break 2 - Middle/Senior Students
10:55 – 11:30am	Break 1 - Middle & Senior Students	1:30 – 2:00pm	Break 2 - Primary Students
11:15 – 11:45am	Break 1 - Primary Students (Supervised eating time 11am)	3:00pm	End of school day

Uniform

It is compulsory that students at Kingsford Smith School wear the Board mandated school uniform. The uniform meets the guidelines of Sun Smart policies and is designed to be attractive and comfortable. It is an expectation that all students wear the school uniform with pride and as an acknowledgement that they belong to our student community. Uniforms are available from the Uniform Shop, Luke Street, Holt opposite Kippax and Lowes Shop 58, Belconnen Mall, Belconnen.

Voluntary Contributions

\$65 1 child, \$110 for 2 or more children. These contributions provide resources such as Library books, sporting equipment, and other resources to support student learning. Specialist programs in Yrs 6 and 7 and electives in Yr 8, 9 & 10 will attract a separate voluntary contributions – Yr 6 and 7 \$100 per student, Yr 8, 9 & 10 \$120. (Board approved 10/11/09).

Wet Weather

Please ensure that your child has protective cover on wet weather days. We have wet weather procedures in place ensuring safety and well being. Remind your child to take extra care in travelling to and from school during wet weather.

Youth Worker

Our Youth Worker is located in The Hub in Building 4 and works together with the Pastoral Care SLC, Counsellor and Deputies to support Middle and High School students.

HARMONY EXCELLENCE RESPECT OPTIMISM

BEING INCLUSIVE

I respect the opinions of others

I value individual strengths and challenges

I treat people as I would like to be treated

I include everyone

LEARNING ENTHUSIASTICALLY

I work hard and focus on my learning

I try new things

I am resilient

I work to my full potential

COMMUNICATING RESPECTFULLY

I use my manners

I use appropriate language

I am courteous and polite

I own the R⁴

HAVING A POSITIVE ATTITUDE

I conduct myself in a proper manner

I express my individuality positively

I enjoy life

I achieve best when I am engaged

WORKING TOGETHER

I listen actively to all

I cooperate

I take turns

I achieve group goals

BEHAVING RESPONSIBLY

I follow through on actions and decisions

I encourage and support others

I take responsibility for my actions

I operate in a safe manner

HAVING PRIDE IN OUR SCHOOL

I proudly wear our school uniform

I look after our school buildings and grounds

I arrive on time to class

I always speak positively about our school

SHOWING COMPASSION

I am kind and helpful

I am compassionate and caring

I am open-minded

I show empathy

A KSS HERO

An ordinary person doing extraordinary things