



Ku-ring-gai High School

Harmony in Diversity



Guide for Parents and Students Year 7, 2024



Acknowledgement of Country

In Aboriginal culture, Country is more than just a word or a place, it's a feeling.

It describes the entirety of the ancestral domains and holds the stories that continue to be told by the traditional custodians of the land. Stories of significance that have been passed down through the generations of Aboriginal People.

Stories that continue to be shared to remind us of the rich Aboriginal culture that surrounds us.

A better understanding and respect for aboriginal culture develops an enriched appreciation of Australia's cultural heritage and is essential to the maturity of Australia and is fundamental to the development of an Australian identity.

We would like to acknowledge the country and the traditional custodians of the land

We pay respect to the elders, past, present, and emerging who guide our spiritual and learning journey and extend that respect to all other Aboriginal and Torres Strait Islander people.



Principal's Welcome

Dear Parents, Caregivers and Year 7 students,

Welcome to Ku-ring-gai High School. As a learning community we value and work closely with all students and families to ensure that every child has the necessary resources and opportunities to thrive and be successful both personally and academically.



The Year 7 support team of Year Adviser, teachers, counsellor, learning support staff and Year 10 Peer Support Leaders will ensure a positive and happy transition to high school.

At Ku-ring-gai High School we prepare young people for a successful and fulfilled life: an understanding of respect, responsibility, personal growth, and a strong sense of justice for all. At Ku-ring-gai High School we are committed to work with our community to enable all students to grow and achieve their academic potential through best practice teaching, quality literacy and numeracy practices, personal goal setting and effective support for learning.

From its establishment in 1965, and from our original motto - "Harmony in Diversity" - our school has fostered a true understanding of respect for all peoples enabling student belonging, success and attainment.

We encourage our new Year 7 students to take every opportunity to be a part of our school community, make new friends, enjoy the challenges of learning and engage with the many opportunities high school has to offer.

We hope you will find this booklet useful. I encourage all families to be actively involved with our school and their children's education.

Mr Stephen Plummer
Principal



School Captain's Welcome

Dear Year 7, 2024,

Together, we have the honour of serving as your 2024 School Captains. We are thrilled to extend a warm welcome to each and every one of you as you embark on this exciting journey at Ku-ring-gai High School.

Transitioning to high school can be a mix of emotions—excitement, curiosity, and maybe a touch of nervousness. We want you to know that you are not alone in this adventure. Ku-ring-gai High School is not just a place of learning; it's a community where you will find support, friendship, and opportunities to grow.

As School Captains, our primary goal is to make sure your time here is memorable and filled with positive experiences. We are here to represent your voices, listen to your concerns, and work together to enhance our school community. Whether it's academic achievements, extracurricular activities, or simply navigating the school grounds, we are committed to supporting you every step of the way.

Parents and caregivers, we understand that this transition can be just as significant for you. Rest assured, Ku-ring-gai High School is dedicated to providing a safe and nurturing environment for your children. We encourage you to get involved in school activities, join our supportive parent network, and be an integral part of our school community.

To our new Year 7 students, we look forward to getting to know each one of you, sharing experiences, and watching you flourish during your time here. Remember, you are now part of a community that values your uniqueness and celebrates your potential. As we prepare to kickstart this journey together, let's embrace the challenges and opportunities that lie ahead.

We can't wait to see the individuals you will become and the positive impact you'll make on our school community.

Rowan O'Meara and Jessica Baker
2024 School Captains



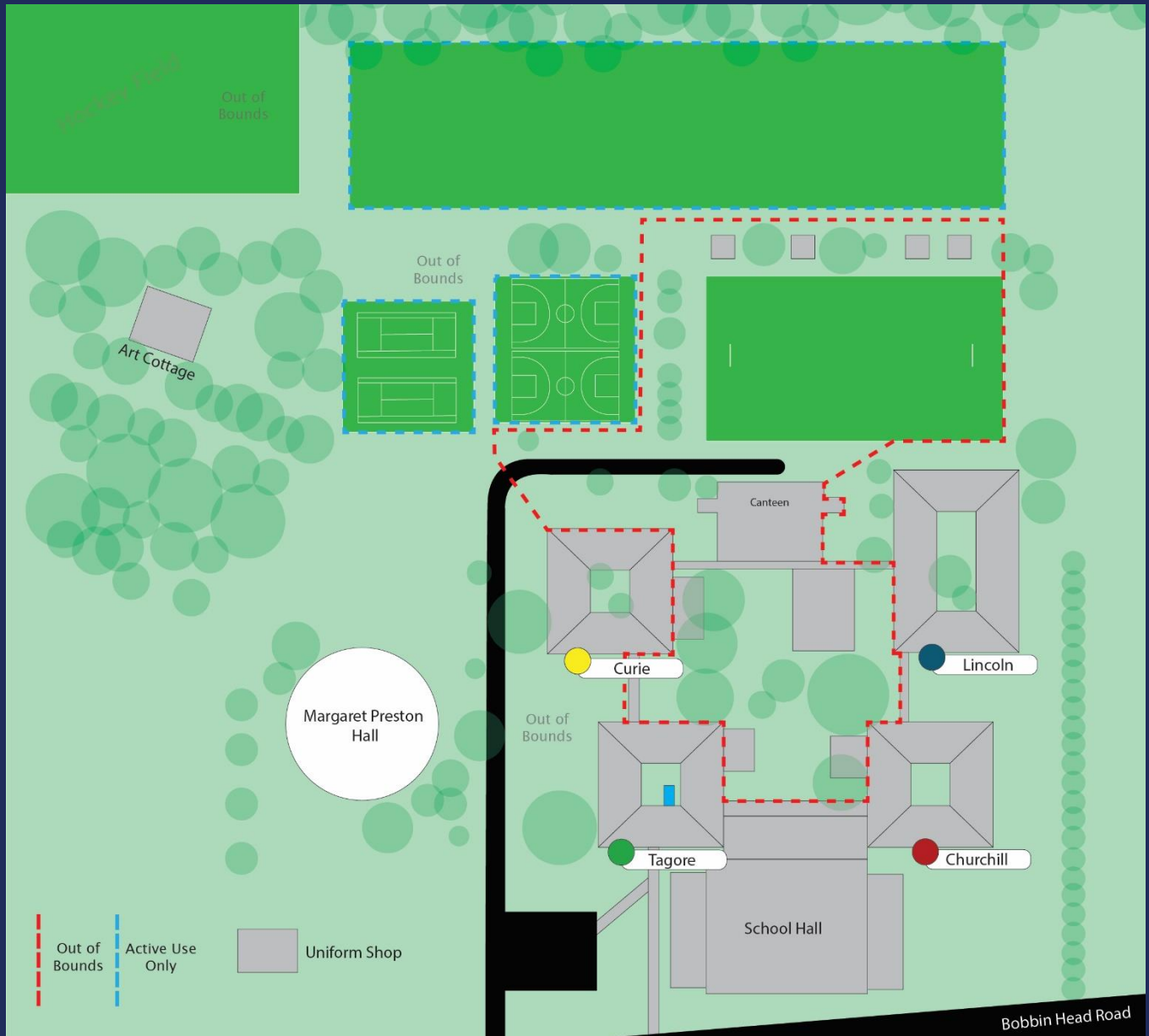
Staff and Key Contacts

Principal and Deputy Principal	
Principal	Stephen Plummer
Deputy Principal	Trudy Taylor
Head Teachers and Subject Coordinators	
English	Robert Klein (rel.)
Mathematics	Brian Hatcher
Science	John Brameld
HSIE (Human, Society and its Environment)	Sharon Piech
Creative and Performing Arts (CAPA)	Catherine Reid and Jackson Redshaw (rel.)
Technology and Applied Studies (TAS)	Jodie Armour
PDHPE	Jackson Redshaw (rel.)
Integrated Learning Centre (ILC)	Evan Davis
Year 7 2024 Wellbeing Team	
Year Adviser	Ellen (Soo Yeon) Chee
Assistant Year Adviser	Jessica Zhang
Head Teacher of Year 7	John Brameld
Other Key Staff	
Librarian	Elizabeth Davis and Suzanne Gilbert
School Counsellor	Kathleen Cutajar and Julie Robinson
Careers Advisor	Sonya Froment

It would benefit the school organisation and save you time and effort if you contact the correct person regarding your enquiry. When contacting the school please inform reception of the nature of your enquiry and whom you would like to speak to.

Please follow the below guidelines for certain enquiries:

Student progress in a subject	Head Teacher of the specific subject
Student wellbeing	Year Adviser
Student conduct and overall academics	Head Teacher Year
School organisation	Deputy Principal



Tagore	Curie	Lincoln	Churchill
Reception	Technological and Applied Studies Staffroom	Library	English Staffroom
Front Office	Music Studios	Counsellor	Dance Studio
Principal and Deputy Principal's	Woodwork Rooms	Science Staffroom	Science Laboratories
Creative and Performing Arts (CAPA) Staffroom	Hospitality	Personal Development, Health and Physical Education (PDHPE) Staffroom	Student Toilets
Human Society and it's Environment Staffroom	Kitchens	Mathematics, Science and Languages Staffroom	Drama Room
	Textiles Rooms	Integrated Learning Centre	Careers Adviser
		Lockers	Lockers



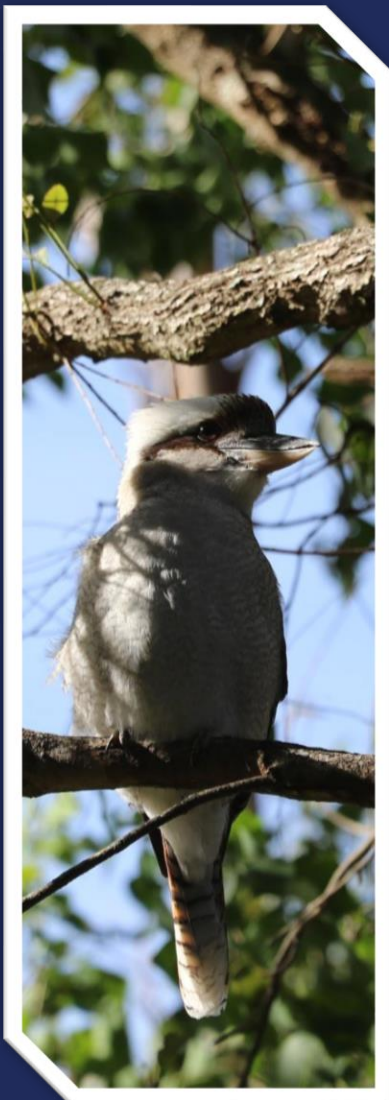
Year 7, 2024 Transition Program

The transition to high school from primary school is an exciting time for both parents and students. We also understand that it can be a daunting time for the adolescent learner (and their parents). It is our priority at Ku-ring-gai High School to ensure that students and parents are supported during this critical transition time.

The transition program begins in Term 4, 2023 and continues into 2024 to ensure students and their families have the best possible start to high school.



Dates for the Diary



Tuesday, 28 November 2023 (9.30 - 12.00 pm) Orientation Day

For students to participate in activities to feel a little familiarised with our school.

A 30-minute parent information session will commence at 9.30 am so that you can meet our Principal, Year Advisers, and other key staff.

Term 1, 2024:

Learning Transition Program:

Commencing Thursday 1 February 2024 (9.00 am - 3.30 pm)
Students should bring a pen, notebook, recess, and lunch.

School Swimming Carnival at Hornsby Aquatic Centre
Thursday 8 February 2024

Term 2, 2024:

Year 7 Camp: The Great Aussie Bush Camp - Kincumber
Wednesday 8 May to Friday 10 May 2024



An A-to-Z guide to Year 7

Attendance

Students are expected to attend school and be present for each lesson or activity.

Ku-ring-gai High School utilises an attendance system that sends an SMS to advise parents/caregivers of their child/ward's absence from school. If there is no legitimate reason for the absence, then the school will record it as unexplained. The system can also advise parents of any unexplained lateness to school. An SMS is sent to a designated mobile number. SMS' are sent from **0476 857 135**. This is a text only service.

There are many advantages for the school community with this system.

- Parents can be reassured that communication of absence is passed on that morning, initially after 10am.
- Parents have the option of advising the school immediately by return SMS or by phoning the school on (02) 9144 3477 extension 124, using the SchoolBytes form, email or by writing a note for the student on their return to school.

If an SMS is sent out and you believe there is an administration error, please contact the school to resolve the issue.

The system defaults to send the SMS to the mother's mobile number, unless we are advised otherwise. If you would like the school to use an alternate mobile number, please contact the school office with the details. Please note the system automatically defaults to one contact number only unless manually advised.

When leaving a message on the SMS system or on the school absence phone line please ensure to include your **child/ward's name, year group and reason for absence in the message**.

If a student needs to leave school early, they are required to bring a note to the Administration Office, signed and dated by their parent or caregiver to explain the absence, or complete the form available on School Bytes.

In the event of a prolonged illness, parents/caregivers are asked to notify the school after three days. If it is known in advance that the student will be absent, the Administration Office can also be informed prior via phone or via the form available on School Bytes.

Minimum attendance rates suggested by the NSW Education Standards Authority are endorsed by the Department of Education and impact a student's eligibility for the award of the RoSA (Record of School Achievement) and/or the Higher School Certificate. The school enforces these attendance rates.



Any application for leave must be submitted on a form available from the Administration Office and should be accompanied by a written application that clearly identifies the circumstances for requesting the leave.

Extended leave of up to 100 days may be approved by the principal in exceptional circumstances. Any leave of more than 100 days will need to be approved by the Director of Public Schools.

Minimum attendance rates suggested by the NSW Education Standards Authority are enforced by the school.

Book and equipment pack

Parents are encouraged to purchase the equipment pack which meets the subject needs and offers quality products at competitive prices. The book pack is available for purchase from the school website.

Bring your own device (BYOD)

All students in Years 7-12 will be required to bring their own computing device to school each day. A laptop has been identified as the ideal learning tool for Ku-Ring-Gai High School students.

The school computer rooms will also continue to be used to support whole class teaching and learning activities and specialist needs. Student devices support student learning and are required in addition to workbooks, pens, and other essential equipment.

Students are not able to charge devices at school; therefore, it is imperative that all devices are charged prior to arriving at school. The school computing infrastructure operates in a Windows Operating System environment. Software is available free of charge to all Department of Education students to install on their own computing device.

By bringing a device to school, students and parents acknowledge the terms of the Ku-ring-gai High School BYOD user agreement. This form must be signed and returned to school prior to a device being used on school grounds. Ku-ring-gai High School makes no recommendation of what brand of device should be purchased.





Bells

Period	Monday - Thursday
Roll Call	9.00 - 9.10
1	9.10 - 10.13
Recess	10.13 - 10.33
2	10.33 - 11.36
3	11.36 - 12.39
Lunch	12.39 - 1.24 (half bell at 1.02)
4	1.24 - 2.27
5	2.27 - 3.30
Period	Friday
Roll Call	9.00 - 9.10
1	9.10 - 10.13
Recess	10.13 - 10.43
2	10.43 - 11.46
3 (Assembly)	11.46 - 12.39
Lunch	12.39 - 1.24 (half bell at 1.02)
4	1.24 - 2.27
5	2.27 - 3.30
Period	Friday (assembly cancellation)
Roll Call	9.00 - 9.20
1	9.20 - 10.35
Recess	10.35 - 11.05
2	11.05 - 12.20
Lunch	12.20 - 1.10 (half bell at 12.45)
4	1.10 - 2.20
5	2.20 - 3.30

Canteen

Students have access to fresh, seasonal food from our self-service canteen. Online orders and payment are available through the Flexischools app. Students are able to use the canteen at recess and lunch. Both cash and eftpos are accepted.



Curriculum

All students in Year 7 follow the mandatory curriculum as set by NESA (NSW Education Standards Authority). They complete coursework in English, Mathematics, Science, Human Society and Its Environment (HSIE), Personal Development, Health and Physical Education (PDHPE), Languages, Music, Religious Education, Technology and Applied Studies (TAS) and Visual Arts.



The **Talent Enrichment Program** is a unique innovation that allows our students, in Years 7 to 10, to develop their talents, skills and interests. This opportunity for extension enables students to develop creativity, problem solving and a sense of community. Students have 2 hours per week timetabled in their Talent Enrichment Program class.



Google Classroom

At Ku-ring-gai we use Google Classroom as an online tool for teachers to set classwork, assessment tasks and to communicate with students online. Classwork, homework, and assessments are automatically added to a student's Google Calendar.

Parents are able to set up a parent account through which they can access student assessments and classwork.



House System

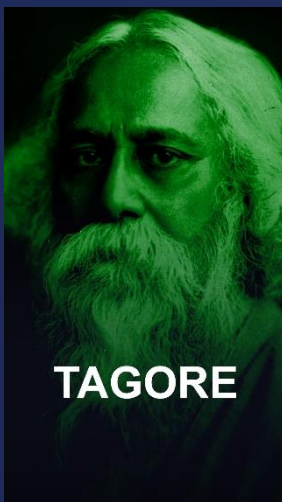
At Ku-ring-gai High School we aim for all students to feel a sense of belonging and to contribute to our Learning Environment, Learning Community and Learning Sphere. The House system acts as a link between the Year Groups, supporting our Talent Enrichment Program in the school, providing them with opportunities for working, competing, and collaborating together. Our House System (Tagore, Curie, Churchill, Lincoln) encourages a healthy sense of competition and recognises the contribution of all students for participation, sporting and academic achievements.

Points are accumulated by individual students, tallying towards a house total to determine the winners of the KHS Carnival Cup, KHS House Cup and ultimately the KHS House Championship.

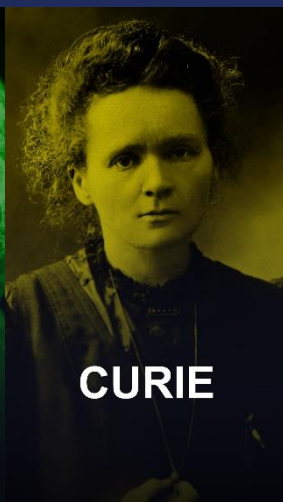
The KHS Carnival Cup is a culmination of the points scored by students at the annual Swimming Carnival, Cross Country Carnival, and Athletics Carnival.

The KHS House Cup is the culmination of the points scored by students throughout inter-house competitions which are organised by the School House Captains twice a term.

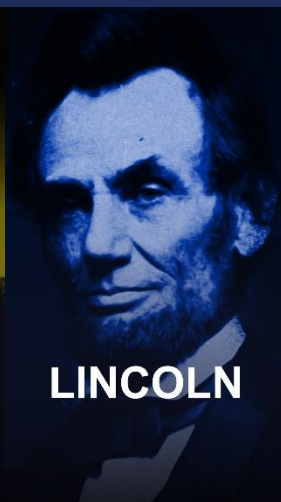
The KHS House Championship is the ultimate champion house throughout the course of the year.



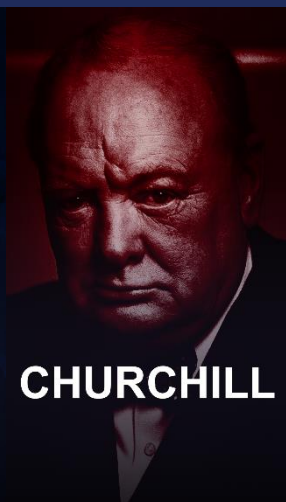
TAGORE



CURIE



LINCOLN



CHURCHILL



Leadership

Student voice is important at Ku-ring-gai High School.

In Year 7, students have the opportunity to apply and be selected to join the Student Representative Council (SRC). Joining the SRC involves assisting in organising school events with SRC members from other year groups, representing Year 7 at whole school events and contributing ideas to better the school at regular SRC meetings.



Lockers

All students have the opportunity to hire a locker. Lockers can be hired by completing the locker contract. There is a cost of \$60 to use the locker for one year. Lockers may be used for storage of books and the temporary storage of PE attire on sports days. Any food or soiled clothing must be stored in bags or containers and only retained in the locker during the day, never overnight.

P&C Association (Parent Body)

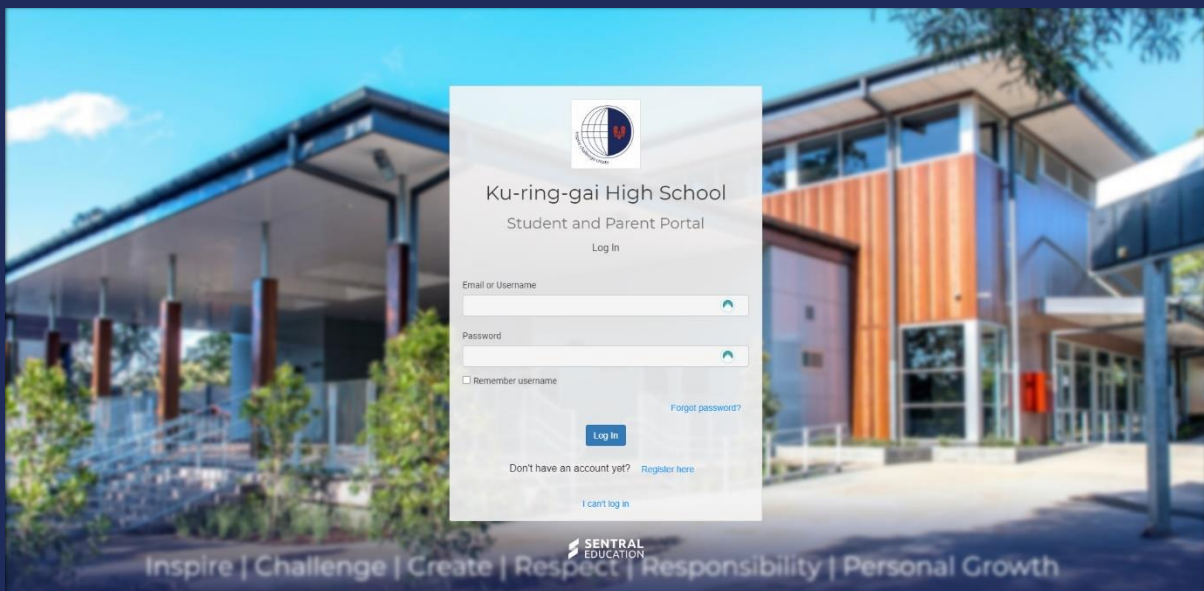
The P&C Association is involved in a wide range of activities in the school including fundraising for curriculum extension, school beautification and playground enhancement. The P&C provides a great opportunity to meet like-minded community members. We encourage members of the school community to get involved with the P&C. This is a great way to get a sense of what is going on in the school and make a positive contribution towards your children's education. The P&C provides a regular open forum in which parents and local citizens can discuss matters relevant to the education, social and financial welfare of the school and wider community.



Parent Portal

The Sentral Parent Portal is utilised to provide both parents and students information about progress at school. The information you can access about your child/ward through the parent portal currently includes:

- Student timetables
- Attendance patterns
- Student Recognition System (Merit Awards)
- Reports
- School resources and applications
- Parent teacher bookings



Parent Teacher Interviews

Parent Teacher Interviews are held for every year group. These are held in the late afternoon to early evening to allow as many parents/caregivers as possible to be present, and provide a very important opportunity for parents, caregivers, and teachers to meet to discuss each student's academic progress.

The school operates an online booking system which allows parents and caregivers to customise their own appointments directly. Dates are published on the school calendar, available on the Ku-ring-gai High School webpage.



Payments and Permission Notes

Our school has implemented a system called **School Bytes** to manage payments and permission notes. Parents/carers can visit the School Bytes portal at any time to make a payment online, view payment history and apply credit. For non-student payments, please contact the school for a payment link.



Once the 2024 school year commences, parents/caregivers can visit the [School Bytes Parent Portal](#) to register for an account. School Bytes also has apps available for both [Apple](#) and [Android](#) devices.

To ensure that the registration process works smoothly and you can link your account to your child(ren), make sure that you use **the same email address that you have provided to the school** or if using a different email address, an SMS verification code will be sent to the mobile phone number on record for you at the school.

All permission notes for excursions and incursions, and payments are collected through School Bytes.

Peer Support

The main aim of the Peer Support program is to assist Year 7 students to adjust to secondary school and to provide peer to peer support to students. The Program is run by trained Year 10 students who develop close relationships. Year 7 students are given support and advice from older students both within timetabled sessions and on an informal basis in the playground. In addition, the Peer Support Leaders attend the Year 7 camp to assist in the transition program.



Recognition System

Our Recognition System encourages and recognises a students' hard work, improvement, or dedication to curricular and extracurricular activities as well as those who are positive ambassadors for the school. The Merit and Awards allocated to students can be viewed by students on Sentral Student Portal and Parents/Caregivers on Sentral Parent Portal.

A summary of our merit point categories and possible merit point items can be seen below:

Merit Point Category	Definition
Learning Environment	Recognition of contribution to the learning environment through effort, academic performance, and active engagement in classroom activities.
Learning Community	Recognition of contribution to the creation of a positive learning community through participation, support, and involvement in whole school activities.
Learning Sphere	Recognition of contribution to the broader community and being a positive ambassador of KHS.

Examples of Merit Points items (not limited to)

Learning Environment (1 point)	Learning Community (5 points)	Learning Sphere (10 points)
Academic excellence	Sport representation – Knockout	Sport representation: CHS/Region/State/National
Academic improvement	Academic Competitions	Performance representation: Region/State/National
Consistent and sustained positive behaviour	Assembly Performance, including afterschool performances	Academic representation – Region/State/National
Contribution to class activities	Fundraising Activities	Leadership representation: Region/State/National
Co-curricular activities	Extra-curricular Activities	Student exchange/hosting
	School service / events	Volunteering*
	Peer Support	Coaching/Mentoring*
	Peer Mediation	
	Student Representative Council	

* Upon prior discussion with a member of the Senior Executive



Reports

Formal outcomes-based reports are provided to students and their parents and caregivers twice a year. The purpose of such reports is to provide information regarding individual student performance and progress.

Special Religious Education (SRE)

A Religious Education teacher, jointly employed by a wide range of Christian churches in the local community, teaches Religious Education classes in Years 7 to 10 on a basis of approximately one period per cycle for a term on a rotational basis.

Students may be exempted from these classes with parental authority provided in writing to the principal.

Sport

Sport is integrated into timetabled PE lessons. Students are also given the opportunity to trial for co-curricular sport and compete in knock out tournaments and other gala days. All students are expected to participate in annual carnivals including swimming, cross country, and athletics, unless exempted by a medical certificate. All students who participate earn points for their respective houses.





Transport (School Opal card)

The School Opal card gives eligible school students free or subsidised travel on public transport between home and school on trains, buses, ferries, and light rail in the Opal network.

Students who require a School Opal card or travel pass for 2024 can now [apply online](#). A new application should be submitted if a student is applying for a school travel pass for the **first time** or requesting an additional pass as a result of a new shared parental responsibility situation (e.g., joint custody).

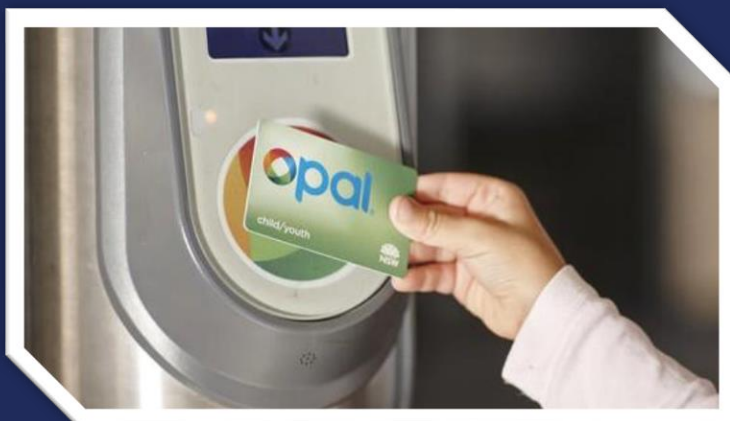
To apply for a School Opal card, you will need to live a minimum distance from the school to be eligible:

- 2 km straight line distance or
- 2.9 km walking or further.

It's important to remember that the School Opal card is only for travel to and from school on school days and doesn't cover travel to after school care, school excursions, sport, and other activities away from school, so it's a good idea to get a Child/Youth Opal card for personal travel.

The School Opal card has been designed to last around five years. Parents, carers, and students won't need to reapply every year as long they remain eligible. Transport for NSW will verify that students are still eligible with schools on a regular basis.

See <https://www.opal.com.au/en/about-opal/opal-for-school-students/> for further details, and for the online application page.



Students are expected to travel to and from school in a courteous manner, and to conduct themselves in a way to bring credit to the school.



Uniform

At Ku-ring-gai High School, we are committed to encouraging our students to always wear full school uniform, including a hat whilst in the sun. As part of the Sun Safe Initiative all Ku-ring-gai High School students are issued with a navy-blue cap when they start school. Other caps with logos or hats of a different colour, will not be permitted. Plain navy caps or floppy sun hats are acceptable.

If families choose to enrol their child with us then we understand that they have agreed to support our school rules and procedures.

If a new cap is required, it may be purchased from the office.

<p style="text-align: center;">Girls – Year 7, 8 and 9</p> <ul style="list-style-type: none"> • Junior Plaid Skirt/Navy Tailored Pants • Navy tailored shorts • White monogrammed shirt • Long sleeved white shirt • Navy school jacket • Navy ‘V’ Neck regulation jumper or cardigan • White socks or black stockings • Black lace up leather school shoes • Red school scarf • Navy Blue Cap or Hat 	<p style="text-align: center;">Boys – Year 7, 8 and 9</p> <ul style="list-style-type: none"> • Grey shorts or grey trousers • White monogrammed shirt • Longsleeved white shirt • Navy regulation jacket • Navy ‘V’ neck regulation jumper • Plain grey socks • Black lace up leather school shoes • Red school scarf • Navy Blue Cap or Hat
<p style="text-align: center;">Girls – Year 10, 11 and 12</p> <ul style="list-style-type: none"> • Senior Plaid Skirt/Navy Tailored Pants • Navy tailored shorts • White monogrammed shirt • Long sleeved white shirt • Navy school jacket • Navy ‘V’ neck regulation jumper or cardigan • Navy blazer with school crest • White socks or black stockings • Black lace up leather school shoes • Red School Scarf • NavyBlue Cap or Hat 	<p style="text-align: center;">Boys – Year 10, 11 and 12</p> <ul style="list-style-type: none"> • Grey shorts or grey trousers • White monogrammed shirt • Long sleeved white shirt • Navy regulation jacket • Navy‘V’ neck regulation jumper • Navy blazer with school crest • School tie with crest (winter terms) • Plain grey socks • Black lace up leather school shoes • Red school scarf • Navy Blue Cap or Hat

In accordance with the Department of Education Safe Working Policy, students cannot participate in activities within Industrial Arts and workshop areas, Science laboratories, Food Technology (kitchen areas) or Textiles rooms without lace up, leather, fully enclosed shoes.



Wellbeing

Each year group at Ku-ring-gai High School follows a wellbeing program that aims to meet the personal and social needs of students and to enhance student's overall wellbeing.

At Ku-ring-gai High School we prioritise the wellbeing of all students and staff. We have a strong wellbeing structure to support our students. In addition to all school staff, we specifically have Year Advisers & Assistant Year Advisers, Head Teacher Year Groups, School Counsellors, Deputy Principal and Principal who are all invested and committed to ensuring all our students connect, succeed, and thrive.

Each year group has diverse needs and concerns that we aim to address during whole school assemblies, roll call and our fortnightly Year Meetings. Once a fortnight, each year group meets with their Year Adviser & Assistant Year Adviser along with their roll call teachers and Head Teacher Year Group to participate in a wellbeing focused session.





**Ku-ring-gai High School
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