

Ku-ring-gai High School



Guide for Parents and Students
Year 7, 2021



Ku-ring-gai High School
403 Bobbin Head Road Turramurra North 2074

Telephone: 02 9144 3477

E-mail: kuringgai-h.school@det.nsw.edu.au

Acknowledgement of Country

We at Ku-ring-gai regard ourselves as privileged to have access to this beautiful environment and setting adjacent to the Ku-ring-gai Chase National Park.

Our community is also privileged to have access to artifacts that tell the story of the indigenous history of the area.

We would like to acknowledge the Guringai people who are the traditional custodians of this land.

We would also like to pay respect to the Elders both past, present and emerging of the Guringai Nation and extend that respect to other Aboriginals.



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 citizenship, responsibility, resilience and a strong sense of justice for all.



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, and encouraged tolerance and understanding.

To our new Year 7 students, take every opportunity to be a part of our school community, make new friends and enjoy the challenges of learning.

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



Ms Terri-Anne Kamasz
Principal



School Captain's Message

To Year 7, 2021, parents, families and caregivers,

We welcome you to Ku-ring-gai high school, to begin the next chapter of your life.

High school is a time of thrill and excitement, creating long lasting memories that we are sure you will treasure forever - whether that be during school itself, through school carnivals, future school camps, or even our exciting TEP program.

As Captains, we would like your transition from primary into Ku-ring-gai High School to be as smooth as possible. We're here to offer you ongoing guidance and encouragement, along with the rest of your wellbeing team, led by your Year Adviser Ms. Richards, and of course your peer support leaders who will also assist you in accommodating yourselves to the new campus.



Like every other aspect of life, your journey through high school will have its ups and downs. However, this is normal. We understand the challenges associated with starting year 7, considering we went through the process ourselves - from familiarising yourself with teachers and your classmates, to figuring out where to go for your next class. Although it may be overwhelming, especially during such unprecedented times, Ku-ring-gai demonstrates a nurturing school atmosphere, that is extremely welcoming, and we are sure you will feel settled in very soon.

We look forward to meeting you all upon your arrival and seeing you around the school. Remember, you don't have to be afraid to approach us if you have any questions. We are here to help you succeed, as you take on new opportunities and transition into Ku-ring-gai High School.

Olivia Drew and Marco de Paulis

School Captains 2021



Staff and Key Contacts

Principal and Deputy Principal	
Principal	Ms. Terri-Anne Kamasz
Rel. Deputy Principal	Ms. Yvonne Garcia
Head Teachers	
English	Mr. Robert Klein (rel.)
Mathematics	Mr. Brian Hatcher
Science	Mr. John Brameld
HSIE (Human, Society and its Environment)	Ms. Kim Vidler
Creative and Performing Arts (CAPA)	Ms. Laura Mashman (rel.)
Technology and Applied Studies (TAS)	Ms. Jodie Armour
PDHPE	Mr. Andrew Baker
Integrated Learning Centre (ILC)	Mr. Geoffrey Tunks
Year 7 2021 Wellbeing Team	
Year 7 Adviser	Ms. Sarah Richards
Year 7 Assistant Adviser	Mr. Alex Brattoni
Head Teacher of Year 7	Ms. Jodie Armour
Other Key Staff	
Librarian	Ms. Elizabeth Davis and Ms Suzanne Gilbert
School Counsellor	Ms. Emma Ryan and Ms Louise Dique
Careers Advisor	Ms. Sonya Froment

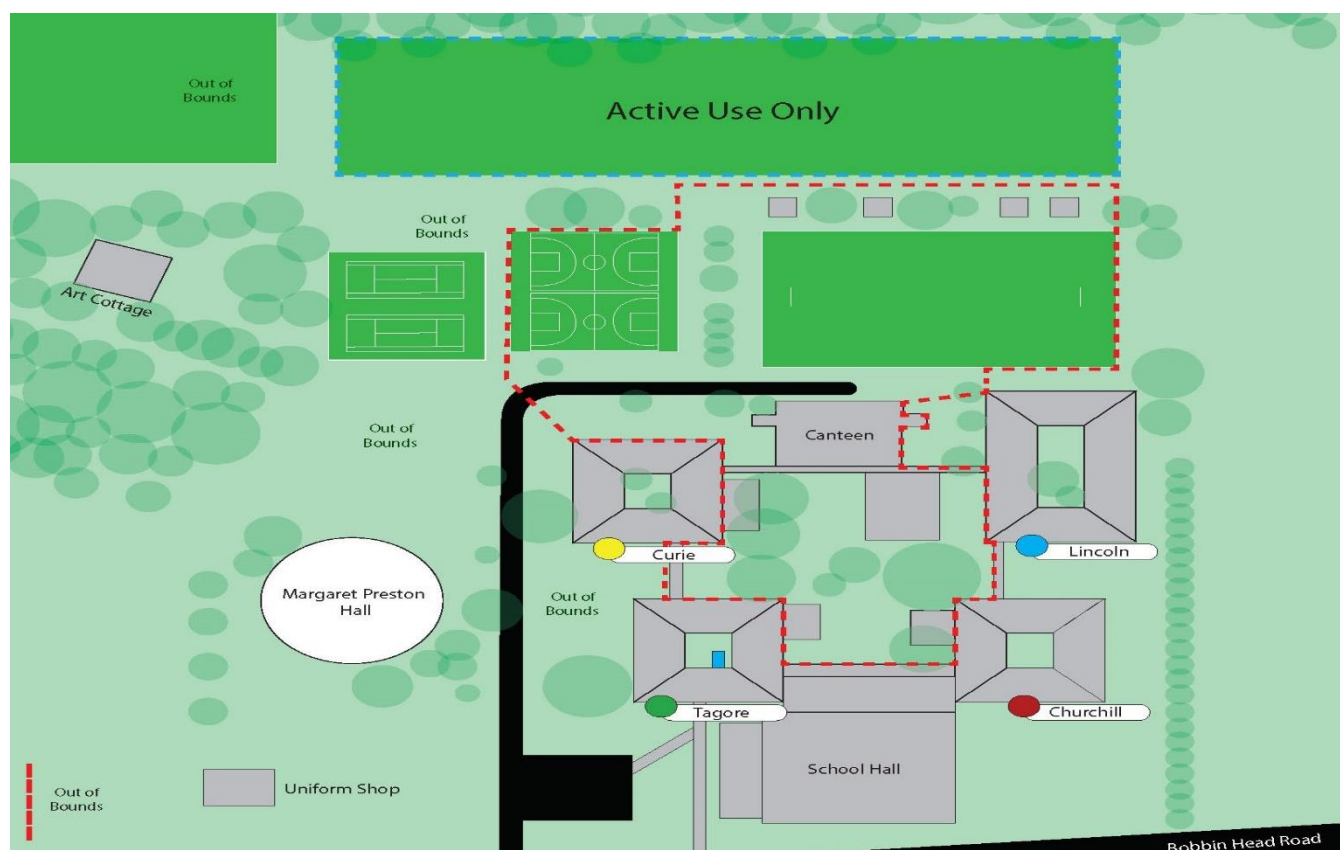
It would benefit the school organisation and save you time and effort if you contact the correct person regarding your enquiry. When contacting the school please inform reception of the nature of your enquiry and whom you would like to speak to.

Please follow the below guidelines for certain enquiries:

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



Map



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



Year 7 2021 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, 2020 and continues into 2021 to ensure the students and their families have the best possible start to high school at Ku-ring-gai.



Dates for the Diary:

Friday, 29 January 2021:

Year 7 commence school Orientation program
9:00am – 3:30pm.

- Students to bring a pen, notebook, recess and lunch.

Monday, 1 February 2021:

Year 7 Orientation program continues
9:00 am – 3:30 pm

- Students to bring a pen, notebook, recess and lunch.

Tuesday, 2 February 2021:

Year 7 Orientation program continues
9:00am – 3:30pm.

- Students to bring a pen, notebook, recess and lunch.

Monday, 22 to Wednesday 24 February 2021

Year 7 Camp: Great Aussie Bush Camp, Tea Gardens.



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 an unexplained absence. The system can also advise parents of any unexplained lateness to school. An SMS message is sent to a designated mobile number. SMS's are sent from 0476 857 135. This is a text only service, there is no voicemail or operator assistance.

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 9144 3477 extension 124, School Stream, email or by writing a note for the student on their return to school.
- Parents tend to reply promptly to an SMS.

If an SMS is sent out and you believe there is an administration error, please contact the school immediately 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 in the message.

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

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 to the absences.

Minimum attendance rates suggested by the NSW Education Standards Authority are endorsed by the Department of Education and affect a student's eligibility for the award of the RoSA (Record of School Assessment) 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 pack

Parents are encouraged to purchase the book pack which meets the subject needs and offers quality products at competitive prices. The book pack is available for purchase from the school office. Payments can be made online via the payment portal on the school website.

Bring your own device/BYOD

All student's 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 laboratories 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 OS environment. Software is available free of charge to all Department of Education students to install on their own computing device. Refer to the download guide link available on the Ku-Ring-Gai High School website.

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.



Library resources in use



NSW Rural Fire Service (RFS) Secondary Schools Cadet Program.



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* site. 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.



TEP Film and Screen Production



TEP Dance

Diary

All students are issued with a school diary at the start of the year and it is an important organisational tool that must be brought to school every day. The diary allows students to organise themselves to meet deadlines and keep track of due dates. The diary also contains information regarding school procedures and can be used as a method of communicating with parents, caregivers and the school.

Edmodo

At Ku-ring-gai we use Edmodo as an online tool for teachers to set classwork, assessment tasks and communicate with students and parents online. Parents are able to set up a parent account through which they can access student assessments, any results published on Edmodo and communicate with class teachers.





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.

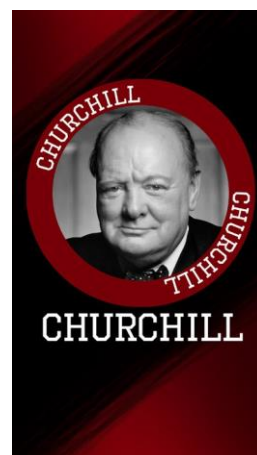
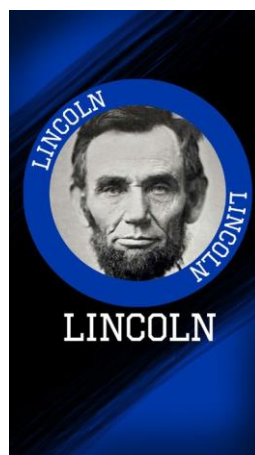
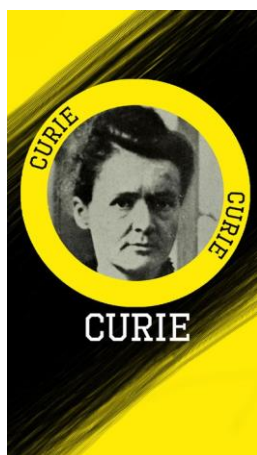
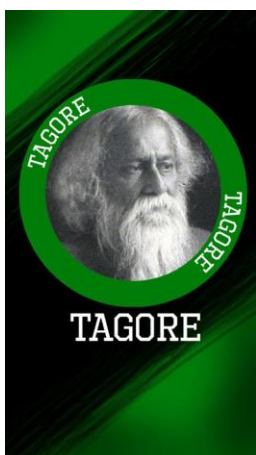
Points are accumulated by individual students, tallying towards a House total to determine the winners of the KHS Carnival Cup, KHS House Cup and ultimately the KHS House Championship.



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.

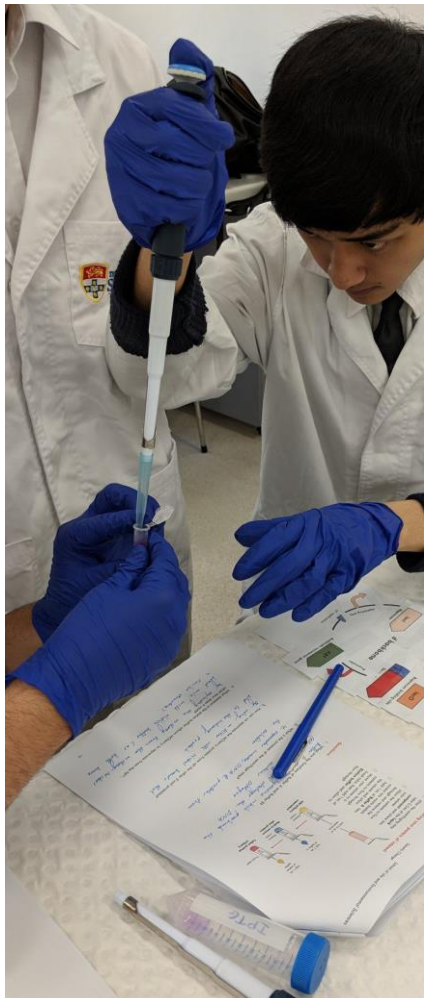
The KHS House Championship is the ultimate champion house throughout the course of the year.





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)

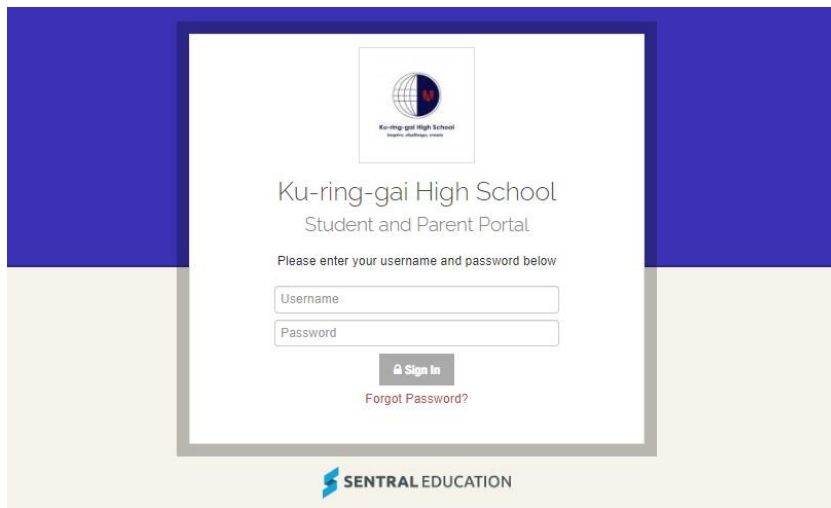
The P&C Association is involved in a wide range of activities in the school including fundraising for curriculum extension, school beautification and playground enhancement along with great opportunities to meet like-minded community members. We encourage members of the school community to get involved 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. Attend P&C meetings and get involved in discussion and decision making. Meetings are held every Monday evening at 6pm every Week 4 and 8 of each term, providing 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 Parent Portal (Sentral) is utilised to provide both parents and students information about each students progress at school. The information you can access about your child/ward through the parent portal currently includes:

- Student timetable
- Attendance patterns
- Student Recognition System (Merit Awards)
- Reports
- School resources and applications



Parent Teacher Nights

Parent Teacher Nights 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 the 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.



Parent Online Payments (POP)

Parent Online Payments are available on the school website. This is the preferred option to pay your child's statement of account. The "make a payment" link is accessible on the school website <http://www.kuringgai-h.schools.nsw.edu.au>.

Selecting this link will take you to a secure Westpac payment page.

All statement of accounts and excursions can be paid via the portal. Please note that if a payment is made after 6pm on a weekday or on the weekend, the school will not receive the payment until the second business day.

How do I make a payment?

From the initial payment page Parents/Caregivers can complete the details, some of which are mandatory (marked with an *), before confirming the payment details and completing the payment. A receipt can be printed from the payment page OR be emailed to the payer. The payment screens are:

1. Entering payment details
2. Entering credit card details
3. Confirmation of payment details; and
4. Online Payment Receipt.

Entering Payment Details

The payment details screen captures student information and payment details. This allows for identification of the student that the payment applies to and what the payment is for. This is critical to ensure that the right student is credited with payment for the right items.

Where Class or Year AND Invoice number are entered, Date of Birth is not required. If only Class or Year OR Invoice number is entered a Date of Birth is required.

The payment details should come from the school invoice/statement of account or listing that the school issues. There can be more than one payment line for all items except voluntary school contributions, the items are:

- Voluntary school contributions (1 payment), use this for general contributions/donations
- Subject contributions (up to 10 payments), use this for contributions for specific subjects e.g. Visual Arts, Industrial Technology, etc.
- Excursions (up to 5 payments), use this for specific excursions e.g. Zoo; Opera House, etc.
- Sport (up to 5 payments), use this for any sporting activities e.g. carnivals, TEP Sport
- Creative & Practical Arts (up to 5 payments), use this for any performing arts fees
- Sales to Students (up to 5 payments) use this for any purchase e.g. Calculator.
- Other (up to 5 payments) this may be used for paying total amounts owed by a student e.g. complete student invoice/statement of account

When any option is chosen (by selecting the tick box), a payment description and payment amount must be included.



Peer Support

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



Physical Education (PE)

Students complete practical and theory Physical Education (PE) lessons across their fortnightly timetable. PE focusses on building movement skills across a variety of games and sports.

Students are required to wear full sports uniform for PE lessons and must change at school. Only full school uniform may be worn to and from school.





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 staff on Sentral, 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.

School Stream

The School Stream Communication App is available for download in the apple and android app stores. Ku-Ring-Gai High School uses School Stream to communicate relevant school information and updates via the app.



schoolstream

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.

Inter-school Christian Fellowship is held every Friday lunchtime (JAK - Jesus at Ku-ring-gai)

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 2021 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 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>Girls – Year 10, 11 and 12</p> <p>Senior Plaid Skirt Navy Slacks Navy tailored shorts White monogrammed shirt Long sleeved white shirt Navy regulation jacket Navy 'V' neck regulation jumper or cardigan Navy blazer with school crest White socks or black stockings Black lace up leather school shoes (fully enclosed) Red School Scarf Navy Blue Cap or Hat</p>	<p>Boys – Year 10, 11 and 12</p> <p>White 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 Plain grey socks Black lace up leather school shoes (fully enclosed) Red School Scarf Navy Blue Cap or Hat</p>
<p>Girls – Year 7, 8 and 9</p> <p>Junior Plaid Skirt Navy Slacks 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 (fully enclosed) Winter red school scarf Navy Blue Cap or Hat</p>	<p>Boys – Year 7, 8 and 9</p> <p>White grey shorts or grey trousers White monogrammed shirt Long sleeved white shirt Navy regulation jacket Navy 'V' neck regulation jumper Plain grey socks Black lace up leather school shoes (fully enclosed) Red School Scarf Navy Blue Cap or Hat</p>

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 laboratories 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 Counsellor, Deputy Principal and Principal who are all invested and committed to ensuring all of our students CONNECT, SUCCEED and THRIVE.

Each year group has diverse needs and concerns that we aim to address during whole school assemblies, roll calls and in particular 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.







challenge



create



personal growth



respect

responsibility

