



# Ku-ring-gai High School



Guide for Parents and Students  
Year 7, 2022



**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](mailto:kuringgai-h.school@det.nsw.edu.au)**

## **Acknowledgement of Country**

We acknowledge the Traditional Owners of the land,  
and peoples on whose land we now learn together;  
we pay our respects to the Elders past, present and emerging.

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.



## 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, 2022, parents, families, and caregivers,

A warm welcome to Ku-ring-gai High School.

High school is a time packed full of changes, thrills, excitements, and countless opportunities to make lifelong memories. Whether these are the experiences you have at future school camps, our yearly school carnivals, in our talent enrichment program or at lunchtime. There are ample opportunities for everyone to make the most out of their high school experience. You are beginning the next chapter of your educational journey and during your time at our school you will learn so much.



As captains we wish to aid you all in a time that can be difficult for many, the transition between primary and high school can be one filled with a mix of excitement and nerves. We aim to ensure it is as comfortable an experience as we can make it. It is okay to have fears and nerves coming into high school, but we are here as captains to guide you and provide encouragement to make this transition as easy as possible.

You will also have a larger support team to aid in your transition into high school. Your wellbeing team, including your Year Adviser, Assistant Year Adviser and Roll Call Teachers will be with you every step of the way and your Year 10 Peer Support Leaders will also aid you over this coming year.

Throughout your high school journey there will be ups and downs and plenty of opportunities and challenges to face. This is normal, and a process which we have experienced ourselves. Starting Year 7 you will meet new teachers, wonderful peers, and find your way in our nurturing environment. But throughout that process make sure you put your hand up and ask for help when you need it, we are here to help you, so don't feel scared!

We couldn't be more excited to have you here and we are looking forward to meeting you all upon your arrival. Don't be afraid to introduce yourself or come find us at any time, we can't wait to watch you succeed and take on all the fantastic opportunities Ku-ring-gai High School provides.

**Harriet Morley and Jarrah Chan-Reese**  
School Captains, 2022



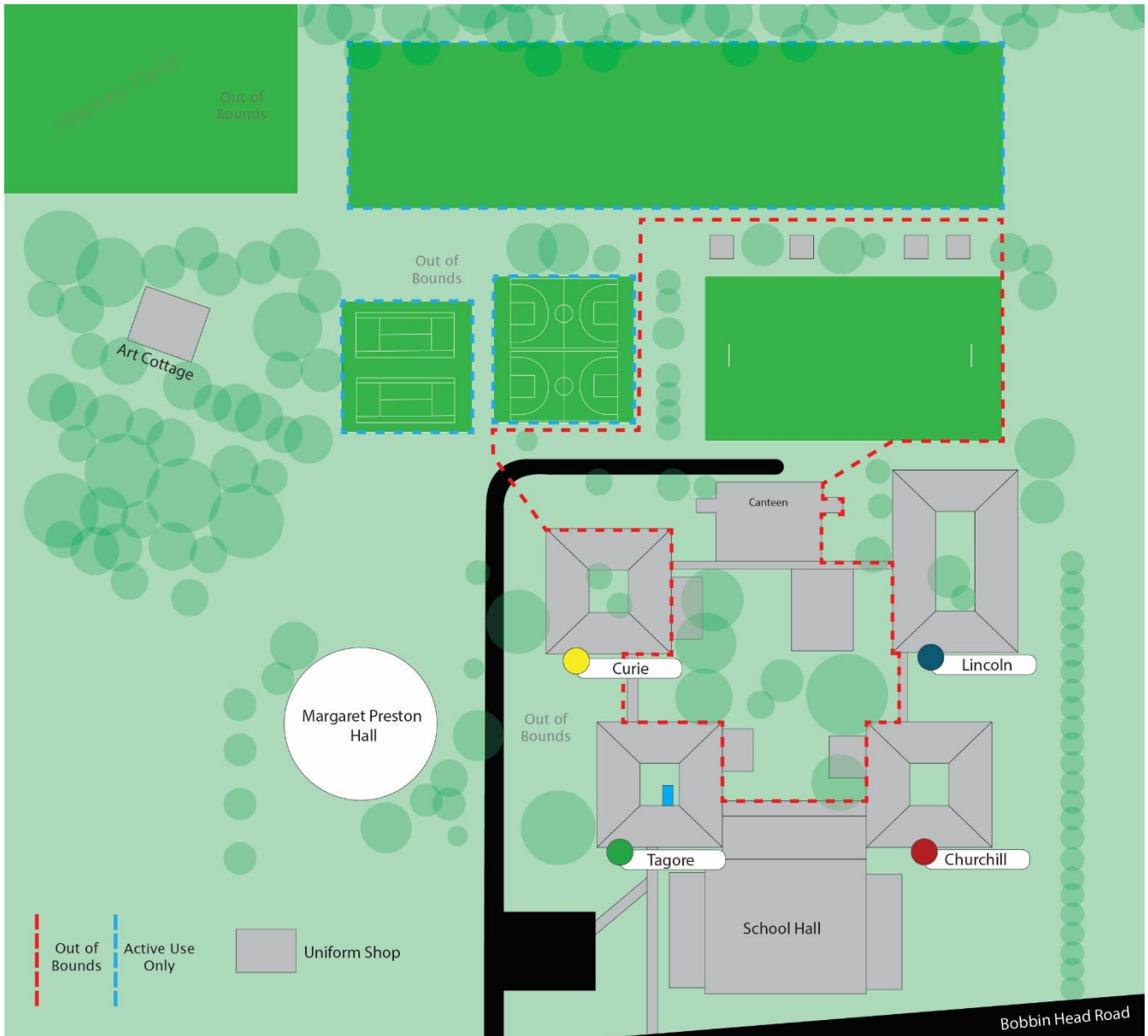
## Staff and Key Contacts

<b>Principal and Deputy Principal</b>	
Principal	Ms. Terri-Anne Kamasz
Deputy Principal	Ms. Trudy Taylor
Rel. Deputy Principal	Ms. Yvonne Garcia
<b>Head Teachers</b>	
English	Mr. Robert Klein (rel.)
Mathematics	Mr. Brian Hatcher
Science	Mr. John Brameld
HSIE (Human, Society and its Environment)	TBC
Creative and Performing Arts (CAPA)	Ms. Catherine Reid
Technology and Applied Studies (TAS)	Ms. Jodie Armour
PDHPE	Mr. Andrew Baker
Integrated Learning Centre (ILC)	TBC
<b>Year 7 2022 Wellbeing Team</b>	
Year 7 Adviser	Mr. Jackson Redshaw
Year 7 Assistant Adviser	Ms. Sheena Wilkinson
Head Teacher of Year 7	TBC
<b>Other Key Staff</b>	
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 the specific subject
Student wellbeing	Year Adviser
Student conduct and overall academics	Head Teacher Year
School organisation	Deputy Principal



<b>Tagore</b>	<b>Curie</b>	<b>Lincoln</b>	<b>Churchill</b>
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, 2022 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, 2021 and continues into 2022 to ensure the students and their families have the best possible start to high school.



### Dates for the Diary:

**Tuesday, 16 November 2021:**

Parents and Caregivers Zoom Session with the Principal, Year Adviser, and other key staff - 7pm. A link to this session will be provided via email.

**Tuesday, 23 November 2021:**

Orientation Day (10am - 12pm)

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**Tuesday, 1 February - Thursday, 3 February 2022:**

Year 7 Project Based Learning Transition Program  
9:00 am – 3:30 pm

**Monday, 7 February 2022:**

School Photos

**Thursday, 10 February 2022:**

Swimming Carnival (Hornsby Aquatic Centre)

**Thursday, 17 February 2022**

Big Fish into Little Fish Student Session  
Big Fish into Little Fish Parent Session (6 pm - 7 pm)

**Monday 21 to Wednesday 23 February 2022**

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. SMSs 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.

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 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 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 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 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 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.



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* 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.



TEP Sport



TEP Advanced 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 to communicate with students and parents online. Parents are able to set up a parent account through which they can access student assessments and classwork.

edmodo



## 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.

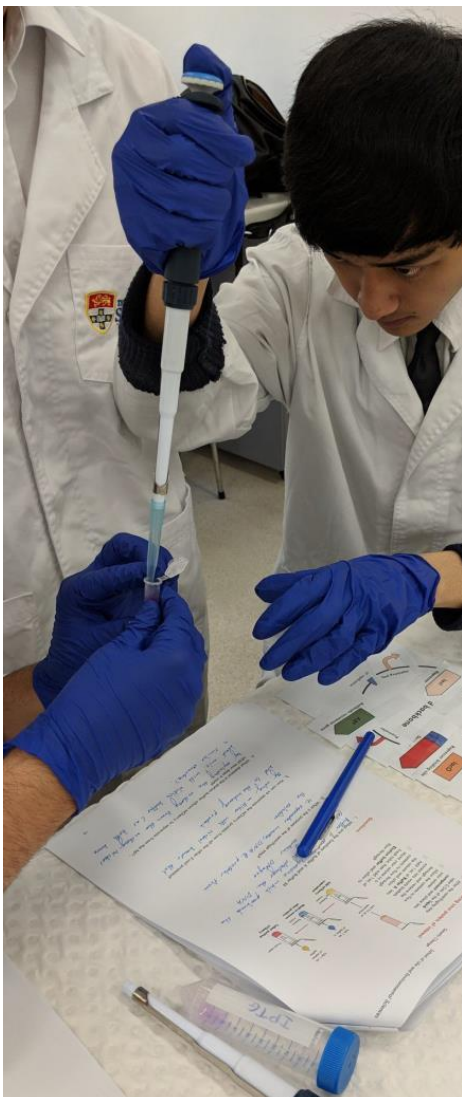




### Leadership

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)

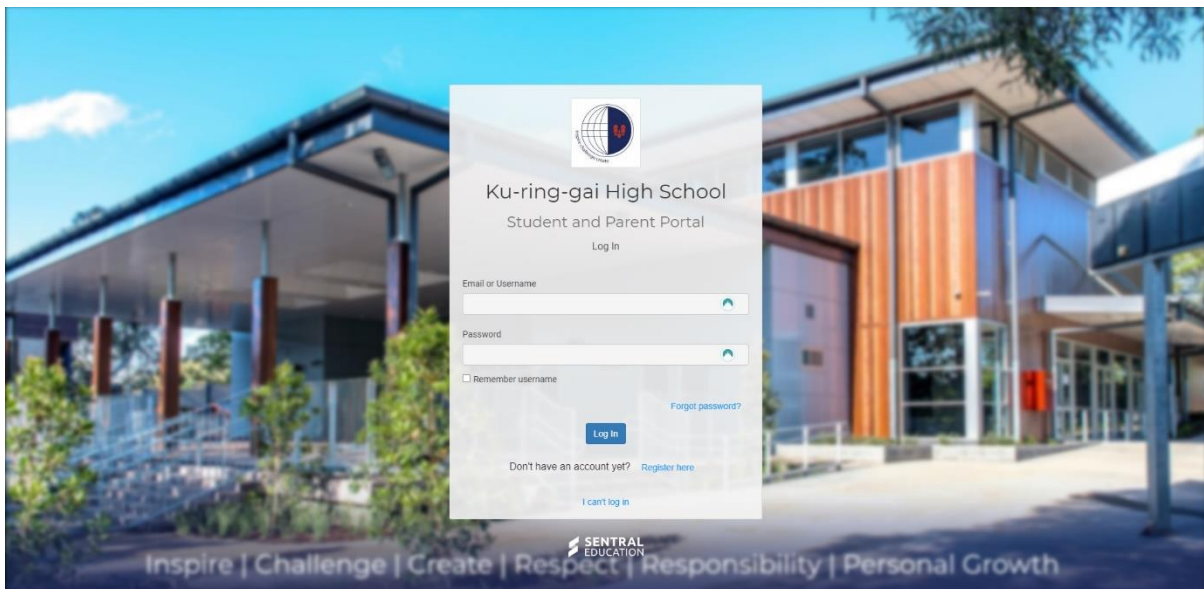
The P&C Association is involved in a wide range of activities in the school including fundraising for curriculum extension, school beautification and playground enhancement. The P&C provides a great opportunity to meet like-minded community members. We encourage members of the school community to get 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, attend P&C meetings and get involved in discussion and decision making. Meetings are held every Monday evening at 6pm every Monday during Week 4 and 8 of each term. 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 timetable
- Attendance patterns
- Student Recognition System (Merit Awards)
- Reports
- School resources and applications
- Parent teacher bookings



## 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 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.



## Parent Online Payments (POP)

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>.



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.

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

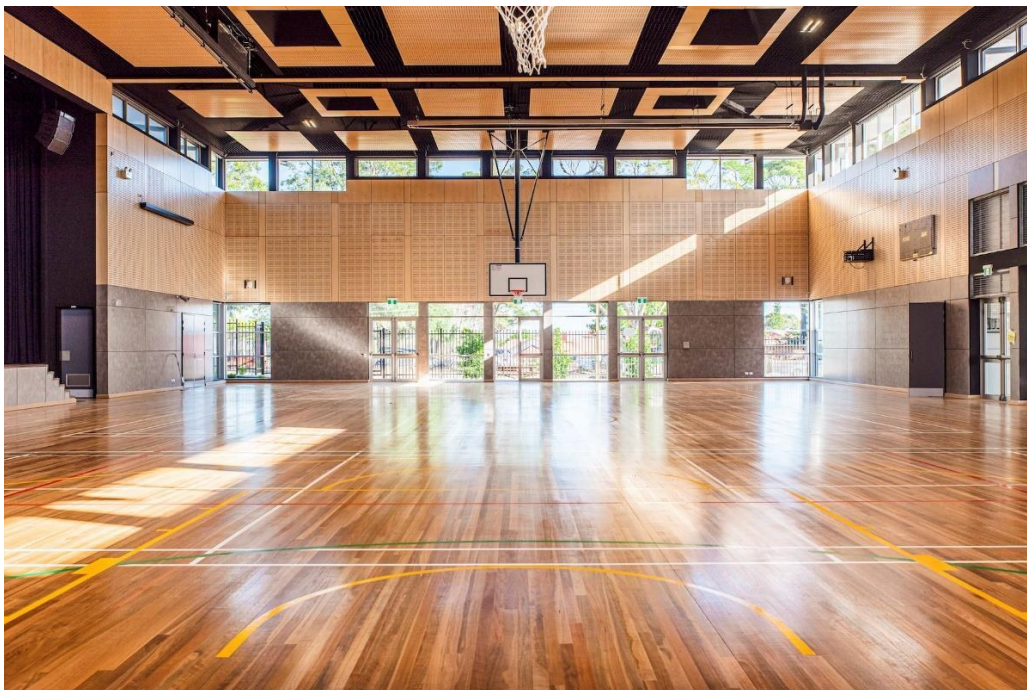
The main aim of the Peer Support program is to assist Year 7 students to adjust to secondary school and to provide peer to peer support to students. The Program is run by trained Year 10 students who develop close relationships. Year 7 students are given support and advice from older students both within 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.



### 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 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.



## 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 2022 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 style="text-align: center;"><b>Girls – Year 7, 8 and 9</b></p> <ul style="list-style-type: none"> <li>• Junior Plaid Skirt Navy Slacks</li> <li>• Navy tailored shorts</li> <li>• White monogrammed shirt</li> <li>• Long sleeved white shirt</li> <li>• Navy school jacket</li> <li>• Navy ‘V’ Neck regulation jumper or cardigan</li> <li>• White socks or black stockings</li> <li>• Black lace up leather school shoes</li> <li>• Red school scarf</li> <li>• Navy Blue Cap or Hat</li> </ul>	<p style="text-align: center;"><b>Boys – Year 7, 8 and 9</b></p> <ul style="list-style-type: none"> <li>• Grey shorts or grey trousers</li> <li>• White monogrammed shirt</li> <li>• Longsleeved white shirt</li> <li>• Navy regulation jacket</li> <li>• Navy ‘V’ neck regulation jumper</li> <li>• Plain grey socks</li> <li>• Black lace up leather school shoes</li> <li>• Red school scarf</li> <li>• Navy Blue Cap or Hat</li> </ul>
<p style="text-align: center;"><b>Girls – Year 10, 11 and 12</b></p> <ul style="list-style-type: none"> <li>• Senior Plaid Skirt</li> <li>• Navy Slacks</li> <li>• Navy tailored shorts</li> <li>• White monogrammed shirt</li> <li>• Long sleeved white shirt</li> <li>• Navy school jacket</li> <li>• Navy ‘V’ neck regulation jumper or cardigan</li> <li>• Navy blazer with school crest</li> <li>• White socks or black stockings</li> <li>• Black lace up leather school shoes</li> <li>• Red School Scarf</li> <li>• NavyBlue Cap or Hat</li> </ul>	<p style="text-align: center;"><b>Boys – Year 10, 11 and 12</b></p> <ul style="list-style-type: none"> <li>• Grey shorts or grey trousers</li> <li>• White monogrammed shirt</li> <li>• Longsleeved white shirt</li> <li>• Navy regulation jacket</li> <li>• Navy ‘V’ neck regulation jumper</li> <li>• Navy blazer with school crest</li> <li>• School tie with crest (winter terms)</li> <li>• Plain grey socks</li> <li>• Black lace up leather school shoes</li> <li>• Red school scarf</li> <li>• Navy Blue Cap or Hat</li> </ul>

**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.



