



# Kandos

HIGH SCHOOL



# STUDENT INFORMATION BOOKLET 2024

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Official Kandos High School [kandos-h.schools.nsw.edu.au](http://kandos-h.schools.nsw.edu.au)

Kandos High is a PBL school. PBL (or Positive Behaviours for Learning) is an evidence-based whole school process to improve learning outcomes for all students. Through our shared values, we hope to build *Positive Relationships* through our community, foster in our students a desire to be *Responsible*, and engender a sense of *Respect* in all of our undertakings. The continuing implementation of PBL and its initiatives, are an important aspect of our school plan.

These people are always available to assist you in settling into your new school.

<b>Principal</b>		Miss D Thommeny
<b>Deputy Principal</b>		Ms D Johnston
<b>Supervisor of Girls</b>		TBA
<b>Careers Advisor/VET Coordinator</b>		Mrs J Parsons
<b>Learning and Support Teacher</b>		Mrs N O'Brien
<b>Year Advisors</b>		Year 7 Mrs B Anderson
		Year 8 Mrs K Reynolds
		Year 9 Mrs N Vidler
		Year 10 Mrs J Parsons
		Year 11 Mr M Vaughan
		Year 12 Miss L Besant
<b>Head Teachers</b>	Mr R San-Martin	English/HSIE/CAPA/Library
	Mrs J Mooney	Mathematics
Acting	Mrs K Reynolds	Science/PDHPE
	Mr M Vaughan	Teaching & Learning/TAS/Careers
	Mrs N O'Brien	Support
<b>Administration</b>	Mrs S Faulkner	School Administration Manager
	Mrs K Reddish	School Administration Officer
	Mrs M Moore	School Administration Officer Manager
	Mrs A Birch	School Administration Officer
	Mrs J Murray	School Administration Officer Library
	Ms B Innes	School Administration Officer Communications
	Mrs W Murphy	Agriculture Assistant
	Mr G Jamieson	General Assistant
	Mrs J Lewis-Phillips	Science/FoodTech Assistant
	Ms T Bell	Science/FoodTech Assistant

## KANDOS HIGH SCHOOL STUDENT LEADERS 2024



Halli O'Brien



Matilda Eisenhauer



Felikss Sander



Kirilee Besant

## KANDOS HIGH SCHOOL YEAR 7 ADVISOR 2024



Mrs Britt Anderson

## KANDOS HIGH SCHOOL MOTTO INFORMATION

Kandos High School's traditional Latin motto, PALMAM QUI MERUIT FERAT, loosely translates as **"They who have earned the palm, let them bear it."**

Historically, the motto's reference to the palm frond recalls ideas about triumph and victory, as well as peace and eternal life. In ancient Assyria, Egypt and Greece it symbolically carried spiritual connotations. Later in ancient Rome, triumphant gladiators and even lawyers were awarded palm leaves, visually connecting their achievement with the Roman goddess, Victoria.

The motto was also adopted by British Vice-Admiral of the Royal Navy, Horatio Nelson, following his victory over Napoleon at the Battle of the Nile River in 1798. Nelson's coat of arms then became distinguished by featuring the same motto.

In contemporary times, PALMAM QUI MERUIT FERAT has been the motto used by a diverse range of organisations, representing everything from athletics and education to the military, in order to celebrate and promote the aspirational ideals to which it is connected.

Alluding as it does to accomplishment, righteousness and victory, the motto speaks to qualities that are as inherent today as they were in times past.

Kandos High School holds fast to the foundational self-reliance of a "we can do more tomorrow, no matter how much we have achieved today" spirit, and as a learning community we are committed to rewarding our students of merit for their achievements across the curriculum.





## SCHOOL INFORMATION

- Student Leave - No student is to leave the school grounds without a parental note and permission from the Deputy Principal.
- Students leaving the school grounds at lunchtime must either have a regular lunch pass (only to be used to go home for lunch) or an authorisation note signed by the Deputy Principal. Those with a lunch pass or an authorisation note must sign out &/or in at the office on leaving and returning to school. At other times during school hours, students must obtain permission from the Deputy Principal or Principal but still sign out &/or in at the front office.
- Sick Students - must report to the office first. The office staff may decide to allow the student to lie down in Sick Bay; administer first aid, organise medical help (ambulance or doctor) or telephone for a parent to take their child home as necessary.
- Bus Concessions - All enquiries relating to bus travel, subsidies and student concession passes are to be directed to the office. To see if you are eligible, go to [www.transportnsw.info/school-students](http://www.transportnsw.info/school-students)

### Current Bus Companies Contact:

Jamieson Rylstone    Jim Jamieson 02 6379 1477

Eastend Bus Service    Brad Ellis 0488 741 079, or Suzi Ellis 0428 741 078

Lithgow Buslines    02 6352 3888 or Chris Bustelo 0429 072 257

- School Drive Subsidy - Subsidy is available for eligible school students, who are residents of NSW and where there is no public transport available for all or part of their journey to school. School Drive Subsidy is paid based on the distance between the student's home and the nearest transport pick up point or school. The School Drive Subsidy may also be available on medical grounds. To see if you are eligible, go to [www.transport.nsw.gov.au/schooldrive](http://www.transport.nsw.gov.au/schooldrive)
- School Drive Subsidy Application Form - A new form is required to be filled out on the commencement of High School (they are not carried across from Primary School). These forms are available for collection from the front office.
- New Enrolments and Leavers - New students should go to the office to begin the enrolment procedure. The Year Advisor will assist new students with subject choices, levels and timetables. The new student will then be taken around the school by a fellow student to meet each Faculty Head Teacher before returning the completed enrolment form to the office. School leavers should bring a note from a parent and report to the office before undertaking similar procedure as for new enrolments. All items on loan from the school must be returned during the 'leaving process'.
- School Bags - Students are encouraged to take their bags into classrooms with them, except the specialist rooms, in order to discourage theft from their bags. (The school cannot take responsibility for personal items brought to the school.)
- Lockers are available to all year groups and cost \$5.00.
- Entry and Exit of Buildings - The Glass security doors into the office area are not for student use. Students should use the breezeway doors and doorway near the back ramp for entry and exit from the main building.

- Lateness to School - Any students arriving late to school must bring a note explaining their lateness and go to the office to register their arrival and check the daily notices before going off to class.
- Lateness to Class - Students will not be admitted to class unless they have a clearance slip from the Principal, Deputy Principal or previous teacher.
- Valuables must be left at home except in special cases. If it is necessary to bring valuables to school, please see the Deputy Principal.
- Physical Education is COMPULSORY for students in Years 7 to 10. Appropriate supporting footwear should be worn. Students who are unable to participate for medical reasons must bring a parental note or medical certificate to their teacher.
- Sport - Students unable to do sport because of medical reasons MUST bring a parental note or medical certificate to the Sports Supervisor on the morning prior to sport.
- Canteen is open before school, at recess and lunch. Lunches must be ordered before school. Students should not be purchasing items in the last 5 mins of each break.
- Lost Property - All personal property should be marked with the student's name. Lost property should be handed in to the Office. If students lose personal property they should go to the office to check if it's there.
- Textbooks are loaned to students free of charge. However, all losses or damage must be paid for. If necessary, invoices may be issued for replacement.  
Parents who wish to purchase text books to assist the children's education are encouraged to refer to the website or contact Subject Head Teachers.
- School caps or any broad brimmed hat as stated in the uniform guidelines should be worn during outside activities including Agriculture, all Sport/PE activities and Recess and Lunch.
- Medication - Parents are required to complete forms to allow schools to administer prescribed medication; see the front office for details. Students on medication are required to leave medication with the front office staff and present for administering when required.
- Prohibited items - Cigarettes./eCigarettes, Vapes, Drugs, alcohol or any other illegal substances in any form, knives, slingshots, explosives. (Possessing these will result in immediate suspension). Any item which is potentially dangerous (e.g., rubber bands, peashooters, aerosol deodorant cans). These will be confiscated.
- Jewellery - No jewellery, except watch, signet or similar flat ring, sleepers or small studs for pierced ears (due to safety reasons).

## WHAT DOES HIGH SCHOOL COST?

The State Government provides most of the funds for students' schooling; however, there are certain additional costs to the school in providing paper and materials. We seek your support in helping with your child's education by paying the Voluntary General Contributions.

Students choosing the subjects below as electives in Year 9/10, Senior or pathway students should be aware that there are costs incurred by these subjects and a subject fee is payable.

### 2024 SCHOOL CONTRIBUTIONS - ALL STUDENTS

YEAR 7 (All subjects)		YEAR 8 (All Subjects)	
General Contribution	\$45.00	General Contribution	\$45.00
YEAR 9		YEAR 10	
General Contribution	\$25.00	General Contribution	\$25.00
PLUS, Elective Choices		PLUS, Elective Choices	
Agriculture	\$20.00	Agriculture	\$20.00
Industrial Technology Metal	\$80.00	Industrial Technology Metal	\$80.00
Industrial Technology Timber	\$80.00	Industrial Technology Timber	\$80.00
Music	\$30.00	Music	\$30.00
Visual Arts	\$40.00	Visual Arts	\$40.00
YEAR 11		YEAR 12	
General Contribution	\$25.00	General Contribution	\$25.00
PLUS, Elective Choices		PLUS, Elective Choices	
Biology	\$30.00	Biology	\$30.00
Hospitality	\$180.00	Exploring Early Childhood	\$10.00
Industrial Technology: Metals & Engineering	\$80.00	Hospitality	\$180.00
Industrial Technology: Timber Products & Furniture Technologies	\$80.00	Industrial Technology: Timber Products & Furniture Technologies	\$20.00 + Materials
Music	\$30.00	Music	\$30.00
Visual Arts	\$50.00	Visual Arts	\$50.00 + Materials
YEAR 11 LIFE SKILLS		YEAR 12 LIFE SKILLS	
Creative Arts	\$30.00	Creative Arts	\$30.00 + Materials
Technology	\$40.00	Technology	\$40.00 + Materials

**PLEASE NOTE: All monies (excursions, fees, uniforms etc.) must be paid at the office as soon as you arrive at school or at recess at the latest. This saves money being lost or stolen.**



## KANDOS HIGH SCHOOL EQUIPMENT LISTS

**\*Separate exercise books are required for each subject.**

**NO Liquid Paper, Correction Tape and Metal Rulers.**

Subject	Year 7	Year 8	Year 9	Year 10
<b>Roll Group</b>				
<b>English</b>	2x 128 page A4 Book	128 page A4 Book	128 page A4 Book	128 page A4 Book
<b>Mathematics</b>	128 page A4 Book	128 page A4 Book	128 page A4 Book	128 page A4 Book
<b>Science</b>	192 page A4 Book	240 page A4 Book	240 page A4 Book	240 page A4 Book
<b>History</b>	128 page A4 Book	128 page A4 Book	128 page A4 Book	128 page A4 Book
<b>Geography</b>	128 page A4 Book	128 page A4 Book	128 page A4 Book	128 page A4 Book
<b>PDHPE</b>	-	128 page A4 Book	128 page A4 Book	A4 loose lined paper
<b>Visual Art</b>	A4 or A3 Visual Art Diary	A4 or A3 Visual Art Diary	A4 or A3 Visual Art Diary	A4 or A3 Visual Art Diary
<b>Sport</b>	-	-	-	-
<b>Music</b>	-	-		
<b>Technology Mandatory</b>	A4 Display Folder	A4 Display Folder		
<b>Indonesian</b>	-			
<b>STEM</b>		64 page A4 Book		
<b>Work Education</b>				-
<b>9/10 Electives</b>			See Separate List	

<b>9/10 ELECTIVES</b>	
<b>Agriculture</b>	240 page A4 Book + Hat
<b>Commerce</b>	128 page A4 Book
<b>Drama</b>	128 page A4 Book
<b>Food Technology</b>	Display Folder
<b>Industrial Technology Metal</b>	Display Folder
<b>Industrial Technology Timber</b>	Display Folder
<b>Music</b>	-
<b>Physical Activity and Sports Studies (PASS)</b>	128 page A4 Book
<b>Textiles Technology</b>	128 page A4 Book + Display Folder + A4 sketch Book
<b>Visual Arts</b>	A4 or A3 Visual Art Diary

**Required Items Needed:** 4 x blue biros, 4 x black biros, 4 x red biros, 2 x HB pencils, 2 x 2B pencils, 1 x 8gm glue stick, 1 x 30cm plastic ruler, 1 x pencil sharpener, 1 x pencil eraser, 1 x scissors, 1 x protractor, 1 x USB Drive 32GB, 1 x 12 pack coloured pencils or textas, 1 x protext long pencil case to fit ruler in (preferably clear Mesh 330x175mm) 1 x (Calculator **fx-82AU PLUS II** Casio Scientific *available from the front office*). 1 x (8 pack assorted highlighters *available from the front office*)

**The following items are also required for PDHPE.**

PDHPE            School/Sport Shirt (Rep sport shirt eg. western region)  
                      Navy shorts (summer) and navy track pants (winter)  
                      Broad Brimmed Hat or School Cap (all available from front office)

**For consistency, we encourage the purchase of shorts and track pants from the Schools Uniform Shop.**

## STAGE 6 RESOURCE REQUIREMENTS

Subject	Year 11 & Year 12
<b>Agriculture</b>	1x240 page A4 Book + Hat
<b>Biology</b>	1x240 page A4 Book, Ring Binder with A4 loose leaf lined paper
<b>Chemistry</b>	1x240 page A4 Book, Ring Binder with A4 loose leaf lined paper
<b>Community &amp; Family Studies</b>	Display Folder
<b>English Studies</b>	1x96 page A4 Book
<b>English Standard</b>	1x128 page A4 Book <b>or</b> Ring Binder with A4 loose leaf lined paper
<b>English Advanced</b>	128 page A4 Book <b>or</b> Ring Binder with A4 loose leaf lined paper
<b>English Ext 1</b>	128 page A4 Book <b>or</b> Ring Binder with A4 loose leaf lined paper
<b>English Ext 2</b>	2x128 page A4 Books <b>or</b> 1x128 page A4 Book + Ring Binder with A4 loose leaf lined paper
<b>Exploring Early Childhood</b>	Large Ringer Binder with A4 loose leaf lined paper + Plastic Sleeves + USB
<b>Furniture Making</b>	Display Folder
<b>History Ancient</b>	1x128 page A4 Book <b>or</b> Ring Binder with A4 loose lined paper
<b>History Extension</b>	2x128 page A4 Books <b>or</b> 1x128 page A4 Book + Ring Binder with A4 loose leaf lined paper
<b>Hospitality</b>	Display Folder + Ring Binder + Plastic sleeves
<b>Industrial Tech Metal</b>	Display Folder
<b>Industrial Tech Timber</b>	Display Folder
<b>Mathematics Standard 1</b>	1x240 page A4 Book
<b>Mathematics Standard 2</b>	1x240 page A4 Book
<b>Mathematics Advanced</b>	1x240 page A4 Book
<b>Music</b>	N/A
<b>PDHPE</b>	Display Folder
<b>SLR</b>	Display Folder
<b>Textiles &amp; Design</b>	Large Ring Binder with A4 loose leaf lined paper + Plastic sleeves+ A3 Sketch Book + USB
<b>Visual Arts</b>	A4 or A3 Visual Art Diary + A4 1x128 page lined exercise book

**Required Items Needed:** 4 x blue biros, 4 x black biros, 4 x red biros, 2 x HB pencils, 2 x 2B pencils, 1 x 8gm glue stick, 1 x 30cm plastic ruler, 1 x pencil sharpener, 1 x pencil eraser, 1 x scissors, 1 x protractor, 1 x USB Drive 32GB, 1 x 12 pack coloured pencils or textas, 1 x protext long pencil case to fit ruler in (preferably clear Mesh 330x175mm) 1 x (Calculator **fx-82AU PLUS II** Casio Scientific *available from the front office*). 1 x (8 pack assorted highlighters *available from the front office*)

**Context:** At Kandos High School, we would like to see our students in school uniform each day and wearing it with pride. Studies have shown that when students dress in uniform, they are more likely to come to school with a positive learning attitude and feel more a part of the school. Wearing uniform gives a sense of belonging and inclusiveness. It also increases the students' personal safety by allowing them to be more easily recognised.

## 1. Kandos High uniform

Students at Kandos High School have the privilege of wearing two distinct types of uniform;

### 1.1. **Full Dress Uniform: To be worn on excursions, school photo day, formal assemblies and other occasions when notified.**

- KHS school shirt
- Grey or navy-blue school trousers or slacks
- Navy-blue skirt
- Navy-blue shorts (small white insignia acceptable)
- Track suit pants (small white insignia acceptable)
- Navy blue stockings or tights permitted when worn with a skirt.
- Joggers or black school shoes
- School Jumper/ school blazer
- School cap (if required)

### 1.2. **Everyday Uniform: The following items may be worn in addition to the Full-Dress Uniform on a day-to-day basis.**

- Western Area or NSW Combined High Schools Representative shirt
- KHS Representative shirt (e.g. Sport, SRC etc.)
- NAIDOC week shirt
- Western Area or NSW Combined High Schools Representative jacket or track top
- Cap or a broad brimmed hat

## 2. Footwear

Footwear in many practical subjects (e.g. Science, all Industrial Technologies, Food Technology, Hospitality, PDHPE) must be safe in order to protect students and avoid injury. (School Uniforms in NSW Government Schools, Department of Education School Uniform Policy 1.3). When instructed by their teachers' students are required to wear leather footwear for these subjects.

## 3. Unacceptable clothing

The following items of clothing are not permitted to be worn at Kandos High:

- Footless tights or leggings (unless worn with a navy-blue skirt)Jeans
- Shorts or skirts that end higher than halfway up your thigh
- Clothes of different colours or patterns or with insignias/logos/stripes (especially brightly coloured)
- Footwear that does not support/protect the foot or ankle or cover the top of the foot (i.e., no thongs, ballet flats or sandals)
- Steel-capped boots (unless for specific purposes)
- Clothes, or bags advertising inappropriate products such as alcohol or have inappropriate language on them

#### **4. Monitoring of uniforms**

The process for monitoring students out of uniform is as follows:

- 4.1. Students who are not wearing correct uniform should see the Head Teacher on duty before school to get an out of uniform note. They will need to provide this to their roll call/ class teacher throughout the day.
- 4.2. Head Teachers will return Out of Uniform Register to the Front Office before Roll Call where office staff will enter students as out of uniform on their respective Roll Call onto Sentral.
- 4.3. Roll Call teachers will check uniform during Roll Call, Year Advisors will check out of uniform during Thursday Assemblies and Friday Year Meetings. They will check if a student has a uniform note from the Head Teacher on Duty. Roll Call teachers will only enter a student on Sentral if they don't already have a note.
- 4.4. Roll Call teachers will advise students that do not have a note that they are to meet the Head Teacher on Duty in the quad at the start of lunch on the silver seats outside the breezeway for a reteaching opportunity.
- 4.5. After Roll Call Office staff will add students to detention in Sentral.
- 4.6. Head Teacher on duty will mark the detention roll in Sentral and follow up students who have not attended. Failure to attend may result in further disciplinary action.
- 4.7. Students who are late for Roll Call will be checked by office staff as they sign in and office staff will record out of uniform on Sentral in the period that they arrive.
- 4.8. A report will be generated at the end of each term to monitor compliance.

#### **5. Rewards for consistent wearing of school uniform**

Students who wear the school uniform for a minimum of 80% of the time they are at school will be eligible to attend the end of year Rewards Excursion. Throughout the year other rewards may be offered such as free disco tickets or merit awards.

#### **6. Student hardship**

- 6.1. Head Teachers, Year Advisors and Roll Call Teachers should monitor data for students who are regularly out of uniform and advise them that the school may be able to provide or assist with purchasing uniforms.
- 6.2. Students who are unable to purchase uniforms due to financial difficulty can contact the Principal, Deputy or their Year Advisor for assistance.
- 6.3. Students who have difficulty accessing washing services can arrange to access the school washing machines by speaking with the Principal, Deputy or their Year Advisor.



**Context:** The Rewards Excursion is a whole school initiative designed to reward students of Kandos High for positive behaviours and academic achievement throughout the school year. The excursion generally takes place in the last two weeks of term four. To be invited to attend the excursion students must meet the following criteria.

## 1. Attendance

To attend the Rewards Excursion students must:

- 1.1. Achieve 85% attendance for the school year. Students with prolonged absences due to extenuating circumstances or long-term illness may be granted permission to attend after an interview with the Principal or delegate.
- 1.2. Explain all absences to the school office “within 7 days” via note, email, text message or phone call from a parent in a timely manner. Reminder notes will be sent by the office twice a term.

## 2. Classroom Teacher Approval

To attend the Rewards Excursion 80% of the student’s teachers must agree that the student has upheld our core values of being responsible, respectful and having positive relationships. This will be determined by the Teacher Survey to be completed no less than two weeks prior to the scheduled departure date of the Rewards Excursion.

## 3. Merit Levels

To attend the Rewards Excursion students must achieve a Bronze Level Merit Award or higher. Merit Levels will be recorded on Sentral and awarded at end of term assemblies as per the current Merit Scheme.

## 4. Uniform

To attend the Rewards Excursion students must wear school uniform a minimum of 80% of the time they are at school.

- 4.1. Students should see the Head Teacher on duty before school to get a uniform note if they are not in correct uniform. Students who do not do this will be required to check in with the Head Teacher on duty at the start of lunch for a reteaching opportunity as per the uniform guidelines.
- 4.2. Roll Call teachers will check uniform during each rollcall and record an out of uniform Sentral entry on the roll for students out of uniform if they have not collected a uniform note from the Head Teacher on duty.
- 4.3. Year Advisors will check out of uniform during Thursday Assemblies and Friday Year Meetings and record an out of uniform Sentral entry on the roll for students out of uniform.
- 4.4. Students who are late for Roll Call will be checked by office staff as they sign in and office staff will record on Sentral
- 4.5. Students who are unable to purchase uniforms due to financial difficulty can contact the Principal, Deputy or their Year Advisor for assistance.
- 4.6. Students who have difficulty accessing washing services can arrange to access the school washing machines by speaking with the Principal, Deputy or their Year Advisor.

## **5. Negative Sentral Entries**

To attend the Rewards Excursion students should not have more than 10 negative incidents on Sentral.

- 5.1. If a student has more than 10 negative Sentral entries in one calendar year they must attend an interview with a panel of staff representatives to discuss their attendance on the excursion.
- 5.2. If a student has more than 20 negative Sentral entries they will not be permitted to attend.
- 5.3. If a student has been on a discipline level 2 or above they must attend an interview with a panel of staff representatives to discuss their attendance on the excursion.
- 5.4. Interviews will be held at the start of Term 2, 3 and 4 each year.

## **6. N Awards and N Award Warnings**

To attend the Rewards Excursion students in Year's 9-12 must not have any current N Award Determinations or N Award Warnings.

- 6.1. If a student has more than three N Award Warnings in one calendar year they must attend an interview with a panel of staff representatives to discuss their attendance on the excursion, even if these warnings have all been redeemed.

## **7. Suspension and Formal Caution of Suspension**

To attend the Rewards Excursion students

- 7.1. If a student has been given a formal caution of suspension or a suspension within the calendar year, they must attend an interview with a panel of staff representatives to discuss their attendance.
- 7.2. If a student is suspended at the time of the excursion they will not be permitted to go.
- 7.3. If a student is suspended for aggressive behaviour at any time throughout the year they will not be permitted to attend the excursion unless a full risk assessment including a parent consultation meeting has been completed at least two weeks prior to the excursion.

## **8. Interviews**

Any students who are deemed to be at risk of not meeting rewards excursion criteria at the end of each school term will have a reteaching opportunity.

- 8.1. Students at risk of not meeting criteria will have an informal interview with their Year Advisor at the start of the following term to discuss areas they can improve on.
- 8.2. Students who are deemed to require an interview before attending the Rewards Excursion will be granted an interview to discuss their circumstances with a panel of staff members consisting of their Year Advisor, a Head Teacher and a representative from the PBL or Wellbeing Team.
- 8.3. Interviews will be held at the start of Term 2, 3 and 4 each year.



## SCHOOL ITEMS AVAILABLE FROM THE OFFICE

KHS STUDENT UNIFORM	PRICE
School Polo Shirt - Size 14K	\$30.00
School Polo Shirt - Sizes XS - 4XL	\$35.00
School Hoodie - Size 14K	\$38.00
School Hoodie - Sizes XS - 4XL	\$44.00
School Track Pants	\$30.00
School Shorts - Size 10 - 16Y	\$13.00
School Shorts - Sizes S - 4XL	\$15.00
School Bucket Hat	\$5.00
School Cap	\$20.00
School Scarf	\$9.00
School Beanie	\$8.00
School Tie	\$20.00
<b>*Special Order - Pre Payment required</b>	
*Chino Navy long School Pants	\$40.00
*Chino Navy School Skirt	\$40.00
*School winter Jacket with emblem	TBA
<b>STUDENT RESOURCES</b>	
Calculators Casio fx-82AU PLUS II Scientific	\$32.00
Highlighters Staedtler 8 Pack Assorted Colours	\$14.00
Art Book (A3 Large)	\$8.00
Art Book (A5 Small)	\$5.50
School Locker	\$5.00
Book Pack	\$55.00

**Note:** Prices as of October 2023

**Note:** Kandos High School navy winter jacket with an emblem will be available for winter 2024.  
Price to be advised

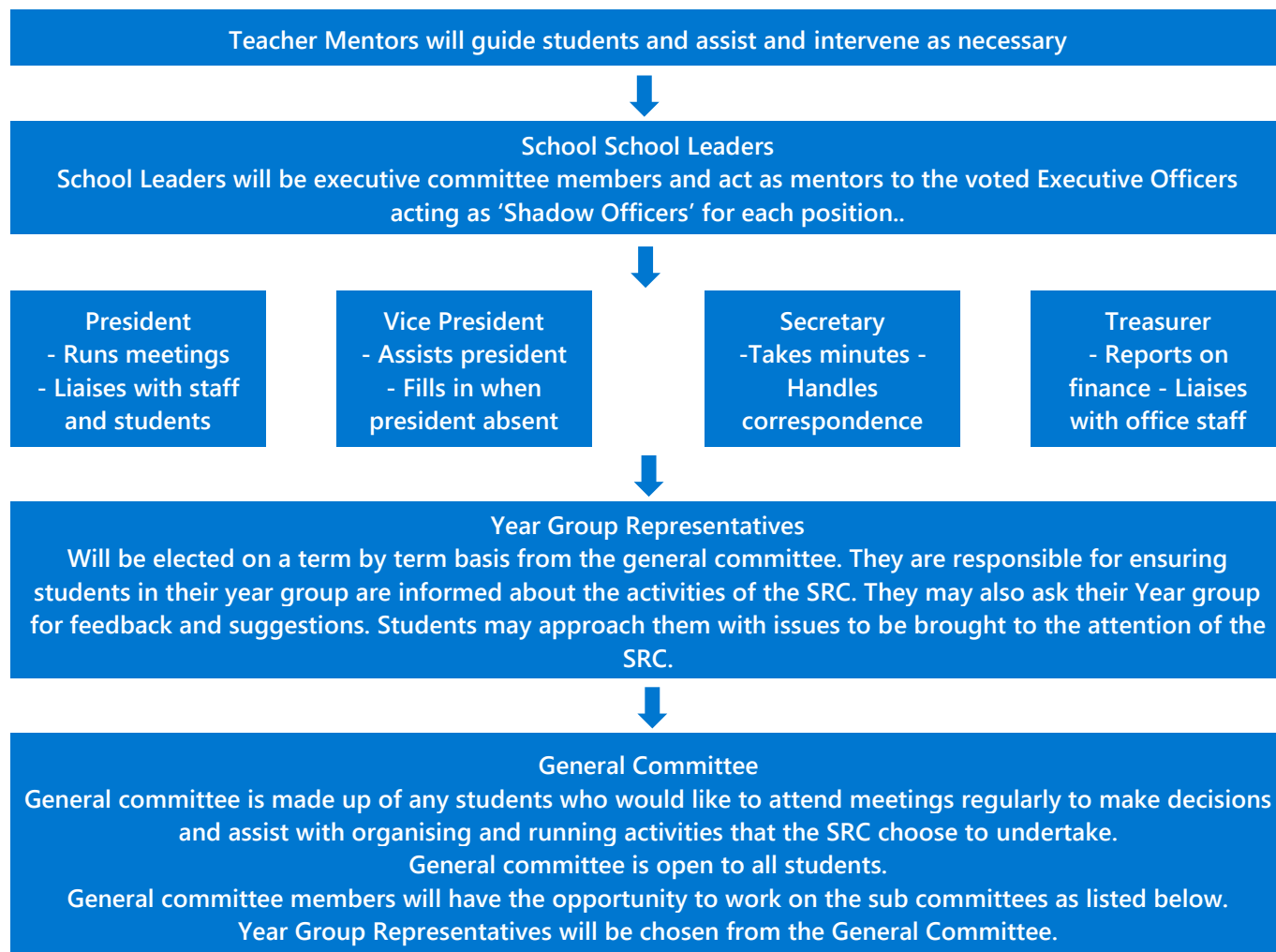
**Note:** All items of clothing need to be clearly labeled with your child's name to prevent lost property and added expense.

## STUDENT INVOLVEMENT

Student Representative Council (SRC) - The Council has representatives from each year group and promotes activities of interest to students. These include the organisation of discos, fundraising, helping with student assemblies and school improvement activities. Students may self-elect to join the SRC and are expected to attend an SRC Roll Call once a week.

### KHS SRC STRUCTURE

The Kandos High SRC will take on the following structure in 2024:



#### Sub-Committees:

**Disco:** Organises end of term discos.

**School Improvement:** Looks at ways to improve the school.

**Fundraising/Social Justice/Awareness (name to be chosen):** Looks at campaigns and fundraising activities that the SRC would like to focus on.

**Acceptance Week:** organises acceptance week activities.

### SRC MEMBER REQUIREMENTS

Students will be recognised at the end of year presentation day for their participation as members of the SRC. To be eligible to receive recognition you must commit to the following:

1. Students will have no more than three negative Sentral entries in a calendar year.
2. Students will have no more than three out of uniform entries on Sentral in a calendar year.
3. Students will maintain attendance of greater than 85%, unless an acceptable explanation for absence is given.
4. Students will participate in SRC led activities unless an acceptable reason for non-participation is given, as determined by the SRC coordinator.

# Student Involvement



## PARENTAL INVOLVEMENT

We welcome parents to the school. Please feel free to phone the school at any time during school hours on 6379 4103 to discussing any matters of concern to you.

Any parent wishing to volunteer to assist in any student sporting, cultural or educational programs should contact the Deputy Principal

Parents can be involved in their child's education in any of the following ways:

- Formal School Assemblies (held at the Kandos High School Hall)
  - Parent/Teacher evenings (dates are advised well in advance)
  - Learning programs such as Literacy and Numeracy
  - School Performances
  - Driving the school bus
  - Helping with excursions eg driving
  - Workings Bees
  - Using your expertise
  - P&C - The Kandos High School P&C reformed in 2023. We meet four times a year, once during each term. The focus of the P&C is NOT to fundraise, but to be a parent and community voice within the school. Feel free to contact the P&C at [kandoshighschool@pandcaffiliate.org.au](mailto:kandoshighschool@pandcaffiliate.org.au)
- Our next P&C Meeting will be Tuesday 13<sup>th</sup> February 2024 at 5.00pm at the Rylstone club.





## YOUR SCHOOL LIBRARY

The library is a centre for student and teacher resources. Resources are in both book and non-book forms such as periodicals, kits, video, picture/vertical files, CD ROMs, DVD's, eBooks and audio books.

The library offers a range of support facilities to aid student learning. These facilities can be for either individual or group usage.

- Computers - desktops and laptops; iPads
- Interactive Technology screens
- Pod Cast
- Cameras (still and video)
- Seminar Rooms
- Video conferencing
- Research space

The library staff willingly support all students by undertaking activities such as:

- Finding titles on shelves
- Conducting additional research
- Locating resources in other libraries
- Explaining tasks and directing students' research efforts
- Purchasing recommended items
- Recommending relevant materials and items
- Printing student assignments
- Copying sections of resources



The library is also an alternate space for students to use during lunchtime to pursue reading for pleasure, playing board games or cards with friends, completing assessment tasks etc.



Library hours are from **8:30 am to 3:20 pm**. Students are welcome in the library at lunchtime.

After school learning support is available to students by arrangement with the Teacher Librarian.

## KANDOS HIGH SCHOOL ORGANISATION TIMES

Time Slot	Start	Finish	Duration (mins)
Roll Call	9.00	9.20	20
Period 1	9.20	10.10	50
Period 2	10.10	11.00	50
Recess	11.00	11.20	20
Period 3	11.20	12.10	50
Period 4	12.10	1.00	50
Lunch 1	1.00	1.20	20
Lunch 2	1.20	1.40	20
Period 5	1.40	2.30	50
Period 6	2.30	3.20	50

- Sport Day - Thursday period 5&6 whole school except Year 11&12.
- Three bells will ring when an Assembly is called.
- Our school has an automated program for emergencies such as Evacuation, Lockdown and Lockout. Students should listen carefully to the instructions given of the Public Address system (P.A System) and their teachers.
- Students need to familiarise themselves with the School's Emergency procedures in back of booklet.

### SUPERVISION POLICY

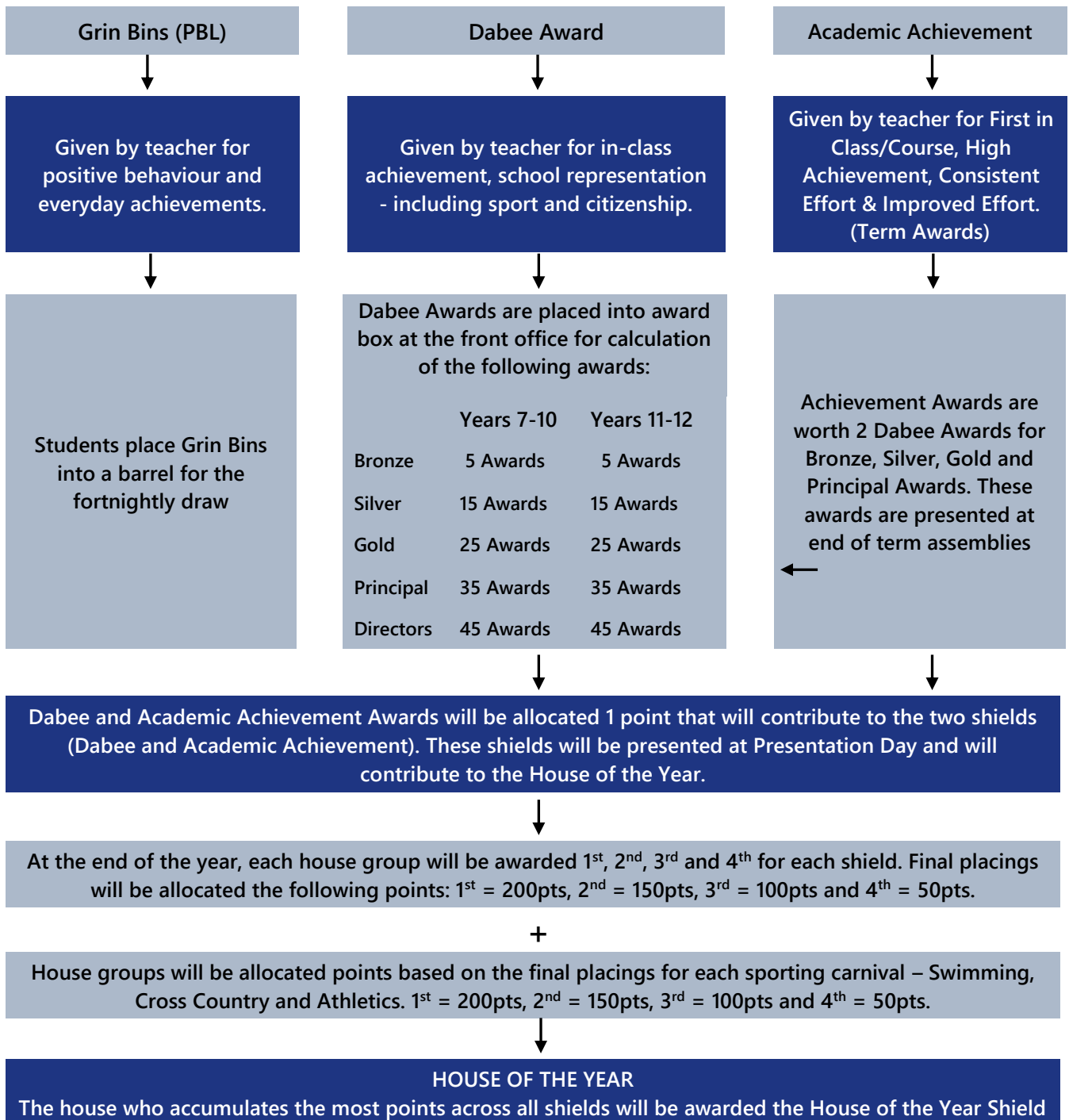
- Students are not to be on the premises before **8.30 am** as **NO** supervision will be available. The exception to this is if they are attending Breakfast Club. Times and days for this activity will be published at the beginning of each term.
- Bus students should immediately enter the school and proceed directly to the quadrangle via the High School's front gates.





# KANDOS HIGH SCHOOL MERIT SCHEME

**Students receive Grin Bins, Dabee Awards & Term Merits**



## **End of Year Prize Draw**

Students who receive either a Gold, Principal or Directors award will be entered into a major prize draw. This will be drawn on Presentation Day at the end of the year. Award winner/s will receive a major prize. Each major prize will be determined by the student body each year.

## **End of Year Excursion**

Students must achieve a Bronze Award, 85% attendance rate and 85% school uniform to be invited to attend the end of year Rewards Excursion. Negative entries, outstanding 'N' Warnings, HT detentions, discipline levels and suspensions will be considered when finalising student eligibility.

At Kandos High School we encourage and reward Positive Behaviours for Learning.

This system rewards students for their efforts and achievements in the academic, sportsmanship and citizenship arenas.

Students are able to strive for individual awards but at the same time work collaboratively to achieve success for their school house.

## 1. HOUSE SHIELDS

- Dabee Shield
- Swimming Carnival
- Cross Country Carnival
- Athletics Carnival
- Achievement Shield

These shields will contribute to the 'House of the Year' Shield

### 1.1 Dabee Shield (PBL)

Dabee Certificates will be awarded to students by classroom teachers or executive members of Kandos High School. Students are able to receive a Dabee Award for outstanding performance in the School and Wider Community. For example:

- Consistent effort in class
- High achievement in class or assignments
- Excellent practical work/performance
- Community involvement
- Extra-curricular school involvement

Students will place these certificates into the Merit box at the Front Office. They will be recorded against each student and their house. 1 point will be awarded to each certificate towards the total house tally for the Dabee Shield. This shield will be awarded at Presentation Day.

#### 1.1.1. Privilege Levels

Students attending Kandos High School will be given the opportunity to achieve Privilege Levels depending on the amount of Dabee Awards collected. Each level is represented below:

Level	Years 7-10	Years 11/12
Bronze Level	5 Awards	5 Awards
Silver Level	15 Awards	15 Awards
Gold Level	25 Awards	25 Awards
Principal Level	35 Awards	35 Awards
Directors Award	45 Awards	45 Awards

Final points will determine the place of each house. Each house will be awarded points towards the 'House of the Year' shield. These points include:

1 <sup>st</sup> Place	200 points
2 <sup>nd</sup> Place	150 points
3 <sup>rd</sup> Place	100 points
4 <sup>th</sup> Place	50 points

### **1.2 Swimming, Cross Country & Athletic Shields**

Students will be given the opportunity to participate in a range of events held at the annual Swimming, Cross Country & Athletic carnivals. These events will include competitive races and novelty events. The winning house of each carnival will be awarded the respective shield at Presentation Day.

Final points will determine the place of each house. Each house will be awarded points towards the 'House of the Year' shield. These points include:

1 <sup>st</sup> Place	200 points
2 <sup>nd</sup> Place	150 points
3 <sup>rd</sup> Place	100 points
4 <sup>th</sup> Place	50 points

### **1.3 Achievement Shield**

Students receive these awards at the end of term assemblies (pink sheet) and are nominated by members of staff. These awards are given to students for:

- First in Class
- High Achievement
- Consistent Effort
- Improved Effort

Parents/Guardians will be invited to the assembly to witness the presentation of these awards. These awards will accumulate 2 points towards the achievement of each Privilege Level (Dabee Shield). These will be recorded when the Front Office prints each award. They will be recorded and will contribute 1 point for each House, towards the Achievement Shield that will be awarded at Presentation Day.

Final points will determine the place of each house. Each house will be awarded points towards the 'House of the Year' shield. These points include:

1 <sup>st</sup> Place	200 points
2 <sup>nd</sup> Place	150 points
3 <sup>rd</sup> Place	100 points
4 <sup>th</sup> Place	50 points

## **2. HOUSE OF THE YEAR SHIELD**

Each house group will receive points based on their final places for each shield. Shields include:

- Swimming Carnival
- Cross Country Carnival
- Athletics Carnival
- Dabee Shield
- Achievement Shield

The House Group who accumulates the most points will be awarded the 'House of the Year'. This shield will be awarded at Presentation Day.

**Note:** House points for each shield and Privilege Levels will be published fortnightly to ensure a POSITIVE competitive rivalry occurs between house groups as well as an internal rivalry to challenge students to achieve their personal best.

### **3. REWARDS EXCURSION**

Students must achieve a Bronze Award, 85% attendance rate and 80% school uniform to be invited to attend the end of year Rewards Excursion. Negative Sentral entries, outstanding 'N' Warnings, HT detentions, discipline levels and suspensions will be considered when finalising student eligibility.

### **4. GRIN BINS**

Students place their Grin Bins into the barrel for a fortnightly draw in which a small prize will be awarded values of which will be determined by the Deputy Principal.

A large prize will be drawn at the conclusion of each semester in which all Grin Bins given to students will be entered. Students must be present on the day of the draw to receive their prize.

**NB. Some of these procedures are currently under review.**



## KANDOS HIGH SCHOOL INTRODUCING OUR MASCOT "ROCKY" THE KOOKABURRA



At the end of Term 3 2020 students and staff held a vote to name our new school mascot. There were many great suggestions including Kevin, Bazza, Kimbo and Cookie, but the winner over a narrow margin was "Rocky".

The name Rocky was inspired by our school's connection to the beautiful Rocky Mountain that can be seen from all aspects of our school. Many students at Kandos High School have scaled Rocky and continue to do so. We believe that this name represents our student's educational journey aspiring to reach their individual goals.

### Why the Kookaburra is a Great Mascot for Our School!



The name Kookaburra was adapted by white settlers from the Wiradjuri name for Kookaburra which is *Gugubarra*. Our school is part of Wiradjuri Country.

Kookaburras are tough, resilient birds! They will persevere with a task until it is complete and they can kill a snake with just their beak! Like the Kookaburra, students at Kandos High are resilient. We work hard to overcome any obstacles that might stop us from achieving our goals.

Kookaburras are territorial. They love where they live and they live in groups they consider family. They share the responsibility of looking after their young and will also work together to protect their family group from predators! At Kandos High we understand the importance of being responsible for our own actions and the work that we need to do.



Kookaburras are very loyal birds. They mate for life and both male and females care for their young. Offspring are known to remain and help care for other family members.

At Kandos High we look after our friends and family. We work hard to have positive relationships. We know that family is made up of many different people that help and guide us. We don't tolerate bullying and we stand up for each other. If we see someone who needs our help, we are always willing to lend a hand both at school and in our local community.



Kookaburras are famous for their cackling call which sounds unmistakably like raucous laughter. They are a symbol for positivity and team work. Kookaburras are intelligent and social birds that have an important role in Dreaming stories.

Interesting literacy fact: *Gugubarra* and *Kookaburra* are onomatopoeic of the bird's call.

**Sources:** <https://nativesymbols.info/kookaburra/>  
<https://www.kullillaart.com.au/dreamtime-stories/Goo-Goor-Gaga-the-Kookaburra>



## Behaviour code for students NSW public schools

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

### In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

### Behaviour Code for Students: Actions

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

### Respect

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code
- Take care with property

### Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

### Engagement

- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.



## **POSITIVE BEHAVIOUR FOR LEARNING PBL VALUES AND EXPECTATIONS FOR STUDENTS**

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

Promoting the learning, wellbeing and safety of all our students is a high priority for the Kandos High School community.

We implement teaching and learning approaches to support the development of skills needed by students to meet our PBL values of respectful, responsible and positive relationships. Our values and expectations are aligned to the following Department of Education Core Rules;

### **Respectful**

- Speak and behave courteously
- Cooperate with others
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code

### **Responsible**

- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning
- Model and follow departmental, school and/or class codes of behaviour and conduct
- Take personal responsibility for behaviour and actions
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour
- Take care with property

### **Positive Relationships**



- Treat one another with dignity
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Care for self and others
- Negotiate and resolve conflict with empathy.
- Care for property belonging to themselves, the school and others.

**Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.**



**The following pages feature The Behaviour Expectations Matrix aligned to our PBL Values.**





## KHS BEHAVIOUR EXPECTATIONS MATRIX

 <b>KHS BEHAVIOUR EXPECTATIONS MATRIX</b> 		SCHOOL WIDE UNIVERSALS	LEARNING AREAS & LIBRARY	CORRIDORS, BREEZEWAY, STAIRS & WALKWAYS	QUADRANGLE, PLAYGROUND, MPC & TOILETS	FRONT OFFICE & CANTEN	ASSEMBLIES	BUSES & TO/FROM SCHOOL	EXCURSIONS & OFFSITE ACTIVITIES
<b>RESPECTFUL</b>	<ul style="list-style-type: none"> <li>I use good manners and appropriate language</li> <li>I care for my own, other's and school property</li> <li>I treat animals with care</li> </ul>	<ul style="list-style-type: none"> <li>I remove my hat/hood</li> <li>I line up quietly</li> <li>I only use devices when instructed</li> </ul>	<ul style="list-style-type: none"> <li>I remove my hat/hood</li> <li>I keep the volume down</li> <li>I admire displays with eyes only</li> </ul>		<ul style="list-style-type: none"> <li>I line up behind designated lines</li> <li>I wait quietly and patiently</li> </ul>	<ul style="list-style-type: none"> <li>I remove my hat/hood</li> <li>I line up quietly</li> </ul>			
<b>RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>I wear my school uniform</li> <li>I keep my environment clean</li> <li>I arrive on time</li> <li>I bring the right equipment, clothing and footwear</li> <li>I take responsibility for my decisions and actions</li> <li>I wear a hat and sunscreen</li> </ul>	<ul style="list-style-type: none"> <li>I eat and drink before entering</li> <li>I obey class rules and policies</li> <li>I always try my best to complete classwork</li> <li>I use devices for their intended purpose</li> <li>I return resources and loans on time</li> </ul>	<ul style="list-style-type: none"> <li>I walk and keep left when out of class</li> <li>I return promptly and leave indoor areas during break times</li> </ul>	<ul style="list-style-type: none"> <li>I stay within boundaries</li> <li>I move promptly at bell times</li> <li>I use equipment for its intended purpose and return it to the correct place</li> <li>I keep clear of storerooms and backstage areas</li> <li>I ask permission or use toilets using break times</li> <li>I flush the toilet and wash <u>my</u> hands</li> </ul>	<ul style="list-style-type: none"> <li>I buy for myself</li> <li>I access the office and canteen at the permitted times</li> <li>I leave the front office and canteen areas after use</li> <li>I inform office staff when I need to access the sick bay</li> <li>I hand in notes and orders on time</li> </ul>	<ul style="list-style-type: none"> <li>I turn off devices</li> <li>I leave my bag in the allocated areas</li> <li>I remain in my designated areas</li> <li>I am attentive</li> </ul>	<ul style="list-style-type: none"> <li>I obey bus and road rules</li> <li>I use school crossings and footpaths and approved entrances/exits</li> <li>I wear a helmet and required safety gear</li> <li>I walk my wheels on school grounds</li> <li>I sign in and out of school when arriving late or leaving early</li> </ul>	<ul style="list-style-type: none"> <li>I move to and from the venues safely</li> <li>I stay with the group</li> <li>I actively participate in organised activities</li> </ul>	
<b>POSITIVE RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>I follow teacher instructions</li> <li>I am polite and considerate of others</li> <li>I cooperate with others and share the space</li> <li>I am inclusive</li> <li>I keep my hands, feet and objects to myself</li> </ul>			<ul style="list-style-type: none"> <li>I play by the rules</li> <li>I problem solve conflict</li> <li>Allow people their privacy in the toilets and change rooms</li> </ul>	<ul style="list-style-type: none"> <li>I follow instructions of office and canteen staff</li> </ul>	<ul style="list-style-type: none"> <li>I welcome all visitors</li> <li>I acknowledge performers and presenters</li> <li>I volunteer to assist with setting and packing up</li> </ul>	<ul style="list-style-type: none"> <li>I follow instructions of the crossing guard</li> </ul>	<ul style="list-style-type: none"> <li>I follow instructions of venue staff and activity coordinators</li> <li>I acknowledge all activity coordinators</li> </ul>	

# KHS REMOTE LEARNING & DIGITAL ETIQUETTE MATRIX

 <b>KHS REMOTE LEARNING &amp; DIGITAL ETIQUETTE MATRIX</b> 		SELF-CARE	
DIGITAL UNIVERSALS	VIDEO CONFERENCING	ONLINE PLATFORMS & INDEPENDENT LEARNING	LEARNING ENVIRONMENT
<b>RESPECTFUL</b>	<ul style="list-style-type: none"> <li>• I use good manners and appropriate language</li> <li>• I use appropriate visual symbols and gestures when communicating online</li> <li>• I care for my own, other's and school property</li> </ul>	<ul style="list-style-type: none"> <li>• I dress appropriately</li> <li>• I mute my microphone unless speaking to the group</li> <li>• My video is on to allow clear interaction</li> <li>• I listen attentively to my teacher and peers</li> </ul>	<ul style="list-style-type: none"> <li>• I use assertive language to share my opinions and allow others to share theirs</li> <li>• I re-read and edit before I post comments and information online</li> <li>• I respect the copyright features of resources I access online</li> </ul>
<b>RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>• I follow my timetable and log in on time</li> <li>• My materials are prepared and devices charged</li> <li>• My equipment is in good working order with appropriate virus protection</li> <li>• I ask for help when needed</li> <li>• I take responsibility for my decisions and actions</li> </ul>	<ul style="list-style-type: none"> <li>• I check my emails and communication from my teachers regularly</li> <li>• I submit work to teachers when it is due</li> <li>• I use Internet data sparingly</li> <li>• I maintain the privacy of my personal information and leave a positive digital footprint</li> <li>• I report cyberbullying or inappropriate online behaviour to my teachers</li> <li>• I only communicate online with individuals I know and block unknown contacts</li> <li>• I use safe online search platforms/websites and download from trusted sources</li> </ul>	<ul style="list-style-type: none"> <li>• My learning space is tidy and organised</li> <li>• My environment is free from distractions and hazards</li> <li>• I pack away equipment after use in preparation for my next lesson</li> </ul>
<b>POSITIVE RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>• I am polite and considerate of others</li> </ul>	<ul style="list-style-type: none"> <li>• I greet teachers and peers upon entry</li> <li>• I say goodbye when leaving the chat</li> </ul>	<ul style="list-style-type: none"> <li>• I am patient when waiting for teacher support or feedback</li> <li>• I share technology and data with others in my house</li> <li>• I seek consent when sharing information, pictures or videos of others online</li> </ul>
			<ul style="list-style-type: none"> <li>• I follow the expectations of my parents/guardians in relation to technology use</li> <li>• I keep in contact with my family and friends via technology</li> </ul>

## KHS UNIVERSAL CLASSROOM EXPECTATIONS MATRIX

 <b>KHS UNIVERSAL CLASSROOM EXPECTATIONS MATRIX</b> 		WE FOSTER POSITIVE RELATIONSHIPS	
WE ARE RESPECTFUL	WE ARE RESPONSIBLE		
<ul style="list-style-type: none"> <li>• We use good manners and positive language.</li> </ul>	<ul style="list-style-type: none"> <li>• We take responsibility for our decisions and actions.</li> </ul>	<ul style="list-style-type: none"> <li>• We are ready to learn</li> </ul>	
<ul style="list-style-type: none"> <li>• We only use devices when instructed.</li> </ul>	<ul style="list-style-type: none"> <li>• We arrive on time with the right equipment to learn.</li> </ul>	<ul style="list-style-type: none"> <li>• We are considerate of others.</li> </ul>	
<ul style="list-style-type: none"> <li>• We follow all staff instructions.</li> </ul>	<ul style="list-style-type: none"> <li>• We value the Learning Environment</li> </ul>	<ul style="list-style-type: none"> <li>• We value the individuality and culture of others.</li> </ul>	
<ul style="list-style-type: none"> <li>• We follow school rules and expectations.</li> </ul>	<ul style="list-style-type: none"> <li>• We participate in learning activities to the best of our ability.</li> </ul>	<ul style="list-style-type: none"> <li>• We value every student's right to learn and every teacher's right to teach.</li> </ul>	

## SENTRAL PARENT PORTAL STUDENT MANAGEMENT SYSTEM

Kandos High School uses the Sentral Parent Portal as a communication platform to keep you fully informed about your child's attendance, assessments and reports, which will make it easier than ever for you to manage their education - anytime, anywhere.

Sentral will help parents and carers stay connected with our school community. The Sentral Parent Portal provides parents with access to the portal and information is individualised, protected and made private by a username and password.



On the portal you will find:

- your child's timetable
- their attendance records
- assessment information, including assessment handbooks, calendar and exam timetables
- a record of your child's activities at school, including excursions, school awards and awards received
- communication from the school
- access to useful resources
- copies of student reports

Students may also use this portal by logging in with their Department of Education log in details to access their timetable.

### REGISTERING

To register for the Parent Portal you will require your family access key. This information will be emailed to all families upon enrolment. Should you not have received this information, or require your access key to be reset, please contact the school office via email ([kandosh.school@det.nsw.edu.au](mailto:kandosh.school@det.nsw.edu.au)) or on 6379 4103.

The address to register for the portal is: <https://kandoshs.sentral.com.au/portal/register>

Once successfully registered you will be prompted to enter your username (email address) and the password you created. To see information from the school and to link to your enrolled children, enter the access key provided.

The URL for continued access to the portal is: <https://kandoshs.sentral.com.au/portal2/#!/login>  
communication within our school community is easy.

This will enable you to connect directly with administration and teachers. The calendar function means you'll always be up-to-date with key dates and events.

The Newsfeed and Daily Notice function can be filtered to your choosing. Secure payments of fees and excursions can be made within the Parent App as well. All at your fingertips.

We are confident that you will see the benefits of your registration immediately and be part of our journey in providing this facility to you. Should you require assistance, please do not hesitate to contact the school, alternately you can view our [instructional Sentral Portal app setup video](#) available on our Kandos High School web page at <https://kandos-h.schools.nsw.gov.au>



# Classes





## Outline:

### 1. Rationale

At Kandos High School every student has the right and responsibility to learn in an environment that is:

- Inclusive and supportive
- Safe and secure
- Free from bullying and harassment

Kandos High School will provide a quality learning environment where the expectations of student behaviour are based on our core values of *responsible, respectful and positive relationships*.

### 2. Aims

- 2.1 To develop and maintain positive relationships which are the foundation of any whole school approach to supporting and promoting positive behaviour
- 2.2 To identify, teach and reward positive behaviour through the implementation of a school wide system of (positive behaviours for learning)
- 2.3 To manage poor behaviour in a positive and fair manner
- 2.4 To establish well understood and logical consequences for student behaviour

### 3. Implementation

- 3.1 Kandos High School will develop behaviour procedures which outline behavioural expectations, consequences for undesired behaviour and a consistent school wide system that identifies, teaches and rewards positive student behaviour
- 3.2 Kandos High School will maintain a register of student behaviour
- 3.3 Kandos High School will keep parents informed of behaviour issues and will seek their assistance in the development of positive behaviour

### 4. Monitoring, evaluation and reporting requirements

- 4.1 The school executive team shall monitor the effectiveness of this policy and the procedures and make changes when applicable after consultation with stakeholders
- 4.2 Changes to this policy must be authorised by the Principal
- 4.3 This policy will be reviewed, evaluated and modified as part of the school's cycle of review

### 5. Related policies and procedures

- Kandos High School Wellbeing Policy
- Kandos High School Anti-Bullying Policy
- Kandos High School Uniform Guidelines
- Kandos High School Merit Scheme
- Kandos High School Excursion Policy
- Kandos High School Playground Duty Policy
- Kandos High School rewards Excursion Guidelines and Criteria
- Kandos High School Policy Library <https://education.nsw.gov.au/policy-library>

### 6. Contact

- Dyanna Thommeny Principal, Kandos High School (02) 6379 4103

## **STUDENT BEHAVIOUR SUPPORT PROCEDURES**

*Please read these procedures in combination with the revised DOE policy*

Student Behaviour

<https://education.nsw.gov.au/policy-management-schools/revised-policies/student-behaviour>

### **Applicability**

These procedures apply to student behaviour:

- on the way to and from school
- on school-endorsed activities that are off-site
- outside school hours and off school premises where there is a clear and close connection between the school and students' conduct
- if the student's conduct significantly affects, or is likely to significantly affect, the health, learning and safety of students or staff
- when using social networking sites, mobile devices and/or other technology involving another student or a departmental staff member for school related issues.

### **Supporting Positive Behaviour**

School staff, including principals, teachers and support staff, will:

- support students to meet the high standards of behaviour expected to create positive, safe, inclusive and respectful communities
- establish and explicitly teach behaviour expectations
- implement whole-school practices and strategies to support the long-term learning, wellbeing and safety of all students
- partner with students, parents and carers, caseworkers and support services to create and implement effective behaviour support interventions that reflect the student's age, individual learning and wellbeing needs, and developmental level
- engage in current professional learning opportunities to expand their skills in supporting student behaviour.

### **Responding to behaviour**

To enable staff to create inclusive, engaging and respectful schools, and ensure a safe working and learning environment for everyone at the workplace consistent with the Work Health and Safety (WHS) policy, some circumstances exist where behavioural interventions are necessary. Effective planning for behaviour support provides the foundation so that all students are supported to be engaged learners, and model positive behaviour or decrease behaviours of concern.

### **What constitutes a behaviour of concern?**

A behaviour of concern is defined as a challenging, complex or unsafe behaviour that requires more persistent or intensive interventions.

School-based preventative, early intervention and individual student interventions are effective in improving a range of behaviour outcomes for students. Kandos High School implements a range of proactive and supportive strategies across the whole school and via targeted support through our Wellbeing programs and Intensive Learning Centre as well as drawing on support from external agencies.

Students who neglect their responsibility to abide by the student behaviour code and school expectations can expect to have consequences following their negative behaviour choice.

These consequences may include but are not limited to:

- a warning or reprimand
- interview with the Teacher, Head Teacher, Deputy Principal or Principal to negotiate a resolution
- attending reteach detention
- attending a Head Teacher reteach detention
- placement in an alternate class until the matter is resolved
- performing a duty such as completing unfinished work, repairing damage or school service
- replacing or paying for damaged equipment or property
- placement on a monitoring card to promote positive expectations
- parental interview
- loss of school privileges
- suspension from school
- expulsion from school

A matter referred to the **Head Teacher** in addition may result in:

- contact of the student's parents or carer
- placement on Head Teacher Detention
- contact with parent/s
- placement on a monitoring card in that subject area
- a referral of the student to the Year Advisor, Boys or Girls Advisor
- a referral to the School Counsellor or Wellbeing Team
- a referral to a Deputy Principal

A matter referred to a **Deputy Principal** in addition may result in:

- an in school isolation or placement in an alternate class
- contact with parent/s
- placement of the student on a daily monitoring card
- issuing of a formal caution or suspension
- a referral to the Principal

\*\*\* Serious breaches of discipline, eg violence, possession of a prohibited item, drugs, persistent disobedience, persistent lateness and truancy, will be dealt with in the first instance by a Deputy Principal.

The Principal will be the final point of referral for repeated breaches of discipline.

A matter referred to the **Principal** may also lead to:

- a meeting with the student and/or parent/s
- a short or long suspension from school
- a recommendation for expulsion

## **Formal Caution to suspend**

Principals should provide a student and their parents or carers with a formal caution to suspend for a particular behaviour of concern before proceeding with a suspension. In certain circumstances, the principal may determine that a student should be suspended without issuing a formal caution to suspend because there are immediate and significant risks to health, safety and wellbeing for students or staff that cannot be otherwise mitigated.

## **Suspension**

Suspension is the removal of a student from a school for a period of time. The purpose of the suspension is to allow the school to implement appropriate supports in the absence of the student to mitigate the unacceptable risks to health, safety, learning and wellbeing posed by the student's complex and challenging behaviour.

In some situations, after considering the relevant factors, a principal may decide that a suspension is the most appropriate response. Suspension is not intended as a punishment. Suspension allows time for the school to plan appropriate support for the student to successfully re-engage with learning at school.

### **Principals may suspend a student engaging in behaviours of concern on grounds that could include but are not limited to:**

- Continued/persistent disobedience and/or disruptive behaviour
- Malicious damage to or theft of property
- Verbal abuse
- Bullying and cyberbullying
- Misuse of technology
- Discrimination

## **Monitoring Student Behaviour Across All Classes**

When a student is referred to the Deputy Principal (Level 2), the name of the student is placed on the Student notices. These notices will be monitored by Year Advisors. Students who continually appear on the notices will be interviewed by the Year Advisors. This may result in:

- A progress report being completed for each subject.
- A parent interview taking place.
- The student being issued with a conduct sheet to monitor behaviour in each lesson for ten school days.

## **Classroom Management**

Good classroom management is central to effective teaching and will continue to be given a high profile in professional development discussions at both faculty and school level.

The way that we structure our lessons and manage our classrooms can be influenced by our understanding of how students learn. According to Brian Cambourne's "How Students Learn" (B Cambourne, University of Wollongong) - children learn best when:

- they are expected to learn
- they are confident because of previous success
- they are actively involved - discovering, solving problems
- they feel safe
- they are provided with effective task modelling
- they feel challenged
- the task is interesting and stimulating
- they can observe and imitate others
- they have plenty of chance to practice
- they are learning how to learn

## **Expectations for a quality learning environment**

Teachers are entitled to a safe and supportive workplace where they can effectively fulfill their role as educators. A safe environment ensures that our teachers can focus on meeting the diverse learning needs of their students without undue distractions or concerns for their personal safety.

It is essential for both teachers and students that the learning environment is free from disruption, allowing teachers to create engaging and collaborative learning experiences. In such an atmosphere, teachers can foster creativity, critical thinking, and mutual respect among our students.

This collaborative environment not only benefits the teachers but also contributes significantly to the overall growth and development of our students, enabling them to thrive academically, emotionally, and socially. Our teachers, as dedicated professionals, play a fundamental role in shaping the future, and providing them with a secure and harmonious workplace is essential for the holistic development of both educators and learners.

## **Reteach Detention Procedures**

Detentions are imposed on students for a variety of reasons.

Classroom misbehaviour can result in playground detentions during recess and lunchtimes.

- **Class Detention** - for issues that are minor and do not require Head Teacher intervention.
- **Lunch Detention** - issues that have arisen from a referral to the Head Teacher. The Head Teacher then places student onto Head Teacher detention. Students are notified on the Student Notices that are read out each morning in Roll call. (Head Teacher supervision).

Students placed on detention may be provided with relevant work to be completed during this detention period. This may include activities reflecting on the school rules or other relevant policies or work that needs to be caught up.

**Detentions** can be issued for a wide range of unacceptable behaviour related to matters outside the classroom. Such behaviour could include:

- Playground misbehaviour.
- Truancy (full day or fractional).
- Repeated lateness.
- Failure to attend previous detentions.
- Disobedience.
- Spitting, swearing.
- Misconduct on buses or on the way to or from school.
- Leaving the School grounds without permission.
- Harassment, both physical and verbal.
- Persistent refusal to comply with uniform requirements of the School Uniform Policy.
- Smoking.
- Failure to attend previous detention.

Failure to complete detention (after two warnings) will lead to parents being informed.

After three warnings, the student will be removed from the playground.

Students constantly placed on detention will incur further disciplinary action. Five detentions during one term will result in the student's parents being notified and the student placed on Level Two. Further issues with detentions may result in suspension from the school.



## Incidents of a serious nature and Dangerous Weapons

Due to the immediate and/or significant risk of harm to students or staff, the principals will consider issuing an immediate suspension to any student who engages in serious behaviour or behaviours of concern that could include but are not limited to:

- being in possession of, uses or supplies tobacco, vaping devices, alcohol and e-cigarettes
- being in possession of, uses or supplies a suspected illegal/restricted substance
- being in possession of, or using weapons including knives and firearms
- using an implement as a weapon
- seriously threatening or engaging in physically violent behaviour
- engaging in serious criminal behaviour related to the school
- engaging in sexual harassment, sexual assault or other sexualised behaviour that may pose a risk of or has caused physical, psychological or emotional harm to others. See definition.

When the Principal becomes aware of a student or other person on school premises or at a school activity in possession of a weapon or weapons, they will make contact with the police. Any student possessing a weapon should be suspended immediately. All weapons are banned from school premises. These weapons include (but are Not limited to) knives, firearms and replicas, batons, anti-personnel sprays, devices capable of projecting a dart, blow guns, whips, catapults, nunchakas, slingshots, spear guns, studded gloves etc. Items to be used for benign purposes, e.g. knives for craft work, cooking or science experiments, historical artifacts, or replica weapons to be used as props in plays, may be brought only via the written request of a teacher. In these circumstances, the teacher is to provide a secure location for them to be left, from the time the student arrives at school, and a supervised environment for their subsequent use.

## Incident Reporting

A teacher may choose to record the breaking of a school rule by entering an incident in the Student Management System. This documents the incident and the action taken by the teacher and is a warning to the student that they must take steps to change their behaviour. Students will be given the opportunity to discuss the incident with a Head Teacher if they wish to. *The entering of an incident does not constitute a disciplinary action. It is a record of a breach of the student behaviour code.*

If the teacher considers that the matter has been resolved to everyone's satisfaction, the teacher may choose to "complete" the incident in the Student Management System. No further action is taken.

Teachers may refer the incident report to the Head Teacher. The Head Teacher may in turn refer the incident report to a Deputy Principal after taking action or for more serious breaches. The Deputy Principal will then determine whether the incident report warrants further disciplinary action and may refer the student to the Wellbeing team or the principal.





# School Community Charter

 **Collaborative. Respectful. Communication.**

The following School Community Charter outlines the responsibilities of parents, carers, educators and school staff in NSW public schools to ensure our learning environments are collaborative, supportive and cohesive.

We treat each other with **respect**

## What our schools provide

NSW public schools work to create positive environments for students, staff and the entire school community that support student learning. We strive to ensure that every student is known, valued and cared for.

**The best education happens when parents and schools work together.**

The School Community Charter aligns with the NSW Department of Education Strategic Plan 2018 - 2022.



## Positive environments

It is important that our NSW public schools are positive environments and that parents and carers are kept informed of students' progress and school announcements.

Parents and carers can expect:

- To be welcomed into our schools to work in partnership to promote student learning.
- Communication from school staff will be timely, polite and informative.
- Professional relationships with school staff are based on transparency, honesty and mutual respect.
- To be treated fairly. Tolerance and understanding are promoted as we respect diversity.

We **prioritise** the wellbeing of all students and staff

**Unsafe behaviour** is not acceptable in our schools

We work **together** with the school

**Ensuring respectful learning environments for all members of NSW Public Schools communities.**





We create **collaborative** learning environments

We all play **our part**

We work **in partnership** to promote student learning

### Communicating with our schools

Our staff will find a time to talk to you when they can give you their full attention. Please remember that while our staff are in class or dealing with other matters, they may not be available to answer your questions immediately.

Our schools and communities will make sure that written communication is appropriate, fair and easy to read. We encourage you to use email and social media appropriately to connect with your school and stay up-to-date with up-coming events in the school community.

Our guide for parents, carers and students provides useful information about the complaints process:

[education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/guide-for-parents-carers-and-students](https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/guide-for-parents-carers-and-students)

### Respectful communication is a right

In all workplaces people have the right to feel respected. Unacceptable and offensive behaviour has no place in our school communities.

To ensure the wellbeing of students, staff and the community in our schools, steps will be taken to address unacceptable behaviour. This may include restricting contact with the school community or, in more serious cases, referral to NSW Police.



### Unacceptable behaviour may include but is not limited to:

- Aggressive or intimidating actions, such as violence, threatening gestures or physical proximity.
- Aggressive or intimidating language, including the use of obscenities, making sexist, racist or derogatory comments or using a rude tone.
- Treating members of the school community differently due to aspects such as their religion or disability.
- Inappropriate and time wasting communication.



**Collaborative.**  
**Respectful.**  
**Communication.**

School Community Charter

education.nsw.gov.au

# PROCEDURES FOR RESOLVING COMPLAINTS, SUGGESTIONS AND ALLEGATIONS

NSW Department of Education

## Making a complaint about our schools

We are committed to resolving complaints promptly, so it's best if you let us know about your concerns as early as possible.

For some matters it may be appropriate to talk to the school principal. If you aren't sure who to complain to, your child's teacher or school office staff can provide you with the correct contact details.



### Talking about problems can be the best way to start resolving them.

Start by contacting your child's teacher, by talking to school office staff, or in high school try the year advisor. You can raise your complaint in person, by email, over the telephone or by letter if you prefer. Make a time to meet with the teacher or phone the school and ask for an appointment.



### Sometimes we may ask you to put the complaint in writing. Include details and tell us what you would like to happen as a result of the complaint.

We can help you to put your complaint in writing. You can also use the complaint form or the Feedback Assist widget - both are on the Department of Education website. Make a time to meet with the teacher or phone the school and ask for an appointment.



In many cases, staff can manage a complaint made directly to them. Some complaints will need the involvement of the principal or workplace manager.

The person managing the complaint will gather the information they need to properly assess the concerns and make a decision about the best way forward. The complaint manager may make inquiries before contacting you.

When responding to a complaint, we may do one or more of the following:

- **take action to fix the matter or improve the situation**
- **apologise**
- **provide an explanation**
- **acknowledge that the situation could have been handled better or differently**
- **undertake to review policies as a result of your complaint.**

Sometimes, we may not be able to change what has happened or the complaint manager will decide that the original decision was appropriate in the circumstances. Whatever the outcome, the complaint manager will give you clear reasons for their decision. This may be in a meeting or by telephone or by email.

If you are not satisfied with the outcome, you can ask to speak to the complaint manager to talk about the issues and raise your concerns.

If you are still not satisfied or believe that the complaint outcome was incorrect and/or the complaint handling process was unfair, you can request a review. The request should be addressed to the initial complaint manager or their supervisor.

Reviews should be completed by a person who has not been the subject of the complaint in any way and has not been involved in managing the complaint.

External reviews of complaints may be conducted by organisations such as the NSW Ombudsman.

### Telephone Interpreter Service

If you would like more information please call your school principal. If you need an interpreter to assist with your enquiry, please call the Telephone Interpreter Service on 131 450 and ask for an interpreter in your language. Tell the operator the phone number you want to call and the operator will get an interpreter on the line to assist you with the conversation. You will not be charged for this service.

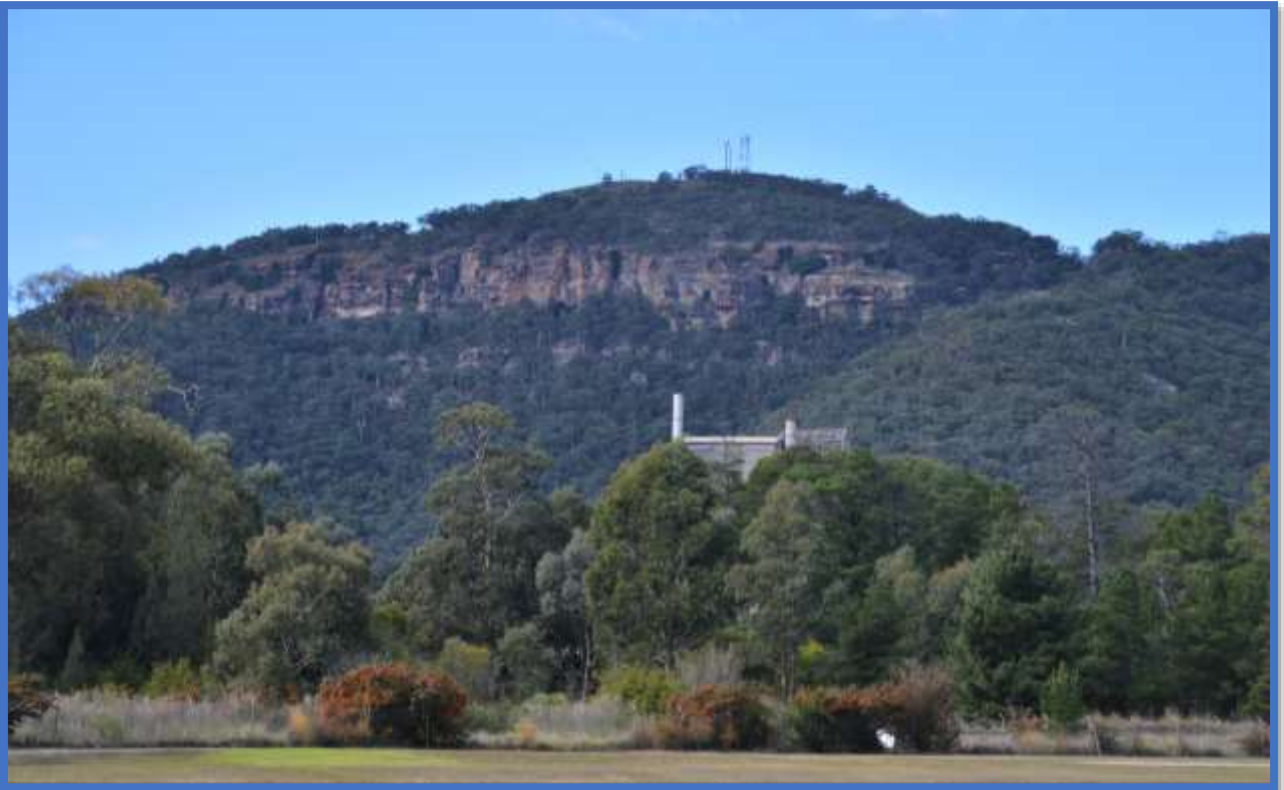
education.nsw.gov.au

English





## PICTURESQUE SITES IN OUR LOCAL AREA



The environs of our school



Ganguddy the beautiful, serene waterway within our local area enjoyed by many.



**Outline: These procedures promote the learning, safety and wellbeing of students and the management of any risk of harm and distraction from the use of digital technology accessed via a mobile phone, smart watch, or other personal electronic device. Kandos High School has made the decision to go mobile phone free for students at the commencement of Term 4, 2023.**

## The Procedures

For the purposes of these procedures, 'mobile phones and other personal electronic devices' includes smart watches and all other electronic devices (including iPods and other branded tablets), as well as their associated listening accessories – such as, but not limited to, headphones, ear pods and ear buds. These procedures are outlined to manage student use of these devices at Kandos High School.

In NSW public schools secondary school principals, in consultation with their communities, have discretion to make decisions about restricting or permitting student use of digital devices and online services in all school-related settings, including at recess, lunch and during class. Digital devices and online services are an important part of everyday life, shaping the way children and young people learn, communicate, work and play. Learning environments, at school and at home, should support students to develop technological, social, and emotional competencies. This support should maximise the benefits and minimise the risks of digital environments and prepare students for life beyond school.

### The aim of this policy is to provide:

- a safe environment to learn without inappropriate mobile phone use or distractions.
- greater opportunities for social interaction and physical activity during recess and lunchtimes.

## 1 Mobiles/Smart Devices – Off & Away | Gate to Gate

- 1.1 If a student brings their mobiles/smart device to school they are to be turned onto silent or turned off and kept in their bags between 8:30am – 3.30pm (see poster - Appendix 1).
- 1.2 The mobiles/smart device must not be visible or switched on during class time.
- 1.3 The student is responsible for looking after the mobiles/smart device. The school accepts no liability - the school accepts no responsibility for any damage to, or theft, of mobiles/smart devices and their accessories.

## 2 Prohibited use of Mobiles/Smart Devices

- 2.1 Mobiles/smart devices must be turned onto silent or turned off and kept in their bags between 8:30am – 3.30pm. If the student transgresses, the teacher will request the student hand in the mobiles/smart device to the Front Office. In the first instance students may collect the device at day's end.
- 2.2 Should the same student repeat the offence, the student will need to get permission from the Deputy Principal to retrieve the mobiles/smart device from the Front Office.
- 2.3 Should the same student repeat the offence for a third time, the mobiles/smart device will be held at school for collection by parents or caregivers. This will result in the student receiving a Formal Caution.

- 2.4 Students who refuse to hand in their mobile phones will be referred to the relevant Executive Staff member, the parent or caregiver will be contacted and normal disciplinary procedures will be followed with the issuing of a Formal Caution.
- 2.5 Should the same student repeat the offence yet again, the mobiles/smart device will be held at school for collection by parents or caregivers. The student will be required to leave their phone at home or hand it in at the start of every day to the Front Office. Continued repeat offences will result in a Suspension.
- 2.6 Mobiles/smart devices cannot be taken into exam rooms. Should the student use the mobiles/smart device during the exam then:
- 2.6.1 That student's paper will be cancelled and the student will receive zero marks.
- 2.6.2 Should the student repeat the offence the student will not be permitted to bring the mobiles/smart device to school.

### 3 Consequences

- 3.1 Students will place their mobile phone or electronic device into the **Phone Breach Envelope** (Appendix 2) immediately, if asked by a teacher or member of staff, if instructed. They will be given an 'Off and Away' slip to return to their teacher. The teacher/Head Teacher will then record the negative entry in Sentral with a notification to parents/carers via email.
- 3.2 The envelope will be completed by the student at the Front Administration Office. Administration staff will enter the phone into the Mobile Phone Register and securely store the device in the administration safe. Students/parents/carers will need to counter sign this upon collection of the device.

### 4 Emergencies

- 4.1 Students are to liaise with the Head Teacher Wellbeing should they have need to use mobiles/smart device during the school day.

### 5 Exemptions

- 5.1 A small number of exceptions/exemptions will be made. Exemptions will only be available for managing a health condition.

Health related exemptions can be sought by parents/carers by contacting the principal and completing the Mobile Phone Exemption Application (Appendix 3). In the case of a health condition, a letter from a medical professional stating when and how the mobile phone is to be used will be required. The Deputy Principal will work alongside parents and complete the Phone Exemption Plan. For example, the Plan may outline a process by which students check their phones as required in consultation with the Deputy Principal. Parents/carers of students who require exemption will be referred to the Phone Exemption Flow Chart (Appendix 3).

- 5.2 No Phones to be used for Canteen Purchases, including those who have exemption.

### 6 Monitoring, evaluation and reporting requirements

- 6.1 This policy has been reviewed in Week 8 Term 3, 2023 and will be again in the first year of implementation and subsequent years on a 3-year cycle. The procedures will also be reviewed considering the NSW DoE Policy on mobile phones when released for implementation.

### 7 Contact

- 7.1 Kandos High School Principal (02) 6379 4103.

### Appendix 1. Gate to Gate (on following pages)



# Off & Away | Gate to Gate

## Kandos High School Mobile Phone Policy & Procedure

### RATIONALE

Our school has officially launched an "Off and Away" mobile phone policy. The policy extends beyond the classroom to include all areas of the school, encompassing all transition time between classes, in toilets, during Lunch 1 and Lunch 2, during extracurricular activities such as school excursions and camps. The "Off and Away - Gate to Gate" policy means that student mobile phones are not to be seen or used while on school grounds. If students breach the policy, consequences will apply, including confiscation of their device and parent/carer contact (see overleaf).

**KANDOS HIGH SCHOOL**  
**MOBILE PHONE & SMART DEVICES POLICY**

**Off and Away - Gate to Gate**  
Students are expected to turn their phone off and put it into their bag while at school (between 8:30 am and 3:30 pm). This includes school activities such as camps and excursions.

**SWITCH OFF**

**Healthy Minds & Bodies**  
The mobile phone policy applies during breaks as well as during classes. Students are encouraged to connect with each other and engage in physical activities during their breaks.

**Making Good Choices**  
Consequences will apply if students choose not to follow the mobile phone and smart devices policy. This can include temporary confiscation of the device.





# Off & Away | Gate to Gate

## Kandos High School Mobile Phone Policy & Procedure

### PROCEDURE FOR MISUSE OF MOBILE PHONES ON SCHOOL GROUNDS

#### Level 0

Mobile phone is switched off and stored in school bag. No consequences.

#### Level 1

Mobile phone is seen and/or in use during school hours - 1st incident.

##### In Class

Teacher sends student to Front Office to hand in phone. A notification is sent to parents/carers via SMS, once phone is handed in. An Off and Away slip is given to the student to take back to the teacher. Teacher puts a negative entry on Sentral.

##### Out of Class on Grounds

Teacher on duty notifies Head Teacher on duty. Head Teacher accompanies student to Front Office to hand in phone. A notification is sent to parents/carers via SMS, once phone is handed in. Head Teacher puts a negative entry on Sentral.

Student will be interviewed by Deputy Principal.

#### Level 2

Mobile phone is seen and/or in use during school hours - 2nd incident. Same procedure as Level 1 followed by interview with Principal and formal caution of suspension. Parents/carers formally notified.

#### Level 3

Mobile phone is seen and/or in use during school hours - 3rd incident. Same procedure as Level 1 followed by interview with Principal and suspension. Parents/carers formally notified.



## Appendix 2. Mobile Phone Breach

### 2.1 ENVELOPE

#### KHS Mobile Phone Breach

Student Name		Year	
Teacher Name	Subject	Lock Up Date	Lock up Time

**Phone Condition:**  
Indicate any damage on the phone, such as screen

**Final Checks**

- Phone is turned off
- All personal items are removed from the phone (money, cards,

Student Signature	Office Signature
-------------------	------------------

### 2.2 OFF & AWAY SLIP



LOCK UP DATE & TIME: \_\_\_\_\_ STUDENT NAME: \_\_\_\_\_

ITEM DESCRIPTION: \_\_\_\_\_

**OFF & AWAY SLIP** OFFICE STAFF NAME: \_\_\_\_\_ TEACHER: \_\_\_\_\_

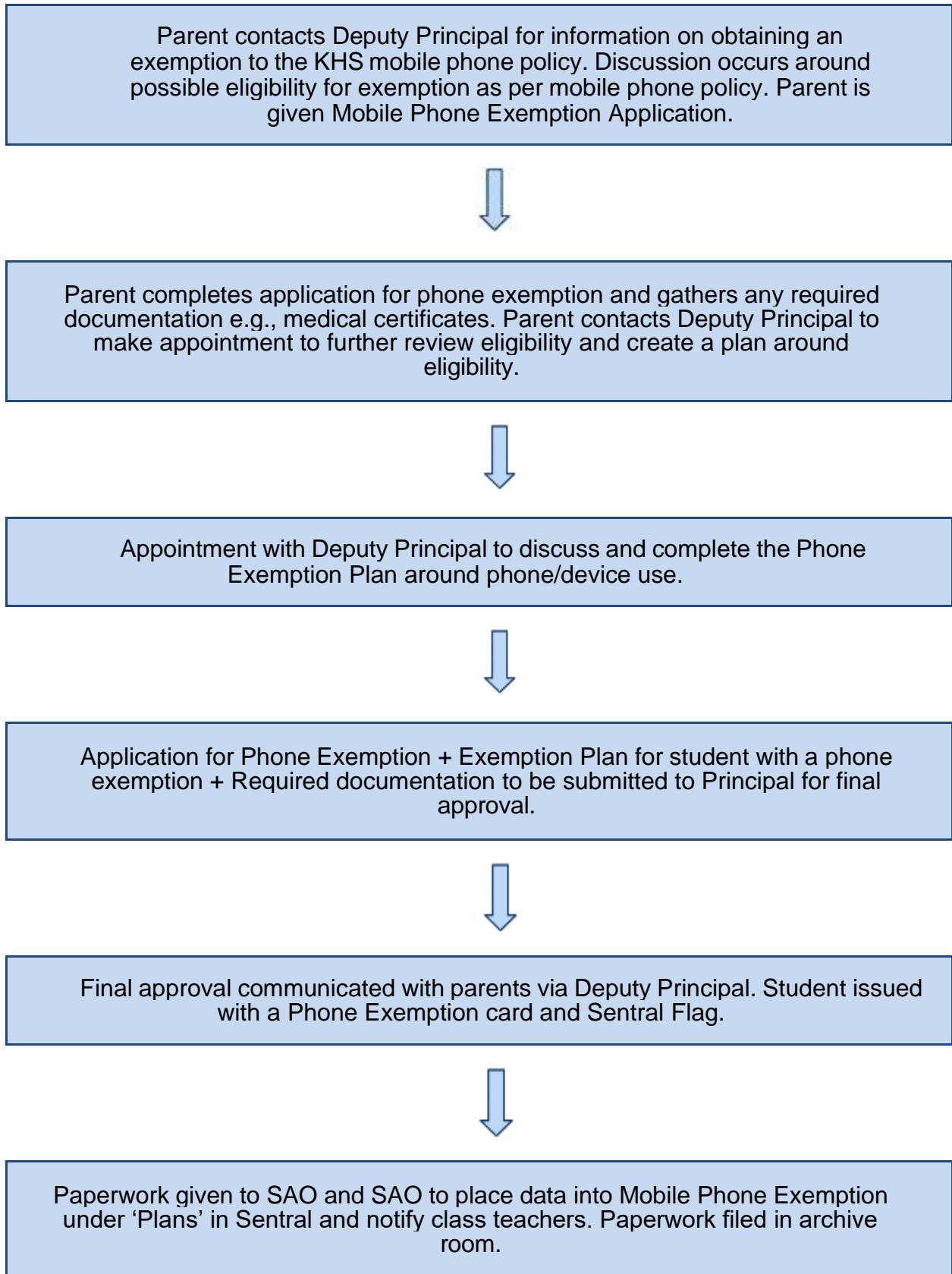
### 2.3 PARENT NOTIFICATION

This message is to inform you that your child's phone or smart device has been confiscated and is currently in our safe. It is an expectation that if a student brings their mobile/smart device to school that they are to be turned onto silent or off and kept in their bags between 8:30am - 3:30pm. Repeat offences may result in a Formal Caution or Suspension.



## Appendix 3. Mobile Phone Exemption Flow Chart, Application and Plan

### 3.1 Mobile Phone Exemption Flow Chart



## SUN SAFE POLICY

Our schools take sun safety seriously and implement a range of strategies to support school environments that protect students from the damaging effects of the sun.

Much of the sun exposure that causes skin damage occurs in childhood and adolescence.

By the age of 15 many children have developed irreversible skin damage from exposure to the sun.

While skin cancer is the most common cancer in Australia, it is estimated that 95% of skin cancers can be prevented through reducing exposure to ultraviolet radiation from the sun.

Each school has a responsibility to provide a safe environment for students and staff and this includes providing adequate protection from the sun.

### Effective sun safety

Schools support students and preschool children to understand why sun safety is important and to take action to protect themselves such as:

- wearing sun safe hats, clothing and sunglasses
- seeking shade during peak UVR times during the school day
- wearing SPF 30+ (or higher) sunscreen.



**Kandos High School hats and caps are available from the front office.**

**The school has free sunscreen stations located around the school.**

<https://education.nsw.gov.au/student-wellbeing/health-and-physical-care/sun-safety>



# Kandos High School Every Day Counts



NSW Department of Education

When your child misses just...	that equals...	which is...	and therefore, from Kindy to Year 12, that is...	This means the best your child can achieve is...
1 day each fortnight	20 days per year	4 weeks per year	Nearly 1.5 years of school	Equal to finishing Year 11
1 day a week	40 days per year	8 weeks per year	Nearly 2.5 years of school	Equal to finishing Year 10
2 days a week	80 days per year	16 weeks per year	Over 5 years of learning	Equal to finishing Year 7
3 days a week	120 days per year	24 weeks per year	Nearly 8 years of learning	Equal to finishing Year 4

Give your child every chance to succeed.  
Every student should be at school every day!



Kandos High School

## Online Safety

Do you know what your children are doing online?



**Teenagers can come across content, contact, conduct and contract risks when they're online or using social media.**



**Teenagers need to keep building skills and knowledge to identify and manage internet safety risks independently.**



**You're a role model for internet safety.**



**It's important to talk with teens about online reputation, online content, privacy settings, personal information, online purchases and dangerous apps.**



**For more information on keeping your child safe online, visit:**

**[www.esafety.gov.au/parents/issues-and-advice](http://www.esafety.gov.au/parents/issues-and-advice)**







# KANDOS HIGH SCHOOL



All KHS students that require emergency ambulance services whilst they are participating in school activities are provided **FREE** emergency care. Please provide your bill from NSW Ambulance to our administration staff at the Front Office to be paid by the school.



PLEASE CALL OUR FRONT OFFICE  
FOR MORE INFORMATION  
PH 6379 4103



# First Aid Information

## Our designated First Aid Officer/s are:

Name: Kylie Reddish  
Position: School Administration Officer  
Contact details: Front Administration Office



Name: Suezie Faulkner  
Position: School Administration Manager  
Contact details: Front Administration Office



## Procedure for obtaining First Aid for students:

- Minor injury or health condition: See a staff member or someone to the Front Office
- A more serious injury or health condition: **DO NOT move the student.** See a staff member and send someone to the Front Office or ring to get a First Aid Officer to come out to attend to the student
- A major injury or health condition: **DO NOT move the student.** Send someone to the Front Office or ring to get a First Aid Officer to come out to attend to the student

**First Aid Kits are located around the school and in the school bus. A first aid kit is always taken on excursions and sporting activities. Ask a staff member if you need assistance with first aid.**



**Adrenaline Auto-injectors (EpiPen) are also located around the school and there is one always taken on excursions. If you know that you need to use an EpiPen at school and you don't have a personal injector with you, send someone to the Front Office to get one.**



**Asthma puffers are also located around the school and there is one always taken on excursions. If you know that you need to use a puffer at school and you don't have a personal one with you, send someone to the Front Office to get one.**

**Our school also has a defibrillator located in the Staff workroom opposite the Front Office.**

**In case of Medical Emergency**





## EMERGENCY PROCEDURE

The signal for Evacuation, Lockdown or Lockout for all areas will be a message over the Public Address System (PA system).

Teachers and Students should listen carefully and follow all instructions given. Students need to familiarise themselves with these details that are located within the school.

### EMERGENCY PROCEDURES



## EVACUATION



Sharp urgent bells followed by an emergency announcement to

**“Evacuate as directed”**

**Leave work and collect bag**  
**EXIT classroom and close door**  
**EXIT building**  
**Walk calmly to oval with teacher**



## LOCKOUT



Sharp urgent beeps with an announcement to

**“An incident has taken place outside the School”**

**Access on or off the school is only**  
through the **Main Entrance**  
**Staff and Students outside return immediately**  
to the nearest **supervised classroom**  
**Stay and wait** until you **hear it's all clear**



## LOCKDOWN



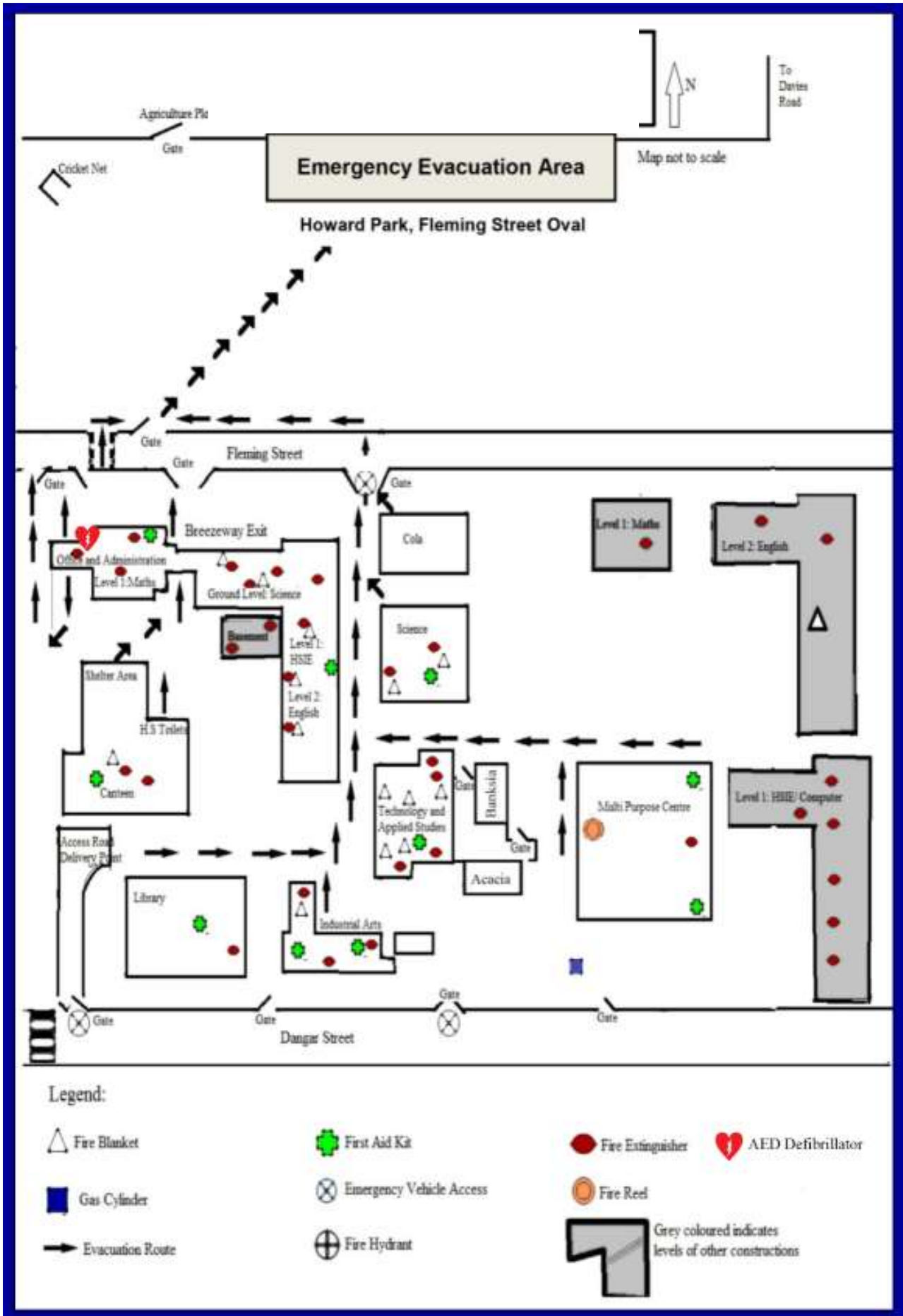
Continuous urgent horn with an announcement to

**“Move to your nearest supervised classroom”**

**Lock windows and doors and close blinds**  
Students **under desks away** from windows  
**Stay and wait** until you **hear it's all clear**



# KANDOS HIGH SCHOOL EMERGENCY FACILITIES AND EVACUATION ROUTES



**KANDOS HIGH SCHOOL  
2024 School Terms**

Fleming Street, KANDOS NSW 2848

Tel: 02 6379 4103

Fax: 02 6379 4818

**SCHOOL TERMS FOR 2024**

Term One	30 <sup>th</sup> January	-	12 <sup>th</sup> April
Term Two	29 <sup>th</sup> April	-	5 <sup>th</sup> July
Term Three	22 <sup>nd</sup> July	-	27 <sup>th</sup> September
Term Four	14 <sup>th</sup> October	-	20 <sup>th</sup> December

**STAFF DEVELOPMENT DAYS 2024**

Term One	-	30 <sup>th</sup> January 31 <sup>st</sup> January
Term Two	-	29 <sup>th</sup> April
Term Three	-	22 <sup>nd</sup> July
Term Four	-	20 <sup>th</sup> December

[www.kandos-h.schools.nsw.edu.au](http://www.kandos-h.schools.nsw.edu.au)

Please bookmark our web address as it contains up to date information on our calendar and further information about our school.

The school's newsletter is also published here.


Through our shared values, we hope to build Positive Relationships through our community, foster in our students a desire to be Responsible, and engender a sense of Respect in all our undertakings.

**School Contact:**

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 Official Kandos High School [kandos-h.schools.nsw.edu.au](http://kandos-h.schools.nsw.edu.au)