

KMHS

Information Booklet



**a comprehensive
public high school
providing quality
education for all
students**



KARIONG MOUNTAINS

HIGH SCHOOL

UNITY  KNOWLEDGE  RESPECT

Kariong Mountains High School

Established 2010



Designed to educate for future focused learning

Our Values

Unity



Working together;
caring about our school;
supporting others

Knowledge



Valuing learning; applying
ourselves; being curious

Respect



Right attitude; right time;
right place; right gear

Our Purpose

To challenge students to reach their full potential, having the skills necessary to be respected and successful citizens in an ever-changing society.

School information

PHONE

4340 0246 Office hours 8:15am - 3:30pm

EMAIL

kariongmtn-h.school@det.nsw.edu.au

ADDRESS

**10 Festival Drive, Mt Penang Parklands,
Kariong NSW 2250**

REGION

Kariong Mountains High School is a part of the Mooney Mooney Principal Network.

ADDRESS: Regional North Operational Directorate,
Tuggerah Office, 14 Pioneer Avenue,
Tuggerah NSW 2259

PHONE: 02 4357 5300

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Welcome from the Principal

My name is Donna James and I proudly write this welcome as your principal; I am truly excited and grateful for being given this opportunity to welcome and work with you and your family on your school journey ahead.

'Unity Knowledge Respect' are our school's PBL values and our framework that we all will continue to work within as a positive and supportive school. My high expectations and vision, as an experienced deputy principal of 15 years and now principal, is to lead a dynamic, harmonious and inclusive learning environment that will achieve success for all in our school community. As a school leader, my modelling and commitment to building respectful relationships in all facets of our school community underpins all I believe in. Success does not come alone – the ability to work with each other and foster healthy, collaborative relationships has always been at the core of myself as a school leader.

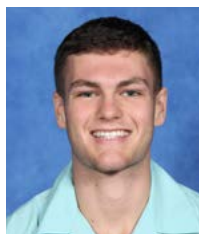
High expectations in a school can be interpreted and seen in many ways, such as positive student attendance, credible results in NAPLAN, RoSA and the HSC, and pride in students wearing their uniform. I believe the collaborative understanding and support of the parent community in such indicators is critical to achieving learning success.

Uniform: From my experience as a school leader, I have a real belief that uniform is an integral part of our school culture; how students wear the uniform at school and in our school community is an indicator of the pride and respect students have for themselves and their learning environment of Kariong Mountains High School. In my experience, a consistent uniform approach also sets a positive tone in a school.

Positive attendance: NSW DoE expectation is that students attend 95% or more each year. Consistent attendance is integral to successful student learning and fostering positive relationships on their learning journey. I look forward to working with our families to ensure this for our students.

As your principal, and a parent myself, I am grateful and privileged to be entrusted with your child's learning. I am committed in my role to continually develop and maintain quality relationships across Kariong Mountains High School's wonderful learning community. It is my belief that I am entering a partnership with each family in our school. I look forward to meeting and building respectful relationships with you all, navigating the learning journey of our students – and to sharing the celebrations of success for your children in the times to come.

*Donna James
Principal*



Our 2024 School Captains

From Year 7 through to Year 11, Patrick and I have watched this school develop

and change in pursuit of providing a supportive learning environment. We are excited to continue to inspire development and support students to reach their potential here at Kariong Mountains High School.

Being happy to come to school is a major factor in attendance and we hope to facilitate a communicative and welcoming environment in which students are able to freely voice their concerns and opinions and provide feedback to further inspire change. We are keen to work closely with the student body as we believe that our peers' wellbeing is fundamental to the learning experience and development which takes place here at Kariong Mountains High School. In addition to this, we aim to seek feedback from teachers to ensure that our school is able to provide the learning environment and opportunities that enables each and every student to thrive. We will strive to use our position as school captain to continue the legacy of our school.

*Ivanna Maggi and Patrick Ainsworth
2024 School Captains*

Welcome from our P&C

The Kariong Mountains High School P&C welcomes all new families to the Kariong Mountains school community. Families play an important role in the education of their children and the P&C works to strengthen that partnership between school and community.

Our P&C has been associated with the school since before it even opened its doors and many of the facilities and opportunities that our children enjoy have been due to the dedicated work of P&C members over the years. We invite you to become a part of our P&C team.

During P&C meetings, there is an opportunity to listen to updates from the principal, discuss topics, help guide school policy and support the school with fundraising initiatives. Meetings are held once a term and membership is open to all parents and members of the community for only \$2 a year.

The P&C's main fundraising effort is through operating the school canteen. The more volunteers that we have, the more funds can be raised for the school, and coming to the school canteen is a great way to have a bird's eye view of day to day school life. Any time, be it weekly, monthly or occasionally, parent volunteers are always welcome.

Please do not hesitate to contact us if you would like more information about being a part of the KMHS P&C or come to a meeting to see what we're about. Upcoming meetings are communicated in the newsletter.

*Rebecca Garay
P&C President*

Our Commitment to Building Lifelong Learning Skills

We are passionate and committed to:

- providing a balanced program of curricular and co-curricular learning opportunities that encourage all students to explore and develop their passions and aptitudes
- actively engaging with contemporary educational research into “what works best” in our programming and classroom practices
- developing and promoting wellbeing approaches that recognise the unique potential of each child and the importance of positive relationships between staff, students and parents/carers
- creating learning and physical experiences that foster student voice and leadership and encourage development of transferable skills, habits and dispositions that will make our students successful global citizens.

The Kariong Mountains High School Graduate

Our Vision



Capable



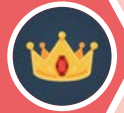
I can determine my future and achieve my dreams.

Lifelong Learner



I am passionate to continue learning throughout life.

Positive Self-regard



I value who I am and I am positive about what I can achieve.

Positive Self-regard



I recognise change is a part of life and I see it as an opportunity to try something new.

Learning Design for Success

High Potential and Gifted Students



Our support for high potential and gifted students occurs through our High Achievers Selective Program (*information available on the school website*) and the High Potential and Gifted Education framework (HPGE). The HPGE framework is designed to support the opportunities for students at Kariang Mountains High School who:

- have advanced learning potential and development compared to their cohort
- perform strongly in particular areas of subjects and co-curricular domains
- have high potential in a particular domain of learning – intellectual, creative, socio-emotional and physical
- can benefit from additional challenge and extension in their learning.

Students are able to participate in a range of activities that foster their giftedness and/or potential and provide experiences for growth, both within the school and the wider community.

Growth Mindset – building success for all students



All students are able to engage with an inclusive curriculum, regardless of ability or interest. Our use of Dylan Wiliam's 'Learning Intentions' and 'Success Criteria', sitting beside a growth mindset (all students can grow in their learning) philosophy, ensures that adjustments to the curriculum are developed through commitment and research into 'what works best'.

Our Wellbeing Team works with staff to develop supportive programs, provide assistance in the classroom and use an array of diagnostic tools, that in collaboration with families, are utilised to best individualise the learning to optimise success for each student.



Technology fluency for future focused learners



Technology capability involves students learning to effectively manage the digital technologies that are available to them, adapting to new ways of doing things as technologies evolve, and limiting the risks to themselves and others when using social media.

We ensure that all students have access to our specialised technology course and that there is rich and embedded use of technology across Years 7-12.

All students have access to advanced learning in cloud-based technologies, cybersafety, using a range of applications for research and presentations, as well as paying attention to skill development in the basics (word processing; spreadsheets) and typing speed and accuracy. Woven into these lessons are the future focussed ICT skills of collaboration, creativity and problem solving.

Motivated, high potential and gifted students are supported through enrichment and extension programs, including robotics, drone photography, the Stage 5 STEM elective and virtual reality programs.

Staff and Organisation

All staff at Kariong Mountains High School is committed to providing a positive learning environment in which students flourish and grow.

Key Personnel in 2024

| | | |
|--|--|--|
| PRINCIPAL - MRS DONNA JAMES | | DEPUTY PRINCIPAL - MR SCOTT WHITE |
| HEAD TEACHERS | | |
| English – Mrs Lisa Bell | Future Focused Learning / CAPA Mr Kane Burns | HSIE – Mr Derryn Tagg |
| Mathematics – Mr Alex Blyth / Mrs Jacqui Matthew | PDHPE – Mrs Jess Meyer | Science – Mr James Cartner |
| TAS – Mr Scott Bath | Technology – Mr Michael Riley | Wellbeing – Ms Megan Miller |
| YEAR ADVISORS | | |
| Year 7 – Student Wellbeing Team | Year 8 – Mr Ben Flakus | Year 9 – Ms Brooke Sayal |
| Year 10 – Ms Stephanie Richmond | Year 11 – Mr Matt Hipwell | Year 12 – Ms Jessica Milne |
| STUDENT WELLBEING | | |
| School Counsellor – Ms Leanne Foubister | | School Counsellor – Ms Ashley Wheeler |
| Supervisor of Girls – Miss Courtney Thompson | | Supervisor of Boys – Mr Simon O'Mahoney |
| VOCATIONAL EDUCATION | | |
| Careers Advisor – Ms Lyn Hawker | | Careers and Enterprise Co-ordinator – Ms Sara Cutting |
| ADMINISTRATION | | |
| Business Manager – Mrs Jacqueline Ayres | | School Administrative Manager – Mrs Michelle Bennett |

Bell Times

| MON, TUES, THURS, FRI | | WEDNESDAY (ONLY) | |
|------------------------------|----------------------------|-------------------------|----------------------------|
| Day Loan Laptop Time | 8:35 - 8:50 am | Day Loan Laptop Time | 8:35 - 8:50 am |
| Check In | 8:50 - 9:05 am | Check In /Hub | 8:50 - 9:20 am |
| Period 1 | 9:05 - 10:05 am | Period 1 | 9:20 - 10:50 am |
| Period 2 | 10:05 - 11:05 am | Assembly | 10:50 - 11:05 am |
| Break 1 | 11:05 - 11:35 am | Break 1 | 11:05 - 11:35 am |
| Period 3 | 11:35 am - 12:35 pm | Period 2 | 11:35 am - 12:35 pm |
| Period 4 | 12:35 - 1:35 pm | Period 3 | 12:35 - 1:35 pm |
| Break 2 | 1:35 - 2:05 pm | Break 2 | 1:35 - 2:05 pm |
| Period 5 | 2:05 - 3:05 pm | Period 4 | 2:05 - 3:05 pm |
| Day Loan Laptop Return | 3:05 - 3:15 pm | Day Loan Laptop Return | 3:05 - 3:15 pm |



Enrolment Essentials

Starting at Kariong Mountains High School

At Kariong Mountains High School, we understand the importance of a confident and calm start to a new school setting. Our Wellbeing Team co-ordinates a transition/welcome program that is designed to make this process a smooth and happy one for new students.

Enrolments

Children residing in the local area, as determined by the NSW Department of Education boundaries, are entitled to accept an enrolment position. Non-local residents may also apply for enrolment if the Department of Education's enrolment policy guidelines are met. During the enrolment process, you will be required to provide documents identifying the child's name, age, residential address and other accepted proof of residence documentation and immunisation status. A completed enrolment form will also need to be submitted.

If non-local enrolments meet policy guidelines, priority is given to: siblings, selective class entrants, and children out of area with a relevant reason for enrolment at Kariong Mountains High School.

Transition to High School

Orientation Day - 28/11/2023

Orientation Day provides a wonderful opportunity for students to make new friends and be introduced to key staff and their peer support leaders. Activities, on the day, are designed to familiarise students with the school grounds and routines.

Note: Specific information about the transition to Year 7 has been emailed to parents.

Touching Base - Year 7, Term 1

During Term 1, Year 7 parents and families are invited to attend an information evening, where their child's learning journey will be outlined. This is an opportunity for parents to get a general overview of the class programs, view student work on display and reconnect with key personnel.

Enrolment at Kariong Mountains High School

– at other points in time

To ensure we can best support students moving to our school, at any point in their schooling, an interview with the Deputy Principal and a member of the Wellbeing team is held to generate a profile of the student's interests, achievements and requirements for success. On starting at school, students are introduced to their Year Advisor, who is there to support them, and then matched with a 'buddy student' to show them around and start new friendships.

Immunisation and Infectious Diseases

When enrolling your child at school, you will be required to provide an immunisation certificate (AIR Immunisation History Statement), outlining the vaccinations your child has received. Students without an approved immunisation certificate and those who are unimmunised may be excluded from school if there is an outbreak of a vaccine preventable disease at the school. You can find more information at: <https://health.nsw.gov.au/immunisation>

Throughout their schooling, your child may contract or come into contact with infectious diseases. The link below provides information on any exclusion protocols as determined by the Department of Education and Department of Health:

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

Enrolment Essentials

Bus/Rail Passes (Opal Cards)

Students requiring an Opal Card must complete an application, which can be accessed at <https://transportnsw.info/school-students> or by phoning **13 15 00**. The completed application must then be submitted to the school office for endorsement.

Contact Information

It is necessary for parents to provide their contact details to the school office. If your child is ill, an emergency arises, or there is an educational concern, it is vital that parents or the emergency contact person, can be reached.

Parents are responsible for updating their contact information. **Please notify the school in writing**, immediately, if any of the following details change:

| | | | |
|---|------------------------|--------------------------|---------------------|
| Home address | Home phone number | Work phone number | Mobile phone number |
| Email address | Child's medical status | Emergency contact person | |
| Custody or access arrangements - copies of court orders must also be provided | | | |

Custody Arrangements

Copies of court orders related to your child's custody or access arrangements must be provided to the school and placed in the student's file. The school has no legal right to deny access to a parent unless these papers are on file.

Fees and Voluntary Contribution

| STAGE 4 - YEARS 7 & 8 | |
|--|---|
| Voluntary school contribution for 2024 | \$30 per child <i>(three or more children = \$75)</i> |
| 'STEAM' resourcing materials to support learning in Science, Technology, TAS and Art/Music | \$120 |
| STAGE 5 - YEARS 9 & 10 | |
| Voluntary school contribution for 2024 | \$30 per child <i>(three or more children = \$75)</i> |
| Elective subject fees | Cost depends on elective choice <i>(families will be notified in Term 1)</i> |
| Technology resource fee | \$40 |
| STAGE 6 - YEARS 11 & 12 | |
| Voluntary school contribution for 2024 | \$50 per child <i>(three or more children = \$110)</i> |
| Subject specific fees | Cost depends on subject choice <i>(families will be notified in Term 1)</i> |
| Technology resource fee | \$40 |

Fees can be paid by cash, cheque, credit card, EFTPOS or through the Compass Parent Portal. If you are paying by cheque, please make it payable to Kariong Mountains High School.

NOTE: Subject fees help cover the costs of the material used and allow the school to offer more varied experiences for students. Where fees are not paid, any products made may remain the property of the school.

Curriculum

Students in Years 7-12 study subjects as determined by the NSW Education Standards Authority (NESA). Parents/carers can access information about the curriculum from the following websites: educationstandards.nsw.edu.au | education.nsw.gov.au

In Stage 4 ...

Students study the mandatory subjects, with the Language Other Than English option being Japanese. Additionally, students undertake an integrated future-focused program of learning called 'Acquired Skills, Applied Projects' (ASAP).

In Stage 5 ...

Students choose three elective subjects, in addition to the mandatory curriculum. We offer a wide range of subjects, with student choice being a key factor in determining final selections.

In Stage 6 ...

Students are able to choose from a wide range of courses, with English being the only compulsory area of study. Additionally, students can undertake Vocational Education Training (VET) in Construction, Financial Services, Hospitality, Music Industry and/or Virtual VET programs, or participate in school-based apprenticeships and traineeships (SBATs), giving them dual qualifications at the HSC level.

Other 'learning across the curriculum' areas:

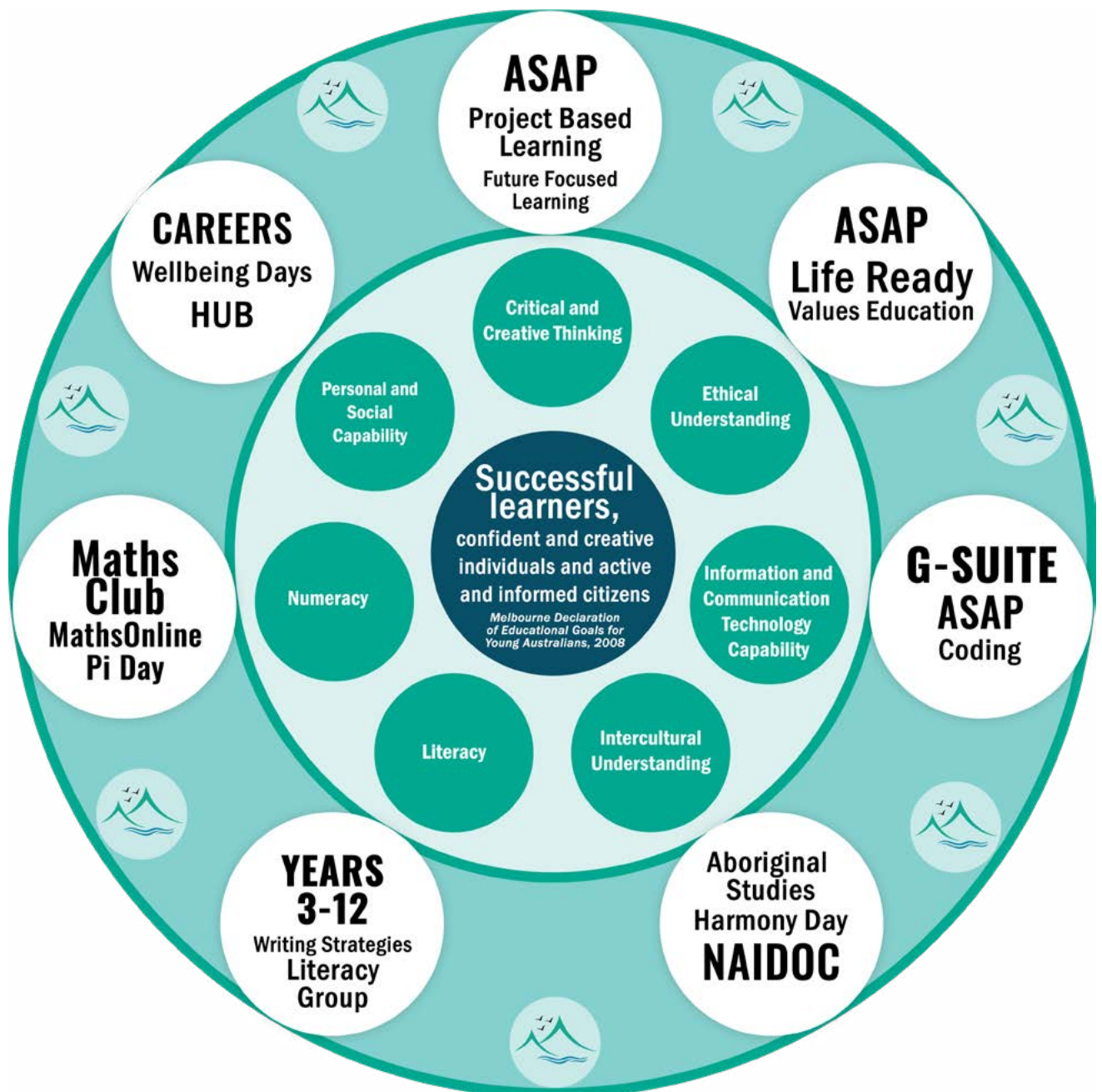
| FOCUS AREA | OUR DELIVERY DESIGN |
|--|---|
| Aboriginal and Torres Strait Islander history and culture | Aboriginal Studies, is embedded in the ASAP program for all Year 7 students, setting the scene for respecting the past and embracing the future |
| Asia and Australia's engagement with Asia | Japanese language study in Year 7 and Asian cultural and historical studies in other subjects, including Visual Arts and HSIE |
| Sustainability | HSIE modules; Stage 4 ASAP program |
| Civics and Citizenship | Embedded in the HSIE content and through opportunities such as 'Central Coast Future Council' |
| Difference and Diversity | Embedded into curriculum programs and through activities such as Harmony Day |
| Work and Enterprise | Year 8 students study a school-developed careers course as a unit of study in ASAP; Stage 5 students undertake a Senior Start program within 'HUB' lessons and Stage 6 students have a careers seminars program, with access to individual careers counselling. |

Curriculum

The General Capabilities - Preparing Students for Life

The general capabilities play a significant role in the curriculum in equipping young Australians to live and work successfully in the twenty-first century. These capabilities encompass knowledge, skills, behaviours and dispositions.

Students develop capability when they apply knowledge and skills confidently, effectively and appropriately in complex and changing circumstances, in their learning at school and in their lives outside school.



General capabilities shown in relation to learning areas at KMHS.

Future Focused Learning

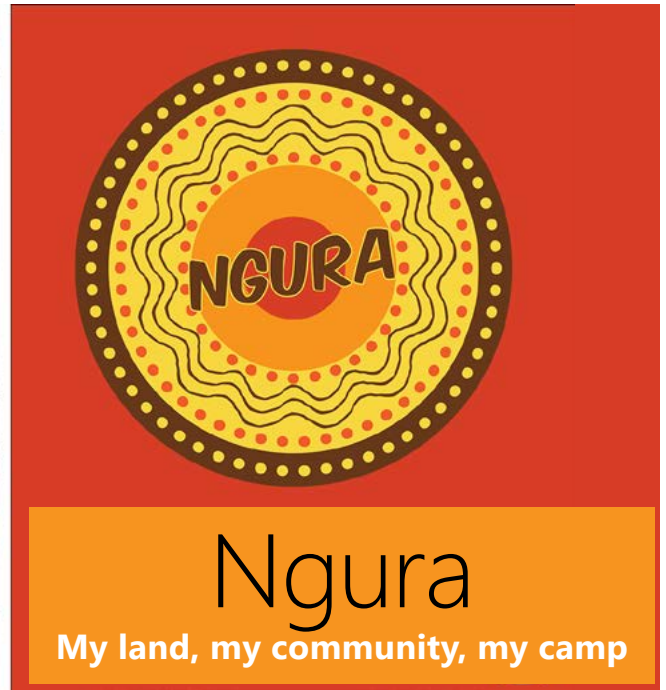
ASAP: Acquired Skills Applied Projects

This course focuses on developing collaborative learning skills through project based learning and is studied by all students in Stage 4 (Years 7 and 8).

Project based learning is a learning style in which students gain knowledge and skills by working for an extended period of time on projects based on real world scenarios, challenges and problems. Assessment of learning progress is based on both the individual and collaborative skills that students develop to arrive at creative and thoughtful solutions to the project's theme.



Learning is separated into two ASAP Streams as shown below:



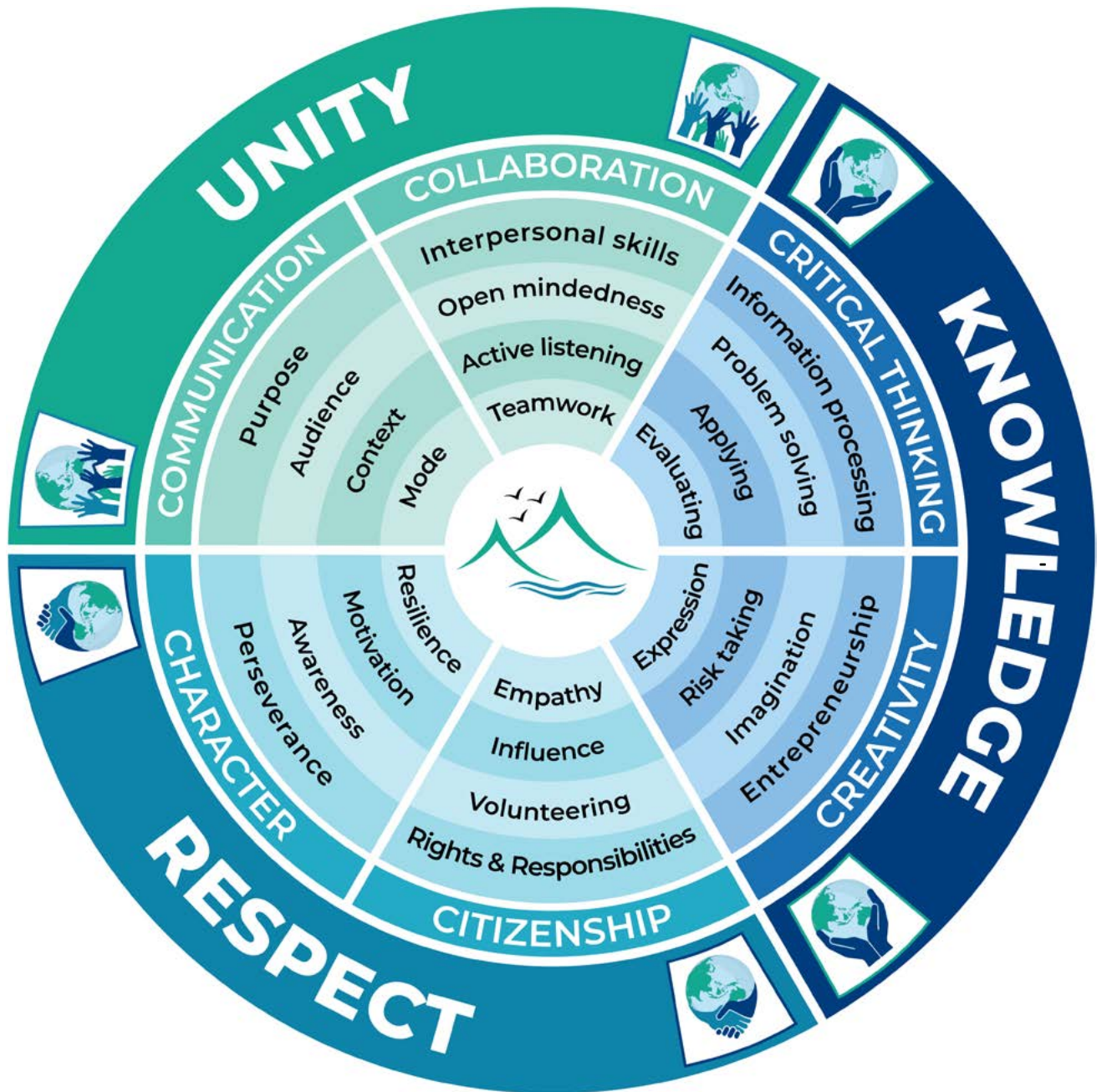
Bara
To make



Curriculum

The KMHS Summit Wheel

Our purpose at Kariong Mountains High School is to prepare students for future careers and lifelong learning. In our everchanging society this requires not just learning curriculum outcomes, but also developing the twenty-first century competencies of character, citizenship, collaboration, communication, creativity and critical thinking (as described by Michael Fullan). These skills are linked to our values of **'Unity, Knowledge, Respect'** and taught explicitly during 'HUB' lessons across years 7-10 and interwoven into the general curriculum delivery.



*KMHS Summit Wheel
Incorporating school values with learning outcomes and competencies.*

Outdoor Education

Camps

Camps provide students with experiences of teamwork, social and living skills development and an opportunity to develop rapport with their teachers and fellow students.

The Year 7 camp is held in Term 1 and is considered to be an excellent opportunity to strengthen relationships, build confidence and create a cohesion within the cohort that will continue until graduation.

Year 9 students are invited to apply to the **Peer Support Program**. If their nomination is successful, they attend a training camp in Semester 2. Some subjects in Stages 5 and 6 require attendance on mandatory field trips. Students will be informed in subject selection booklets if this applies to their studies.



Photo collage from the 2022 Year 7 camp

Excursions

Excursions are undertaken each year by different classes. They provide educational opportunities that complement classroom learning. Parents will be notified of any excursion planned for their child's class via email, and they are required to give permission for their child's attendance by completing and signing the permission note available online through Compass. Permission notes and excursion payments **must be finalised by the due date**. Late payments (*without prior negotiation*) may result in the student missing out, or the excursion being cancelled if insufficient numbers are realised.

If you are experiencing financial difficulty, please contact the business manager or principal to confidentially discuss the matter.

Money Collection

Preferred payment method is through the Compass Parent Portal, which integrates permission notes and online payments.

Payments can also be made by EFTPOS or Cash at the school office.

Any money sent to school for payment of excursions or competitions etc. must be placed in a sealed envelope, labelled with your child's name, Year, amount and reason for payment, and submitted to the front office by the end of the first break, **on or before the due date**. Please use separate envelopes for each child in your family. If paying by cheque, please make it payable to Kariong Mountains High School.

Sport at KMHS

Sport is highly valued at Kariong Mountains High School and is delivered by trained specialists and integrated with the Personal Development Health and Physical Education curriculum. This approach ensures that students develop a range of skills that are transferable across a wide range of sports and sets the student up for a successful healthy lifelong lifestyle, engaging in team and fitness activities. A varied program is offered to the students each term, with opportunities for off-site activities in the latter years.

We support elite athletes with individualised and moderated programs of learning. Students have achieved dual success in educational settings; whilst competing at national and international level, due to this considered approach.

Sport Carnivals

Carnivals are a part of a long tradition in schools, where students participate for both individual and house success. These carnivals celebrate participation and recognise sporting behaviour of fair play and respect. They are mandatory to attend and non-participants can assist with events and/or cheer for their house. Successful students may go on to represent the school at zone, regional and/or state level. **Families are welcome to attend our carnivals.**



Kariong Mountains High School sports carnivals: swimming, cross country and athletics

SWIMMING

The school swimming carnival is held early in Term 1 at Gosford Swimming Pool.

Transport to the carnival is by bus and students are accompanied by teachers.

CROSS COUNTRY

The cross country event is held at Kariong Mountains High School each year.

ATHLETICS

The school athletics carnival, held in Term 2, is comprised of track and field events.

Transport to the carnival, held at Mingara Athletics Track, is by bus and students are accompanied by teachers.

Knockout Competitions and Gala Days

Kariong Mountains High School participates in a wide range of state knockout competitions and Gala Days throughout the year. Staff coaches volunteer each year to support students in their preparation for these events. Most sports are represented and our students have many opportunities to participate in inter-school events.

Wolf Mascot



The WOLF is a symbol of a school that works together as a team and approaches all extra curricular activities and each day with a positive attitude.

Our students connect with the mascot and are proud to be part of the team that is Kariong Mountains High School.

This mascot is used with our inter-school competitions.

Student Wellbeing

"By providing a supportive and nurturing environment, schooling contributes to the development of students' sense of self-worth, enthusiasm for learning and optimism for the future."
(Adelaide Declaration of National Goals for Schooling in the 21st Century)

Research carried out in The Gatehouse Project, conducted by the Victorian Health Department, shows that the three priority areas of **Safety and Security, Relationships and Positive Regard** as being fundamental to creating a school environment that meets the social, emotional and academic needs of students and in creating a positive attitude to learning. Kariong Mountains High School Welfare Policy is in response to these findings. **A summary follows.**

Priority Areas of Wellbeing

Student wellbeing is essential for successful learning and we are committed to ensuring that every student's social, emotional and academic needs are met.

We draw on the research of The Gatehouse Project to align our programs and strategies to the three priority areas of:

Safety and Security: All members of our school community feel safe from others and safe to be themselves

Relationships: All members of our school community feel that there are others who they trust and to whom they feel connected

Positive Regard: All members of our school community feel that the contributions they make are recognised, valued and acknowledged

These priority areas are integrally linked to our values of UNITY KNOWLEDGE RESPECT and to our expectations of student behaviour based on individual rights and responsibilities.

Rights and Responsibilities

| RIGHTS | RESPONSIBILITIES |
|--|--|
| A right is something that belongs to you and cannot be taken away. We all have the same rights. | A responsibility is something you should do automatically and relates to respecting the rights of others. We all have the same responsibilities. |
| Each person can say: <i>I have the right -</i> | Each person can say: <i>I have the responsibility -</i> |
| to be happy and safe | to behave in a way that also allows others to feel happy and safe at school, travelling to and from school and in the community. I also have the responsibility to inform a staff member of any issues |
| to have an opportunity to learn and achieve my best | to show commitment to my learning and behave in a way that allows others to learn, celebrating the successes achieved throughout school life |
| to be treated with respect and fairness | to respect others and treat them with fairness and understanding, regardless of differences |
| to belong to a school that enjoys a good reputation. | to behave in a way that meets the school's expectations associated with behaviour and uniform, thereby enhancing the reputation of the school. |

Student Wellbeing

Positive Behaviour for Learning (PBL)

Kariong Mountains High School is a PBL (Positive Behaviour for Learning) school. PBL provides a framework for positive recognition and discipline on a consistent basis. The school's core values of **'Unity Knowledge Respect'** are embedded into our PBL framework. Consequently, this school is committed to the provision and implementation of a broad range of systematic and individualised strategies for achieving important social and learning outcomes, while preventing problem behaviour.

We take great pride in recognising and rewarding positive behaviour, responsibility and application. We have levels of recognition, where a student can progress through the achievement of Positive Memos and Accomplishment Awards.



The House System

Participation and school spirit are essential elements of the **House** system. All students and staff are placed in one of the four Houses: Bouddi, Dharug, Girrakool and Popran. Named after local national parks and conservation areas, Kariong Mountains High School Houses are distinguished by the following animals and colours:

- **Bouddi** - sea eagle and sugar glider (orange)
- **Dharug** - superb lyrebird and common wombat (purple)
- **Girrakool** - spotted quoll and platypus (green)
- **Popran** - masked owl and yellow crested black cockatoo (yellow).



PBL points are linked to a wide range of activities that occur across the school and these are allocated to each House to determine the winning House at the end of each year. Students in the winning House are invited to participate in a Rewards Day (*provided they meet all other criteria*).

At school carnivals, students are encouraged to wear their House colour to support and encourage their peers.



A - Z of K M H S

School policies and organisation information

Information for parents and caregivers

Curriculum related information

Wellbeing information

ATTENDANCE AND ABSENCE

NSW DoE expects all students to attend 95% or above for maximum success in learning. If your child is absent from school for any reason, it is necessary to notify the school on their return or during their absence. The reason for the absence must be provided, **but only legitimate reasons can be marked as justified.**

Absences can be communicated by:

- using the Compass Parent Portal <https://schools.compass.education/>
- emailing, phoning or writing a note that the student brings to the office. All absence notifications must state the dates absent, the child's full name and school year and the reason for the absence.

If you know your child will be absent from school for more than three days, please telephone the school office. For extended absence, a special protocol must be followed. Please contact the office for details. **DoE Attendance Policy:** <https://education.nsw.gov.au/policy-library/policies/pd-2005-0259>

APPOINTMENTS

If you would like to see the **Principal or Deputy Principal**, please contact the school office to make an appointment. If you are visiting the school and would like a tour, please ask at the office as the door is always open, unless there are prior scheduled meetings.

If you would like to make an appointment to see a **teacher, year advisor or school counsellor** please phone the school office to make an appointment and the staff member will contact you to arrange a suitable time.

BIKES, SCOOTERS AND SKATEBOARDS

Students must obey the road rules when riding their bikes, scooters and skateboards to and from school. Bikes must be secured on the bike racks for the whole of the school day. Scooters and skateboards must be placed in the designated area for the whole of the school day. Students riding their bikes, scooters or skateboards in the school grounds will have them confiscated.

No responsibility can be taken for stolen or damaged bikes, scooters or skateboards, but the school will call the police if theft occurs.

BYOD

BYOD (Bring Your Own Device). The school's wifi systems are able to support a number of devices to allow students to use their own personal digital device. Please visit this link for more information: <https://kariongmt-n.schools.nsw.gov.au/about-our-school/policies.html>

CANTEEN

The school canteen operates before school and at morning and afternoon breaks. The school operates under the Healthy Canteen Strategy. Students are not permitted to leave the school grounds to buy food from outside outlets.

COUNSELLOR

A school counsellor, who is a psychologist employed by the NSW Department of Education, is available to provide confidential assistance to students with learning, social, psychological and emotional difficulties. Referrals to the counsellor may be made by teachers or at the request of a family member. Students can self-refer without parental permission being required. Contact with the counsellor can be made by phoning the school office on: **4340 0246.**

ELECTRONIC DEVICES MOBILE PHONES ETC.

From the start of Term 4 2023, students are not allowed to use mobile phones at school, including during recess and lunch. This policy applies to all students in NSW public schools: **DoE Mobile Phone Policy:** <https://education.nsw.gov.au/policy-management-schools/student-use-of-mobile-phones>

If parents need to contact their child during school times, they should phone the school office on: **4340 0246.** Parents should ensure that any variation to their child's school routine is communicated to the school office and not organised just between parent and child.

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| EMERGENCY DRILLS | The school has an emergency evacuation and lockdown policy, and practice drills take place periodically. Designated staff members are responsible for this process. |
| HOMEWORK | For students at Kariong Mountains High School, homework is scheduled by individual class teachers to help consolidate classroom work, provide practice opportunities and develop study skills. Homework is not meant to be a stressful time for the student or family. If your child is experiencing difficulties with homework, please notify the class teacher. |
| INJURIES AND SICKNESS AT SCHOOL | When children are injured or become sick at school, they are taken to the sick bay, first aid is administered if required, and they are monitored by the administrative staff. Parents are contacted by telephone and notified of their child's condition for all but the most minor injuries. It is essential that the school has your current contact details. An ambulance will be called if the school is concerned about the health of a child and the parents cannot be contacted or are unable to come to the school in a reasonable timeframe. |
| LEADERSHIP SKILL DEVELOPMENT | Leadership skill development is essential for success in life outside of school. These skills are developed through student participation in leadership activities and curriculum. The Student Leadership Team (<i>representatives from Years 7-12</i>), ensure that student leadership and student voice is a key feature of developing future leaders. |
| LEAVING SCHOOL DURING SCHOOL HOURS | <p>Children are required, by law, to attend school for the whole of the school day. There must be compelling and unavoidable reasons for this not to occur. If your child comes to school late, a note explaining the reason must be given to the front office on arrival. If your child needs to leave school early, a note must be given to the front office on the day, stating the time of departure and the name of the adult collecting the child. If your child has permission to walk home, then this must be clearly stated on the note.</p> <p>There is NO permission granted for students from any Year to leave the school grounds during the school day unless it is for an appointment that could not be scheduled at a different time and for which a note has been provided.</p> |
| LIBRARY | <p>The school has a library with both print and electronic resources. Introductory classes (<i>and orientation for non-Year 7 students</i>) are conducted for all students by the teacher librarians. Students are also encouraged to borrow from the book collection and use this resource to develop a lifelong love of reading and to improve their literacy skills. Students can speak with the teacher librarians about purchasing particular books if they are not available. The library is open during most breaktimes.</p> <p>When relevant, a statement outlining any overdue books is sent home. Lost or unreturned books will incur a fee.</p> |
| LOCKERS | Student lockers are available for hire on an annual basis. Please enquire at the school office for current pricing information. |
| LOST PROPERTY | Please label all articles of clothing and property brought to school by your child. If your child loses clothing or other property, please enquire at the front office. School clothing not labelled and unclaimed by the end of term is put into a uniform pool. |
| MEDICATION | If your child requires administration of medication during school hours, you must request this in writing, stating the child's name, the medication to be dispensed, the dosage of medication and times of administration. All medication brought to school for administration must be labelled with the child's name and given to the school office staff. If your child requires regular medication administration, please notify the Principal, in writing, outlining the medical condition and medication requirements. |
| NEWSLETTER | Our school newsletter is posted to our website and emailed to parents/carers each fortnight on a Friday . The newsletter provides general information on educational matters, school issues and celebrations of student achievement. A specific overview of each subject area is also provided on a cyclic basis. |

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| PARENT / CARER PARTNERSHIPS | <p>Parent/carer partnerships are considered vital to creating a successful learning environment for students.</p> <p>There are many ways that parents/carers can support their child at school, including volunteering, being a member of the P&C, participating in policy development, attending special events and attending parent evenings. We regularly survey parents/carers to both provide feedback and inform future directions, using school generated tools and statewide surveys such as 'Tell Them From Me'. We appreciate parents/carers having their voice heard through such activities.</p> |
| PARENT TEACHER / STUDENT INTERVIEWS | <p>Interviews are held with parents, the student (if desired by the parent/carer) and teachers in Term 2, after the half-yearly reports are generated. The interviews provide an opportunity to discuss the information in the report and other matters. Parents are notified of the appointment times and are asked to indicate their availability using the Compass Parent Portal.</p> <p>If you would like to make an appointment with your child's teacher at any other time, please phone the school office. The teacher will then contact you to arrange a suitable time.</p> |
| PARENTS AND CITIZENS ASSOCIATION (P&C) | <p>The P&C is the parent body of the school and meetings provide the forum for parental comment regarding school policies and activities. The P&C also helps raise funds to support the resourcing of educational programs and school improvements.</p> <p>Meetings are held in the library of Kariong Mountains High School, once per term on the 2nd Monday of the nominated month, at 7:00 pm. All parents, carers and interested community members are welcome to attend these meetings.</p> <p>P&C executive officers are elected and meetings scheduled at the Annual General Meeting.</p> |
| PHOTO ID CARDS | <p>All students receive a photo ID card as part of the school photography package. Students who are absent on the school photo day, or students new to the school after this date, will be charged \$2 to receive a photo ID. The ID card is required for library borrowing and textbook hire, and can be used as a form of identification in the community.</p> <p>NOTE: Replacement photo IDs incur a charge of \$2.</p> |
| REPORTS | <p>Student reports are generated twice a year, electronically via the Compass Parent Portal, midcourse and at the end of the school year. The reports contain information about your child's academic progress, based on a number of assessment techniques.</p> <p>Parent-teacher-student interviews are held after the issuing of the midyear report, providing an opportunity for discussion and feedback.</p> |
| SAFETY AWARENESS | <p>Safety of the students is the responsibility of teachers and parents. The following is a list of the safety issues of which all students at Kariong Mountains High School must be aware:</p> <ul style="list-style-type: none"> • start and finish times of the school and the procedures for late arrivals and early leavers • healthy food and drinks at school • road safety: pedestrians and parents parking near the school • safely crossing roads to and from school • safe bus boarding and appropriate conduct whilst travelling on buses to and from school • familiarity with, and adherence to, all school rules • safe driving and adherence to road rules by students; driving permission notes are requested to assist with safe practices. |
| SCHOOL DEVELOPMENT DAYS | <p>Every public school in NSW has five days allocated for school development: on the first two days of Term 1, the first day of Terms 2 and 3, and the last day of Term 4. They provide the staff with the opportunity for professional development and exploration of curriculum and policy issues. On these days, students do not attend school.</p> <p>Alteration to these days is rare, but can occur. Advance notification is given to parents long before the date is changed.</p> |

SCRIPTURE

Scripture classes may be held at scheduled times throughout the year as negotiated between the school and religious groups. Students will not attend scripture classes unless parents indicate a preference for their child to do so.

STUDENT DIARIES

Organisation of learning is essential for student success. A key element of this is having a diary at school, every day. Students in all years are strongly encouraged to purchase a diary of their choice (*or opt to use an electronic version if they are utilising BYOD*).

UNIFORMS

We ask for your support in ensuring the students of Kariong Mountains High School wear the correct uniform with pride. The school's uniform policy can be accessed via the following link: <https://kariongmtn-h.schools.nsw.gov.au/content/dam/doe/sws/schools/k/kariongmtn-h/pdf/kmhs-uniform-policy-2022.pdf>

Uniforms can be purchased from the school uniform shop, which is open on Tuesday and Friday mornings between the hours of 8:00 am – 9:00 am during term. We will advise other dates and times as they are available.

| BOYS | GIRLS |
|--|--|
| White school shirt (junior) Teal school shirt (senior) Navy shorts Navy pants Black leather shoes - fully enclosed | White school shirt (junior) Teal school shirt (senior) Tartan skirt Navy shorts Navy pants Black leather shoes - fully enclosed |
| UNISEX - Sport | |
| Navy sport shorts Navy/Teal sports polo Navy/Teal sports jacket Navy track pants | |
| UNISEX - Winter | |
| KMHS hooded jumper Navy fleece jumper Navy fleece zip jumper | |



Footwear - Meeting Safe Practice Requirements

Shoes that have all leather uppers are a requirement for any specialist workplace. Students are not permitted to work in these areas unless wearing the correct footwear and this can impact on their capacity to meet course requirements.

Students with a positive compliance history in Stage 4 will get first preference to practical electives in Stage 5.



Every Day Counts

**A day here or there
doesn't seem like
much but absences
add up.**

2 Days = **4 Weeks**
Each month Per school year

This lost learning puts your child
educationally at risk

Student attendance at school has a dramatic impact on academic achievement, social and emotional wellbeing for individual students.

Quality student attendance results are most likely to be achieved when schools and families work in partnership to support every student.

- ✓ **Above 95%**
Expected Attendance
- **90%-95%**
Minimum Standard
- ✗ **Below 90%**
Educationally at Risk



**Let's support attendance in
our students together.**

education.nsw.gov.au

Why attendance matters



When your child misses school they miss important opportunities to:



Learn



Build friendships



Develop life skills

Days missed = years lost

A day here and there doesn't seem like much, but...

When your child misses just...

they miss weeks per year

and years over their school life

1 day per fortnight
 = **4** weeks  = Over **1** year missed

1 day per week
 = **8** weeks  = Over **2.5** years missed

Policies

Department of Education Policies and Procedures

Complaints and Compliments

A complaint or compliment can be lodged by any person who is a user or potential user of the Department of Education (DoE) services. This includes parents, carers, students, employers or community members.

The complaint or compliment can be about any aspect of the service provided or not provided, the behaviour or decisions of staff or about policies and procedures. We value feedback, so please contact the school if you have any issues, suggestions or congratulations.

If you need to make a formal complaint or compliment, this can be done using the downloadable form on the DoE's website:

<https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/guide-for-parents-carers-and-students>

Or, visit the home page for the DoE <https://education.nsw.gov.au> and type 'complaints' in the search box. All complaints will be treated seriously and managed as quickly as possible, as per process.

Discrimination

Discrimination of any kind is not tolerated at Kariong Mountains High School and action will be taken against students engaging in discriminatory behaviour.

Medical Insurance

Parents, please note, there is no personal injury cover provided by the NSW Department of Education to students in relation to school sporting activities, physical education lessons or any other school activity. Parents and carers are advised to assess the level and extent of their child's involvement in the sport program offered by the school, and at zone, region and state level when deciding whether additional insurance cover, above that provided by Medicare, is required. Personal accident insurance cover is available through normal retail insurance outlets.

School Security

Entry to a public school is not a right. School grounds are 'inclosed lands' and are not public property. All visitors must report to the school office and sign in via the Service NSW school check-in. Any entry outside of school hours must have the direct permission of the Principal. If you are aware of any illegal entry to the school, or incidents of vandalism, please contact the police immediately.

More information, including links to current policies, is available on our website:

<https://kariongmtn-h.schools.nsw.gov.au/about-our-school/policies.html>



KMHS Information Booklet 2024



Contact

ADDRESS 10 Festival Drive, Mt Penang Parklands, Kariong NSW 2250

PHONE 02 4340 0246

EMAIL kariongmtn-h.school@det.nsw.edu.au

WEBSITE kariongmtn-h.schools.nsw.gov.au

SCHOOL MAP



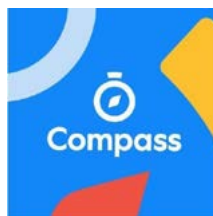
Stay Connected



SCHOOL WEBSITE

Visit the school website for information and regular newsletters:

<https://kariongmtn-h.schools.nsw.gov.au>



PARENT PORTAL

The Compass parent portal provides access to student attendance, permission notes, timetables, reports and more.

TO REGISTER VISIT (enter school name in search):

<https://schools.compass.education/>

ONCE YOU HAVE REGISTERED, THE SCHOOL WILL PROVIDE YOU WITH LOGIN DETAILS.



KMHS ON FACEBOOK

Keep up to date with current events on the school facebook page:

<https://www.facebook.com/kariongmountainshigh/>



LIBRARY INSTAGRAM

Everyone can find a book to love in the KMHS library! See new books and inspirations:

<https://www.instagram.com/kmhslibrary/>

UNITY



KNOWLEDGE



RESPECT