

KILLARNEY HEIGHTS HIGH SCHOOL



RESPECT CONNECT ASPIRE

STUDENT AND PARENT INFORMATION HANDBOOK 2017

TABLE OF CONTENTS

THE AUSTRALIAN NATIONAL ANTHEM.....	2
KILLARNEY HEIGHTS HIGH SCHOOL VISION AND ETHOS.....	3
KILLARNEY HEIGHTS HIGH SCHOOL VALUES.....	4
KHHS WELFARE AND WELLBEING POLICY	5
KHHS DISCIPLINE POLICY.....	6
BELL TIMES	7
KHHS GENERAL INFORMATION.....	8
SCHOOL OPAL CARD.....	11
SCHOOL BUS TIMETABLE.....	12
STUDENT SUPPORT	14
SCHOOL COUNSELLING SERVICE	15
SICK BAY/ACCIDENT OR ILLNESS	15
LIBRARY	16
EXTRA CURRICULAR ACTIVITIES, CLUBS AND GROUPS:.....	17
PARENT INFORMATION.....	23
THE PARENTS & CITIZENS ASSOCIATION	25
KHHS UNIFORM POLICY	26
KHHS UNIFORM INFORMATION: GIRLS	27
UNIFORM INFORMATION: BOYS.....	28
KHHS SPORTS UNIFORM.....	29
KHHS HOMEWORK POLICY	30
QUICK REFERENCE GUIDE FOR NEW STUDENTS	32

SCHOOL CONTACT DETAILS

School address: Starkey Street,
Killarney Heights NSW 2087
Phone: (02) 9451 7005 or (02) 9451 5833
Fax: (02) 9975 5052
Email: killarney-h.school@det.nsw.edu.au
Website: <http://www.khhs.nsw.edu.au/>
School Code: 8422

THE AUSTRALIAN NATIONAL ANTHEM

‘Advance Australia Fair’

Australians all let us rejoice,
For we are young and free,
We’ve golden soil and wealth for toil,
Our home is girt by sea;
Our land abounds in nature’s gifts,
Of beauty rich and rare;
In history’s page let every stage
Advance Australia fair
In joyful strains then let us sing
Advance Australia Fair

Beneath the radiant Southern Cross,
We’ll toil with hearts and hands,
To make this Commonwealth of ours,
Renowned of all the lands;
For those who’ve come across the seas’
We’ve boundless plains to share,
With courage let us all combine
To Advance Australia fair
In joyful strains then let us sing
Advance Australia fair.

KILLARNEY HEIGHTS HIGH SCHOOL VISION AND ETHOS



RESPECT CONNECT ASPIRE

SCHOOL VISION

Through inspiring teaching we develop motivated engaged students who will work collaboratively, who think deeply and logically, are creative, innovative and resourceful and are connected to the world forming positive relationships and a sense of belonging.

Learn with your head, hand and heart.

SCHOOL ETHOS

Respect, Connect and Aspire

It is the aim of the staff and students at Killarney Heights High School to build a respectful school community that is connected in physical, emotional and social ways. This will provide an environment where all students have the opportunity to aspire to achieve their own hopes and desires.

What is important for us at Killarney Heights High School?

- To work with students and staff to develop a school environment and respectful school community that is connected in physical, emotional and social ways where all students have the opportunity to aspire to achieve their own hopes and desires.
- To value what all other people do and what they say, accepting that everyone is different. All people deserve our respect and understanding for their rights, feelings and differences.
- Allowing all students, the opportunity to achieve and considering the rights of all learners.
- To observe safety requirements for ourselves, and to assist in keeping students away from harmful situations.
- Respect for the school environment, staff and student property, the buildings and grounds that we all share.

To represent our school when traveling to and from, in a manner that builds respect for all within our community.

KILLARNEY HEIGHTS HIGH SCHOOL VALUES

The Killarney Student Framework, embedded within the Welfare and Wellbeing Policy, maintains a focus on using positive language to establish and describe the expected behaviours from everyone within the Killarney community each day.

The expectation is that positive behaviours are shown, practised and rewarded consistently across the school and are evident where students are engaging in the wider community.

Our aim is to foster the development of positive behaviour whilst still acknowledging and working with those who are unable to comply with these basic expectations.

At Killarney Heights High School we embrace these values in all settings:

Respect

- **Respect** ourselves, others and our environment
- **Respect** through pride in our uniform, language and actions
- **Respect** the right to learn and value diversity

Connect

- **Connect** with our school, our community and your future
- **Connect** through active learning and listening
- **Connect** by accepting differences and practising empathy

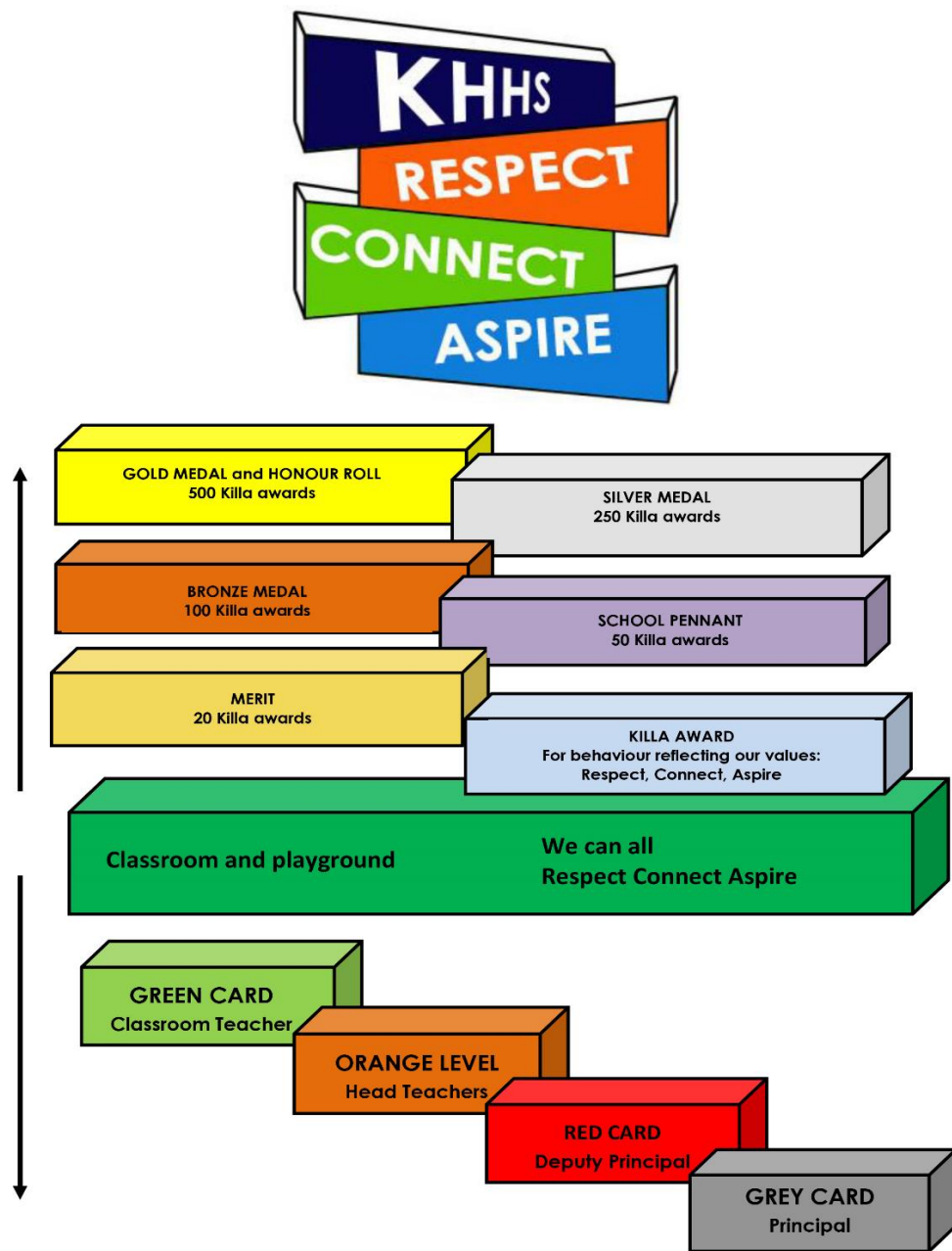
Aspire

- **Aspire** to explore and take opportunities
- **Aspire** to set and achieve personal goals
- **Aspire** to excel in all that we do.



KHHS WELFARE AND WELLBEING POLICY

Student Management Framework



This framework is designed to promote the expected student behaviours. The Green section conveys the school values of 'Respect, Connect and Aspire' which are what we seek to nurture within the Killarney community. As students display these values they will be rewarded, being promoted positively through the coloured stages of the framework, being acknowledged for their positive growth and development.

KHHS DISCIPLINE POLICY

Rationale: The school Discipline Policy is a vital part of the school's Welfare and Wellbeing Policy and the Student Management Framework. Its application aims to support students to become responsible, contributing members of society.

Research indicates that students learn most effectively in a secure, ordered and well-disciplined environment. It is in such an environment that students are most likely to adopt a sustained commitment to learning. A well-disciplined environment provides a system of relationships, expectations, rewards, active interventions and penalties designed to promote effective learning. A strong emphasis on the use of positive practices will assist students to develop the ability to accept responsibility for their behaviour, and show understanding and respect for others.

Examples of expected behaviours are displayed in a variety of settings and explicitly communicated to students. The Green, Orange, Red, and Grey levels of the 'Student Management Framework' allow for appropriate intervention and support mechanisms for KHHS students in need of specific attention and monitoring.

Effective discipline is the development of appropriate and responsible attitudes and behaviour in students. It implies the growth of self-discipline, and the ability to distinguish right from wrong. Parents and caregivers, school and community have complementary roles to play in setting and maintaining acceptable standards of student behaviour. They have a shared responsibility to influence students to accept and observe that standard.

For disciplinary matters, Killarney Heights High School will follow processes outlined in the 'Suspension and Expulsion of School Students – Procedures 2011' (last updated April 2015), as required by the Department of Education.

To further support all students, staff and parents in this community the school has embedded, within its Welfare Framework, an 'Anti-Bullying Policy' that focuses on positive participation and positive interactions (<http://www.khhs.nsw.edu.au/>), resilience, restorative justice, mediation and tolerance. Bullying is not accepted, with students encouraged to work with staff to address matters and to work through stages of resolution.

At Killarney Heights High School, we strive to:

- Provide students with quality in teaching and learning.
- Encourage students to value the personal dignity and worth of themselves and those around them.
- Create and maintain positive, fair, courteous and respectful relationships within the school and wider community.
- Develop practices which encourage students to develop self-discipline by accepting responsibility for their own behaviour.
- Promote in students a respect for school rules and the school discipline policy.
- Demonstrate to students that violence, discrimination, harassment, bullying and intimidation are unacceptable.
- Develop skills in students to pursue the peaceful resolution of conflict.

BELL TIMES

Period	Monday	Tuesday (with assembly)	Tuesday (no assembly)	Wednesday	Thursday	Friday
1	8.50-9.50	8.50 - 9.50	8.50 - 10.00	8.50 - 9.50	8.50 - 9.50	8.50 - 9.50
Homeroom	9.50 - 10.10	Assembly 9.50 -10.45	Homeroom 10.00-10.20	Roll Call 9.50-10.00	9.50 - 10.10	9.50 - 10.10
2	10.10 - 11.10	Recess 10.45 - 11.05	Recess 10.20 - 10.45	10.00 - 11.00	10.10 - 11.10	10.10 - 11.10
Recess	11.10 - 11.30	Period 3 11.05 - 12.00	Period 3 10.45 - 11.50	11.00 - 11.20	11.10 - 11.30	11.10 - 11.30
3	11.30 - 12.30	12.00 - 12.55	11.50 - 12.55	11.20 - 12.20	11.30 - 12.30	11.30 - 12.30
4	12.30 - 1.30	Lunch 12.55 - 1.35	Lunch 12.55 - 1.35	LUNCH (all years) 12.20 - 1.00 SPORT (Year 7-11 only) 1.00 - 2.30	12.30 - 1.30	12.30 - 1.30
Lunch	1.30 - 2.10	Period 5 1.35 - 2.30	Period 5 1.35 - 2.30		1.30 - 2.10	1.30 - 2.10
5	2.10 - 3.10				2.10 - 3.10	2.10 - 3.10

KHHS GENERAL INFORMATION

Absence	Parents will be notified by text if a student is absent. When phoning, faxing or emailing the school, parents must supply their child's name, homeroom class and details of absence; phone (9451 7005) fax (9975 5052) or email killarney-h.school@det.nsw.edu.au before 9am. Medical Certificates must be provided for more than 3 days absence. ALL absences must be explained within 7 days.
Absence from Assessment	Phone the school so that your teacher can be notified. On your return to school, an Illness/Misadventure Form must be completed. This form is available from the Head Teacher, Deputy Principal or on the KHHS website. A valid reason and supporting documentation is required for absences from examinations and assessment for years 7, 8 and 9. Medical Certificates are required for absences from examinations and assessments for years 10, 11 and 12.
Accident or Illness	Students who become ill during the day will be given permission by their teacher to go to the sick bay. Minor injuries are treated at school. If necessary, an ambulance will be called. In the event of illness/accident, staff will contact parents/guardians (students are not to contact parents directly). If leaving school, the student must be signed out.
After School Detention	On the day you are issued the detention form show it to your parents. The return slip must be signed at the bottom on the form. Head Teachers may contact parents regarding the detention. The return slip is to be handed in on the afternoon of the detention to the supervising teacher Report to A 1 at 3.10pm on the Thursday of the detention. Students will be supervised by a Head Teacher until 3.50pm. Parents are responsible for organising transportation home.
Anti-Bullying / Positive Participation	This school aims to create an environment of understanding and cooperation in which all community members acknowledge that bullying is not acceptable, and to take steps to deal with matters responsibly. Students who are experiencing difficulties should talk to their teacher or year adviser for guidance.
Attendance	Students are expected to be in attendance every day that the school is open. There are no exemptions given for holidays during school term. "Application of Extended Leave" must be submitted to the Principal in writing and is at the discretion of the Principal.
Change of Details	It is important that school records are kept up to date. All address or phone number changes should be emailed to the School: killarney-h.school@det.nsw.edu.au or reported to the Clerical Staff in A Block. It is imperative that the school be advised of any changes in parental care
Chewing Gum	Chewing gum is banned at Killarney Heights High School.
Counselling	Killarney Heights High has school counsellors on staff every day. Counselling can be arranged for students who need assistance. Students can directly make an appointment to see a Counsellor. Staff or parents can refer students for assistance.
Electronic Devices	When mobile phones/electronic devices are used appropriately they can offer students and parents advantages in terms of communication and a sense of personal safety. However, electronic devices sometimes have a negative impact on the learning environment and the safety and well-being of students. Students bring all devices to school, at their own risk. The school accepts no responsibility for devices brought to school and undertakes no responsibility to investigate their misplacement, or loss.
Emergency Procedures	Emergency Evacuation: On hearing continuous siren sounds (5 minutes), follow emergency evacuation procedures, displayed in rooms. Lockdown: On hearing continuous beep alarm sounds follow lockdown procedures, displayed in rooms.

Homeroom Program	The classes are arranged in year groups or specialized groups such as international students, SRC or leadership. Within the homeroom periods a variety of school-based initiatives will be delivered.
Homework Centre	The 'Homework Centre' is open Mon and Thurs 3:10 – 4:30pm, and Wed 2:30 – 4:30pm, in the Library. This centre provides an opportunity for students to further enhance their knowledge and skills with the assistance of staff and tutors.
ID Cards	ID Cards must be kept on students at all times. ID Cards are used to sign in when students are late to school and also to borrow books at the library. Replacement cards may be available from the Student Services window for a fee.
Illegal Substances	The taking, buying or distributing of illegal substances, the consumption of alcohol or smoking on school premises, at school activities, at sporting activities or in school uniform is prohibited. In following up matters, the school will comply with DEC suspension/expulsion procedures, and will pass on required information to the police and educational authorities.
Lateness	Students should endeavour to be at school on time, every day. If students are late they must: Report to the Student Services window with their ID Cards Receive a late slip from the Clerical Staff Show their late slip to the classroom teacher, and have parents/caregivers sign the other portion and return it to the 'Student Services Window', A Block, the next school day. Students with chronic lateness will have action taken.
Library	The school library is open from 8.30am, each morning, as well as recess and lunchtimes. The Library is closed during recess each Friday. Students may borrow resources for a period of 14 days. Reference materials may not be borrowed. Overdue notices are issued to students who have not returned items. Once an overdue notice is issued, no further borrowing will be permitted
Lockers	Lockers are available on a limited basis. First issue is to Year 7, then Year 12 and availability to other years thereafter. Cost is \$30 for Year 7 and \$20 per year for other year groups. Students will be notified when they can apply and pay for their lockers at the commencement of Term 1.
Lost Property	Check the lost property box (in A-Block) and at the Administration Office. It is important that all uniform items are clearly labelled.
Medication	In the event that a student needs to take medication at school parents are required to provide a note outlining the name of the medication, reason and required dosage. Where medication is required it is to be stored with the Administration Staff in A Block. Staff are not permitted to hand out medication to students in the event of sudden illness e.g. Panadol.
Payments	Payments are to be made at the Front Office, or online via the payment option on the KHHS website. Cash payments at the School should be placed in a sealed envelope with the student's name, roll call class and what the payment is for (e.g. School Fees) clearly labelled on the front of the envelope. This is to be placed in the "Payments" box adjacent to the 'Student Services Window' in A Block.
Parent Teacher Interviews	Parent Teacher Nights are an opportunity for parents and teachers to meet and discuss progress. Parents are encouraged to bring their child to this interview. Interviews must be booked using the online booking system prior to the scheduled night. Information is emailed to parents about this process closer to these interviews.
P&C	KHHS P&C Association meets on the 4th and 8 th Monday of each term in the A Block Common Room, commencing at 7.00pm.
Parking	There is no on-site parking available for parents or students.
Phone Calls	This must be done at the Administration Office in A Block, or by seeing one of the Deputies. It is preferred that mobile phones not be used.
Prohibited Items	Students must not be in possession of or use any dangerous or illegal items whilst travelling to and from school, at school or on any organised school activity including sporting activities. Prohibited Items are listed in the Weapons Prohibition Act 1998, Schedule 1:

	http://www.austlii.edu.au/au/legis/nsw/consol_act/wpa1998231/sch1.html All DOE Schools and students are compelled to comply with this Act. Items such as aerosol cans, metal rulers and liquid paper, are also prohibited due to the damage that they cause the school and environment. (KHHS is an asthma Friendly school. Only roll on deodorants should be brought to school – no aerosols).
School Fees	School Fees are payable by the end of Term 1. Some Elective Subjects require specific subject fees.
Sport Fees	Sports fees vary depending on the sport chosen by the student and are payable at the commencement of each term. Students representing the school in sporting programs/teams will be required to complete and return permission notes for each representation. Students are not permitted to drive themselves to games and protective equipment must be worn during training and at games.
Textbooks	These are loaned to the students by the School. Parents are asked to see that the books are neatly covered, preferably with plastic, and are carefully looked after and returned in good condition at the end of the year or when the student leaves the school. Text books lost, damaged or not returned must be paid for at the value assessed by the relevant Head Teacher.
Timetable	School commences at 8.50am for all years and finishes at 3.10pm with the exception of early Tuesday when school ends at 2.30pm. Inter-school sport occurs on Wednesday afternoons. All students return from sporting venues in time to catch afternoon buses home. The school's timetable consists of a two Week Cycle (days one to ten), identified as Week 1 and Week 2.
Travel and Opal Cards	The School Opal Card gives eligible students free or discounted travel between home and school. See: transportnsw.info/school-students or call 131 500 for further information. Students travelling on public transport are required to travel in a respectful manner. On arriving at school students must make their way to supervised areas and not leave the school grounds without permission.
Uniform	KHHS is a uniform school, as supported by the KHHS P&C. Minimal and subtle jewellery only is acceptable and no facial studs or facial rings are preferred. Students in incorrect uniform must report to their respective Deputy Principal with an explanation note from parents, to receive a Blue Uniform Breach Slip, which must be carried throughout the day. Information is recorded and acted on as varied infringements occur. Students without a note will be recorded by teachers throughout the day. The Uniform Shop is open on Tuesday 7:30am – 12 noon and Thursday 11am – 3:30pm and is located behind the canteen block.
Valuables	Valuables and/or large sums of money should not be brought to school. KHHS takes no responsibility for lost or stolen items. If it is unavoidable, the money or items may be kept in the school safe in the Administration Office in A Block until the end of the school day.
Website	The school website is the School's secondary form of communication between school and home and is regularly updated: http://www.khhs.nsw.edu.au/

SCHOOL OPAL CARD

Eligible students within the Opal network are able to travel to and from school with the new School Opal card. Information about which areas are within the Opal network can be found at



<https://apps.transport.nsw.gov.au/ssts/#/OpalNetworkByPostcode>

Most students who already have a 2016 school student travel pass will have their School Opal card automatically issued and sent to their school.

Some students, including new applicants and students changing school or campuses, updating their personal details, or going from year 2 to 3 or year 6 to 7 who have already applied or who need to apply, will have their School Opal cards posted to their home address. Most School Opal cards should be received in the first two weeks of term one 2017.

Students who have been approved to travel on more than one operator or to more than one home address, for example where there is shared parental responsibility, will only receive a single Opal card.

School Opal cards sent to schools

Schools will receive a consignment of School Opal cards, by courier including:

envelopes with a single personalised School Opal card for eligible students, sorted by grade and last name

a list of all Opal cards issued to the school to help with distribution.

Schools should contact 131 500 or concessions@transport.nsw.gov.au if they don't receive their cards within the first two weeks of Term 1, 2017.

Travelling in term one

School students will need to carry their School Opal card and tap on and off when travelling. A grace period applies at the start of each new school year, where school students who have been approved for SSTS travel can travel without a valid pass while new passes are being issued. Students must be in school uniform or be able to provide evidence (such as a school ID or school books) that they are travelling to or from school during this time.

To report a lost, stolen or damaged School Opal card, customers should phone 131 500 or visit transportnsw.info/school-students

Conduct

Students are expected to be courteous and responsible, and follow the [school student's code of conduct](#) when travelling between home and school as written and enforced by **Transport NSW**



KILLARNEY HEIGHTS HIGH SCHOOL

Starkey Street, Killarney Heights

9451 7005



9450 2277

SCHOOL BUS TIMETABLE

2017

Bus No.	Time	Morning Bus Route
104	7.10	From Cammeray & Northbridge Post Office via Strathallen, (L) Sailors Bay Road, (R) Eastern Valley Way, Clive, (R) Babbage Road, Warringah, (R) Babbage Rd, Warringah, (R) Starkey. Transfer to Route 278 to Killarney Heights at Jamieson Square.
278	7.40	From Chatswood Station (STAND A) via Orchard Road, (R) Endeavour Street, (L) Anderson Street, (R) Ashley Street, (L) Archer Street, (R) Boundary Street, Babbage Road, Roseville Bridge, Warringah Road, (R) Starkey Street (7.55) to School (arr. 8.00)
278	8.05	From Chatswood Station (STAND A) via Orchard Road, (R) Endeavour Street, (L) Anderson Street, (R) Ashley Street, (L) Archer Street, (R) Boundary Road, Babbage Road (8.12) Warringah Road, (R) Starkey picks up in Starkey.
125	8.00	From Edinburgh Road via Eastern Valley Way, (R) Starkey, (R) Greystones, (L) Melwood to School – arrive 8.30.
126	8.00	From Cammeray Shops via Miller, Strathallen, Northbridge Post Office (8.04) (L) Sailors Bay Road, (R), Eastern Valley Way, does not pick up between Edinburgh Road and Babbage Road , (R) Starkey Street, (R) Greystones, (L) Melwood to school – arrive 8.30
278	8.15	From Chatswood Station (Stand A) Babbage Road 8.22, Starkey Street, 8.28 does not pick up at the first stop in Starkey Street, School 8.32.
280	7.10	From Warringah Mall – As per timetable, transfer at Starkey Street (7.48)
280	7.35	From Warringah Mall – As per timetable, transfer at Starkey Street (8.15)

Frenchs Forest, Davidson, Belrose

Catch normal Chatswood station services and change buses at Jamieson Square, Starkey Street.

Bus No.	Time	Afternoon Bus Route
208	3.15	Bus 1 – to Forestway Centre , Via Melwood Avenue, (L) Starkey Street, (R) Warringah Road, (L) Forest Way, (Transfer at Forest Way Shops at 3.33 to the Mall), (R) Naree Road, (R) Rabbett Street
235	3.15	Bus 2 – to Forestville – via Melwood Avenue, (L) Starkey, Ferguson, (L) Woodlands, (R) Arthur Street, (L) Angophora Crescent, (R) Arthur Street, (R) Warringah Road (Arrive 3.30).
286	3.15	Bus 3 - Chatswood Station – First set down – East Roseville (arrive 3.33).
233	3.15	Bus 4 - Chatswood Station via Addison Avenue, East Roseville – via Melwood Avenue (L) Starkey, (L) Warringah Road, Roseville Bridge, (R) Addison Avenue – Transfer onto school bus 277 for travel to Castle Cove (due 3.29 p.m.) to Chatswood.
237	3.15	Bus 5 – To Forestville Shops, then express to Chatswood Station – via Melwood Avenue, (L) Starkey Street, (L) Warringah Road, then express to Chatswood Station (arrive 3.35).

(L) – Bus Turns Left

(R) – Bus Turns Right

For all Forest Coachline Timetable information – please visit our website at

www.forestcoachlines.com.au

SYDNEY BUSES

Government Buses (Blue and White)
Willoughby Bus Depot: 9941 9214

670	3.18	Killarney Heights High School , Northbridge Junction, Cammeray Shops.
671	3.20	McClelland Street , Edinburgh and Eastern Valley Way, Edinburgh & Alpha Roads, Willoughby Girls High.
Please note these Sydney buses leave every Tuesday at 2.38 pm.		

STUDENT SUPPORT

HELPING STUDENTS WITH LEARNING DIFFICULTIES

At Killarney Heights High school there is a Learning and Support Teacher (LAST) available to provide some assistance for students who are experiencing learning difficulties. Additional services for such students may include - team teaching, or the organisation of withdrawal groups. "Quicksmart" may also be a program used to improve literacy and numeracy. An emphasis is placed on literacy and on numeracy because knowledge and skills in these areas are fundamental to learning in all subjects.

Experienced class teachers co-operate with the Learning and Support Teacher to find strategies to better assist those students who require some extra support. With team teaching the pupil-teacher ratio is halved. In withdrawal groups that ratio is as low as 7:1 and sometimes lower.

At the beginning of the year all Year 7 students are tested by the Support Teacher in order to identify the individual needs of students who would benefit from the additional services.

In May all Year 7 and 9 students sit for the National Assessment Program for Literacy and Numeracy (NAPLAN).

ENGLISH AS AN ADDITIONAL LANGUAGE OR DIALECT (EALD)

Students from a Language Background Other Than English (LBOTE) who qualify for an EALD program are able to receive support from a qualified EALD teacher. The support is delivered in mainstream classrooms in Years 7-12 (team teaching) and via elective ESL courses in Years 9 and 10. In Year 11, *Fundamentals of English* course is offered to build upon basic language skills.

PEER SUPPORT LEADERS' PROGRAM

The Peer Support Leaders' program has two main aims: to support the incoming Year 7 cohort and to give an opportunity to Year 10 students to develop their leadership skills. The program begins in Term 3 with the selection of candidates for the upcoming year, forming an extra leadership group within the school. The Peer Support Leaders' training day takes place in late November. The support that the peer support leaders offer to their Year 7 mentees continues throughout the year, delivering specialised lessons on different school life related topics

PEER MEDIATION - POSITIVE PEER CULTURE

A group of student leaders have been trained in the skills and process of 'Peer Mediation'. These student leaders, under the guidance of the Peer Mediation Coordinator (Mr McGinness) will lead restorative justice meetings with targeted students who are experiencing some difficulties or dispute.

The process involves participants and trained student leaders systematically isolating disputed issues in order to develop options, alternatives, and reach a consensual agreement that will accommodate their needs. Mediation is a process that emphasises the participants own responsibility for making decisions that affect their lives.

SCHOOL COUNSELLING SERVICE

The School Counsellor is: Mr Joseph Taffa

HOW TO MAKE AN APPOINTMENT:

Students, parents and teachers can make an appointment by contacting "A" Block office at Killarney Heights High or the School Counsellor directly on the days available at the school.

The NSW Department of School Education provides a variety of support services for schools, including the School Counselling Service. The School Counsellor is a trained teacher and psychologist who is available to support students, parents and teachers, in exploring solutions to various problems that may occur during the school years. The School Counsellor supports a group of schools on a planned basis.

HOW CAN THE SCHOOL COUNSELLOR HELP?

Students, parents and teachers consult the School Counsellor for many reasons, particularly in the areas of:

LEARNING

This involves appropriate assessment across the learning continuum including learning difficulties, gifted and talented, under achievement, special education, integration, specific needs.

BEHAVIOUR

In the context of school, family and social interactions.

COUNSELLING

For educational, personal, social, emotional development and relationship issues; referral to community agencies.

SCHOOL WELFARE

In providing advice and support for students in problem situations.

CONFIDENTIALITY IS RESPECTED

SICK BAY/ACCIDENT OR ILLNESS

The sick bay is under the control of the Deputy Principal and a trained St John's First Aid Officer is located in the office. The sick bay is available for emergency illness and accident. It cannot offer more than temporary assistance. In cases of serious illness or accident medical attention will be sought.

For cases of recurring illness, please notify the first aid officer of any treatment or emergency measures necessary and leave an emergency phone number at which the school can contact you.

Parents are asked to ensure that the school has up-to-date contact telephone/fax/mobile numbers. The school should also be notified in cases where medications are to be administered at school. In those cases, where parents seek the assistance of an appointed member of staff in administering a prescribed medicine, please arrange an interview with the Principal. Pain killers will not be administered by staff or the First Aid Officer.

When your child is ill or injured at school they should report the matter immediately to their class teacher, if it is lesson time, or to the nearest teacher on playground duty during the recess or lunch breaks. They should then report to 'A' Block Office. A report form may also need to be completed for accidents/injuries. This will be issued by Office staff to be filled in.

STUDENTS MUST NOT GO TO THE SICK BAY WITHOUT THE KNOWLEDGE AND CONSENT OF THE TEACHER AND THE ADMINISTRATION STAFF IN 'A' BLOCK.

The school undertakes to inform the parents usually by phone, as quickly as possible if any illness or injury occurs at the school. We ask co-operation in not sending children to school if they are ill, as our facilities are very limited.

We are an accredited 'Asthma Friendly School' and any student with asthma must provide an Asthma Foundation of NSW 'Student Asthma Record' to be kept on file at the office.

Any student who suffers severe allergies must complete the appropriate response plan to be kept on file at the office, and if they have an epi pen, must notify the school on enrolment. The student must carry the epi pen at all times.

LIBRARY

The School Library is open for all students every day before school from 8.30 am and at lunchtime. It is open for Years 11 and 12 recess on Monday, Tuesdays and Thursdays.

Students are encouraged to use the library in their own time for research as well as for recreational reading. Teachers bring classes to the library so that students can learn the lifelong skills of finding and using information for themselves.

All Year 7 students are given an orientation program in library and research skills in Term 1. Year 7 and Year 8 students are encouraged to take part in the Premier's Reading Challenge. A special section of the library is devoted to Reading Challenge books.

Seniors have a special section devoted to HSC study guides and books to support the wide reading required in the English syllabus.

The library contains a wide range of resources- books, (both non-fiction and fiction), magazines, videos and DVDs. There is a photocopier for student use for printing from the internet. Students are given \$10 in a printing account at the beginning of each year.

Top- up and Photocopying Cards can be purchased separately. There are 30 computers available for student use. Students should only access sites relevant to school work and are not permitted to import games on USB drives. Bags are not permitted in the Library. Students need to keep talking to a minimum as the library is primarily a place for quiet study and individual recreational reading.

Students may borrow a maximum of ten resources at any one time. Most books are on loan for two weeks with a further two week renewal period if necessary. Magazines and videos/ DVDs are on overnight loan.

Any requests for help with information needs or assignments should be directed to Ms Greenwell who will be happy to help.

EXTRA CURRICULAR ACTIVITIES, CLUBS AND GROUPS:

Duke of Edinburgh's Award	Mr Collins, Science
ISCF	Mr Collins/ Mr David Rodd, Science
Music Ensembles Program	Mr Nic Jeffries, Ensembles Director, CAPA
SRC	TBA
Prefects	Ms Zoeller, English
Environmental Group	Mr Ofner Science
Public Speaking	Ms Adlard, English
Debating	Mrs Ashton, English
Junior Toastmasters	Ms Klein, English
Gifted and Talented Netball	Ms Wilson, PD/H/PE
Gifted and Talented Basketball	Mr Kiesewetter, Mathematics
Gifted and Talented Football	Mr Brown, PD/H/PE
Chess Club	Mr Kleber, Maths
Extra-Curricular Art Classes	Ms Morrison, CAPA
Table Tennis Club	Ms S Earnist, Languages
Stage Crew	Ms Grugan, CAPA
Peer Support	Year 10 Year Adviser
Positive Peer Culture	Mr McGinness, Science
	Mr Taffa, School Counsellor
Textiles Club	Ms Giles, TAS

Duke of Edinburgh's International Award

The Duke of Edinburgh's Award is an international programme that aims to encourage personal growth in young people by encountering new and enriching experiences. It has three levels: Bronze (14+yrs), Silver (15+yrs) Gold (16+yrs)

These involve an increasing amount of personal commitment. However, you do not have to be a superstar to succeed, even in the Gold!

Each level of the Award involves four areas:

- Skills - developing the creative side
- Service - contributing to the community in a voluntary capacity
- Physical recreation - making progress in a physical activity
- Adventurous journeys - journeys through the Australian bush.

Many activities that students already do may be counted towards the Award though trying something new is encouraged. Doing your best and expanding your horizons at your own pace are what it's all about. The Award is a valuable addition to each student's CV, is extremely satisfying - and great fun! Killarney Heights High School is a registered operator and provides experienced supervision, training and advice. For further information regarding the Award please talk with the Award leader, Mr Collins or have a chat with one of the many students who have already grown through their participation.

Inter School Christian Fellowship

ISCF operates in hundreds of state schools under the auspices of Scripture Union. It is an inter-denominational Christian organisation fully approved by the Dept. of School Education and the Principal of each participating school.

ISCF is careful to follow sound educational and ethical practices in all its activities. At Killarney Heights High School, ISCF is attended on a voluntary basis by students of all years. Many play active roles in the planning and running of its programs.

The group usually meets at Friday lunchtimes. Activities include discussions, guest speakers, games, social events, videos, Bible study and prayer. In all its programming, ISCF strives to promote spiritual growth and a sense of community. In the past, a wide variety of students have participated in ISCF, contributing much and gaining even more. All are welcome to come along and "check us out".

Music Programs

Killarney Heights High School offers one of the most comprehensive extra-curricular music ensembles programs in Sydney. Providing students with not only school and competition performance opportunities, the program strives to combine "motivated students, with engaging & passionate professional musicians". This statement couldn't be more true in 2017, with our Ensembles Director *Nic Jeffries* and the newly appointed Commander Phillip Anderson heading up the program.

Our Music Ensembles Program offers the following Ensembles to Students:

Concert Band – for students who are of a Grade 2-4 AMEB level who enjoy playing their instrument and a wide variety of music. This ensemble is open to any student who does not wish to undertake an audition within the program. The Concert Band aims to prepare students for playing in the Symphonic Winds.

Stage Band – this is our 'junior' version of our Big Band, and is offered as an extension ensemble from Concert Band for students who play saxophone, trumpet, trombone & percussion. This ensemble is also available to guitar, piano and bass players, with the opportunity to also include vocalists. The Stage Band aims to prepare students for playing in the Big Band.

Symphonic Winds – for students who are of a Grade 4 or 5 + standard. This is most certainly our 'flagship' ensemble within the school, and students are placed into this ensemble via audition.

Big Band – this ensemble is offered as an extension ensemble from Symphonic Winds for students who play saxophone, trumpet, trombone & percussion. This ensemble is also available to guitar, piano and bass players, with the opportunity to also include vocalists. Also a highly valued ensemble within our school.

Jazz Combo Program – for students who enjoy or are interested in 'improvisation' and extended their skills as a young jazz musician, we offer both a Junior & Senior Jazz Combo within the program.

We also offer a **Flute Ensemble** and **Clarinet Ensemble** for those students wishing to extend their skills and perform in a smaller group with like-minded students.

Our ensembles enjoy many performance opportunities throughout the year, including but not limited to, the following:

- Professionally inspired concerts in venues like *The Sydney Opera House* and *The Eugene Goossens Hall at The ABC Centre*. Our Symphonic Winds have previously performed in conjunction with The Australian Navy Band.
- Performances at Jazz Festivals & Jazz Clubs both locally and abroad. Our Jazz ensembles have performed at The Big Band Blast, The Manly International Jazz Festival and Lizottes in Dee Why, to name just a few.
- Workshops with guest conductors and professional musicians throughout the year
- Joint workshops with other schools, both locally and abroad
- Performances and concerts in conjunction with profile guest artists. Previous guests have included *James Morrison, John Morrison & Diana Rouvas*
- Festivals and competitions within the Sydney area, including The Sydney Eisteddfod & The NSW Band Festival. In the last year, our Concert Band, Symphonic Winds & Big Band were all GOLD award winners in the NSW Band Festival
- Band Camps, Regional Tours and International Tours. Our program rotates on a three year cycle with a band camp, a regional tour and then an international tour. After an extremely successful North Coast Tour in 2016, our students will be taking off to perform in JAPAN in 2017.

In 2017, rehearsals will commence on Tuesday 31st January with our Symphonic Winds and will run all week as 'open rehearsals'. This means that we would like to invite you to attend any rehearsal you like during that week to make your decision to sign up to our incredible program! Our ensembles rehearse each week at the following times:

Ensemble	Conductor	Rehearsals	Starting Date
Symphonic Winds	Commander Phillip Anderson	Monday & Tuesday 7.30am	Tuesday 31 st January
Concert Band	Commander Phillip Anderson	Wednesday & Thursday 7.30am	Wednesday 1 st February
Big Band	Mr. Nic Jeffries	Friday 7.20am	Friday 3 rd February
Stage Band	Mr. Nic Jeffries	Thursday afternoon 3.20-4.20pm	Thursday 2 nd February
Junior Jazz Combo	Mr. Nic Jeffries	Monday Lunchtime 1:30pm	Monday 6 th February
Senior Jazz Combo	Mr. Nic Jeffries	Friday Lunchtime 1.30pm	Friday 3 rd February
Flute Ensemble	TBA	TBA	TBA
Clarinet Ensemble	Mr. Adrian Tuero	Tuesday Lunchtime 1.30pm	Tuesday 14 th February
Regional Choir	Annie Edwards	Wednesday afternoons from 4pm	Not run within the Ensembles Program. More information on this is available through Arts Alive and the Arts Unit.

Our rehearsal space can be found in the following location:



The rehearsal space is located underneath the school hall and is entered at the rear, entrance is down the left hand side along the path. *You should be able to hear us* 🎵

Some more comprehensive information regarding fees, conductors, registration and frequently asked questions is available at our website at: www.khhsmusic.com.au

You can also email our Ensembles Director *Nic Jeffries* at killarneyheightsmusic@gmail.com

We look very forward to welcoming you into the Killarney Heights High School Ensembles Program in 2017!

Leadership

Opportunities are provided for students to gain leadership skills in all year groups at Killarney Heights High School. Students who commit to standing for election to the leadership group, make a choice to volunteer their time and skills to actively work towards improving the school community. The leadership group facilitates student interaction through various student run activities and in home room discussions to encourage the “student voice”. Various issues of interest to the school community are discussed and SRC is the forum for the “student voice” in the school.

The leadership team is made up of two groups:

- The Year 12 prefect body – 2 school captains, 2 vice captains and 10 prefects. Each student has a portfolio responsibility, e.g. school environment, spirit, fundraising, community or sport. Two prefects are elected as sports captains to encourage student participation in sport. The prefect body represents the school in external functions and events.
- The Students Representative Council (**SRC**) which consists of 6 elected representatives from Year 11 and 4 elected representatives from each of the other year groups.

The SRC provides the students with a forum for discussion and debate and a chance to put democracy into practice. The leadership group is involved in fundraising and charity work and it plays a vital role in the life of the school and the wider community.

School Environment Group

The emphasis this year will be on working with the P&C to improve the physical environment of the school. In particular bush regeneration activities will continue and efforts will be made to improve and maintain the gardens. We will also be working on brightening up the school with improved signs and displays of student work. Efforts to improve energy and water efficiency will continue and we hope to further reduce litter within the school grounds.

The group will also maintain the vegetable garden which was originally constructed by a senior construction class.

We hope those students who have already contributed in these areas will continue their efforts and we will be able to recruit some enthusiastic new ones. See Mr Ofner in Science if you would like to be involved.

Gifted and Talented Program

The purpose of the Killarney Heights High School Gifted and Talented Sports Program is to encourage and actively cater for talented young sports people in a supportive educational environment. The program is offered in the activity areas of basketball, netball and football.

Table Tennis Club

The Table Tennis Club is operating in Terms 1 and 2 at Wednesday lunchtimes and culminates in the table tennis gala day – a whole day individual competition on the last day of Term 2. Players who participate fifteen times a season will be given a Gold member status. They receive a membership certificate and a personalised table tennis bat with their name engraved on the handle.

Textiles Club

Release your inner designer skills. This club is available for Years 7 to 10 enhance and learn new skills in a relaxed fun environment. Skills that you will acquire include understanding how to read a commercial pattern, correct use of sewing machines and overlocker and creating your own individual styled garments.

Public Speaking

Public Speaking is a source of pride and achievement at Killarney Heights High School. Many of our students have achieved excellent results in the many competitions in which our school participates - including the NSW Rostrum Voice of Youth, the Sydney Morning Herald Plain English Competition, the Legacy Public Speaking Competition and the Lion's Club Youth of the Year. We also have our own competition which runs through the junior Toastmasters Course.

Junior Toastmasters

Killarney Heights High School is very lucky to have the annual opportunity to host a Junior Toastmasters course for our talented and interested public speakers. This course runs in Term 3 each year and consists of 8 weeks of meetings which commence at 6:45 pm and finishes at about 9pm. It is run by Forest Toastmasters representatives.

Toastmasters challenges our speakers by teaching them business meeting procedures and providing them with strategies that enable them to express themselves coherently and articulately in impromptu and planned speaking situations. The course culminates with a showcase meeting to which a public audience is invited. These final meetings provide a fantastically entertaining night.

Any student is welcome to sign-up and we hope that the enduring legacy of success in public speaking, debating and Mock Trial, enjoyed by Killarney students, will continue to be enhanced by this popular course.

Debating

Killarney Heights High School has a strong and successful tradition of Debating. Within the school, we run lessons in debating techniques within the junior English programs and this culminates with the inter-class Rose debating competition, held annually for each junior year.

We also enter the Premier's Debating Challenge which conducts interschool competitions for

Years 7-8, 9-10, 11 (The Karl Cramp Trophy) and 12 (The Hume Barbour Trophy) Our students continue to enjoy success in these competitions.

Stage Crew

The stage crew plays a very important role within the school. Members of the stage crew are trained in the safe setting up, handling and use of audio equipment, lighting equipment, audio/visual equipment, staging equipment. Their training and experience as part of the KHHS stage crew involves instruction in the appropriate work, health and safety rules that govern not only the DEC's WHS guidelines, but also the WHS guidelines of the Entertainment industry. Students are involved in providing technical support for a range of school curricular and extra-curricular events. Students learn to work as part of a team, communicate with others, work to a deadline, ensure safe work practices, follow instructions, ensure that the work environment meets WHS guidelines, meet all demands and expectations placed on them to assist in the "bump in" and "bump out" of equipment for events. **NB. As some of the events take place at night students who are scheduled to provide technical support will need to be able to get themselves to and from the school on those evenings.**

Chess Club

The Chess Club at Killarney Heights High School is very popular and counts a relatively large number of members. The Club meets twice a week during lunch time. It caters for all levels from beginners to experienced players. The immediate purpose of the Chess Club is to provide a platform for the enjoyment of the game of chess in a relaxed and stress-free environment. An additional aim is to foster analytical reasoning and the elaboration of mental strategies. Chess is a cerebral activity that demands discipline, rigour and concentration. However, Killarney Heights High School does also appreciate the recreational and social dimensions of the game. Lastly, a range of more formal encounters will also be offered to the more competitive players. Any motivated student is welcome and membership is free. See Mr Kleber in the Mathematics faculty for further information.

Art Club – Drawing, Photography, Ceramics

The Visual Arts Department offers a range of extra-curricular classes taught by Sophie Karris. Sophia is a COFA graduate and is currently studying a Masters in Teaching. Beginners Ceramics, Advanced Ceramics, Art and Photography and dark room Photography courses are offered for students from Years 7 – 10 to take part in. Students create individual works and are also offered opportunities to work collaboratively. Works are placed on display at KHHS and at local libraries. They are then taken home for family and friends to enjoy. Classes run for the 4 terms of the school year and each term starts a new class. New enrolments are always welcome. A one or two, hour option is available for all classes. Permission notes can be found outside the CAPA staffroom, Visual Arts room B12 or downloaded from the KHHS website. Queries can be forwarded to Ms Kim Morrison in the Visual Arts Department.

PARENT INFORMATION

Attendance

A major cause for poor progress at school is poor attendance. Any extensive period of unexplained absence may result in non-completion of courses and may impact on a student's eligibility for ROSA, Preliminary and Higher School Certificates. Parents are asked to ensure that students attend regularly and punctually. Students are expected to be in attendance every day that the school is open. In the case of unavoidable lateness or absence, a note from a parent must be brought to the school within seven days of the absence. Otherwise, these absences will appear on school reports as 'unexplained absences'. All notes should be dated, **with the student's name and homeroom printed in the top right hand corner.**

There are no exemptions given for holidays during school term. "Application of Extended Leave" must be submitted to the Principal in writing and is at the discretion of the Principal. Sickness notes should be specific, indicating the nature of the illness. If the illness is prolonged, a medical certificate should be attached. In cases of absence for more than two days, please assist us by notifying the school on the second day at the latest. Your notification prevents unnecessary investigations. Late-comers should bring a note of explanation from a parent and must report to the "A" Block Office before proceeding to the classroom.

Interviews and visits to the school

The school welcomes the opportunity to discuss students' progress with parents both at reporting time and as occasions arise. Before visiting the school, please phone the Administration Office on 9451 7005 to arrange an appointment.

Not all matters involve the Principal directly. Often the Faculty Head Teacher, Year Adviser, Deputy Principal of the Year group, or the School Counsellor may be better equipped to handle the inquiries.

In emergency situations, parents are asked to contact the school prior to arrival in order for the matter to be dealt with as quickly as possible. On arrival parents should see the Administration Staff in "A" Block Office so the Principal is aware of your presence in the school and may make the necessary arrangements.

It is not Departmental Policy to allow parent's access to individual teachers or other students without the knowledge and consent of the Principal. Your co-operation in this matter would be appreciated.

Supervision - Before and After School

Students should not be at school, in the playgrounds or buildings before 8.00am or after the end of the school day at 3.10pm, unless involved in an early morning, or late afternoon class or club activity supervised by a teacher.

During the period from 8.00 to 8.45 am the supervision is minimal, that is, responsible staff will be available in the Principal's and Deputy Principal's office during this time should any student need help.

Parents are asked to co-operate by stressing the need for care in the playground at all times, and especially during periods of minimal supervision.

Students arriving early or leaving late to attend sport training will be the responsibility of the teacher coaching the team.

Voluntary Contributions

School Contributions-

The basic School Contribution for Year 7 to Year 10 is \$230 each year. In addition to this, there is a consumables fee for each of these years for Art, and Design and Technology, plus fees for sport carnivals etc. These costs are detailed more precisely on a separate note. The Year 9 and Year 10 basic Contribution is \$230 each year plus elective costs, sport and carnival. The Year 11 and Year 12 fees are \$230 each year, plus elective costs. Year 11 will have costs associated with sport carnivals etc.

P&C Contributions-

In addition to the School Contribution a voluntary amount of \$250 per student and \$400 per family for Parents' and Citizens' Association Fees. This donation is separate to the School Fees, but can be paid when the school fees are paid to the office. These contributions make a huge difference to the quality of facilities and services that we are able to offer across the school.

THE PARENTS & CITIZENS ASSOCIATION

The Parents and Citizens Association extends to you and your child/children a warm welcome to Killarney Heights High School. We are sure that this experience of secondary education will be rewarding for your whole family.

Those of you whose child is attending secondary school for the first time may find it confusing and possibly a little impersonal after the close community spirit of the primary school. This first impression will quickly pass if you access the P&C Association meetings to meet new people and gain an understanding of how the school works.

For parents with children already at the school, we would like to take this opportunity to renew your acquaintance and remind you of the services offered by your P&C. The Association has among its objectives the provision of:

A channel of communication between parents, teachers and staff

An avenue for participation by parents who wish to become involved in the life of the school.

A source of funds for maintaining the high standard of the school facilities.

Communication & Participation receive high priority at KHHS where parents enjoy good formal and informal relations with the Principal, teachers and administration staff.

Means of regular communication include:

Monthly P&C General Meetings, usually held on the Monday of the 4th and 8th Week of each term
P&C Committee Meetings & Working Groups. Interested parents are invited to nominate for positions on the P&C Executive and its sub committees at our Annual General Meeting held in December

Special Parent/Teacher Functions, such as School Development Days, address key issues

Regular Social Functions and Year dinners are held for fun and profit

Community building, along with Fund Raising are major activities of the P&C. Both these endeavours are vital to forge strong links in the Killarney Heights High School Community as well as providing funds to allow the school to purchase teaching aids, equipment and facilities not supplied by the Department of Education and Training. P & C Funds are raised from:

Parent Subscriptions. This will be \$250 per student and \$400 per family this year. This modest sum is a voluntary donation but is the major source of funding for our grants program. It is separate from the School Fees, but can be paid when the school fees are paid.

Clothing Shop. This provides parents with the opportunity to purchase all their children's uniform needs. The shop is open Tuesdays, 7.30 – 12.00 and Thursdays, 11.00 – 3.30. The telephone number is 9453 5000.

The P&C requires the efforts of an active and dedicated body of volunteers. We welcome any offers of assistance from new parents and the extended family. Whether you can spare a little or a lot of your time, your contribution will be most appreciated.

In return for your involvement, we can promise you the pleasure of good company and the satisfaction of knowing that your efforts are contributing to the improvement of your child's secondary education.

We look forward to meeting you on the first day of the school year for the 2017 Year 7 students and at the first P&C General Meeting on the 3rd Monday in February at 7.00pm.
For any enquiries or offers of help please phone the school on 9451 7005.

Warm wishes, Karen Willett – President, KHHS P&C

KHHS UNIFORM POLICY

Rationale: It is school policy and a clearly stated expectation that all students attending Killarney Heights High School wear their full school uniform. The wearing of a school uniform is priority of this School community and is fully supported by the parents and School Council.

Killarney Heights High School is a quality school and the wearing of full school uniform is one way students can express a sense of pride in their school.

Students have been advised that they are expected to always:

Be in full uniform and wear it properly and appropriately.
Have a note of explanation from parents if they are not in uniform.

If students do not wear the uniform and do not have a note of explanation, the infringement will be followed up by staff.

The uniform committee, in conjunction with the Principal, is the decision making body on school uniform. The committee will liaise with parents, teachers and students on issues relating to the uniform and any proposed changes.

Uniform Breach Process:

KHHS is a uniform school, as supported by the KHHS P&C.

Minimal and subtle jewellery only is acceptable and no facial studs or facial rings are preferred.

Students in incorrect uniform must report to their respective Deputy Principal with an explanation note from parents, to receive a Blue Uniform Breach Slip, which must be carried throughout the day. Information is recorded and acted on as varied infringements occur. Students without a note will be recorded by teachers throughout the day.



Junior Girl's Uniform



Senior Girl's Uniform

KHHS UNIFORM INFORMATION: GIRLS

JUNIOR: YEARS 7, 8, AND 9

SENIOR: YEARS 10, 11 AND 12

JUNIOR GIRLS UNIFORM – SUMMER: (Terms 1 and 4)

Light blue checked dress

School cap/hat is strongly recommended (hat should be the school cap/bucket hat)

White over ankle socks – (NO SPORTS SOCKS)

Regulation lace-up solid black leather shoes or black leather slip on shoes that are fully enclosed and cover the arch of the foot - flat heel, no boots, no sports shoes or ballet style shoes or slippers

Minimal or no makeup or jewellery to be worn eg. Sleeper earrings, plain rings, watch

School cardigan or school navy blue pullover (with stripes at neckline), school tracksuit jacket or navy rain jacket. Navy blazer with school crest (optional)

JUNIOR GIRLS UNIFORM – WINTER: (Terms 2 and 3)

Navy skirt or navy trousers

White short sleeved collared shirt with school crest on pocket (style can be worn out – slits on side) (long sleeved white collared shirt may be worn, preferably tucked in)

School cap/hat is strongly recommended (hat should be the school cap/bucket hat)

School cardigan or school navy blue pullover (with stripes at neckline), school tracksuit jacket or navy rain jacket. Navy blazer with school crest (optional)

Black stockings or white over ankle socks – (NO SPORTS SOCKS)

Shoes and makeup/jewellery as per summer uniform

Plain black or white scarf (optional)

SENIOR GIRLS UNIFORM – SUMMER: (Terms 1 and 4)

Tartan skirt (navy and green) or navy trousers

White short sleeved collared shirt with school crest on pocket (style can be worn out – slits on side)

School cardigan or school navy blue pullover (with stripes at neckline), school tracksuit jacket or navy rain jacket. Navy blazer with school crest (optional)

School cap/hat is strongly recommended (hat should be the school cap/bucket hat)

White over ankle socks – (NO SPORTS SOCKS)

Regulation lace-up solid black leather shoes or black leather slip on shoes that are fully enclosed and cover the arch of the foot - flat heel, no boots, no sports shoes or ballet style shoes or slippers

Minimal or no makeup or jewellery to be worn eg. sleeper earrings, plain rings, watch

SENIOR GIRLS UNIFORM – WINTER: (Terms 2 and 3)

Tartan skirt or navy trousers (Years 10, 11,12)

White short sleeved collared shirt with school crest on pocket (style can be worn out – slits on side) (long sleeved white collared shirt may be worn, preferably tucked in)

School cap/hat is strongly recommended (hat should be the school cap/bucket hat)

School cardigan or school navy blue pullover (with stripes at neckline), school tracksuit jacket or navy rain jacket. Navy blazer with school crest (optional)

Black stockings or white over ankle socks – (NO SPORTS SOCKS)

Shoes and makeup/jewellery as per summer uniform

Plain black or white scarf (optional)

UNIFORM INFORMATION: BOYS

JUNIOR: YEARS 7, 8, AND 9

SENIOR: YEARS 10, 11 AND 12

JUNIOR BOYS UNIFORM – SUMMER: (Terms 1 and 4)

- ❖ Mid grey school shorts or trousers (surf type with elastic waist or cargo pants are not acceptable)
- ❖ White short sleeved collared shirt with school crest on pocket (preferably tucked in)
- ❖ School cap/hat is strongly recommended (hat should be the school cap/bucket hat)
- ❖ White over ankle socks – (NO SPORTS SOCKS)
- ❖ Regulation lace-up solid black leather shoes or black leather slip on shoes that are fully enclosed and cover the arch of the foot - flat heel, no boots, no sports shoes
- ❖ School tracksuit jacket, school navy blue pullover with stripes at neckline or navy rain jacket. Navy blazer with school crest (optional)

JUNIOR BOYS UNIFORM – WINTER: (Terms 2 and 3)

- ❖ Mid grey school shorts or trousers (surf type with elastic waist or cargo pants are not acceptable).
- ❖ White short sleeved collared shirt with school crest on pocket (preferably tucked in) with school tie. Long sleeved white collared shirt may be worn, preferably tucked in
- ❖ School navy blue pullover with stripes at neckline, school tracksuit jacket or rain jacket. Navy blazer with school crest (optional)
- ❖ School cap/hat is strongly recommended (hat should be the school cap/bucket hat)
- ❖ White over ankle socks - (NO SPORTS SOCKS)
- ❖ Regulation lace-up solid black leather shoes or black leather slip on shoes that are fully enclosed and cover the arch of the foot - flat heel, no boots, no sports shoes
- ❖ Plain black or white scarf (optional)
- ❖ School junior tie

SENIOR BOYS UNIFORM – SUMMER: (Terms 1 and 4)

- ❖ Mid grey school shorts or trousers (surf type with elastic waist or cargo pants are not acceptable).
- ❖ White short sleeved shirt (preferably tucked in) with school senior tie
- ❖ School tracksuit jacket, school navy blue pullover with stripes at neckline, or navy rain jacket. Navy blazer with school crest
- ❖ School cap/hat is strongly recommended (hat should be the school cap/bucket hat)
- ❖ White over ankle socks - (NO SPORTS SOCKS)
- ❖ Regulation lace-up or slip on, solid black leather shoes, (or black leather slip on work boots for appropriate subjects only) that are fully enclosed and cover the arch of the foot - flat heel, no boots, no sports shoes

SENIOR BOYS UNIFORM – WINTER: (Terms 2 and 3)

- ❖ Mid grey school trousers (surf type with elastic waist or cargo pants are not acceptable)
- ❖ White short or long sleeved collared shirt (preferably tucked in) with senior school tie
- ❖ School navy blue pullover with stripes at neckline, school tracksuit jacket or rain jacket. Navy blazer with school crest optional
- ❖ White over ankle socks - (NO SPORTS SOCKS)
- ❖ Regulation lace-up or slip on, solid black leather shoes, (or work boots for appropriate subjects only) that are fully enclosed and cover the arch of the foot - flat heel, no boots, no sports shoes
- ❖ Plain black or white scarf (optional)

KHHS SPORTS UNIFORM

The KHHS Sports uniform for girls and boys is the same.

- ❖ Unisex navy sports shorts with school logo
- ❖ White polo sports shirt with school logo
- ❖ School tracksuit jacket
- ❖ School navy track pants
- ❖ White over ankle socks
- ❖ Runners/joggers
- ❖ School cap/hat is strongly recommended (hat should be the school cap/bucket hat)

This sports uniform is to be worn on Wednesday sports day by students doing sport.

All students are to wear this uniform during practical PDHPE lessons.

Students engaging in practical PASS and SLR classes are to wear this uniform.

Year 12 students are not to wear this uniform on a Wednesday, as they do not participate in sport.

Normal full school uniform is to be worn by Year 12.

Please see website for images and information on updated uniform requirements:

www.khhs.nsw.edu.au

- ❖ **Protective Footwear** – Please Note: For students who have scheduled Science, TAS and CAPA classes (Visual Arts and Photography) classes on a Wednesday regulation lace-up solid black leather shoes or black leather slip on shoes that are fully enclosed and cover the arch of the foot - flat heel, no boots, no sports shoes, are required to be worn during these lessons. Please see NSW DEC Footwear Guidelines for further information.

Uniform Shop

The uniform shop is operated by the P&C and provides all components of the school uniform. It is located by C Block, near the Melwood Avenue entry to the school.

Opening times: Tuesdays: 7.30 a.m. – 12.00 p.m.
 Thursdays, 11.00 a.m. – 3.30 p.m.
Phone: 9453 5000 during uniform shop hours only
Fax: 9453 5000
School Website: Order forms from www.khhs.nsw.edu.au



Junior Boy's Uniform



Senior Boy's Uniform

KHHS HOMEWORK POLICY

Rationale- Homework is an important aspect of the learning process. Research has shown that to best acquire knowledge and skills, students must reinforce their learning with a regular and disciplined pattern of home study. The curriculum at Killarney Heights High School demands that students should achieve their academic potential through attendance at lessons, completion of assessment tasks, regular study and homework. The expected outcome of these learning procedures is to produce well informed, self-motivated and responsible learners. To a great extent, homework underpins the whole educative process, given that research, revision, study, memorisation and self-testing generate self-discipline, improvement in learning, success in examinations and ultimately, a positive self-image.

Homework that reinforces work in class and is targeted for a specific learning task is the most effective. This mastery of tasks is more significant than merely setting a time target for homework. Very few conscientious students would work less than 10 hours per week and some up to 20 hours or more. Again, the quality of homework time is more significant than the amount of time. Mastery of task is the desired outcome.

Homework is part of a process at Killarney Heights which aims to:

- Provide every student with the opportunity to achieve his/her full academic potential.
- Encourage students to take responsibility for their own learning.
- Prepare students for life-long education.
- Produce independent learners with a positive self-image.

Students:

All students should check their school diary for homework each night and allocate a certain period of time for school activities. This period of time should be regular, although it will vary from year to year. The actual use of this time could be for any of the following:

- Completion of work from the day's lessons.
- Completion of work set for the next day's lessons.
- Extended assignment work.
- Study for specific tests, assessments, exams.
- General revision.

The following allocation for each school day is provided as a GENERAL GUIDELINE. In Killarney Heights High School students will be expected to plan study time each weekend and during holidays.

Years 7 – 8	1 ½ hours per night – ideally in blocks of 30 minutes
Years 9 – 10	2 hours per night – ideally in blocks of 45 minutes
Year 11	2 ½ hours per night – ideally in blocks of 45 minutes
Year 12	3 hours per night – ideally in blocks of 45 minutes

Students should have regular breaks in their homework schedule and have a suitable working environment.

To ensure success in assessment/tests students should:

- Know exactly what will be tested.
- Make summaries of the work to be tested so that they have prepared material to revise for the tests.
- Complete any revision questions appropriate to the work being examined.
- Allocate time so that all assessments receive equal time, when there is more than one assessment during a particular week.
- Have family members give oral tests from the student's notes.

- Consolidate work through revision of current and previous topics, memory work, self-testing.

It is important that students:

- Take homework seriously.
- Learn to work in a “learning friendly” environment.
- Be responsible for their own action by doing their work on time.
- View homework not as punishment but as an essential skill or knowledge building activity.

How parents can help with these aims:

- Reinforce the need to check their homework diaries when they get home, scanning ahead for work / assignments that may be due soon – a wall planner is an effective technique.
- Negotiate with son or daughter about when their homework will be done. Students might choose to have one short homework session before dinner and another short one after, or a longer one before dinner.
- Set homework might be done first.
- Ensure that homework is done well by expressing interest in what they are doing.
- Question students from their own notes or homework.
- Orally test them as preparation for class exams.
- Don't be tempted to do the homework for them. Discuss a difficult question. Ask them to explain it to you. Help them find evidence or use the correct skills to answer it, but don't tell them the answers. This defeats the purpose of homework where the skill and paths to an answer are sometimes more important than the end result itself.
- Ask your son/daughter to read to you what he/she has written. Listen for hesitations, difficulties in pronunciation.
- When assignments have been marked and handed back, look at the work and at the corrections and comments made by the teacher. Discuss how future assignments could be improved. Encourage students to seek advice from teachers as part of the follow-up to assigned work.
- Morning checklists are useful. Is homework in the schoolbag? Does the student have necessary books for the day's work? Refer to homework diary and timetables.
- Communicate your perceptions. Make use of diary. Know who your son/daughter's teachers are and make use of the diary. Make contact with school where necessary.

Senior Students – Years 10-12

Steps to Effective Homework

Homework should be:

Provided to reinforce work in class, to ensure a thorough knowledge of all syllabus requirements and, where necessary, to extend talented students.

Directed towards quality and purpose, to provide course consolidation and enrichment. Every student in doing homework should be empowered to satisfactorily achieve course outcomes.

Monitored

Make it a regular practice to check that homework is done.

Teachers' policies should be clearly defined and consistent, e.g. extensions, failure to submit, marking, follow-up, sickness and misadventure, consultative processes, appropriate records to be kept.

Communication with parents should be a priority.

Utilised

If homework is to be an effective learning process, teachers have a responsibility to:

Ensure that all homework is marked and returned promptly.

Provide constructive comments.

Identify students requiring remediation and take the necessary steps to address weaknesses.

Provide extension programs for gifted and talented students.

Provide incentives for those students who have good homework records.

Use feedback from student's homework to refine classroom practices.

QUICK REFERENCE GUIDE FOR NEW STUDENTS

Who do I know at Killarney?

Who?	What is their name?	Where do I find them?
The Principal is:	Ms Emmerton	A Block
The Deputy Principals are:	Ms Baker	A Block
	Ms Woskanian (relieving)	A Block
The School Counsellor is:	Mr Taffa	A Block
My Home Room Teacher is:		
The Support Teacher is:		
My Year Adviser is:		
Supervisor of Girls is:	Ms McDermott	Careers E Block
Supervisor of Boys is:	Mr Matt Murphy	TAS B Block
Careers Adviser	Mrs McDermott	Careers E Block
International Students Coordinator	Ms Meunier	Languages E Block
My Subjects are:	My Teachers are:	
My Peer Support Leaders are:		
The Sports' Captains are:		
The School Captains are:		
My Student Council Reps are:		

The contact person in the school front office for international students is Ms Tracy Lenehan.

The International Student co-ordinators are the Deputy Principals, Ms Baker and Ms McLean whose offices are located in A Block.

Your Year Advisers are:

Year 7 – Mr Neville Beadle, TAS
Year 8 – Ms Helen Urquhart, TAS
Year 9 – Ms Emma Higgs, HSIE
Year 10 – Ms Kiara Wilson, PDHPE
Year 11 – Ms Sophie Burton, CAPA
Year 12 – Ms Signe Ernest, Languages

The School Counsellor is Mr Taffa whose office is in A Block

Welfare and Emergency Services:

In case of an emergency, the **ambulance, police or the fire brigade** can be contacted by phone on 000.

The local police station is located at 63 Archer Street, Chatswood. Phone: 9414 8499

The nearest **medical centre** is Chatswood Station Medical Clinic, located at Level 3, 430 Victoria Avenue, Chatswood. Phone **9411 7916**.

The nearest **Hospital** to the school is Royal North Shore Hospital, Pacific Highway, St Leonards. Phone 9926 7111

If at any stage you feel unsafe inside or outside the school, report this to one of the international student contacts in the school.

- **Local Area Information**

Our local banks are:

ANZ Bank, The Centre, Forestville

Commonwealth Bank – 39 The Centre, Forestville. Phone 9451 1211

St George Bank – Shop 8, Forestway Shopping Centre. Phone 13 3330

The nearest **shops** are located at The Centre, Starkey Street, Forestville.

- **Legal Information**

- It is illegal to consume alcohol if you are under 18 years of age.
- It is illegal to purchase cigarettes if you are under 18 years of age.
- Possession and use of illegal drugs is a criminal offence.
- For information about laws relating to children and young people, visit the website www.lawstuff.org.au

- **Questions, Concerns or Complaints**

If you have any questions, concerns or complaints, see the International Student Coordinator. The NSW Department of Education and training has a complaints procedure; full details are available from the International Students Centre.

Killarney Heights High School – Map of Emergency Facilities and Evacuation Routes

