

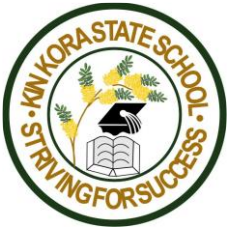


INFORMATION BOOKLET 2023



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KIN KORA STATE SCHOOL

Welcome to Kin Kora State School, a proud and well-respected educational institution recognised across all sectors of education and the wider community for maintaining a consistent approach to academic, sporting and cultural excellence.

Since 1982 Kin Kora State School has established a caring and supportive environment, with professional personnel working in partnership with our parents and community to ensure that all students reach their potential.

At Kin Kora, students are valued and treated as individuals with a focus on all aspects of their academic and social development. Our motto of 'Strive for Success' encapsulates our commitment to providing the best possible educational environment for your child. Our students display enormous pride in being 'Kin Kora Kids'.

We welcome you into our school community and trust that you will enjoy your association with us.

Jorgen Neilson
Principal

CONTACT DETAILS

Postal Address: PO Box 7181 Kin Kora QLD 4680	Physical Address: 43 Hibiscus Avenue Kin Kora QLD 4680
Phone: (07) 4971 5111 - Office hours 8.00 am – 4.00 pm Email: principal@kinkorass.eq.edu.au admin@kinkorass.eq.edu.au	
Tuckshop Convenor: Mrs Nadia Horsten Phone: (07) 4971 5128 Email: kinkorasstuckshop@yahoo.com.au	

STATEMENT OF PURPOSE

The overall purpose of Kin Kora State School is to develop students who are recognised as being equipped to contribute positively to society. We actively promote excellence in teaching and learning in a safe and supportive environment.

Students will understand that it is important to be safe, responsible, respectful and a learner.

Vision

By 2025 we aim to achieve:

- Every student is supported to make a year's progress, every year. No exceptions.
- A comprehensive student wellbeing focus to increase engagement and attendance.
- Improve staff wellbeing and collective efficacy. Great Teams = Great Teaching.
- Consistent and highly effective relationships, pedagogy and processes that maximise learning impact.

Values:

- We are passionate about Resilient and Successful Staff and students
- We do Leading, Engaging and Effective Teaching and Learning
- Our Strength: Strong Reputation due to a highly capable team.

ACCREDITATION

Kin Kora State School is accredited as both a Sun Smart School and a Reef Guardian School. This places certain obligations on our activities, particularly in relation to sun awareness and sustainable practices.

ADMISSIONS

All Queensland children are eligible to attend full-time Prep from the beginning of the school year in which they will reach the age of 5 years by 30 June. Children whose birthday is in July through to December commence at the beginning of the school year after their 5th birthday. (Refer to page 13 of this booklet).

All new enrolments require an interview with one of the Deputy Principals.

Contact the office if you require a guided tour of the school.

If you change your contact details, please update on QParents or via the office.

ATTENDANCES / ABSENCES – Our goal: 95% attendance

“Every Day Counts”. “Every day is a learning day” at Kin Kora.

High attendance is important for success at school. When a child is absent, a written explanation to the teacher and an email to the school office is requested. Attendance notification can also occur via the **QParents app**, a quick effective method. If a student will be absent for a prolonged period of time please advise the Principal **in writing**. This can also be done by emailing admin@kinkorass.eq.edu.au. Attendance rates for students are monitored on a regular basis.

BOOKLIST

A list of requirements will be published at the end of the preceding year. **The booklist is also available on our website** www.kinkorass.eq.edu.au

COMPLAINTS MANAGEMENT PROCEDURE

Complaints come to principals and other school staff in many forms. Complaints can be from parents/carers, community, staff or students. Under no circumstances will complaints be received if the complainant is abusive, offensive or aggressive. In these circumstances the conversation will be terminated and the police will be called to offer support if necessary.

This document outlines the procedures undertaken at this school to manage complaints. Complaints management at this school is also underpinned by part 3, section 22 of the Education (General-Provisions) Act 1989, Education Queensland’s Complaints Management Policy contained in the Department of Education Manual and Making a Complaint web text located on the department’s website at www.qld.gov.au/education/schools/information/contact/complaint .

DENTAL CLINICS

Gladstone West Dental Clinic Phone No: (07) 4972 9364
Gladstone South Dental Clinic Phone No: (07) 4972 9362
Kin Kora State School – Mobile Van Visits about once per year.

Please contact the Dental Clinics directly if you wish to make an appointment.

EXCURSIONS

Approval has been obtained in the Enrolment Agreement for excursions of less than one day in duration. The Kin Kora P&C approves all variations to school routines. Excursions in excess of one day will require separate parental approval.

Kin Kora have excursions and camps throughout the year over different year levels. Parents will be informed of these excursions via their child’s teacher, with a note advising of the date, time, cost and final date for payment. Payments will not be accepted after this date.

Excursion Invoices - Invoices will be emailed to parents and can be paid for via QParents or Bpoint that appears on the bottom of your invoice. It is imperative that parents keep their emails current so they receive these invoices. The Year 6 annual camp has a

higher cost than most excursions, so this activity will be invoiced in Term 1 to allow parents to make regular part payments.

Excursion Medical Forms - Every time students go on an excursion or camp off site, parents are required to fill in a Medical form for each occurrence to ensure all details are up to date. Medicare card and private health details are also required to be filled in on these forms.

Accident Insurance Cover for Students – Parents are advised that the Department of Education and Training does not have Student Accident Insurance cover for students. Therefore, if your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the child, parent or caregiver. Some incidental medical costs may be covered by Medicare. If parents have Private Health Insurance, some costs may also be covered through the Private Health Insurance. Any other costs would be borne by the parents.

FIRST AID

Children are treated in our first aid room and if necessary parents are contacted. In emergencies, the ambulance will be contacted before parents.

FRUIT BREAK

Students are encouraged to take a brain break from learning and consume a piece of fruit in the morning session every day. This is a healthy snack to help with energy levels for continued focus and attention. Please pack a piece of fresh fruit for your child for learning daily.

HATS

Kin Kora has Sun Smart accreditation. All children are required to wear a black Kin Kora State School bucket hat when outdoors as part of the school uniform. These hats are available from the office at a cost of \$20. Kin Kora has a NO HAT - NO PLAY policy. Caps are NOT permitted.

Kin Kora hats are also available from the school uniform shop every Tuesday from 8:30 am to 10:30 am or can be pre-ordered on line via Flexi schools.

HEAD LICE

We are a 'Health Promoting School', which means we value the physical and emotional health of everyone in our school community. When we deal with a particular issue (such as head lice) we consider:

- the need for accurate information and support to decrease any myths or blame;
- the importance of feeling good about ourselves and others;
- the need for everyone to work together.

Detecting and treating **head lice** is the responsibility of families. In the event of your child contracting headlice, it is recommended that you:

1. Conditioner and combing technique (non-insecticidal treatment)

Conditioner stuns lice and blocks their breathing pores. This, together with the slippery effect of the conditioner, makes it easier to mechanically remove the lice. This treatment method is equally as

effective as insecticidal or other chemical treatments but generally requires longer treatment times. However, it may be preferred as a cheaper alternative to insecticidal or other chemical treatments.

Step 1: Generously apply conditioner to dry hair to cover the scalp and the full length of the hair.

Step 2. Untangle the hair with a wide-toothed comb.

Step 3. Place a fine-toothed headlice comb flat against the scalp and draw the comb through each section of hair from the roots to the ends.

Step 4. Wipe the comb after each stroke onto a tissue or paper towel, checking each time for head lice or nits.

Step 5. Comb each section of hair at least five times.

Step 6. Wash the hair as normal.

Step 7. Scrub both combs with an old toothbrush to remove an eggs or lice that may be present.

Repeat the conditioner and combing method every second day to remove young lice as they hatch. Continue for ten or so consecutive days until no lice are found.

2. Treatment with synthetic or natural insecticides or other chemicals

There are different forms of treatment of which you can get from the chemist without prescription. All preparations must be applied strictly according to the manufacturer's instructions and none of them should be used on children under two years of age, except on medical advice. If a product doesn't seem to work, speak with your chemist about a product with a different active ingredient.

- No chemical treatment kills all the eggs.
- A second treatment should be applied 7-10 days after the initial treatment to kill the young lice that have hatched from the eggs remaining from the first treatment.
- Do not apply the treatment more than once per week as more frequent applications could lead to scalp problems and have little or no effect.

Nits are the most difficult to kill. The most effective way to remove eggs is to actually pull them off the hair using your fingernails.

Information from:

<http://conditions.health.qld.gov.au/HealthCondition/media/pdf/14/165/351/head-lice-v4>

It is an expectation at Kin Kora State School that any student's hair that touches the shirt collar is worn in a "pony tail" or similar style.

HOMEWORK POLICY

Homework gives students the opportunity to build upon their class work and involve family members in their learning. To help find a balance between family life and helping students reach their full potential, Kin Kora State School has outlined expectations in this Homework Policy which sets out guidelines for homework, including the amount of time students should spend on homework each week.

Full Policy is available to be read on our school website at

<https://kinkorass.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/kkss-homework-policy.pdf#search=Homework> .

HOME / SCHOOL COMMUNICATION and QPARENTS

To be connected at Kin Kora State School, follow these steps.

1. Register for QParents – registration process for parents is included in the Enrolment Pack.

2. Register for the Newsletter – go to the KKSS website and Click on '[School Newsletter link](#)' and click on Subscribe to Newsletter.
3. Join the Facebook page – search for Kin Kora State School and click on our logo.
4. **Save email address: admin@kinkorass.eq.edu.au**

Communication between home and school is actively encouraged. There are several avenues available to both parents and staff.

(a) QParents is the way to access your child's student information online and stay connected with the school. Anywhere, anytime you can access report cards, attendance records, invoice and payments details and conduct online payments.

(b) Phone calls, emails, notes or personal contact. Phone numbers, contacts and addresses should be kept current so that emergencies, particularly, can be handled without delay.

(c) We are fortunate to have a lot of volunteer parent helpers who participate in a range of classroom activities.

In an effort to improve the service to our children and to ensure our school is as safe as possible, all classroom volunteers are required to participate in a 60 minute School Induction workshop on Child Protection Policies, Duty of Care, Workplace Health and Safety and Code of Conduct.

These workshops will be held each year at various times. Workshops are free. At the completion of these workshops, parent volunteers will receive Kin Kora State School certification which will be used to identify trained classroom helpers. Look in Newsletter – facebook for dates.

All classroom volunteers will require a Blue Card. These may be obtained from the Commission for Children and Young People and Child Guardian web site www.ccydpcg.qld.gov.au/bluecard Applications are free.

(d) We have a Facebook page which keeps you up to date with notifications. To access our facebook page search for Kin Kora State School and click on our logo.

(e) Interviews between parents and teachers, or parents and a member of the Administration team, can be arranged by appointment.

Reporting to Parents

Classroom Newsletters / Class Information Night:

Time: Early Term One

These are to provide information on:

- Curriculum areas
- Homework
- Timetables and routines
- Classroom helpers
- Anticipated projects and assignments

Parent/Teacher Interviews:

Time: Late Term One and late Term Three

These interviews are held on a more personal basis to discuss your child's individual educational plan.

Progress Reports:

Time: Late Semester One:

Written reports on your child's progress will be provided during the first week of semester two, when assessments are finalized at the end of term 2.

Time: Late Semester Two:

A comprehensive student portfolio detailing your child's successes during the year will be issued during the second last week of the year.

QParents

QParents is the most effective communication for our Parents.

What is QParents

[QParents](#) is a secure, online portal that has been created by the Department of Education to provide parents of Queensland state school students with 24-hour access to their child's information.

The portal allows you to securely access information about your child and communicate directly with your child's school.

Features of QParents

QParents provides secure, online access to student information such as:

- attendance details
- behaviour
- report cards and assessment dates
- upcoming events
- timetables
- invoices
- payment history
- student photo

How to register for QParents

Creating a QParents account requires you to complete a 4 step registration process.

1. Enter the invitation code

You must receive an invitation letter or email with your unique invitation code before you can complete this step. If you have not received an invitation letter or email, please contact your student's school.

2. Verify your identity

After accepting the terms and conditions of use of QParents, you will be required to verify your identity by completing an online 100 point identification check. To view a list of the accepted documents and their point value, [QParents Identity Verification](#).

(<https://qparents.qld.edu.au/#/identityInformation>)

3. Create a QParents account

You will be required to create a QParents account using an email address as your account name. That email address will need to be confirmed before your account will be activated. You may, optionally, also provide a mobile number which will be used by QParents to verify your identity (e.g. send you an SMS code to enter into QParents).

4. Add your child

You will then need to request access to view your child's information. You will need to know your child's EQID to do this. You can find the EQID on your child's student ID card (the numbers under the barcode), report cards, or school invoices, among other documents. It consists of 10 numbers and one letter. After completing these steps, your request to create a QParents account will be sent to your child's school for final approval.

QParents



Registration fact sheet

What do I need to register for QParents?

To register, you will need:

- your unique invitation code sent to you by your child's school
- an active email account
- each child's EQ ID number
- 100 points of ID to verify your identity.

How do I verify my identity?

To verify your identity online, you must provide at least 100 points from the online documents list:

Document	Points	Document	Points
Australian passport	50 pts	Australian marriage certificate	40 pts
Australian driver licence	50 pts	Australian change of name certificate	40 pts
Australian birth certificate	50 pts	Australian visa (foreign passport)	20 pts
Australian citizenship certificate	40 pts	Medicare card	20 pts

What if I can't verify my identity online?

If you are unable to provide 100 points of ID online, you can still register for QParents.

During the registration process, select the 'not enough ID' option and then visit the school to have your identity verified.

The school can verify your identity using a combination of 100 points of the following documents and the additional identity documents.

Document	Points	Document	Points
Passport	60 pts	Marriage certificate	40 pts
Driver licence	60 pts	Citizenship certificate	40 pts
Birth certificate	50 pts	Change of name certificate	40 pts

Additional identity documents

You will also need to show at least one additional document from List 1 or two documents from List 2.

List 1	List 2
Learner driver's licence	Bank statement showing your name and address (less than 6 months old)
Working with Children Check (blue card)	Utilities statement showing your name and address (less than 6 months old)
Adult proof of age card	Pensioner Concession Card
Queensland Weapons Licence	Department of Veterans' Affairs entitlement card
Industry Authority cards (issued by the Department of Transport and Main Roads)	Health Care Card or Seniors Health Card or other Department of Human Services entitlement cards
	Student identity card issued by an Australian education institution
	Queensland or Australian Government staff identity card

Still unable to verify your identity?

In exceptional circumstances, school principals may approve QParent accounts under the 'Known Person/Community Standing' option.

When will my account be activated?

Once your identity has been verified, the school will activate your account.

Need help?

Additional assistance is available from:

- QParents help page at qparents.qld.edu.au/#/help
- call 13 QGOV (13 74 68)
- use the 'Give us your feedback' option in QParents
- contact your child's school.



HOUSE TEAMS

Our school has three sporting houses:

Illawarra (Red)



Lotus (Blue)



Hibiscus (Yellow)



A School Sports shirts are available from the uniform shop and are worn on Friday

INSTRUMENTAL MUSIC PROGRAM

Instrument	School Program	Progress to
Strings	Children from Year 3 are invited to join the Strings program.	After reaching a suitable level, students may qualify for the School String Orchestra.
Brass, Woodwind and Percussion	Children from Year 4 are invited to join the Brass, Woodwind or Percussion program.	After reaching a suitable level, students may qualify for the School Concert Band.

Application Process for Instrumental Music

The Qld Instrumental Music Program here at Kin Kora allows students to have free lessons each week, and participate in performance groups (String Ensemble or Concert Band).

The only expected costs incurred by parents is the purchase / or hire of the instrument, in addition to the purchase of a music stand, other consumable items (strings, cork grease, cleaners) and your time and encouragement to make sure your child practices at home.

At Kin Kora, we are very proud of our Performing Arts uniform – consisting of a Music shirt and black clothing (skirt/long pants) from the waist down. No skin should be visible. Students are expected to present in our full performing uniform for performances and important school events. This Performing Arts shirt can be purchased through the school uniform shop.

We begin recruiting students from year 2 for the **String** Program (Violin, Viola, Cello and Double Bass) and then Year 3 for all other instruments - Brass (Trumpet, Trombone, French Horn, Euphonium, Tuba, Baritone Horn) **Woodwind** (Flute, Oboe, Clarinet, Bass Clarinet, Alto Saxophone, Tenor Saxophone) and **Percussion** (Drum practice pad, Glockenspiel).

When your child is at the eligible stage in school (Year 2 or Year 3) we invite parents and students to consider their participation in the Instrumental Music Program.

We normally have a short demonstration of each instrument at parade or a separate concert. Instruments are also discussed throughout their Classroom Music lessons, and

then a Recruiting package is distributed to all interested students, detailing the range and costs of each instrument and what is required of you for your time in the program.

After the return of these forms, the testing process begins. A suitability testing of each student is completed with the Instrumental Music Specialist. Further tests take place with the student's class teacher, School Music teacher and School Principal.

An Acceptance/Waiting List letter is then sent out and students are then expected to begin their tuition the following year.

JEWELLERY

Jewellery – Students are permitted to wear:

- a watch (not a smart watch with calling capability)
- sleepers or stud earrings
- bracelets should only be for medical reasons
- a small chain necklace for religious observances or medical reasons. (Note: Necklaces must not be able to be seen and must be under the shirt at all times).

Make-up – Students are not to wear make-up at any time. This includes nail polish, cosmetic products, and fake tattoos.

LOST PROPERTY

Lost property is situated near the Janitor/Groundsperson's storeroom. Named clothing is returned. Periodically, unclaimed items are donated to charities.

MEDICAL PLANS

Students with diagnosed or complex medical conditions will require a formalised medical plan. Please ensure that the school is made aware of all medical conditions, medications and changes to medical circumstances to enable us to ensure that all medical plans are current and effective.

Any students who have been diagnosed with asthma, allergies or similar conditions requiring ongoing treatment are required to provide the school with a Medical Plan that has been approved by a medical practitioner. Children who require Ventolin or EpiPen need to carry these items on their person in a bumbag at all times to ensure quick and easy access.

MEDICATION

Should prescription medication need to be administered while the student is at school, a parent/legal guardian must provide written details. Instructions about administration must be provided by the doctor and medication must be in the original container. Non-prescribed oral medications (such as analgesics and over-the-counter medications eg Panadol) will not be administered at school and children should not carry these on their person or in their school bags.

MOBILE PHONES

There are times when it is genuinely appropriate for students to have access to a mobile phone for emergencies or change of arrangements with parents. The mobile phone use should be restricted so as not to detract from the school educational program.

1. Mobile phones **must be turned off** during school hours.

2. Students are required to hand their mobile phone into their class teacher or administration staff if bringing to school and collect each afternoon at 3.00 p.m.
3. It is important to display courtesy, consideration and respect for others when using a mobile phone.
4. In-phone cameras **are not** to be used anywhere a normal camera would be considered inappropriate, such as change rooms or toilets.
5. Mobile phones are used at their owner's risk.

No liability will be accepted by the school in the event of loss, theft or damage of any device, unless it can be established that the loss, theft or damage was from the department's negligence.

This policy also applies to students during school excursions, camps and extra-curricular activities.

NUDE FOOD

Students are encouraged to bring no paper / plastic wrappers in their lunch boxes on a TUESDAY and THURSDAY. This assists us in the reduction of waste. As we are a Reef Guardian School this is one strategy that assists in keeping the local waterways clear and healthy. We would appreciate your support to make Nude Food lunchboxes every Tuesday and Thursday where possible.

PARENTS AND CITIZENS ASSOCIATION

P&C meetings are held at 5:30pm in the Kin Kora Resource Centre on the third Tuesday evening of each month of the school year. The Annual General Meeting is held in February / March where all positions are declared vacant. Membership forms are available from the school office. We are always seeking more helpers to join this important team.

PREPARATORY YEAR 2023

All Queensland children have access to a full-time preparatory year of education before starting Year 1.

Birthdate	Eligible for Prep year in	Eligible for Year 1 in
Children born 1 July 2017 – 30 June 2018	2023	2024
Children born 1 July 2018 – 30 June 2019	2024	2025
Children born 1 July 2019 – 30 June 2020	2025	2026

Prep – Any child born between 1 July 2017 and 30 June 2018 may be enrolled with Education Queensland in the Prep Year for 2023.

Early entry to Prep is an option which may be considered in specific circumstances and where it is in a child's best educational interests. Children who are younger than the prescribed age may be enrolled in Prep: *(see next page)*

EITHER

- If he/she will at least turn 5 years and 5 months on 31 December in the proposed year of attendance at school (i.e. a child who turns 5 on or before 31 July): **AND**
- If he/she are considered 'ready for education in the year of schooling considering the child's attributes';

OR

- If he/she had started education in another State or country that is equivalent to the Prep Year; **AND**
- If he/she is considered 'ready for education in the year of schooling considering the child's attributes.'

On receiving a written application and supporting details and forms with supporting evidence for early entry to prep, a Principal decides whether or not a child meets the requirements for early entry to Prep. An interview with school administration is essential prior to enrolment.

Student Code of Conduct

Kin Kora staff use a wide range of positive strategies to support effective student learning and behaviour specific to the Positive Behaviour for learning.

Our school community has identified the following school rules to teach and promote our high standards of responsible behaviour:

- Be safe
- Be responsible
- Be respectful
- Be a learner

At Kin Kora State School the Bee is a symbol of these rules.

You will be contacted should your child's behaviour adversely impact on classroom management. Contact the Principal should you require support to assist with the behaviour of your children.

[Kin Kora State School's Student Code of Conduct](http://www.kinkorass.eq.edu.au) can be viewed at www.kinkorass.eq.edu.au

RELIGIOUS INSTRUCTION

Religious Instruction is mandated by the Education Act. All Gladstone State Schools follow the non-denominational scheme 'Religion in Life'. In accordance with s.76 EGPA, parents may withdraw their child from all religious instruction by notifying the principal in writing.

Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction must relate to part of a subject area already covered in class and may include, but is not restricted to:

- personal research and/or assignments
- revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students of that school (i.e. [Mathletics](#), [Reading Eggs](#))
- wider reading such as independent reading appropriate to the student

SAFETY AND WELFARE OF CHILDREN

School Crossing Supervisors are on duty each day at the Hibiscus Avenue and Kin Kora Drive Crossings from 7.55am - 8.55 am and from 2.50pm - 3.20 pm.

Please reinforce road safety with your children. Ensure that children take extra care at the Witney St and Mercury St railway crossings and that they use the **underpass** when crossing Sun Valley Road.

For the safety of our children, no vehicles will be allowed to enter the school grounds between 8:30am – 9:30am and 2:50pm – 3:15pm.

Our gates will be locked during these times each day.

Parents can apply for a special pass to enter the school grounds during these times which will be issued only for the period of the injury or condition. State issued Disabled Parking Permits are also accepted.

Vehicles entering outside these hours should take EXTREME care with speed and go no faster than walking pace. PLEASE obey the STOP signs at the pedestrian crossings on our entry road near Prep. Our children are valuable. Please protect them.

SUN VALLEY ROAD ENTRANCE

“NO ENTRY” to Staff Only car parks.

All student drop offs for instrumental music to be done through the main entrance (Hibiscus Avenue) at **turn-around area outside Office** before 8:30am. **(No parking in Staff Only parking bays outside the Office.)**

Be mindful of gate time closures: 8:30am to 9:30am and 2:50pm to 3:15pm

SCHOOL BUSES

Buslink Gladstone operates bus services to the school. Information about bus stops and timetables can be obtained by contacting Buslink Gladstone directly on (07) 4972 1670 or on www.buslinkqld.com.au

SCHOOL CALENDAR

2023 Queensland term dates

Term	Date	Length
Term 1	Monday 23 January – Friday 31 March	10 weeks
Term 2	Monday 17 April – Friday 23 June	10 weeks
Term 3	Monday 10 July – Friday 15 September	10 weeks
Term 4	Tuesday 3 October – Friday 8 December	10 weeks

SCHOOL PARADE

Full school parade is held every week on a Monday in the Sports Hall. These are important functions and celebrate our achievements as a school. Parents are welcome to attend. We ask parents to model Positive Audience Behaviour for our students.

Kin Kora observes all national days of commemoration. Parents are invited to attend our ANZAC parade. (Please refer to school calendar for special events).

Audience Participation – The BAZZA Way at Kin Kora State School

Students

- Sit quietly, legs crossed, hands in lap
- Eyes to presenter
- Active listening
- Applaud nicely (Clap)



Visitors

- Mobile phones on silent
- Small visitors sit still and quiet
- Stand for Anthem
- Applaud nicely



SCHOOL ROUTINE - SCHOOL HOURS

Times for Monday to Friday. First bell sounds at 8.45am

Year Prep - 3		Year 4 - 6
9:00am – 10:30am	Morning Session	9:00am – 11:00am
10:30 – 11:15am (10:30 – 11:00am PLAY) (11:00 – 11:15am EAT)	First Break	11:00 – 11:45am (11:00 – 11:30am PLAY) (11:30 – 11:45am EAT)
11:15am – 1:15pm	Middle Session	11:45am – 1:15pm
1:15pm – 1:45pm (1:15 – 1:30pm PLAY) (1:30 – 1:45pm EAT)	Second Break	1:15pm – 1:45pm (1:15 – 1:30pm EAT) (1:30 – 1:45pm PLAY)
1:45pm – 3:00pm	Afternoon Session	1:45pm – 3:00pm

We strongly discourage children from arriving at school prior to **8.30am**.

Classroom doors open at 8:45am. Prior to this all children wait in the Parade Area until dismissed at 8:45am. Working parents can access before-school care at Gladstone PCYC (07) 4972 3122, Port City Kids (07) 4972 2344, or Rainbow Valley Early Learning Centre (07) 4979 3544 .

Children will not be dismissed before 3.00pm unless a formal request has been made by a parent in writing. **Children must be signed out at the Administration building.**

SCHOOL UNIFORMS – DRESS CODE

UNIFORM POLICY

Kin Kora State School P&C supports the wearing of a school uniform. For reasons of safety, students must wear their school uniform every day.

Hats: Black Kin Kora State School bucket hats – reversible with House colour inside (purchased from Kin Kora State School Uniform Shop or limited supply at the Office).

Shirt: Bottle green, black and white stripe polo.

Shorts, Skirts, Skorts: Black (No football shorts or prints).

Dress: Bottle green, black and white check.

Shoes: Black school shoes.

Socks: White.

Jackets: Black Kin Kora State School jackets, or plain black tracksuit jacket or plain black jumper (**no hoodies or jackets/jumpers with prints**).

Winter Pants: Plain black track pants only (no tights or bike banks, and no logos or stripes).

Hair: Hair longer than shoulder-length should be tied back so as not to look unruly, become a distraction, or present as a safety issue. Hair ties and clips are to be of the Kin Kora State School colours – green, white, black.

Kin Kora uniforms are available from the school Uniform Shop every Tuesday from 8:30 am to 10:30 am, or can be pre-ordered on line via Flexi schools.



SCHEDULE OF EXCLUSION

From time to time children contract various illnesses requiring them to be quarantined from their peers. Here is the schedule of exclusion, showing the period of quarantine for the sufferer and their family.

Condition	Exclusion of Cases
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until there has not been a loose bowel motion for 24 hours.
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours.
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children.
Conjunctivitis	Exclude until discharge from eyes has ceased.
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.
Hand, Foot and Mouth disease	Exclude until all blisters have dried.
Haemophilus influenza type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.
Hepatitis B & C	Exclusion is not necessary.
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.
Human immuno-deficiency virus infection (HIV/AIDS)	Exclusion is not necessary.
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.
Influenza and influenza like illnesses	Exclude until well.
Leprosy	Exclude until approval to return has been given by the Secretary.
Measles*	Exclude for at least 4 days after onset of rash.
Meningitis (bacteria - other than meningococcal meningitis)	Exclude until well.
Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed.

Condition	Exclusion of Cases
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner).
Pertussis* (whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment.
Poliomyelitis*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced.
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash.
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours.
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary.
Verotoxin producing <i>Escherichia coli</i> (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary.
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours.

Any queries, please contact the Principal.

SUPPORT SERVICES

The following specialist personnel support Kin Kora students.

Specialist Resource Teachers: - Teacher Librarian, Support Teachers - Literacy and Numeracy, Physical Education Teacher, Classroom Music Teacher and Visiting Instrumental Music Teachers, Language Other Than English Teacher (Japanese).

Support Services:

Referrals to Support Services are done through the Deputy Principals via the fortnightly Student Needs Meeting.

A Guidance Officer from the Education Department is at the School 5 days per week to help teachers in assessing children, planning behaviour and counselling for children identified who may be experiencing learning, emotional or behavioural difficulties. Referrals are made to other agencies where appropriate.

A School Chaplain works at Kin Kora State School three days a week (Tues, Wed, Thurs). You will find her either hanging out with students at lunchtime, serving Brekky Club with an awesome team, arranging Chappy Club activities and programs, connecting with parents, or supporting staff and students around the school. If you would like more information, please make contact through the school office.

A Community Education Counsellor is an important part of school life and aims to promote better engagement and learning opportunities for our students and their families. We as a school love to build healthy communication between staff here at Kin Kora School our parents and carers in the community. As they say, it takes a village to raise a child and we are all here to help support our kids.

Our School Chaplain and Community Education Counsellor operates out of our Welcome Room.

A Speech Language Pathologist visits Kin Kora State School throughout the term. Their role is to assess students, design speech / language programs and assist students with oral language and communication issues.

Special Education: Kin Kora State School believes in providing quality education to all students and caters for those with special needs through inclusive and supportive strategies. Kin Kora Special Education Program provides individualised learning opportunities for every student with a disability under the Education Adjustment Program (EAP). This may incorporate accessing 'The Rainbow Room' alternative education program, modified and adjusted curriculum goals, case management, teacher aide and specialist support. Our goal is to ensure that learning is challenging, achievable and meaningful for all students with disabilities and specific learning needs. Special Education staff work together with classroom teachers to foster positive outcomes and we aim to assist students in becoming happy, successful and productive members of the community. The Special Education team consists of the Head of Special Education Services (HOSES), along with three special education teaching staff and numerous teacher aides. We endeavour to provide support and work collectively with students, families and classroom teachers. A range of small group programs are operated from the Rainbow Room including:

- Literacy
- Numeracy
- Life Skills
- Social Skills
- Fine & Gross Motor Skills
- Wellbeing
- Speech/ Language

The services of specialised personnel in the fields of hearing, sight, speech and physical impairment may also be accessed and utilised from the district services.

TECHNOLOGY

We offer our students the very best technology infrastructure available.

Students from Prep to Year 6 have access to the Internet and Year 4 to 6 to email. Students are given a password to access the curriculum network. This password should be protected much like a PIN number. **Parent permission located on the school enrolment form is required** for students to have this access.

Students can only access web sites approved by Education Queensland.

Computers are available in classrooms, the Resource Centre and the Technology Room.

All students have access to digital cameras for recording classroom activities.

All Kin Kora classrooms are equipped with Interactive Whiteboards.

Ipads and Notebooks are also available for class access.

TRANSPORT ASSISTANCE

Parents may be eligible for assistance in the daily transport of their children to and from school.

Bus Travel:

Students must reside more than 3.2km by the shortest trafficable route from the nearest State Primary School.

Bus Travel Assistance - Safety Net:

To be eligible for assistance under the Bus Safety Net, the following conditions apply:

1. A student in a family receiving the Department of Social Security Additional Family Payment including families in receipt of income test pensions/New Start/Job Search allowance.
2. A student in a family receiving the Department of Veterans' Affairs Dependent Child Add-on.
3. A student placed under a Care and Protection Order by the Department of Family Services and Aboriginal and Islander Affairs.
The applicant or student must not be in receipt of any other assistance from the School Transport Assistance Scheme.
4. A student receiving Abstudy Living Allowance.

Conveyance Allowance:

If there are no bus runs servicing the area and students reside more than 3.2 kilometres (primary students) from their nearest state school, a conveyance allowance may be accessed.

Additionally, if children are conveyed more than 3.2 kilometres to meet a school bus the parents are also eligible to receive payment for their travel.

TUCKSHOP PROCEDURES

Days of Operation: Wednesday, Thursday and Friday.

Menu: The Tuckshop runs a seasonal menu with daily specials. The menu with price list is on the Kin Kora website and displayed on the whiteboard outside the tuckshop.

First Break: Our school has a great online ordering system for the Tuckshop called **FlexiSchools**. This system allows parents, students and staff to place orders online from home, work or school. As well as being convenient for parents, the online orders are much faster and easier for the Tuckshop Convenor and Assistant to process - so it makes everyone's life a little easier. FlexiSchools is well established and tested, operating in hundreds of schools across Australia.

Getting online is easy and only takes a few minutes to register. Simply go to www.flexischools.com.au (using your computer, smartphone or ipad) and click "Register Now". You will be sent an email with further instructions on how to complete the registration. Once registered, you can start placing orders immediately.

There are a variety of payment options supported, including Paypal, Visa, Mastercard (credit and debit) and Bank Transfer. The system operates via a pre-paid account, so you don't have to worry about the manual process of sending payments into school, and you can easily budget your students spending and expenses throughout the year.

If you have any questions about the online services, please ask or email – kinkorasstuckshop@yahoo.com.au - the Tuckshop Managing Convenor or Assistant for more information.

Classroom monitors will collect pre-ordered lunches at approximate times for distribution at classrooms or eating areas.

Other Points:

- ✓ Items such as ice blocks are only available during the second break, on Tuckshop days.
- ✓ Prep children **cannot** buy food over the counter, however online orders are accepted. They are not allowed slushies.
- ✓ Children in all years should pre-order their food. The benefits include:
 1. Obtaining the food they want
 2. A fast service pick-up
 3. Not having to care for money during the day.
- ✓ Years Prep, 1 and 2 are to be encouraged to pre-order for 1st break as they come out after Years 4 to 6 and hot food items could be sold out.

VALUABLES

Students are not to bring items of value to school. This includes toys, jewellery and other devices. No responsibility will be accepted by school staff for any loss or damage for any of these items.

VOLUNTEERS AT SCHOOL

Voluntary workers are covered by the P&C insurance policy. All volunteers must sign in on the iPad at Reception. Classroom volunteers must have completed a School Induction Workshop and hold a current Blue Card.

WATER BOTTLES

Please send Plastic or Metal water bottles to school, not glass water bottles. When glass water bottles are dropped they shatter and put glass shards everywhere.