



# Kyabram P-12 COLLEGE



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## TERM DATES 2024

**Term 1:** 29 January to 28 March

**Term 2:** 15 April to 28 June

**Term 3:** 15 July to 20 September

**Term 4:** 7 October to 20 December

## TERM DATES 2025

**Term 1:** 28 January to 4 April

**Term 2:** 22 April to 04 July

**Term 3:** 21 July to 19 September

**Term 4:** 6 October to 19 December

## MISSION

Contributing to making a better community for all.

## VISION

**To be valued as an innovative and outstanding learning institution that:**

- Provides a safe and caring environment allowing all students to achieve their intellectual and social potential
- Fosters the partnership between students, families, the entire staff, and the wider community
- Supports and empowers the entire staff to accept the responsibility for achieving personal and professional growth to enable improved student outcomes.

## VALUES

- Respect
- Responsibility
- Community

### Students:

**To enable all students to approach their futures with spirit and confidence, we expect that every student will:**

- Be respected and respectful as an individual
- Be tolerant and nurture individual diversity
- Make the most of their opportunities to learn in an innovative, challenging and inspiring education environment
- Demonstrate a high degree of personal responsibility and accountability
- Take up the challenges that meet them, and dare to dream

### Parents/Carers:

**To enable parents/carers to experience a positive partnership with the college and their students to enjoy school and be happy through the provision of:**

- Open and transparent communication lines
- Supportive and encouraging participation
- An education that meets students' individual needs
- The promotion and extension of students' individual talents and attributes
- A safe and caring environment
- Regular and effective assessment and reporting
- Opportunities to actively contribute to all facets of the school program

**Community:**

**Our aim is to encourage quality relationships with a community that demonstrates its confidence in Kyabram P-12 College by:**

- Taking pride in our achievements
- Seeking our leadership in social competencies
- Rewarding students who demonstrate good citizenship
- Helping to build college resources
- Valuing and providing opportunities for students and graduates

**Staff:**

**Members of staff will fulfil their roles as trusted professionals by:**

- Providing a learning environment that engages all students
- Demonstrating honesty and integrity and a steadfast commitment to the interests of all students and their individual needs
- Preparing, implementing and evaluating engaging programs ensuring that all students make the most of opportunities to achieve personal excellence
- Engaging in quality professional learning which equips them with the skills to provide innovative educational programs which reflect current educational research and new technologies
- Adhering to new and updated college and departmental policies
- Providing support to each other in the fulfilment of our mission and values

## **KYABRAM P-12 COLLEGE EXPECTATIONS OF ALL MEMBERS**

- Broad-brimmed hats or bucket hats must be worn outside at all times in Terms 1 and 4
- Students must be outside during breaks unless supervised inside
- Each classroom must be tidy before leaving it
- Everyone speaks respectfully to each other
- All students must be in full school uniform
- Mobile phones are to be kept in lockers during school hours
- The yard must be left free of rubbish
- Students outside of classrooms must have their planners signed or carry class passes

## **STUDENT CODE OF CONDUCT**

The Code of Conduct is developed within Department of Education guidelines and is designed to promote an environment which provides the maximum opportunity for all students to experience success and optimise their learning potential.

The College places a high emphasis on the development of self-esteem of all students, together with self-discipline and consideration for others.

All students have the right to:

- be treated with courtesy and respect
- a cohesive curriculum which supports their intellectual, social, physical and personal development

- be educated in a safe and positive learning environment
- a full knowledge of the rights, implications, and practices of this Student Code of Conduct
- receive positive recognition for their achievements in all areas of the curriculum
- and environment which is free of discrimination and harassment
- participate in the decision-making process of the College
- be provided with information related to the submission of all work requirements and assessment tasks

The College expects that each student will:

- show courtesy and respect to all members of our school community and visitors
- respect the educational rights of other students
- take responsibility for their own actions
- follow reasonable and clearly communicated instructions by staff
- make the most of their educational opportunities within their individual ability levels, by completing all work set during class time and for homework
- not promote, possess or use drugs of any kind including tobacco and alcohol (excluding medication)
- abide by the rules of the College and specified Classroom Expectations
- take care of their own property and respect the property of the College and other people
- maintain regular attendance and be punctual to class
- remain in the College grounds unless parental and College permission is obtained and
- abide by the College uniform policy including the wearing of broad-brimmed hats.

These behaviour guidelines are essential and non-negotiable. It is recognised that there will be specific occasions when it is necessary to establish temporary or short term rules, to ensure the safety and uninterrupted education of the students.

Kyabram P-12 College is a drug-free learning environment. Like all government schools, students are not permitted to use, share, or sell any alcohol, cigarettes, e-cigarettes, or illicit drugs at school or during any school events (onsite or offsite) at any time. Prescribed medications are to be coordinated with our College Sick Bay staff.

***These expectations apply on all internal or external school organised activities.***

## **COMMUNICATION AND SUPPORT PROCEDURES**

Working together, classroom teachers, Year Level Coordinators and the Learning Community Leader will establish and implement a range of communication and support procedures including:

- year level meetings to discuss welfare and discipline issues
- teacher meetings to discuss progress of students and classes
- recording of student behaviour
- regular formal and informal consultation and discussion
- setting up support groups as required
- accessing the assistance of agencies such as the Department of Families, Fairness and Housing (DFFH) as required.

The expected behaviours at our college are clearly communicated via our School-Wide Positive Behaviour Support (SWPBS) framework and displayed in all classrooms and buildings across the college.

Breaches of school expectations will result in follow up to redirect behaviour. Serious and continued breaches of school expectations may lead to students being withdrawn from activities and/or given consequences that are both incremental in severity and appropriate to the situation.

Procedures to evaluate and monitor the Code of Conduct include:

- regular reviews which involves input from students, parents/ carers, teachers, and appropriate external agencies
- whole school recording and analysis of student management issues
- wellbeing and year level co-ordinator meetings and staff meetings where issues relating to student wellbeing and behaviour are analysed and discussed, and strategies are reviewed and updated to enable improvements

## SCHOOL TIMES

<b>8:45 am</b>	Classrooms open (for primary year levels)
<b>8:55 am</b>	Music played
<b>9:00 am</b>	Check-in
<b>9:10 am</b>	Period 1
<b>10:05 am</b>	Period 2
<b>11:00 am</b>	Recess begins
<b>11:20 am</b>	Warning Bell
<b>11:25 am</b>	Music played
<b>11:30 am</b>	Period 3
<b>12:25 pm</b>	Period 4
<b>1:20 pm</b>	Connections (primary year levels eat lunch in classrooms)
<b>1:35 pm</b>	Lunch break begins
<b>2:10 pm</b>	Warning Bell
<b>2:15 pm</b>	Music played
<b>2:20 pm</b>	Period 5
<b>3:15 pm</b>	School dismissed/ Bus Travellers Assemble

Fruit breaks occur throughout the day.

**Please note, the Prep – Year 6 learning communities are nut free.**

Children should be at school a few minutes prior to commencement time. Please note that not all school days are from **9:00am – to 3:15pm**. Parents will be given prior notice of early dismissals e.g. end of term at 2:15pm.

## GENERAL STUDENT INFORMATION

### ASSEMBLIES

We celebrate student achievements on a regular basis at assemblies. Year P-6 assemblies are every second Friday at 2:30pm. Year 7-12 assemblies are conducted as single year levels throughout the week. Parents and friends are most welcome to attend and are notified of the dates.

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### ATTENDANCE

We want to set every student up for success. Students are expected to maintain an attendance rate of at least 80% for all classes/ subjects, promoting continuous growth in learning. Enrolment and attendance of your people up to the age of 17 is compulsory. For any students who are absent, we ask for explanations to be provided, either by calling the college on the Attendance Line 5851 2100 (option 1), or by entering it directly onto our college compass portal. Students who are late to school must report to the Office to sign in and receive a late pass which is then presented to the classroom teacher. For more information, please refer to our Attendance Policy.

### BICYCLES AND SCOOTERS

#### Prep – Year 6

Children under the age of 9 should not ride alone to school. Adult company is required. Safety helmets must be worn. Children are to wheel bicycles and scooters in the school grounds and store in cage/ racks which is locked during the day.

**Borrowing and lending bicycles and scooters is strictly forbidden at all times.**

The school can take no responsibility for bicycles or scooters.

### BRING YOUR OWN DEVICE (BYOD) FOR YEARS 3-12

We believe that students benefit from having their own device (tablet, netbook or laptop) with them in the school environment. A device allows the student to research, take notes, and complete work, aiding their responsibility for their learning. We have a BYOD program in place of which we encourage Year 3-12 students to take part. If you choose not to be part of this program, we are not able to guarantee that your child will have consistent 1 to 1 access to computers whilst at our College. Mobile phones are not considered suitable devices for this program.

Students will be required to bring their device to school each day in good working order and fully charged. All families will be responsible for the purchase, care, and maintenance of their child's device. Upon signed acknowledgement of the User Agreement, your child will be given access to the college's network and Cloud Services.



## When setting up your device, follow these steps:

### Step 1

Bring your own existing device

- Must support a charge time long enough to be used all day without charging.
- Should have a protective case.
- Tablets/ iPads should have a wireless keyboard option.

We cannot guarantee that all devices will be suitable for access to our network. This cannot be determined until the unit is examined by our IT department. If in doubt, please contact the College.

OR

You could purchase your own new device through our preferred suppliers – Learning with Technologies & JB HiFi. You are also able to purchase through other retailers. If you are unsure of suitability, please contact our IT department.

- Learning with Technologies via their online portal <http://kyabram.orderportal.com.au>
- JB HiFi via their online Portal [www.jbeducation.com.au/byod](http://www.jbeducation.com.au/byod). Please use the school code **KPC24**

### Step 2

Complete the College User Agreement and return to the College, along with the device.

Our IT department will offer you the most appropriate option to connect to the network based on your device. For example, a PC can have the Fully Loaded Edustar image which will require the existing device to be wiped and the following Edustar software loaded, which includes Microsoft Office and Windows 10, and many more other titles.

OR

We can offer an APP (PC Only), which allows access to printers, network, and internet, but limited software is loaded onto the device.

OR

Internet only. For iPads, apps will need to be purchased by the family, as needed.

### Step 3

The configured device is then returned to the student, ready for use. Please refer to the Digital Learning Policy at [College Policies - Kyabram P-12 College](#)

## COMPASS PARENT PORTAL

Using Compass allows you to access up-to-date and meaningful information about our school and your child's progress. Compass includes many features, including the ability to:

- monitor your child's attendance and enter approval for absence or lateness
- pay and approve excursions
- communicate with your child's teachers and update your family contact details
- view your child's timetable and the school calendar

- monitor your child’s homework and learning tasks
- view your child’s learning task results
- view and download your child’s progress and semester reports
- book parent/ student/ teacher conferences

Families will be given access to Compass upon enrolment.

### **DAMAGE TO SCHOOL PROPERTY**

This should be reported immediately to a staff member for follow up. Where school property is damaged due to deliberate or careless acts by a student, the student will be required to meet the cost of the repairs.

### **KYABRAM P-12 COLLEGE COUNCIL**

Our College Council contributes to the development and maintenance of policies. It operates within the guidelines and regulations of the Department of Education. We have the scope to determine policies that are relevant to local needs and priorities.

The Kyabram P-12 College Council has 15 elected members:

- 8 Parent members
- 5 DET employee members (DET – Department of Education and Training)
- 2 Community members
- 2 Student members

The major sub-committees are Buildings and Grounds, Education and Finance.

### **KYABRAM P-12 COLLEGE PARENTS’ CLUB**

The Parents’ Club is a group of people who work for the improvement of the school. It is a relaxed and friendly committee welcoming any parents and friends of our school who would like to contribute some of their time.

Parents’ Club help organise social and service events around the school such as a Mother’s Day and Father’s Day stalls. We aim to raise funds each year which allows Parents’ Club to contribute to various equipment, projects, and awards for the college.

Our scheduled meetings are held when needed where the regular exchange of information between our principal and staff, College Council and the families of our school is promoted, enabled and enacted.

The Parents’ Club endeavours to support the local businesses and the wider community who so generously support our school. We encourage all new families to become part of this fantastic team.

### **OUR COLLEGE GROUNDS**

Students are expected to remain at school for the entire day. No student may leave the school without permission. Parents who wish to collect their primary aged child from school during the day are required to sign their child out. Our secondary aged students wishing to obtain permission to leave the school for appointments during school hours can either take a note to

the Administration Office before school or parents/ carers may leave a message on the school attendance line by calling 5851 2100 (option 1). Students are to collect a pass from the Administration Office. Parents are to collect their child from the Administration Foyer. No student is permitted to leave the school grounds unescorted. If your child is to walk to their destination, please state this on the note. Students are not to be picked up from the school at the start of lunchtime, by friends in cars, and brought back to the school at the end of lunchtime, or to be met at the school by friends.

### **LOST PROPERTY**

All property found must be handed in to the Administration Office. Goods may be collected from lost property.

### **MONEY AND VALUABLES**

If your primary aged child brings money to school, it should be sent in a sealed envelope with the child's name, year and reason for its enclosure on the front of the envelope and given to the teacher. No responsibility will be taken for money left in desks or bags or lost in the playground. It is not advisable for students to wear expensive watches or jewellery to school, or bring such items as computer games, toys and dolls.

Secondary students who bring money for fees etc. to school should pay these to the school office before school or during recess or lunch time. Other large sums of money should be deposited at the administration office for safekeeping and retrieved at the end of the school day. Mobile phones and other Personal Electronic Devices are an individual student's responsibility for safe keeping. The school cannot accept responsibility for the loss of money or valuables left in clothing, bags, or lockers at school.

### **SCHOOL BUS SERVICE**

Students who reside more than 4.8 km from the school may travel on a school bus. All registered school children may be permitted to travel on a school bus provided they are more than 4.8 km from the school and it is the nearest school. All school buses in Kyabram are supervised by the Bus Coordinator of Kyabram P-12 College and permission to travel on a school bus should be obtained.

To ensure efficient and safe operation of buses, parents/ carers are asked to impress on their children the need for sensible and orderly conduct on school buses. If parents/ carers have any concerns or suggestions regarding a school bus, they are requested to direct them to our Bus Coordinator. Any request for travel on buses on an 'ad hoc' basis should be in writing, addressed to the Bus Coordinator. Permission cannot be granted to students to travel on buses for sports training. Bus travellers are not to leave the school grounds once they arrive in the morning.

### **SCHOOL CANTEEN**

Lunches are available to all students from the beginning of each term. The preferred method for ordering your child's lunch is via Qkr. A flyer with instructions on how to download the app will be included at enrolment. Please note, Qkr lunch ordering closes at 9:15 am each morning.

For primary year levels, the classroom monitors collect the lunches from the Canteen at the beginning of lunch and take them to the classroom. Secondary students can order their lunch before school or at recess time. Ordering is done either via the Qkr app or going to the canteen. If you would like to assist as a helper in the Canteen, then please let the Administration Office know as your help would be greatly appreciated.

### **SCHOOL PHOTOGRAPHS**

A photographer visits the school each year to take class and individual photographs. Parents/ carers are advised of the dates, times, and costs. The purchase of photographs is optional.

### **STUDENT ACCIDENT INSURANCE**

Kyabram P-12 College has enrolled all students in student accident insurance. Please contact the Office for more information.

### **LIBRARY RESOURCE CENTRE**

Our Library is a progressive, well resourced, and easily accessible to all students and staff. It supports the learning journey of all members of the school community by providing access for borrowing before and after school as well as during class time. The library operates using the Accessit Library Management System. During library sessions, students may borrow resources each week and engage in the school library catalogue when searching for resources.

The library offers a range of fiction and non-fiction resources that are available in both print and eBook versions. These resources support the curriculum with ICT and equipment. Facilities include flexible learning areas with quiet study spaces, computer access, printing facilities and Makerspace area. The library also offers lunchtime activities to engage and enhance positive learning and build positive relationships within the college. Our Library encourages wider reading to improve literacy through its program of book promotion, purchase of latest releases and scheduled literary events and engaging displays.

## **EXTRA CURRICULAR PROGRAMS AND ACTIVITIES OFFERED**

### **MUSIC AND PERFORMING ARTS**

A range of extra-curricular programs is offered at Kyabram P-12 College. These include music, which is a natural form of expression in the development of children. The Kyabram P-12 College Performing Arts and Music Program is available from Years Prep - 12. The program helps to broaden the cultural life of our community and develops the students' understanding and appreciation of the various type of music.

At our productions, students work together in teams and the program teaches the importance of cooperation, leadership, and responsibility. The Arts program also offers students the opportunity to achieve creative attitudes, skills and knowledge of self-expression and personal development.

Kyabram P-12 College offers a range of instrumental music tuition for all students regardless of ability or previous background.

Provision of Instruments

With exception of larger brass and woodwind instruments, students are required to provide their own instruments. Kyabram P-12 College will hold an information and recruitment session early in Term 1 for Junior Concert Band where quality wind, brass and percussion instruments can be purchased or rented.

Once enrolled, students are expected to attend all lessons, ensemble sessions and performances as part of learning music. Ensemble sessions and lessons occur weekly and lesson times rotate from period to period so as not to create any great impact on a particular regular class. Ensembles can occur at lunchtimes or after school.

## STUDENT ENRICHMENT

The College Student Enrichment Program empowers students to thrive academically and as a member of the greater college community. Opportunities include debating, public speaking, Tournament of Minds, and leadership roles.

## CAMPS AND EXCURSIONS

Camps and excursions provide exciting learning experiences for our students. This begins with a day trip to the Melbourne Zoo in Years 1/2, an overnight trip to Melbourne at Years 3/4 and Sovereign Hill or Canberra at Years 5/6. In Year 7, the camp induction helps form relationships between students, between those new to the college and those who started at our school in the primary year levels. They also develop their relationships with staff. The Outdoor Education course provides opportunities such as surfing, bush walking/orienteering. The Year 10 and Year 12 Melbourne Careers and University camps are invaluable.

## CULTURAL AND ARTISTIC

Annual Drama Expo	Junior Concert Band
Annual Music Expo	Rock Band
Annual Musical production	Saxophone Ensemble
Exhibition of the Arts	Senior Concert Band
Instrumental music program- piano, drums, clarinet, strings, flute, percussion, saxophone, tuba, trombone, trumpet, guitar, oboe, French horn	Senior Stage Band
Intermediate Concert Band	String Orchestra
	Technology Expo
	VCE Year 12 Graduation Ball
	Writers- guest speakers in English

## SCHOOL SPORTS

Kyabram P-12 College is a part of the Campaspe Division in the Loddon Mallee Region. Our students can participate in a large number of sports and events. Our College holds a 7-12 Athletics Carnival and Swimming Carnival, P-2 tabloid/ athletics sports day and P-12 Cross Country to name a few school events. We also are fortunate to participate in events with our local district primary schools such as 3/4 and 5/6 summer and winter sports days, P – 2 Tabloid Sport and Years 3-6 Athletics Carnival. At a division level, we compete in sports such as soccer, basketball, netball, tennis, Aussie Rules Football, cricket, teams tennis, shooting, softball, volleyball, badminton, lawn bowls, etc. These sports allow students the opportunity to progress to Regional, State and sometimes National level.

## STUDENT LEADERSHIP OPPORTUNITIES

Cross-Age Tutor program with primary schools and between Years 7 and 10

Peer Support, Years 7 and 11

College Captains, Year 12

Applied Learning Captains

P - 6 Captains

P - 6 Class Captains

House Captains years 3 – 12

Year 6 buddy program with Prep students

P-6 performing art, visual arts, sports and canteen leaders

School General assemblies conducted by College Captains

Student Council

Student representatives on College Council, Curriculum, Canteen and Grounds and Buildings Committees.

## WORK EDUCATION

Career Reference Centre, Year 10

Key Competencies

Mock Interview program

Parent Information Evenings for Prep, Years 7, and Senior School

Industry & Enterprise Studies, Year 11 and 12

Work education program, Years 9 and 10 Commerce

Work experience programs, Years 10, 11, 12 (especially Year 10)

VET and New Apprenticeships

## STUDENT WELLBEING SERVICES YEARS P-12

We have a Wellbeing Team with a vast range of skills and qualifications who are able to assist students and families with wellbeing needs as they arise. We have the avenues to access external agencies as required. If a student or family member has a wellbeing concern for a student that is at the level of requiring wellbeing assistance, please contact the school.

The college has the support of region Psychologist, Speech Pathologist and Social Worker for advice and support.

- **Wellbeing and Engagement Leader** - Karli Myers
- **Wellbeing Team Members** – Jacqui Gahan
- **Youth Worker** - Tony Greely
- **Inclusive Learning Specialist** – Bianca Reidy
- **Program for Students with Disabilities (PSD)** - Ainslee Kelley
- **Mental Health Practitioner** – Grace Jackson-Kightly
- **Chaplain** - Liz Spicer and David Czech
- **Koorie Education Support Officer** - Wayne Cowley
- **Careers** - Donna Campbell

## PARENT PAYMENT POLICY KYABRAM P-12 COLLEGE

For further information on the Department's Parent Payments Policy please see a one-page overview below or visit <https://www2.education.vic.gov.au/pal/parent-payment/policy>



### FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- Schools may invite parents to make a financial contribution to support the school.



### PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

#### Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

#### Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

#### Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



### FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



### SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.



## KYABRAM P-12 COLLEGE UNIFORM LIST 2024

Items are available at Workwear Connect or Surf'n'Skate. Uniform items may be selected from the list below.

All items can be worn by students in Prep to Year 12 – unless otherwise listed.

Blazer - College navy blazer, to be worn with white shirt and College tie (also over the blue woollen jumper but not with the rugby top)	
Dress - College grey-check dress	
Gloves – navy blue (optional accessory)	
Hat - College navy bucket hat and logo	Hat – beanie navy blue (optional accessory)
Jacket – College showerproof jacket with logo	
Jumper – College navy blue woollen v-necked jumper with logo	
Polar fleece, aqua blue, 1/4 zip, with College logo ( <b>Prep - 4</b> )	
Polar fleece, navy blue, 1/4 zip, with College logo ( <b>Year 5 - 12</b> )	
Polo shirt with College logo	
Rugby Top - College rugby top, navy with stripes, with logo ( <b>Year 5 - 12</b> )	
Scarf – navy blue (optional accessory)	
Shirt - Long-sleeved white shirt with College logo	
Shirt - Short-sleeved white, shirt with College logo	
Shoes - Black runners (minimal branding), black lace-up shoes or black T-bar sandals	
Shoes – Sneakers (any colour) ( <b>P-4 only</b> )	
Shorts - College dress shorts, blue, with logo	Shorts - Navy ( <b>Prep - 4</b> )
Skirt - College skirt, grey check, mid-weight, to be worn with navy tights in winter or white socks in summer	
Socks - White or navy or black socks	
Tie - College tie, navy, with logo	
Tights - Navy (only with the college skirt in winter)	
Track pants - Navy ( <b>Prep - 4</b> )	Track pants - College track pants, navy blue ( <b>Years 5 - 12</b> )
Trousers - College dress trouser, navy blue.	
T-Shirt - Long-sleeved tee shirt, white or navy (Not compulsory but may be worn under school polo)	
Windcheater - Navy Windcheater with College Logo ( <b>Prep - 4</b> )	
Year 12 Jumper is optional for Year 12 students	

### SECONDHAND UNIFORMS

A limited number of second-hand uniforms are available for all P-12 students in the school. For anyone interested in coming to have a look at what is available, please contact the Administration Office.