



# Parent Handbook 2023

This document is reviewed annually



# Contact Details

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💻 [www.kerrystreet.wa.edu.au](http://www.kerrystreet.wa.edu.au)

📘 Kerry Street Community School (page)

👥 Kerry Street – Parents and Extended Families (group)

Admin/Enquiries – *Linda Green*

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Board Chair - *TBC*

[board@kerrystreet.wa.edu.au](mailto:board@kerrystreet.wa.edu.au)

## Office Hours

Monday to Friday

8:30am to 12:30pm

1:30pm to 4:00pm

# Term Dates for 2022

## Term 1

Wednesday 1<sup>st</sup> February – Thursday 6<sup>th</sup> April

## Term 2

Monday 24<sup>th</sup> April – Friday 29<sup>th</sup> June

Staff PL Day Friday 30<sup>th</sup> June

## Term 3

Monday 17<sup>th</sup> July – Friday 22<sup>nd</sup> September

Staff PL Day Friday 8<sup>th</sup> September

## Term 4

Monday 9<sup>th</sup> October – Friday 8<sup>th</sup> December

## 2022 School Camp dates:

Monday 27<sup>th</sup> February – Thursday 2<sup>nd</sup> March

## Staff Development Days (pupil free days) are:

Monday 30<sup>th</sup> January

Tuesday 31<sup>st</sup> January

Friday 30<sup>th</sup> June

Friday 8<sup>th</sup> September

*Timetables and term planners available on request or via our website*



# Family Friendly Education

## Welcome to Kerry Street

We are glad you're here! We hope this handbook gives you the information you need to start with and helps you know where to look or who to ask when you have more questions.

We are a small independent community school, and we aim to provide a friendly and rich educational environment where children work in small classes with friends of all ages. We respond to the needs and talents of individuals and focus on building relationships and a sense of mutual responsibility for the well-being of the school community. Kerry Street Community School was established by parents who wanted to create a school where they could participate in the education of their children and where values promoted at school were compatible with those held at home.

### KSCS Vision Statement

*'Family Friendly Education.'*

### KSCS Mission Statement

*'To be an active, accessible community for nurturing and inspiring authentic learning and living.'*

## KSCS Values and Philosophy

Our KSCS Values and Philosophy have been developed collaboratively in partnership with our whole school community and guide our approach not just in our educational approach, but also in our governance, in our administration practices and in all areas of the school. You can find our [Values and Philosophy](#) on our website.

## What does it mean to join the Kerry Street Community FULL VERSION HWDFONTS.COM

Joining our community means different things to different people, but it is always more than just enrolling your child. It involves responsibilities - a commitment to pay fees and be involved in jobs, to work together with your child's teachers, and to contribute something of yourself to the community. It also presents opportunities - the chance to be involved in your child's education, to learn, to make great friends, and to contribute your skills and develop your talents within our community.

## School Governance

Kerry Street Community School is an Incorporated Association, and when a child is enrolled at Kerry Street, their parent(s) or guardian(s) automatically join our Association.

We are governed by a Constitution and a Board made up of parents, the Principal, a teacher and members of the wider community. Board members are elected at the **Annual General Meeting (AGM)** usually held in Term 2 each year. The Board is responsible for the governance of the school and the performance of the Principal.

Among other things, the Board develops our Strategic Plan and policy, allocates funds for major expenditure, maintains the buildings and grounds, promotes the school in the community and manages serious complaints. The Board delegates the day-to-day management of the school to the Principal and does not get involved in operational matters, such as staffing. If you are interested in finding out more about the Kerry Street Community School Association or what is involved in becoming a Board member, contact the **Board Chair**.

**Whole School Meetings (General Meetings)** are held occasionally for specific purposes such as collecting input and ideas from families, agreeing on changes to our Association or resolving issues affecting the whole community

Our children also have regular class meetings and Kids' Council meetings to help resolve issues relevant to them, provide feedback to the staff, and plan activities.

## School Management

The Principal has the responsibility of managing the school. They are responsible for all aspects of staffing, the education program, the well-being and behaviour of the students and the overall day to day running of the school.

A sub-committee led by the Principal employs staff members. The teachers are responsible for their class program, the students in their care, and working together with the Principal in the overall management of the school.

## Current Teaching Staff

<i>Melissa Kennedy</i>	Principal
<i>Taylah Griffin</i>	Deputy of Teaching and Learning and Teacher
<i>Jess Forth</i>	Teacher
<i>Jacey Long</i>	Teacher
<i>Cindy May</i>	Teacher
<i>Dave Exham</i>	Teacher
<i>Tom Francas</i>	Teacher and Education Assistant
<i>Carolyn MacDonald</i>	Education Assistant
<i>Kisani Weldon</i>	Education Assistant
<i>Belinda Allen</i>	Education Assistant
<i>Simmone Hamman</i>	Education Assistant
<i>Caroline Colliss</i>	Specialist Teacher: Art and Education Assistant
<i>Eylsh Hodgins</i>	Specialist Teacher: Drama & Music
TBC	Specialist Teacher: Languages
<i>Lisa Farrell</i>	Wellbeing Coordinator

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## **AISWA**

As an independent school, Kerry Street is a member of the Association of Independent Schools Western Australia (AISWA), a non-profit organisation that supports, represents and promotes the interests of Independent Schools in WA. AISWA provides our school with a wide range of services including specialist consultants, staff professional learning, policy guidance and compliance support.

## **Policies**

All our school policies are available on our website - [KSCS School Policies](#).

## **Fees**

Kerry Street is an independent school and relies on student fees to supplement government funding. We keep our fees as low as possible in order to remain accessible.

Tuition fees are reduced by 25% for a second child from the same family who attends Kerry Street at the same time. Third and subsequent children receive a sibling discount of 50% per child.

**Fees are due by the end of Week 2 every term.**

It is your responsibility to keep up to date with fee payments. If you find that you are experiencing financial difficulty or would like to pay your school fees via instalment, please contact our [Bursar](#), for more information.

Read on to view our current fee schedule.

## 2023 Fee Schedule

	Per Term	Per Year
1 <sup>st</sup> Child's Tuition	\$884.00	\$3,536.00
2 <sup>nd</sup> Child's Tuition (25% discount for sibling)	\$663.00	\$2,652.00
3 <sup>rd</sup> and subsequent Child's Tuition (50% discount for each sibling)	\$442.00	\$1,768.00

Non-Refundable Application Fee	\$55.00 per student. Must be paid when submitting Enrolment Application form and prior to commencing student trial.
Enrolment Fee – nonrefundable	\$600.00 for first child, \$300.00 for each subsequent child. No discounts applicable. Payable in advance to secure enrolment. Payment plans are available.
<b>Levies</b>	
Kitchen lunch Levy	\$100.00 per family per term.
Community Jobs Levy	\$250.00 per family per term.
<b>Additional Charges</b>	
Insurance	\$20.00 per student per year. Payable with Term 1 fees.
Excursion	\$50.00 K/PP per year (or pro rata for mid-year enrolments).  \$100.00 Year 1-6 per year (or pro rata for mid-year enrolments).

IT Levy	\$100.00 K/PP per student per year  \$215.00 Yr 1-6 per student per year
Swimming	\$170.00 – Pre-Primary – Yr 6
Yearbook	\$25.00 – one book per family

Please note: Levies are optional. Should you wish to partake in one or all jobs, the levy fee is not applicable for that job. These jobs are what make our school a community and help us to keep our fees as low as possible.

Whilst all care is taken to ensure the above information is correct at the time of writing, all fees are subject to change.

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### Banking Details

Kerry Street Community School

BSB: 016 307

Account No: 440657161

## Kindergarten Program

Kindergarten fees are the same as Pre-Primary and Primary fees despite attending two and a half days a week. This is due to funding calculations - the Australian Government (our major source of income) does not fund Kindergarten students.

Kindergarten Timetable	
Monday	8:45 am – 12:30 pm
Tuesday	8:45 am – 3:15 pm
Thursday	8:45 am – 3:15 pm

## Family Support

There are many ways our school actively supports our families who face financial difficulties.

Situation	Support Available	Applied	Notes
2+ children in family attending KSCS	2 <sup>nd</sup> child – 25% reduction in their fees 3 <sup>rd</sup> + children – 50% reduction in their fees	When the enrolment form is signed for each child	
Sole parent /guardian	50% reduction in community job hours/levy for the parent/guardian	When the enrolment form is signed – it is the parent/guardian’s responsibility to inform the school if their situation changes	A sole-parent family is where only one parent/guardian is contributing to the full-time care and financial support of a student
Financial issue – unable to meet a fee payment	Payment Plan set-up to spread payments and pay off over time	When issue is communicated to the Bursar and approved by the Principal	
Ongoing financial issues	Paid coordinator position	Applied for at the beginning of each school year  Otherwise, when the issue is communicated to the Bursar, approved by the Principal and a coordinator position is available	A coordinator position is not available in conjunction with sole parent /guardian assistance

Remission - Family emergency	Temporary reduction in job hours/levy requirements	When the issue is communicated to the Bursar and approved by the Principal	At the discretion of the Principal, depending on the circumstance
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We strongly encourage you to contact our [Bursar](#) or [Principal](#) if you face a change in circumstances and are worried about your ability to meet your obligations.

## Parent Contribution

Parents contribute to the successful running of Kerry Street Community School in many important ways. Your contribution helps to keep our community strong and supportive and school fees as low as possible. Each term families are required to participate in completing 'jobs' or pay the associated levies.

Family Jobs Summary		
	Lunch	Community Job
<b>Hours per family/per term</b>	4 hours minimum	10 hours minimum
<b>Levy Option Per term</b>	\$100	\$250
<b>Contact person</b>	Community Job Coordinator	
<b>How to participate</b>	Contact the Community Job Coordinator to sign up for tasks	
<b>Record Keeping</b>	Complete online Food Handling course. Complete paperwork in lunch folder on day worked. Present receipts for expenses refund.	Record jobs completed/hours worked on individual log. Email completed log to the Community Job Coordinator at the end of each term.
<b>Notes</b>	Organised through a roster system. Completed one day per term.	May be completed through a variety of tasks over the term. Busy Bee and Cleaning roster participation counts towards community job hours.
<b>Sole parents</b>	Community Job requirements reduced by 50% Authorised by Principal/Bursar	
It is the responsibility of families to keep track of their hours worked and to return their completed log each term or a levy will be charged.		

## Community Jobs

Another way we work together at Kerry Street Community School is by choosing community jobs to complete each term. These jobs include working on some of the many tasks involved in running a successful and happy school. Jobs up for offer include tasks that a school would normally contract out, e.g. gardening, sweeping, washing, graphic design, grant applications or maintenance etc. The list goes on!

You can find lots more information about Community Jobs and how you can participate in our Community Jobs handbook available on our website and in the newsletter.

**Helping in the classroom or on excursions is considered normal school participation and not eligible for community job hours.**

### **Busy Bee**

Each term we hold a Busy Bee to tidy up the school and to work on school projects. Participating in Busy Bees is a great way to clock up some community job hours and to get to know the school community.

Busy Bees are usually held on one Saturday morning each term with morning tea provided. Children are welcome to attend but must be actively supervised by parents.

If you are unsure how to meet your community job requirements there are plenty of places where you can find out more. Our administration team are always happy to discuss your strengths and interests and what community jobs you might like to complete when enrolling, or you can contact the **Community Jobs Coordinator** at any time. Some jobs will be advertised via the newsletter, Facebook group or email. Please don't hesitate to be proactive as there is always something to do!

## Parent Coordinators

Parent Coordinator positions support families in meeting their fee obligations and provide valuable support to the school, keep costs down and therefore fees lower. A real win-win situation!

At the beginning of each year, a variety of paid coordinator positions are made available to parents through application. Occasionally, parent coordinator positions become vacant during the year, and may be available if you face a change in circumstances.

In exchange for 20 hours work per term, coordinators receive 10 hours payment applied to their fee invoices and 10 hours community jobs credit per term.

The specific coordinator positions available each year varies depending on need, but usually include:

- Community Jobs Coordinator – coordinates rosters and parent participation
- 3 x Cleaning Coordinators – weekly cleaning duties
- Kitchen Coordinator – manage invoicing and lunch payments
- PR Coordinator – coordinates Parent Forum and community events
- Internal Maintenance Coordinator
- External Maintenance Coordinator

Please see our community jobs handbook for more information about Parent Coordinators and Community Jobs.

## **Buddy System**

Kerry Street Community School runs a Buddy System for new families. We want new families to participate in and enjoy our school community as much as we do and having a welcoming and supportive introduction to our school is the first step in making this happen.

It can be confusing figuring out which rosters to sign up to, who the various parent coordinators are and how to contact them, and where to find things, not to mention understanding all the day-to-day information you are confronted with when you first join a new school. Your buddy will be organised during your child's first few weeks of school and will be there to answer your questions, show you around and remind you of any special events happening. They may also have a child in the same class as you so can be a great avenue to meeting other parents.

## **Lunch Roster**

Parent-made lunches are an important part of Kerry Street's culture and history. We have had many delicious meals prepared by parents, and we hope to share many more. Recently, our parents have produced the 'Kerry Street Kitchen Cook Book' full of delicious and nutritious recipes loved by our community. This resource is invaluable for new cooks, as the recipes are based on 'whole school' amounts.

Parents on the lunch roster shop for and prepare lunch, serve and clean up afterwards. We run a fully equipped commercial kitchen with a well-stocked pantry, and there is always someone happy to help you get started on your first cook.

**Completion of an online Food Handling course is required when participating in the lunch roster (organised by the Kitchen Coordinator).**

## **Parent Forum**

The Parent Forum is fundamentally a social group of parents that meet regularly to connect families to the school. This group coordinates social functions, support programs and other events for the school community. These events will sometimes have a fundraising element, though this is not always the primary objective.

The Parent Forum is an avenue where you can learn more about the school and be connected with other families who share a desire to contribute time and expertise to the school. If you have an idea for an event or a fundraiser this is the place to raise it.

If you are interested in connecting with this group then come along to one of our meetings or ask to join the Parent Forum Facebook group: [Kerry Street Parent Forum](#)

## **Community Groups**

There are a number of ways to keep up with different community groups and events. Use the document below to connect with groups either online or by contacting the coordinators.

# Kerry Street COMMUNITY SCHOOL

## Community Information Sheet

### Online //



Kerry Street Community School Facebook and Instagram pages – spaces for sharing learning stories and recent events.

Facebook: [www.facebook.com/kerrystreetschool](http://www.facebook.com/kerrystreetschool)

Instagram: [www.instagram.com/kerrystreetschool/?hl=en](http://www.instagram.com/kerrystreetschool/?hl=en)

Kerry Street Parents and Extended families Facebook group – for parents and extended family of Kerry Street Community School. This is a helpful place to ask questions and stay up to date with everything including what is for school lunch. [www.facebook.com/groups/271198336236341](http://www.facebook.com/groups/271198336236341)

Kerry Street Community Swap, Barter, Sell or Free Facebook group – space to advertise items and find great bargains.

[www.facebook.com/groups/1325546540896640](http://www.facebook.com/groups/1325546540896640)

Kerry Street Website – FAQs, recent events blog, class and specialist information and much more. [kerrystreet.wa.edu.au](http://kerrystreet.wa.edu.au)

### // Parent Forum

Parent forum is a group of parents who typically meet once a term to discuss and organise community events and fundraisers for Kerry Street Community School. Everyone is welcome to attend parent forum meetings and the time counts towards your community hours when you also help out with parent forum events and fundraisers.

You can get connected with Parent Forum through:

WhatsApp [chat.whatsapp.com/EqHogY1GlvfDVkn26UquYV](https://chat.whatsapp.com/EqHogY1GlvfDVkn26UquYV)

Facebook [www.facebook.com/groups/956699934378231](http://www.facebook.com/groups/956699934378231)

By contacting the Public Relations Coordinator at [publicrelations@kerrystreet.wa.edu.au](mailto:publicrelations@kerrystreet.wa.edu.au)



### Garden Group //



A space to bounce ideas, work with the Kerry Street teachers & students to enhance our edible and native garden areas!

Join the Facebook group at:

<https://chat.whatsapp.com/HtiuHsDnxPE5FsrWuuuUoj>

Or speak to Britta Matthews

### // Playgroup

Kerry Street Playgroup meets on Friday mornings 9-11 am in the Wilderness Area. All families with children aged 0-5 and their siblings are welcome. Kerry Street Playgroup is open to families who aren't currently enrolled at Kerry Street Community school also.

Feel free to come along for a session and try it out before you decide to join. If you decide to become a playgroup member, fees are \$35 per year with PlaygroupWA (\$15 concession) + \$10 per term for playgroup.

To learn more you can join our Facebook group [www.facebook.com/groups/533922387078342](http://www.facebook.com/groups/533922387078342) or email [kerrystreetplaygroup@gmail.com](mailto:kerrystreetplaygroup@gmail.com)



## Class Representatives

At the start of the school year, a parent will be identified as the parent representative for each class. This person acts as a messenger between the class teacher and parents. This role usually involves helping the staff arrange excursions and projects and occasionally supporting Parent Forum event coordination. More information will be made available at the beginning of the school year.

**All parents are requested to consider allowing their contact details to be made available to the class representative.**

## Fundraising

Fundraising is an important part of parent contribution at Kerry Street. The Parent Forum is responsible for coordinating fundraisers, though we expect that all families contribute to fundraising events throughout the year. Examples of past fundraisers include class markets, open days, roller skating events, bake sales, outdoor movie nights and market stalls at community events. Participating in organising a fundraising event is a wonderful way to meet families across the school and contributes to community job hours.

Recent fundraisers have funded air-conditioners in the Hall, water fountains, skylights and play equipment. Without this focus, these projects would not be possible.

## Timetable

Please try to ensure your child arrives at school by 8:30am each day, so they can unpack, settle in, catch up with friends and be ready for the start of school at 8:45am. There will be a teacher on duty to supervise students from 8:30am.

8:45am to 11:00am	First morning session
10:00am	Crunch & Sip in class
11:00am to 11:20am	Morning break
11:20am to 12:30pm	Second morning session
12:30pm to 1:20pm	Lunch
1:20pm to 3:00pm	Afternoon session
3:00pm to 3:15pm	Jobs time
3:15pm	End of school

Students need to bring to school each day:

- A hat – essential for all outdoor play all year
- Closed in shoes – compulsory for excursions and play in the Wilderness Space
- Water bottle
- Crunch & Sip – fruit, vegetables, grains, or nuts (packed separately to lunch) which can be enjoyed during the morning session
- A change of clothes and towel – we encourage water play, but students must have the resources they need to get changed if they get wet.

**We recommend that all personal items are clearly labelled.**

You are welcome to stay at school with your child and support them in class or to sign up to help out at school in many different ways.

## **Park Visits**

Our school uses nearby Bakers Square and Dixon Reserve as additional green spaces. Some classes use these spaces for our BluEarth (Physical Education) program during the week and all students participate in our whole school park visits on Friday afternoons. At the start of each year or upon enrolments parents will be asked to sign an annual permission form for local area and ongoing regular excursions. Each term families will receive updated information about how these regular excursions will run and what sport will be taught. Families are always welcome to come along on park visits. If you are collecting your child from an excursion, please ensure you sign your child out with their class teacher before leaving.

If you wish to pick your child up from the park on Fridays before the classes leave to walk back to school, you will need to do so before 3:00pm and ensure you sign your child out with their teacher. Otherwise, you can pick your child up from school at 3:15pm as normal.

**In no circumstance will you be able to pick your child up during their walk back to school.**

## **Attendance**

If your child arrives late (after 8:45 am) please go to the office and sign them in as they may have missed being registered on the roll. Often arriving late means that students have missed important information or instructions. Therefore, it is recommended that you accompany your child to class and help quietly settle them in to avoid disturbing the rest of the class. If you need to pick your child up early, please sign the register at the office before you leave.

Students should not arrive at school before 8.30am as supervision is unavailable before school. In exceptional circumstances, please contact your child's teacher to arrange for supervision before 8:30am.

If you wish for your child to be collected by someone other than their parent or guardian, you will need to ring the office to give permission for this to happen. This process must be followed each time a child is collected by an alternative person. Alternatively, ongoing permission may be arranged for regular occurrences. The first time someone new picks up your child, they will be asked for photo ID.

Explanations for all absences are required and you must let the school know, by phone or email, if your child is sick and won't be attending school. We will also call you to come and collect your child if they become ill or are injured while at school.

## **Sickness**

Please don't send your child to school if they are unwell as they usually need extra rest and care. We would also like to minimise the spread of any viruses amongst the rest of the school community. Let us know if you suspect your child has a communicable disease or has been diagnosed with one. The school follows the Department of Health, WA - Communicable Diseases Guidelines and recommended periods of exclusion from school will be followed.

Head lice can be a recurrent problem in all schools, and we appreciate the whole school communities' cooperation in managing outbreaks. Please inform the school if you discover any head lice, and we will ask the community to check and treat too. Once treatment has started, students are free to return to school.

## **Administering Medication**

Under no circumstances will medication be administered to children without full written instructions from parents. Forms are available from your child's teacher or the office. Medication is to be kept in the care of staff.

**Under no circumstances is medication to be kept in a child's school bag.**

Medication must be labelled with the child's name, the name of the medication and prescribed dosage. Medications that have been prescribed for another person, are not clearly labelled or are out-of-date will not be administered.

## **Health Conditions**

Parents of students with particular medical conditions, e.g. epilepsy, allergies or asthma will be asked to assist in developing a Health Care Plan for their child. Your child's doctor will also be asked to review and authorise the Health Care Plan. Please ensure you

inform our administration team of any pertinent illnesses or medication requirements upon enrolment and keep us updated of any changes.

All medical forms need to be reviewed and updated every 12 months or earlier if there is a change to the condition or medical treatment required.

**Parents are responsible for ensuring that all medication stored at the school for their child has not passed the expiry date.**

## **Medical Emergencies**

Every effort will be made to contact parents if a medical emergency arises. However, in the case of a medical emergency, children will be treated by staff and, if deemed necessary, an ambulance will be called, or they will be taken to a local doctor.

Please ensure that all data pertaining to health, emergency contacts, and the name and telephone number of your medical practitioner on your child's enrolment form is up-to-date.

## **Dental Therapy**

The School Dental Service provides a free dental service and emergency dental care for school children, commencing in Pre-primary. Children from Kerry Street Community School attend the Beaconsfield Dental Therapy Centre located at Beaconsfield Primary School, 5 Hale Street, Beaconsfield.

All newly enrolled children, Pre-primary, Year 3 and Year 6 students will be screened by the dentist to ascertain any problems, and the possible need for a referral. Parents are informed if such treatment is considered advisable and must give written consent prior to any treatment being undertaken.

## **School Community Health Nurse**

The School Nurse visits the school on a regular basis. A hearing and vision check will be offered to each child during their first year of schooling. If parents or teachers identify concerns in other areas, it will be checked by the nurse and referred further if necessary.

Other students will be seen on a referral basis. Referral forms are completed after discussing the issue with the class teacher. No child will be assessed by the nurse without signed parent consent. A copy of the results is provided to the parent and teacher.

## Parking

Like parking at every school, ours is limited in terms of its availability, making school drop offs and pick ups a bit of a headache from time-to-time. We are aware of the issues our site causes and are investigating options for additional parking.

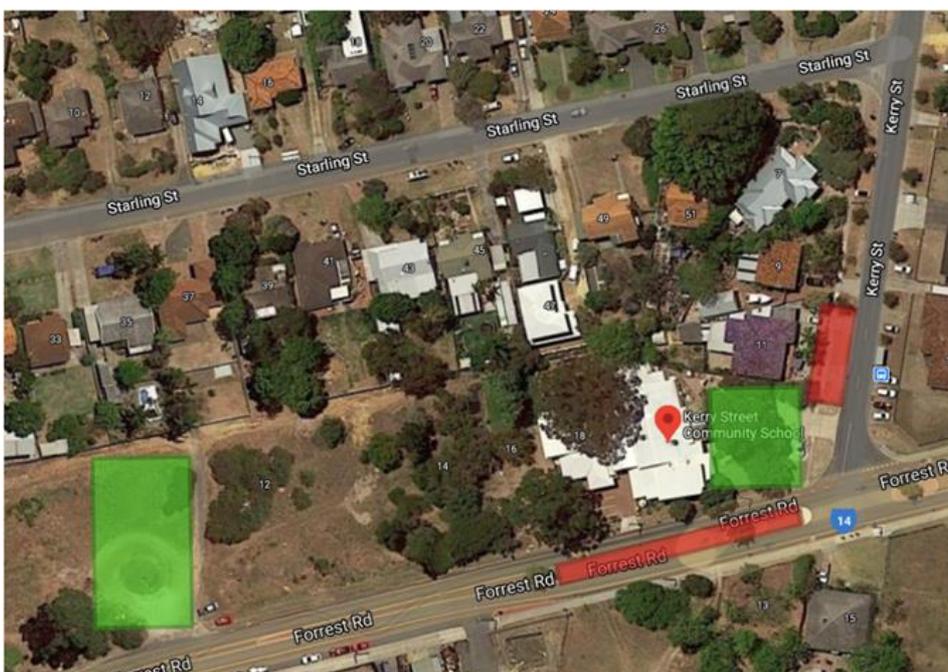
We strongly encourage families to use active transport, such as walking and riding to school. Cockburn City Council has lots of resources to support this, you can find out more at [Walking, Cycling and Public Transport - City of Cockburn](#).

Please note that parking for school drop off and pick up is located in the Kerry Street car park, or on the vacant lot behind the Wilderness Space. See green areas marked on the map below. Limited additional parking may be available at the Pear Tree Café or there is plenty of space to park at Baker's Square.

Whilst waiting for children, please turn off your engines rather than idling in the carpark. I know that in this warm weather the air con is tempting but our car park is a busy place, and we would like to keep the air clean and fresh. If you are waiting for your children, feel free to come into the playground from 3:15pm and enjoy the (hopefully) cool breeze.

For your safety and as a courtesy to our neighbours, we ask that you refrain from parking on median strips and street corners, as identified in red in the map below. We are aware of two previous incidences where vehicles have collided with cars parked on the median strip outside the administration building. We also ask that you are mindful of our neighbours by not parking in or blocking access to driveways of adjacent homes.

**Please be aware, owner permission is required to park on verges.**



## **Your Move**

Kerry Street Community School is a member of the Your Move Schools program. Your Move is a Department of Transport program that encourages students and their families to get active by walking, scooting and riding to school, or catching public transport, more often. Simply by changing how your child travels to school a few times each week can deliver lifelong benefits. Increasing active transport to school has been proven to lower childhood obesity, establish healthy habits and improve concentration and academic performance. Reducing the number of cars around the school at drop off and pick up times also helps improve safety and reduces pollution.

Individuals can also join the Your Move movement. By completing activities and posting stories onto the website we earn points and can translate this into funding for active transport facilities and activities like scooter racks, bike maintenance check-ups, bike education sessions, bike repair kits, and much more!

## **Bicycles and Scooters**

We encourage you to walk, bike or scoot to school whenever possible. Not only is this a wonderful way to keep active and connected to the local community, but you will also help reduce the parking congestion and traffic dangers around our school at drop-off and pick-up times. The Road Safety Commission recommends children under the age of 10 should ride under the supervision of an adult.

An area inside the school grounds is provided for bikes and scooters to be left during the school day. For security purposes, please provide a chain and lock. While as much care as possible is taken by the school to ensure the safety of bikes and scooters, we do not accept responsibility for damage or theft.

Students may only ride bikes, scooters and skateboards within the school grounds with permission from the duty teacher. Helmets must be worn at all times.

## **Clothing and Hats**

Kerry Street does not have a uniform. We strongly believe that by allowing choice of clothing each day encourages freedom of expression and development of independence. Please support your child by helping them select clothing that is appropriate for the activities they participate in at school and protects them from the sun.

All students are required to wear hats when they are outdoors, all year round. If they forget to bring one to school, they will be asked to remain in the undercover areas to play. For more information on our sun safety requirements, please see our [Sun Protection Procedure](#) which accessible via our website.

Shoes are also required for many activities at school, and students need to have a pair with them every day. Although thongs are ok for some school-based activities within the grounds, closed-in shoes are required for all activities in our Wilderness Area and all excursions. Students are also required to wear sport shoes for BluEarth and Sporting Schools excursions. Please check with your child's teacher if you are unsure what shoes they will need for a particular activity.

Lost property is collected up and regularly displayed outside the office. It does not take long for a massive pile to appear! If your child has lost anything, this is the place to check first. It would be wise to have a look over the lost property regularly as it is all donated to charity at the end of every term.

**Please label all your child's clothing, hats and shoes to ensure that it can be returned to them if lost.**

## **Mobile phones and Cellular Devices**

Students are permitted mobile phones and cellular devices such as smart watches at school provided their use is in line with our [Email, Internet and Electronic Devices Policy](#). Students who bring such devices to school are required to sign an [agreement](#) in advance. Mobile phones must be turned off, kept in bags and not used during school hours. Parents on site should ensure their use of mobile phones adheres to the Community Code of Conduct.

The school will contact you directly if needed and parents can contact the office to leave a message for their child.

## **Photographs at School**

Parents may only take photos at school of students with the permission of staff and for a specific purpose. At school events (e.g. excursions, camps, performances etc.), careful judgement must be used to ensure that only appropriate images are taken.

**No images of students (other than your own) must ever be uploaded to any social media site.**

## **Healthy Eating**

At KSCS, we encourage healthy eating through our [Food and Nutrition Policy](#). Role modelling of healthy eating is achieved through our School Lunch Program and through educational activities that foster ethical and healthy food choices.

**Lollies, chocolates and sweet drinks are not allowed at school.**

If you have an abundance of a particular food at home, such as a crop of fruit, that you would like to share with the community, please advertise the item as such and leave on the kitchen bench. Please monitor the freshness of the items personally and discard if they are past their best.

## **Waste Wise**

Kerry Street is an accredited Waste Wise School, and we encourage all families to ensure that lunchboxes are as free as possible from cling film and other disposable packaging. We also collect our food scraps, which are composted or fed into our worm farms and used to nourish our kitchen gardens.

## **School Lunch**

Your child is welcome to sign up for school lunch, available Mondays to Thursdays.

**Fridays are park visit days, so no school lunch is available: please make sure you pack extra food for your children.**

The school lunch sign-up list is available on the kitchen bench daily. Currently, the cost is only \$2 per meal! Parents can sign up and join in anytime too. Participation is tracked, and you will be regularly invoiced in arrears for meals you or your family members have participated in.

Vegetarian, Vegan, and Gluten-Free dietary requirements are catered for within the school lunch menu. For all other dietary requirements and preferences, it is requested that you self-cater for your child or yourself. This also applies to camp and other school events.

The sharing of personal food items from lunch boxes is discouraged as many parents like to keep track of their child's eating habits and also to avoid the additional supervision required to monitor children's dietary preferences and allergies.

## **Excursions**

We go on many excursions every year. Real experiences are valuable and crucial to our education programs. However, we can't do these things without the support of parents, and your participation and assistance are welcomed. Parent volunteers provide transport for most excursions, or you are welcome to drive your own child if you prefer.

An online permission form will be sent to you to complete before every excursion and must be completed for all students before all bus excursions. A permission to travel in private vehicles form is required if we are using private transport. It helps the teachers immensely if parents could ensure these are returned to their class teacher as early as possible before an excursion.

## Camp

Usually, our whole school goes on camp once a year and family members, including pre-school siblings, are encouraged to attend. Whole school camps are a wonderful chance to meet new people, get to know staff and parents better and to relax and have some fun. Students in Year 3 and above may attend camp without family members and attend under the full supervision of staff.

**All adults attending School Camp overnight must have a current WWCC (Working with Children Check) card.**

NB: As you are classed as a 'volunteer' the Principal can sign your application form.

Please note: **School is closed during camp** as it is deemed as a compulsory attendance activity. If you choose for your child not to attend, you are responsible for your child's supervision, at home, for the duration of camp. Day trips are commonly available, depending on location, if you cannot commit to attending camp overnight.

**School-aged students not attending KSCS are not permitted to attend school camp.**

## Graduation

Our end of year Graduation is a whole school celebration where we honour our departing Year 6 students and their journey through our school. All students, parents and extended families are invited, and you are strongly encouraged to participate and celebrate with us.

## Behaviour Guidance

At KSCS, we use Non-Violent Communication and follow a Restorative Justice approach to everything we do, including guiding behaviour. The following three principles summarise our approach:

1. We collaborate with students to set objectives for how we will work together, mutually and consensually.
2. Teachers and students focus attention on the feelings and needs motivating each person and secondly on what actions might best meet their needs – at no one else's expense.
3. Students are motivated by their eagerness to learn and not by fear of punishment or promise of rewards.

The specific Restorative Justice framework we work within at Kerry Street is Non-Violent Communication (NVC). The school regularly organises NVC workshops for all our

community - staff, parents and Board – to enable a whole school understanding and approach to behaviour management.

Ultimately, the relationship between the student and their teacher, student and parent, and parent and teacher is the prime motivator for enacting change that will benefit individuals. Relationships are the key focus of all of our work.

Students and their families are required to sign Codes of Conduct when joining our school. The Codes of Conduct outlines an existing set of agreements for behaviour that have been developed mutually across the community. Each year, the Student Code of Conduct is explored within classes. If students do not cooperate with these agreements, a parent meeting will be held, together with the student, to work through meeting the needs and feelings of all parties involved and to develop ongoing actions that fulfil everyone's needs.

## **Child Safety and Wellbeing**

Kerry Street Community School is a Child Safe Organisation, and we maintain a culture of child safety and wellbeing. All our policies, procedures, practices and strategies are underpinned by our nominated child-safe organisational framework, **National Principles for Child Safe Organisations**.

The Principal, all school employees, and volunteers owe a duty of care to the students, and they have a right to feel safe at school and in the wider community. This includes taking all reasonable care to protect students from foreseeable risks of harm and/or injury during any school activity on or off school grounds. All students will be supervised by staff during all school activities, on or off school grounds.

As part of our commitment to the National Principles, the school regularly reviews policies and procedures regarding student safety and wellbeing in consultation with students, staff, and the community in various ways. Regular professional learning in child protection is completed by staff, the Board, and volunteers and all staff, volunteers, and visitors are appropriately screened, trained, and supervised. Parents and guardians also receive information about our protective behaviours' curriculum, the school's Codes of Conduct and how to report breaches.

**If you have any concerns about behaviour which is not permitted by our codes of conduct, please report them to the Principal (or the Board Chair if your concern involves the Principal).**

Kerry Street Community School explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment. See below for definitions of these terms.

**Child abuse:**

1. Physical abuse occurs when a child is severely and/or persistently hurt or injured by an adult or a child's caregiver.
2. Sexual abuse, in relation to a child, includes sexual behaviour in circumstances where:
  - a) the child is the subject of bribery, coercion, a threat, exploitation or violence;
  - b) the child has less power than another person involved in the behaviour; or
  - c) there is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour.
3. Emotional abuse includes:
  - a) psychological abuse; and
  - b) being exposed to an act of family and domestic violence.
4. Neglect includes failure by a child's parents to provide, arrange or allow the provision of:
  - a) adequate care for the child; or
  - b) effective medical, therapeutic or remedial treatment for the child.

**Corporal punishment:**

Any punishment in which physical force is used and intended to cause some degree of pain or discomfort, however light; typically involving hitting the child with the hand or with an implement; can also include, for example, forcing the child to stay in an uncomfortable position. It does not include the use of reasonable physical restraint to protect the child or others from harm.

**Degrading punishment:**

Any punishment which is incompatible with respect for human dignity, including corporal punishment and non-physical punishment which belittles, humiliates, denigrates, scapegoats, threatens, scares or ridicules the child.

## **Protective Behaviours Curriculum**

All schools in Western Australian are required to teach a Child Protection Curriculum, and at Kerry Street Community School, we implement the *Keeping Safe: Child Protection Curriculum*. Teachers delivering the program have received training in the Curriculum, and we regularly provide families with information about the program.

*Keeping Safe* aims to help children learn to recognise abuse and develop ways of protecting themselves from abuse. In wider terms Keeping Safe covers rights, relationships, responsibilities and ethical behaviour. The Curriculum is delivered age-appropriately and will look different in each class. If you have any questions about this Curriculum, please don't hesitate to contact your child's classroom teacher.

Our school actively supports child safety and well-being principles in many other ways too. Students are involved in decisions that affect them through developing annual classroom agreements, ongoing restorative justice practices, participating in Kids Council meetings to resolve whole-school issues, completing annual surveys, providing a child-friendly complaints procedure and through many day-to-day embedded whole-school practices.

## **School Psychology Service**

Our school is supported by AISWA's Schools Psychology Service (ASPS) which provides a specialist psychology-based service to AISWA schools in order to effectively assist schools and school staff in supporting, engaging and educating students.

## **Custody of Children**

The school must be made aware of any court orders that relate to the care of children and provide a copy of those court orders to the Principal. This is necessary to ensure that children are released to parents / guardians that have been given the authority. The school treats all such cases confidentially.

## **Wellbeing Coordinator**

Our small school is fortunate to receive funding through the Federal Government's National School Chaplaincy Program to employ a Wellbeing Coordinator for two days a week. The role of our Wellbeing Coordinator is to provide pastoral care and emotional wellbeing support to students. Our Wellbeing Coordinator may work one-on-one with students, run various small groups based on current needs or work alongside teachers in the classroom. Our Wellbeing Coordinator can also work with families and provide information and external resources to support student social and emotional wellbeing.

# Child Friendly Complaints Procedure

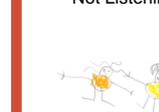
Kerry Street Community School has developed a child-friendly complaints procedure to support students in seeking help on any matter that affects them or their peers. This procedure was developed in conjunction with our students, and it is actively promoted throughout the school and reviewed with students on a regular basis.



What is your complaint about?

- School Grounds
- Myself
- Friends
- Teachers

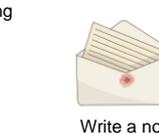
This includes things like:

 Unsafe playground  Unknown person  Fire	 Someone forcing me to do something  Hurt  Allergic Reaction	 Bullying  Annoying  Being mean	 Not Listening  Feeling unsafe  Arguing with teacher
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Who can help?

 Duty Teacher  Class Teacher  Principal	 Duty Teacher  Class Teacher  Principal	 Duty Teacher  Friends  Class Teacher	 Class Teacher  Principal
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How can I share my concerns or complaints?

Ask for help 	Seek the support of friends, parents or adults to voice your concerns 	Call a Kids Council Meeting 	Write a note 
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## Social and Emotional Learning Programs

Consistent with our school values, Social and Emotional learning is embedded in our school through modelling by staff and in their support of students, particularly during times of interpersonal conflict. Social and Emotional learning is also explicitly taught in all classes through evidence-based programs such as Zones of Regulation.

## Specialist programs

At Kerry Street, we include in our curriculum the various activities, topics and specialist subjects that suit our school, our values and our students. Where possible, these additional programs and opportunities are integrated holistically into our students' learning experiences and approached with an inquiry learning focus. If more appropriate, they are offered as separate subjects.

### Visual Arts

We are very proud of our visual arts program at Kerry Street and consider ourselves lucky to have had dedicated art teachers over the years, including our current Art Specialist, Caroline Colliss. Caroline works with all of our classes as we believe the Visual Arts have the ability to engage, inspire, and enrich the lives of students, encouraging them to reach their individual potential through developing imaginative and innovative thinking.

### Drama and Music

Every year, we teach Drama and Music for a semester each as distinct subjects. Over the years, our students have been fortunate to be exposed to a number of musical experiences including African drumming, didgeridoo, ukuleles, piano and singing, and in Drama they have written and performed a number of Kerry Street-original theatrical pieces.

### Physical Education

Our physical education program is delivered in partnership with the BluEarth Foundation. The BluEarth program focuses less on competition and more on positive participation experiences to develop skills and cooperation. The BluEarth approach is built around 6 key elements:

- Coordination and agility
- Skill activities
- Movement challenges and games
- Dynamic movement control

- Moving in the environment
- Core movement

Classes sometimes head to Bakers Square every week for BluEarth sessions, but you will also see BluEarth games and activities occurring at school any time a run around is needed!

Students also participate weekly in a variety of sports through the Sporting Schools program. Our sport sessions are a whole school activity usually undertaken at one of our local parks on a Friday afternoon. You are welcome to come along and join in anytime.

## Languages

Our Year 1 to 6 students learn Auslan as a part of the Languages curriculum. Our language program is underpinned by the diverse backgrounds of our families and provides opportunities for students to engage with linguistic and cultural diversity.

## Gardening and Environmental Education

Gardening and environmental education has always been a focus for Kerry Street students, with initiatives that get us outside and our hands in the Earth supported and planned for by our classroom teachers. We consider ourselves incredibly fortunate to have obtained vacant land adjacent to our Administration Building on Forrest Road, and we have developed this space into extensive vegetable and bushtucker gardens and a fabulous 'Wilderness Area'.

## **Wilderness Area**

Our Wilderness Area is an amazing resource that supports our KSCS Values and Philosophy and allows us to put our beliefs into practice. All classes spend time in the Wilderness Area working on Inquiries and participating in whole school events and nature-pedagogy. The Wilderness Area is also open regularly during break times for students' free play and is a beautiful setting for community get togethers.

## **Homework**

We do not set homework as a part of the school curriculum as we respect children's rights to uninterrupted family and leisure time outside of school hours. We do encourage all students to read with their parents or to themselves on a regular basis, daily if possible.

Homework may be set at the discretion of the class teacher provided if it is purposeful and relevant to the student's needs. Examples, or situations in which homework may

be set include learning lines for a play, research for projects, catching up on important work that has been missed, or gathering data for an experiment or analysis.

Homework may also be provided to support students who require intervention or extension programs as a part of an Individual Education Plan.

## Reporting to Parents

Parents are advised of their child(ren)'s progress and achievement in formal and informal ways throughout the year, including:

**Informal Contact** – occurs on an informal basis by telephone, email, notices, newsletters, informal conversations and classroom visits. If you wish to speak to your child's classroom teacher about something in particular, please email them and make a time to do so.

**Parent Information Sessions** - these are conducted by teachers early in the school year and include information on classroom programs, procedures and expectations.

**Case Conferences** – conducted throughout the year to work together on serious incidents, concerns, individual learning programs, attendance, or any other matter that may be requested by either teachers or parents as needed.

**Parent-Teacher Interviews** – twice a year, teachers will invite each parent who has a child in their class to participate in a formal meeting to discuss their child's progress.

**Performances and Exhibitions** - to demonstrate outcomes in drama, music, visual arts and other learning areas, a performance or exhibition may be held at the end of a project to celebrate and demonstrate student achievement.

**Reports** – reports are distributed to parents at the end of Semester 1 and Semester 2 and provide a summary of your child's achievement linked to the WA curriculum standards.

**National Assessment Program Literacy and Numeracy (NAPLAN)** - Year 3 and 5 students participate in this national assessment of numeracy, reading, writing and language conventions. NAPLAN Reports are distributed to parents in September.

Communication is the key to the smooth running of our school. Constructive communication helps foster new ideas into reality, maintain relationships and inspire parent involvement.

## Communication

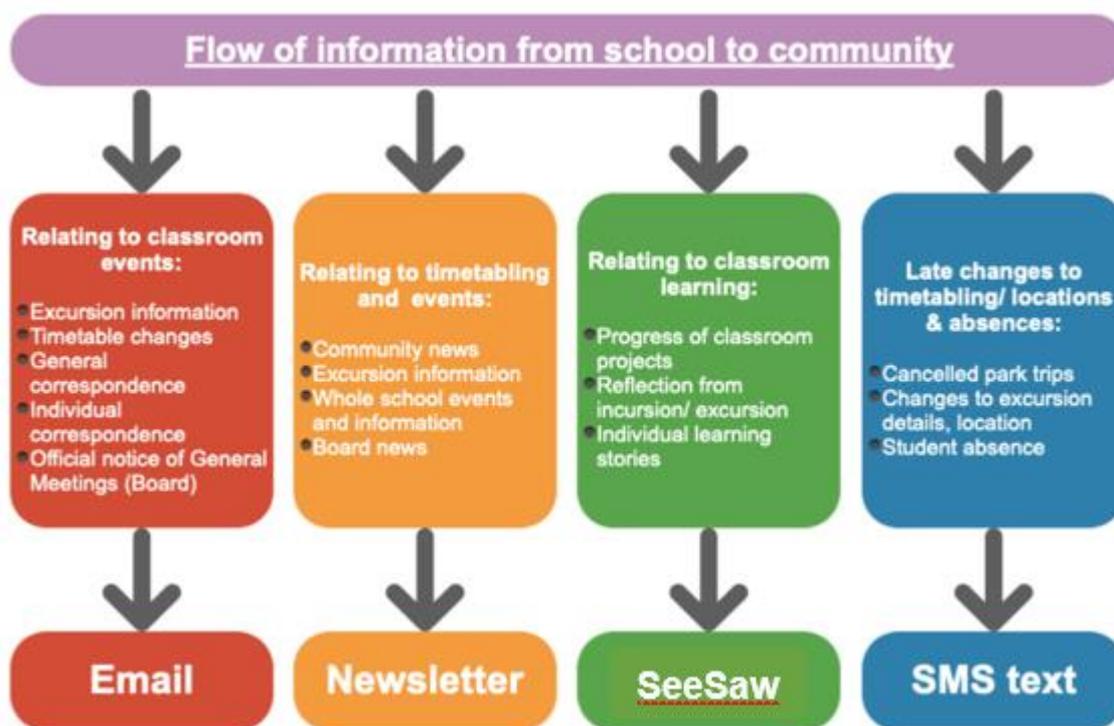
A newsletter called the **Kerry Street News** is emailed to you fortnightly. Please read this when you receive it as we use this newsletter as our main source of communication

to avoid sending endless emails to you! Contributions to the newsletter are always welcome.

Our school also utilises an online learning story program called SeeSaw. This is where you will receive stories and photos about classroom projects, excursions and events that happened around the school. If you haven't received an invitation to sign up to SeeSaw already, please ask your child's classroom teacher to organise this for you.

It is a good idea to meet with your child's teacher formally and informally whenever needed. Please remember to book a time to catch up with the teachers and respect that they may not be able to talk to you immediately.

Kerry Street Community School also has an active Facebook page and Instagram feed, where we showcase our wonderful school to the wider community.



## Who do I approach with questions ideas or concerns

Kerry Street Community School welcomes suggestions and comments from parents and guardians and takes seriously any concerns and complaints that may be raised.

The vast majority of issues causing concern can be handled quickly and in an informal manner. We therefore ask that, where appropriate, you first raise your concern directly with the relevant staff member (see the flowchart below).

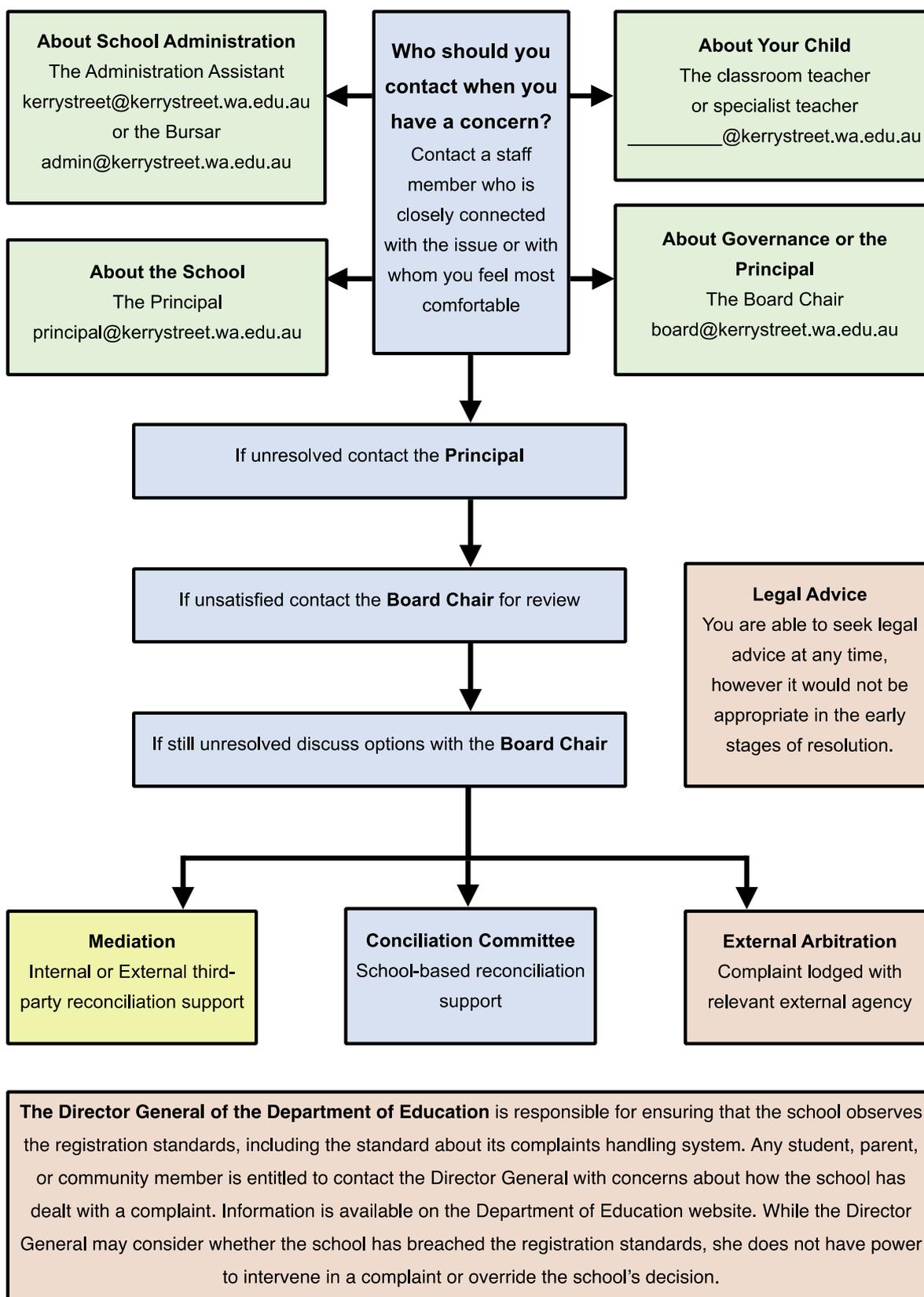
Our belief in Restorative Justice extends to working with all community members, and we will endeavour to work with you to share perspectives and meet needs through every step of the process.

If you have been unable to resolve a matter informally, or simply wish to make a formal complaint you can do so by any of the following means:

1. In person to a staff member
2. Provide details of the complaint via the 'feedback' form on our website.
3. Sending an email
4. Writing a letter to the Principal
5. Telephoning the school

Our Concerns, Complaints, and Disputes Policy Statement leaflet can help you understand how to make a complaint.

## KSCS Concerns, Complaints, and Disputes Flowchart



For more guidance, please see our [Concerns and Complaints Policy](#) and [Concerns and Complaints Procedure and Forms](#) on our website.

## **And finally**

We look forward to getting to know you and your family and sharing in your Kerry Street experience. We hope you find this information helpful to settle into our amazing school and community. If you have any questions, please don't hesitate in asking our Administration team, a staff member, or another parent, they will be able to point you in the right direction.

The most important thing to remember is to join in where you can, start getting to know everyone and enjoy

