KINROSS WOLAROI SCHOOL

2027

JUNIOR SCHOOL HANDBOOK







FROM THE PRINCIPAL

Welcome to Kinross Wolaroi School.

Whether your family is joining our community for the first time or returning for another year, I extend a very warm welcome. It is a privilege to have you as part of our School, and I hope that from the outset you experience the genuine sense of belonging, connection and community that makes Kinross Wolaroi such a special place.

We are enormously proud of our rich history and traditions, but we are equally excited about the future. Our purpose is not simply to prepare young people for what comes next, but to help them discover who they are, what they are capable of, and how they can make a meaningful contribution to the world around them.

At the heart of a Kinross Wolaroi education is the belief that every young person has enormous potential. Academic achievement matters deeply, but education is about much more than results alone. We want our students to become people of character, courage and compassion: curious about the world, confident in themselves, willing to embrace challenge and prepared to contribute positively to the lives of others.

That growth happens in many different places. It happens in our classrooms, on the sporting field and stage, through music and the arts, in leadership and service, through outdoor education and in the everyday relationships that shape school life. We encourage every student to get involved, take appropriate risks, discover new interests and make the most of the opportunities before them. In doing so, they develop not only knowledge and skills, but also resilience, confidence, responsibility and a stronger sense of who they are.

Importantly, no young person makes that journey alone. Education is a partnership, and the strongest outcomes are achieved when students, families and staff work together with trust, openness and a shared sense of purpose. We want every student to be known, valued, supported and challenged, and to know that there are people around them who genuinely believe in their potential.

This handbook provides practical information about the opportunities, expectations and responsibilities that shape life at Kinross Wolaroi. I encourage students and families to use it throughout the year, but also to look beyond its pages. Say yes to opportunities. Build relationships. Ask questions. Contribute. Challenge yourself. The richness of a Kinross Wolaroi education comes from being an active part of the community.

As we begin the year, I encourage every student to approach it with optimism, curiosity and purpose. Set high expectations for yourself, be generous in your contribution to others, and make the most of the opportunities that come your way.

I look forward to sharing the year ahead with you and to seeing each student grow, contribute and flourish as part of our community.

Warm regards,

Timothy Kelly
Principal

OUR MISSION, VISION & VALUES

VISION

Our vision is to deliver leading practice in education that is responsive to the needs of our students and community in our regional context. Through a focus on continuous improvement, investment in people and sustainability, we will thrive in an ever-changing world. We are aspirational for every individual, aiming to live and work with conviction, purpose and meaning, guided by an ethos of social justice, equity and inclusiveness.

MISSION

As a school of the Uniting Church in Australia, we exist to provide a challenging and holistic education that equips our students to live meaningful lives and make a positive contribution to society.

VALUES

Underpinning our Christian beliefs as a Uniting Church School, five core values sustain our community: Courage, where we embrace challenges and stand up for what is right: Respect, shown through understanding and valuing others, Inclusiveness, celebrating diversity and ensuring a safe, welcoming environment, Resilience, building confidence to overcome adversity, and Commitment, demonstrated through service, responsibility, and perseverance in contributing positively to our school and beyond.

COURAGE

Through strength of character and determination, we have the courage to accept new challenges and explore new paths as we actively embrace and initiate change. We have the courage to stand up for what is right and to demonstrate personal leadership when challenged.

RESILIENCE

As a learning community we acknowledge the challenges we will encounter as we strive to make a purposeful contribution to the world. Skills of self- management and responsibility and a breadth of knowledge provide the confidence necessary to overcome adversity.

INCLUSIVENESS

We recognise that the world is a rich and diverse place. With a collaborative spirit and a daily commitment to compassionate and considerate behaviour, we celebrate diversity in all its forms and commit to creating a school that is safe and welcoming for all.

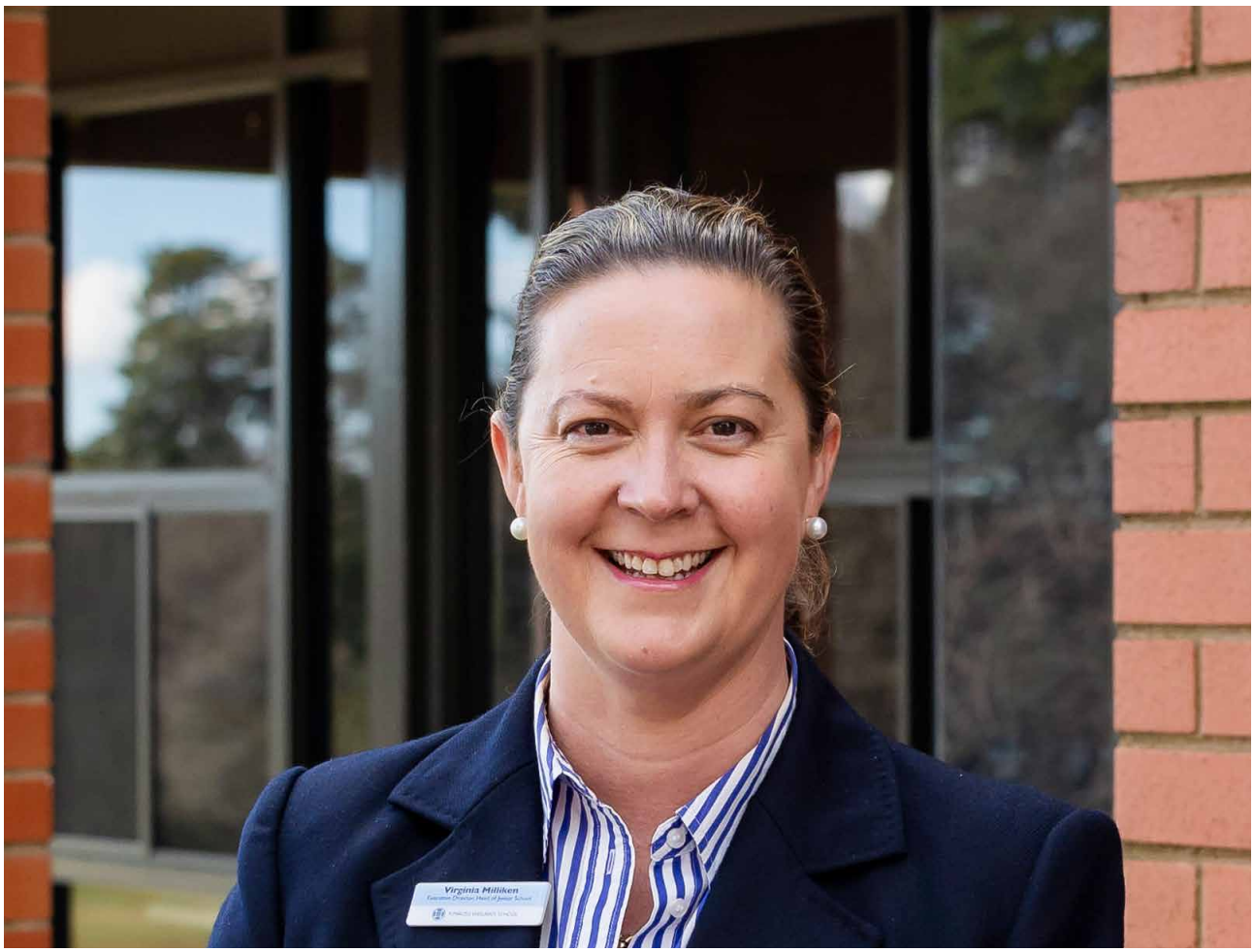
RESPECT

We demonstrate respect for others irrespective of difference and show consideration for ourselves and for one another. We strive to understand the needs and expectations of others and by our actions seek to meet them. We are a community that values and respects effort, achievement and a love of learning.

COMMITMENT

We are committed to making a positive contribution to our school and to others. This requires a spirit of service and a willingness to accept challenges we may not otherwise consider and the persistence to see those challenges through. We take responsibility for our actions, we seek out ways to contribute and we keep our promises.





WELCOME TO THE JUNIOR SCHOOL

Kinross Wolaroi Junior School has a fine tradition and a bright future in educating primary school children. From dedicated and professional staff to outstanding facilities and surroundings, the Junior School educates the whole child using the best in innovation and resources.

Learning programs in the Junior School are designed to challenge and engage students through academically and developmentally relevant activities that help students realise their capabilities.

The Junior School is structured to provide opportunities for students to be involved members of their learning community. Students are active and keen participants in a wide range of curricular and co-curricular activities. We offer specialist programs in Art, Library, Physical Education, Music and Performance, Languages and Sport.

The School's motto of 'Knowledge-Friendship-Integrity' is central to all we do. Underpinning all of this are our School values of Courage, Resilience Inclusiveness, Respect and Commitment.

The Junior School Handbook provides essential information to help ensure the partnership and co-operation between School and home is the very best it can be. Please read through the handbook carefully and note any information particularly relevant to you and your children. There may be additional information or changes to routines or programs during the year. These changes will be communicated to you through the Family Bulletin, the Hub, email or your child's diary.

We greatly value the trust you show in the School by placing your child in our care. Our community seeks to treat each child individually to the very best of our ability, from Pre-Kinder through to the completion of Senior School. Your place as parents is foundational to the success of our endeavours and we look forward to all this year may hold.

Mrs Virginia Milliken
Executive Director, Head of Junior School

2027 TERM DATES

TERM 1

Thursday 28 January – Friday 9 April 2027

- Thursday 28 January - First day Term 1 Pre-Kinder and Years 1-6
- Thursday 28 January - Kindergarten one on one interviews
- Friday 29 January - First day Term 1 Kindergarten
- Friday 9 April - Last day of Term 1

Good Friday 26 March, Easter Monday 29 March

TERM 2

Wednesday 28 April - Thursday 24 June 2027

- Wednesday 28 April - First Day Term 2
- Friday 11 June – Pupil Free Day
- Monday 14 June King's Birthday Holiday
- Thursday 24 June – Last Day of Term 2

Monday 14 June King's Birthday Holiday

TERM 3

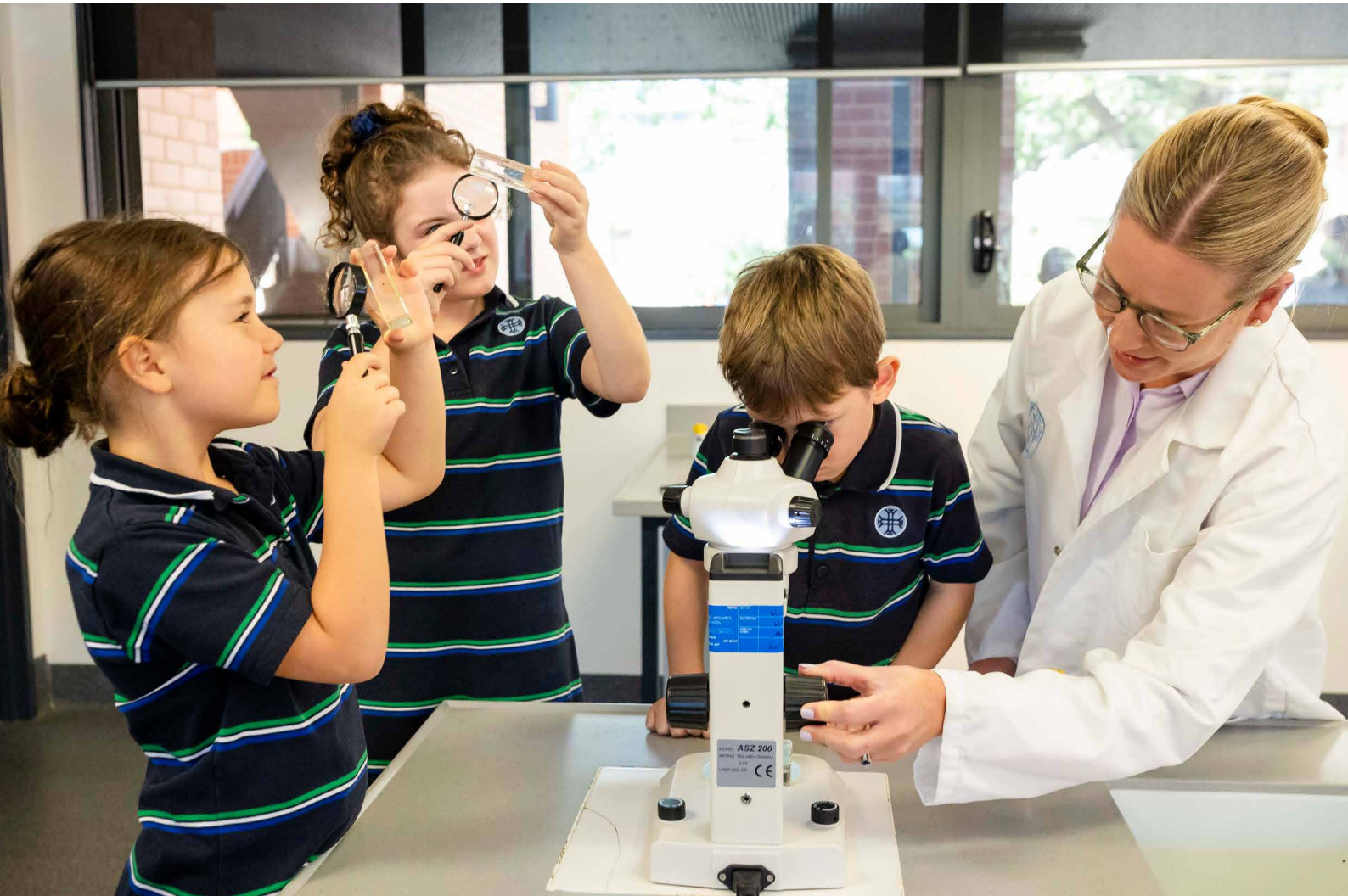
Tuesday 20 July – Thursday 23 September 2027

- Tuesday 20 July - First day of Term 3
- Thursday 23 September - Last day of Term 3

TERM 4

Tuesday 12 October - Thursday 2 December 2027

- Tuesday 12 October - First day of Term 4
- Thursday 2 December - Speech Day and last day for 2027



CONTACT DETAILS AND FREQUENTLY NEEDED INFORMATION

Reception / Main Switch
reception@kws.nsw.edu.au
02 6392 0300

Junior School Appointments
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02 6392 0300

Learning Enhancement Coordinator
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02 6392 0300

Director, Pre-Kinder
Ann-Margaret Gunther
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02 6392 0389

Sport Coordinator
David Brown
02 6392 0412
dbrown@kws.nsw.edu.au

Chaplain
Rev Sally Yabsley-Bell
reception@kws.nsw.edu.au
02 6392 0300

Finance
Lisa Miller
accountsreceivable@kws.nsw.edu.au
02 6392 0300

Health Clinic
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02 6392 0376

Flexi Schools Help Desk
www.flexischools.com.au
1300 631 769

Principal
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Executive Director, Head of Junior School
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Director, Assistant Head of Junior School
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Junior School Performing Arts Coordinator
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Admissions Manager
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GOWRIE – Before & After School
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Canteen
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Executive Director, Corporate & Governance
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Deputy Principal
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School Psychologist
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02 6392 0300

School Psychologist
Emily Reed
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02 6392 0300

Marketing, Communications and Community Engagement Manager
Jennifer Divall
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02 6392 0305

Parents and Friends Association
Secretary | Katie McGilvray
pandfsecretary@kws.nsw.edu.au

Uniform Shop - Noone
kws@noone.com.au
02 6392 0385

KEY FACES AROUND THE JUNIOR SCHOOL



HEAD OF JUNIOR SCHOOL
Mrs Virginia Milliken



PRINCIPAL
Mr Timothy Kelly



ASSISTANT HEAD OF JUNIOR SCHOOL
Ms Amanda Dodson



PA TO HEAD OF JUNIOR SCHOOL
Mrs Sharron Ryan



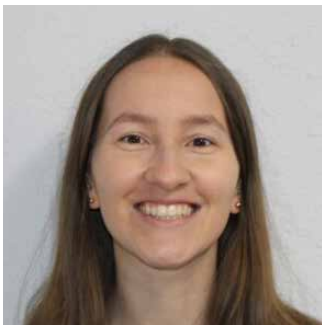
PERFORMING ARTS COORDINATOR
Mrs Katie Sinclair



COORDINATOR OF LEARNING ENHANCEMENT
Mrs Brooke Church



DIRECTOR, PRE-KINDER
Ms Ann-Margaret Gunther



SCHOOL PSYCHOLOGIST
Ms Emily Reed



SCHOOL PSYCHOLOGIST
Ms Rebecca Campey



SPORTS COORDINATOR
Mr David Brown



CHAPLAIN
Rev Sally Yabsley-Bell



JUNIOR SCHOOL RECEPTIONIST
Mrs Anita Rusten

JUNIOR SCHOOL GUIDELINES AND POLICIES

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ACCOUNTS

A comprehensive breakdown of all school fees can be found on the school's website.

The Accounts Office is located in Wolaroi Mansion on the School's Wolaroi campus. All enquiries regarding fees are directed to the accounts team via email at accountsreceivable@kws.nsw.edu.au or phone 02 6392 0314.

ANTI-BULLYING PROCEDURES

Bullying behaviours are about an imbalance of power where there is deliberate intent to cause harm or distress. It is not considered to be bullying if people of equal power have a difference of opinion or if there is only a single incident. Bullying behaviours impact on the person being bullied, those doing the bullying and those looking on. Bullying is not the same thing as conflict, violence, or disagreement, although it may involve all of these.

Children react in different ways to being bullied. It may be a loss of appetite, not wanting to come to school, unexplained tears, headaches or stomach aches or signs such as damaged clothing or missing items. At times bullying has been occurring for some time before the child shares with a parent, teacher, or friend. It can have lasting mental health effects on a person.

Parents naturally are concerned if their child has been the target of bullying. Likewise, if a child is the perpetrator of bullying. In both instances parents are informed in order to work with the school to stop the behaviour.

At Kinross Wolaroi our approach to bullying has a consistent philosophy through the Junior and Senior School. This includes the pre-emptive management and education of students, the procedures for reporting, investigating, and resolving cases and the overall pastoral care philosophy of the school.

The ultimate aim of the Junior School is to provide a safe, supportive learning environment for all members of the school community where differences are embraced.

For more information refer to the school's website.

ASSEMBLIES & CHAPEL

The Junior School hosts fortnightly Chapel Services and Assembly. These are important gatherings during our week and are held from 2:35–3:15pm in the Derek Pigot Auditorium or the Junior School Glasshouse. Parents are invited to attend, however, please check the calendar on the Hub to confirm arrangements.

ATTENDANCE AND ABSENCES

Students arriving after 8:45am must always sign-in at the Junior School Office. In the afternoon students who are not picked up by 3:30pm are supervised in the Office. No student may leave the school grounds without permission from a staff member.

Absence from school

If a student is unable to attend school for part or all of one day, parents are required to submit the absence via the Absences option in The Hub App

All absence notifications require the absence to be submitted via The Hub App along with the reason for absence and a medical certificate, where appropriate. Parents will receive SMS alerts for any unexplained absences.

Partial Absences: Late arrivals or early departures.

Students arriving after 8.45am or leaving before 3:15pm, the absence may be lodged via The Hub App, however students must be accompanied by their parents to and from the Junior School Office.

Leave during the school term

The NSW Government has in place legislation relating to leave applications and the Minister for Education has mandated the process of recording attendance and applying for absence from school. Families are encouraged not to withdraw children from school during term time however we understand at times families do need to seek leave. In these instances, parents must notify the School via email or submit their leave via the Hub App, at least four weeks prior to the requested leave period for approval by the Principal. The application is reviewed by the Principal and considered if it is in keeping with the Education Act and in the student's best academic interests. The Principal will notify families via email if leave will be granted. If so, it may be recorded as either:

- Leave approved - absence explained, or
- Leave unapproved - unexplained or unjustified.

AWARDS

In the Junior School we recognise and affirm students across a range of academic, sporting, creative arts, leadership, and citizenship contributions through:

- Merit Cards presented in assembly
- House Points
- Notes in the student diary, teacher feedback on work samples, stickers and stamps, regular verbal feedback
- Speech Day

BEFORE & AFTER SCHOOL CARE

All families are asked to register with our onsite OOSH care provider, Gowrie.

This can be utilised on a casual basis depending on the service's availability on the day. It can also be used for regular weekly or fortnightly bookings.

We recommend families utilise the service when children cannot be collected on time after school.

All families from Pre-Kinder to Year 6 are asked to enrol through Gowrie NSW website: https://www.gowriensw. com.au/out-of-hours-care/kinross-wolaroi

Or contact Georgina Clark (program manager) on 0427 490 914

- Before school care: 7am to 8:45am
- After school care: 3:15pm to 6pm
- Vacation care during school breaks: 7am to 6pm

BIRTHDAYS

Birthdays are an important milestone, especially in the lives of young people. There is no requirement to do so, but you may like to acknowledge your child's birthday at school by sending in individual treats to share. Please contact the class teacher via the student diary to ensure that students with allergies or special dietary needs are taken into consideration.

Birthday party invitations are lovely to receive, but where whole grades or classes are not invited, invitations are to be sent from home and not brought to school.

BUSES

Rules regarding conduct, bus company safety and appropriate school uniform apply to Kinross Wolaroi School students while travelling by bus.

Students catching Orange and district buses are met, walked to bus departure points, and supervised by a teacher:

- Allenby Road bus stop users should meet outside Junior School Office
- Kinross Wolaroi Gym departures meet at The Round Garden.

CANTEEN

The Canteen is staffed by paid employees.

Ordering and payment is before 9:00am each day through Flexischools. Orders can be placed for a day, a week or even an entire term.

To access Flexischools:

- Log onto flexischools.com.au
- Click 'Register Now' and enter your email
- You are emailed a link to the online form
- Choose your own username and password and enter your contact details
- For each child, click "Add a Student" and follow the prompts to place an order
- You will be required to top-up your pre-paid account as needed - Visa or MasterCard preferred.
- Flexischools provide a 24 hour, 7 days a week

Helpdesk: 1300 361 769 or via their website.

Our canteen is allergy aware, however, we cannot guarantee items sold at the canteen are nut and/or egg free.

Canteen orders are delivered to Junior School Office and distributed by staff. Students do not have access to the canteen. If items are missing from an order, or a student does not have food, Junior School Office staff will assist them. Parents will be notified through the student diary and a charge made on a family account at the end of the term.

Students in Year 6 have access to the canteen in Term 4.

For enquiries regarding the Canteen contact the Canteen Manager on 02 6392 0387.

CLASS ALLOCATIONS

The school values the trust parents place in our professional judgement and the importance of the school and parents working together.

We know our students well and consider what is the best learning environment to maximise student growth and development. When forming classes, we take into account:

- Academically parallel classes
- The behavioural, physical, social, and emotional needs of students
- A balance of genders
- The most appropriate social combination.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

In the Junior School we seek to develop and extend students both within and beyond the classroom. This is achieved through set co-curricular activities in sport and music and extra-curricular activities designed to widen student horizons and enable them to find their niche, grow in confidence and achieve excellence in all they do.

We offer a range of before school, lunch time and after school activities designed to develop skills in leadership, communication, creativity, and cooperation, and range from sports, drama, dance, music, chess and debating.

Social service is also an important aspect of a student's education. The concept of giving and the spirit of 'being rather than seeming to be' is core to our Student Representative Council (SRC).

Music and Performing Arts

All Junior School students undertake music lessons as part of the curriculum. Further to these students may sign up for private lessons during the school day from specialist teachers in the areas of music and speech and drama tutoring.

Students who undertake individual tuition with a string or band instrument are welcome to join the Junior String Ensemble, Junior Band or Junior Beginner Band. Inclusion in some music groups may be subject to auditions.

The availability of musicianship classes is dependent on the number of students who enrol.

An Ensemble Rehearsal Schedule is published on the Performing Arts page of The Hub

For more information on the Performing Arts at Kinross Wolaroi, you can view the Performing Arts Handbook.

Outdoor Education

Outdoor Education involves experiences in unfamiliar outdoor settings that stimulate personal development and foster understanding between people. These experiences, whilst often challenging, seek to inspire confidence, self-reliance, teamwork, compassion and care for the natural environment.

Students undertake day and overnight trips, in addition to shorter incursions and excursions, throughout the School year.

- Kindergarten to Year 2 - Day trips
- Year 3 – Lake Burrendong Sport & Recreation Centre for 2 nights
- Year 4 – Youthworks Blue Gum Lodge in the Blue Mountains for 3 nights
- Year 5 – Youthworks for 3 nights at Shoalhaven
- Year 6 - Canberra for 2 nights
- Youthworks Anglican Youth Camp for 4 nights

Excursions and Incursions

Throughout the year students engage in field trips to enhance learning occurring in the classroom. The school and local bus companies provide buses with seat belts. Staffing ratios are maintained or increased and where appropriate parents are asked to attend.

CODE OF CONDUCT

At Kinross Wolaroi School students have the right and responsibility to be safe, respectful learners demonstrating the School values of:

- Courage
- Respect
- Inclusiveness
- Resilience and
- Commitment

The Junior School Student Code of Conduct is available from the Junior School Parent page on the Hub.

COMMUNICATION

The school website, The Hub, student diary, this Handbook, and meetings with staff assist in developing effective partnerships between school and home. Communication including year group excursions, permission notes, events and invitations are accessed via Edsmart permission slips.

Student Diary

The student diary is for reflection and feeback. It facilitates effective communication between home and school and keeps students at the heart of discussions.

Diaries are for recording homework, other tasks, and events, and teach students how to organise themselves. Students have their diary with them every day.

Parents may use the diary to ask for updates and meetings. If you prefer to do this without your child being aware, please contact the class teacher directly via email.

Email

Email is a convenient way to communicate. During the school day a teacher's focus is on students. For this reason, there may be up to a 48 hour response time for your query. It is also important teachers can step away from being a teacher at the end of a day. Teachers are strongly discouraged from responding to emails after regular work hours finish at 5:00pm.

For incidental notifications to teachers (either class teacher or specialist teacher) the student diary is the preferred mode of communication.

For logistical communication re changes to arrangements, absences, information about events please contact the Junior School Office (02 6392 0300 or email junioroffice@kws.nsw.edu.au).

Meeting with Junior School Staff

At times email is not the best form of communication for true understanding. In these instances, families are encouraged to arrange a phone or face-to-face meeting with Kinross Wolaroi staff.

The school cannot help or advise unless a question or problem is raised. While not every expectation may be met, we are more than willing to work through relevant and important questions or issues to the benefit of the children in the Junior School.

Parents may be asked for information to better facilitate meetings. This can be helpful in ensuring appropriate staff and information is available however, it is not essential to provide when arranging a meeting.

The class teacher is always the first point of contact for student academic and wellbeing matters.

If you would like to talk with the Head of Junior School, please contact sryan@kws.nsw.edu.au

Kinross Wolaroi News (Family Bulletin)

Each fortnight the Family Bulletin is emailed to families, and is available on the Hub and the Hub App.



DAY HOUSES

On enrolment all students are allocated to one of four Houses in the Junior School.

- Brown House (Red): Named after Stanley Brown, the first Headmaster of Wolaroi College.
- Douglas House (Green): Named after Stuart Douglas, one of the founders of PLC Orange.
- Gordon House (Yellow): Named after DWT Gordon, one of the founders of PLC Orange.
- McLachlan House (Blue): Named after the original owner of Wolaroi Mansion.

Houses play a pivotal role in a student's school life. A great sense of pride and loyalty is generated within Houses, offering a sense of belonging while encouraging healthy competition.

The House competitions in swimming, cross country and athletics are an enjoyable and exciting part of life in the Junior School as are the termly House Spirit competitions.

HATS

The School has a duty of care to students which includes supporting the use of sun protection based upon recommendations from the Cancer Council.

The only hats permitted are regulation School hats. Options include a cap, bucket hat, straw hat, or fedora. Hats must be worn by all students when outside the classroom and participating in sport outdoors, except when it would be inappropriate while competing.

HEALTH

The School has strict guidelines regarding unwell students. Any child who is unwell, should be kept at home. If you are uncertain, please consult your GP prior to sending your child to school.

Anaphylaxis and Asthma Student Action Plans

At Kinross Wolaroi School there are students with severe allergic reactions when exposed to specified allergens. This reaction, called anaphylaxis, usually begins within minutes of exposure and can progress rapidly over a period of up to two or more hours.

Anaphylaxis is potentially life threatening and always requires an emergency response. Staff are instructed annually in the use of EpiPens and asthma medication.

We take steps to be an allergy aware school by informing staff, parents and students about the associated risks of food allergies.

Parents of children with severe allergies and asthma must keep the school fully informed and provide an annual Action Plan completed by their doctor no later than the student's first day of school each year.

Students with severe allergies keep their own named EpiPen on them. Additional EpiPens are kept at the Junior School Office and in the classroom.

Students with asthma keep their own named puffer with them. Puffers are to be administered in the presence of an adult in accordance with the child's Action Plan.

HEALTH CLINIC

A Registered Nurse is on duty during the school day from 8.30am-4:30pm Monday to Friday.

Students who attend the Clinic must first report to the Junior School Office to have their wellbeing assessed and decide on the appropriate action:

- Provide first aid care for minor injuries
- Walk with the student to the Clinic
- Send for assistance (if an injury or situation is serious or dangerous).

Parents of students assessed by reception staff and the Clinic will be telephoned if:

- Injury or health issue is unclear
- Injury to the head (including teeth, eyes, mouth)
- Possible fracture
- The injury or health issue means a student is unable to continue with the learning program.

It is important medical records are current. Parents are asked to take care when supplying information on medical forms and to advise the school immediately of any changes to medical conditions for their child. An emergency contact number must always be supplied.

Students who are unwell will not be sent home without prior consent from parents. Please note the school does not have facilities to care for children too ill to attend classes.

In an emergency a student may be taken to hospital by ambulance.

HOMEWORK

At the Junior School we believe learning does not stop at the classroom door. Each term, grades clearly articulate approaches to home learning to families. Our approach encourages every student to read daily and is flexible to the needs of our families. Our model:

- Allows those families who see the benefit of undertaking formal learning beyond the school day at home to do so to the extent which works for them
- Increases the opportunities for self-direction, ownership, and motivation
- Brings parents in on supporting children with fundamental skills and tasks that enrich learning in the classroom.
- Takes the opportunity to utilise different platforms to support student learning.

We encourage families to refer to the Term Overviews which provide connections for families seeking to enrich classroom learning.

THE HUB

The Hub is the school's Learning Management System, as well as a method of communication with students and families. Every student and parent/carer is provided with a sign-in for The Hub. The Hub provides personalised access to your children's timetables and reports, as well as general school information and updates including the calendar, co-curricular information and targeted messages relating to your child. Each year a training session is provided for parents on how to access and use the site.

The Junior School Parent Hub provides access to all Junior School communications.

The Hub app provides easy access and school alerts on your mobile devices. To download the app, visit your app store and search for 'Kinross Wolaroi School' on your iPhone, iPad or Android device.

If you have problems accessing the Hub, email support@kws.nsw.edu.au for assistance.

IMMUNISATION

A copy of an Immunisation Certificate must be available to the school. Families of students who are not immunised are advised of contagious diseases which may prevent them attending school for a period of time.

INCLUSIVITY

Kinross Wolaroi School is a coeducational school. We scaffold students and work with them on how to act together regardless of gender, as this is the real world where we are not segregated based on biology. We work to prepare students for a world beyond the school gates, where the traits of tolerance, respect, initiative, service, resilience, and cooperation are as valuable as academic knowledge and skills.

In the Junior School all classes engage in age appropriate discussions about gender and identity, Research shows children become aware of gender at an early age, being well-aware of gender norms and making efforts to fit within gendered expectations by the time they are in kindergarten. As young children learn about gender, they must also begin to enact gender values, beliefs and attitudes.

They may, for example, insist some games are for boys and others for girls, and actively reject peers from certain games. For this reason, as a School, we build positive gender relationships in these ear,y years through activities which allow children to explore gender identity, challenge stereotypes, and to learn value and show respect for diversity and difference, learning how to apply these attitudes within respectful gender relationships. (More reading on this topic: Resilience, Rights and Respectful Relationships, Vic Gov, 2018)

INNOVATION AND TECHNOLOGY

Our students are surrounded by technology and for this reason it is not salient or remarkable to them. Rather it is "ordinary and largely invisible" (Kinash, Wood & Knight, 2013). They have never known or will know a world without technology. For this generation technology is about more than mere devices. It is about complex instruments and procedures such as programming languages and simulators.

At Kinross Wolaroi School we believe the use of computers, technology, iPads, print facilities and the internet is an integral part of the learning process. All students from Pre-Kinder to Year 6 engage in weekly lessons and have regular access to School-owned devices, networks and systems. Students are taught to be responsible digital citizens.

KEY LEARNING AREAS

Academic programs are based on the Key Learning Areas of the NSW Education Standards Authority (NESA). The school plans and assesses the content, skills, understandings, and values in each curriculum area to best educate students in the Junior School.

NESA, identifies six key learning areas for K–6 students taught by classroom and specialist teachers. For more information refer to the 'Junior School Curriculum' page of the school website.

Evidence of learning - Reporting to Parents

Throughout the year parents are encouraged to meet with staff. This is in addition to the planned whole school events which include:

- Beginning of the year information evening outlining School and classroom programs
- Term 1 parent/teacher interviews share how students have settled into the new year, their strengths, and areas which have been identified for development.
- Parent workshops on Kinross Wolaroi Junior School approaches to learning
- Term 3 Parent/Teacher interviews
- Formal written semester reports.

National Assessment Program – Literacy and Numeracy (NAPLAN)

NAPLAN in Years 3 and 5 assesses literacy and numeracy skills students learn through the school curriculum. The data from these tests assists schools and systems by providing a tool to compare student achievements against national standards. NAPLAN provides diagnostic information to develop and implement strategies to best support student progress in all areas of the curriculum.

In the Junior School teachers ensure students are familiar with the testing format and provide support and guidance.

NAPLAN testing takes place online in the areas of Language, Writing (Year 3 is a paper test), Reading and Numeracy. The NAPLAN test window for 2027 is Wednesday 10 March to Monday 22 March 2027. NAPLAN will be undertaken by all eligible students who are present at school on the day each test is scheduled.

KINDERGARTEN

Transition to Kindergarten

Pre-Kinder students are very fortunate to already be connected to a whole school community. The transitioning from Pre-Kinder to Kindergarten just doesn't seem as daunting. Pre-Kinder have the benefit of already doing specialist classes and being involved in whole Junior School activities. They are also involved in a transitioning program where we focus on short but regular visits to the kindergarten classroom. This will take place leading up to their more formal orientation day where they will become more comfortable in a classroom setting and get to know the Kindergarten teacher.

Prior to starting School

Kindergarten students participate in a Kindergarten Orientation Day and a half hour 'getting ready for Kindergarten' session with Kinross Wolaroi staff. During these experiences students are provided with activities to enable teachers to observe and gather further information to assist in their transition to School.

Preparing for school:

- Label all belongings
- Practice packing and unpacking the bag, opening food containers, drink bottles and unwrapping food items
- Plan nutritious lunches, work out likes and dislikes. Be mindful not to pack too much
- Encourage sitting down when eating
- Use the toilet independently, including managing their uniform, flushing the toilet, and washing their hands
- Allow time to practice independent dressing, including managing buttons and tying shoelaces
- Practice writing their first name, allow time to draw, colour and write on large pieces of paper using pencils, crayons and textas
- Read with them from a wide variety of books
- Journey to and from school, talk about the activities they might do e.g. music, art, PE, play.

Packing the school bag:

- To assist with bag recognition, attach a distinctive tag to the Kinross Wolaroi School bag
- Raincoat in bag
- Crunch and Sip, a small serving of pre-cut fruit or vegetables
- Morning tea and lunch - in named container
- Spillproof bottle of water - in named container
- Named playground hat, library bag.
- Spare socks and underwear.

LOST PROPERTY

All students are encouraged to be responsible for their own belongings. Items are easily returned to owners when clearly named.

Items (when left in the Junior School) are kept in the lost property box located in the undercover area. For enquiries regarding lost items please contact the class teacher via the Student Diary. At the end of each term parents are welcome to come and take unnamed items that may be of use.

LUNCHES & PACKED FOOD

To support sustainable and healthy practices, families should pack lunch boxes that promote a 'nude food' ethic. What does this mean? Please refrain from packing food wrapped in foil, plastic, or commercial packaging. For lunch box ideas and more information we recommend:

Healthy Lunch Box | Cancer Council NSW

MEDICATION

In the Junior School, parents should only send essential medication to school. Parents and carers must hand deliver any prescribed medications to the Junior School Office. These should be:

- Supplied in a chemist blister-pack or in the case of liquid medication in its original, labelled bottle
- Clearly labelled with the student's name
- Clearly state the prescribed medication name, dosage rate and administration times
- Accompanied by an Administration of Medication Advice form (available on the Junior School Parents page of the Hub).

No medication can be administered without written instructions from a parent/ carer.

Medication is dispensed by either Junior School Office staff who are first aid trained or the Registered Nurse on duty.

Students must not carry any medication in their bags or on their person at any time whilst on the school campus. This is a safety and welfare consideration for all students. The exception is emergency related treatments including asthma puffers, EpiPens and items for diabetes, which should only be administered in the presence of a staff member.

For further clarification on medication in the Junior School please contact the Junior School Office on 6392 0300 or via email at junioroffice@kws.nsw.edu.au.

Should your child require long-term medication, please contact the Head of Junior School to discuss arrangements for managing its administration.

MOBILE PHONES AND WEARABLE DEVICES

The growth of technology is very exciting but also very challenging. Students are faced with more distractions than ever before and are struggling to maintain focus and concentration, manage impulsivity and avoid distraction. It is the role of the School to help support them to develop as successful learners.

Pre-Kindergarten – Year 6

- Students in Junior School do not require mobile phones or wearable devices as all parent-child communication during school hours goes through the Junior School Office or the classroom teacher.
- If there are circumstances requiring a student to bring a mobile phone to school, parents must liaise with the classroom teacher at the start of the school year. In these instances, the phone is to remain in the students bag.
- Students cannot use the phone or wearable device onsite, including bus bays, drop & go, the playground, or at before and after school activities unless instructed to do so by a teacher.
- Students are not permitted to take images of any person without their permission, and they should not photograph anyone in School uniform.
- If a student chooses to ignore the school policy, the phone will be confiscated, and parents contacted.
- The school will accept no responsibility for loss, theft or damage to the phone.

PARENTS

Supporting school policy:

The school values the importance of working together with parents in the pursuit of student achievement and the fostering of an enjoyment of learning. We look to parents to support the school by following policies and guidelines as set out in the Handbook. We ask parents to make contact with the school should they have questions or concerns about their child's social, emotional or academic needs or in regard to school policies and approaches to learning.

Supporting your child(ren):

- Encourage and help your child to view learning and the activities associated with it as worthwhile
- Be active in checking and signing the student diary every day, asking for information sent from school, such as work samples and notes in the student diary, check student bags regularly.

Look for ways to enable good routines such as:

- A regular place to do homework and keep school items
- Healthy food and drink after school to help brain function
- A method of communicating routines for children such as a chalkboard, term planner, fridge notes
- Access to internet with appropriate adult supervision
- Access to word processing and printer as required
- Engage in homework if and when appropriate, contacting the class teacher through the student diary regarding questions or concerns. The role of the parent is to support their child, not complete the task for them.

Support students at school

We know when parents are involved in their child's school and express confidence in the staff and activities, their children are likely to be happier and perform better in the classroom. All parents who assist at the School are required to have a volunteer Working With Children Check.

PARENTS AND VISITORS AT SCHOOL

Parents and visitors must report to the Junior School Office when entering the School and register their presence on site. The exception is when dropping off or collecting children during normal school hours, or attending whole school events.

Code of Confidentiality

Parents and community members participating in class and School programs, are in a position to observe and gain information regarding student performance and behaviour, class and school routines and management. Positive parent participation relies upon trust and strict adherence to ethical and privacy issues to ensure confidentiality.

Parents and community members participating in school and class programs are asked to complete the Kinross Wolaroi Induction program and sign the School's 'Parent Code of Confidentiality Statement'. They must also supply a current volunteer Working With Children Check.

PARENTS AND FRIENDS ASSOCIATION (P&F)

The Kinross Wolaroi Parents and Friends Association (P&F) is a voluntary parent group which meets twice per term. It provides a forum for parent discussion, fundraising activities, social and educational occasions for parents. Membership of the P&F is open to all parents and carers of students at the school from Pre-Kinder to Year 12. You are encouraged to consider becoming a Year Group Representative for your child's year group or to volunteer with events and activities, this is a fun way to get to know other families.

Families pay a voluntary contribution to the P&F annually, which is included with your school account. For more information about the Parents and Friends Association visit www.kws.nsw.edu.au/ community/ parents-and-friends-association and check the P&F page in the Family Bulletin each fortnight.



PICK UP PROTOCOLS – GOING HOME ARRANGEMENTS

To assist the school and your child understanding how they travel home on any given day we ask that you complete the "Going Home Arrangements" form, available on the Hub. If there is a change in arrangements for collecting your child, please notify the school through the diary on the day or, for late changes, contact the School on 6392 0300 or via email to juniooffice@kws.nsw.edu.au who will advise your child and their teacher about the new arrangement.

PRE-KINDER

Kinross Wolaroi School operates a Pre-Kinder class for children in their final year before formal schooling as they prepare for Kindergarten.

Enrolment forms for Pre-Kinder can be obtained by contacting the Admissions Office on 02 6392 0403 or via email to admissions@kws.nsw.edu.au.

ROAD SAFETY

All students travelling by private car are dropped off and picked up from the 'Pick Up Zone' outside the Junior School.

To assist with smooth traffic flow and keep students, staff, and family safe we ask families to:

- Adhere to a 10 km/h limit and not use mobile phones in the line
- Display visor family name
- Keep to the left hand lane
- Always move to the topmost position in the Pick Up Zone to prevent congestion and the necessity for cars to cut into spaces
- Use the flags in the afternoon to identify spaces
- Remain in the car, staff will assist students as needed and will place bags inside the car
- Only allow students to alight and exit cars on the curb-side
- Follow all directions from staff.

For personal safety, we do not want children or staff stepping off the curb or going behind cars to access the boot. If you need to place bulkier items in the boot, or if your child is unable to access the curb-side door please park and approach the teacher with the microphone to call your child over. Please be mindful when walking through the parking area to hold children's hands as it can be difficult for a car reversing to see a young child.

Students are to be collected by 3:30pm, or 4:45pm on sport afternoons. In the case of an unforeseen event that delays you, students will attend the Junior Office and then may be asked to attend After School Care.

ROUND SQUARE

Kinross Wolaroi School is a proud member of Round Square, an international group of affiliated independent schools that are committed to providing a challenging and holistic education that equips students to live meaningful lives, making a positive contribution to society through opportunities that foster a global mindset and an authentic sense of self and community.

Round Square schools share a commitment to character education and experiential learning built around six IDEALS of International Understanding, Democracy, Environmental Stewardship, Adventure, Leadership and Service.

The IDEALS are underpinned by twelve DISCOVERIES students explore on their learning journey: inquisitiveness, tenacity, courage, compassion, inventiveness, ability to solve problems, self-awareness, sense of responsibility, appreciation of diversity, commitment to sustainability, communication, and team-working skills.

Together these form the Discovery Framework, with the word EXPLORERS at its heart. Junior School classes continue to be named after 'explorers' to provide a platform to learn the language and philosophy that underpins each of the IDEALS and DISCOVERIES of Round Square.

SCHOOL HOURS

8:45AM-3:15PM

The playground is unsupervised before 8.25am and after 3.30pm (and 4:45pm on sport days). For their safety and welfare, children should not be in the playground while it is unsupervised.

- Students arriving before 8:25am must attend Before School Care or, if a few minutes early, remain seated in the undercover area
- Students attending activities before 8:25am report immediately to the activity.

Junior School Office Hours:

Monday, Wednesday and Thursday 8:00am – 4:30pm (School Term)

Tuesday and Friday 8.00am to 4.00pm (School Term)

Senior School Office Hours:

Monday to Friday 8:30am – 4:30pm (includes Term breaks)

SPORT

Sport is an integral part of life at Kinross Wolaroi Junior School. We offer a range of sports and activities to meet the needs of your child, whatever their level of sporting engagement. Compulsory sport starts in Term 4 of Year 2.


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Details about summer and winter sport programs are published on the Hub and shared with parents when sport selections are required.

STATIONERY

At the commencement of the year the school will provide the stationery and exercise book needs for each class.

STUDENT LEADERSHIP

Leadership is a responsibility and privilege the school takes seriously, providing training and scaffolds for development of our students. We believe it is imperative for young people to learn how to lead others effectively because at some point in life we all exercise leadership. Therefore, our philosophy is to develop leadership by students, for students. Through leadership roles, students show and grow their skills by acting with initiative, being courageous, and reflecting on how they are leading others.

Each leadership role fulfils a special service in the school and there are many opportunities to gain experience - being a captain of a sporting team, a Pre-Kinder or Kindergarten buddy, having a particular task in the classroom, organising and leading assemblies and House Musters, being elected Head Boy or Girl, House Captain or a member of the Student Representative Council are some examples.

Year 6 Leaders

Every Year 6 student has a role in their final year in the Junior School as they contribute to the improvement of the school and the wellbeing of others. Our Year 6 leadership development starts in Year 5 with several formal and informal preparation activities that encourage students to reflect on the responsibilities of Year 6 leadership.

The Head Boy and Girl, House Captains and Performing Arts Captains are elected by staff and students from Years 2 to 6. Students who do not have a badged position undertake roles in House teams. All students have the scope to go above and beyond and serve the school with enthusiasm and creativity.

UNIFORM

The Kinross Wolaroi uniform is designed so when worn correctly, it is comfortable, flattering, and smart. When in uniform students are aware they are representing the school and the highest expectations of personal presentation apply. If a student is not wearing their uniform well, the class teacher follows up with a note in the diary or directly with parents.

More information on the School Uniform Policy and uniform options available can be found on the Uniform page of the School's website.

Uniform Shop

The school's on-campus Uniform Shop is operated by Noone Imagewear.

All Kinross Wolaroi School uniform requirements, price lists and operating hours are available on the 'Uniform' page of the school website.

Online ordering is available to provide families with 24/7 access for uniform purchases, with options for home or on-campus delivery. Payment is made via debit or credit card.

All uniform enquiries can be made by phoning 02 6392 0385 or emailing kws@noone.com.au.

WEATHER EVENTS

In the event of a storm or severe weather event at pick up time the school will instigate its Storm Procedures for the safe collection of students. All students and staff will wait indoors for the storm to pass or ease before students are released from classrooms.

Parents are asked to remain in their cars for the storm to pass and students to be released from classrooms.

Staff will endeavour to get students onto buses, however, if the storm conditions are too extreme this may not be possible.

Students who miss catching buses will be supervised by Junior School staff until a parent is able to arrive.

WELLBEING

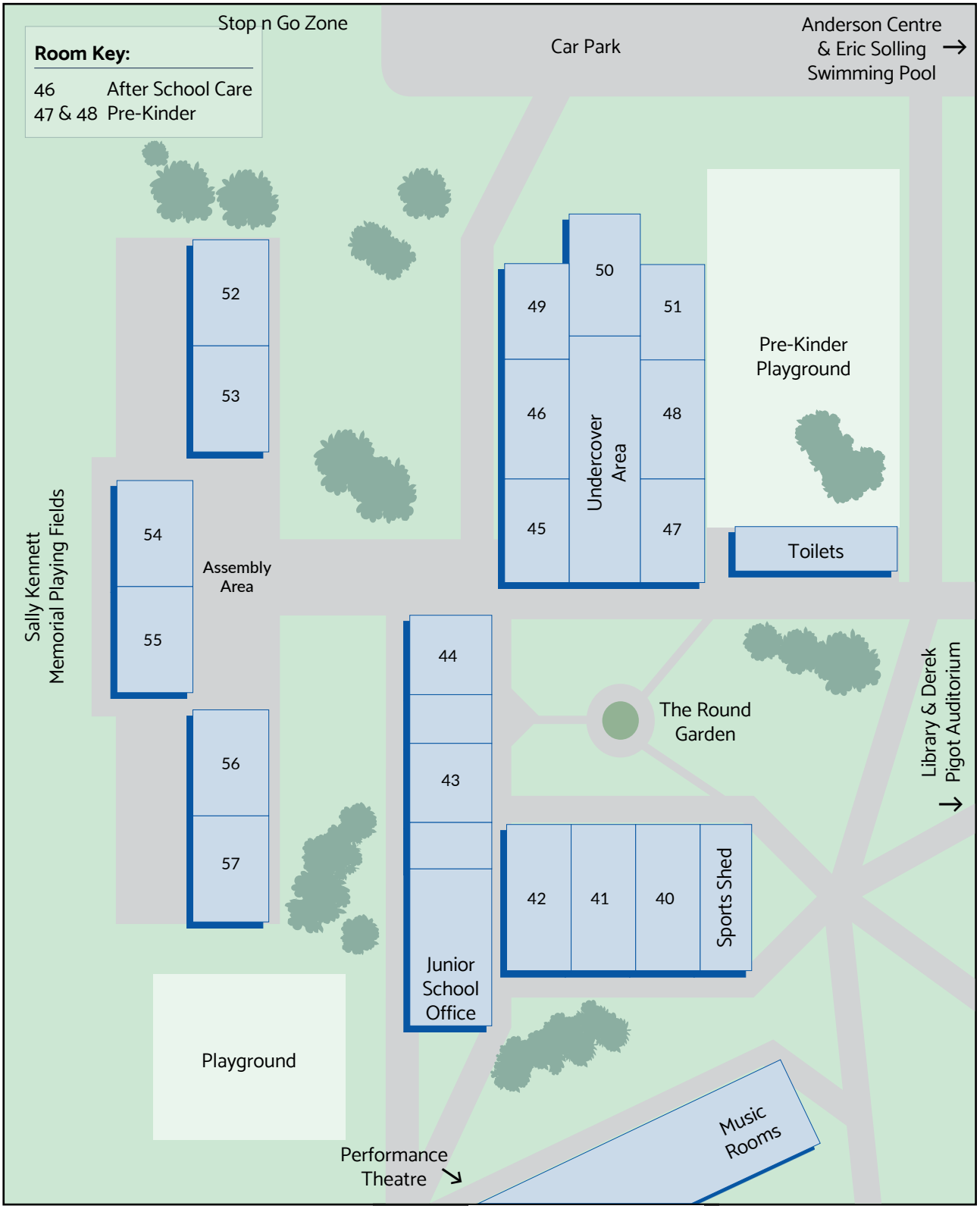
Class teachers are the primary carers for your child in the Junior School. Most matters of student care and welfare are overseen through them. Should a matter of concern arise outside the role of the teacher, those who could be involved may include parents/carers, the Head of Junior School, the Assistant Head of Junior School, and/or the School Psychologists.

At Kinross Wolaroi all staff, students and families are taught and use strategies developed through our wellbeing program. Refer to the Junior School Hub for information on specific language used in the program to support student friendships and wellbeing.





JUNIOR SCHOOL MAP



WOLAROI CAMPUS MAP

- Parking
- Disabled Parking
- Toilets
- Evacuation Assembly Point
- Defibrillator
- First Aid Kit

1. DH Prest Building (Administration)
2. Wolaroi Mansion & Tower House
3. Derek Pigot Auditorium
4. KWS Shop
5. Memorial Block (Rms 7-8)
6. Anderson Centre (Rms 70-94)

6a. Recreation Centre (Rms 30-33)

6b. Indoor Pool

7. Library & ICT (Rms C1-C5)
8. Science Block (Rms 11-18)
9. Pre-Kinder (Rm 47)
10. Junior School (Rms 40-57)
11. Music Centre (Rms 60-68)

11a. Performance Theatre

12. Bennett Building (Rms 20-26)
13. Trathen House (Rm 19)
14. Health Clinic & Change Rooms
15. Canteen
16. Mathematics Block (Rms 1-6)

16a. Staff Common Room

17. Museum, Admissions, Marketing
18. Cattle/Agriculture
19. Weymouth House
20. Grounds/Maintenance
21. Technology Centre (Rms MW1-2)
22. Cadet Compound
23. Wolaroi House
24. A-Block Classrooms (Rms A1-A8)
25. Residences
26. Wyvern House



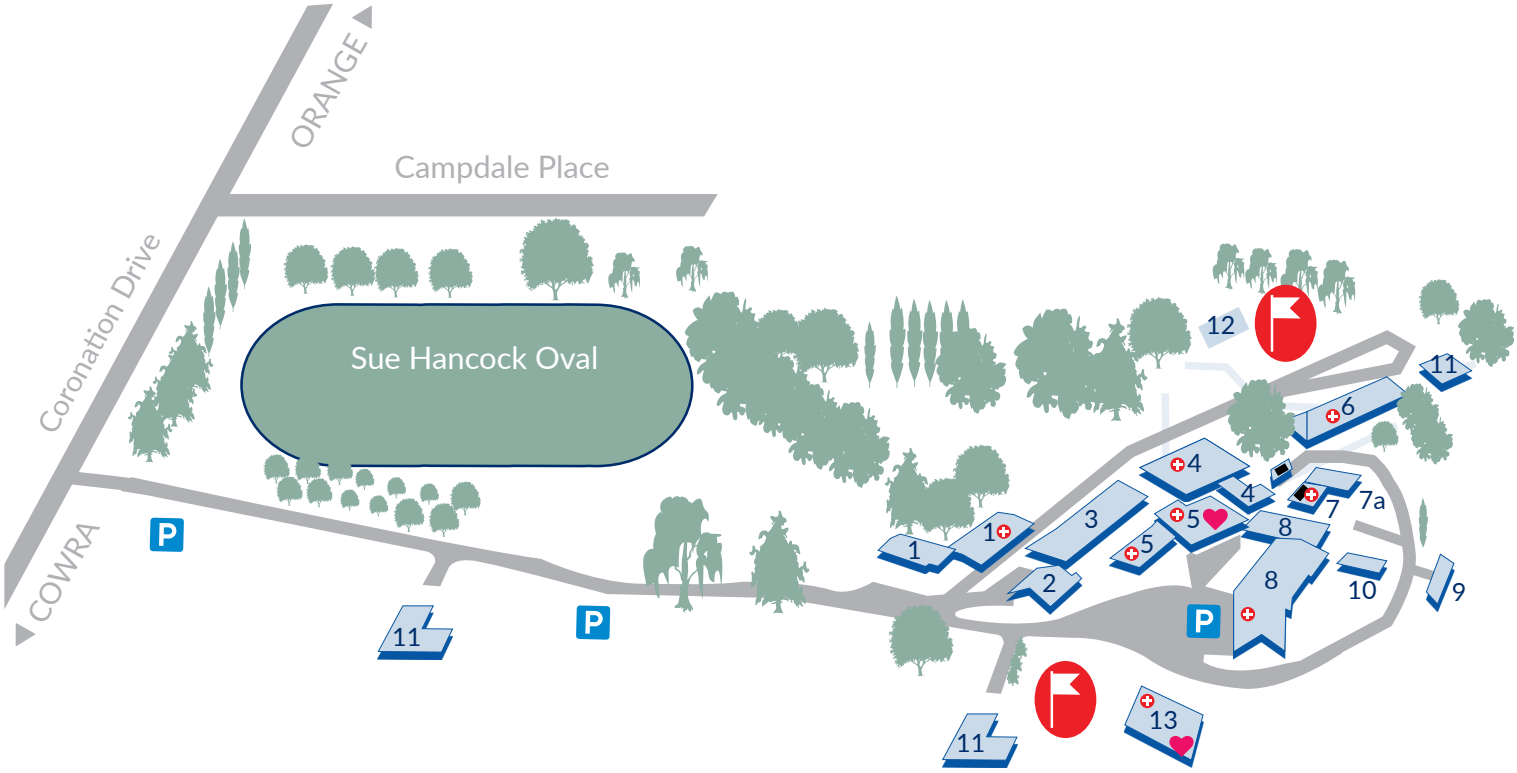
PLC CAMPUS MAP

- Parking
- Toilets
- Evacuation Assembly Points
- Defibrillator

1. Loader House
2. Old Chapel
3. Dorothy Knox Hall
4. Stuart Douglas House
5. Dining Room
6. New House
7. Laundry

7a Student Laundry

8. Miller House
9. Grounds/Maintenance
10. Garage
11. Residence/s
12. Pool
13. Robyne Ridge Centre



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