

The King David School

General

Information Handbook



THE KING DAVID SCHOOL



Welcome from the Principal

Dear Students and Parents,

I am delighted to welcome you to The King David School community.

Schooling is an integral part of our lives, establishing the foundation for our future success.

I am proud that at King David, we prepare our students to thrive in the world they will graduate into, ensuring they are collaborative, critical and creative thinkers.

From ELC to VCE, each student is known and valued. Students are supported to reach their goals, both academic and co-curricular. They are guided to be their best in an environment that understands their needs.

Our values of inclusivity, egalitarianism, and social justice ensure that students develop emotional intelligence and understand the importance of giving back to community. Students are encouraged to use their achievements to create a better Australia, and indeed a better world around them.

From celebrating our *Chagim* (holidays) to debating Jewish ethics to researching Jewish history, our students experience Judaism as a rich and moving tradition that is relevant to their lives. Our Jewish Life team facilitates hands-on learning that strengthens our students' Jewish and Zionist identities.

Our School's founders, Isador Magid AO and Rabbi Dr John Levi AC, stand as role models for our students and teachers alike by virtue of their dedication to learning and enlightenment. The school environment they created continues to this day, promoting critical inquiry, positive relationships and the embracing of difference.

Marc Light
Principal

The King David School

General Information

Campus Locations

Early Learning Centre

Pre-Kindergarten, Junior and Senior Kindertartens

373 Dandenong Road,
Armadale Vic 3143
Tel: (03) 9291 7979
PO Box 286, Malvern VIC 3144
Email: junior.school@kds.vic.edu.au

Dandenong Road Campus

Junior School: Prep-Year 5
373 Dandenong Road,
Armadale Vic 3143
Tel: (03) 9291 7979
PO Box 286, Malvern VIC 3144
Email: junior.school@kds.vic.edu.au

Website

www.kds.vic.edu.au

myKDS (School Portal)

my.kds.vic.edu.au

Magid Campus

Middle School: Years 6-9
Senior School: Years 10-12

517 Orrong Road,
Armadale Vic 3143
PO Box 286, Malvern VIC 3144
Tel: (03) 9291 7900
Email: magid.campus@kds.vic.edu.au

Business Team

520 Orrong Road
Armadale Vic 3143
Tel: (03) 9527 0121
Email: accounts@kds.vic.edu.au

Admissions Office

Tel: (03) 9527 0102
Email: admissions@kds.vic.edu.au

Vision Statement

The King David School is a progressive Jewish school established on the principles of inclusion, egalitarianism and social justice. We are committed to engendering within our students a love of learning, a deep and abiding sense of community, a strong and proud Australian identity and a close and meaningful relationship with the Land and State of Israel.

Mission Statement

The King David School exists to provide both excellence and opportunity in education. We will foster the development of each individual student in our care, paying careful attention and respect to their unique needs, abilities and aspirations. We will fulfil our goals with reference and respect to the contemporary Australian society within which we are so fortunate to exist through:

- The provision of an educational environment that is at all times challenging
- An environment which is nurturing and appropriate to the needs of our students
- An environment that promotes the safety and wellbeing of children, and protects them from abuse, harm, neglect, and any associated threat
- Engaging and innovative co-curricular activities
- Close, active and practical engagement in Jewish communal activities
- Social justice programs and interfaith initiatives.

The King David School will strive:

- To be recognised as a provider of educational outcomes which are second to none
- To deliver the highest possible standards of facilities and resources for the benefit of our students and the broader community
- To maintain a strong community profile and to support both the Jewish and the Australian communities within which we operate
- To develop strategic educational partnerships which will benefit students, staff and the broader school community
- To achieve its goals within a secure and responsible fiscal framework
- To resolutely and consistently focus on the responsibility to nurture, develop and indeed cherish each unique and exceptional child which the School has been created to serve and which we have the privilege to serve.

Values

Modern

As a modern school, opportunities for excellence are increased in an environment where individuality and self expression are valued. The King David School:

- fosters the capacity to utilise 21st century technology in a safe and respectful manner
- utilises an egalitarian approach to provide students to thrive in all aspects of school life
- upholds the principles of democracy and multiculturalism while nurturing a strong Australian identity and a close and meaningful relationship with the land and State of Israel.

Thinking

As a thinking school, we challenge our students to know and understand both themselves and their place in the environment. The King David School:

- values the contributions of every member of the school community
- provides an holistic educational approach developing excellence in academic pursuits, creativity, imagination and resilience.

Judaism

As a progressive Jewish school, Jewish values are at the core of our being. The King David School:

- provides rich opportunities to express values through learning Jewish tradition and observing mitzvot
- encourages students to openly explore and question their connection to history and heritage
- respects personal choices made through shared learning and meaningful experiences.

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Administration of the School

School Principal

The School Principal is given overall authority for the operation of the entire School and has the responsibility for interpreting and implementing the aims and objectives of the School consistent with the policies formulated by The King David School Council.

Vice Principal - Teaching & Learning

The Vice Principal - Teaching and Learning (VPTL) is responsible for ensuring the effective and efficient day-to-day administration and direction of educational practices in the School from Kindergarten to Year 12. The focus of this role is to ensure that pedagogy in the School is led and directed in a planned, structured and intentional manner.

Vice Principal - Wellbeing

The Vice Principal - Student Wellbeing is responsible for the development and implementation of a comprehensive whole school framework to address the social and emotional development of students. The Framework must ensure that the emotional, health and intellectual development of the students is met through a wide variety of programs.

Assistant Head - Junior School - Teaching & Learning

The Assistant Head - Junior School - Teaching & Learning is responsible for the development and implementation of the Junior School curriculum.

Director of Jewish Life and Learning

The Director of Jewish Life and Learning is responsible for the development of the Jewish Studies curriculum, Jewish Life activities and events, as well as the Learning Area Team and resources across the whole school.

Heads of School

The Heads of School are responsible for the development of innovative and challenging learning environments for students and staff; for the efficient management of the School; and for the wellbeing of staff and students at those levels.

Director of Early Learning Centre (ELC)

The Director of ELC is responsible for the provision of developmentally appropriate programs for children in The King David School's Early Learning Centre.

VCE Coordinator

The VCE Coordinator is responsible for the administration of VCE according to the VCAA guidelines and for monitoring student progress, results and eligibility for entry to studies at Units 3 and 4.

Year Level Coordinators (Years 6 – 12)

Year Level Coordinators are responsible for the day-to-day management and pastoral care of students within their level; the induction of new students; co-operatively developing transition programs; facilitating subject choices/ career advice; and facilitating peer relationships. They are responsible for ensuring open communication between the School and parents regarding student performance.

Chief Operating Officer

The Chief Operating Officer oversees the non-academic administration of the School and is responsible for the successful implementation of the School's strategic and day-to-day objectives in the areas of Finance, HR, Admissions, Marketing/Community Relations, Foundation, Property and IT.

Human Resources Manager

The Human Resources Manager is responsible for planning, administering and reviewing activities concerned with staff selection, training and development, conditions of employment and other staffing issues within the School.

Admissions

The Admissions Office is responsible for all enrolment enquiries, processing new enrolments, the organisation of Open Days, Scholarship Examinations, orientation for new students and the maintenance of student records.

Community Relations Office

The Community Relations Office deals with marketing and promotion of the School, publicity and publications, organisation of school events, and corporate style.

The King David School Education Staff

Principal	Marc Light (marc.light@kds.vic.edu.au)
Vice Principal - Teaching & Learning	Russell Kaplan (russell.kaplan@kds.vic.edu.au)
Head of Middle School	Jayne Wise (jayne.wise@kds.vic.edu.au)
Head of Senior School	David Robinson (david.robinson@kds.vic.edu.au)
Head of Junior School & Vice Principal - Student Wellbeing	David Opat (david.opat@kds.vic.edu.au)
Assistant Head Junior School - Teaching & Learning	Janice Shearer (janice.shearer@kds.vic.edu.au)
Director of Jewish Life and Learning	Ilan Bloch (ilan.bloch@kds.vic.edu.au)
Director of Digital Engagement	Michelle Lazarow (michelle.lazarow@kds.vic.edu.au)
Director of the Early Learning Centre	Marina Gnatyshina (marina.gnatyshina@kds.vic.edu.au)
Head of Student Services	Radmila Harding (radmila.harding@kds.vic.edu.au)
VCE, Year 12 Coordinator	Andrew Berhang (andrew.berhang@kds.vic.edu.au)
VCE, Year 11 Coordinator	Praachi Juneja (praachi.juneja@kds.vic.edu.au)
Year 10 Coordinator	Mitchell Mills (mitchell.mills@kds.vic.edu.au)
Year 9 Coordinator	Brad Smith (brad.smith@kds.vic.edu.au)
Year 8 Coordinator	Adam Black (adam.black@kds.vic.edu.au)
Year 7 Coordinator	Keren Gengut Mushinski (keren.gengutm@kds.vic.edu.au)

PLEASE NOTE: This list is not a comprehensive listing of all KDS staff members. It represents the staff positions for specific parent and student liaison.

The King David School Business Team

Chief Operating Officer	Rod Kenning Email: rod.kenning@kds.vic.edu.au
Human Resources Manager	Sarah Egan Email: sarah.egan@kds.vic.edu.au
Account Enquiries and Fee Payments	Liliya Kurmaeva Telephone: 9527 0110 Email: accounts@kds.vic.edu.au
Admissions	Adina Cavallaro Telephone: 9527 0102 admissions@kds.vic.edu.au
Community Relations	Jackie Ellis Telephone: 9527 0103 Email: jackie.ellis@kds.vic.edu.au Dr Felicity Perry Telephone: 9527 0180 Email: felicity.perry@kds.vic.edu.au
Principal's Assistant	Danielle Sacher Telephone: 9291 7900 danielle.sacher@kds.vic.edu.au

Campus Receptions

Magid Campus

Middle School: Years 6-9
Senior School: Years 10-12

Telephone: 9291 7900
magid.campus@kds.vic.edu.au

Dandenong Road Campus

Junior School: Prep-Year 5

Telephone: 9291 7979
junior.school@kds.vic.edu.au

Early Learning Centre

Pre-Kindergarten, Junior
and Senior Kindergartens

Telephone: 9291 7979
junior.school@kds.vic.edu.au

PLEASE NOTE: This list is not a comprehensive listing of all KDS staff members. It represents the staff positions for specific parent and student liaison.

School Hours

Campus	School Hours	
Early Learning Centre Pre-Kindergarten, Junior and Senior Kindergartens 373 Dandenong Road, Armadale	8.30am – 3.15pm	(Mon – Friday)
	7.30am – 8.30am & 3.15pm – 5.30pm	Kindercare Hours (Mon – Thurs)
	7.30am – 8.30am & 3.15pm – 5.00pm	Kindercare Hours (Fri)
	7.30am – 8.30am & 3.15pm – 4.30pm	Kindercare Hours (Fri) (Terms 2 & 3)
Dandenong Road Campus Junior School: Prep-Year 5 373 Dandenong Road, Armadale	8.40am – 3.35pm	(Mon-Fri)
	3.35pm – 5.30pm	Extended School Hours Care (Mon-Thur)
	3.35pm – 5.00pm	Extended School Hours Care (Fri)
	3.35pm – 4.30pm	Extended Care (Fri) (Terms 2 & 3)
Magid Campus Middle School: Years 6-9 Senior School: Years 10-12 517 Orrong Road, Armadale	8.35am – 3.45pm	(Mon-Fri)

Office Hours

The Rebecca Magid Centre (Business Administration) is open 8:30am to 5.00pm.

It is open during school holidays except for public holidays, *Chagim*, and a two week period in January.

Campus Receptions are open from 8.00am to 4.00pm, Monday to Friday.

Information for Parents (A–Z)

Attendance

Absences: We ask that parents let the School know in advance if their child will be absent for an appointment, unforeseen lateness, illness or any other type of absence. There is an online absence form that can be accessed via myKDS (Absence Notification). This will be on the right-hand side near the top when you log on. On the morning of an unplanned absence (e.g. for illness), please complete the form by 8:30am where possible. Your child's teachers will automatically be notified of your child's absence.

Early Arrivals: Playground supervision commences at 8:15am. For Junior School students, supervision in the library is offered from 7:30am - 8.15am.

Late Arrivals: Late arrivals interfere with the progress of the whole class as well as that of the individual. Please ensure that your child arrives at school before the first bell. In particular, students using public transport should ensure they take a bus/tram/train that will get them to school on time. If a student is consistently late, the School's Restorative Practices Protocols will come into play.

Leaving Early: Wherever possible, medical and dental appointments should take place after school hours. If a child has to leave school early, the procedure is as follows:

1. Advise the Homeroom teacher the reasons and time that your child will be picked up
2. Make sure your child knows to come to the office at the appropriate time to meet you.
3. Students cannot be called over the P.A. system and parents may not go directly to the classroom as this causes disruption to classes in progress.
4. Students in Prep - Year 5 need to be signed in and out at the front reception. Students in Years 6 - 12 sign in and out electronically via a terminal located at the reception.
5. Students in Years 9 - 11 may leave school without adult supervision only if written permission from parents is given to the Year Level Coordinator. The Year Level Coordinator will issue a pass for the student to go to the office at the appropriate time where they must sign out electronically.

Late Pick Up: If your child is not picked up on time at the end of the day, they will be supervised in the front office and the emergency contact will be notified (if parents are not available).

Dandenong Road Campus - After School Hours Care

Students can be booked into After School Hours Care which is held in the Library. There is an extra charge for this service.

A qualified teacher will supervise children and provide a variety of relaxing activities as well as assistance with reading supervision. This program operates from 3:35pm – 5:30pm (5pm on Fridays in Terms 1 & 4; 4:30pm on Fridays in Terms 2 & 3).

Please note general yard supervision concludes at 3:50pm.

Magid Campus - After School Library Supervision

The Michele Bernshaw Resource Centre (MBRC) is open and supervised from:
Monday to Thursday 8.00am-5.30pm; Friday 8.00am-4.00pm.

Students must sign in at MBRC or be under separate teacher supervision if they elect to stay at school after 4.00pm.

B'nei Mitzvah

The School keeps a centralised directory of B'nei Mitzvah dates for parents to view in order to minimise clashes of dates amongst School families. Please complete the online form on myKDS to share your child's Bar / Bat Mitzvah date.

The King David School takes no responsibility for the dates chosen by School families. We encourage parents to check the Bar / Bat Mitzvah calendar before booking dates, and then to regularly revisit to ensure no inadvertent clashes. Concerns will need to be addressed between parents in a calm and respectful manner.

Bar/Bat Mitzvah Tuition

The King David School offers optional Bar or Bat Mitzvah tuition during School hours for no additional cost. All lessons are conducted at the Magid Campus. King David provides tutors for both Progressive and Orthodox / Conservative shules.

If you have any questions or would like to discuss your options further, please email Danielle Sacher, B'nei Mitzvah Coordinator (danielle.sacher@kds.vic.edu.au).

Bar/Bat Mitzvah Ceremonies Code of Conduct

All King David students are expected to conduct themselves appropriately when attending synagogue or receptions for B'nei Mitzvah ceremonies of classmates. They should pick up a siddur and Chumash when entering the synagogue so they may follow the service and join in responses.

It is preferable that parents attend with their children and students sit with their families in synagogue. If sitting with fellow classmates, students must ensure they remain in their seats for the entire service and that their conduct does not distract others or detract from the occasion in any way. They should behave in such a way as to reflect positively on themselves and our School.

Camps and Outdoor Education

School camps are an integral part of our educational program from Years 3 to 12. They provide a range of physical challenges to students and offer opportunities for students to extend their peer relationships. Attendance at school camps is compulsory and refunds will not be given if a child is unable to attend a camp. If your child is concerned about attending camp, please speak with the Year Level Coordinator. Camps are catered in accordance with our Kashrut Policy.

Change of Address and Contact Numbers

Parents are asked to advise the School of any change of address, phone numbers and other relevant information as soon as possible. Accurate information will serve the best interests of students in any emergency.

Updates can be made via myKDS.

Class Allocations

Class lists for Students in ELC through to Year 12 will be posted on myKDS in late December. Year 7 students will be given their Homeroom at the end of the first week of Term 1. Parents are asked to have confidence that their children have been placed in appropriate classes and that careful and proper consideration has been given to the decision, taking into account a variety of educational factors.

Communication

Parents who wish to discuss the progress of their children should first approach the Subject or Homeroom Teacher before contacting the Year Level Coordinator or Head of School.

When the parents of a student are separated/divorced, unless we are provided with a Court Order that instructs otherwise, both parents will have access to online reports and both will be invited to Parent Teacher interviews.

Day-to-day contact will take place with the custodial parent or the parent with whom the student resides.

Counsellors

Educational Psychologists are available for students and parents to assist with any learning or social issues. Contact the Head of Junior School or the appropriate Year Level Coordinator at the Magid Campus should you wish to arrange an appointment.

Discipline and Behaviour

Each parent and student should acquaint themselves with the Positive Behaviours Policy and the Restorative Practice Protocols on myKDS, in order to support the School and staff in fostering appropriate attitudes and behaviour.

Behaviour outside the School: Students are expected to conduct themselves at all times in a way that reflects positively upon themselves and the School. This includes travel to and from school, at social functions and on excursions. Students may be disciplined if their behaviour brings the School's good name into disrepute. Please refer to A Harrassment Free School Policy on myKDS.

Audience and Spectator Behaviour: Parents are encouraged to attend and support religious, sporting and cultural events held during the year. The School expects that parents and their children will not engage in any behaviour that would bring the School into disrepute, or set a bad example to students. When attending school functions, parents are responsible for the management of younger siblings who are not participating in the event.

Excursions

It is the School's policy to educate beyond the confines of the classroom and, as such, excursions are an integral part of our educational program. Notices about excursions will be sent out electronically and parents will need to log into myKDS to give their permission for students to attend each excursion before students will be allowed to leave the School grounds. Verbal permission by phone and handwritten notes cannot be accepted.

Inter-campus and sporting excursions: There are many instances when we wish to have specific classes of students from one campus come to visit another campus i.e. visiting guest speakers, music/drama activities and festivals.

The King David School Physical Education and Sports Program allows students the opportunity to be able to use a variety of sporting venues and facilities off campus. The use of these nominated facilities may necessitate the use of bus travel or possibly walking to some venues.

The General Travel Permission Form for Inter-Campus Travel and Sporting Venues is approved electronically once per year via myKDS. This gives permission for your child to travel inter-campus (including to Temple Beth Israel at 76 Alma Road) or to sporting venues.

Extended School Hours Care (ESHC)

The King David School runs a Prep-Year 5 Extended School Hours Care program at the Dandenong Road Campus. Our aim is to provide the highest quality afterschool care for Kindergarten to Year 5 students and great holiday care programs for Kindergarten. We pride ourselves on providing children with a happy, diverse and engaging learning environment. We offer exciting activities such as arts, crafts, story times, music, dance, games, indoor sports, outdoor sports, themed activities and healthy nutritious snacks.

The Childcare Subsidy (CCS) is available for families of Kindergarten & school-aged children who qualify. Please contact Liliya Kurmaeva at The King David School Finance office on 9527 0111 for further information.

For further information regarding the ESHC program, please contact the ESHC Program Coordinator on 9291 7979.

Food and Kashrut

We encourage the development of healthy eating habits at school and, therefore, students are expected to bring healthy lunches. Accordingly, chips, lollies, soft drinks or other "junk food" are discouraged. Students are not permitted to chew gum at school.

Similarly, we also believe that that the biblical injunctions regarding Kashrut (the Jewish dietary laws) can be understood as an expression of the central Jewish concept of *k'dushah* (holiness) and that this has the ability to strengthen our commitment to God and enhance our sense of reverence for life. Recognising this, The King David School has developed a comprehensive Kashrut Policy to guide our observance.

The main principles that shape this policy are:

- The separation of meat and milk products
- The separation of *chalavi* (milk) and *basari* (meat) utensils during the preparation and serving of food
- All meat served by the School is obtained from a recognised kosher butcher
- The non serving or eating of treif foods. This includes foods containing gelatine, suet, rennet, whey and certain "E-numbers" that are derived from animal products
- The furtherance of Tikkun Olam through the observance of eco-kashrut, restricting our purchase and consumption of foods to those that are produced in an ethical manner
- The importance of teaching students about kashrut
- A vegetarian option should be available at all school functions, including camps.

Health

Students should not be sent to school with coughs or colds or if the parent suspects a developing illness. If accidents or illness occur at school, every effort is made to contact a parent. If this is not possible, and if the case is considered urgent, medical assistance may be sought by the School. It is imperative, therefore, that you update your emergency details for each child so that we have accurate details of your own doctor, emergency contacts, etc. Parents must update information on myKDS when required throughout the year.

Accident Cover – The School holds Group Student Accident insurance to cover registered students for injuries which occur whilst in the School's care. Some benefits are restricted by legislation, please refer to the School administration office for full terms, conditions and exclusions of cover or to obtain a claim form.

Allergies – If your child is known to have an allergy that may cause anaphylaxis, you are required to complete the Allergies Notification Form and provide an Action Plan which is available on myKDS. This form is to be lodged with the Homeroom teacher each year.

Medication – Students who need to take medication during school hours must bring a note written and signed by their parent(s)/guardian(s) which gives permission for the School Nurse to assist in administering the medication, and includes the name, dosage, method and time of administering. Medication must be stored in a labelled container and left with the School Nurse. Students are not allowed to keep any medication in their possession without prior approval of the class/Homeroom teacher. No medication, even Paracetamol, may be given without parental permission.

Lice – Head lice and nits are highly contagious, so parents should check their children's hair regularly at home. If head lice are detected in your child's class you will be notified so that you can do a thorough check of your child and other family members. If nits or lice are found the child must be kept at home until treated. Even after treatment parents should continue daily checks, as treatments do not provide immunity and reinfestation may occur. Pamphlets on detection and treatment of head lice are available from the School office (see the policy on myKDS).

Notifiable diseases – It is a parent's legal duty to notify the School immediately if their child contracts any of the following diseases: chicken pox, conjunctivitis, acute contagious impetigo, diphtheria or membranous croup, enteric fever (typhoid and paratyphoid), gonococcal infection (eyes or genitals), infectious hepatitis, measles, German measles (rubella), meningitis, mumps, poliomyelitis, ringworm, scabies, scarlet fever, smallpox, trachoma, tuberculosis, typhus, whooping cough.

Homework

Please refer to myKDS for the Homework Guidelines.

Houses

All students are allocated to one of four Houses: Negev (red); Arava (yellow); Kinneret (blue); Galil (green). Siblings are allocated to the same House. Inter-House competitions are organised during the year for swimming, athletics and other sporting and cultural activities.

Information and Communication Technology

Students are bound by the ICT – Student Acceptable Use Policy found on myKDS. Students and their parents in Prep - Year 12 must read this policy. Each year parents and students will be asked to agree to the ICT – Student Acceptable Use Policy via myKDS.

Jewish Life

The King David School is a progressive Jewish School established on the principles of inclusion, egalitarianism and social justice.

We are committed to engendering within our students a deep and abiding sense of community, a strong and proud Australian identity and a close and meaningful relationship with the Land and State of Israel.

In recognising that there is more than one way to be a Jew, we are committed to creating an environment of open enquiry, gender equity and vigorous discussion. By combining serious Jewish learning with meaningful Jewish experiences, we aim to empower our students to 'know and understand' their heritage while instilling in them a desire to live meaningful Jewish lives.

Kippot

Students are introduced to a number of ritual items during their education. The kippah is one of these significant items traditionally worn at all times as a reminder of God's presence. At The King David School we encourage students to know and understand our ritual practices. Boys should wear a kippah when studying sacred texts, saying daily prayers and blessings, and when acting as Jewish ambassadors for our community. Other students may wear a kippah if they wish to.

Library/Resource Centres

The King David School Resource Centres play a central role within the School. The goals of our Resource Centres are:

- To provide services that support the curriculum and fulfil the information needs of the School community
- To develop and sustain in students the habit and enjoyment of reading and learning
- To assist in the creation of independent lifelong learners and thinkers.

Regulations in place to achieve the above goals for the Resource Centres

The Ron Castan Resource Centre (RCRC) at the Junior School

- Students in Kindergarten to Year 5 have scheduled library instructional periods as well as opportunities to borrow items
- Students up to and including Year 2 require a Library Bag
- Students with overdue items may not borrow other items, and will receive "overdue notices" periodically
- Charges apply to lost items.

The Michele Bernshaw Resource Centre (MBRC) at the Magid Campus

- The MBRC is open and supervised from: Monday to Thursday 8.00am-5.30pm; Friday 8.00am-4.00pm
- Students must sign in at MBRC or be under separate teacher supervision if they elect to stay at school after 4.00pm
- At the senior levels some items will be on overnight or three-day loans. Students who do not return these on the due date may have their borrowing rights suspended
- Students with overdue items may not borrow other items, and will receive "overdue notices" periodically
- Charges apply to lost items.

Library Fund

Please note that a Library Fund exists for donations to the Library at any time during the school year. This includes the Library Birthday Club which operates for families who wish to donate a new book to the library collection for their child's birthday. Donations to The King David School Library Fund are tax deductible.

Lost Property

Please be sure to clearly name all personal belongings and every piece of clothing that your child brings to school. Lost property boxes are located at each campus and, once a term all unnamed items are removed. All named items will be returned to either the class teacher or directly to students. The School accepts no responsibility for loss or damage to personal items.

Messages/Telephone

Parents and students are urged to coordinate plans well in advance so that messages do not need to be exchanged during school hours, causing disruption to the class and the office. Students will be allowed to use the telephone only in an emergency and with the permission of a teacher. Unless there is a strong necessity, messages to students cannot be delivered to classrooms, and only in dire emergencies will students be called out of class for phone calls.

Mobile Phones and Portable Music Players

Unless otherwise instructed, anyone who chooses to bring a mobile phone or portable music player to school must lock it in their locker at the beginning of the day or leave it in the School Office and collect it at the end of the school day. If a student is found using a mobile phone/music player during the day outside of teacher-directed classroom use, they will be required to take it to the office and collect it at the end of the day. The School cannot take responsibility for any loss of, or damage to, mobile phones and music players.

myKDS

The Student Portal - myKDS - contains an electronic version of the School calendar that can be tailored for different year levels. Summative Assessments are uploaded for Pre-School and Kindergarten. It also has a window into the Learning Journey for Junior students and includes a section with Due Work and Grades for Middle and Senior Students. Parents and students can log on to myKDS from the home page of the School website, or by entering the address my.kds.vic.edu.au into a web browser, or by downloading the myKDS app from the App Store.

Parents' Association – Information and Services

The Parents' Association has a vital role at the School. Its objectives include:

- To raise funds towards developing and improving the facilities of The King David School
- To ensure all families feel welcome and included and to provide a social forum for the School community.

Class Representatives are needed every year from each class to:

- Facilitate a supportive social network amongst the class parents and families
- Assist in organising class presents or cards when appropriate
- Be a liaison between the class parents and the Parents' Association regarding information distribution, feedback and concerns.

We welcome help and input from parents, grandparents and relatives. If you have any questions about the Parents' Association and/or would like to be involved as a general volunteer or on a committee of your interest, please contact the KDSPA via our email address: kdspa@kds.vic.edu.au. We welcome your suggestions and comments.

Other areas involving parents include:

- Attending social functions
- Contributing ideas about and supporting Fundraising Events and Drives
- Attending excursions where parents are needed
- Attending sports days, school musicals, end of year concerts and Presentation Evening (dates are in the School calendar).
- Being involved in volunteer reading programs and activities
- Attending Kabbalat Shabbat on Fridays at the Kindergarten
- Being involved in the Festival celebrations at the School.

Parties/Social Events

Parents should consider carefully the day and venue of any child's birthday celebrations. The School asks parents to ensure that parties conform to the School's guidelines, i.e. are not scheduled on Shabbat or Festivals, and provide acceptable food. Invitations to birthday parties may be distributed at school only if the entire class is invited. It is the tradition at King David that parties are of an inclusive nature. We ask all parents to consider this when deciding on invitations.

Performing Arts

The King David School offers a wide variety of Performing Arts opportunities, including private Instrumental Music lessons for students from Prep to Year 12. For full details please consult the Co-Curricular Handbook which can be found on the School website.

For more information, or to obtain an enrolment form for Music Lessons, contact the Music Department directly on 9527 0077 or email: music@kds.vic.edu.au

Personal Belongings

Electronic games are not permitted during school hours. Devices that are brought to school by students will be stored in the campus office until the end of the school day. Students must take full responsibility for the safekeeping of these items. When a student uses a device not in accordance with this regulation, the device will be locked in the campus office until the end of the day.

The School will not take responsibility for any loss of, or damage to, personal belongings.

Reports

Dandenong Road Campus

Junior School reports are sent to parents electronically via myKDS twice a year – at the end of Term 2 and at the end of the School year. Parent/Teacher Interviews are generally held at the end of Terms 1, 2 and 3 in the Junior School. Additional interview times may be arranged when necessary; parents are welcome to initiate these by contacting the appropriate Year Level Coordinator or Head of School.

Magid Campus

Parents receive a report at the end of each Semester, with the student's overall unit grade as well as grades for all their major assessments. Teacher feedback is delivered continuously throughout the Semester via the student's myKDS page.

Parents have the ability to print a PDF of the report and comments, if desired.

Parent/Teacher Interviews are generally held at the end of Term 1 and Term 3 at the Magid Campus. Additional interview times may be arranged when necessary; parents are welcome to initiate these by contacting the appropriate Year Level Coordinator or Head of School.

Scholarships

Scholarship information is available on the School website or from the Admissions Manager who can be contacted on 9527 0102 or via email: admissions@kds.vic.edu.au.

School Council

The School Council is the governing body of The King David School. The Principal is responsible for the implementation of educational philosophy and policy as discussed and approved by the Council, which is concerned with overall policy and the effective management of all aspects of the School, including careful financial and strategic planning. Many of those who serve on the School Council are parents, as well as professional business people who invest much of their personal time in the welfare of the School.

School Uniform

School uniforms are a symbol of collective identity. They assist our students in feeling pride, unity and purpose. It is important therefore that the uniform is worn with respect and honour.

The King David School has chosen its uniform so that it is of good quality, fits most body shapes and sizes. The school uniform is distinctive and affordable, well co-ordinated, easily laundered, durable, and mostly Australian made.

The King David School uniform must be purchased from Bob Stewart Uniform Specialists.

Location:	Bob Stewart Uniform Specialists 158 - 160 Waverley Road, Malvern East	
Trading Hours:	Mon - Wed, Fri	8.30am – 5.00pm
	Thurs	8.30am - 6.00pm
	Sat	9.00am – 1.00pm

Second Hand Uniform - Posh Opp Shoppe

Second hand KDS uniforms are available for purchase from the Posh Opp Shoppe, corner Grange and Glenhuntly Roads, Glenhuntly. All proceeds from the sale of second hand uniform items support the vital work the Posh Opp Shoppe does in providing funding for children with special needs in Jewish schools.

All items to be donated to the Posh Opp Shoppe must be washed and in good wearable condition. No tears or large stains. Uniform donations are to be dropped directly to the Posh Opp Shoppe at the Glenhuntly location only.

All items are sold at significantly reduced prices.

There is also a KDS Buy / Swap / Sell Facebook page for second hand uniform items and textbooks.

Security

The King David School contracts security to a private company and every effort is made to ensure that the guards provided have a high degree of familiarity with the School community and up-to-date security information. The security company has a presence at each of our campuses – both discreet and obvious. Guards are on duty at the main gates in the morning and afternoon and visitors may be required to show photo identification. Part of the guards' role is to check all buildings thoroughly before and after use.

In the interest of the safety of persons and property, **all visitors** to the School must register at the reception desk. Visitors will be provided with a visitor's pass that must be displayed at all times. The pass is to be returned to reception before leaving.

Parents may not go directly to classrooms to collect students or deliver messages.

Please see procedures for collecting students early under Attendance.

Parent Security Group

The PSG is a group of trained parents who assist in securing the School at pick up and drop off times. This additional security works independently but in tandem with the existing commercial security firm employed by the School. After some initial training, parents are organised into a roster. While on a shift they are responsible for the observation of objects, people and activity passing or entering the School grounds.

Parents are urged to join and contribute in the maintenance of a secure environment for our children while also getting an opportunity to learn useful, real life skills.

The PSG is under the aegis of the Community Security Group which provides security consulting for a number of Jewish schools who have similar programmes. Training is run throughout the year and interested parents are welcome to contact the School for further information.

Traffic and Road Safety

Students may be put at risk by parents who do not observe Clearway traffic rules when delivering and collecting students. Parents are reminded not to park across private driveways and to adhere to traffic rules and courteous codes of conduct. Please do not deliver or collect students in side streets as this severely restricts the flow of traffic.

Parents are reminded of the 40kph speed limit in school zones.

Parking: Please observe the Council parking restrictions as indicated at all campuses. Do not park in or across the main driveways of the School or across neighbours' driveways.

Dandenong Road Campus

All users

- Cars can only enter and exit one at a time. Please obey the directions of the traffic warden
- It is extremely dangerous to try to enter the car park from the second lane on Dandenong Rd
- Parents must turn left into the first lane of traffic when exiting and not wait to cross lanes – this holds up the flow. Please go into Wattletree Rd and then use Kooyong Rd to go North or South
- Please do not block the car stacker or park in non-designated spots
- When walking in the car park please hold hands with children and use the marked walkway around the perimeter of the car park
- A pedestrian access on the left-hand side at the front of the School provides a walkway for students who are arriving on foot.

Junior School

- A drop off and pick up bay operates in the underground carpark for Prep-Year 5 Students
- Prep-Year 5 parents may not park in the car park at all. Some grandparents may not be aware of this - please assist by informing them
- If your child is not ready at pick up you must exit the car park, go around the block and return to the car park. You may not do a loop of the car park as this creates terrible congestion
- There are three marked spots in the drop off zone – please only use these for children entering or exiting cars.

The King David School Early Learning Centre

- During drop off or pick up, if there are no spots available please park in a side street
- It is requested that you keep to the 10-minute rule regarding pick up and drop off
- ELC parents may only park in designated spots – marked in blue.

Magid Campus

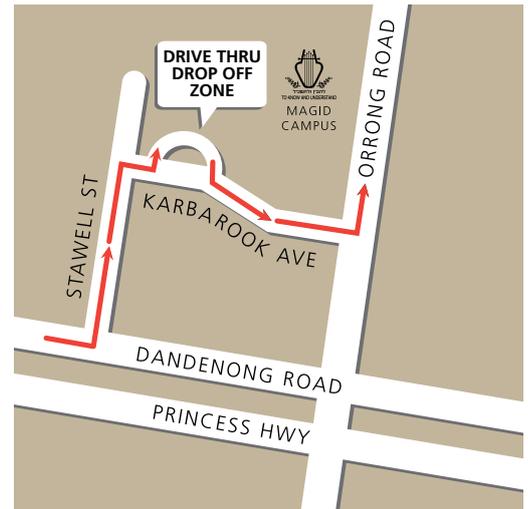
The School side of Orrong Road is a Clearway in the morning. Do not drop students at the Orrong Road entrance in the morning as this creates a traffic hazard. Security staff will be monitoring this situation. The back gates are locked at 9.00am and 4.00pm each day. Please park on Orrong Road if you need to come into the School.

The preferred traffic flow at the Magid Campus is:

- Access to the Magid Campus via Stawell Street (off Dandenong Road) only. (Do NOT turn into Karbarook Avenue from Orrong Road)
- Exit the Magid Campus drive-through by turning LEFT ONLY into Karbarook Avenue
- Turn LEFT ONLY from Karbarook Avenue into Orrong Road.

The extra time taken to accommodate this traffic flow plan eases the congestion around Stawell Street and Karbarook Avenue, assists in reducing conflict and stress for our parents and neighbours, and, most importantly, improves safety for our students.

The drop off and pick up driveway are No Parking/No Standing areas. Parents must not leave their cars. Please avoid coming early and taking up a parked position in the driveway. This blocks the traffic flow. Give your children 5-6 minutes after the final bell in order for them to pack their bags and reach the drop off/pick up area.



Website, myKDS and Communication

The King David School website www.kds.vic.edu.au is an easy to use and informative site which takes you through every aspect of life at the School from Pre-School to Year 12. It includes comprehensive descriptions of curriculum, Jewish life, School policies and School news, as well as insights into the philosophy and history of the School. The King David School website is updated on a regular basis.

On the website's home page, you will also find a link to myKDS, the School Portal. Each parent receives their own unique username and log in for myKDS. The Portal provides parents with School policies, news and events. Parents are expected to familiarise themselves with all School policies. MyKDS also includes personalised information about students, including medical records, class lists and school reports. The Portal also contains a Document Centre which is a centralised point for all School forms. Permission for students' excursions are also given via myKDS. A Photo Gallery is available for viewing School activities.

All families are required to provide at least one email contact to the School. Notices are batched together and sent via the email notification system each afternoon (when there are notices to be sent). These notices are tailored to each family so that families only receive notices relevant to their children's year level. A history of notices sent to families is available on myKDS, sorted by month.

Student Services

Students are supported by a team encompassing Psychological Services, Learning Support and Home Room educators. The School offers the services of Educational Psychologists and Learning Support staff.

Learning Support

All student learning is continually monitored to determine whether extra assistance is required. Learning Support teachers are available to assist students when particular learning issues are identified. Please discuss any concerns initially with your child's teachers, who will arrange the appropriate assistance. Some students will also have an Individual Education Plan, which is reviewed each semester at meetings with parents and teachers.

The Learning Support staff also provide advice to teachers and parents on individual learning difficulties and methods for assisting children at home.

Psychological Services

Our school psychologists are available to assist students with a wide range of problems including social, academic and familial. The psychologists all contribute to an atmosphere where students feel they can resolve problems, learn life skills and achieve academically. The School also offers special programs for the development of friendship skills as well as an extensive parent education program. The School has proactive programs to deal with social issues, bullying and a wide range of other issues.

The King David School Song To Know and Understand

Words and music by Les Segal and Martin Splitter. Hebrew by Ruth Blum.

Bound by time through the ages,
History learnt from the sages.
Har Sinai
Under watchful eye,
Wandering to the Promised Land.
Wisdom of generations,
Passed with anticipation,
Years go by
Still the young ask why,
Then they know and understand.

B'nai Avraham po kulanu
Yitzchak v'Ya'akov
Sara, Rivka, Rachel v'Leah
Tageinah mokol mach'ov
David gibor Yisrael
L'olam kinoro yashir
Ahavat El l'amo natan
L'havin ul'haskil

Born from dreams and a vision,
Hearts that stirred with decision,
Eyes with sight,
Reaching for the light,
Underneath Australian sun.

I am young hear my voice now,
Watch me grow and rejoice now.
Take my hand,
See how straight we stand,
When we know and understand.

Translation of Hebrew:

We are the children
Of Abraham, Isaac and Jacob,
Sarah, Rebecca, Rachel and Leah
Protect us on our way
David, hero of Israel
His harp will forever sing
God's love for our People –
To know and understand.

בְּנֵי אַבְרָהָם פֶּה בְּלָנוּ
יִצְחָק וְיַעֲקֹב
שָׂרָה רִבְקָה רָחֵל וְלֵאָה
תְּגִינָה מִכָּל מְכָאוֹב.
דָּוִד גִּיבּוֹר יִשְׂרָאֵל
לְעוֹלָם כְּנוֹרוֹ יִשִּׁיר,
אַהֲבַת-אֵל לְעַמּוֹ נָתַן
לְהַבִּין וּלְהַשְׁכִּיל

The King David School

Early Learning Centre

Pre - Kindergarten, Junior and Senior Kindergartens

373 Dandenong Road, Armadale VIC 3143

Tel: (03) 9291 7979

PO Box 286, Malvern VIC 3144

Email: junior.school@kds.vic.edu.au

Dandenong Road Campus

Junior School: Prep - Year 5

373 Dandenong Road, Armadale VIC 3143

Tel: (03) 9291 7979

PO Box 286, Malvern VIC 3144

Email: junior.school@kds.vic.edu.au

Magid Campus

Middle School: Years 6-9

Senior School: Years 10-12

517 Orrong Road, Armadale VIC 3143

PO Box 286, Malvern VIC 3144

Tel: (03) 9291 7900

Email: magid.campus@kds.vic.edu.au

Business Team

520 Orrong Road, Armadale VIC 3143

Tel: (03) 9527 0121

Email: accounts@kds.vic.edu.au

Admissions Office

Tel: (03) 9527 0102

Email: admissions@kds.vic.edu.au

www.kds.vic.edu.au

THE KING DAVID SCHOOL

