Kuranda District State College

Prospectus 2016

“Building Personal Success Together”
Contents

Contents.............................................................................................................2
Principal’s Welcome..........................................................................................3
Our College.......................................................................................................4
Our Motto .........................................................................................................5
What We Value ...............................................................................................5
Contacting the College ..................................................................................6
2015 Term Dates ..............................................................................................6
Assemblies ........................................................................................................7
Attendance at College/Absenteeism .............................................................7
Books/booklists and stationary ...................................................................7
Consent to Publish Form ................................................................................7
Communication ................................................................................................8
Computers ........................................................................................................9
Critical Incidents/School Closures ...............................................................9
Curriculum ......................................................................................................9
Custody/Parent Orders ..................................................................................9
Electronic Devices .........................................................................................10
Enrolment Procedures for new Students .....................................................10
Excursions .....................................................................................................11
Head Lice Control ........................................................................................11
Homework and Assignments .....................................................................11
Instrumental Music .......................................................................................12
Late Arrivals/Early Departures ...................................................................12
Lost Property ................................................................................................12
Maps ...............................................................................................................13
Medical Issues ...............................................................................................14
Mobile Phones ...............................................................................................15
Money and Valuables ...................................................................................15
Money Collection ..........................................................................................15
Parents and Citizens Association .................................................................15
Parent Involvement .......................................................................................16
Religious Education .....................................................................................17
Reporting Student Progress .......................................................................17
School Wide positive Behaviour for Learning ...........................................17
School Council ..............................................................................................18
School Photographs .......................................................................................18
School Routine ..............................................................................................18
Skateboards, Bikes and Scooters ................................................................19
Smoking ..........................................................................................................19
Sport ...............................................................................................................19
Student Leadership .......................................................................................19
Student Transfer ..........................................................................................20
Student Wellbeing Team .............................................................................20
Testing ............................................................................................................20
Text & Resource Hire Scheme .....................................................................20
Travel to and from School ..........................................................................21
Tuckshop ........................................................................................................21
Use of School Grounds After Hours .............................................................22
Visitors to the School ...................................................................................22
Uniform Policy ...............................................................................................23
Volunteers ......................................................................................................24
Parent/Carer Feedback Form .......................................................................25
Welcome to our school. Kuranda District State School and Kuranda State High School amalgamated at the commencement of 2007 to create Kuranda District State College. The college caters for a diverse range of students in a trusting and caring environment.

With over 420 students, the college is the perfect size for teachers and students to form trusting and supportive relationships and partnerships. Class sizes are generally small (around 18 to 25) in prep to year 9 with senior phase students enjoying class sizes ranging from 5 to 25 depending on subject choices. We currently offer a subject range which allows us to achieve our service commitment. We commit to ensuring every student at our school leaves the college with full time employment, an Overall Position (OP) score gaining university entrance or a pathway to further training in TAFE or an equivalent establishment. In 2013 we were 100% successful in achieving our goal.

The college is well provisioned to meet the academic learning needs of students including a staff that has a good gender and experience balance. In addition the college has a range of other support personnel including guidance officer/careers counsellor, well being officer, school based nurse, intensive reading and maths progress and special needs teacher. Our school boasts one of the best tutoring and one on one service provision to senior students in the region. Our primary students are focused strongly on the college reading priority. We firmly believe reading is the key to accessing the curriculum and we have designed our curriculum to extend students reading at both ends of the achievement spectrum.

The college has a strong student welfare philosophy and program, which is underpinned by the positive behaviour for learning program. Staff and students undertake regular lessons and training to ensure that students remain safe and supported at the college. We are 'loud and proud' of who we are and what we have to offer the children and wider community of Kuranda. We are willing to stand by our decisions and actions and also willing to accept suggestions and ideas which will make for a richer learning experience for our students. Whilst educating and facilitating the development of each child’s head, heart and hands, we expect and demand nothing short of every child’s, teacher’s and school community member’s best effort. This will help our potential to be realised.

I look forward to meeting new students and families to the area.

Sincerely,

Sharon Jones
College Principal
Kuranda District State College commenced operations in January 2007. Our College is a P-12 School offering seamless education programs for students from Prep to Year 12. With a total student body of over 400 students, Kuranda District State College is able to build personal success within a small, personal atmosphere. Our school prides itself on knowing each student and building positive relationships between staff and students.

Kuranda District State School was originally situated in the Kuranda Village. At the end of 2006 the school closed its doors at the former site and a purpose built P-6 campus was developed to begin operations on the current site in 2007. The school had a long history within the Kuranda Community. Initially located at Myola, the Primary School relocated to the village.

Kuranda State High School was built on the current college site on Myola Road and commenced operations in 1998. With a short history of fifteen years it provided, for the first time, the opportunity for Kuranda students to complete their education within their own community. Our current focus is on developing the Junior Secondary years to ensure the transition pathway through the college is seamless and successful.

In recent years, the College has created and implemented a number of successful programs, which have been recognised with awards of excellence at regional, state and national levels. The college is also very focussed on explicit teaching and evidence-based pedagogy. Our teachers are committed to helping student learn at their personal level and reading is a critical focus of this work.

The strong teaching agenda at the College is aimed squarely on the Regional Service Commitment of having every student graduate with a QCE and being accepted into tertiary study (University or Tafe) or being employed in the career of their choice. Our students continue to win awards in state and national competitions. This College is focussed on being a place of high expectation and learning.
**Building Personal Success Together**

At Kuranda District State College we recognise that all students are individuals. Our aim is to work together to build personal success for each student at our college. To do this we need to cater for the differences that children possess. All children develop in different ways as they achieve their own personal success.

We recognise the importance in working together to achieve this success:

- **Together** as a P-12 College where **staff** support students’ development from those early years to when they leave us as young adults.
- **Together** with **parents and families** to work out ways to best support your child through their journey.
- **Together** with other **students** working on being safe, respectful learners.
- **Together** with outside agencies providing the support students need throughout their journey.
- **Together** with the **wider community** providing important industry, cultural and environmental links.

**What We Value**

**Safe Respectful Learning**

Through our school wide Positive Behaviour to Learning Program, we have identified three universal expectations across our P-12 College.

- Be SAFE
- Be RESPECTFUL
- Be a LEARNER.

Students of all ages learn best when the school that they attend is a safe, supportive and disciplined environment. For this reason, Kuranda District College is one of many schools in Far North Queensland that uses the Positive Behaviour for Learning (PBL) framework to develop a whole-school approach to student discipline.

Within this research-based framework, the pro-social behaviours that assist students to be safe and respectful learners are explicitly taught and reinforced in much the same way as academic skills. Students are likewise clearly acknowledged for meeting our expectations of positive behaviour, and provided with appropriate feedback. Put simply, teaching students the expected social behaviours and routines and then acknowledging them when they use these same behaviours is by far the most effective way to prevent management problems.
# Contacting the College

**ADDRESS:**
260 Myola Road  
Kuranda, QLD 4881

**POSTAL ADDRESS:**
PO Box 454  
Kuranda, QLD 4881

**PRINCIPAL**
Sharon Jones  
the.principal@kurandadistrictsc.eq.edu.au

**HEADS OF SCHOOL**
Lexelle Bray  
lbray9@eq.edu.au  
Michelle Neubecker  
mneub3@eq.edu.au  
Julia Brandt  
jbran28@eq.edu.au  
Travers Toohey  
ttooh3@eq.edu.au

**P-6 CAMPUS:**
**TELEPHONE:** (07) 4085 5344  
**FACSIMILE:** (07) 4085 5301  
**OFFICE HOURS:** 8.15am – 3.15pm

**7-12 CAMPUS:**
**TELEPHONE:** (07) 4085 5333  
**FACSIMILE:** (07) 4085 5300  
**OFFICE HOURS:** 8.00am – 4.00pm

---

## 2016 Term Dates

<table>
<thead>
<tr>
<th>Term Dates:</th>
<th>27th January</th>
<th>Student Free Days</th>
<th>Public Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term 1</strong></td>
<td>27th January to 24th March</td>
<td>Thursday 21st January, Friday 22nd January, Monday 25th January</td>
<td>Australia Day (Tuesday 26th January)</td>
</tr>
</tbody>
</table>
| **Term 2**  | 11th April to 24th June |  | Good Friday (Friday 25th March)  
| **Term 3**  | 11th July to 16th September |  | Labour Day (Monday 2nd May)  
| **Term 4**  | 4th October to 9th December | Monday 17th October | Cairns Show Day (15th July)  
| **Finish Dates:** | | | Queens Birthday (Monday October 3rd) |

| **Year 12** | 18th November |
| **Year 10/11** | 25th November |
| **Years P-9** | 9th December |
Assemblies are held on both campuses:

- On the P-6 Campus each week: Monday 9.00 am
- On the 7-12 Campus each week: Monday 9.00 am

Whole college parades throughout the year to celebrate special events and achievements.

Parents and carers are welcome to all school events.

### Attendance at College

Children must attend school regularly in order to make satisfactory progress with their learning.

The Education (General Provisions) Act 2006 states;

Parents must ensure their child attends school on every school day required by their educational program unless the parent has a reasonable excuse.

If your child is absent from school please notify the school by telephone (P-6 Campus - 4085 5344 or 7-12 Campus 4085 5333) or by letter or via email to the Head of School (note email addresses on the contacts page) as soon as possible.

Poor attendance may result in:

- Your child’s youth allowance / Abstudy being discontinued.
- Your child’s enrolment and being cancelled.
- The parent of the non-attending child being prosecuted by the Police.

### Books and Resource Scheme

In 2016 Kuranda District State College will roll out a Student Resource Scheme (SRS). The SRS was designed in conjunction with the P and C to streamline payments for books, stationery and activities for your child. The SRS is allows for a once a year payment that will cover most activities and resources that your child will access during the year.

In your enrolment package, you will notice a Consent to Publish Form. Please read and complete this carefully as it will impact on your child/children while at school. The College only releases pictures of students for positive reinforcement and publicity.
Ongoing communication between the college and home plays an important role in your child’s education. We encourage you to be involved and to regularly speak with teachers about your child’s progress. It is important to notify us if you have a concern or if you believe your child is experiencing a problem.

Some ways of communication are:

**Parent – Teacher meetings**

You are welcome to discuss your child’s progress with the teachers concerned. Please organise a convenient meeting time through either the P-6 or 7-12 office. Please note that teachers are unable to meet with you during class time when they are responsible for supervising other students.

**Parent – Teacher evenings**

- At the beginning of the year, P-Year 9 Parent – Teacher Evenings are arranged to inform parents of classroom procedures and the expectations of your child’s teacher.
- During Term 4, an evening meeting is held to finalise Year 10 Senior Education and Training (SET) Plans.
- A Prep Open Day and Junior School Information Evening are held during term 4.
- Awards evening is celebrated in term 4 each year.

**Parent – Teacher interviews**

Formal Parent – Teacher interviews are arranged at the end of Term 1 each year. Meetings are also held on parent/teacher request.

**Parent – Head of School / Meetings**

Parents are welcome to discuss concerns with their child’s education with the Head of School. Please phone the office to arrange an interview.

**Home – School Communication**

**Messages**

Contact with the college can always be made by phone, email or letter. Letters containing sensitive information should be sealed and addressed to the intended reader. Phone messages are to be kept to a minimum and will be relayed to teachers.

**Newsletter**

The college has a monthly newsletter that is issued on a Friday. This contains all relevant information for the next month.

**Electronics**

Contact with the Heads of School and Principal via email [See Contacts page]. The college also has a comprehensive website.

**E-Newsletter and SMS texting**

If you wish to be included in a group communication please email the principal with your request and ensure your current email and mobile phone number are held at the school.
Critical Incidents/School Closures

The college principal has no authorisation to shut down a school; such decisions are made by the Director General of Education.

In the event of extreme weather conditions (e.g. Cyclone or Floods) please listen to 4CA or SeaFM for school information or contact the school for information. It is important, especially during the wet season, to monitor local flood levels.

In the event that buses are required to pick students up early, we will attempt to contact you or your emergency contact. (It is therefore essential that your personal details are kept up to date.)

Curriculum

At Kuranda District State College, our aim is to provide seamless curriculum opportunities from P-12. We understand that as children develop they have different needs and requirements. Our Curriculum has been developed around four main phases to cater for these needs:

- Junior Phase: Year Prep to 2
- Upper Junior Phase: Year 3 to 6
- Lower Senior Phase: Year 7 to 9
- Senior Phase: Year 10 to 12.

Included in the enrolment package will be an outline of what programs are offered during these different phases of learning.

Custody/Parent Orders

If there are custody arrangements with your child, please notify the office staff of those details. It is essential that the Administration, class teachers and office staff are informed with concerns surrounding custody issues so that appropriate action can be taken by the school if necessary. Occasionally we may have to act on custody information held in our confidential school files. It is vital that this information remains current and is supported by appropriate documentation.
Electronic Devices

Electronic devices such as iPods, MP3 players, portable gaming consoles (Nintendo DS, PSP, etc) are not welcome at the college. Mobile phones are permitted on the secondary campus but must not be turned on during class time. They are not permitted at all on the P-6 campus. Such devices are often expensive and the college cannot guarantee that they will not be damaged or lost. Use of such devices also can lead to disruptions to student learning within the classroom.

Enrolment Procedures

1. All parents of new enrolments and of students seeking to repeat a year will be interviewed by the Head of School. Interviews will be by appointment.

2. The following documentation must be produced for any new enrolment:
   a. For students enrolling at KDSC, a Birth Certificate or Birth Registration Card is required as proof of age.
   b. For students who have attended a Queensland State School immediately prior to enrolment, a Certificate of Transfer is required from the last school attended. This is proof of earlier enrolment and year of education reached.
   c. For students enrolling from interstate or from a Queensland non-state school, the most recent school report is required.
   d. For students with an impairment, a profile and verification and/or guidance reports and in some cases medical reports may be needed. The parents of these students will need to have an interview with our Special Needs Teacher before final enrolment occurs.

3. The best possible placement of new students is assisted by the presentation of reports.

4. An enrolment Form and other Administration Forms will be completed at the time of enrolment. These are included in this package.
   - Consent to Publish Form
   - Student Agreement – Computers and the Internet Agreement Form
   - Enrolment Agreement Form

5. Commencement of schooling after enrolment will be at least one day after the enrolment interview.

Change of Details

Any changes of details from the original enrolment form such as address, telephone number or parent employment address should be communicated immediately in writing to either the P-6 or 7-12 campus office. This information should be kept up to date so that parents can be contacted quickly in any emergency.
Excursions

Camps and excursions will be offered to support our educational program. Every effort will be made to keep excursion expenses down (please note such costs are not included in the Year 8-12 text book and resource scheme.)

As camps and excursions are designed to support curriculum programs, lead-up and follow-up classroom activities will be devised around the camp or excursion and within the context of the unit of study.

Students unable to attend camps and excursions must attend school. In these circumstances alternative work and assessment arrangements will be made to ensure no student is disadvantaged.

Head Lice Control

Detecting and treating head lice is the responsibility of families. Our school supports families in that role in a number of ways as demonstrated in the Managing head lice at home package enclosed in the enrolment compendium or available at the P-6 or 7-12 Office.

Please refer to the package as needed and contact the school administration if you have any further questions or concerns.

 Homework and Assignments

Homework is an important part of the learning process and will be part of our regular learning patterns. Homework will include learning or written work, reading and consolidation or revision of work, assignment / project work. Homework is a relevant extension of learning at school.

As guidelines the Education (General Provisions) Act 2006 outlines the following as guidelines regarding the amount of homework set for different age groups:

- Homework in Prep—the home reading program commences in term 1 and sight words go home commencing term 2.
- Homework in Year 1,2,3 – up to one hour each week.
- Homework in Year 4 and 5 – up to 2-3 hours each week.
- Homework in Year 6 and 7 – up to 3-4 hours per week.
- Homework in Years 8 and 9 – up to 5 hours each week

Homework in Years 10, 11 and 12 will vary according to the student’s learning needs and individual programs of learning.

We encourage you to supervise homework and to assist your child to develop effective work and study habits, whilst developing organisational skills.

THERE IS NO SUCH THING AS NO HOMEWORK

An outline of the type of homework you should expect to see your student doing has been included in the Junior, Middle and Senior Curriculum Handbooks in this package.
Late Arrivals/Early Departures

Late Arrivals

Students arriving late to school are asked to present themselves at the P-6 or 7-12 campus office on arrival.

Early Departures

All principals of state schools have been directed by the Director General of Education to provide the following advice to each school community.

Section 18 of the Education (General Provisions) Regulation 2006 allows a Principal/Head of School to grant a student leave of absence for a student leaving the school grounds to receive;

- Medical treatment,
- Dental treatment, or

Specialised instruction. (Specialised instruction means instruction or training in a subject or activity that is not part of the student’s normal school subjects or activities.)

The principal must only exercise this discretion:

- If a parent advises the principal of a students requirement to leave the school grounds for such purposes.
- It is advisable that the request is received in writing.

In instances where the principal specifically requires the request be made in writing, the parent must provide it in writing.

However S.18 of the regulation DOES NOT INCLUDE:

- Leaving school to go shopping
- Buy lunch.
- Go home to work, or visit a friend etc — as reasons for giving leave of absence.

Students WILL NOT be given permission to leave the college grounds for reasons other than those outlined in Section 18 of the Education (General Provisions) Regulation 2006.

Parents must make arrangements for students to run errands and so on outside of school hours.

If you wish your child to leave the college grounds during school hours please;

- Send a letter informing the college of your intentions to the school office, informing the school of when your child will be collected.
- On the P-6 campus parents will need to go to the office to complete the early departures permission book.
- On the 7-12 campus parents need to sign the Students Leaving School Grounds Register located in the office.

Lost Property

Please label all clothing and belongings clearly. A lost property container is positioned outside the P-6 Office. Lost property at the 7-12 Campus can be located at the janitor’s room.
Maps 13

This section of College Site is included in F Farm Facilities

Primary Campus

Secondary Campus
Medication at School
Should your child be prescribed by their medical practitioner to take medication while at school the following department of education regulations apply:

I. The parent or guardian must in the first incidence make a written request to the college and fill in an “Administration of Medication to Students” form available at the P-6 or 7-12 office.

II. The student’s medication, with the pharmacist’s written instructions on the container must be lodged with the school office for security purposes.

III. Administration of the medication will be carried out by an adult staff member designated by the Principal.

IV. Non-prescribed medication should not be bought to the college and will not be administered by school staff.

Parents who have students with asthma should contact the office to discuss their Asthma Action Plan. This will clarify the use of this type of medication.

Medical Conditions / Illness
Parents who have children with serious medical conditions [i.e. Epilepsy, heart conditions, serious allergies, chronic asthma] should not only mention this on the Enrolment Form but also draw attention to this condition with the Office. A Medical Alert may be required so that information is available to staff who may be in contact with children whose medical conditions may require immediate action.

If a student is ill, do not send them to school. School is not a place for sick children. If your child becomes sick at school you may be contacted and required to collect them from the sick bay. For senior students it is important to remember that if illness affects your ability to complete/sit assessment tasks then it is important to obtain a medical certificate. This assists with assessing whether special consideration can be granted.

Injury at School
If a student reports with an injury at school we will seek immediate medical assistance. This may involve contacting an ambulance. In such cases we will make every effort to notify the parent or emergency contacts.

Immunisation Program and Dental Van
Queensland Health provides Immunisation and Dental Van Services. More information will be provided to families regarding the nature of this service.
Money and Valuables

Students are discouraged from bringing valuables or toys to school. The college cannot accept responsibility for any loss or breakage.

Money Collection

Money collection for excursions, fees etc. should all be made to the office on the P-6 campus or in the box located in the school office. On the 7-12 Campus money also needs to paid directly to the office. Cash collection and cheques can be deposited at both the P-6 and 7-12 Office. Parents wishing to use EFTPOS transactions can do so at the main office at the 7-12 Campus.

Parents & Citizens Association

Vision

During 2014 the P&C worked closely with the college community and wider community to update our vision for the college. This vision will be used to inform P&C activities into the future. As a college community, we value the social and cultural diversity of the college; the variety of resources and facilities; and the spacious natural setting of the college grounds, all of which contribute to the unique learning opportunities on offer at the college.

Role

The P&C’s role is to assist the students and college in achieving the college’s educational and community goals. An important aspect of the P&C’s work is the monthly meeting with the Principal and, as appropriate, Heads of Schools and teachers, in a forum where any aspect of the college’s activities (whether teaching, sporting, community, staffing or administration) may be discussed. This ensures community and parent values are embraced by the college in addition to its core educational role. All present contribute and question freely on any college matter in an open, co-operative manner. This two-way communication with the college staff is a valuable path to understanding of both college and community perspectives and ensures issues and requirements are addressed. In this way P&C helps build a stronger school community where all students benefit.
Parent Involvement

The college encourages participation by parents in many classroom activities. Please contact your child’s class teacher or Head of School, through the office, to see how you can be involved. Such assistance could include; reading, art and craft, group work, sport, music, computer technology... or getting involved in P&C activities helping sell uniforms or help with projects and working bees. See also Volunteers.

Membership

Membership of the Kuranda District State College Parents and Citizens Association (P&C) is open to everyone—whether you are a parent, care-giver or interested community member. The P&C needs you—a P&C membership form is included in this package.

P&C meetings are held on each month at 6pm in the senior staff room. Social ‘cuppa’ gatherings and working bees are also held at other times, such as Friday mornings, several times each term. These gatherings are an opportunity to meet other parents, share a cuppa and help with a few volunteer jobs around the college. Check meeting times on the college web page. Minutes from P&C meetings are available via email from the secretary or copies can be collected from the office.

Uniforms

The P&C manages the ordering and sale of uniforms. Uniforms are on sale during specified times each week, currently Monday mornings 8.45am – 9.15am, from the P&C shop near the junior tuckshop. Check with the office or on the college web page for latest arrangements. Uniform order forms are also available from the office. Payment is by cash, cheque or internet banking; there are no EFTPOS facilities.

Activities

P&C activities include:

- Managing school uniforms.
- Fundraising for contributing to major projects and for purchase of additional equipment and resources (eg. producing the Kuranda phone book).
- Seeking external grants for major projects (eg. playgrounds, equipment).
- Providing advice and support to college administration for the operation of healthy and nutritious tuckshops.
- Supporting social and community events (eg. school fete, bush dance, etc).
- Supporting school policies (i.e. uniform, sun safe and behaviour policies).
- Strengthening links between college and the community (eg. volunteer program).

In addition to fundraising activities, the P&C requests that families of children in Years P–6 make a voluntary financial contribution to the P&C. These funds are handed directly to KDSC for the purchase of additional classroom resources (such as art materials) to enhance the learning opportunities for our children. Letters requesting voluntary contributions to the P&C are sent home during the first half of each school year.

The P&C is committed to assisting the college to meet the needs, expectations and challenges of the college community and to ensuring that our children benefit from the college’s unique rich natural and cultural heritage.

Contacting the P&C

The P&C Executive is elected at the Annual General Meeting, usually held in March each year. Names of the current Executive Committee are listed on the college web page. P&C committee members can be contacted by email on: pandc@kurandadistrictsc.eq.edu.au.
Reporting Student Progress

Written reports are completed two times during the year

Semester Reports - in June and December
(Year 12 do not receive an end of Semester 2 Report)

Parent / Teacher Interviews to discuss your child’s progress are arranged at the end of Term 1. These interviews are important. They are an effective way for parents and teachers to work together and provide you with a valuable opportunity to keep informed of your child’s specific needs and achievements.

As partners in your child’s education, we seek to build a cooperative relationship so that we can all provide the most supportive and appropriate learning environment possible.

Additional interviews may be arranged at any time throughout the year.

Positive Behaviour for Learning

Through our school wide Positive Behaviour for Learning program we have identified three universal expectations across our P-12 College.

- Be SAFE
- Be RESPECTFUL
- Be a LEARNER.

Students of all ages learn best when the school that they attend is a safe, supportive and disciplined environment. For this reason, Kuranda District College is one of many schools in Far North Queensland that uses the Positive Behaviour for Learning (PBL) framework to develop a whole-school approach to student discipline.

Within this research-based framework, the pro-social behaviours that assist students to be safe and respectful learners are explicitly taught and reinforced in much the same way as academic skills. Students are likewise clearly acknowledged for meeting our expectations of positive behaviour, and provided with appropriate feedback. Put simply, teaching students the expected social behaviours and routines and then acknowledging them when they use these same behaviours is by far the most effective way to prevent management problems.
School Council

The School Council has the primary function of reviewing, consulting, collaborating and endorsing school policy, procedure and curriculum. College plans such as the Annual Operational Plan, Triennial School Review, Partnership Agreement, Budget and school data are all discussed and endorsed by the School Council. The Council meet on a needs basis, usually six times a year but not less than once a term. The School Council is comprised of; the principal, a P&C nominee and the elected positions of, three staff, three community members, indigenous community member and the two college captains. Elected members of the School Council usually serve a three year term.

School Photographs

School photographs will be arranged during the year. Students are required to be in full school uniform. Dates for school photographs will be published in the newsletter. ID Photos for students on the 7-12 Campus will be taken at the beginning of the year.

School Routine

Proposed 2016 Structure

<table>
<thead>
<tr>
<th>Times</th>
<th>P-6</th>
<th>7-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.55-9.05</td>
<td>Roll Class</td>
<td>Roll Class</td>
</tr>
<tr>
<td>9.05-9.40</td>
<td>Session 1</td>
<td>Period 1</td>
</tr>
<tr>
<td>9.40-10.15</td>
<td>Session 2</td>
<td></td>
</tr>
<tr>
<td>10.15-10.50</td>
<td>Session 3</td>
<td>Period 2</td>
</tr>
<tr>
<td>10.50-11.25</td>
<td>Lunch 1</td>
<td>Lunch 1</td>
</tr>
<tr>
<td>11.25-12.00</td>
<td>Session 4</td>
<td>Period 3</td>
</tr>
<tr>
<td>12.00-12.35</td>
<td>Session 5</td>
<td>Lunch 2</td>
</tr>
<tr>
<td>12.35-1.10</td>
<td>Session 6</td>
<td></td>
</tr>
<tr>
<td>1.10-1.45</td>
<td>Lunch 2</td>
<td></td>
</tr>
<tr>
<td>1.45-2.20</td>
<td>Session 7</td>
<td>Period 4</td>
</tr>
<tr>
<td>2.20-2.55</td>
<td>Session 8</td>
<td></td>
</tr>
</tbody>
</table>
To ensure the safety of all individuals in our school community students who bring the above modes of transport to school must not use them in or around the college grounds. Bike racks are provided and skateboards and scooters should not be left at the office.

**Smoking**

Kuranda District State College is an Education Queensland site and smoking is not permitted anywhere on the grounds.

**Sport**

At enrolment students at Kuranda District State College are placed in one of our three sporting houses. These placements are not based on family structures. This enables us to maintain a balanced representation across each house. Being a small school, family structures often made this difficult to maintain. Each house is based on a Djabugay animal name.

**Student Leadership**

Our Student Leadership team consist of:

- Two College Captains (Year 12), Two College Vice Captains (Year 11)
- Two Campus Captains (Year 6), Two Campus Vice Captains (Year 6)
- Four House Captains (two from year 11/12 and two from Year 6) for each house.
- One class Captain from each class (Year 5-9) and each Roll Class (Year 10/12)
Student Transfer

If your child is leaving the school it is your job to inform the office and collect a Transfer Form to present to your child’s new school. It is also important to ensure all resources are returned to the college before departure.

Student Wellbeing Team

Kuranda District State College has a Student Welfare Committee that meets once a fortnight. The role of the committee is to coordinate and implement support and programs across the college. These programs could include Whole College approaches, group intervention and individual target intervention. The Student Welfare Committee involves a range of specialist support staff including:

- Principal
- Head of Schools
- Head of Curriculum
- The Guidance Officer
- Indigenous Liaison Officer

Parents wishing to find out more about the roles of these staff members or who wish to access the services of some of these staff should contact the office.

Testing

Throughout the year students at the college will be involved in a range of state and national testing and review processes. These will include:

- Years 3, 5, 7 and 9 National Literacy and Numeracy Tests – May
- Year 12 Queensland Core Skills Tests (QCS) – September
- Year 12 Verification – October
- Year 11 Monitoring – February

Text & Resource Hire Scheme

Families of students in years 7 to 12 have the opportunity to participate in our Text and Resource Hire Scheme. Further details of this scheme and its benefits are located in the Enrolment Package.
Travel to and from School

Buses
Each afternoon students travelling by bus are to move to the front of the school in a safe and calm manner. For further details on bus routes that service the school please contact:

- **Town Bus**  Greg Wheeler  (M) 0429387634
- **Myola**  Jim Hornett  (M) 0407627042  (H) 40937513
- **Top of the Range**  Doug Stratford  (M) 0414710829  (H) 40937264
- **Koah & Speewah**  Joe Paronella  (W) 40958644
- **Trans North School Services**  (M) 0400749476

Cars
For the safety of our students we ask that all parents driving their students to school used the designated car parks and observe the traffic conditions in the area. Please note the Drop-Off Zone is designed for parents who plan to drop their students off and go. Please do not use this area as a parking area.

Students using their own Cars
Some Senior Students may have permission from their parents to use their own cars to travel to school. In these circumstances the school requires written permission from your parents/carers. Students travelling to school by car do not have permission to transport other students, unless they are members of your immediate family and written permission from your parent/carers indicate this arrangement. Permission to travel by car is only granted to travel to and from school and home. Please refer to the section on leaving the school grounds for other issues surrounding student car use and leaving the school grounds.

Tuckshop
The school operates tuckshops in both the junior and senior schools. The tuckshops aim to provide a service for students that:

- offers a variety of healthy food choices (low additives, low fat/sugar, nutritionally-valuable) that contributes to the health and wellbeing of our children.
- promotes education about nutrition, nutritional value of foods and healthy lifestyles.
- reflects the broader aims and values of Ed. Queensland’s Smart Choices and Safe and Healthy Schools initiatives.

Smart Choices is a healthy food and drinks strategy for all Queensland schools that promotes healthy nutritious food choices such as fresh foods, fruits and vegetables and restricts serving unhealthy foods including lollies, fried foods, cakes and soft drinks.

Our tuckshops provide a service that is responsive to the needs of the community. They provide healthy food choices at reasonable cost while remaining economically viable. A “no credit” policy extends to teachers and students (unless under exceptional circumstances).
Tuckshop staff are employed by the Principal and a “Healthy Foods” sub-committee provides input to menu planning.

Both tuckshops serve some breakfast items from 8.30-9am and are open at both first and second lunch breaks. Prep students are encouraged to use lunch orders rather than purchase food over the counter during lunch breaks.

**Lunch orders – junior school**

On a paper bag write student’s name, class and order (to avoid confusion write 1st lunch or 2nd lunch), enclose correct money (if possible) and place order into the baskets kept in each classroom by 9am. Paper bags can be provided by the tuckshop for 10c extra. Orders will be returned to each classroom at appropriate times.

**Lunch orders – senior school**

Orders will be taken at the tuckshop from 8.30am. Orders for first lunch are due by 10am; orders for second lunch are due by 12noon.

---

**Use of School After Hours**

Use of school grounds after school hours will be considered on application to the College Principal.

---

**Visitors to the School**

For Educational and Safety Reasons, persons required to visit the college and classrooms during the day should first contact the office on the P-6 or 7-12 Campus. This will minimise disruptions to routines and ensure the safety of our students.

All visitors including those volunteering their time need to sign in and out using the visitors register located at the P-6 or 7-12 office; this is especially critical in the event of Emergency Evacuation and Lock down procedures.
Kuranda District State College Uniform Policy 2016

Kuranda District State College community supports a Student Dress Policy through the Parents and Citizens Association. The policy promotes the objectives of the Education (General Provisions) act 2006. In particular it:

- Promotes a safe environment for learning by enabling ready identification of students and non-students in the school;
- Promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion in the school;
- Fosters mutual respect among individuals at the school by minimising visible evidence of economic, class or social difference;
- Promotes a supportive environment at the school by fostering a sense of belonging;
- Creates a positive image in the community and appearance is a very significant visible communicator about our school pride; and is worn in a manner that is appropriate for a school site.

Ensures compliance with workplace health and safety legislation.

ALL STUDENTS WILL COMPLY WITH UNIFORM EXPECTATIONS.

This is a commitment we make when we attend Kuranda District State College.

Policy ratified by P&C 2013

### Hat:

Hats are to be worn for all outdoor activities. The college preference is for black bucket hats however student choice is allowed at this stage.

### School Shirt:

- P-12 light green with bottle green strip
- Acceptable variations include:
  - Peninsula representation travel shirt,
  - Senior shirt and jersey,
  - School student leadership shirts,
  - House coloured clothing/shirts on sports days and special occasions

### Shorts:

Black shorts* or black skorts/skirts.

*Black shorts with the school logo are available for sale from the Uniform shop.

P-6 girls have option of wearing a school dress
Volunteering within your community is a great way to gain new skills, meet new people, improve communication with others, and achieve goals that could not be done alone, and importantly, to help others to help themselves. There are many opportunities for parents and members of the community to volunteer around the college—both working directly with children, and working ‘behind the scenes.’ The P&C works with the college to coordinate volunteers, offering workshops to raise awareness of volunteering opportunities in the college and helping community members to obtain their Working with Children ‘blue cards’. Many volunteers are interested in helping children with reading. A Ready Reader training program for volunteers and parents is offered upon demand to train volunteers to help children with their reading—engaging with them to build their confidence and enjoyment of books and the art of reading. Other volunteers prefer to assist ‘behind the scenes’, helping in the library with covering and mending books or selling uniforms in the P&C shop. Volunteering is a pleasure not a chore! Please contact the P&C for more information.

<table>
<thead>
<tr>
<th>Shoes:</th>
<th>Covered in shoes (lace up or velcro) are required by all students. [Or, where required to ensure compliance with workplace health and safety legislation, covered in leather shoes]</th>
</tr>
</thead>
</table>
| Winter clothing: | Black tracksuit pants or trousers  
Long sleeved school shirts available  
Bottle green winter jacket with school logo, OR  
black tracksuit jacket |
| Formal uniform: | A formal uniform is available for senior students to be worn on any occasion. A formal uniform is available for Junior students when involved in special functions or events. This includes a white shirt, blazer, tie and grey trousers or skirt. These items are available on loan from the principal. |
| Jewellery: | A watch, simple earrings (sleepers or studs), single non offensive necklace, single bracelet. |

The following items or accessories are not part of the KDSC uniform and must not be worn to school:
- Beanies, scarves, leggings, dance or dress slippers, external singlets or any item of clothing with graffiti or in disrepair
- Visible or excessive make up such as eye liner/ shadow or nail polish.

The college will implement a series of supportive and/or corrective actions to address inappropriately dressed students.
The purpose of this Prospectus is to assist you and your student to ensure a smooth transition into your new school. It is therefore important that the information provided in the booklet is the information that you need to know.

It is for this reason that we ask for your feedback. If there are any sections of the booklet which you would;

a. Like Further Clarification on, or
b. Like to see included in the booklet.

Please complete the section below and return to the college office.

Parent/Carer’s Name: ____________________________________________________

I would like further clarification on the following sections . . .

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

I would like to see the following sections included . . .

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Parent Involvement

Many new parents are interested in volunteering to be involved in their child’s school but are unsure of how this could be done. If you are interested in being involved in any of the following areas, please indicate below and we can pass this information on to the relevant person/s.

I am interested in being involved with:

☐ My child’s class
☐ The P&C
☐ The Tuckshop
☐ Other:

PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE