

# Kilvington Grammar School



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## Student Handbook P-12

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# Key Staff

Principal.....	Mr Jon Charlton
Deputy Principal .....	Mrs Davina McClure
Head of Senior School .....	Mr Matt Brinson
Head of Junior School.....	Mr Sebastian Earle
House Dean – Barrett .....	Mrs Pat Lehman
House Dean – Burman.....	Mrs Nicola Whitfield
House Dean – Fethers .....	Mr Ben Wood
House Dean – Fysh .....	Mrs Jenny Hedger
Counsellor/Chaplain.....	Rev Janet Costello
Counsellor/Educational Psychologist.....	Mrs Sally Kenney

# 2018 Calendar

## 2018 Kilvington Term Dates (subject to change)

### Term 1

Thursday 25 January	New Staff Induction Day
Friday 26 January	Australia Day Holiday
Monday 29 January	Staff Day
Tuesday 30 January	Staff Day
Wednesday 31 January	Y7 and Y12 students commence
Thursday 1 February	Years 1 - 6 and 8 - 11 students commence
Friday 2 February	Prep students commence
Monday 12 March	Labour Day Holiday
Thursday 29 March	Term 1 concludes

### Term 2

Monday 16 April	Staff and students commence
Wednesday 25 April	Anzac Day Holiday
Friday 8 June	Student Free Day for Prep - Year 12
Monday 11 June	Queen's Birthday Holiday
Friday 22 June	Term 2 concludes

### Term 3

Monday 16 July	Staff Day
Tuesday 17 July	Students commence
Friday 21 September	Term 3 concludes

### Term 4

Monday 8 October	Staff and students commence
Monday 5 November	Mid Term Holiday
Tuesday 6 November	Melbourne Cup Day Holiday
Tuesday 11 December	Term 4 concludes for students
Friday 14 December	Term 4 concludes for staff

# **Part 1 General Information**

## 1. Absences/Attendance

### 1.1 Junior School (JS)

- A student's parent/guardian should ring the Absentee number – 8574 7603 if the student will be absent or late.
- The student must bring a note, addressed to the classroom teacher and signed by their parent/guardian, when they return. Notes are provided in the back of the School Planner. Or contact the relevant reception by phone or email.
- Requests for leave to attend medical or dental appointments should be addressed to the classroom teacher via phone call, note or email prior to the student leaving.
- Leave for reasons other than illness is granted only in exceptional circumstances. Request for such leave should be addressed to the Principal.
- Roll call begins at 8.30am each morning. Rolls will be marked in Synergetic (student management system) with absentees noted.
- All unexplained absences from roll call are flagged and an SMS sent to parents advising of this absence. Parents need to contact the School after receiving the SMS and absence reasons are recorded on student files. At times, the School will phone parents regarding unexplained absences.
- The Head of Junior School and classroom teachers monitor student attendance and contact parents/guardians when required.
- Student attendance is also recorded for each session during the school day. Teachers mark their class rolls in Synergetic with the absence reason noted.
- Students must be signed in by a parent or guardian at Junior School Reception if they arrive after the roll has been taken.
- Students leaving during the day must be signed out by a parent or guardian at Junior School Reception.

### 1.2 Senior School (SS)

- A student's parent/guardian should ring the Absentee number – 8574 7601 if the student will be absent or late.  
  
The student must bring a note, addressed to the Mentor (Senior School) and signed by their parent/guardian, when they return. Notes are provided in the back of the School Planner. Or contact the relevant reception by phone or email.
- Requests or notification to leave school early to attend medical or dental appointments or any other reason should be addressed to the Senior School Reception (SS) via phone call, note or email prior to the student leaving.
- Roll call begins at 8.30am each morning. Rolls will be marked online using the management system with absentees noted.
- Students in Y7 - Y12 who arrive late or are leaving early are to use their ID card or student number to sign in or out at the computer terminal at either Main or Senior Reception.
- All unexplained absences from roll call are recorded and an SMS sent to parents advising of this absence. Parents need to contact the School after receiving the SMS and absence reasons are recorded on student files. At times, the School will phone parents regarding unexplained absences.
- The Head of Senior School, House Deans and Mentors monitor student attendance and contact parents/guardians when required.
- Student attendance is also recorded for each session during the school day. Teachers mark their class rolls with the absence reason noted.

- To satisfactorily complete a VCE unit of work at Kilvington Grammar, a student must attend a minimum of 80% of all timetabled classes in each subject.

## 2. Accidents/Injury and Illness

The classroom teacher will direct students to the School Nurse for first aid.

Students must not make their own arrangements to go home.

Students are not to contact parents directly if they are ill, the student should go to the School Nurse where parents will be contacted as necessary. It is, therefore, important that we have current home and business telephone numbers.

Students will be kept at School in First Aid until contact can be made with parents.

### ***If students have any of the following illnesses or conditions they should not come to School:***

Infectious childhood illnesses, eg. chicken pox, measles, mumps, German measles;

Vomiting and/or diarrhoea;

Conjunctivitis;

High temperature;

Severe pain, eg. toothache, headache, earache;

Heavy colds or flu;

Untreated head lice or other contagious skin conditions.

Students should remain at home until they are well and no longer infectious or contagious. If a doctor has been consulted, they should remain at home until the doctor states they are fit to return. In the case of vomiting and/or diarrhoea, students should not return to school for 24 hours after symptoms have disappeared.

If students become seriously ill and parents cannot be contacted, an ambulance will be called and a staff member from School will accompany the student and stay with them until the parent or carer arrives.

## 3. After School Care and before School Care

After School Care is available for students in Junior School. Fees and conditions are available from the Director of Admissions.

If there is a delay in pick-up arrangements at the end of the day, Junior School students will be taken to After School Care, which is located in the Middle School Centre of Excellence (Lillimur Road entrance). After School Care closes at 6.00pm.



#### 4. Anaphylaxis

The School will ensure that an individual management plan is developed, in consultation with the student's parents, for any student who has been diagnosed by a medical practitioner as being at risk of anaphylaxis.

The individual anaphylaxis management plan will be in place as soon as practicable after the student enrolls and where possible before their first day of school.

All students are required to complete and return to the Director of Admissions a Confirmation of Student Details form prior to the commencement of each school year. This form requests medical details including any allergies and anaphylaxis concerns and the provision of any management plan. This information is recorded and updated annually or as notified in Synergetic which is available to all staff.

The individual anaphylaxis management plan for a student at Kilvington will set out the following:

- Information about the diagnosis, including the type of allergy or allergies the student has (based on a diagnosis from a medical practitioner).
- Strategies to minimise the risk of exposure to allergens while the student is under the care or supervision of staff, for in-school and out-of-school settings including camps and excursions.
- Information on where the student's medication will be stored.
- The student's emergency contact details.
- An emergency procedures plan (ASCIA Action Plan), provided by the parent, that:
  - sets out the emergency procedures to be taken in the event of an allergic reaction and is signed by the student's medical practitioner.

The student's individual management plan will be reviewed in consultation with the student's parents/carers:

- annually, or if the student's condition changes, or immediately after a student has an anaphylactic reaction at School.

It is the responsibility of the parent to:

- provide the emergency procedures plan (ASCIA Action Plan) and inform the School if their child's medical condition changes, and if relevant, provide an updated ASCIA Action Plan.
- Read and be familiar with the School's anaphylaxis policy.
- Bring relevant issues to the attention of the Director of Admissions and discuss strategies with the School for management.
- If a new enrolment - provide an up-to-date photo for the individual emergency procedure plan.
- Provide the emergency medication to the School and update an expired EpiPen® when required. Failure to do so may mean exclusion from programs.
- Collect their child following an allergic reaction if requested by School staff or send a proxy.

#### 5. Asthma

- All students with asthma must have an up-to-date (annual) written asthma management plan, consistent with Asthma Victoria's requirements, completed by their doctor or paediatrician. Appropriate asthma plan proformas are available at [www.asthma.org.au](http://www.asthma.org.au)
- Asthma plans will be attached to the student's records for reference.
- Parents/guardians are responsible for ensuring their children have an adequate supply of appropriate asthma medication (including a spacer) with them at School at all times.

#### 6. Arriving Late/Leaving Early

##### 6.1. Junior School

- Students must be signed in by a parent or guardian at Junior School Reception if they arrive after the roll has been taken.
- Students leaving during the day must be signed out by a parent or guardian at Junior School Reception.

## 7. Behaviour Management

- Uniform rules and expectations are outlined in the Uniform Policy and compliance of this policy is monitored by staff.
- Attendance rules and expectations are outlined in the Attendance Policy.
- Behaviour in regard to the care and concern for others is outlined in the Bullying and Harassment Policy and the Welfare and Discipline Policy.
- Students need to respect the learning of others and any disruptions in class time will be dealt with by the classroom teacher initially. The classroom teacher may use any of the consequences listed below or any appropriate action they feel is warranted (eg introduction of a seating plan). The classroom teacher is supported by their Academic Dean, the Mentors, House Deans and Heads of School.
- Respect for personal and other property is obligatory. All personal property must be named. Misplaced personal belongings can be claimed from Lost Property. Mobile phones, wallets, iPods and other valuable items are the responsibility of the owner. Lockers should be kept locked at all times.
- Possession and consumption of alcohol, cigarettes or other non-prescription substances is strictly prohibited at School, outside of School when in school uniform, or at any time when under the care or supervision of Kilvington staff.
- Students should show considerations for others and for the safety of all, during recess, lunch, and also when on an excursion or public transport.

### 7.1. Consequences

- Consequences for minor breaches of school rules in the first instance are handled by the Mentor or classroom teacher and a warning is given to the student involved. In the second instance, the parents of the student are informed of the breach by phone, email or a note in the student's planner. In the third instance, the student is referred to the House Dean or Head of School, who determines an appropriate sanction.
- For students breaking the principles of the Behaviour Management or Welfare and Discipline Management Policies, these sanctions may include warnings, additional duties, withdrawal of privileges, lunch-time or after-school detentions, or suspension, depending on the severity of the incident. Suspensions are usually three to five days.
- A student's enrolment will be reviewed if the Principal decides that a breach of principles is significant. Two suspensions will automatically result in a review of enrolment.
- Students will be asked to pay for any damage to property caused purposefully or accidentally through inappropriate play.
- Corporal punishment is not permitted at Kilvington under any circumstances.

## 8. Bell/Session Times

<b>Junior School Monday - Friday</b>	
8.00 - 8.25am	Children may arrive at School. There is a teacher on duty to supervise.
8.25 - 8.40 am	Roll call and getting organised for the day
8.40 - 9.40am	Session 1
9.40 - 10.40am	Session 2
10.40 - 11.05am	Recess
11.05 - 12.05pm	Session 3A
12.05 - 12.40pm	Session 3B - Lunch
12.40 – 1.05pm	Session 4A
1.05 – 1.25pm	Session 4B
1.30 – 2.30pm	Junior School Play
2.35 – 3.35pm	Session 5

<b>Senior School Monday - Friday</b>	
8.30 - 8.40am	House Roll Call
8.40 - 9.40am	Session 1
9.40 - 10.40am	Session 2
10.40 - 11.05am	Recess
11.05 - 12.05pm	Session 3A
12.10 - 12.40pm	Session 3B
12.40 - 1.30pm	Lunch
1.30 - 2.30pm	Session 4
2.35 - 3.35pm	Session 5

## 9. Booklists

To view Senior School booklists please visit the Kilvington website under 'Learning'.

### 9.1 PFA Second-hand Book Sale Booklist

Because the PFA is very conscious of the excessive use of paper, we publish the list of books accepted for sale/purchase on the Kilvington website. Students can download the list, form and instructions if they wish to participate.

As the date draws closer, we will:

- publish the list, form and instructions to the Kilvington website.
- email all students to remind them.
- advertise the sale in the Kilvington newsletter, *In The Know*.
- include calculators in the sale, as they are expensive items to purchase new.

***Please note that there are no Booklists for Junior School.***

## 10. BYOD Program (Bring Your Own Device)

The Student BYOD program is a vital part of the School's overall e-Learning Plan.

Today's students think, connect and communicate differently from those who were at school only a few years ago. Research showed that students with 1:1 access are:

- more motivated and engaged in learning.
- better organised, which improves literacy and numeracy outcomes.
- better able to collaborate and think analytically.
- ICT devices promote better learning in and out of school by providing:
  - anywhere, anytime access to learning.
  - independent, self-initiated learning, eg promotion of problem-solving skills, along with the ability to access a wide range of resources to answer their questions.
  - collaboration between students in different schools, states and even countries.
  - the ability to teach students how to communicate appropriately and safely on social websites.
  - the ability to access homework and school information online and offline.
  - more time for teachers to teach students to use the internet appropriately as a learning tool.
  - greater access to real-time information, digital learning resources and educational software.
  - online spaces such as SharePoint, where students can access varied content to support their level of understanding in a subject area.
  - the ability to digitally capture any learning medium, such as videos or photographs, to create digital stories and other projects.
  - opportunities to discuss cyber bullying, online safety and social media as real-life issues during class.
  - It is a requirement that all students and parents read and sign the digital agreement in the student planner.

## 11. Camp

The School's camp program enables students to further their learning and social skills development in a non-school setting. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our School. School camps are an integral and compulsory part of the cocurricular program.

### Aims

- To provide all children with the opportunity to participate in a sequential camping program.
- To provide shared class experiences and a sense of group cohesiveness.
- To reinforce and extend classroom learning.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, good judgement, cooperation and tolerance.

Parents must notify the School by the advertised date prior to the end of the preceding school year if their child is not going to attend camp.

## 12. Canteen and Lunch Orders

Students in Years 7 – 12 may purchase food directly from the School 'Deli'. Alternatively, students may order their lunches. A price list is on display in each classroom.

Students in Junior School are to place an order in the lunch order box provided in their classroom by morning Roll Call. They are not permitted to purchase food directly from the canteen.

## 13. Change of Details/Consents

Should there be an address change, change of phone number, additional access via mobile phone or **any** alteration to the information pertaining to a student, please advise the school **promptly**, by logging on to the Parent Portal – My Details and My Consents to update.

## 14. Classrooms

The prefixes indicate the location of rooms. For example 'M' means Middle School, '1M2' means First Floor, Middle School, Room 2. Rooms marked PVC refers to the Music School (Patsy Venn Centre). Similarly, rooms marked KCB refers to the Senior School (Ken Cleghorn Building), MSC (Middle School Centre of Excellence and J denotes Junior School.

Change rooms for Sport and Physical Education classes are located at the rear of Dalton Hall.

## 15. Cocurricular Programs

Kilvington offers a wide range of cocurricular programs that are an integral part of the overall curriculum. There are competitions such as the Tournament of Minds, the Maths Challenge, and other academic competitions. There are public speaking and debating opportunities. Numerous activities and clubs run at lunchtimes and before/after school, including the Essay Club, Maths/English Tutoring, Chess, Science Club, Robotics Club. There are a variety of music ensembles such as Stage Band, Orchestra and Choirs. The School productions draw keen interest across the School. Each student is strongly encouraged to become involved to the best of his/her ability in the cocurricular life of the School. The cocurricular schedule is published on the Parent Portal and Kilvington Website.

## 16. Communication

The Main Reception telephone number to be used as the main contact is 9578 6231.

### 16.1. Pastoral Care Matters

The Mentors in Senior School and classroom teachers in Junior School are the first point of contact between the parent and the School. For more serious issues or concerns, the House Dean, then Head of Junior School or Head of Senior School is to be contacted. House Deans monitor the academic and co-curricular progress of Senior School students in their House.

### 16.2. Curriculum Issues

Curriculum issues should be directed to the Deputy Principal who is the Head of Curriculum.

## 17. Counselling

The School employs a Chaplain/Counsellor and an Educational Psychologist who offers student counselling and assistance to students who have problems that directly affect their education. These issues may be concerned with methods of study, difficulty in getting along with staff or fellow students, or more personal matters in relationships or family difficulties.

The Mentor or classroom teacher is, in most cases, the initial contact for students seeking assistance. The Mentor or Classroom Teacher, in consultation with the student can, if necessary, seek further assistance for the student from the House Dean, Counsellors, Chaplain, Head of School or other appropriate persons.

## 18. Curriculum

Information on the academic program at each year level can be found in the Curriculum Handbooks on the School's website.

## 19. Excursions

The School's excursion program enables students to further their learning and social skills development in a non-school setting. Excursions complement the educational programs offered at our School. An excursion is defined as any activity beyond the school grounds. Prior to any child attending an excursion, parents/guardians must update the My Consents Information via the Parent Portal and, if necessary, update confidential medical information via MyDetails.

## 20. Finance

### 20.1. Tuition Fees

Fees are payable in advance for each term and will be billed four times a year for Prep to Year 11 and three times a year for Year 12. Fee accounts will normally be sent out a week before the end of the preceding term. The due date is shown on the account and is payable by the first day of the new term. Fees may be paid by BPay, cash or cheque. If the account remains unpaid, an administration charge will apply. This charge is levied at the end of the first week of term. A student's enrolment at Kilvington is dependent upon fees being paid in advance of each term. Your attention is drawn to the regulations that appear on the front of the scale of fees charges that will be sent to you with the fee amount for Term 1.

### 20.2. Special Bursaries

A small number of bursaries are made on the basis of a family's economic situation. This involves the submission to the Director of Business a declaration of family income, together with other evidence of economic hardship. Students already attending the School whose family circumstances warrant such an application are eligible for consideration. Bursaries are only granted for one year and then reviewed. All applications are treated as confidential.

## 21. Grounds and Facilities

Students are expected to:

- keep away from areas that are 'out of bounds' and not run inside any buildings.
- queue sensibly at the canteen and leave areas clean, making use of the rubbish bins provided.
- return all school equipment promptly.
- be quiet and orderly when entering Dalton Hall for Assemblies and other important events.
- respect and use properly, the furniture, fittings and other facilities around the School.

## 22. Homework

### **Why is homework important?**

Homework bridges the gap between learning at School and learning at home, *"the most important advantage of homework is that it can enhance achievement by extending learning beyond the school day."* and helps to develop skills such as research and time management.

Homework is very important. Homework helps to establish the habits of study, concentration and self-discipline.

Year Level	Minutes/hours per week	Homework to do
Prep – Year 2	No set timings	Read each night
Year 3 – Year 4	60 minutes	Read each night for 15-20 mins and complete homework tasks set in class
Year 5 – Year 6	1.30 minutes	Read each night 25-30 mins and complete homework tasks set in class
Year 7 – Year 8	5 -7 hours	Completion of classwork, preparatory work, practice tasks, exercise and activities, extension tasks, support and consolidation learning. These can utilize a range of devices, media, books, handwritten tools, creative, artistic, musical, performance pieces, physical and sporting equipment and other self-reflective resources.
Year 9 – Year 10	8 - 10 hours	
Year 11 – Year 12	14 – 20 hours	

### **What Homework is set at different year levels?**

#### **Where do I find homework?**

From your student diary where you should have written it down.

Feedback in Parent portal.

Ask your teachers.

#### **What if I can't get my homework done?**

See your Mentor and subject teacher straight away to discuss and explain why.

## 23. Houses

In Junior School, pastoral care of students is shared between the classroom teacher and the Head of Junior School. In Senior School, pastoral care is shared between the House Mentors and House Deans co-ordinated by the Head of Senior School. Students are placed into a House on their arrival at Kilvington. If the student has relatives who are Old Kilvonians, then, if possible, the student is placed into the same House as the relative.

There are four Houses at Kilvington, Barrett, Burman, Fethers and Fysh which have all been named after important people in the history of the School. As a member of a House, students feel part of a team and experience a sense of belonging which spans across all age groups. Exposure to older role models within the School also has a positive effect.

<b>Barrett</b>	<b>Red</b>
<b>Burman</b>	<b>Yellow</b>
<b>Fethers</b>	<b>Blue</b>
<b>Fysh</b>	<b>Green</b>

Each House has a House Captain, Music Captain and House Vice-Captain from Year 11 and 12, as well as Year 9 House Leaders and Junior School House Co-Captains who are elected by students and staff in Term 4 of the preceding year.

During the year, there are a number of sporting and cultural events for students to participate in as a House member.

House Awards will be awarded to students who have gained the published number of House points, for their year level, awarded for House activities throughout the year. Specific details are published in the School planner.

House activities include:

- Athletics;
- Cross Country;
- Debating;
- House Arts and Cheers;
- Swimming;
- Round Robin Tournaments.

## 24. Illicit Substances

Kilvington has a no-smoking policy. This policy prohibits all students, staff and visitors from smoking within the confines of the buildings and grounds of Kilvington. For students, this non-smoking policy also prohibits smoking in students' cars, train stations, bus shelters, travelling to and from School and at any time whilst in school uniform.

### 24.1. Drugs and Alcohol

The School has a zero tolerance policy in relation to drugs and alcohol. In the case of incidents involving illicit drugs, initial actions and responses focus on the safety and welfare of those directly and indirectly involved. Sanctions or consequences may then follow according to Kilvington's Behaviour Management Policy. Where school personnel become aware that illicit drug use by students is occurring or is likely to take place, there is a clear 'duty of care' to pass on this information via the defined school channels. The School is legally required to contact the police.



## 25. Information Evenings

Welcome Information Evenings for parents of Year P–12 students are scheduled early in the year. Subject Information Nights are scheduled in Term 3 and 4 for parents of students Years 7-11. All parents are strongly encouraged to attend these important nights.

## 26. International Students

Kilvington has a strong international program that includes both exchange programs and cultural trips. At different times during the school year, Kilvington hosts exchange students and visiting sister schools.

## 27. Internet Usage

The Internet provides students with opportunities to obtain information, engage in discussion, and liaise with individuals, organisation and groups world-wide so as to increase skills, knowledge and abilities.

- Our School actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
- All students will have Internet, email and SharePoint access. All students will have their own password protected Internet account and login details and are responsible for clearing their mailboxes regularly. Accounts may not be shared. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- The Network Administrator will manage all email access, maintenance of the School's website, web filters, and all other issues related to Internet access by students.
- The School endeavours to ensure that information published on the Internet by students or the School is of a high standard, and meets legal requirements and standards of general practice.
- Guidelines on access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only.
- All students shall be responsible for notifying their teacher of any inappropriate material. Consequences of publishing, accessing or failing to notify their teacher of inappropriate material shall include the removal of access rights.
- Privacy of students, parents, staff and other users must be recognised and respected. Where the School has reasonable grounds that there has been inappropriate use of school Internet and email accounts, it reserves the right to monitor these.

## 28. Late work

For each day after the agreed deadline for submission, approximately 5%, or half a grade a day, of the maximum number of marks for the task will be deducted. If work is more than one week late it will be marked and assessed as either Satisfactory or Not Satisfactory only.

All late work will be corrected and feedback provided. Where there are exceptions to these provisions, teachers will explain these at the beginning of the task.

Teachers will be able to make a comment in COR and/or the student planner related to how many days a task was late. Work is marked independently based on merit, but the overall grade will reflect the submission of late work. Teachers may also require students to attend catch-up sessions at lunchtime to complete any work still outstanding.

### 28.1. Non-Submission Reasons

If a student has a legitimate reason (eg illness) for late submission of work then a new submission date needs to be negotiated.

### 28.2. Requests for Extensions

Any request for an extension of a deadline by an individual student needs to be made to the teacher prior to the deadline occurring.

## 29. Learning Support

Kilvington aims to provide learning experiences that cater for the abilities, interests and learning styles of each student. Learning at Kilvington is assumed to be a shared responsibility in which students, teachers and parents have a part to play.

### 29.1. General Programs of Study

Opportunities for choosing what and how to learn are provided for students within every learning program. In some parts of the curriculum, these opportunities may be restricted and in other parts they may be open for negotiation. Ultimately, each individual's readiness will determine the degree of choice built into a Kilvington Education Plan.

### 29.2. Modified Learning Programs

Learning support and enhancement programs which, by invitation, may mean moving within a year level or working in a cross-age group are arranged for students with specific needs. Programs may be short term or ongoing, depending on the needs of the individual. Parent communication is deemed to be paramount throughout the decision-making process involving modifications to learning programs.

The Learning Support Department plays an integral role in making decisions regarding the development of modified education programs.

## 30. Learning Support - Assessment and Identification of Student Needs

A variety of assessment practices are used at Kilvington to establish what a student has achieved and to gauge development over a given time period. Assessment information is generated throughout an ongoing process and will consist of formal online testing, assessment, learning style and skill observations. The reporting process is focused on using this assessment information to identify specific strategies for improvement and further learning.

In relation to modifying programs, subject teachers normally identify students who require support in specific areas or who would benefit from enrichment programs. Assessment may then follow to diagnose the specific areas/levels of support required. The results of this assessment assist staff in preparing their regular programs to meet the needs of students and will lead to special programs as required.

## 31. Library

### 31.1. Information Access

The Kilvington Library provides access to a wide variety of physical and digital resources, which are available to all members of the Kilvington community both within the School and online. Students have access to a diverse range of information including:

- Print collection – books, newspapers, journals.
- Online resources – encyclopedias, databases which offer full-text newspapers, journals, selected websites and literature, indexes to magazines.
- Internet.
- Intranet – Kilvington’s private network.
- Online tutorial assistance – note taking, bibliography (Harvard method).
- Audio books.

Wireless technology enables students to access this information on their laptops from anywhere in the School. Access from home is also available by connecting to the Kilvington website.

## 32. Lockers and Belongings

- Prep to Y6 – kept in classroom.
- Y 7 - Y12 – each student has an individual locker.
- Each student will be allocated a locker for the duration of the year. Under no circumstance should lockers be exchanged without negotiation with the House Dean. Students are provided with a combination lock on their first day at Kilvington. Lockers are to be locked at all times with the regulation combination lock. If a lock is lost a replacement lock must be paid for. Lockers are to be kept in a reasonable state and any damage or cleaning required will be paid for by the student. It is the student’s responsibility to ensure lockers are locked at all times
- Bags are not carried to lessons but are to be left in lockers or in specially allocated areas.

## 33. Lost Property

Students are expected to manage their own property and its security. Private property must be named adequately. Items which are lost or misplaced should be taken to the Main Reception which maintains a lost property store. If items are not claimed by the end of each semester they will be taken to an Opportunity Shop. Please label all clothing and belongings.

Senior Students should keep belongings locked in their lockers at all times.

### 34. Mobile Phones

Kilvington Grammar accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can speak with their child quickly at any time – before or after school.

- It is the responsibility of students who bring mobile phones onto school premises to adhere to the guidelines outlined by the School.
- The decision to provide a mobile phone to their children should be made by parents or guardians. Parents should know if their child takes a mobile phone onto school premises. Mobile phones should be switched off and not used during class or assembly time. If a student is using a mobile phone, it may be confiscated and returned after a considerable period of time (up to 4 weeks).
- Unless being used in classrooms at teacher's discretion, mobile phones should not be seen either during class or at recess or lunch.
- Parents are reminded that in cases of emergency, Main Reception remains a vital and appropriate point of contact and can ensure your child is reached quickly, and assisted in any appropriate way.
- Students are required to mark all their mobile phones clearly with their names.
- Students who bring a mobile phone onto school premises should leave it locked away in their locker/bag when not in use.
- Mobile phones found in the School and whose owner cannot be located should be handed to Main Reception.
- It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. If necessary, the School may consider it appropriate to involve the police.
- Students must not take photos of other students or staff members without their knowledge or permission. Students must not post photos or information of others students or staff members anywhere online without their knowledge or permission

### 35. Music Tuition

Individual instrumental tuition and class music is offered. Tuition is available from visiting music teachers in piano, clarinet, flute, brass, guitar, singing, theory and history of music. Early notification of enrolment for instrumental tuition is sought, as a roster for each visiting teacher has to be arranged at the beginning of the year. Music enrolment forms are available and must be filled in and returned to the School for all music students, both continuing and new. A half term's notice is required to cancel tuition.

Parents are urged to encourage students to participate in choir work and instrumental groups, and to provide a regular practice routine for a student learning an instrument. Parents are also advised to consult with the Academic Dean of Performing Arts regarding the purchase or hire of musical instruments.

In order for attendance to be accurately recorded, students are required to sign in at Music Reception prior to their lesson commencing.

### 36. Parent Teacher Student Interviews

If at any time parents wish to have a formal interview with the Head of Junior School, Head of Senior School or House Dean concerning their son/daughter's progress, they are asked to make an appointment through Junior School Reception (Junior School) or Senior School Reception (Senior School). If an interview with a Mentor/classroom teacher or subject teacher is sought, it should be arranged with the teacher directly.

Formal Parent/Teacher interviews are held twice a year, usually early in Term 1 and towards the end of Term 2 (Junior School) and the end of Term 3 (Senior School). Students are welcome to attend these interviews with their parents. Interviews are vital for the exchange of ideas between staff, parents and students.

### 37. Planner

- The Kilvington Planner is a personal organisation tool, as well as a means of communicating between home and School. It contains important information such as our Code of Behaviour, uniform expectations and daily times.
- The Planner is a record keeping tool for homework, circulars and reading lists.
- The Planner should be taken to every class and taken home each day.
- The Planner must be signed regularly by the student's parent/guardian.
- The Planner is a public document read by teachers and parents.

### 38. Publications

We aim to keep all parents, students and Old Kilvonians up to date with our fortnightly newsletter *In The Know*, and our magazine *K News*, produced in winter. The newsletter includes the latest developments that are taking place at the School – including sporting events, awards nights and student achievements. The newsletter is emailed to parents. Archived editions are available on the website.

### 39. Reports

Reporting is a process of communicating assessment information and progress/achievement of students. Discussion between parents and teachers concerning student progress is essential for effective learning. Reporting takes on a variety of formats such as continuous online reporting (COR), formal semester reports, parent interviews and other communications.

At Kilvington, formal Semester Reports are available online to parents twice a year. Semester Reports contain an overall result which can be in the format of a grade, level, or indication of Satisfactory Completion. The overall result is based on formative and summative assessment of student progress toward learning goals.

### 40. School Events – Annual Concert and Celebration Night

The Annual Concert and Celebration Night are very significant events on the school calendar. Students are expected to attend both of these occasions and others when notified.

## 41. Sport

All students are required to participate in the Sporting/Recreational Activities Program timetabled for each student during the week in the afternoon. Junior School students attend sport as part of their weekly timetable. Year 7 students attend sport on Monday afternoons, Year 8 and 9 students attend sport on Thursday afternoons, and Year 10 -12 attend sport on Wednesday afternoons as a part of their timetabled school day. Sports training is also held afterschool for most teams. For times refer to Cocurricular Schedule

Competitive sport is organised through the Eastern Independent Schools of Melbourne (EISM) sports program for Senior School students, with major carnivals for swimming, athletics and cross-country. Inter-school matches are arranged in a variety of sports which are conducted throughout the year. A wide range of recreational sporting activities are also available. Junior School students participate in Balaclava Weekly Sports Program with major round robins and carnivals at various times during the year. All students are able to compete in Athletics, Swimming and Cross Country to qualify for districts, zones and other championships.

## 42. Student Recognition and Awards

### 42.1. Student Leadership Positions

- Nominations are called for School and House Leaders and Academic and Co-curricular Leaders.
- An election will follow with students and staff voting. Some positions requires candidates to make a speech prior to the election.
- Following voting the Pastoral Care committee will meet to consider the positions.
- Nominees are required to attend an interview with a panel.
- All short-listed School Leader candidates will meet with the Principal.
- The School Captains will hold no other office and no student may hold more than two positions.
- Positions will be inducted at an Induction Assembly at the commencement of the Early Commencement Program.
- The student will receive a badge (OR authorisation for pocket embroidery as applicable) and a certificate.

### 42.2. Year 9 and Junior School Leadership Positions

- Nominations are called for Year 9 and Junior School Leadership positions.
- Nominees are required to prepare a speech, which is presented at a relevant assembly.
- Year 9 and Junior School leaders are elected by students and staff.
- No student may hold more than two major positions.
- Appointment is for a full school year.
- These positions will be inducted at a School Assembly in the school year.
- The student will receive a badge and a certificate.

#### 43. Student Welfare

- Student Welfare is a shared responsibility between school, home and the community.
- The Head of Junior School will be mindful of student welfare across the Junior School whilst the House Deans and Head of Senior School will be mindful of student welfare across the Senior School.
- The School will adopt a proactive and strategic stance with issues of student welfare.
- The School will implement welfare support structures and programs which prioritise and address the identified needs of individual students or the School as a whole and that help implement the aims of the policy.

The School will endeavour to implement and maintain programs such as:

- Student Awards.
- Drug Education.
- Programs across the School to develop resilience, social skills, conflict resolution, study skills, problem solving and transition programs.

The School will provide the following support structures:

- Monitoring of, and responding to, protracted student absences.
- Trauma Management plan.
- Protocol for Mandatory Reporting.
- Student Support Groups for children in need.
- Bullying policy.
- 'Lock down' and 'Evacuation' emergency management plan.

The School will endeavour to cater for:

- Children identified with specific welfare issues, by creating support groups, developing appropriate individual programs including goals, monitoring performance and behaviour, and providing ongoing support.
- Longitudinal data will be collected regarding frequency and types of welfare issues.

#### 44. Transport to and from Home

- Junior School students should be collected from the Junior School - Katandra Road entrance.
- Senior School students travelling by private car should arrange to be picked up on Lillimur or Katandra Roads.
- Students travelling by train make their own way from and to Ormond Station.
- Students travelling by Eastrans Bus (Route 630) (Elwood Beach to Monash) may board from Leila Road at the bus stop on the corner of Leila and Lillimur Roads.
- Students travelling by drivers (Waverley Transit) (Route 627) (Elsternwick Railway Station to Chadstone Shopping Centre) may board from Leila Road directly outside the main gate.
- Students must take extreme care when crossing main roads, particularly Grange Road when dropped off from the bus in the morning.

## 45. Uniform

When in school uniform, at School or in public, students are required to adhere to the following:

- Complete school uniform must be worn when travelling to and from School.
- Students need to be neat and tidy in appearance.
- Uniforms need to be clean, pressed and in good repair.
- The jumper is not to be worn as an outer garment when travelling to or from School.
- For School photographs, summer uniform with blazer is to be worn.
- Students participating in the Annual Concert need to wear winter uniform. This includes long pants for boys, winter skirt/tunic for girls and blazers for all students.
- School shoes need to be black and regularly cleaned, in good condition and worn appropriately. T bars are to be buckled. Boots are not permitted. Heel height should be flat.
- A Kilvington school bag appropriate to the year level is required. If a 'wheelie' type bag is preferred, it must be navy blue or black.
- Make-up and coloured nail varnish are not part of the school uniform and are not to be worn.
- Boys are to have a clean shaven appearance at all times.
- The only jewellery allowed to be worn is a wrist watch and one pair of plain small studs or sleepers.
- Winter skirts, tunics and summer dresses are to be just above the knee or longer.
- Hair is to be tied back off the face. Extreme hairstyles and colours are not acceptable. Hair ribbons and head-bands must be white, navy or magenta and without decoration.
- For major House or School Carnivals, the sport uniform may be worn to and from School, and for the day. House polo must be worn for House Carnivals.
- Year 9 students are to wear the sport uniform to School all day on Friday. This is to include the compulsory Year 9 polo shirt and Excursion bag.
- For Celebration Night, students are to wear full summer uniform with their blazer and without their jumper.
- Any exception to these rules needs to be authorised by the Head of Junior School, Head of Senior School or House Dean (Senior School).

### 45.1. Winter Uniform

- Winter uniform is to be worn between the start of May and the end of Term 3. For the remainder of the year summer or winter uniform may be worn.
- The compulsory winter uniform for boys consists of the Kilvington blazer, Kilvington winter shirt and Kilvington trousers or shorts.
- The compulsory winter uniform for girls consists of Kilvington blazer, Kilvington winter shirt and Kilvington skirt or tunic.
- All other winter uniform items are optional.
- Students from Years 5 to 12 students wear ties with the winter uniform. Ties need to be worn properly in and out of School. The top button of the shirt is to be done up whenever the tie is worn. Shirts must be tucked in.
- Only the Kilvington scarf is permitted (Magenta for girls. Navy for boys).
- Junior School girls may wear either black tights or knee-high black socks that must be worn pulled up. Senior School girls must wear black opaque tights.
- Junior and Senior School boys may wear long black socks with shorts and must be worn pulled up.



#### 45.2. Summer Uniform

- The compulsory summer uniform for boys consists of the Kilvington blazer, Kilvington summer shirt and Kilvington shorts.
- The compulsory summer uniform for girls consists of the Kilvington blazer and Kilvington dress.
- All other summer uniform items are optional.
- Blazers are optional with summer uniform only in Terms 1 and 4, but must be brought to School for Assembly
- Junior School students have a 'No Hat, No Play' policy in Terms 1 and 4.
- Senior School students are actively encouraged to wear hats whenever they are outside for extended periods between September and April.
- The winter scarf is not to be worn with the summer uniform.
- Girls must wear white short ankle socks. Boys wear short black socks.
- If Senior School students choose to wear the winter shirt (long sleeved) in summer it must be worn with a tie.

#### 42.3. Uniform - Sport and PE

- Sport uniform is worn for PE and Sport.
- The compulsory PE and Sport uniform consists of the Kilvington navy blue polo shirt, Kilvington navy blue shorts, House polo shirts (for inter-house sport and PE only), white socks and sport runners. Proper sport runners must be worn – no slip-on shoes or 'Volleys' are allowed.
- The Kilvington sport jacket, rugby top and tracksuit pants are optional extras
- Senior School students - Official EISM sport competition uniform (provided by the School) must be worn when playing inter-school competition.
- Y5 to Y6 students – School sport uniform must be worn when playing in the Balaclava District Competition.
- Junior School students are permitted to wear their PE uniform all day, including arriving to and from School, during sport days, ie. House Athletics and Balaclava District competition.
- The Kilvington lycra shorts can be worn for PE and Sport, but not to and from School or any other class.
- Kilvington hats are compulsory in PE and Sport for students in Junior School and in Years 7-9 for Terms 1 and 4.
- Students in Y10 - Y12 are actively encouraged to wear the Kilvington hat for PE and Sport in Terms 1 and 4.
- Proper sporting runners must be worn - no slip-on shoes or 'Volleys' are allowed.
- Kilvington bathers must be worn for all inter-school competitions. Kilvington bathers are not compulsory for inter-house swimming but girls must wear one-piece bathers. No bikinis are to be worn.
- Y7 – Y12 girls can wear Kilvington-branded  $\frac{3}{4}$  leggings to PE, cocurricular clubs, afterschool sport training and House and cross-country events. They cannot be worn on designated EISM sport days or for any EISM round robin days, or the Y9 program on Fridays.

#### Changing into PE and Sport uniform

- PE Session 1 or 2 - Change before school and again at recess, unless they have sport training after school.
- PE Session 3A or 3B - Change at recess and again at lunch, unless they have sport training after school.
- PE Session 4 or 5 - Change at lunch and again after school, unless they have sport training after school.
- Prep, Year 1, 2 and 3 students may wear the sports uniform to and from School on PE days.

- EISM and Balaclava Sport Day – Wear sport uniform all day, including arriving to and from School, as long as participating in a Sport.
- EISM training afterschool – Change at lunchtime.
- Balaclava and Sports Club training – Change after school

#### 46. Valuables

Only a minimum amount of money should be brought to the School on any day. If extra money has to be carried to meet extraordinary expenses it should be placed in a sealed, marked envelope and handed to Main Reception for safe keeping. No responsibility can be taken for money/valuables left in bags, lockers or in clothing left unattended. Lockers should be kept locked at all times.

#### 47. Visitors to the School

- All visitors are required to sign in at Main or Senior School Reception. Visitors will be issued with a badge, which must be worn whilst on the premises.
- Please direct your visitor to the right reception and inform the Administrative Assistant of the date and time the visitor is expected.
- At the end of the visit, the visitor should be accompanied to the reception area to return the badge and sign out.

#### 48. Weather

##### 48.1. Hot Weather

- To protect the health and safety of both staff and students during hot weather, every effort is to be made to encourage sensible behaviour and protection from the elements, namely heat and sun.
- In extreme weather conditions, every effort is made to accommodate staff and students in the most comfortable learning environment, moving locations where a preferred alternative exists.
- All School staff will make every possible effort to ensure the health and safety of all students and staff. Programs are modified, postponed or cancelled as necessary, with the approval of the Principal, Deputy Principal or delegate.

##### 48.2. Wet Weather

- To ensure that rooms are kept clean and tidy, all Prep – Year 11 students are to be outside during recess and lunch. The exception to this is wet and extreme weather conditions.
- Year 12 students may use the Tree House during recess and lunch.

When students are allowed to be inside, a sign will be put up by the reception staff in that area. Extreme weather days will be determined by the Deputy Principal or Dean of Operations.

The designated wet/extreme weather rooms are:

- P-6            Classrooms
- Year 7        1M3&4
- Year 8        Dalton Hall
- Year 9        1MSC9
- Year 10      1PVC4&5
- Year 11      1KCB16&19
- Year 12      Treehouse

Please note that the breezeway and corridors are NOT recess and lunch areas. Senior students should eat outdoors.

Private study – Years 10 – 12 can use 1KCB19 for study purposes during lunch. Please note there is no food to be allowed in this room and it is for study purposes only.

All rooms must be kept clean or they will be locked. Please let the Head of Senior School know if you think a room is in an unacceptable state.

## Part 2 Pastoral Care

### General Principles

Everyone has a responsibility for pastoral care at Kilvington. Wherever there is a student-teacher relationship, a pastoral care responsibility exists.

In so far as pastoral care can be formalised, a House and Tutorial system has been established to more clearly define the roles and responsibilities and to devise lines of communication for all to understand and use.

In essence, the House is the home base for the student and the Mentor provides the first point of contact between home and School. The Mentor is the person in the best position to get to know the student fully.

We believe that to be effective the pastoral system has to be 'responsive'. This means that communication is rapid and positive, that we do not simply react when something occurs but that we maintain regular communication with the home. We do not operate on the principle that 'if you don't hear from me you know everything is OK'. Furthermore, we try to be pro-active to help students and parents through the turmoil of adolescence.

### Pastoral Care and Discipline

Care and discipline go hand in hand. Discipline is very much a function of relationships. To be involved in discipline does not mean that we do not care. Indeed the converse is true. When we cease to care we do not bother to discipline. A very important part of the discipline is the care that must follow disciplinary action.

In discussing issues of discipline we are guided at all times by the maxim: **Judge the behaviour, not the student.**

## Part 3 Curriculum Handbooks

Curriculum Handbooks for Senior School Year 7, 8, 9, 10 and VCE and the Junior School Prep -Year 6 can be downloaded from the Learning - Curriculum section on our website [www.kilvington.vic.edu.au](http://www.kilvington.vic.edu.au)