

Last Updated 2020



Kyabram
P-12 COLLEGE

Information Booklet



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Excellence Through Opportunity

Kyabram P-12 College



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Excellence Through Opportunity

TERM DATES 2020

Term 1: 28 January to 27 March

Term 2: 14 April to 26 June

Term 3: 13 July to 18 September

Term 4: 5 October to 18 December

TERM DATES 2021

Term 1: 28 January to 2 April

Term 2: 19 April to 25 June

Term 3: 12 July to 17 September

Term 4: 4 October to 17 December

MISSION

Contributing to making a better community for all.

VISION

To be valued as an innovative and outstanding learning institution that;

- Fosters the partnership between students, parents, the entire staff and the wider community
- Supports and empowers the entire staff to accept the responsibility for achieving personal and professional growth
- Provides a safe and caring environment that allows all students to achieve their social and intellectual potential

VALUES

- Respect
- Responsibility
- Resilience
- Doing Your Best
- Community

Students:

To enable all students to approach their futures with spirit and confidence, we expect that every student will:

- Be respected and respectful as an individual
- Be tolerant and nurture individual diversity
- Make the most of their opportunities to learn in an innovative, challenging and inspiring education environment
- Demonstrate a high degree of personal responsibility and accountability
- Take up the challenges that meet them, and dare to dream

Parents:

To enable parents to experience a positive partnership with the College and their students to enjoy school and be happy through the provision of:

- Open and transparent communication lines
- Supportive and encouraging participation
- An education that meets students' individual needs
- The promotion and extension of students' individual talents and attributes
- A safe and caring environment
- Regular and effective assessment and reporting
- Opportunities to actively contribute to all facets of the school program

Community:

Our aim is to encourage quality relationships with a community that demonstrates its confidence in Kyabram P-12 College by;

- Taking pride in our achievements
- Seeking our leadership in social competencies
- Rewarding students who demonstrate good citizenship
- Helping to build College resources
- Valuing and providing opportunities for students and graduates

Staff:

Members of staff will fulfil their roles as trusted professionals by:

- Providing a learning environment that engages all students
- Demonstrating honesty and integrity and a steadfast commitment to the interests of all students and their individual needs
- Preparing, implementing and evaluating engaging programs ensuring that all students make the most of opportunities to achieve personal excellence
- Engaging in quality professional development which equips them with the skills to provide innovative educational programs which reflect current educational research and new technologies
- Participating in, and sharing, professional development that will enable them to meet their professional responsibilities to implement all College and DET policies
- Providing support to each other in the fulfilment of the College mission and values

KYABRAM P-12 COLLEGE EXPECTATIONS

- Broad-brimmed hats or bucket hats must be worn outside at all times in Terms 1 and 4
- Students must be outside during breaks unless supervised inside
- Each classroom must be tidy before leaving it
- There will be no swearing
- All students must be in full school uniform
- Mobile phones are not to be used in class time
- The yard must be left free of rubbish
- Students outside of classrooms must have class passes or their planners signed
- Students with lunch passes may only go directly home at lunchtime
- We will speak to each other with respect

STUDENT CODE OF CONDUCT

The Code of Conduct is developed within DET guidelines and is designed to promote an environment which provides the maximum opportunity for all students to experience success and optimise their learning potential.

The College places a high emphasis on the development of self-esteem by all students, together with self-discipline and consideration for others.

All students have the right to:

- be treated with courtesy and respect
- a cohesive curriculum which supports their intellectual, social, physical and personal development
- be educated in a safe and positive learning environment
- a full knowledge of the rights, implications and practices of this Student Code of Conduct
- receive positive recognition for their achievements in all areas of the curriculum
- and environment which is free of discrimination and harassment
- participate in the decision-making process of the College and
- be provided with information related to the submission of all work requirements and assessment tasks.
-

The College expects that each student will:

- show courtesy and respect to all members of our school community and visitors
- respect the educational rights of other students
- take responsibility for their own actions
- follow reasonable and clearly communicated instructions by staff
- make the most of their educational opportunities within their individual ability levels, by completing all work set during class time and for homework
- not promote, possess or use drugs of any kind including tobacco and alcohol (excluding medication)
- abide by the rules of the College and specified Classroom Management Plans
- take care of their own property and respect the property of the College and other people
- maintain regular attendance and be punctual to class
- remain in the College grounds unless parental and College permission is obtained and
- abide by the College uniform policy including the wearing of broad-brimmed hats.

These behaviour guidelines are essential and non-negotiable but it is recognised that there will be specific occasions when it is necessary to establish temporary or short term rules, to ensure the safety and uninterrupted education of the students.

These expectations apply on all internal or external school organised activities.

COMMUNICATION AND SUPPORT PROCEDURES

Working together, classroom teachers, Year Level Co-ordinators and the Learning Community Leader will establish and implement a range of communication and support procedures including:

- year level meetings to discuss welfare and discipline issues
- teacher meetings to discuss particular students and classes
- recording of student behaviour in the student files
- regular formal and informal consultation and discussion
- setting up support groups as required and
- accessing the assistance of agencies such as the Department of Human Services as required.

Breaches of school expectations will incur some penalty or action as a logical consequence of the misbehaviour. A set of expectations in line with this Whole School Approach will apply to all the activities occurring outside the classroom environment. Serious and continued breaches of school expectations may lead to students being withdrawn from out-of-school activities or to suspension or expulsion procedures consistent with the Student Engagement and Wellbeing Guidelines.

Procedures to evaluate and monitor the Code of Conduct include:

- regular review including input from students, parents, teachers, appropriate welfare agencies, welfare and year level co-ordinators' meetings
- detailed recording procedure by co-ordinators
- whole school recording and analysis of student management issues and
- welfare and year level co-ordinator meetings and staff meetings consider, as a standard agenda item, issues related to student welfare management and the Code of Conduct.

SCHOOL TIMES

PRIMARY CAMPUS		SECONDARY CAMPUS	
8:45am	Classrooms open	8:50am	Music played: Locker Time
8:57am	Music played	9:00am	Period 1
9:00am	Period 1	10:00am	Periods 2
10:00am	Periods 2	11:00am	Recess begins
11:00am	Recess begins	11:20am	Warning Bell
11:27am	Music played	11:27am	Music played
11:30am	Period 3	11:30am	Period 3
12:30pm	Period 4	12:30pm	Period 4
1:30pm	Lunch eaten in classrooms	1:30pm	Lunch break begins
1:40pm	Lunch break begins	2:10pm	Warning Bell
2:17pm	Music played	2:17pm	Music played
2:20pm	Periods 5	2:20pm	Periods 5
3:20pm	School dismissed/Bus Travellers Assembly	3:20pm	School dismissed

Fruit breaks occur throughout the day

Please note The Primary Campus is nut free.

Children should be at school a few minutes prior to commencement time. Please note that not all school days are from **9:00am – to 3:20pm**. Parents will be given prior notice of early dismissals eg. end of term at 2:20pm.

GENERAL STUDENT INFORMATION

ASSEMBLIES

A formal assembly is conducted on Mondays for Years P-6 and each term for Years 7-12. Parents and friends are most welcome to attend and are notified of the dates.

ATTENDANCE

To achieve personal best learning outcomes, regularity of attendance and punctuality are necessary. Attendance below the age of eighteen is compulsory. A note of explanation from a parent for any student who is absent should be given to the Attendance Officer the next day or phone on the Attendance Line 5851 2100 (option 1.) Students who are late to school must report to the Office to sign in and receive a late pass which is presented to the classroom teacher. Parents can also record an absence note on Compass at any time.

BICYCLES AND SCOOTERS

PRIMARY

Children under the age of 9 should not ride alone to school. Adult company is required. Safety helmets must be worn. Children are to wheel bicycles and scooters in the school grounds and store in cage which is locked during the day.

SECONDARY

- a) Cyclists must obey traffic laws at all times, especially the correct wearing of helmets.
- b) All bicycles and scooters must be placed in the racks provided.
- c) Bicycles and scooters must not be ridden in the school grounds
- d) **Borrowing and lending bicycles and scooters is strictly forbidden at all times.**
- e) The school can take no responsibility for bicycles or scooters.

COMPASS - PARENT PORTAL

Using Compass allows you to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:

- monitor your child's attendance, and enter approval for absence or lateness
- pay and approve excursions
- communicate with your child's teachers, and update your family contact details
- view your child's timetable and the school calendar
- monitor your child's homework and learning tasks
- view your child's learning task results
- download and view your child's progress and semester reports
- book parent-teacher conferences

Families will be given access to Compass upon enrolment.

DAMAGE TO SCHOOL PROPERTY

This should be reported immediately to an Assistant Principal. Where school property is damaged as a result of deliberate or careless acts by a student, the student will be required to meet the cost of the repairs. This applies particularly to breakage of windows.

KYABRAM P-12 COLLEGE COUNCIL

The College Council has the major responsibility for developing policies for our school. It operates within Department of Education guidelines and regulations but has the scope to determine policies that are relevant to local needs and priorities.

The Kyabram P-12 College Council has 15 elected members:

8 Parent members

5 DET employee members (DET – Department of Education and Training)

2 Community members

The major sub-committees are:

Education, Grounds and Buildings, Finance, Communication, Parents Club.

KYABRAM P-12 COLLEGE PARENTS' CLUB

The Parents' Club is a group of people who work for the improvement of the school. It is a relaxed and friendly committee welcoming any parents and friends of our school who would like to contribute some of their time.

There are four fundraising events each year which allows for the purchasing of classroom and outdoor equipment. Parents' Club also help organise social and service events around the school such as a Mothers' and Fathers' Day stall, College Debutante Ball, Hot Dog Days, Fete/Film Night.

Our meetings enable the regular exchange of information between our Principal and staff, College Council and the families of our school.

Meetings are generally scheduled as needed and there are approximately eight throughout the year. You do not need to attend every meeting to be involved. We communicate in the school newsletter as needed, throughout the year to inform families of various events.

The Parents' Club endeavours to support the local businesses and the wider community who so generously support our school. We encourage all new families to be a part of this fantastic committee.

LEAVING SCHOOL GROUNDS

Students are expected to remain at school for the entire day. No student may leave the school without permission. At the Primary Campus, Parents who wish to collect their child from school during the day are required to sign their child out at the Primary Camus Office. At the Secondary Campus, students wishing to obtain permission to leave the school for appointments during school hours can either take a note to the General Office before school or Parents may leave a message on the school attendance line by calling 5851 2100 (option 1.) Students are to collect a pass from the General Office. Parents are to collect their child from the Administration Foyer.

No student is permitted to leave the school grounds unescorted. If your child is to walk to their destination please state this on the note.

Parents who wish their child to go home for lunch must provide a written request to the College and a lunch pass will be issued. This shows that the student has his or her parent's permission to go directly home at lunchtime, to return before the commencement of the next class. A Lunch Pass does not permit a student to go down the street at lunch time.

Year 12 students have the privilege of being able to leave the school grounds during lunch time. A YEAR 12 pass will be issued to all Year 12 students, to be carried with them down the street, so that they might be identified by all staff members. Any breaches may result in this privilege being withdrawn. It is school policy that students are not to be picked up from the school at the start of lunchtime, by friends in cars, and brought back to the school at the end of lunchtime, or to be met at the school by friends.

It should be clearly understood that parents/guardians of students holding Lunch Passes accept complete responsibility for the conduct and safety of these students when they are out of the grounds.

LOST PROPERTY

All property found must be handed in to the Office. Goods may be collected from lost property.

MONEY – VALUABLES

PRIMARY

If your child brings money to school it should be sent in a sealed envelope with the child's name, grade and reason for its enclosure on the front of the envelope and given to the teacher. No responsibility will be taken for money left in desks or bags or lost in the playground.

It is not advisable to allow your child to wear expensive watches or jewellery to school, or bring such things as computer games, toys and dolls.

SECONDARY

- a) Pupils who bring money for fees etc. to school should pay these to the school office before school or at recess and lunch time.
- b) Other large sums of money should be deposited at the school office for safekeeping and recovered at the end of the school day.
- c) Mobile phones and other Personal Electronic Devices are an individual student's responsibility for safe keeping. The school cannot accept responsibility for the loss of money or valuables left in clothing, bags or lockers at school.

SCHOOL BUS SERVICE

Students who reside more than 4.8km from the school may travel on a school bus. State primary school children and registered school children may be permitted to travel on a school bus provided they are more than 4.8km from the appropriate school and it is the nearest school of that type. All school buses in Kyabram are supervised by the Bus Co-ordinator of Kyabram P-12 College and permission to travel on a school bus should be obtained. In order to ensure efficient and safe operation of buses, parents are asked to impress on their children the need for sensible, orderly conduct on school buses. If parents have any complaints or suggestions concerning a school bus they are requested to direct them to the Bus Co-ordinator. Any request for travel on buses on an 'ad hoc' basis should be in writing, addressed to the Bus Co-ordinator. Permission will not be granted to students to travel on buses for sports training. Bus travellers are not to leave the school grounds after buses arrive in the morning.

SCHOOL CANTEEN

Lunches are available to all staff and students from the second week of Term 1 from a canteen organised by a manager and volunteer parents Monday to Friday inclusive.

Primary: Lunch bags are available in each classroom. Orders are filled in by the parents and returned with the necessary money to the grade teacher. The lunches are taken to the child's room when they are prepared. A letter will be sent asking for your help with this service, if you have not previously indicated you are willing to do so. Parent help rosters will be sent home on a regular basis.

Secondary: Students should order lunch before 9am but orders will be accepted at recess depending on availability of food. A letter will be sent asking for your help with this service, if you have not previously indicated you are willing to do so. Parent help rosters will be sent home on a regular basis.

SCHOOL PHOTOGRAPHS

A photographer visits the school each year to take class and individual photographs. Parents are advised of the dates, times and costs. The purchase of photographs is optional.

SECOND HAND UNIFORMS

Parents' Club have set up a second hand uniform shop catering for all students in the school from Prep to Year 12. Uniforms will be available at a much lower price than they can be bought for new.

If your child has outgrown any of their uniform or is leaving the school, you may choose to donate the uniform to the Parents' Club which can be left at any College office.

Money raised by the Parents' Club is used in the school to improve facilities and support programs. We hope that the uniform shop will be a source of funds for them to continue their invaluable work in our school.

For anyone interested in coming to have a look at what is available, please visit the Primary Campus Office.

STUDENT ACCIDENT INSURANCE

Kyabram P-12 College has enrolled all students in student accident insurance. Please contact the College office for more information.

THE COLLEGE LIBRARY

Our Library is a progressive, comprehensive resource centre. It provides students and staff with state-of-the-art access to the Internet, CD-ROMs, magazines and newspaper indexes, the online catalogue and the school-wide curriculum network. The library has a large reference section. We encourage wider reading to improve literacy through its program of book promotion and purchases of the latest fiction for teenagers and young adults.

EXTRA CURRICULAR OFFERED

A range of extra-curricular programs is offered at Kyabram P-12 College. These include music, which is a natural form of expression in the development of children. The Kyabram P-12 College Performing Arts and Music Program is available from Years Prep - 12. The program helps to broaden the cultural life of our community and develops the students understanding and appreciation of the various type of music.

At the Primary and Secondary College Productions, students work together in teams and the program teaches the importance of co-operation, leadership and responsibility. The Arts program also offers students the opportunity to achieve creative attitudes, skills and knowledge of self-expression and personal development.

The College Student Enrichment Program empowers students to thrive academically and in the greater College community. Opportunities include debating, public speaking, Tournament of Minds and Leadership roles.

CAMPS AND EXCURSIONS

Camps and excursions across the College provide exciting learning experiences for students. This begins with a trip to the Zoo in Grade 1/2 through to an overnight trip to Melbourne at Grades 3/4 and Sovereign Hill or Canberra at Grades 5 and 6. In year 7 the camp induction helps form relationships between Teachers and students, Outdoor Education provides opportunities such as surfing, bush walking/orienteering, and the Year 10 and Year 12 Melbourne Careers and University camps are invaluable. Camps and excursions play an exciting role in providing opportunities for all year levels.

CULTURAL AND ARTISTIC

Annual Drama Expo

Annual Music Expo

Annual Musical production

Exhibition of the Arts

Instrumental music program – piano, drums, clarinet, strings, flute, Percussion, saxophone, tuba, trombone, trumpet, guitar, oboe, French horn

Intermediate Concert Band

Junior Concert Band

Junior Stage Band

LOTE – Indonesian day with district schools

Rock Band

Saxophone Ensemble

Senior Concert Band

Senior Stage Band

String Orchestra

Technology Expo

VCE Year 12 Graduation Ball

Writers – guest speakers in English

EDUCATIONAL ENHANCEMENT

Annual Japanese Visit – August	Record of Participation certificate
Annual Japan Trip – Sister Schools – September	Science Talent Search
Certificate of Commendation from Principal	Westpac Maths Competition
Australian Schools English Competition	Literacy Program
Debating competitions	Work Busters
Presentations – Awards evening	French students able to visit France
Public speaking competitions	International Students' Project
Record of Achievement folder	Tournament of Minds

KYABRAM P-12 COLLEGE INSTRUMENTAL MUSIC

Kyabram P-12 College offers a range of instrumental music tuition for all students regardless of ability or previous background.

Instruments offered are as follows:

Ensemble	Instrument/s
Junior Concert Band	Flute, Clarinet, Saxophone, Trumpet, Trombone, Tuba, Percussion
Wind Symphony Small Ensemble Stage Band	Flute, Clarinet, Saxophone, Trumpet, Trombone, Tuba, Percussion
Junior Strings	Violin, Cello, Double Bass
Senior Strings	Violin, Cello, Double Bass
Guitar and Rock Band	Guitar, Bass Guitar
Choir	Vocal/ Singing
Production Band	Piano/ Keyboard

Provision of Instruments

With exception of larger brass and woodwind instruments, students are required to provide their own instruments.

Kyabram P-12 College will hold an information and recruitment night early in Term 1 for Junior Concert Band where quality wind, brass and percussion instruments can be purchased or rented.

Students are expected to attend all lessons, ensemble sessions and performances as part of learning music. Ensemble sessions and lessons occur weekly and lesson times rotate from period to period so as not to create any great impact on a particular regular class. Ensembles can occur at lunchtimes or after school.

JAPANESE CULTURAL EXCHANGE

A visit to Shiroy City in Japan for students, parents and teachers is held in the third term holidays each year. In August of each year, we host a visit from our Japanese counterparts.

SCHOOL SPORTS

Kyabram P-12 College is a part of the Campaspe Division in the Loddon Mallee Region. Our students have the opportunity to participate in a large number of events. Our College holds a 7-12 Athletics and Swimming Carnival, P-2 tabloid/athletics sports day and P-6 cross country to name a few school events. We also are fortunate enough to participate in events with our local district primary schools such as 3/4 and 5/6 summer and winter sports days, prep – 2 tabloid sport and a 3-6 athletics carnival. At a division level we compete in sports such as soccer, basketball, netball, tennis, AFL, cricket, teams tennis, shooting, softball, volleyball, badminton, lawn bowls etc. These sports allow students the opportunity to progress to Regional, State and sometimes National level.

STUDENT LEADERSHIP OPPORTUNITIES

Cross-Age Tutor program with primary schools and between Years 7 and 10

Peer Support, Years 7 and 11

College Captains, Year 12

Primary Captains

Primary Class Captains

School General assemblies conducted by College Captains

Student Council

Student representatives on College Council, Curriculum, Canteen and Grounds and Buildings Committees.

WORK EDUCATION

Career Reference Centre, Year 10

Key Competencies

Mock Interview program

Parent Information Evenings, Years 9, 10, 11 and 12

Industry & Enterprise Studies, Year 11 and 12

Work education program, Years 9 and 10 Commerce

Work experience programs, Years 9, 10, 11, 12 (especially Year 10)

VET and New Apprenticeships

HEALTH AND WELLBEING

ALCOHOL

Students are not to have alcoholic drinks during school hours, or while attending any school event. Students who have alcoholic drinks during school hours and who are in possession of alcohol at school or while involved in school activities will have their parents contacted and be suspended from school. Students found in the company of students drinking alcohol will also face disciplinary action.

ILLEGAL DRUGS

Students are not permitted to use illegal drugs. Students found in possession of, using or affected by illegal drugs, will face serious consequences. The school's first priority will be to ensure the health and safety of the students involved. Consequences will include contact with parents, the involvement of health professionals and police as required and suspension or expulsion. Where a student remains at school, counselling will be required.

CAREERS ADVICE AND PREPARATION

Children should be encouraged to explore possible careers early in their secondary schooling. There is a wealth of information in the Careers room at the school. The school Careers Teacher is available to advise students and parents on matters concerning careers.

PEER SUPPORT

Peer Support is a program that operates for one period per week for Term 1. Students at Year 7 level meet with trained Year 11 Peer Support leaders once a week. There will be approximately seven Year 7 students and two Year 10 students per group.

The aims of the program are to strengthen school engagement to create a closer bond between senior and junior students to promote a smooth transition into secondary school and to develop positive communication, relationship skills and responsible decision-making strategies. The program will be operated under the guidance of trained Peer Support teachers.

SAFETY

Dangerous games, rough behaviour and dangerous instruments are forbidden at all times. Under no circumstances are students to bring fireworks, live ammunition or other dangerous items into the school grounds.

SMOKING

Under the current DET policy no-one is permitted to smoke on school premises. Students are not permitted to smoke while travelling to and from school, while on excursions and on school buses as well as during school hours. Smoking is a serious health hazard and cannot be condoned by the school. Students who break this rule will be required to attend a 3 day (lunchtime) education program and parents will be contacted. Students found in the company of smokers will also face disciplinary action.

STUDENT WELLBEING SERVICES YEARS PREP-12

Wellbeing P-12

Chaplain

Students with Disabilities P-12

Koori Education Support Officer

We are able to assist you with a wide variety of issues. We are skilled in dealing with:

- Mental health issues
- Grief and loss
- Anger management
- Personal development
- Bullying issues
- Youth issues
- Educational developmental assessments

The school offers the services of a visiting School Psychologist and Speech Therapist. A referral can be made through the Student Wellbeing Services.

PARENT PAYMENT POLICY KYABRAM P-12 COLLEGE

Rationale:

The Education and Training Reform Act 2006 provides for the provision of free instruction in the standard curriculum program.

This policy covers payments for essential education items, optional extras and voluntary financial contributions that schools may request, and the parameters, terms and conditions within which these requests may be made. Parent contribution, in all forms, assists schools to provide an enriched learning and teaching program for every student and is highly valued by school communities.

Locally raised funds add significantly to the College's ability to provide a diverse and high quality curriculum. Through the partnership between school and parents the payment contribution parents make to their child's education, in all its various forms, has an important role in enriching the school's learning and teaching program and improving educational outcomes.

Aim:

1. To provide greater clarity about the type of educational items or services parents may be requested to pay for under the Education and Training Reform Act 2006.
 2. To financially support a diverse range of high quality learning opportunities for all students.
 3. To clearly identify the three categories of parent payments.
 4. College Council seeks to supplement DET provided financial resources with a variety of essential, optional and voluntary charges.
- All students have access to the standard curriculum program.

Guidelines:

CATEGORIES OF PARENT PAYMENTS

School Councils are responsible for developing and approving school – level parent payment charges and can request payments from parents under three categories. These are:

1. **Essential Student Learning Items** are those items, activities or services that are essential to support student learning of the standard curriculum. These are items that the school considers essential for all students and which students take possession of. Parents may choose to provide the items themselves or buy the items from the school where practical and appropriate.
2. **Optional Items** are those items, activities or services that are offered in addition to or support instruction in the standard curriculum program. These are provided on a user – pays basis so that if parents choose to access them for students, they are required to pay for them.
3. **Voluntary financial contributions** parents can be invited to make a donation to the school for a general or specific purpose, eg: school grounds projects, library fund or for new equipment. Only some Voluntary Financial Contributions are tax deductible.

See the Parent Payments in Victorian Government Schools Policy for further definition of items in these three categories.

Implementation:

1. All students have access to the standard curriculum program.
2. Parents and guardians are provided with early notice of requests for payment of essential education items and optional extras (a minimum of six weeks prior to the end of the previous school year). Additional activities may arise during the year and every effort will be made to notify parents of costs as early as possible.

3. The advice to parents/guardians provides a clear description of the payment categories and which category items fall under and that where appropriate; parents/guardians have the option of purchasing certain items themselves.
4. Items that students consume or take possession of are accurately costed.
5. The status and details of any payments or non-payments by parents and guardians are confidential.
6. Parents are informed of alternative payment options for those parents who are experiencing hardship and invited to contact the Business Manager on 58512100 if they wish to discuss these options. These include: Centrepay (Free Bill Paying Service), pay in person or by mail in either cash, cheque, EFTPOS, or over the phone by Credit Card and internet option of B-Pay.
7. Payment requests or letters to parents clearly identify whether the items are essential education items, optional extras or voluntary contributions.
8. Parents are immediately provided with a receipt upon payment.
9. All payments are receipted in CASES21.
10. Payments are kept to a minimum and all requests for payment are fair and reasonable.
11. A copy of the school-level policy is made available to all parents upon request.
12. Unpaid voluntary and optional levies will be written off at the parent's request or when the levy is outstanding at the end of the year.
13. Families who are not experiencing hardship will have unpaid essential items carried forward to the following year for payment.
14. Students wishing to participate in optional extra activities such as extracurricular camps, excursions, trips, dinners, instrumental music, etc. must meet the full cost of the activity before the student participates.
15. The full materials costs for the VET program being undertaken needs to be paid by the first Friday in February in the year of undertaking the VET course, in order to secure VET placement and enrolment.
16. Students are not treated differently, denied access to the standard curriculum program, or refused instruction on the basis of payments not being made for educational items, services or voluntary financial contributions.
17. Parents and guardians are provided with an alternative option for their children if they choose not to participate in an excursion or camp.
18. Parents are provided with family support options for parents experiencing hardship.
19. Communication regarding Parent Payment Policy and options for payment will be provided via annual booklist / information packs and included in the College Compass portal.
20. Parents may raise any issues or make general inquiries about charges by contacting the Business Manager, where queries can be referred.

This Policy must be approved by College Council and be adhered to across the College. Reporting of Parent Payments will be made on a regular basis to College Council.

Evaluation:

This policy will be reviewed every three years by School Council.

Status:

- RATIFIED BY COLLEGE COUNCIL

Date:

College Council President

Review Date: November 2019

PARENT PAYMENT CREDIT POLICY KYABRAM P-12 COLLEGE

Rationale:

All students at Kyabram P-12 College will benefit from the best possible educational program the College can make available to them. The home/school partnership is an important aspect to children achieving their full potential. By giving them the tools and materials needed this will enhance their learning outcomes.

Aim:

All financial credit arrangements granted to families will be authorised and monitored on a regular basis.

Implementation:

Credit will not be granted to parents / guardians for, books, camps, materials or any other purpose unless each case is individually assessed by the Business Manager, Finance Officers or a member of the Principal Class.

Parents / Guardians or independent students who request credit shall be assessed for any previous credit history with the school and no further credit will be granted in cases where an outstanding debt is still owing to the school, unless approved by the Principal or Assistant Principal.

Students participating in high cost 'optional extras' (non-compulsory) such as overseas study tours, or interstate trips, will not be permitted to attend unless payments are up to date for essential and compulsory charges. By request the school will offer payment by instalments for the earlier debt if needed and organisers of these events will communicate this policy to parents well in advance of the event.

Parents / Guardians or independent students seeking credit will be asked to pay a minimum deposit, in consultation with the Business Manager, Finance Officers or a member of the Principal Class.

If credit is approved the Parents / Guardians or independent student shall be required to enter into a written schedule for payments which must be adhered to. Failure to adhere to the payment schedule will preclude any further credit advancement until the debt is paid. All debts to the School will be followed up on a monthly basis.

Evaluation:

This policy will be reviewed every three years by School Council.

Status:

- RATIFIED BY COLLEGE COUNCIL

_____ Date: ___/___/___

College Council President

Review Date: November 2019

REFUND POLICY KYABRAM P-12 COLLEGE

Rationale:

The school will provide refunds where there is no financial disadvantage to the school.

Aim:

To provide a fair and equitable refund system.

Implementation:

1. Where the school is charged for the provision of a program or service as a bulk cost and not per head cost, no refund is able to be given.
2. Where a 'per student' fee is charged refunds are able to be given.
3. Refunds on deposits made can only be given where bookings have not been finalised e.g. major excursions.
4. Where there is a combination of a bulk charge and a 'per student' charge in an excursion e.g. visit to a zoo. Bus charge is bulk cost. Entry fee is per student cost. Only the 'per student' component is able to be refunded.
5. Eligible Refunds will be made in a timely fashion – within one fortnight of request.
6. Where a student exits the College, a pro-rata refund will be calculated on an individual basis and refunded to the Parent according to the Parent Payment policies and procedures.
7. The Principal will have the capacity to view special circumstances on an individual basis.

Evaluation:

This policy will be reviewed every three years by College Council.

Status:

- RATIFIED BY COLLEGE COUNCIL

_____ Date: May 2016

College Council President

Review Date: November 2019

STUDENT UNIFORM AND DRESS CODE POLICY KYABRAM P-12 COLLEGE

Rationale:

- After consultation with members of the school community, College Council has developed a Dress Code that we believe provides choice for the students, allows for students to safely engage in the many varied school activities provided, and caters for the financial constraints of families.
- A uniform dress code reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. Issues of equality, health and safety, and expense are also factors that contribute to the establishment of the Dress Code.

Aims:

- To promote equality amongst all students.
- To further develop a sense of pride in, and identification with our school.
- To provide attractive and durable clothing that is cost effective for parents/caregivers, and practical for our school environment and local climate.
- To provide guidelines for the wearing of jewellery, hairstyles and make-up, in line with current occupational health and safety practices and in keeping with a student school uniform policy
- To maintain and enhance the positive image of the school in the community.

Implementation:

Uniform

- The Dress Code applies during school hours, while travelling to and from school, and when students are on school excursions, unless students are specifically notified that the uniform is not to be worn e.g. school camps, occasional field trips.
- Summer and winter uniforms are prescribed on the attachment, and are required to be worn by all students. It clearly lists the combinations of uniform items that may be worn or not worn together.
- All uniform items can be viewed on the school's website.
- School shoes need to be substantial for health and safety reasons so sandals and flimsy shoes are not permitted to be worn. Approved shoes can be found on the uniform list.
- Navy bucket hats are to be worn in Terms 1 and 4 whenever students are outside, in line with our Sun Smart policy. Hats should not be worn inside any buildings.
- Articles of uniform are to be clearly labelled with the student's name.
- Dress hems are to be worn at a maximum height of 15cm above the knee and skirt hems are to be a maximum height of 10cm above the knee.
- Optional accessories are to be navy blue (these may include a beanie, scarf and gloves).
- Hair ribbons and accessories are to be in the school colours.
- The Student Dress Code, including details of uniform items and places of purchase, will be published in newsletters and student planners at the start of each year.
- The College operate a second hand uniform shop for families.
- Arrangements can be made to supply uniforms via State Schools Relief or Chaplaincy for families experiencing economic hardship, where possible.

- Parents seeking exemptions to the Dress Code due to religious beliefs, ethnic or cultural background, student disability, health condition or economic hardship must apply in writing to the School Council for consideration.

Make-up, Tattoos and Hair

- Minimal make-up with neutral tones is permitted for students in Years 7-12. Students will be asked to remove any heavy make-up. No make-up is permitted for students from Prep to Grade 6.
- Clear or pale, neutral-coloured nail polish only may be worn.
- Tattoos (including temporary transfers) are to remain covered at all times.
- Extreme hair colours and/or extreme hairstyles are not permitted.

Jewellery

The only acceptable items of jewellery are;

- A maximum of three studs or sleepers in each ear. Ear-rings that ‘dangle’ or hang from the ear may not be worn at any time.
- A small discrete nose stud. Piercings on any other part of the visible body must not be worn at any time.
- A simple thin necklace or chain may be worn.
- Watches may be worn, but may be required to be removed for sport or physical education lessons, or whilst the student is involved in trade classes.
- A maximum of three flat band rings to be worn on fingers.
- 1 bracelet or bangle.
- Anklets are not to be visible.

Items, which are not acceptable, include the following: Any visible facial or body jewellery including sleepers, eyebrow rings or studs, nose rings, and lip rings, ear tunnels, labrettes, heavy chunky chokers/collars/chains/studded belts or necklaces. Jewellery linked to body piercing must be removed while at school, or covered. Where jewellery linked to body piercing constitutes an OHS issue in the school environment, to the individual, or to others, it must be removed.

Evaluation:

This policy will be reviewed every three years by College Council.

Status:

- RATIFIED BY COLLEGE COUNCIL

_____ Date: November 2019

College Council President

Review Date: August 2019



KYABRAM P-12 COLLEGE UNIFORM LIST 2020

Items are available at Mister Embroidery or Surf'n'Skate. Uniform items may be selected from the list below.

All items can be worn by students in Prep to Year 12 – unless otherwise listed.

Blazer - College navy blazer, to be worn with white shirt and College tie (also over the blue woollen jumper but not with the rugby top)
Dress - College grey-check dress
Gloves – navy blue (optional accessory)
Hat - College navy bucket hat and logo
Hat – beanie navy blue (optional accessory)
Jacket – College showerproof jacket with logo
Jumper – College navy blue woollen v-necked jumper with logo
Polar fleece, aqua blue, 1/4 zip, with College logo (Prep - 4)
Polar fleece, navy blue, 1/4 zip, with College logo (Year 5 - 12)
Polo shirt with College logo
Rugby Top - College rugby top, navy with stripes, with logo (Year 5 - 12)
Scarf – navy blue (optional accessory)
Shirt - Long-sleeved white shirt with College logo
Shirt -Short-sleeved white, shirt with College logo
Shoes - Black runners (minimal branding), black lace-up shoes or black T-bar sandals
Shoes – Sneakers (any colour) (P-4 only)
Shorts - College dress shorts, blue, with logo
Shorts - Navy (Prep - 4)
Skirt - College skirt, grey check, mid-weight, to be worn with navy tights in winter or white socks in summer
Socks - White or navy or black socks
Tie - College tie, navy, with logo
Tights - Navy (only with the college skirt in winter)
Track pants - Navy (Prep - 4)
Track pants - College track pants, navy blue (Years 5 - 12)
Trouser - College dress trouser, navy blue.
T-Shirt - Long-sleeved tee shirt, white or navy (Not compulsory but may be worn under school polo)
Windcheater - Navy Windcheater with College Logo (Prep - 4)
Year 12 Jumper is optional for Year 12 students