Information Booklet

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A message from our Principal

Welcome to the Kingswood learning community. I have been a member of the school leadership team of Kingswood Primary School for the past 17 years. I feel privileged to be the principal of this school because of the high levels of academic achievement, outstanding teachers and support staff as well as the excellent reputation we have within the community.

The school's educational philosophy of laying the 'Foundations for Success' and making a 'Positive Difference' to the lives of every student, forms the basis of the teaching and learning that takes place at Kingswood. We believe that it is important to discover and nurture the individual talents of each child and to put students in an environment where they want to learn because they are engaged. We nurture curiosity and the spirit of inquiry within our students. We know that curiosity drives the impulse to learn.

As well as offering the basics of Literacy and Numeracy, the school has specialist classes in Physical Education, Japanese, Performing Arts, Visual Arts and Science. Students have opportunities to participate in programs, including coding club, instrumental music, choir, drama, dance, and sporting clinics (hockey, football, soccer, tennis and many more). Adventure camps and tours to Canberra and Japan complement the smorgasbord of programs offered at our school.

Kingswood is a Habits of Mind school. Habits of Mind are dispositions skillfully and mindfully employed by intelligent people when confronted with challenges. Kingswood implements a Culture of Thinking from the Harvard Graduate School of Education. Habits of Mind and Cultures of Thinking are strategies and a framework that assist students to be problem solvers, become better critical thinkers with their learning which will support them throughout their lives.

The Stephanie Alexander Kitchen Garden Program for students in Years Three to Six is well embedded into our school and recently celebrated 11 years as a school program. The aim of Stephanie Alexander Kitchen Garden is to introduce children to the pleasures of preparing, cooking, and eating a variety of foods they have grown and harvested themselves in the garden.

Kingswood is a leader in Information and Communications Technology (ICT). At Kingswood, we have both PC's and MacBook computers; it is important to us that students experience both platforms before they leave primary school. We have a successful 1:1 Chromebook/MacBook program for students in Years 3-6. We have been a Google school for more than 13 years.

As you can gather, Kingswood Primary School is a very dynamic community, and this culture assists us to educate your child. We encourage you to become involved in the school; research indicates that students whose parents participate and engage with their child's school achieve better long-term learning outcomes.

I wish you and your child all the very best at Kingswood Primary School.

Aaron Cox,
Principal

Bell Times

8.57am – Warning bell
9.00am – School begins
11.00am – Recess
11.28am – Warning bell
11.30am – End of recess
1.30pm – Eating lunch with students
1.40pm – Lunchtime
1.45pm – Slow eaters supervision ends
2.18pm – Warning bell
2.20pm – End of lunch
3.20pm – School day ends

Arriving To School After The First Bell

Students are expected to be at school and ready to start their day prior the first school bell.

If your child arrives after 9am, they should be accompanied to the office by their guardian and signed in on the Compass Kiosk. Select the 'Parent Drop Off' function and follow the steps. A late pass will then be printed which should be given to their class teacher.

Compass

Compass is a well-established and reliable online portal for all school related matters. The majority of communication is through our Compass portal. The features below are currently available online to all parents:

- Access your child's Student Reports
- Book your Parent/Student/Teacher Interviews
- View up-to-date class and school attendance information
- Approve or enter upcoming or past absences for your child
- Approve upcoming excursions or camps
- Complete your child's online permission forms
- Pay school fees, charges and contributions
- Access information regarding upcoming events and news

Please take the time to watch our video guide.
First time using Compass https://vimeo.com/239890981
Booking a school interview https://vimeo.com/239893005

Please note: As we communicate through Compass, please make sure you download the Compass app and enable 'push notifications' on your smart phone or tablet, to make sure you don't miss any important information. We advise that the best experience will be had on a computer when using the Compass interface.

Student Absences

To notify the school of your child's absences, you will need to add an attendance note using Compass.

Via your child's profile in Compass, click on the green cross, select Attendance Notice and choose a reason e.g. illness. While the importance of full attendance cannot be emphasised enough, we understand that there are days when your child cannot come to school.

School Uniform

The Kingswood Primary School uniform is available from the PSW store located at 1 Age Street, Cheltenham, Phone 9768 0332. The staff at PSW will be able to assist you with sizing and school uniform requirements.

PSW trading hours are:
Tuesday to Friday 9:00am - 5:00pm
Saturday from 10:00am - 1:00pm.

If you know your child's size you can also order online through www.psw.com.au.

Second-hand uniform can be purchased online only through QuickCliq: https://app.quickcliq.com.au/

Canteen

The school canteen is operated by Stir Crazy Kids.

- The canteen operates on a Monday, Tuesday, Thursday and Friday (closed on Wednesday)
- To place an order, please refer to this link: https://www.stircrazykids.com.au/faq
- Students are also able to purchase snacks over the counter at both recess and lunch
- All canteen enquiries can be directed to support@stircrazykids.com.au
- All lunch orders must be entered by 9.00am

Before and After School Care

Team Kids runs a before and after school care program at Kingswood Primary School. The program runs from 7.00am each morning and to 6pm every afternoon. A holiday program is also available.

Bookings for the program can be made via Team Kids on 1300 035 000 or www.teamkids.com.au. If your child(ren) is at school more than 15 minutes prior to the first bell or more than 15 minutes after the last bell it will be necessary to send them to Team Kids as staff are not available to supervise outside of these times.

School Dismissal – Early Departure

If you need to take your child out of school prior to the end of the school day, you will need to visit the office and sign them out using the Compass Kiosk. An 'Early Departure Pass' will be printed and should be given to your child's teacher.

Sickbay, First Aid

Our sickbay is manned by a qualified nurse. If your child is unwell or injured and presents to the sickbay, a staff member will record an entry on Compass (a Sickbay Chronicle). You will receive an email notifying you of this. Please login to your child's Compass profile for details.

In serious cases, including all head injuries, we will immediately contact you by phone.

If your child has a temperature, vomits, or has had diarrhea, they must be clear of all symptoms for 24 hours before returning to school.

All prescribed medication should be provided to the school in its original container, it must have the prescription label attached and state the child's name clearly. A Medication Authority Form, obtained from the office or downloaded from our school website, advising the dose and time to be given, should also be provided. Medication will then be stored in a locked cupboard and accessed by the first aid officer or staff member when required by students. Students are not to carry medication in their bags.

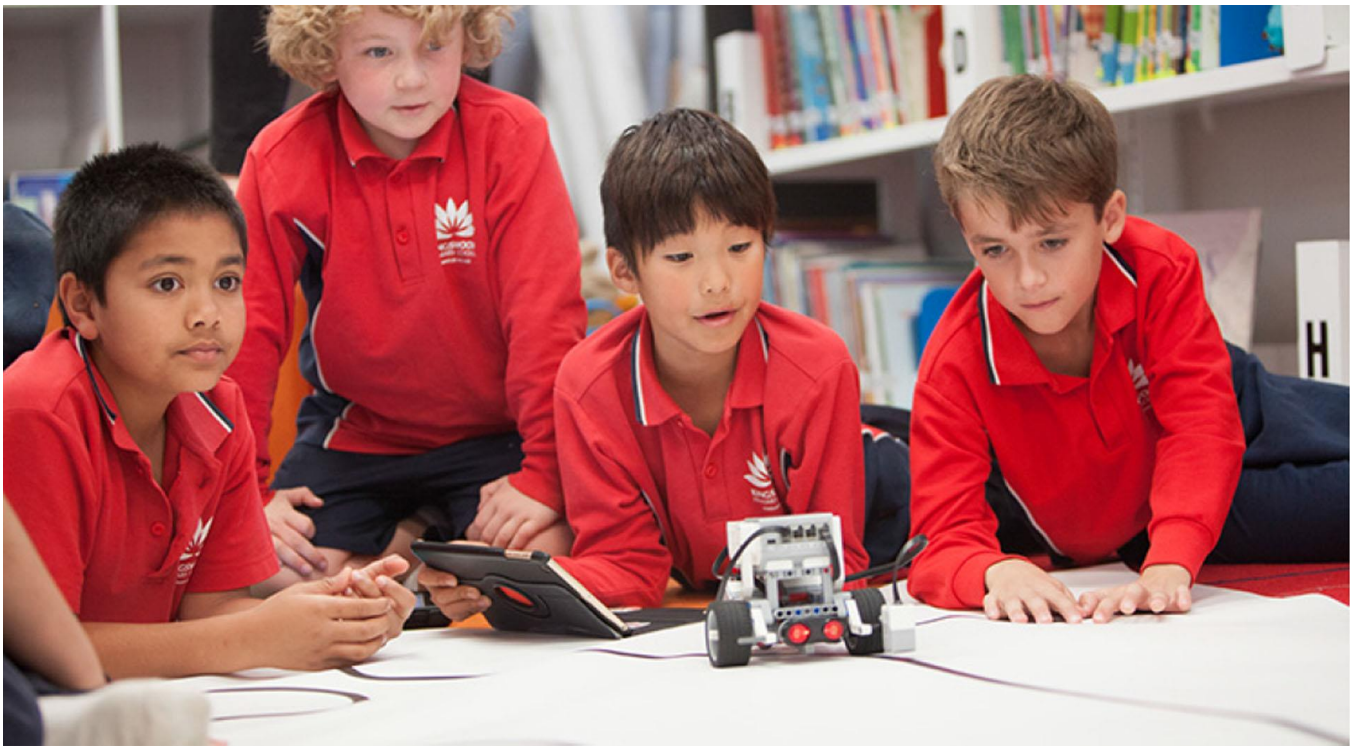
Please note that Sickbay does not provide analgesics (i.e. paracetamol, aspirin, ibuprofen, etc.). Analgesics will only be dispensed to students if they are provided by parents/guardians as above. These instructions are in accordance with the Department of Education and Training – First Aid Policy.

If your child suffers from any medical conditions, it is important to advise the school. If your child suffers from Asthma, allergies or Anaphylaxis, it is important the school receives an up-to-date Action Plan at the start of each school year, along with relevant medication.

Please refer to the following links for information and copies of plans for these conditions:

https://www.asthmaaustralia.org.au/vic/about-asthma/resources/victorian-action-plans/victorian-asthma-action-plans

https://www.allergy.org.au/hp/anaphylaxis/action-plans-for-allergic-reactions-faq



Lost Property

Lost property is kept in the foyer of the Learning Hub. Items of value are held at the office. Periodically the lost property is sorted and any legibly named item will be returned to the student's class.

On the last day of each term, unclaimed uniform items in lost property will be removed by Parent Association and transferred to the second-hand uniform shop.

To avoid this happening please ensure all uniform items are clearly labelled and you check the lost property area in the hall on a regular basis if you are missing uniform items.

Library

The Kingswood Primary School Library is a stimulating environment that welcomes all students.

With colourful, vibrant décor, the Library boasts a huge selection of quality literature to suit all ages, reading tastes and reading abilities.

At Kingswood, we believe that reading is the cornerstone of academic success.

Each grade is allotted a 50-minute session in the library every week, when students are able to borrow one or two books to take home. All loans are for a 2-week period but can be extended if the student has not finished the book in that time.

To be able to borrow a book, students must have a Library bag, which serves to protect the books.

Volunteering

Staff at Kingswood Primary School value and appreciate parents and community members who volunteer at our school.

There are lots of ways you can volunteer at Kingswood: School Council, classroom helper, Parent Association, Stephanie Alexander Kitchen and Garden program, school library and on camps and excursions.

To become a volunteer, you will need to have a current Working With Children's Check and complete the classroom helper program.

Please refer to our website for the Volunteer Policy.

School Parking – Drop Off And Pick Up

The parking signs situated outside the main pedestrian gate in front of Kingswood Primary School indicate a KISS & GO ZONE where there is a 2-minute drop-and-go rule during drop off and pick up times. Please drive all the way to the front of the zone and queue.

This rule is set by the Kingston City Council and is in place for the safety of all students.

The sign means you have a maximum of 2 minutes to drop off or collect your child(ren). You must not leave your vehicle while you are parked in the Kiss & Go Zone. The staff car park is for authorised vehicles only.

There are 3 pedestrian gates available to parents and children. No pedestrians should use the car park gate.

All parents are expected to role model correct road behavior by using the designated school crossing.

Parent Association

Parent Association is a group of parents who volunteer to organise social activities for the school community.

We organise and support large-scale events such as the Movie Night and Trivia Nights, to which the wider community is invited.

As part of our service to the school, Parent Association organise the Mother's Day/Father's Day stalls, providing an opportunity for our students to purchase their special gifts, and the Mother's Day/Father's Day Breakfast, allowing kids to enjoy a morning with their parents/special person prior to starting the school day.

There is a Parent Association Facebook page which allows us to inform the Kingswood community of upcoming activities at the school, request volunteer help and provide a platform for parents to communicate with one another.

Each year level at the school also has a dedicated Facebook page that is managed by Parent Association and is aimed at your child's year level only. These Facebook pages are private accounts and only the families of Kingswood Primary School have access.

We are always looking for parents who want to be more involved and invite new ideas and contributions, whilst meeting other parents from the school. Meetings are both face to face and when required, a WebEx can also be arranged. If you have any questions or ideas, feel free to reach out to the Parent Association via the Parent Association Facebook page or email parentsassociation@kingswoodps.com.au.

How involved you are in the Parent Association is up to you. Whether it is just helping at one event setting up tables and chairs or joining to be part of the wider group, everyone is welcome, and every bit helps!

Advance Australia Fair

Australians all let us rejoice, For we are one and free;
We've golden soil and wealth for toil, Our home is girt by sea;
Our land abounds in nature's gifts Of beauty rich and rare;
In history's page, let every stage Advance Australia fair!
In joyful strains then let us sing, "Advance Australia fair!"
Beneath our radiant Southern Cross, We'll toil with hearts and hands;
To make this Commonwealth of ours Renowned of all the lands;
For those who've come across the seas We've boundless plains to share;
With courage let us all combine To advance Australia fair.
In joyful strains then let us sing "Advance Australia fair!"

Kingswood School Song

Nestled in the heart of Dingley Village Kingswood Primary School are we.
Here we learn and work together, We're a friendly community.
We have a caring, safe environment. We look after and protect.
So, if you're looking for a place to learn, With integrity and respect,
We have it all here at Kingswood, Look around you and you will see. We have it all here at Kingswood,
It's the best place that we could be, And for a great education,
We are sure you will agree, that there is,
No better school than Kingswood.
No better school than Kingswood, No better school than Kingswood, We're a friendly community.
We're a friendly community.