

Kingston Primary School

Welcome to our school

Welcome to Kingston Primary School. We hope that your connection with our school will be happy and rewarding.

Our school is a place of learning for all; a place where co-operation (learning and playing together) is actively encouraged in the search for excellence.

The staff is a hard-working and skilled team, dedicated to the central task of teaching and learning.

Parents/carers have an important role in the life of the school, helping to make it a whole community. Individually and through parent groups, they work in close co-operation with the school to make learning and teaching more effective for all.

ABOUT OUR SCHOOL:

HISTORY

- In 1860, the first Kingston Primary School was opened in Hutchins Street, next to the Police Station. There were thirty-seven pupils and one teacher.
- One hundred and twenty years later, the enrolment had grown to such an extent that on 17th September, 1976 new premises were opened on the present site in Church Street.
- From 2008-2010 significant works programs commenced to re-invigorate classroom and playground facilities and to provide 21st Century learning environments. \$4 million has been invested in the Capital Development of the school, resulting in refurbishment of all classrooms, upgrading Library, GP Room, Canteen, Music Room and Administration, as well as Grounds upgrades.
- Further work in 2015 made Kingston Primary School a fully environmentally sustainable school.
- In 2014, we started our 24 Carrot Food Garden. Our “Little Bush” walking track and outdoor classroom were completed.

OUR SCHOOL

We strive hard to make Kingston Primary School a place that is a positive and fair learning community, where everyone is trusted and valued as an individual of worth.

Our learning community provides programs to develop knowledge, capabilities and attitudes which allow people to become confident, compassionate and competent lifelong learners.

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Vision for Kingston Primary School

Our Motto: *“Striving Together for Excellence”*

Our Vision

We will create a learning community where all school members feel safe and valued. Our students will develop the skills, understandings and attitudes to be productive contributors to our local and global community and to lead successful and fulfilling lives.

Our Mission

To ensure that every individual in our school achieves personal excellence in pursuit of our school goals, we will develop school wide approaches to ensure the emotional wellbeing of staff and students.

Priority will be placed on the acquisition of skills for literacy, numeracy and thinking. Learning in these areas will be developed as school wide approaches and will be monitored to ensure maximum gain in learning across all ability levels.

Learning and task routines will provide opportunities for students and teachers to work collaboratively to find innovative solutions to authentic problems and complex issues.

ICT, STEM (Science, Technology, Engineering and Mathematics) and Careers Education (My Education) will be purposefully incorporated as a means to make school learning relevant to our students' futures.

We will develop strategic partnerships with local and global community to extend student and staff learning.

Students and staff will be supported to set goals for their future development and will receive regular feedback on progress towards these goals.

We will continue our commitment to holistic learning opportunities in the arts, sport and leadership activities.

Our Values

- **Respect** – valuing the rights and opinions of others and taking care of ourselves and our learning environment.
- **Collaboration** – working in effective partnerships with students, staff and community.
- **Resilience** – developing skills and strengths required to confront and solve challenges.
- **Innovation** – promoting creative thinking, nurturing a sense of wonder and generating solutions to authentic problems.
- **Excellence** – striving for the highest personal achievement, setting and achieving goals and celebrating success.

Our People Are

Caring, curious, resilient, confident, well mannered, ambitious, empathetic, intrepid, tolerant, creative, researchers, thinkers, motivated, inclusive, team orientated, problem solvers, literate, numerate, ICT capable, effective communicators, leaders, healthy, active, happy, respectful and kind.

Our Resources

We use our resources wisely and have a commitment to maintain and continually improve our learning and recreation spaces to facilitate team orientated, active learning methods.

Our Environment

Learning takes place in many varied locations at the school and in the wider community. As our school develops we will find more opportunities for our staff and students to connect with the broader global community in authentic learning.

Our Respectful School Environment

We build our orderly and safe learning environment around our 3 Wise I's –

I am Safe –The right to feel safe and a responsibility to ensure the safety of others.

I am Respectful – The right to be treated with respect and the responsibility to show respect for others and their property.

I am a Learner –The right to learn and the responsibility to let others learn.

Introductory Information

Term Dates:

Term dates will be notified in the newsletter throughout the school year. They are also published under the Schools' Section in the telephone book and on our web site – www.kingstonprimary.tased.edu.au

SCHOOL TERM DATES 2016

Term 1

Commences Wednesday 3 February
Easter Break Friday 25 March to Tuesday 29 March
Finishes Thursday 7 April – (Please note Friday 8 April is a Student Free Day)

Term 2

Commences Tuesday 26 April
Finishes Friday 1 July

Term 3

Commences Tuesday 19 July (Monday 18 July is a Student Free Day)
Finishes Friday 23 September

Term 4

Commences Monday 10 October
(Friday 21 October is a Student Free Day)
Finishes Wednesday 21 December

Student Free Days

Friday 8 April, Monday 18 July and Friday 21 October

School Hours:

Kindergarten

Three days per week – 8.55 am – 2.45 pm

Prep - Grades 6

5 days per week - 8.55 am – 2.55 pm

Lesson and Break times:

8.55 – 11.00 am	Teaching Session 1
11.00 am – 11.30 am	First Break
11.30 am – 12.50 pm	Teaching Session 2
12.20 pm – 12.50 pm	Daily PE - ECE
12.50 pm – 1.00 pm	Start Lunch Eating Period
1.00 pm – 1.30 pm	Second Break
1.30 pm – 2.55 pm	Teaching Session 3

Newsletter

A newsletter is published each Friday and can either be distributed through the 'eldest in the family' or by email. It contains an account of happenings at the school and coming events. It can be accessed on our website: www.kingstonprimary.tased.edu.au

Levies

A levy is charged for each child. We try to keep levies as low as possible. The levy provides for the issue of stationery and for those items which are best bought and supplied in bulk class supplies such as art materials, paper, reading and Maths texts and equipment. This levy is payable during the first week of school or as instalments each term.

LEVIES FOR 2016:**ECE**

includes Water Awareness program and all performances and excursions

KINDERGARTEN \$215.00 includes Library Bag and Records folder

PREP – GRADE 2 \$265.00

PRIMARY

includes Learn to Swim and Water Safety program and all performances and excursions

GRADES 3 and 4 \$265.00

GRADE 5 \$400.00 includes Outdoor Education and Bike Education

GRADE 6 \$400.00 includes Outdoor Education and Leavers' Day Activities

Educational Programs

Curriculum Areas

The curriculum (from Prep to Grade 6) is called the Australian Curriculum Framework. It is a curriculum which is aimed at equipping today's learners to live and work productively in the 21st Century. It aims to give students the confidence and fundamental skills to take on new learning throughout their lives.

Key curriculum areas in 2016 are

- English
- Mathematics
- Science
- The Arts
- Physical Education
- Japanese – Grade 5/6

The Early Years Learning Framework is the curriculum for our Kindergarten and Birth to Four programs.

Teachers plan integrated units together in teams to cater for the individual needs and interests of students.

Kingston Primary School sees itself as working in partnership with parents/carers in helping students successfully master the developmental learning vital to the primary school child.

Reporting on Student Progress

A written report is sent to parents/carers mid-year and at the end of each year.

Teacher - Parent/Carer discussions are held in Term One and mid-year.

Parents and carers are welcome at any time to discuss their child's progress with the child's class teacher, with Senior Staff or with the Principal.

PE/Sport/Aquatic and Water Safety Programs

All Kinder – Grade 6 students participate in weekly Physical Education (PE) lessons conducted by our specialist Physical Education Teacher.

Students are expected to wear appropriate sports clothing and footwear for all PE lessons. This includes school polo shirt, school shorts and tracksuits and sandshoes. Clothing items are available from the school Uniform Shop. Students are strongly encouraged to bring water bottles to all PE activities.

Our school has four House teams:

- Whitewater (white)
- Boronia (yellow)
- Lucas (red)
- Freeman (green)

Students are allocated to a House on enrolment.

Grades Prep, 1 and 2 participate in a Daily PE Program with trained Grade 6 students as the Leaders. The Leaders work with the classes Monday, Wednesday and Friday 12.30 – 12.50 pm.

All Grade 5 students participate in the Bike Education Program in Term 4.

Students from Kinder – Grade 2 participate in an Aquatics / Water Awareness program each November, involving 5 x 30 minute sessions for Prep – Grade 2 and 2 x 30 minute sessions for Kinder.

Grades 3 – 6 participate in the Department of Education's Swim and Water Safety program in June – July, involving 10 x 45 mins sessions.

Major school sport events include the Swimming Carnival, Cross Country and Athletic Carnivals.

The school is represented by teams in Netball, Futsal and Basketball in after school sport rosters.

The school participates in the Huon and Channel Schools' Cross Country, We participate in Swimming and Athletic Carnivals, the State Cross Country Championships and the Schools' Triathlon Challenge.

Opportunities are there for students to represent the Huon and Channel in Football and Netball and Hockey. We also participate in the Huon and Channel Volleyball Carnival and the Southern Dance event which occurs every two years.

Music

All classes have music lessons weekly. Choral and various instrumental programs provide an extended program.

Groups perform at school Assemblies, concerts and in the community.

Choir is open to all comers Grades 3 – 6 and there is opportunity for students to be selected for smaller choir groups such as the Derwent Entertainment Centre Combined Primary Schools Choir.

Guitar, Marimba and/or Recorder lessons are available depending on Grade level. (School instruments are available for hire or students can use their own.) These groups meet weekly and students are encouraged to practise at home.

Brass – students in Grade 5 have the opportunity to be selected for the Combined Primary Schools Brass Band program which provides an instrument tuition culminating in a Concert at the Derwent Entertainment Centre at the end of the year.

Library

Students are encouraged to borrow books for their enjoyment at home. Parents are also welcome to borrow from our collection. This may occur during weekly library sessions or before school and at lunch time. Please help us by encouraging your children to take care of our resources and to use the library bag issued with their stationery.

Languages (Languages Other Than English)

Currently students in Grades 5 and 6 learn Japanese with a Specialist Teacher, assisted by the class teacher who then follows up the program. It is also incorporated through songs in the music program and sometimes through games or dance in the PE program.

The study of Japanese contributes to the education of students in the areas of literacy, communication, intercultural understanding, and thinking about how languages work. It introduces students to the culture of Japan and Japanese-speaking communities and promotes understanding of different attitudes and values.

Educational Computing at Kingston Primary School

The school has a network of computers which have access to the internet, as well as a school-based intranet. The school has a ratio of one computer for every three students.

Students have opportunities to use computers from Kindergarten to Grade 6. Computers are placed in all classrooms to enable students and teachers to have access to these resources.

Each classroom has four computers and the school has two computer labs with 25 computers in each. These are based in the Library and the Grade 5/6 area. The school also has 27 tablets which each class has access to at least once per week. The computer labs and the tablets enable teachers to have their whole class working on a learning sequence, internet, email or software programs.

All classrooms are equipped with interactive whiteboards.

Student Welfare

Financial Assistance

Financial Assistance is available to families who have difficulty meeting education costs. This is through the Education Department Student Assistance Scheme (STAS) and is subject to an income test. Forms to apply for this are available from the School Office.

Collection of Students

All students being collected during the school day must be met in the foyer. Parents/carers should **NOT** collect students from classes or from the playground. Parents/carers should **sign students in or out** at the office.

Messages for Students

In unexpected circumstances, messages will be conveyed to students (e.g. travel arrangements). Parents/carers should advise the office as soon as possible as late messages (e.g. 2.55 pm) are sometimes difficult to convey because of our large number of classes.

Medical Health

In case of illness:

For minor illness or injury, your child will be cared for in our Medical Room. Every effort will be made to contact parents/carers or nominated medical emergency contacts if it is felt necessary. It is important that medical emergency forms (held in the office) are kept up to date.

Please notify us of any changed circumstances.

Medication

The school is under no legal obligation to administer medication, but may accept to do so. Written and signed authorisation both by the parent and the GP prescribing the medication must be sent to the school. Forms are available from the General Office. Pharmacist's instructions must be visible. All medication which is to be administered must be provided in secured labelled containers, which will be kept in a locked cupboard and administered by Senior Staff.

Asthma puffers may be kept in class by students in Grades 3 – 6.

However, younger students need to give these to their class teacher.

Dental Service

The school dental health service operates at the Kingborough Community Health Centre. It is an excellent service which is subsidised by the Government.

Absences from School

A brief note or telephone call is all that is necessary. It is important that students are punctual each day, ready to commence lessons.

It is important that you let us know why your child is absent from school as we are required to record this information for the Department of Education.

All parents are required by law to account for their child's absence from school.

Out of Hours School Care

This is operated by the Blackman's Bay Child Care Inc. between 7.30 am and 9.00 am and 3.00 pm and 6.00 pm in the terrapin unit near the Mountain View Child Care Centre. Students using this facility should proceed through the grounds. Students in Prep will be collected by OHSC personnel from their classrooms. A Holiday Care Program is also run. Telephone: 6229 4196.

Playground Areas

There are defined areas for:

- Kindergarten students
- Early Childhood students (Prep – Grade 2)
- Primary students (Grades 3 – 6)

Leadership

At Kingston Primary School we try to provide opportunities for students to have a say and make a difference in the school, the local community and the global community.

Students at Kingston Primary School take part in a well structured leadership program. From Grades 1 – 6, there are opportunities for students to be part of a decision making group.

Our School Captains are elected at the beginning of each year. Students from Grades 3 – 6 and all staff have the opportunity to vote on who should fill these positions. Our School Captains are developing personal organisation and time management skills. They are often required to organise events and speak publicly. Our School Captains are encouraged to look further than the school and explore ways they can contribute to their community.

We encourage maximum participation in the early grades with our Class Captains and Vice Captains who make up the Student Council being elected for two terms. New members are elected half way through the year. This maximises participation for all students.

Kingston Primary has a large team of Mediators who take part in a duty roster throughout the week. The Mediators take their job in the Early Childhood playground very seriously and aim to help as many children solve their problems as they can.

Extended Learning

Opportunities for Extended Learning include:

- Maths Extension
- Australian Schools Competitions in English, Maths, Science
- Maths Relays
- Maths Olympiads
- Young Archies
- Writers' Workshop
- Brass program
- Tournament of Minds
- Other competitions as they arise

Launching into Learning

A range of programs will be available in 2016 on Thursday – Friday.

- Getting started (Playgroup) 0-4 years
- Little Kids and Big Kids 0-4 years
- Pop Up, Pop In
- Busy Bodies
- Playgroup

Our Positive Behaviour Policy

Purpose

A Positive Behaviour Policy is in place to foster the safety of all students, and to support an environment which promotes learning, self esteem, happiness and harmonious relationships.

We aim to develop in students self respect, a respect for the rights of others and a responsibility for their own behaviour. These rights are based on the:

3 School Values

Rights

Responsibilities

In Practice

I AM RESPECTFUL

To respect others and their property

By showing good manners
By looking after others & school property
Listen and be listened to by others

I AM SAFE

To make others feel happy and safe

Being kind and friendly
Keeping hands and feet to yourself
Solving problems by talking
Staying within school boundary

I AM A LEARNER

To let others teach and learn

Allowing others to work without disturbance
Helping others learn
Co-operating, taking turns

We recognise that social skilling is the most effective method of developing positive behaviours. Consequently we support our students in appropriate behaviour by:

- negotiating class and playground rules in line with school rules.
- organising regular co-operative learning opportunities and skill development.

- providing a Mediator program; Grade 5/6 students undertake a training program.
- 'UR Busted' awards.
- providing leadership opportunities for students as Class or House Captains.
- fostering peer tutoring and buddy classes.
- using a common language about behaviour.

Classroom behaviour consequences are determined by the following ten steps:

1. Rule reminder.
2. Reminder of choice / task clarification.
3. Time out within classroom.
4. Relocation to another classroom (with agreement of colleague, blue relocation card).
5. Relocated to Time Out with senior staff. (Red relocation card).
6. Negotiated re-entry to class.
7. Notify parents.
8. Internal suspension and behaviour contract.
Alternative programs.
9. Suspension at home.
10. Part time enrolment.

The level of classroom consequences can be guided by the following:

1. Low level non compliance (Steps 1 and 2)
2. Continued disruption. (Steps 3 and 4)
3. Non compliance, aggression and defiance, or endangering the safety of others. (Steps 5 to 10 as deemed necessary by the Senior Staff and the Principal)

The Time Out Area will be under Senior Staff supervision.

An Individual Behaviour Plan will be negotiated with the class teacher, a senior staff member and the student's parent in the event of ongoing behavioural issues.

Playground:

To ensure a safe and happy playground we will follow these rules:

- play safely, sensibly and co-operatively
- solve our problems by talking and listening, sometimes with the help of Mediators
- use appropriate non threatening language
- play in the correct areas
- take care of our school environment
- use our play equipment safely
- wear Sun Smart hats during Term 1 and Term 4.
- respect the walk and quiet areas and stay within school boundaries
- enter through classroom external doors
- include others in games, and use hockey sticks, bats and hard balls only when supervised
- do not play in toilets, car parks or near bike racks
- remain in supervised bus areas
- hockey sticks, softball bats and other hard sports equipment are used only under class teacher supervision

Netball, basketball and four square have priority at all times on the Netball courts. **When the oval is too wet to use**, the courts are a great facility. The Netball court is for Grade 3/4 students and the Basketball court is for Grade 5/6 students.

- duty teachers will carry a first aid kit containing basic first aid equipment, positive reinforcement slips and red cards to summon additional help
- duty teachers will ensure they are the last one inside following break
- duty teachers will wear high visibility vests when on duty.
- students should not be in class before 8.30 am unless supervised by their classroom teacher

Bus

Students and parents are expected to agree to specific bus behaviours as documented in the **Bus Code of Conduct**.

Students will agree to:

- be seated while buses are in motion
- place no objects through windows
- do nothing which endangers the safety of the vehicle or another person
- refrain from threatening, harassing or intimidating another person.

Should this agreement be infringed, **a written notification is issued to parents**. Should a second incident occur, the student will be suspended from bus travel for a designated period.

General

Parent support is a vital element in a Behaviour Management Policy. We encourage parents to contribute suggestions to assist individual students or classes.

Counselling

Counselling is provided for students and families. Referral to other agencies is facilitated when appropriate. Our School Support Teacher, School Psychologist and Social Worker work with students, teachers and parents to ensure the physical, social and emotional needs of our students are met appropriately.

Parental Involvement

School Community Association

The KPS Association meets 6 times per school year. Meetings are held at 6.30pm in the School Library, agenda items and dates are published in the Newsletter the Friday prior.

An ideal way to assist with function and fundraising for the benefit of the whole school community is to be involved in the School Community Association.

The Annual General Meeting is held in April.

Parent Help

Parents helping in a classroom forge a positive bond between home and school. Please consult with individual teachers regarding their roster.

General Information

Banking

We support school banking through the Commonwealth Bank.

Students bring bank books to school on Tuesday. These are collected by the class teacher in wallets and are sent to the Office on the morning of banking day by 9.15 am and returned to students the following day.

Book Club

At various times throughout the year students have an opportunity to order books from Ashton Scholastic Book Club. All orders should be sealed in an envelope, clearly named and the correct amount of money enclosed. There is an approximate waiting period of four weeks until the books arrive.

Duty of Care

Students are supervised at Kingston Primary School between 8.30 am and 2.55 pm on school days. **No responsibility can be accepted by the school for care of students outside these hours.**

Excursions

Class excursions are conducted by teachers throughout the year as an important part of the teaching and learning program. Individual notification will be given for out of area excursions. Parents who attend excursions as volunteer helpers must sign the register in the classrooms or at the office. No younger children, (below school age) are taken on excursions.

Jewellery

For OH&S reasons, student jewellery is restricted to sleepers or small ring earrings. Facial piercings are not permitted, nor are “dangly” earrings or necklaces outside shirts. Only clear nail polish is permitted.

Mobile Phones

If your child needs to bring a phone, it must be left at the office at the beginning of the day and collected at the end of the day.

Library Bags

All children commencing Kindergarten and new enrolments in other grades are supplied with a Library Bag.

Lost Property

We encourage students to take responsibility for the care of personal property. Teachers cannot accept responsibility for items belonging to students, so we ask that valuables not be brought to school.

You are strongly urged to name all articles of clothing (and other personal property) so that it can be returned promptly to its owner.

Any items of clothing which are unclaimed are kept in ‘lost property’ until the end of term. Then, if not claimed, they are recycled.

School Uniform

Wearing school uniform is strongly encouraged in order to engender a sense of pride and unity in the school.

Smocks

A smock is desirable for the protection of clothes during activity periods. An old shirt is quite suitable.

Transport

Wisby's Bus Service provides transport to and from school daily along many routes throughout the district. Parents/cares of students travelling on Wisby's buses are required to sign a Bus Code of Behaviour Agreement. For detailed route and time information, please call 6267 1789.

Uniform Shop

The School Community Association operates a shop selling new and second hand uniforms. At the beginning of the school year it is open to coincide with levy payment times and throughout the year on:

Tuesday mornings 8.35 – 9.00 am
Wednesday afternoons 2.45 – 3.10 pm
Friday mornings 8.35 – 9.00 am

Only cash or cheques are accepted. No EFTPOS facilities are available.

UV Protection

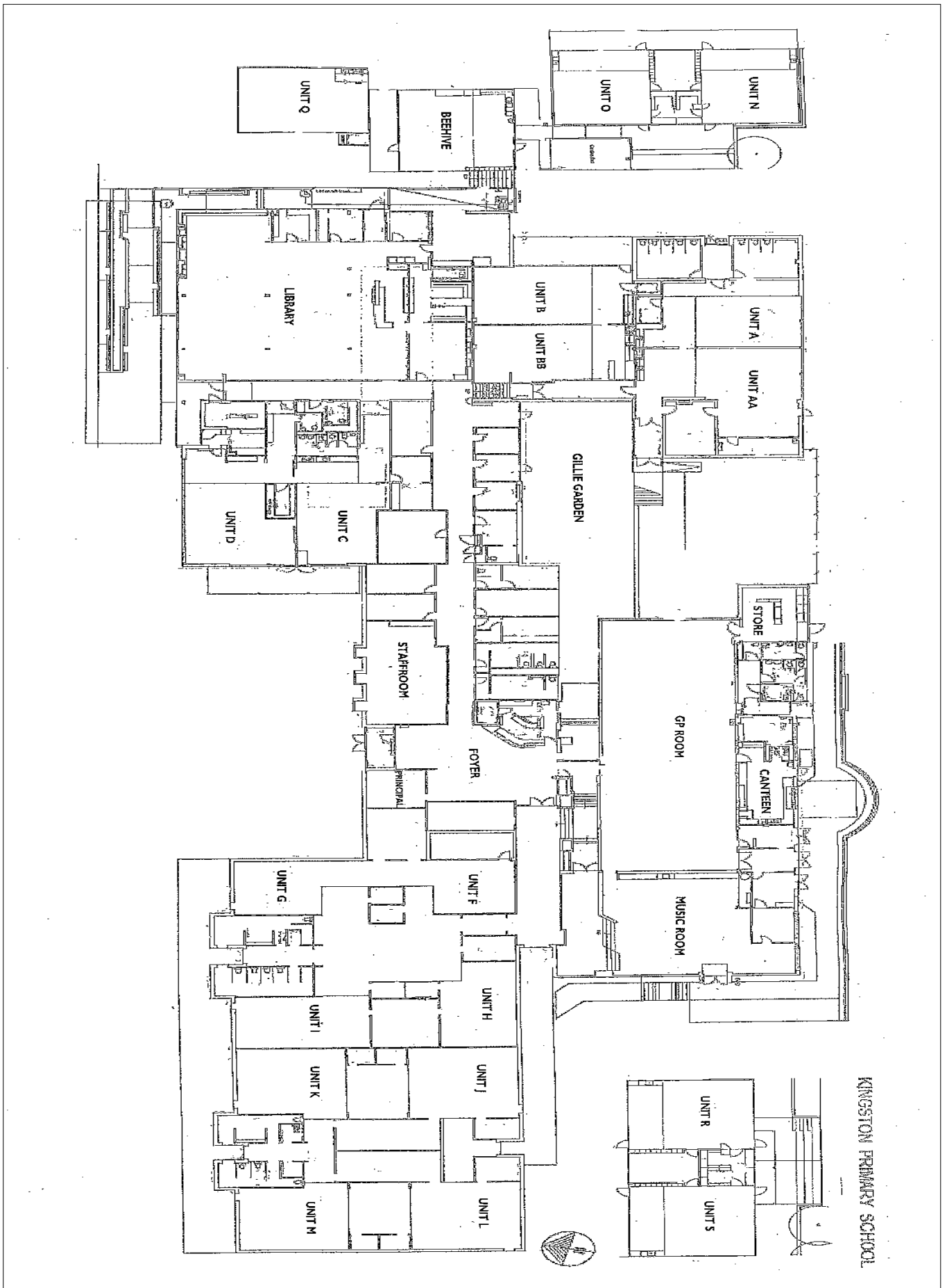
We are a 'Sun Smart' school. Hats must be worn when students are outside between the hours of 9 00 am and 3 00 pm in Term 1 and Term 4. These may be ordered through the Uniform Shop.

Wet Weather Duty

Unless going to the Library (12.50 pm – 1.25 pm), students are to be in their own classrooms.

We welcome parents and carers in the school and we value your interest, participation and support.

If you have any queries or concerns, please feel free to contact the Principal, Mr Dave Kilpatrick on 6229 5728.



KINGSTON PRIMARY SCHOOL