



# Kambalda West District High School



# General Information Booklet





# Welcome to Kambalda West District High School

Here at Kambalda West District High School, we cater for the whole child encompassing all aspects of growth and development. Health and wellbeing, academic and sporting achievements are all important parts of a child's development.

Communication is the key to all success and we believe in communicating with parents every step of the way. We can never expect to know as much about a child as the parents do, so we encourage families to contact us regularly. There are formal and informal opportunities to develop a three way partnership which will see your child succeeding during their education journey at school.

The school has dedicated time and energy to creating a safe, engaging and welcoming atmosphere. We REACH to achieve our potential as active compassionate citizens of the Kambalda community. There are clear expectations and boundaries at the school which enable students to understand the world and achieve their talents. Our core values of Respect, Excellence, Aspiration, Connection and Harmony are the centre of all practices at Kambalda West District High School.

This booklet is designed to give students and parents an overview of the years ahead and highlight some important pieces of school information and procedures. Play will form a large aspect of your child's journey in the early years of school.

I welcome you with pride to our school and encourage you to be an active part of our school community. We look forward to getting to know you.

Principal



## Contact us



(08) 9027 2950



kambaldawest.dhs@education.wa.edu.au



[www.kambaldawestdhs.wa.edu.au](http://www.kambaldawestdhs.wa.edu.au)



<https://www.facebook.com/kwdhs>



Compass App



# School Hours and Bell Times

Monday, Tuesday, Thursday and Friday

8.40am - 3:00pm

Wednesday

8.40am - 2:30pm

## Bell Times

8.40am - 9.00am Form  
9.00am - 9.50am Period 1  
9.50am - 10.40am Period 2

10.40am - 11.00am RECESS

11.00am - 11.50am Period 3  
11.50am - 12.40pm Period 4

12.40pm - 1.20pm LUNCH

1.20pm - 2.10pm Period 5  
2.10pm - 3.00pm Period 6

\* Wednesday Early Close - School finishes at 2.30pm



## You're invited to

### Assembly

Held every fortnight, assemblies are a celebration of achievements, a showcase of talent and an opportunity for parents to join us in recognising these special achievements.

### Celebration Cuppa

Parents whose child receives an award, are invited to join us in the Parenting Room for a Celebration Cuppa.

### Breakfast Club

Open on Tuesday and Thursday mornings before school, from 8:10am - 8:35am in Weeks 2 - 9 of every term. All children are welcome to attend.





# General Information

**Attendance** It is compulsory to attend school everyday. Families who will be away on holidays during the school term are required to let the school know.

**Absentees/Illness** Please send a note to the teacher after your child has been absent. If you know of an impending absence please inform us. If your child is unwell, the best place for him/her is at home with you. A child cannot be accepted into our care with an illness that may in any way be transferred to others i.e. influenza, chicken pox, diarrhea etc. To advise the school of an absence, please phone the school reception or visit our website and follow the prompts on 'report an absence'.

**SMS Messaging** All absences are recorded by classroom teachers before 9.00am. Where a student has been recorded as absent, and a parent/guardian has not contacted the school before this time, an automated SMS will be sent to a designated mobile phone asking for a reply. This service assists with our duty of care to ensure that all students' whereabouts is known.

**Collection of Children** Please be punctual at both drop off and pick up times, children left at school may become distressed. Children cannot be released into the care of anyone under the age of 18 years unless prior approval is given from the Principal. For safety reasons, we must be advised orally or in writing if someone other than the parent will be picking up your child.

**Personal Items** Please discourage your child from bringing TOYS, LOLLIES and OTHER SNACKS. Toys are best kept at home as they are hard to share, easily lost and may become a distraction. We will have special days throughout the year when children will be allowed to bring their special things.

**Food Allergies** Due to the number of students who have allergies and potential severe reactions to nuts and nut products, we request that under no circumstances do parents send these products to school with their children. Please ensure that children do not bring nuts or nut products e.g. peanut paste, Nutella.

**Booklists** Each year students are provided with a list of essential items that will help them to learn throughout the year. The list is available on the website and at the office.

**Buses** Families that residing in Kambalda East who require transport to/from school, parents will need to complete an application form on <https://www.schoolbuses.wa.gov.au>

**Library** All students are able to loan books from the school library. Primary classes visit the library once a week, where students are given the opportunity to return and loan books. Students are required to provide a library bag to ensure books are protected.





**Dress Code** It is an expectation of the school community that all students wear the school uniforms at all times unless an exemption is granted by the Principal. Students participating in camps, carnivals or excursions are expected to wear school uniforms unless otherwise informed. Uniforms are available to purchase at the front office.

#### School Uniform

- Polo Shirts: School polo with school logo
- Shorts/Pants: Plain black
- Wide brimmed school hat (K-Year 6)

#### Special Uniform

- Faction polo shirts
- Year 11/12 polo shirts and Hoodies

**Medications** Student's health information should be communicated to the school at the time of enrolment or as diagnosed by a health practitioner. Permission is needed for students requiring medication and all medication is stored securely in the front office. Parents are responsible for ensuring that their child's medical information is kept up to date and that all medication is within the expiry date.

**Lost Property** We encourage all personal items to be clearly labelled to allow items such as clothing to be returned to their owners. A lost property box is located in the undercover in primary area.

**Mobile Phones** There are many parents and guardians who, for safety, security and/or emergency purposes wish to provide their children with mobile phones. The Department of Education does not permit student use of mobile phones in schools, unless for medical or teacher directed educational purpose. All students are to sign in their phones in at the SSO Office before school and collected at the end of school day.

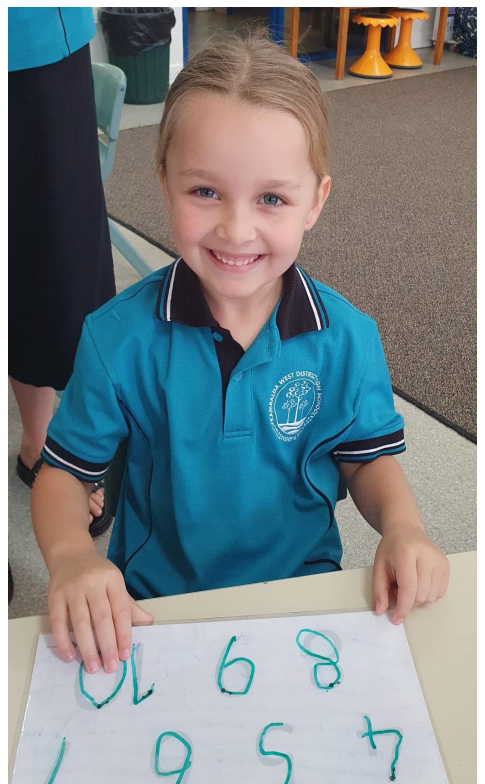
**Visitors to the school** All visitors to the school are required to sign in at the front office prior to entering the school grounds, with the exception of school drop off/pick up. If you're dropping your child off after 8.40am please sign in at the SSO Office. If you are collecting your child prior to 3.00pm please sign them out in the front office.

**Dentist** The school Dentist provides free general and preventative dental care for all enrolled students. Parents will need to contact the Boulder Dental Clinic on 9093 1275 to make an appointment.

**School Bank Details** BSB: 016 719  
Account Number: 349 989 667  
Account Name: Kambalda West  
District High School













# Parent Channels of Communication

1	Child's progress	Teacher
2	Behaviour issues in the classroom and in the school yard	Teacher, Deputy Principal
3	Child placement in class	Principal
4	School organisation	Principal
5	General queries	Office staff/ teachers/School Council Rep
6	School Uniform Policy Purchases	School Council Rep KWDHS
7	Contributions & Charges Policy	Principal/Manager Corporate Services
8	Excursions/Incursions & Camps	Teachers

## *What Can Parents do if They Have a Concern?*

Many problems can be solved by seeking information as early as possible. If parents have any questions or concerns about their child's progress, or any other issues, they should contact the class teacher. The best way to do this is to contact the school office to arrange a mutually-convenient time for a telephone conversation or meeting.

Parents have the opportunity for greater involvement in the school through the School Council and Parents and Citizens' Association. These provide the opportunity for parents to express opinions on policy issues in the school.





## Family Play Dates



Family Play Dates is for children the year before Kindy, but all families are welcome.

When: Thursday's

Time: 8.45am to 10.00am

Where: Kindy—Room 1

What to Bring:

- Drink Bottle
- A piece of Fruit
- Hat
- Gold Coin Donation
- Please label all items with your child's name



## School Council



**School Council** This is a body formally constituted under the Education Act and regulations established by the Principal of a school. The establishment of a Council ensures that the school can have a formal structure which provides opportunities for parents, staff and others to work together on:

- compiling and assessing the School's Business Plan and be involved with staff to decide on school priorities.
- clarifying important issues with staff that occur throughout the year.
- formulating, with staff, broad policies for the smooth running of the school.
- aspects relating to Finance, Grounds and Safety through three sub committees.

Our School Board consists of elected community and staff members. Once a year the Board will invite parents to attend an open meeting at which a report of Board activities will be presented.

## Parent Involvement and Volunteering



**Parent Involvement** Parent involvement provides continuity for the child between home and school, therefore parents and family members are encouraged to participate and assist in the school in whatever capacity they are able.

All parents and family members need to complete the Parent Declaration form which is available from the front office. Your child loves you to be involved and in this way you can be a part of the learning experiences.

Remember grandparents and other family members are also welcome to come on roster. If you have a special skill or talent that you would like to share with the children, for example, carpentry, story-telling, playing a musical instrument or speaking another language, let us know and we can arrange a suitable time and date for you to come in.

# How we Acknowledge Positive Behaviour

## Letters of Commendation

Goldies are sent home to inform parents of their child's success. They are awarded for significant improvement, excellent assessment work and/or long term positive behaviour.

## School-based presentations - Assemblies

- Merit certificates
- Class and individual
- Good Work visits to Principal/Deputy
- REACH rewards

## Public acknowledgement of student achievement

- Articles in local newspapers
- Acknowledgement of student achievements in school Newsletter and social media
- Enter work into competitions
- Whole school assemblies

## Giving students responsibility

- Student Council, Year 6-12 Leadership
- School Captains/Faction Captains
- Running and participation in assemblies
- Organising socials and other fundraising projects
- Special days e.g. Anzac Day
- School decision making group/School Council representation



## Kambalda West students REACH for...

	<b>Respect</b>	<b>Excellence</b>	<b>Aspiration</b>	<b>Connection</b>	<b>Harmony</b>
	We show respect by:	We strive for excellence by:	We show aspiration by:	We show connection by:	We display harmony by:
<b>Whole School</b>	Using manners including please, thank you and excuse me. Making good choices. Following rules and routines.	Striving to do our personal best. Taking pride in our work.	Maintaining a growth mindset. Focusing on personal improvement. Showing initiative.	Speaking appropriately to others using a calm tone. Leaving areas clean, tidy and free from rubbish. Wearing correct school uniform.	Moving between class in a quiet and orderly manner. Being resilient, considerate and honest. Encouraging others.
<b>Before and After School</b>	Walking in and out of classrooms quietly. Signing in at the office when we are late.	Arriving on time to school and using correct procedures when we are late.	Arriving at school on time and prepared for the day.	Smiling and saying good morning to others.	Considering the needs of others when moving around the grounds. Leaving the school grounds immediately when the school day ends.
<b>During Class</b>	Listening to and following class instructions. Paying full attention to staff and following instructions. Following ICT rules and procedures.	Arriving at class ready to learn with the correct materials and equipment. Paying full attention to staff and following instructions.	Setting goals and working to achieve them. Persevering to solve problems. Taking safe risks.	Participating fully in all activities. Cooperating with others and collaborating in activities.	Showing appreciation for other cultures, environments and beliefs. Helping others.
<b>In the Playground</b>	Taking care of school property including gardens. Returning sports equipment to the correct place.	Following the rules for appropriate use of all areas. Listening to and following staff instructions.	Trying new things with different friends. Finding ways to support others to join in and participate.	Keeping our words clean and friendly. Playing games fairly and honestly. Asking others to play.	Reporting problems to the duty teacher. Being allergy safe and nut aware. Showing patience.





# Kambalda West District High

Kindy to Year 12 Education

Reaching for Success



## How our School Communicates With Parents

Communication will take place in many different forms

- Compass App and School Website
- Formal Written Reports (Years K-12)
- Parent Roster
- Parent Information Evenings and Parent-teacher interviews
- Notes, letters and surveys
- Annual Report
- Displays of children's work
- Assemblies and special events and celebrations (eg Presentation Day in December)
- Parent information booklets and information sessions
- Parents are welcome to talk to their child's teacher when they need to and should make an appointment to avoid disrupting the learning program.

### Communication between School and Home

The relationship between home and school plays a very important part in a child's education.

Communication between our school and parents is seen as essential to promoting a mutual understanding between both parties to enhance the quality of education at this school. With effective communication it is believed that a more supportive environment will develop. We cannot overestimate the critical role parents play in successful learning; parents are among the most important influences on the way in which the child approaches learning and their development.

### Website

A school website is available with many pieces of interesting information ranging from parent letters, children's work, classroom information, parent education, homework and community information.

[www.kambaldawestdhs.wa.edu.au](http://www.kambaldawestdhs.wa.edu.au)

### Email

All staff have school email addresses and we encourage parents who find it difficult to attend school, to communicate with teachers. Please send an email to the school address and it will be forwarded on.

[KambaldaWest.DHS@education.wa.edu.au](mailto:KambaldaWest.DHS@education.wa.edu.au)

### Social Media

The Facebook page is a secure 'friends only' resource that keeps you up to date.

<https://www.facebook.com/kwdhs>

### Compass App

Please download the free smart phone app to keep up to date on your mobile. Search 'Compass' in the Google Play Store or Apple App Store.

### SMS Text Message

For absence notification only 0437 483 680.







Salmon Gum Road Kambalda West WA 6442

Phone: 9027 2950

Email: [kambaldawest.dhs@education.wa.edu.au](mailto:kambaldawest.dhs@education.wa.edu.au)

Website: [kambaldawestdhs.wa.edu.au](http://kambaldawestdhs.wa.edu.au)