2014 TERM DATES

**Term 1**  Classes commence **Thursday 30 January** and conclude on **Thursday 10 April**. Boarders should be in residence by **8.00 pm Wednesday 29 January**.

**Term 2**  Classes commence **Tuesday 29 April** and conclude on **Friday 20 June**. Boarders should be in residence on **Monday 28 April**.

**Term 3**  commences on **Tuesday 15 July** and concludes on **Thursday 18 September**. Boarders to be in residence the evening Monday 14 July)

**Term 4**  commences on **Wednesday 8 October** (Boarders to be in the evening before) and concludes **Thursday 4 December**. The Preparatory School Speech Day is held on **Friday 5 December and is compulsory for all Prep boys in Years 3-6**.
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Welcome from the Head of the Preparatory School

The King’s School Preparatory School has a proud history of providing an outstanding education for boys. As the oldest independent boys’ school in Australia, we are in the unique position of being able to draw upon a wealth of experience, built up over many years, of how boys learn best. As the world changes rapidly, we not only celebrate our heritage but also continue to evolve and innovate in order that our boys receive an education that engages, challenges, and inspires.

The school boasts outstanding facilities and resources to support the learning of our boys, whether this be in the academic, social, emotional or physical domains. As an International Baccalaureate World School, we utilise the IB Primary Years Programme (PYP) to guide us. This is packaged together with the New South Wales Board of Studies curriculum in a manner that challenges students to ask important questions, build skills, conduct in-depth research, analyse findings, build conceptual understandings, share their learning in a variety of ways and reflect on their responsibility as part of a global community. Each boy is encouraged and supported to discover and fulfil his unique potential within a balanced, boy-friendly programme that nurtures the whole person – mind, body and soul.

Within our overarching framework, character education is of particular importance to us; hence, a King’s School education infuses opportunities for boys to learn about Christian values through their learning experiences in the classroom, their interactions with each other in the school yard and in the way that they engage with the world.

Our highly trained and dedicated teachers provide engaging and stimulating programmes that strive to cater for the needs of all children. We believe that the best way to support our boys is in partnership with our parents. This occurs best through open and honest communication.

This handbook is therefore designed to provide introductory information that we trust will assist you in expanding your knowledge of our school and its operation. However, just like the boys themselves, your understanding of, and love for, the School will be greatly
enriched if you involve yourself fully in this vibrant school community and all that it has to offer.

Welcome to this unique school. I congratulate you on selecting King’s Prep for your son and I look forward to sharing with you the responsibility for shaping your son’s future during this part of his learning journey.

_Peter Allison_

_Head of the Preparatory School_
<table>
<thead>
<tr>
<th>Position</th>
<th>Staff Member Name</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of the Preparatory School</td>
<td>Mr Peter Allison</td>
<td><a href="mailto:pallison@kings.edu.au">pallison@kings.edu.au</a></td>
</tr>
<tr>
<td>Deputy Head</td>
<td>Mr Greg Blackman</td>
<td><a href="mailto:gbb@kings.edu.au">gbb@kings.edu.au</a></td>
</tr>
<tr>
<td>Director of Students</td>
<td>Mrs Belinda Baxter</td>
<td><a href="mailto:bsb@kings.edu.au">bsb@kings.edu.au</a></td>
</tr>
<tr>
<td>Director of Learning</td>
<td>Mrs Rachel Johnston</td>
<td><a href="mailto:rcj@kings.edu.au">rcj@kings.edu.au</a></td>
</tr>
<tr>
<td>Housemaster Blaxland House</td>
<td>Mr Jonathan Hunt</td>
<td><a href="mailto:jdh@kings.edu.au">jdh@kings.edu.au</a></td>
</tr>
<tr>
<td>Housemaster Harrison House</td>
<td>Mrs Anna-Claire Coore</td>
<td><a href="mailto:acc@kings.edu.au">acc@kings.edu.au</a></td>
</tr>
<tr>
<td>Housemaster Stiles House</td>
<td>Mr Charlie Lavender</td>
<td><a href="mailto:ctl@kings.edu.au">ctl@kings.edu.au</a></td>
</tr>
<tr>
<td>Housemaster Thomas House</td>
<td>Mrs Jo Grinham</td>
<td><a href="mailto:jng@kings.edu.au">jng@kings.edu.au</a></td>
</tr>
<tr>
<td>Pedagogical Coach</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stage 1</td>
<td>Mrs Annie Reuben</td>
<td><a href="mailto:alr@kings.edu.au">alr@kings.edu.au</a></td>
</tr>
<tr>
<td>Stage 2 and 360</td>
<td>Mrs Sonia Weston</td>
<td><a href="mailto:snw@kings.edu.au">snw@kings.edu.au</a></td>
</tr>
<tr>
<td>Stage 3</td>
<td>Mrs Tina Ruddock</td>
<td><a href="mailto:mtr@kings.edu.au">mtr@kings.edu.au</a></td>
</tr>
<tr>
<td>Specialist Staff</td>
<td>Mrs Shelley McMorran</td>
<td><a href="mailto:smm@kings.edu.au">smm@kings.edu.au</a></td>
</tr>
<tr>
<td>Director of Music</td>
<td>Mr Jonathan Todhunter</td>
<td><a href="mailto:jpt@kings.edu.au">jpt@kings.edu.au</a></td>
</tr>
<tr>
<td>Director of Sport</td>
<td>Mr Phill Rogers</td>
<td><a href="mailto:pbr@kings.edu.au">pbr@kings.edu.au</a></td>
</tr>
<tr>
<td>School Chaplain</td>
<td>Rev Stephen Edwards</td>
<td><a href="mailto:see@kings.edu.au">see@kings.edu.au</a></td>
</tr>
<tr>
<td>Preparatory School Chaplain</td>
<td>Rev Stuart Tye</td>
<td><a href="mailto:sct@kings.edu.au">sct@kings.edu.au</a></td>
</tr>
<tr>
<td>Preparatory School Counsellor</td>
<td>Ms Tammy Wang</td>
<td><a href="mailto:tsw@kings.edu.au">tsw@kings.edu.au</a></td>
</tr>
</tbody>
</table>
**Key Phone Numbers**

- Preparatory School Phone: 9683 8444 *(office)*
- Preparatory School Fax: 9683 8528 *(office)*
- Gowan Brae Boarding House Fax: 9683 8520 *(Gowan Brae office)*
- Sickbay Phone: 9683 8548

**School Academic Hours**

- Classes commence: 8:25am
- Recess: 10:25am – 10:45am
- Lunch: 12:50pm – 1:40pm

Classes conclude:

- **Kindergarten**: 2:50pm
- **Year 1**: 2:55pm
- **Year 2**: 3:00pm
- **Years 3-6**: 3:10pm
INTRODUCTION

History of The King’s School

The King’s School, founded by the command of King William IV, opened its doors on Monday, 13 February 1832 in rented premises (now known as Harrisford) near the wharves at the end of George Street, Parramatta. Three day boys, all under the age of ten, came on the first day, but by April boarders were being accepted, and more came each year to supplement the income of the early Headmasters.

In January 1836, the Crown provided a school house and accommodation on land closer to Government House, but still on the river. This site was retained by the School for over 130 years until being vacated in August 1968.

The School Council did not gain an effective voice until 1885. From 1893 their governance of the School was monitored to some degree by some of its members also being members of the Old Boys' Union, which was founded in that year. Possibly the strongest overt influence exerted by that Union occurred in the years 1947 to 1949 when they successfully opposed the School Council's decision to move to Wollongong. Faced then with the problem of finding a new site near Parramatta, the School community examined several before Gowan Brae came onto the market early in 1954.
The purchase was completed quickly and the Prep moved into the former residence of Sir James Burns at Gowan Brae in January 1955. Planning to build the Senior School proceeded through the 1950s; property in Parramatta was sold and fundraising commenced. On 14 December 1960, Speech Day was held in a marquee at Gowan Brae and the Prime Minister, Sir Robert Menzies, unveiled the refounding tablet. Two years later teaching commenced on the new site, with boarding houses being built as finance became available.

The current Headmaster, **Dr Timothy F Hawkes**, is the 19th Headmaster of the School, the fifth Australian and the fourth layman to hold the appointment.

**Location**

The School, today, occupies over 300 acres (130 hectares) of unsurpassed natural environment close to the CBD of Parramatta at the demographic heart of Sydney. This environment gives boys space to move and play and offers the best of both rural and urban experiences in Australia's largest cosmopolitan city.

**School Arms**

The School Motto is "**Fortiter et Fideliter**" which translates as "bravely and faithfully". The "IX" in the centre of the shield represents the first letters of two ancient Greek words which stand for Jesus Christ.

The colours on the arms are sky blue and white, with blue representing the sky and white representing purity.
Uniform

The School is proud of its unique uniform which dates back to the formation of The King’s School Cadet Corps in 1868. Boys are expected to wear the uniform properly so that the good reputation of the School is protected.

More information on uniform may be found under the heading of Dress Regulations.

A checklist of relevant uniform, sport requirements and personal items is enclosed as an insert to this booklet, together with advice regarding the purchase of uniform requirements.

Facilities

We are blessed at The King’s School to have arguably the best facilities of any boy’s Preparatory School in Australia. In the Preparatory School we have classrooms that are well resourced. They each have excellent ICT facilities, including up-to-date Smartboards and short-throw projectors in all classrooms, a large number of laptop computers in each year group, and good educational resources, especially for Mathematics and Literacy.

We have specialist Science, Languages Other Than English (LOTE - Mandarin), Visual Art and Woodwork classrooms. Our Music Centre contains a large classroom which is
big enough for large group rehearsals, a number of individual lesson/practice rooms, instrument storage and office spaces.

Our Inquiry Learning Centre (ILC) is still quite new and houses our Library, Computer Lab facilities and other teaching spaces, including a theatrette.

Horrocks Hall is a large hall, with a good size stage and a seating capacity of over 700. It has stage lighting, AV and sound systems that enable it to be used for numerous events throughout the year. These include our School Assemblies and Chapel Services, musical productions and performances, both from outside suppliers and School based performances, and the Fathers’ Association Trivia Night.

The Preparatory School sporting facilities are of the highest standard. We have 5 fields, all with turf wickets in summer for cricket, two basketball courts, two tennis courts, six cricket nets and our own 25 metre swimming pool.

The Preparatory School also has full access to all of the Senior School facilities when needed. This includes specialist subject teaching areas, The Chapel, 50 metre swimming pool, gymnasium and halls for large events such as Speech Day.
ACADEMIC LIFE

Curriculum

The Preparatory School seeks to educate the whole person and bring him to his fullest potential, academically, physically, socially, creatively and spiritually. To this end, we provide a broad, balanced, contemporary curriculum and, therefore, deliver an enriching school experience that is significant, challenging, engaging and relevant to the needs of each child. The Prep School is an IB World School, authorised to offer the IB Primary Years Programme (PYP) for students aged 3 years to 12 years. The PYP focuses on the development of the whole child as an inquirer, both in the classroom and in the world outside. A balance is sought between the acquisition of essential knowledge and skills, development of conceptual understanding, demonstration of positive attitudes and taking of responsible action.

Each year, our students learn through 6 Units of Inquiry, based around six transdisciplinary themes of global significance that transcend the confines of the traditional subject areas. Where authentically relevant, a range of disciplines, including Science, History and Geography are integrated into the Units of Inquiry. This approach is balanced by providing explicit and differentiated learning experiences in the areas of Mathematics and Language. Students also attend Music, Visual Arts, Woodwork, Physical Education, Christian Studies and Mandarin classes, which are taught by our single subject teaching team. Information and Digital Literacy (Technology) is considered a tool to enhance learning and is fully integrated into the students' learning experiences.

The transdisciplinary themes are:

- Who we are
- Where we are in place and time
- How the world works
- How we express ourselves
- Sharing the planet
- How we organise ourselves
Inquiry-based learning is the leading pedagogy of the PYP; although a variety of other teaching methodologies are also utilised. Teachers and students at King’s develop and use key questions that are concept-based to structure learning. Student-initiated inquiry is planned for and fostered, and this approach nurtures independence and results in building enduring understandings.

The IB learner profile describes a list of attributes that promote academic rigour and the establishing of a personal value system leading to international-mindedness. We seek to develop students who are Principled, Caring, Open-Minded, Balanced, Reflective, Inquirers, Thinkers, Communicators, Risk-takers and Knowledgeable.

At a discipline level, our curriculum contains the following elements:

**English**

- Reading
- Writing
- Grammar
- Spelling
- Handwriting
- Speaking and Listening
- Library
**Mathematics**

- Working Mathematically
- Number
- Space and Geometry
- Measurement
- Patterns and Algebra
- Data

**Science and Technology**

- Investigating Scientifically
- Designing and Making
- The Natural Environment
- The Made Environment

**Personal Development, Health and Physical Education**

- Knowledge and Understanding
- Skills
- Values and Attitudes
- Fundamental Movement and Physical Activity
- Healthy Choices
- Self and Relationships

**Human Society and Its Environment**

- Change and Continuity
- Cultures
- Environments
- Social Systems and Structures
- Languages Other Than English
- Christian Studies
Creative and Practical Arts

- Music
- Visual Arts
- Wood Technics

In all K-6 classes our learning programmes are differentiated in order to meet the varying needs of our students.

*Information Computer Technology (ICT)*

The use of ICT as a tool, is embedded across the curriculum in all year levels and is used in the classroom, ILC and other learning spaces. ICT is predominately used for researching, publishing and presenting information. The boys also use a number of educational programmes and websites, such as Mathletics and Reading Eggs, as part of their subject specific learning. The boys at each level are expected to display age appropriate basic ICT knowledge, skills and understanding.

*360 Learning Support and ALTUS*

Special needs are met in a number of ways. These include the ALTUS programme, which caters for gifted students, in small group situations, and our Learning Support programme, for students who require extra assistance with their learning, particularly in literacy development. Involvement in these support sessions will be fluid, depending on the needs of the child and the areas of learning requiring special needs or ALTUS support.
**Home Learning**

It is a policy of the School to set home learning for the boys during the week. This will usually be itemised in the diary. Years 2-6 parents are asked to supervise their son’s home learning and to sign in the diary upon completion.

The following table provides an indicative guideline of expected time a child might spend on home learning tasks from Monday to Thursday.

- Kindergarten – 10 minutes + recreational reading
- Years 1 and 2 – 20 minutes + recreational reading
- Year 3 – 30 minutes + recreational reading
- Year 4 – 40 minutes + recreational reading
- Year 5 – 50 minutes + recreational reading
- Year 6 – 60 minutes + recreational reading

It is important that the home learning does not become a burden either for the student or his parents. Therefore if he has honestly used the time allocated for his home learning, but has not yet completed set tasks, his parents should allow him to stop work. A note in the diary to this effect will be helpful for the teacher.
Interviews and Reports

A full School report is provided at the end of Term 2 and Term 4. These contain teacher comments, and, where appropriate, achievement and effort ratings. The Director of Students or Housemaster includes a pastoral comment.

Parents will be invited to attend a three-way conference which involves the teacher, parent and student during Term 1.

Interviews may be arranged, at any stage, with teachers, Housemasters, the Director of Students the Deputy Head of the Preparatory School or the Head of the Preparatory School, at the request of parents.

Camps and Excursions

All classes are involved in a number of excursions that are designed to support the learning that takes place in the classroom. Some of these learning experiences will take place on the School site, eg the School kitchen or Museum, local area or further afar, including overnight excursions for Years Five and Six.

All boys in Years Three to Six are involved in overnight camps held early in the year. Whilst these camps have educational outcomes, they are also an integral part of our social and leadership programmes.
CO-CURRICULAR ACTIVITIES

Sport

The playing of sport is a vital part of a boy's education at The King's School. Saturday sport is considered to be a vital element of the curriculum. A boy's participation is therefore compulsory (Years 3-6 only). A wide range of class sport and physical activities is provided for boys in all four terms. In team games every effort is made to arrange regular Saturday fixtures against other schools for boys in Years 3 – 6. The School encourages the K-2 boys to take part in team games within their local communities.

The boys involved in Years 3-6 team sport, train one afternoon per week until 4:45pm. All teams also have one training session during school time on a Thursday afternoon between 2:00pm - 3:00pm.

Sports offered at the Preparatory School are:

**Terms 1 and 4**
- Cricket (Yrs 3-6)
- Basketball (Yrs 3-6)
- Tennis (Yrs 5-6)

**Terms 2 and 3**
- Rugby (Yrs 3-6)
- Football (Soccer) (Yrs 5 and 6)

Boys are also selected to represent the School in Swimming, Athletics, Cross Country and Snowsports.
Boys have the opportunity to progress to State and National level through the Combined Independent Schools’ arrangement with the Primary Schools Sports Association (PSSA).

**Sport Exemption**

All sport commitments are compulsory.

If a boy is absent on a Friday because of illness, he is not permitted to play sport on Saturday.

Exemption from sport practice will only be granted on receipt of a note to the Director of Sport. Boys may still be required to attend for the normal practice time at the Director of Sport and/or coach’s discretion.

Saturday sports team selection should be regarded as a firm commitment. Request for special exemption should be made at least one week prior and only in extenuating circumstances. If a boy is prevented from taking part in Saturday sport because of sudden illness, a telephone call to Mr Phill Rogers on 0417 290 433 before 7:00am on the Saturday may enable a replacement to be found.
**Exemption from Other Sport Functions**

Carnivals, Saturday sport, concerts and other major functions are part of School life and leave of absence from these must be sought from the Head of the Preparatory School via email prior to the event (see Extra Leave).

**Co-curricular Opportunities**

The School offers an extensive range of co-curricular activities, and boys are encouraged to involve themselves in as many of these as is feasible. Activities include:

- Chess
- Debating
- Speech and Drama
- Tournament of Minds
- daVinci Decathlon
- After School Activities
- KIP
- Music groups

**Performing Arts**

**Music**

We have an extensive music programme which includes compulsory Strings in Year Two and a compulsory Band programme in Year Four. Over 70% of our Preparatory School boys learn an instrument.

**Individual Music Tuition**

The following instruments are taught individually in the School:

- Cello
- French Horn
- Trombone
- Clarinet
- Percussion
- Trumpet
- Classical Guitar
- Piano
- Tuba
- Double Bass
- Saxophone
- Viola
- Flute
- Singing
- Violin
It is not necessary for a boy to possess his own instrument when he starts learning, unless he is a day boy pianist. Some School instruments are available on loan; otherwise a hire arrangement through Musicorp is advised (see the Preparatory School Director of Music for details). A School instrument may be available for loan for one year, after which the boy is encouraged to buy his own instrument.

Before a boy decides to learn an instrument he must be prepared to commit himself to practise daily. Without daily practice, learning an instrument becomes a frustration. The School reserves the right to ask boys who are not progressing in accordance with their ability to cease learning.

Boys who learn string or band instruments are expected to participate in instrumental groups within the school.

All Year Two boys receive tuition in violin, viola, cello or double bass in addition to class music lessons. No extra charge applies to this arrangement. Once in Year Four, those boys who have not settled on a string instrument are allocated a brass or woodwind instrument for that year.

If a boy wishes to commence individual tuition during the year, a letter from a parent should be sent to The Preparatory School Director of Music.

If a boy wishes to discontinue individual instrumental tuition, the School requires four weeks’ notice in writing, or else the equivalent fee will be charged.
After School Activities for Years 3-6

The School offers a number of After School Activities from 3:15 to 4:45 pm: These include:

- CHARGE (Homework) Club
- Computers
- Free Play
- Art
- Science
- Woodwork

Any boy wishing to stay after school in a supervised activity must sign in the correct Activity Sign-in Book. All boys should be collected by 5:00 pm. and must be signed out if collected prior to the boys being escorted to the Turning Circle. Any boy remaining after this time will be sent to After School Care where a charge will apply (brochure available at Preparatory School Office).

Boys in Years 3-6 who are unable to swim at least 50 metres freestyle should attend learn-to-swim classes arranged by their parents until this standard of proficiency has been achieved.

Boys in K-2 have a specialised programme that finishes at 4:00 pm each day with the exception of Thursdays. Any boy remaining after this time will be accompanied to After School Care, where a charge will apply.
PASTORAL CARE AND THE HOUSE SYSTEM

Pastoral Care

Pastoral Care underpins the educational environment at the Preparatory School. The potential of our students will only be reached when they are learning in an environment where they feel safe, secure and in which there are clear, known, consistent boundaries. It is the intention of this document to clearly outline the procedures, roles and responsibilities of teachers, students and parents in maintaining a positive, productive learning environment at The King’s School Preparatory School.

The House System

Every boy is allocated to one of four houses, each with its own Housemaster. These houses – Blaxland, Harrison, Stiles and Thomas – are the major vehicles for pastoral care in the School. The Director of Students will work alongside class teachers, Housemasters and families in supporting the pastoral development of all students.

Great rivalry exists between the houses at such events as the Swimming, Athletics, Cross-Country and the Winter Gala Day! A House Competition exists across the Preparatory School incorporating results from sporting competitions, class merit programme and other activities conducted within the School year. This competition generates considerable excitement and house pride amongst the boys.
**Communication**

There are various ways of communicating with the School. An obvious option is to chat with your son’s class teacher. Usually it is best to book an interview time in advance, via your son’s Home Learning diary, by email or by phoning the Preparatory School Office.

The best contact person for any pastoral care issue is the classroom teacher and then your son’s Housemaster (Years 3-6). The Director of Students is another person who may become involved where necessary. These staff members make a point of knowing the boys particularly well and monitoring their progress. Interviews can be arranged via email or by phoning the Preparatory School Office or by the student diary.

The Head of the Preparatory School has an open communication policy and is more than willing to discuss issues of concern with parents. However, it is appropriate for these first to have been discussed with the teacher and/or Housemaster or Director of Students – unless it is a particularly serious matter or one involving general policy.

Please note that it is inappropriate to take up issues relating to the Preparatory School with the Headmaster, Dr Hawkes, unless these have first been discussed with the Head of the Preparatory School.

**Behaviour Management**

The School is required to manage behaviour in such a way that student and teacher rights and responsibilities are maintained. The Preparatory School has adopted a three level behaviour management programme that aims to support these rights and responsibilities. It is intended that this management programme will ensure swift action, that the expected positive behaviour is reinforced and that parents are made aware of any behavioural difficulties.
THREE LEVEL BEHAVIOUR MANAGEMENT POLICY FOR KINDERGARTEN & YEAR 1

GOAL: To provide optimum opportunities for the learning, engagement and wellbeing of every student

<table>
<thead>
<tr>
<th>Behaviour</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Hurting a schoolmate’s body&lt;br&gt;• Hurting a schoolmate’s feelings&lt;br&gt;• Disobeying a teacher&lt;br&gt;• Being rude to an adult&lt;br&gt;• Not caring for our School&lt;br&gt;• Not caring for the uniform&lt;br&gt;• Going out of bounds&lt;br&gt;• Lateness to class after a break&lt;br&gt;• Inappropriate possessions&lt;br&gt;• Running on hard surfaces&lt;br&gt;• Home Learning not done, no note&lt;br&gt;  o No Hat – play on verandahs</td>
<td>Repeated level 1&lt;br&gt;  o 3 strikes with timing at discretion of teacher&lt;br&gt;• Rudeness to adults&lt;br&gt;• Lying&lt;br&gt;• Swearing&lt;br&gt;• Punching&lt;br&gt;• Teasing&lt;br&gt;• Spitting&lt;br&gt;• Biting&lt;br&gt;• Stealing&lt;br&gt;• Poor bus behaviour&lt;br&gt;• Repeated disobedience</td>
<td>Repeated level 2&lt;br&gt;  o with timing at discretion of Director of Students&lt;br&gt;Significant consequences for:&lt;br&gt;  o Major vandalism&lt;br&gt;  o Physical violence&lt;br&gt;  o Pattern of bullying&lt;br&gt;  o Racism&lt;br&gt;  o Truancy</td>
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<tr>
<th>Responsibility</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
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<tbody>
<tr>
<td>• Teacher who witnessed behaviour</td>
<td>Teacher who witnessed behaviour&lt;br&gt;  Referred to Director of Students</td>
<td></td>
<td>Teacher and Housemaster informed&lt;br&gt;  When necessary - Head, Deputy, Counsellor informed</td>
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<table>
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<tr>
<th>Communication</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
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</thead>
<tbody>
<tr>
<td>• Method by teacher discretion</td>
<td>Teacher record&lt;br&gt;  Parents informed by reflection sheet that is issued by Director of Students</td>
<td></td>
<td>Teacher record&lt;br&gt;  Database record&lt;br&gt;  Director of Students to inform parents and, when necessary, a meeting is arranged</td>
</tr>
</tbody>
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<thead>
<tr>
<th>Action</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
</tr>
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<tbody>
<tr>
<td>• Five minute time out in neighbouring room&lt;br&gt;• Counselling with teacher who witnessed behaviour&lt;br&gt;• Alerting parents where a pattern of behaviour exists&lt;br&gt;• Communication diary when necessary</td>
<td>Counselling&lt;br&gt;  Director of Students’ office - 10 minute time out&lt;br&gt;  Reflection sheet</td>
<td></td>
<td>Counselling&lt;br&gt;  Interview with parents&lt;br&gt;  School service or reflection sheet&lt;br&gt;  Playground suspension&lt;br&gt;  In-school suspension&lt;br&gt;  Suspension&lt;br&gt;  Expulsion</td>
</tr>
</tbody>
</table>

22
THREE LEVEL BEHAVIOUR MANAGEMENT POLICY FOR YEARS 2 to 6
GOAL: To provide optimum opportunities for the learning, engagement and wellbeing of every student

<table>
<thead>
<tr>
<th>Behaviour</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Hurting a schoolmate’s body</td>
<td>Repeated level 1</td>
<td>Repeated level 2</td>
</tr>
<tr>
<td></td>
<td>• Hurting a schoolmate’s feelings</td>
<td>o 3 strikes with timing at discretion of teacher</td>
<td>o with timing at discretion of Housemasters and Director of Students</td>
</tr>
<tr>
<td></td>
<td>• Disobeying a teacher</td>
<td>• Not honouring commitments</td>
<td>Significant consequences for:</td>
</tr>
<tr>
<td></td>
<td>• Being rude to an adult</td>
<td>• Lying</td>
<td>o Major vandalism</td>
</tr>
<tr>
<td></td>
<td>• Not caring for our School</td>
<td>• Poor bus behaviour</td>
<td>o Physical violence</td>
</tr>
<tr>
<td></td>
<td>• Not caring for the uniform</td>
<td>• Swearing</td>
<td>o Pattern of bullying</td>
</tr>
<tr>
<td></td>
<td>• Going out of bounds</td>
<td>• Punching</td>
<td>o Racism</td>
</tr>
<tr>
<td></td>
<td>• Lateness to class after a break</td>
<td>• Teasing</td>
<td>o Truancy</td>
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<tr>
<td></td>
<td>• Inappropriate possessions</td>
<td>• Spitting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Running on hard surfaces</td>
<td>• Stealing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Home Learning not done, no note</td>
<td>• Repeated disobedience</td>
<td></td>
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<tr>
<td></td>
<td>o No hat - withdrawn from fields</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsibility</td>
<td>• Teacher who witnessed behaviour</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Housemasters manage lunchtime procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td>• Behaviours recorded in diary thereby informing parents</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Recorded in diary thereby informing teachers and parents</td>
<td>• Housemaster places notification sticker for afternoon detention in diary</td>
<td></td>
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<tr>
<td></td>
<td>• Online detentions entry</td>
<td>• Reflection sheet added to database</td>
<td></td>
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<tr>
<td></td>
<td>• Teacher record</td>
<td>• Summary notes of parent interviews added to database</td>
<td></td>
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<tr>
<td></td>
<td>• Database record when necessary</td>
<td>• The Director of Students will phone parents for significant consequences</td>
<td></td>
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<tr>
<td>Action</td>
<td>• Counselling with teacher who witnessed behaviour</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>• 10 minute related consequence</td>
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<tr>
<td></td>
<td>• Housemaster lunchtime detention</td>
<td>• Three Housemaster lunchtime detentions constitute an additional afternoon detention within a semester – Housemaster places notification sticker for afternoon detention in diary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Director of Students monitors</td>
<td>• Counselling</td>
<td></td>
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<td></td>
<td>• Houselunchtime detention</td>
<td>• Interview with parents</td>
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<td>• Afternoon detention</td>
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<td>• Playground suspension</td>
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<td>• Saturday detention</td>
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<td>• In-school suspension</td>
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<td>• Suspension</td>
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<td></td>
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<td>• Expulsion</td>
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</table>
**Detention**

If a boy’s work or behaviour is unsatisfactory, they may be required to serve a Lunchtime or After School Detention. An After School Detention usually occurs on Friday between 3.15pm – 4.45pm. Boys may also be brought back for a Saturday morning if the Head of the Preparatory School deems it necessary. Prior notice will always be given to parents if their son is serving an Afternoon or Saturday Detention.

Boys who receive three Lunchtime Detentions in a semester will automatically be given an Afternoon Detention.

**Medication, Asthma and Anaphylactic Allergies**

We understand that many of our boys require medication during the school day. In all circumstances, this medication, with clear instructions on dosage and frequency, is to be given to the staff in the Prep School Sick Bay. They will store the medication in a locked cabinet and oversee the taking of this medication.

We also have a number of boys who are asthmatic and all of these boys require a Management Plan devised by their doctor. A copy of this Management Plan must be given to the staff in the Prep School Sick Bay. All boys who are asthma sufferers must also have their puffer at school.

The number of boys with anaphylactic allergies is on the rise. Many of these boys are allergic to, amongst other things nuts, and we encourage all families to refrain from bringing nuts and nut products to school. This will lessen the chance of one of these boys coming into contact with nuts and having a reaction.

All boys with an anaphylactic allergy should wear a Medic Alert bracelet and have an Action Plan devised by their doctor. These families must also provide two epipens, one
which is stored in the classroom and the other in the Prep School Sick Bay. Other epipens are also distributed around the Prep School.

**Change of address/telephone number/email address**

Any change of address email or telephone number, either for home or business, should be sent in writing (or via email) to the Prep Office.

**Student Medical Form**

Prior to School entry, it will be necessary for your son to be medically examined by his family doctor. A **Student Medical Form** and letter is enclosed. If your son has any chronic condition (eg anaphylaxis, allergies, asthma), please include specific information regarding his condition, including an action plan if appropriate. Details about medical history, including eye and ear problems, should be noted.

The completed Health form should be returned to the Sister in Charge at the School’s Health Centre prior to the student’s Orientation Day.

**School Lunches**

No canteen is available at the Preparatory School. However, school lunches may be ordered on a term by term basis (charged to the family School account) and will be provided through the School kitchen. A form will be issued at the beginning of each year. Cancellation should be made in writing to the Prep Office.

**Chapel Services**

The King’s School is a Christian school in the Anglican tradition. As such, all boys attend and participate in our two weekly Chapel Services. These are held on Mondays at 8:30am – 9:00am in the Chapel (Years 3-6, plus one of K, 1 or 2) and Fridays at 1:40pm –
2:10pm in Horrocks Hall (K-6). A special service usually marks Easter at the conclusion of Term One.

A Festival of Lessons and Carols is held on the last Tuesday evening of Term 4 for the entire Prep School community.

**EMERGENCY EVACUATION PROCEDURES**

The School has appropriate plans and procedures in place, in the event of the need to evacuate the School buildings. Emergency drill procedures are displayed throughout the School and practices are conducted on a regular basis for both students and staff.

The Emergency Evacuation Meeting point for the Prep School is the Price 2-4 fields.

**Phones**

A boy may use the office phone *only in an emergency* and when directed by a member of staff.

Mobile phones are not to be used at school and, if brought, must be handed in to the class teacher for safekeeping during school hours. The boys collect their phones at 3:10pm and lock them in their locker if they stay for after school activities. Mobile phones are for emergencies only and must not be used for playing games, watching video clips or listening to music.
DRESS REGULATIONS

School

The School uniform for Years 3-6 is the traditional uniform coat, navy blue serge short trousers with a red stripe down the side seams, black socks with grey striped tops, black tie, blue shirt and black shoes.

White shirts are worn with School uniform for Years 3-6 on Speech Day, for special functions and at other proclaimed times.

The K-2 uniform is as above, except for a striped blazer and a crested tie.

Boys must wear School uniform when travelling to and from School. It must be worn at all School functions, including evening School performances and Senior School matches (eg cricket, rugby, football or basketball), although for sports matches, full sports uniform (including tracksuit) is an acceptable alternative.

The King’s School navy blue floppy wide brim hat is compulsory all year long. This should be kept in good repair or be replaced.

The King’s K cap should be worn for K-2 afternoon KIP and before school for K-Yr1.

Yes hat, yes play, any day.
**Sport**

Following after school sport training, and in winter only, boys in Years 3-6 may wear full tracksuit over sports clothes when travelling home by car. Sandshoes or black school shoes must be worn (NOT football boots).

Following after school sport training in summer, boys must change into full School uniform before leaving the School grounds.

Boys attending Saturday sport should dress in their sports clothes, including School tracksuit and we recommend that they also wear a King’s hat.

In Years 3-6 a swimming towel, a School swimming costume, a School rash vest, white shorts, a School navy polo shirt and white sport shoes/socks must always be kept at School.
Other

Boys travelling by private car must wear their jackets upon entering and leaving the car. The jacket should be buttoned up.

Garters must be worn at all times.

Parents are asked to co-operate with the School in ensuring that whenever their boy is wearing the School uniform, he is neatly and properly dressed and his shoes are clean.

Hair must be clean and tidy, well brushed and combed. Extreme styles of haircuts are not permitted. It is assumed that hair will not be cut so short or grown so long as to invite comment, nor will it be streaked or tinted.

Jewellery, apart from medic alert bracelets and a plain watch, is not worn to school. In the event of extremely hot weather, the boys will be directed not to wear their jackets on the journey home.

Name Tags

We request that name tags be sewn on to each article of clothing.

This applies to underwear, handkerchiefs, socks, shoes, swimming costume, football gear, sports shoes, etc. In fact, any article brought to School must be clearly labelled. Ink has not proven satisfactory, as it soon wears off.

Please ensure that old names are removed from second-hand clothing.

THE SCHOOL AND COMMUNITY

Parents are welcome at the Preparatory School at all times, especially for:

- Sporting Events
- Concerts
- Theatrical Performances
- Social Events
- Assemblies
- Learning Journeys
Volunteer Programmes

The Preparatory School welcomes the support of parents in a number of day-to-day activities. Volunteer opportunities exist in the following:

- Classrooms
- Library
- Learning Support programmes
- Literacy group assistance

Fathers’ Association

All fathers of the Preparatory School are members of the Fathers’ Association (an unincorporated association) and are therefore welcome to participate fully in its social and educational links with the School.

All School fathers are urged to strengthen their ties with their sons’ education through actively seeking the fellowship of fellow dads, serving on the various committees, and participating in the activities of the Association.

The Prep School’s major fundraiser is the annual Art Show and Spring Festival, which is run by a sub-committee of the Fathers’ Association. Mothers and fathers are welcome to nominate
their involvement in this committee. There are a number of social activities that occur during the year that invite parental involvement. eg. Year group dinners, Trivia Night, the Prep Ball, etc.

**The King's School Foundation and Development Office**

The King’s School Foundation exists to promote the School and to advance the School's standing and mission. The Foundation’s objective is to secure the financial independence of the School, its health and well-being as one of Australia’s leading schools. Graham McGregor (‘62), Director of Development, David Osborne, Community Relations Manager, are situated with their team’s office in the main Administration Building.

They work closely with the Headmaster in meeting the School's philanthropic needs. The Development Office also assists in supporting the activities of the School's diverse auxiliary groups and the Old Boys' Union.

For more information please visit our website: kings.edu.au/foundation

**ADMINISTRATIVE MATTERS**

**Absence from School**

In the case of a student's inability to attend School, parents are asked to observe the following procedure:

If your son is away from School, please telephone (96838444) or email his teacher between 8:00am and 8:30am on each day of his absence.

If arriving late or returning after sickness, your son should bring a note signed by his parent or guardian, and, in the case of infectious diseases, a certificate signed by a
doctor to say that he is out of quarantine. These notes and certificates are required by law. They must be handed to the Class Teacher.

Any boy who arrives after 8.30am should report to the Prep Office first to obtain a Pink Slip and record his name on the School Data base (this is done by Office staff). Once his name has been recorded he will take the Pink Slip to his class teacher as proof that he has come via the Preparatory School Office.

In the case of another member of the family contracting an infectious disease, the consent of the Head of the Preparatory School must be obtained before your son returns to School.

If a boy is absent on a Friday because of illness, he is not permitted to play sport on Saturday.

**Leave**

For all leave during school hours (e.g. for a medical appointment), application should be made in writing to the class teacher before the day for which leave is requested.

As far as possible, appointments should be made for the holidays or, failing that, out of school hours.
Extra Leave

The Headmaster of the School has directed that extra leave should not be granted during term time. However, special circumstances (such as overseas travel or compassionate leave) will be given due consideration by the Head of the Preparatory School. Requests should be made via email, at least one week prior, to pallison@kings.edu.au. Air tickets should not be purchased before leave has been approved.

Charities

Social Action is an important aspect of the Preparatory School and boys are encouraged to support charities. On occasions special arrangements are made to help raise such money.

Money

There is little opportunity to spend money at School and it is recommended that boys should not bring large amounts of money, except in special circumstances. On such occasions it would be advisable for the boy to hand the money to his Class Teacher for safekeeping immediately on arrival at School. Boys are not permitted to sell articles to each other whilst at School. This includes fundraising via chocolate sales and the like.
TRAVEL

Transport

Families who are eligible and wish to avail themselves of free bus or train travel can obtain an application form from the Preparatory School Office by ringing 9683 8444 and then returning the form to the School before the end of Term 4. If a boy intends to use more than one private bus company to travel to School, a separate application for each bus company must be submitted. Boys are not allowed to be in possession of two bus/train passes which parallel the same route.

No boy is permitted to ride a bicycle to School, except by special arrangement with the Deputy Head of the Preparatory School.

No boy is to be at School before 7:45am. Parents are advised that there is no supervision of the boys before 7.45am. The School cannot take responsibility for day boys in the School grounds before this time. Boys who are still at School after 4.00pm (3.00pm Thursday) for K-2 or 5.00pm for Years 3-6 must enter After School Care (Camp Australia). There will be a charge associated with this service. An information flyer can be picked up from the Preparatory School Office.
BUS SERVICES

Detailed information about bus services provided to enable students to travel to/from School is available by contacting the Transport Officer Mr Max Yates on transport@kings.edu.au, Ms Debbie de Belle ddebelle@kings.edu.au or visiting the School website. Applications for passes are also available from Mr Max Yates.

Students are expected to wear the correct school uniform for summer and winter to and from school, from when they leave home or school, in public or on buses.

Services include:

1. Dural, Castle Hill, Galston and other north west suburbs
2. Pennant Hills, Beecroft, Epping and Parramatta Stations
3. Stanhope Gardens (please book via Transport Officer)
4. Northbridge
5. Balmain -Drummoyne
6. Lane Cove, Longueville and Hunters Hill
7. Mosman Bus
8. Strathfield Station
9. Wahroonga Bus

Afternoon return pick up time for Services 3 – 9, listed above are 3:30pm and 5:30pm (please note: no 5.30pm bus on Fridays)

10. Eastern Suburbs Sunday Service – Departs Lyne Park, Rose Bay at 7:00pm
11. Moss Vale/Bowral Sunday service – departs Moss Vale Clock Tower at 5:00pm.
Parents must book a seat for their son/s as applicable on the bus service that The King’s School operates or oversees. These may be made by contacting Mr Max Yates, the Transport Officer, on transport@kings.edu.au or 02 9683 8411.

**Preparatory School Turning Circle**

Please note: The Preparatory School Turning Circle is for dropping off and picking up only.

Parking is not permitted in either the pick-up lane or the turning circle parking area (which is reserved for staff).

**Speed Limit**

The speed limit within the School grounds is **20 kph**.

**Summary**

The Head of the Preparatory School is very eager that all boys participate fully in School life, especially in the musical, dramatic, sporting and academic activities of the School.

Every boy is reminded that the more he invests in his schooling, the more he is likely to gain.

Finally, all are urged to display these hallmarks of a King’s boy.
The King’s Boys’ Creed

I am a King’s boy.

Therefore ...

I will look after my uniform.

I will look after my schoolmates.

I will look after my School – its reputation, facilities and equipment.

I will look after my teachers – by being friendly, polite and helpful.

I will be polite and friendly to ALL adults.

I will care about God’s world: its people, places and all living things,

AND ...

I will try my best at all times