



# **KOROWAL SCHOOL**

## **Information Booklet**

### **2009**

We would like to take this opportunity to welcome everybody to the 2009 school year.

In this brochure you will find important information regarding the role that you have as parents and members of the school community, some of our school policies and administrative details. Please take the time to read this document and make a note of dates. Whilst we try very hard to adhere to published dates, sometimes changes are necessary. These changes are usually published in the school newsletter or class newsletters. The school web site also contains updated information.

#### **Korowal School**

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## TERM DATES 2009

Term	First Day for students	Last Day for students	Special Events	Staff Development Days	
<b>1</b>	Tues 27 <sup>th</sup> Jan – Pathways Fri 30 <sup>th</sup> Jan - Year 6 Mon 2 <sup>nd</sup> Feb - Yrs 1 -10 Tues 10 <sup>th</sup> Feb - Kindy	Thursday 9 <sup>th</sup> April	Saturday 31 <sup>st</sup> January - Open Day <i>Saturday 4<sup>th</sup> April - Opening Ceremony</i>	Monday January 19 <sup>th</sup> – 27 <sup>th</sup> Jan/ 2 <sup>nd</sup> Feb	10/11 weeks
<b>2</b>	Tuesday 28 April	Friday 3 <sup>rd</sup> July	Monday 8 <sup>th</sup> June <i>Queen's Birthday</i>	Monday 27 <sup>th</sup> April	10 weeks
<b>3</b>	Monday 27 <sup>th</sup> July	Friday 2 <sup>nd</sup> October	Saturday 22 <sup>nd</sup> August Open Day	Monday 21 July Friday 21 <sup>st</sup> August (PS all day, HS half day))	10 weeks
<b>4</b>	Monday 19 <sup>th</sup> October	Friday 11 <sup>th</sup> December		Thursday & Friday 29 <sup>th</sup> & 30 <sup>th</sup> October – HS Monday & Tuesday 14 <sup>th</sup> & 15 <sup>th</sup> December	8 weeks

## SCHOOL HOURS

Class K to 6	* <u>9:30</u> am to 3:15pm * <u>9:30</u> am to 1:15pm	Monday to Thursday Friday
Years 7 to 10	* <u>9:30</u> am to 3:20pm	Monday to Friday
Pathways	8:30am to 4:20pm	Varies according to timetable between

### Recess

Kindergarten	11:10am to 11:55am
Yr 1 - 12	11:25am to 11:55am

### Lunch

Kindergarten	1:10 pm to 2:20pm	Monday to Thursday
Yr 1 – 6	1:35pm to 2:20pm	
Yr 7 - 12	1:50pm to 2:20pm 1:20pm to 1:50pm	Monday to Wednesday & Friday Thursday

Classes begin at this time – late students are at a disadvantage.

Supervision is provided in the Library from 8:30am – 9:00am. Children brought to school at this time must be accompanied to the Library and signed on.

Playground supervision is from 9:00am – 9:30am. We shall be encouraging students to eat a “second breakfast” at 9:20am. Please send something healthy for your child/ren to eat,

especially those travelling by public transport. it is a long time from breakfast till morning tea time.

## TEACHERS AND STAFF 2009

School Co-ordinator:		Mark Thomas
Primary School Co-ordinator:		Nancy Oosterhoff
High School Co-ordinators:		Barbara Fitzgerald, Steve Garthwin
<b>Class Teachers:</b>	K, 1, 2	Mary-Ann Marshall Margaret McGillion Nancy Oosterhoff
	3, 4, 5	Amanda Bartels Yvonne Edgren Kim Poole
	6	Jennifer Read
	7	Catherine Dignam & Joachim Herrmann
	8	Sharon Harris & Andrew Ireland
	9	Kath Veel & Nick Palmer
	10	Shoba Kalos & Simon O'Brien
	Pathways	Shoba Kalos & Rick Morris
<b>High School</b>		
<b>Subject Teachers:</b>	English	Shoba Kalos, Catherine Dignam, Kon Kalos
	Maths	Simon O'Brien, Steve Garthwin, Richard Morris
	Science	Joachim Herrmann, Sharon Harris, Steve Garthwin
	HSIE	Bob Tucker, Nick Palmer
	Music	Nick Palmer
	Drama	Barbara Fitzgerald
	French	Catherine Dignam
	IST & IPT	Joachim Herrmann & Rick Morris
	Art	Kath Veel, Andrew Ireland
	D & T	Andrew Ireland, Kath Veel, Sharon
	Harris	
	PD	Class Teachers, Bob & Barb
<b>Specialist Teachers:</b>	Library	Pam Staples
	P.E.	David Clucas
	Italian	Denise Melocco
	Primary Art	Paula Martin
	Student Support	Kirsty Bishop, Louise Dugate
<b>Teacher's Aide:</b>		Jill Day, Helen Curry
<b>Librarian:</b>		Kathi Beck
<b>Administrator:</b>		Hilary Wale
<b>Bursar:</b>		
<b>Office Staff:</b>		Cathy Walker Susan Pearce
<b>Train Supervisors:</b>		Keith Young, Vaughan Johnston

# CLASS MEETINGS

## Primary School

Kindergarten – Thursday 29<sup>th</sup> January – 7.00pm to 8.30pm

Years 1 & 2                      Monday 9<sup>th</sup> February

Years 3,4,5                      Wednesday 4<sup>th</sup> February

Year 6                              Thursday 12<sup>th</sup> February

Parent Interviews: end Term 2

Written reports: Term 4

Intensive Swimming Scheme: Term 4 (*note: the cost of the swimming scheme has been included in your school fees*)

## High School

Class teachers of Years 7 to 10 meet with parents early in Term 1

Written reports: Written reports for all classes early Term 2 and Term 4

Parent Interviews: Parent interviews follow the written reports

***Please note the dates of class camps will be advised by the class teachers.***

As a rule High School class camps are as follows

Term 1                      Pathways, Year 10

Term 2                      Year 8

Term 3                      Year 9

Term 4                      Year 7

# **THE ROLE OF PARENTS**

One of the most important tenets of our philosophy is the importance of relationships. Strong relationships between teachers and students, teachers and parents and amongst parents are fundamental to the well being of the school. These relationships contribute to the development of a sense of community within the school – we are all here because of the students and it is in everyone’s best interest to make the experience positive and fulfilling.

We believe that good communication and actively participating in school events help to maintain a successful school community.

## **Communication**

### **Class Meetings**

There are class meetings at the beginning of each calendar year. These meetings are an extremely important vehicle for establishing relationships between teachers and parents and provide a venue for the parents of a class to meet. It is essential that each child is represented at these meetings, at which class and subject teachers outline the teaching program for the year and provide information about any camps and excursions to be undertaken. Student welfare, the class dynamic, special qualities that the class may have or be aiming to achieve, the structure of the school and ways in which you as parents can contribute to its well-being are amongst some of the other issues that may be raised. Questions and discussions are encouraged.

As a consequence of attending these meetings relationships between teachers and parents and amongst parents are strengthened. Although there is usually a written summary following the class meeting, our experience is that parents who do not attend miss the essence of the meeting, the opportunity to make a contribution concerning class-based activities and the chance to build relationships.

### **Class Newsletters**

These letters are written by class teachers as the need arises and are either given to the students, emailed or mailed home. Parents of young children are encouraged to check their child’s school bag regularly! Parents of children in years 3 to 6 are encouraged to check their child’s class folder.

### **Email**

Please note that we are trying to reduce the amount of paper used and appreciate the opportunity to use email. If we have your email address – please check your emails regularly.

## **School Newsletter**

The School Newsletter is usually published on a fortnightly basis. It is emailed to all parents; hard copies are given to Primary School students whose parents do not have email. It contains notices about forthcoming events, articles about activities in which the children have participated, reminders of important dates and other relevant information. Reading this Newsletter provides an overview of our school. Newsletters are published on the School's website ([www.korowal.nsw.edu.au](http://www.korowal.nsw.edu.au)) every fortnight. Please inform the office of your email address, so that we can reduce the amount of paper copies needed. NB The photos look much better on the computer.

## **Contact with Class Teachers**

In the event of you wishing to discuss any matter with your child's teacher/s please phone the office to make an arrangement. The teacher concerned will return your call at his/her earliest possible opportunity. Our teachers welcome the opportunity to talk with you.

## **Interviews with Teachers**

Interviews with teachers regarding your child/ren's progress academically and socially are held in Term 2 for children in K to 6 and Terms 2 & 4 for students in years 7 to 10. We strongly encourage you to attend these interviews as they are designed to enable teachers and parents to share relevant information about the children and to develop deeper relationships.

## **Opportunities to Help/Become Involved**

At various times throughout the school year requests are made for help, usually through school or class newsletters. These requests include needing help:

- in the classroom, eg with reading, craft, maths groups, science
- in the school canteen
- at our major fundraising activity, the Country Fair
- with our major social event, the Fireworks night
- at working bees.

We have found that parents who become involved in these activities usually enjoy getting to know other members of the school community.

Meaningful relationships are at the heart of our teaching praxis. It is part of the "hidden curriculum" that children learn from the examples that we as adults set in our ability and willingness to work constructively and co-operatively together. So, don't be shy, come along and get involved!

# SCHOOL POLICIES

School policies are available upon request to one of the coordinators or on the School's website ([www.korowal.nsw.edu.com.au](http://www.korowal.nsw.edu.com.au)) You will need to contact the office to obtain your password to access the policies on the web.

We draw your attention to the following:

## **Welfare**

All students are expected to comply with the expectations and policies of the school. Our aim is to support all students to meet these requirements. Appropriate action will be taken when students misbehave which may include a detention. Parents/guardians will be contacted if necessary. Physical punishment is strictly forbidden.

## **Food**

Korowal actively promotes awareness of a healthy balanced diet.

Children are not permitted to bring lollies, soft drink, gum or chocolates to school. Such items will be taken for return at the end of the day. Parents of children who regularly bring such items to school will be informed of school policy.

## **Clothing - PLEASE LABEL ALL CLOTHING**

Korowal students do not wear a school uniform. There is, however, an accepted dress code. Students' clothing should be appropriate to a school setting. Clothing should enable freedom of movement. It should provide adequate cover and sun protection. Clothing which is ragged, torn or dirty is not appropriate. T-shirts with negative messages or images are not acceptable and students wearing such tops will be asked to turn them inside out.

Hats providing protection for faces, ears and necks are compulsory throughout the year. Beanies are only acceptable on very cold days. Caps are never acceptable.

Appropriate footwear is expected – and in some High School subjects mandatory. Open-toed sandals and thongs are not acceptable.

Specialist subjects eg Art, Craft, Science, Design and Technology, PE, Sport and Outdoor Education have specific requirements to do with safety. These include wearing clothes that provide freedom of movement and sun protection for PE.

## **Camps, Excursions and Carnivals**

Camps, excursions and carnivals are considered an integral part of the school curriculum. As such, participation is compulsory.

## **Punctuality**

Morning meetings and morning circle begin at 9:30a.m. All students are required to be punctual.

High School students who are late to school must report to the office and sign the attendance book. It is also necessary to sign the same book if a student is leaving early.

## **Absences**

Please phone the school or write a note to explain your child's absence.

## **Lost Property**

All unnamed, unclaimed clothing and other articles are taken to a charity bin at the end of each school week.

## **TRANSPORT INFORMATION**

Please note that students must apply through the school for train and bus passes. These passes are issued free to all eligible students.

Students travelling by train/public bus will be accompanied by an adult to and from school. All Korowal students who travel by train must travel in the same carriage as the Korowal Supervisor.

Please contact Blue Mountains Bus Company and State Rail for relevant timetables.

Please see the separate letter regarding travel arrangements.

## **COLLECTION OF STUDENTS**

Please inform a teacher or member of the office staff if you are taking your child from school during school hours.

### **Road Safety**

Our turning circle becomes very congested in the afternoons, visibility is not good and small children do not have any road sense. It is therefore imperative that you either **park your car** and come to pick up your child or wait in your car at the “kiss and drop” zone for immediate collection. If you park to collect your child, please hold his/her hand whilst walking through the traffic area. Under no circumstances are children allowed to go to parked vehicles without supervision by a carer. It is unsafe to call him/her across to you.

You are reminded that all traffic notices must be adhered to. Please do not park or stop in the area marked for the buses, deliveries, on/or close to the pedestrian crossing or in the disabled parking space unless authorised to do so.

Students must not be collected from Queens Road. Police regularly check the speed of traffic in the school vicinity and advise that they will pursue drivers onto the school grounds if necessary.

### **Parking**

Please park rear to kerb in the school carpark

### **Disabled parking**

The disabled parking is indicated by traffic signs and is clearly marked. We have students, parents and visitors who may need to use this space at any time during the day

## FEES POLICY 2009

1. An entire term's fees and charges become due by the end of week 2 of each term unless payment is being made weekly, fortnightly or monthly through a prior arrangement. A student enrolling at the school during a term will be charged for the remaining weeks only.
2. A suspended or expelled student is liable for four (4) weeks fees whether or not the student remains at the school for the entire four weeks.
3. *One term's notice in writing during term time, to be given to the School Co-ordinator, is required when a student is to be withdrawn from the School. Failure to do this could attract a penalty of one term's fees in lieu of notice.*
4. Students whose fees remain outstanding at the end of the school year may not be allowed to return to the school.
5. Fees are reviewed annually to keep pace with increasing costs, although every effort is made to keep increases to a minimum.
6. Parents will be held responsible for the cost of replacing or repairing property lost or damaged by their children beyond normal wear and tear. This includes windows, books and furniture.
7. The school will only accept into a Kindergarten class a child who turns five before 31 March of that year.
8. There are no sibling rights to enrolment priority except where a sibling is enrolled at the school within six months of birth.

## OVERSEAS STUDENTS

Korowal School Ltd. is a registered provider of courses of study for overseas students from kindergarten to HSC.

Commonwealth Register for Institutions and Courses for Over Seas Students (CRICOS)  
provider code: 00754B

Korowal imposes an extra charge equal to the amount that would have been received in government funding for students ineligible for such funding.

Overseas students are required to pay a security bond of \$1,000 prior to commencement. A \$100 text book levy is also payable. Refer Schedule of Fees for further details.

Included in an overseas student's tuition fee is a compulsory fee for extra English lessons. Currently this amount is \$1,000 per annum.

Should you wish additional information in relation to overseas students, please see the School Co-ordinator.

**Fees are invoiced on a Term basis and are payable no later than week two of each term**

# SCHEDULE OF FEES

## 2009 Tuition Fees Per Term

	<b><u>Kindergarten</u></b>
First child	\$1,688.00
Second child	\$1,452.00
Third child	\$ 272.00

	<b><u>Years 1 to 6</u></b>
First child	\$1,857.00
Second child	\$1,603.00
Third child	\$ 332.00

***This amount includes all exercise books, materials, art supplies and library. It also covers the cost of class camps and the Intensive swimming program in Term 4***

	<b><u>Years 7 to 10</u></b>
First child	\$2,080.00
Second child	\$ 1,818.00
Third child	\$ 507.00

	<b><u>Pathways I</u></b>
First child	\$2,144.00
Second child	\$1,860.00

	<b><u>Pathways II</u></b>
First Child	\$2,859.00 over 3 terms

***This amount includes the cost of class camps and all visiting performances to the school, sporting activities and outdoor education, including bus hire costs. The amount also includes all exercise books, pens, rulers and materials, and library, but not textbooks, in Years 7 to 10 or Pathways.***

Note: For the final year of Pathways the full year's fees are calculated over 3 terms, \$2,859.00 per term. However, parents may spread the payments of these fees over the four term period.

## **Security Bond**

A \$1,000 bond is payable upon acceptance of an offer of a placement for all students Kindergarten to Pathways. This is refundable, on written request, when the student leaves the school, provided that all amounts owing to the school have been paid and appropriate notice of withdrawal has been given. Bonds will not be refunded if the child's place is cancelled before the student commences at the school.

Families leaving the school may care to consider donating the security bond to the school building fund, which is tax deductible.

## **Class camps**

Class camps from Year 3 onwards can vary from one overnight stay to 6 nights away. The cost of School Camps is added to the fee schedule and is shown on your invoice.

## **Building Fund**

Donations to the School's Building Fund are not compulsory. However all families are requested to consider a minimum donation of \$25 per term.

Donations to the Building Fund are tax deductible.

## **Senior students textbook fee**

Senior students (Years 11 and 12) are charged an additional fee of \$150 p.a to cover the supply of all texts. This fee is not refundable. The student/students family must meet the cost of replacement of any unreturned or damaged texts.

## **PAYMENT OF FEES**

Fees are payable in advance and may be paid using one of the following options:

1. By the year, by the end of week 2 of Term 1 – a 5% discount applies
2. By the term, in full, by the end of week 2 of the term.
3. By instalments, on a weekly, fortnightly or monthly basis over a 40 week period. Applicants who pay by this option will be required to make arrangements with the school for direct payment from their accounts. Please apply to the school office. The opportunity to pay by instalments will be removed for repeated late payers.
4. By instalments on a monthly basis by MasterCard/Bankcard/Visa. Standing authority forms are available from the school office. The amount will automatically be charged to your credit card on the 15<sup>th</sup> day of each month for 10 months, February to November inclusive.

PAYMENT FOR ALL FEES BY MASTERCARD/BANKCARD AND VISA  
IS AVAILABLE THROUGH THE OFFICE **EFTPOS** FACILITY

## **Penalty For Late Payment/Non Payment Of Fees**

It is important that parents co-operate by paying all fees on time. Each term fees must be paid in full by the **second week** of the term unless other arrangements have been made with the School Office. Failure to do so will incur a late payment administration fee for each student on the next term's billing.

## **Notice of Termination of Enrolment**

One term's notice in writing during term time, to be given to the Co-ordinator, is required if a student is to be withdrawn from the school. Failure to do so will attract a penalty of one term's fees in lieu of notice. The School Council is empowered to waive, at its discretion, the fee charged in lieu of notice of withdrawal.

If you have any problems or queries regarding payment of fees please see the Co-ordinator.

## **Ambulance Cover**

The School contributes to the Ambulance Service of NSW, to cover all students for ambulance transport within the State of NSW.

Credit Card and Direct Payment Schedules – 2009

February to November

	<b>Per annum</b>	<b>Monthly (10 payments)</b>	<b>Fortnightly (20 payments)</b>	<b>Weekly (40 payments)</b>
Kindergarten	\$6,752.00	\$675.20	\$337.60	\$168.80
2 <sup>nd</sup> child	\$5,808.00	\$580.80	\$290.40	\$145.20
3 <sup>rd</sup> child	\$1,089.00	\$108.90	\$54.45	\$27.23
Yrs 1 to 6	\$7,428.00	\$742.80	\$371.40	\$185.70
2 <sup>nd</sup> child	\$6,412.00	\$641.20	\$320.60	\$160.30
3 <sup>rd</sup> child	\$1,328.00	\$132.80	\$66.40	\$33.20
Yrs 7 to 10	\$8,320.00	\$832.00	\$416.00	\$208.00
2 <sup>nd</sup> child	\$7,272.00	\$727.20	\$363.60	\$181.80
3 <sup>rd</sup> child	\$2,028.00	\$202.80	\$101.40	\$50.70
Pathways	\$8,576.00	\$857.60	\$428.80	\$214.40
2 <sup>nd</sup> child	\$7,440.00	\$744.00	\$372.00	\$186.00