Welcome to T.K.I.S.

T.K.I.S. is a specialised school designed to assist you to become 'the best that you can be'.

This Student Diary is an important part of our program and MUST be kept with you at all times in class and at Morning and Afternoon Assemblies (or Form Classes). If you lose this Diary, you must report it IMMEDIATELY to the Reception and a small fee will be charged for a replacement.

Apart from being the official record of your homework, this Diary will also provide you with valuable information to assist you while you're here. It is your responsibility to read and understand all the information provided in this Diary.

PEOPLE WHO CAN HELP YOU

If you are experiencing any problems, you will find the staff here at TKIS are always friendly, supportive and ready to help you.

School Principal  Mr Geoff Mills
School Admin Manager  Ms McCarron
School Bursar  Ms Sydenham
Student Services Officers  Ms Furuta, Ms Munsel
Senior School Coordinator  Mr McCarron
Middle School Coordinator  Mr Epiha
Junior School Coordinator  Ms Baldwin
Head of Curriculum  Dr Parsons
Welfare Officers  Ms Roddam, Mr Juett

Some of your Teaching/Tutoring Staff :
ENGLISH : Ms Blunck; Ms Darling, Mr Skelton, Mr Fanning
MATHS : Mr Dasdeb; Mr Cameron, Mr Collins
SCIENCE : Dr Parsons, Dr Colbow; Mr Collins, Mr Moloney
ARTS & MEDIA : Mr Skelton, Ms Millwood, Ms Henry, Mr Fanning, Ms Sheridan, Mr McGhee.
I.T. : Dr Parsons; Mr Collins, Mr Nikiferides, Mr Fanning, Mr Moloney
SOSE : Ms Millwood, Mr Skelton, Mr Moloney
LOTE : Dr Colbow; Mr Bell; Mr Epiha, Ms Furuta, Ms Chi, Mr McConville
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<th>Month</th>
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DATES, TIMES and ROUTINES @ TKIS

The school year is broken up into TWO SEMESTERS of TWO TERMS each TEN (10) WEEKS in duration. (Meaning that there are four terms and a total of forty (40) weeks in our school year. Some years, Term 1 can be 11 weeks and Term 2 can be 9 weeks.)

Holidays in Term 1: Jan 24 (Brdrs Day), Jan 26 (Aust Day)
Holidays in Term 2: Apr 25 (Est Mon), Apr 26 (AD), May 2 (Lab Day), Jun 13 (QB)
Holidays in Term 3: Jul 11 (Brders Day), Aug 17 (Show Day), Aug 15 (SFD)
Holidays in Term 4: Oct 4 (Brders Day), Oct 18 (SFD)

Autumn Break : Sat Apr 9 - Tue Apr 26 (2 weeks)
Winter Break : Sat Jun 25 - Mon Jul 11 (2 weeks)
Spring Break : Sat Sep 17 - Mon Oct 3 (2 weeks)
Summer Break : Sat Dec 10 - Tue Jan 24 2012 (6 weeks)

Daily Schedule : (See additional Notes on Page 8)
IMPORTANT :: Day Students are not permitted to enter school grounds until 8:30AM as there is no supervision provided before 8:30 AM daily.

SCHOOL RECEPTION RULES :: REPORTING ILLNESS, INJURY, INCIDENT or if you have A QUESTION, etc.

If you wish to speak with the Principal, Student Services Officer, Student Councilor or First Aid Officer, etc, you can report to the Student Counter (A Block) before or after school, during Morning Recess or Lunch without appointment. While you are at Student Counter (or in Reception), you are expected to wait patiently and QUIETLY at all times. If you have been asked to wait in Reception, you should offer your chair to any adults that may also be waiting (unless you are injured of course.)

FIRE DRILLS @ TKIS

File Drills are held at least once every term at TKIS.

FIRE BELL : A long continuous ring.
WHAT TO DO : Drop what you're doing. Leave you bags, books, etc. Walk calmly and swiftly to the nearest exit and make you're way out of the buildings and around to the FIRE DRILL ASSEMBLY AREA on the front footpath (see map on back cover). Assemble quietly in your class groups and wait for the roll to be marked. If you are on the Lower Campus, head out to the main sports oval and wait for the roll to be marked.

LOCK DOWN BELL : Repeated short rings of 3 seconds duration.
WHAT TO DO : Stay in your room. Lock all doors and windows. Follow the instructions of your teacher or Principal. If you are outside, head towards the nearest occupied classroom and follow teacher's instructions.
The 15 Safety Rules at TKIS ::

Your safety and protection is our first and most important concern.

1. No student should put themselves in danger. If you believe that obeying an instruction from a teacher would put you at risk of injury or harm, politely state: "Safety Rule 1" and ignore the instruction. Remember, 'Safety Rule 1' is for your protection. It is unlikely that you will ever need to use it. Abuse of it (using it to get out of doing something you just don't want to do) will probably result in your expulsion from the school.

2. No student should be alone in a room with any one staff member. If you find yourself in a room alone with a teacher, politely mention "Safety Rule 2" and leave the room. You can continue outside.

3. Bullying, threatening, teasing, etc. Do them and you will be expelled from the school. You only get one warning.

4. If you see anyone being bullied, teased, threatened, etc, at this school or by anyone from this school (whether the person being bullied is you or someone else), you must report the incident IMMEDIATELY to the Principal.

5. Students at TKIS do NOT call people by nick-names or anything else other than the person's name. What you might think is funny or friendly, someone else might think is cruel, hurtful or offensive.

6. Any adult on school grounds that is not known to you as a teacher, staff member or parent, (or who is not wearing a school ID badge) must be reported IMMEDIATELY to reception.

7. You do NOT accept lifts to or from school from anyone other than your parents, or someone you know your parents/carers have authorised. Reception should be informed at all times about such authorised transport.

8. No one touches anyone at this school unless they do so in supervised sport or classroom activities. This means there is no touching...either affectionately or otherwise at TKIS.

9. There is no dangerous play at this school...no pushing, no throwing objects of any kind (unless within supervised sport), no playing pranks like pulling out chairs, tripping, pushing in on lines, shoving, etc.

10. No student is permitted to open a closed door without a teacher's permission.

11. No student or students should be alone in a room without teacher supervision.

12. Hats and sun protection are to be worn outside at all times.

13. Shoes and appropriate footwear are to be worn at all times.

14. Potentially dangerous animals (snakes, kangaroos, spiders, etc) are to be reported to reception IMMEDIATELY and NEVER touched by a student.

15. If you consider the behaviour or conduct of any staff member at this school 'inappropriate', you must report the incident immediately to the School Principal (or Senior Mistress) who will conduct a confidential investigation, take appropriate action including where necessary, reporting of the incident to the appropriate authorities.
SCHOOL UNIFORM

Most organisations believe that a valuable measure of self-discipline and self-control, is the level of importance one places in their personal appearance and grooming. Out in the real world, organisations want their customers to have a sense of confidence and trust in their staff, so they ensure that their staff present a consistent image (or 'brand') to the public. This is why successful corporations require their management and staff to dress in strict business attire (suit, tie, polished shoes, blazers, work uniforms, etc). Since the purpose of a school is to prepare you for 'the real world', good schools also adopt this policy of a strict dress code...a school uniform.

You might not be able to understand this right now, but research and statistics from around the world have proven that generally speaking, the most successful private schools in the world (i.e. the schools with the most successful graduates), are also the schools with the highest dress standards.

So here's a pretty simple fact for you to remember...
• The higher your school's dress standards, the more your teachers 'hassle' you about your uniform and grooming, the harder you work to ensure your uniform is clean, neat and properly worn...statistically, the more successful you're likely to become in life.

Hmmm.

THE TKIS UNIFORM :: Middle & Senior School

<table>
<thead>
<tr>
<th>BOYS</th>
<th>GIRLS</th>
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<tbody>
<tr>
<td>Blazer (Terms 2 &amp; 3)</td>
<td>Blazer (Terms 2 &amp; 3)</td>
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<tr>
<td>Striped Shirt</td>
<td>Striped Blouse</td>
</tr>
<tr>
<td>Grey Trousers (Long)</td>
<td>Grey pleated Skirt</td>
</tr>
<tr>
<td>Grey TKIS socks</td>
<td>White TKIS socks</td>
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<tr>
<td>Black laced leather shoes &amp; belt</td>
<td>Black laced leather shoes</td>
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<tr>
<td>School Tie</td>
<td>School Tie</td>
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<tr>
<td>Felt Hat</td>
<td>Straw Boater Hat</td>
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<tr>
<td>Maroon School Bag with White Crest</td>
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<tr>
<td>Sports Polo Shirt</td>
<td>Sports Polo Shirt</td>
</tr>
<tr>
<td>Maroon Shorts</td>
<td>Maroon Shorts or Sports Skirt</td>
</tr>
<tr>
<td>Sports Cap</td>
<td>Sports Cap</td>
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<tr>
<td>White Joggers and socks</td>
<td>White Joggers and socks</td>
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DRESS STANDARDS AND GROOMING

To be successful in life, you will have to meet a lot of challenges. Here is your first challenge...to adhere to this strict code of dress and grooming at all times while at school or while in uniform.

- The FULL UNIFORM (either FORMAL, SPORTS or MASTERY) is required when entering or leaving school grounds, attending daily classes, going to and from school including while on public transport (hats to be removed inside vehicles).
- The SPORTS UNIFORM is permitted during Sports, HPE and as requested from time to time by your teachers. It CAN be worn during lunch recess with permission from the Principal of Senior Mistress.
- The only time that students are permitted to wear anything other than the school uniform, is when they have been authorised to do so by the School Principal (e.g. during Self-Defence classes, swimming, specialist classes, etc.)
- Hair must be neat, clean, conservative and of one natural colour. Hair must be styled in a way that ears and eyes are visible at all times. Hair that would otherwise touch the collar, must be kept off the collar by use of a plain maroon or black hair tie. Girls may add a neat maroon ribbon to cover the tie(s) and concealed hair pins are permitted.
- No makeup, nail polish, body art or visible body piercing of any kind is permitted.
- The only visible jewellery that is permitted is a standard wrist watch and girls are permitted to wear a single simple stud (not sleeper) in each ear.
- Hats are ALWAYS to be worn when outside and NEVER to be worn inside.
- Trousers, shorts and skirts are to be worn 'above the hip bones' and boys belts are to be plain black leather with a simple non-ornamental buckle.
- All buttons on shirts and blouses are to be fastened at all times (sports shirts must have at least lowest button fastened).
- Hats are to remain externally unmarked, correctly blocked and in good condition.
- The knot on the school tie is to be 'just touching' the join of the collar.
- Standard black (polished) leather lace-up college shoes with standard TKIS socks are required with formal uniform and standard white lace-up sports joggers and ankle-covering white sports socks are required with the Sports uniform.
- Girls are permitted to wear standard grey stockings instead of white TKIS socks.
- Maroon school bags (with the school crest) are the only bags permitted.
- The school sports cap is to be worn with the brim to the front...though you ARE permitted to wear the collar up on your sports shirt for sun protection.
- Boys are to be clean shaven at all times
- Mastery students must strictly adhere to separate Mastery Uniform dress codes.

Hey...how am I supposed to express my individuality wearing all this? You're not. This is a school for young adults who want to demonstrate their ability to accept a standard dress code. You can express your individuality through written expression, excelling at sports, artistic or scientific endeavours, demonstrating community leadership, etc.
THE SCHOOL CANTINA

The school Cantina operates from M Block on the Upper Campus during Morning Recess and Lunches on Mondays and Fridays and from the Dining Hall on Lower Campus for lunches on Tuesday, Wednesday and Thursday (weather permitting). There are separate processes and instructions relating to The Cantina that must be obeyed at all times. These instructions are posted outside The Cantina and are available from Reception.

STORING YOUR LUNCHES AT SCHOOL ::
Students are permitted to store their lunches from home in 'CLASS BUN-DLES" in the special fridges provided for the purpose in The Cantina. See separate instructions at the Cantina.

EXAMPLE MENU & PRICE LIST 2011 :: (Subject to change)

<table>
<thead>
<tr>
<th>AVAILABLE ALL TIMES</th>
<th>HOT FOOD (LUNCH ONLY)* - $2.00</th>
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<tbody>
<tr>
<td>Fruit (in season)</td>
<td>Ham &amp; Cheese (or Vegie) Quiche Mon</td>
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<tr>
<td>Yoghurt (Flavoured)</td>
<td>Penne Carbonara or Potato Bake Mon</td>
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<td>Muffins/cakes/slices/biscuits etc</td>
<td>Nacho or BBQ S’wich Tue</td>
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<tr>
<td>250ML 100% Juice Poppa</td>
<td>Bacon, Cheese Tortilla Wrap Tue</td>
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<tr>
<td>350ML Fruitopia Fruit Juice</td>
<td>Sausage Roll or Potato Wedges Wed</td>
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<tr>
<td>500ML Crystal Spring Water</td>
<td>Honey Soy Chicken Wings Wed</td>
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<tr>
<td>500ML Deep Spring Sprkling Juice</td>
<td>Taco’s with Sour Cream Thu</td>
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<tr>
<td>Ice Cream Paddle Pops</td>
<td>Spring Roll or Pizza Slice Thu</td>
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<tr>
<td>250ML Milk Calcy-Yum</td>
<td>Chicken Nuggets &amp; Chips Fri</td>
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<tr>
<td>Slushies</td>
<td>Fish &amp; Chips or Fried Rice Fri</td>
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<tr>
<td>PaddlePop (Rainb, Banana, Choc)</td>
<td>* Available on days defined above</td>
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| SANDWICHES : Available as Pre-Ordered Lunches Only (Toasted = Extra 25c) |
|-------------------------------------------------|------------------------------------------------|
| Vegemite, Peanut Butter or Jam                   | Cheese                                         |
| Chicken, Cheese & Tomato                         | Cheese & Tomato                                |
| Salad (or Tuna Salad)                            | Tuna                                           |
| Chicken & Salad                                 | Ham & Tomato                                   |
|                                                | Ham, Cheese & Tomato                            |

Daily Specials (Lunch Time Only) $2.00

Monday: Roast Lamb & Gravy; Potato Bake; Sausage Roll; Savoury Rice
Tuesday: Dagwood Dog; Nachos; Mexican Wrap; Savoury Rice
Wednesday: Shepherd’s Pie; Potato Wedges with sour cream; Pasta Carbonara
Thursday: Hawaiian Pizza, BBQ Sausage sandwich; Beef Lasagna, Savoury Rice
Friday: Crumbed Fish & Chips; Chicken Nuggets & Chips; Savoury Rice
DAILY ROUTINE

You are to arrive at school not before 8:30AM and not after 8:45AM and must remain inside school grounds in your allotted school areas.

8:50 to 9:00 AM :: MORNING ASSEMBLY/FORM CLASS  A long continuous bell will signal your IMMEDIATE and orderly movement to the HALL across the road from the Upper Campus (Tuesday) or Assembly Areas in front of A, B and C Blocks (other days). At Hall, you will assemble outside the main door - girls under cover, boys behind. You are required to bring your Student Diary, all books and stationery you require for first period and any notes from parents/carers. At Morning Assemblies your Student Diary is checked, your uniform is inspected and notes or forms from parents are collected.

9:00 to 10:30 AM :: FIRST PERIOD. From Assembly (Mon, Wed, Fri) you walk as a class group directly to your first period classroom. There is no stopping to get anything out of your locker, no stopping to go to the toilet or having a drink of water, so make sure that you are fully prepared BEFORE Assembly. There is no food or drink permitted in any classroom at ANY time.

10:30 to 10:55 AM :: MORNING RECESS. Every class has a designated eating area (See map at back of Diary). You can go to The Cantina to purchase refreshments if required, but generally speaking, the purpose of Morning Recess is to eat, drink, go to the toilet and get yourself organised for second period. It should not be wasted totally on playing.

10:55 AM to 12:30 PM :: SECOND PERIOD. At the sound of the bell, you have 5 minutes to move in an orderly fashion and to stand outside the classroom for Second Period in two lines...girls against the wall and boys against the outer corridor, leaving a gap between for people to pass freely.

12:30 to 1:20 PM :: LUNCH. The rules for Cantina and eating are the same as for Morning Recess. You are permitted to change into your Sports Uniform if you want to play sports during lunch, otherwise you remain in your normal uniform and organise yourself for your afternoon class.

1:20 to 2:50 PM : THIRD PERIOD. (See notes for Second Period.)

2:50 to 3:00 PM : AFTERNOON ASSEMBLY OR FORM CLASS. Roll is marked, Rooms are cleaned, uniforms are inspected, etc.
SCHOOL MOTTO :: 'Believe in yourself'

Your school motto is 'Absol Fiducia' (pronounced Ab-sol Fid-oo-shee-ah). It's Latin and it means 'Absolute Self Belief'. In other words, the motto suggests that you should always believe in yourself, have self-respect and self-confidence in everything that you do.

It doesn't mean that you should think you're 'better' than anyone else, but that you ARE as good as anyone else on the planet and that this belief in yourself should be an important part of your daily thinking - to help you overcome the many challenges that life will throw at you.

We all have different strengths and weaknesses of course. Your job is to find happiness and success using whatever unique skills and gifts you have.

It is this school's job to try to help you understand the importance of this motto and to gain true self belief and find success in life.

The Secret to Success ... Understanding the Forces!

The Potential For Success Matrix (below) is a graphic illustration of the forces that are at play in every human endeavour. \( \text{ABILITY} \times \text{EFFORT} \times \text{STRATEGY} - \text{OBSTACLES} = \text{POTENTIAL FOR SUCCESS} \)

The PFS Matrix was developed for the military to use when evaluating strategic plans on the battlefield, but the same principles can be applied to assess the potential of ANY human endeavour ... from a task as simple as trying to walk out of a room, to something as complex as achieving life goals or career ambitions.
How to Use the PFS (Potential For Success) Matrix:

The matrix suggests that our potential for success can be calculated by multiplying our ABILITY by our EFFORT by our STRENGTH OF STRATEGY and subtracting any OBSTACLES. To make the formula work, we assign each ‘force’ a number between zero (0) and two (2) with one (1) being considered ‘average’ or normal, zero (0) being considered the minimum it can be and two (2) being considered the maximum it could be.

Some quick examples:

**Example A:** You want to leave a room (and assume that there is no obstacle stopping you). Ability [1] x Effort [1] x Strategy [1] - Obstacles [0] = 100% chance of success (i.e., $1 \times 1 \times 1 - 0 = 1$) In this example we’re assuming that you have an average ability to walk, you make an average effort to leave the room, your strategy (of getting up on to your feet and ... walking) is ‘average’ and there are no obstacles to stop you from doing so. Following so far? Okay here is a slightly more complex example ...

**Example B:** You want to leave the room, but now the door is locked. Now the equation could be written as ... Ability [1] x Effort [1] x Strategy [1] - Obstacle [1] = 0% in other words, without any further information, we can calculate that you have a ZERO chance of achieving this objective because you can’t overcome the obstacles in your way. i.e. $(1 \times 1 \times 1) - 1 = 0$

Okay so how about a more useful example?

**Example C:** Two students want to obtain a VHA (Very High Achievement) result in a subject. Wally has a slightly better natural ability at the subject than Tim, but Tim works much harder AND uses his time more wisely by practicing on previous exam papers and obtaining feedback from his teacher every time he practices the tests (i.e. apart from putting in a greater effort, Tim also has a better strategy). If we assume that the obstacle to achieve a VHA in this subject is quite high (e.g. 1.4) then the calculations would be as follows ...


Tim’s chance of obtaining a VHA result : Ability [1] x Effort [1.2] x Strategy [1.2] - Obstacles [1.4] = Positive (i.e. A reasonable chance of success). So in spite of the fact that Waldo has a 20% higher natural ability at this subject, it is Tim (with his better effort and strategy) who is much more likely to achieve the objective.

Try it yourself : Think of an objective and calculate your potential for success ...

\[
\text{(ABILITY)} \times \text{EFFORT} \times \text{STRATEGY} - \text{OBSTACLES} = \text{SUCCESS} ??
\]

Give each a score from zero to two

<table>
<thead>
<tr>
<th>Ability</th>
<th>Effort</th>
<th>Strategy</th>
<th>Obstacles</th>
<th>Objective</th>
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<tr>
<td>Score:</td>
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<td>Score:</td>
<td>Score:</td>
<td>Score:</td>
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Your School Houses ::

There are THREE houses at TKIS. Every student (from Prep to Year 12) is assigned a house, generally for the duration of their time at the school.

**Citius : (pronounced: Keetz-ee-oos)**
Meaning: Faster  Colour: Gold
A person of this house is called a Citor (Keetz-or)  Symbol: Cheetah
2011 Staff:  Ms Baldwin, Mr Bell, Mr Cameron, Ms McCarron, Ms Darling, Mr Fanning, Ms Sheridan, Ms Sydenham, Mr Juett, Mr Nikiforide

**Altius : (pronounced : Altz-ee-oos)**
Meaning: Higher  Colour: Sky Blue
A person in this house is called an Altor (Altz-or)  Symbol: Eagle
2011 Staff:  Dr Parsons, Ms Blunck, Mr McGhee, Mr Skelton, Ms Furuta, Ms Munsel, Ms Henry, Mr Collins, Ms Roddam, Mr Lynham

**Fortius (pronounced Fortz-ee-oos)**
Meaning: Stronger  Colour: Red
A person in this house is called a Fortor (Fortz-or)  Symbol: Elephant or Bull
2011 Staff:  Dr Colbow, Mr Dasdeb, Ms Fanning, Ms Conaughton, Ms Millwood, Ms Jefferson, Mr Herbert, Ms Collins, Ms K Baldwin

**2011 House Competitions ::**
Tuesday and Thursday lunch times at TKIS will be dedicated to a range of Inter-House Competitions commencing from Term 1 2010. There will be competitions each Term (each competition will run for a few weeks [typically the first week to plan/prepare/practice/rehearse/etc and the second week for the actual judging/presentation/event/etc).

There will also be other Inter-house competitions run throughout the year, Sports Carnival, Swimming Carnival, Arts Festival, Community Development, School Grounds Improvement Comp, etc,

The inter-house competitions are designed to serve a number of purposes ... 
- The development of a friendly competitive spirit within the school
- Activities to keep students busy and engaged during lunch breaks
- Helping the community and the environment
- Giving every student an opportunity to believe in themselves and develop a range of skills and abilities,
TERM 3 - WEEK 1  Jul 11 - 15

MON

BOARDERS’ DAY

TUE

ORIENTATION DAY - NEW STUDENTS
COMMENCEMENT DAY - RETURNING STUDENTS

Review notes and thoroughly revise lessons from today’s classes.

WED

Review notes and thoroughly revise lessons from today’s classes.

THU

Review notes and thoroughly revise lessons from today’s classes.

FRI

Review notes and thoroughly revise lessons from today’s classes.
<table>
<thead>
<tr>
<th>Date</th>
<th>Homework Assignment</th>
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<tbody>
<tr>
<td>Mon</td>
<td>Review notes and thoroughly revise lessons from today’s classes.</td>
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<tr>
<td>Tue</td>
<td>Review notes and thoroughly revise lessons from today’s classes.</td>
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<tr>
<td>Wed</td>
<td>Review notes and thoroughly revise lessons from today’s classes.</td>
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<tr>
<td>Thu</td>
<td>Review notes and thoroughly revise lessons from today’s classes.</td>
</tr>
<tr>
<td>Fri</td>
<td>Review notes and thoroughly revise lessons from today’s classes.</td>
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**Parent/Carer Signature ::**

**Date :: / /**
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Parent/Carer Signature ::

Date :: / /
TERM 3 - WEEK 5  Aug 8 - 12

MON

Review notes and thoroughly revise lessons from today’s classes.

TUE

Review notes and thoroughly revise lessons from today’s classes.

WED

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THU

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FRI

Review notes and thoroughly revise lessons from today’s classes.

Parent/Carer Signature ::

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**TERM 3 - WEEK 8** Aug 29 - Sep 2

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TERM 3 - WEEK 10  Sep 12 - 16

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TERM 4 - WEEK 3  Oct 17 - 21

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STUDENT FREE DAY

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Have a safe and happy break - see you back on January 24 2012
HOMEWORK POLICY

TKIS is a 'specialised' school. Everything at this school is designed to assist you to be the best that you can be and succeed to your maximum potential. Your teachers and staff will do their best to assist you, but their efforts will be in vain unless you too commit to doing your best.

This means you are required to pay attention during class, to ask questions whenever you don't understand something, to keep accurate class notes and very importantly, to spend at least ONE HOUR PER NIGHT on homework.

For most subjects here at TKIS, Homework itself, is an assessable component of the program.

TKIS has strict policies in relation to the accurate recording of and completion of homework. Failure to adhere to these policies is seen as a failure on your part to commit to doing your best.

TKIS Homework Policy

1 You will ALWAYS bring this Student Diary into every class and to every Assembly or Form Class.
2 You will accurately record your homework into this Diary. If more space is required, you can use the spare pages at the back of this book. You record the homework ON THE DAY IT IS SET. If the homework is an assignment that is due some time in the future, you will ALSO record the assignment details ON THE DUE DATE. (Example: On Monday the 7th of February you receive an assignment that is due a month later on Monday the 7th of March. You record details of the assignment on BOTH Monday the 7th of February - the SET DATE - AND Monday the 7th of March - the DUE DATE.)
3 You will complete homework by its Due Date. Homework must be clearly marked with your Name, Grade, Due Date and Subject Title and (unless otherwise instructed to do so by your teachers) it will normally be completed in the standard Exercise Book for that subject. ASSIGNMENTS which are to be handed in, will normally be required to be completed on a separate page(s) and multiple pages need to be stapled together or bound together in a binder of some kind (loose leaves of paper are NOT acceptable.)
4 Homework and Assignments will be collected by the teacher(s) who set the task during the relevant class period.
5 You will make sure that your parents/carers look at, understand and sign your Homework Diary every weekend. Boarders can have their Homework Diaries signed by their Dorm Parent.
6 You will present your signed Homework Diary at Assembly.

Failure in ANY of these points will result in the awarding of Demerits.

Students who, in the opinion of the teachers who set the Homework, do NOT make their 'best effort' in attempting to complete homework, will also be assigned a Demerit.

If circumstances beyond your control prevent you from completing homework or assignments by their Due Date, you will require a signed letter from your parent/carer explaining the reason and requesting an extension.

Web Address for Homework: www.tkis.qld.edu.au/homework.html
Many good private schools around the world, employ an Honours (merits and demerits) System.

**The objectives of Honours Systems are...**

1. To cultivate an environment that encourages self-discipline and self-confidence.
2. To ensure that the school rewards valued behaviour and discourages inappropriate, unsafe, disrespectful, offensive or unproductive behaviour.
3. To provide students with clear guidelines in regard to the types of behaviour, attitudes and personal characteristics that the school expects. It should be noted that though the roles within the school environment are vastly different for staff and students, the school demands the same general standards of behaviour from everyone at the school. For example, insulting, offensive, disrespectful, dangerous or inappropriate behaviour is not tolerated in the school whether it comes from students or staff.
4. To assist in the management of good discipline within the school and to ensure that every student who remains at the school is prepared to work with the school to help it achieve the highest academic, sporting, social and personal development outcomes for every student.
5. To allow teaching staff to focus on the educational objectives and not have to waste time on disciplinary matters.
6. To help students understand that privileges and rewards are earned, not given freely...and that nothing worthwhile in life comes without effort.

The basic Honours System process...

7: **Who allocates Merits and Demerits?** Any staff member can either award SINGLE merits or prescribe SINGLE demerits to a student at any time. If they believe that the honour or offense is important enough, teaching and administrative staff can refer the allocation of merits/demerits to the Principal. The Principal allocates THREE (3) merits or demerits at a time.

8: **For how long do Merits and Demerits remain in effect?** The Honours System is continuous and ongoing. A student with three merits at the end of a term or year, still retains those three merits at the commencement of the following term/year.

9: **Do Merits cancel out Demerits and vice versa?** Yes. Merits (positive) and Demerits (negative) can cancel each other out, e.g. a student who previously had three merits obtains a single demerit, which means he/she now has only two merits. Conversely, a student with two demerits might obtain three merits and would now hold one merit.

10: **What happens if a student gains a large number of Merits?**

   A student who continually retains ten (10) Merits or more for a period of a month, would be placed on the school's Honour Board and be offered privileges based on the student's interests, etc. For example, an 'Honour Student' will wear a 'School' pin and might be made Student Rep., Grade Captain, House Captain, Class Captain, School Captain, etc, depending on their age. Alternatively, an 'Honour Student' might be funded to attend a special sporting, artistic or scientific event in which they are interested. Alternatively, a
smaller numbers of Merits can also be used to retain certain simple privileges like having a 'Personal Locker' provided by the school, being able to access school resources like free Internet Access, offered positions on student representative councils, etc.

11: **What happens if a student gains a large number of Demerits?** A small number of Demerits may result in a student losing simple privileges. If a student's Honours tally reaches five (5) Demerits, the student's parents/guardians will be required to discuss the matter with the school Principal and to show cause why the student should remain at the school. A student whose Honours tally becomes close to ten (10) Demerits, is clearly not prepared to accept the philosophies and objectives of the school, is disruptive to staff and other students and as such will be expelled from the school under the by-laws and regulations of the school board. For this reason, the Honours System should be taken very seriously.

12: **Is there any recourse for students who are expelled from the school?** If in the Principal's opinion, there is potential for the student to redeem themselves, the Principal can nominate a 'Provisional Period' (typically on a week by week basis) in which the student is allowed to remain at the school on a 'Probationary Basis' only. Such consideration will only be made if both the student and the student's parents/carers request such consideration. 'Probationary Students' may be required to wear an 'On Probation' badge, which means their behaviour, attitudes, dress standards, etc, will be constantly monitored. If a 'Probationary Student' manages to bring their tally back down to five (5) Demerits or less, they can be taken off probation. A 'Probationary Student' who is prescribed TWO (2) DEMERITS in any ONE WEEK, will be expelled from the school.

13: **Couldn't the continual fear of expulsion be stressful on students? It shouldn't be...**

(i) Students are reminded that THEY are in total control of the outcomes of the Honours System. Each student is in control of their own behaviour and actions. Students can work to obtain Merits and they can work to ensure that they are not prescribed Demerits. Any child who is unduly stressed about their ability to control their own behaviour, should discuss the matter with their parents/carers or their teachers or the School Principal.

(ii) The Honours System is as much about rewarding and encouraging valued behaviours as it is about discouraging inappropriate behaviours or threatening expulsion. Again...any student who is preoccupied with the fear of expulsion, should look closely at themselves and try to work out what it is about their attitudes and priorities that is putting them at risk and address the attitudes and priorities that are likely to lead to inappropriate behaviour.

(iii) The school is totally committed to the belief that students must learn to be directly responsible for their own actions, behaviours, attitudes and dress standards. The school believes that if its graduates do not learn this type of self-discipline, then the school is failing in its responsibilities to them.

(iv) The school has to consider the needs of ALL students. To attract the highest quality teaching staff, the school must provide a positive, supportive, nurturing environment where teachers can
MERITS & DEMERITS: The Honours 3

concentrate on ‘teaching’ not ‘disciplining’. There is no room in such an environment for students who defy the authority of teachers or who disrespect the school, its uniform and their fellow students or who are disruptive to the educational environment they are being offered.

Final Notes ::
1. Most demerits relating to the wearing of school uniform are based around a simple problem...
"But I want to look 'cool' or this makes me look 'daggy', etc."
There is nothing wrong with wanting to look cool. The school uniform however, is NOT designed to make you look ‘cool’. It's designed to make you look respectable, neat, respectful and worth taking seriously as a young adult who wants to succeed in today’s business and work environment. It comes down to priorities...what is important to you. There is a huge difference between (a) taking pride in your appearance and (b) having to appear 'cool' in front of others. If all you want to do is to look cool, then we as a school have failed to teach you the difference. The 'real' world will judge you more by what you do, than how you look, and adults/employers/teachers unfortunately see someone who is trying to look ‘cool’ as someone who has mixed-up priorities and someone not to take seriously. There are MANY objectives that this school is trying to help you achieve...good grades, better career opportunities, leadership qualities, self-discipline, self-confidence and a belief in yourself that you are as good as anyone else in the world...but being considered 'cool' by other teenagers, is NOT one of our objectives. We're not looking for ‘today's cool', we're looking for ‘tomorrow's successful, inspiring, hard working, respectful leaders'.

2. 'Behaviour and actions' are a direct result of attitudes, beliefs and priorities (i.e. What we do and how we behave is a direct result of how we think). Though the true objective of the Honours System is to effect how our students' think (i.e. fostering more productive and useful attitudes and priorities in our students), we accept that it is virtually impossible for a school to accurately measure or gauge what someone is really thinking. For this reason, the Honours System resorts to encouraging or discouraging observable behaviour and hopes that by effecting such behaviours, our students’ attitudes and priorities will eventually become positively effected.

MERIT ACTIVITIES :: The types of activities/behaviours that will be awarded Merits include...

SINGLE MERITS (Staff Merits) ::
- A continuous effort to comply to the school Dress Code (weekly)
- A continuous effort to show the appropriate respect to staff and others (weekly)
- A conspicuous and continued effort in homework preparation
- A conspicuous effort towards study improvement
- A conspicuous effort to maintain the cleanliness of grounds and classrooms
- Providing conspicuous, continued and unrequested assistance to staff
- Providing valued leadership within the school community
MERITS & DEMERITS : The Honours 4

- Volunteering a significant amount of time for the betterment of the school or the local community (beyond the time one would normally expect a student to invest in the course of completing prescribed work or House activities)

TRIPLE MERITS (Principal Merits) ::
- A conspicuous effort to foster the good name of the school in the community
- An outstanding result in competitive sports or academic or artistic achievement
- Providing valued leadership within the local community

OCTUPLE MERITS (Board Merits) ::
- Obtaining National or Statewide honours in a sporting, academic or artistic endeavour
- Any activity that conspicuously enhances the good name or reputation of the school within the community

DEMERIT ACTIVITIES :: The types of activities/behaviours that will be prescribed Demerits...

SINGLE DEMERITS (Staff Demerits) ::
- ANY simple breach in Dress Code (e.g. wearing a non-compliant item, having the top button of the shirt/blouse undone, having the tie not correctly positioned, not wearing a hat and blaser when arriving at or departing from the school grounds, wearing trousers/skirts on the hips instead of the waist, not wearing the correct school socks or footwear, not wearing any item of the school uniform in the correct manner, etc.)
- Having food or drink in a classroom.
- The wearing of make-up, nail polish, jewellery (other than a watch) or (for girls) wearing ear rings other than (optional) a single simple stud in each ear
- The wearing of unnatural hair colouring or the wearing of hair in a manner that is not considered conservative, tidy and safe (e.g. long hair must be tied back off the neck with what looks like a school maroon ribbon)
- Any single noncompliance to a lawful instruction from a staff member
- Any single example of disrespect to a staff member
- Being disruptive in a classroom (e.g. speaking before being asked, etc)
- Being unproductive in class (e.g. doodling/colouring-in pages instead of listening, etc)
- Any single example of disrespect to a fellow student
- ANY instance of physical human contact other than in an authorised physical activity
- Any single instance of foul or offensive language
- Being late to class or school without an acceptable excuse
- Not providing required homework at the prescribed time
- Wearing a hat inside or not wearing a hat outside a school building
- Being out of bounds or opening a closed door without permission
- Leaving or walking past litter in the school grounds or in classrooms
- Not using the proper greeting when in the presence of (or walking past) an adult
- Touching or using school or another student’s property without permission
MERITS & DEMERITS : The Honours 5

- Unruly or dangerous play (e.g. hitting, punching, pushing, spitting, play fighting, etc)
- Witnessing any TRIPLE DEMERIT activity without immediately reporting it

TRIPLE (Principal's) DEMERITS ::
- ANY instance of bullying or threat of physical violence
- ANY instance of physical or verbal abuse against anyone else in the school
- ANY instance of destruction of or vandalism to school property or the property of another person, including putting graffiti on desks, lockers, walls, etc.
- Theft of school or another person's property
- ANY instance of throwing objects (other than when required to in sport or in an appropriate manner during supervised games or activities)
- ANY instance of behaviour that is likely to endanger the safety of self or others
- Any serious instance of foul or offensive language
- ANY instance of fighting (all parties concerned) or physical violence
- The possession of cigarettes or alcohol
- Truancy (first offense)
- Evidence of plagiarism in presented school work or assignments
- Saying something about another person that you know is untrue
- Any inappropriate use of the Internet
- ANY behaviour that is likely to bring shame or disrepute to the school
- Repeated offenses of SINGLE DEMERIT behaviours
- Witnessing any OCTUPLE DEMERIT activity without immediately reporting it

OCTUPLE DEMERITS (Board Demerits) ::
- The willful possession of illegal drugs
- The willful possession of pornography
- The willful possession of any illegal items
- Truancy (second or subsequent offense)
- Any activity that seriously harms the reputation of the school within the community
- Any activity that seriously endangers the safety of self or others
- Any illegal activity

NOTE :: Any student who wishes to defend their actions or debate the severity of Demerits they have been prescribed must do so in writing and present their formal arguments to the Principal who will either adjudicate or convene a School Council for adjudication.

FINAL NOTE TO STUDENTS ::
Whose side are you on?
Every student at The Kooralbyn International School has to look inside themselves and work out whether they are totally committed to working WITH the school to help themselves become the best that they can be and achieve the most that they can out of their high school education or whether they'd prefer to work AGAINST the school to disrupt its efforts on their behalf.

If your loyalty and your efforts are to the school that is trying to help you AND you work hard to improve, develop and learn, you will find that the school will return that loyalty many times over and equip you to find success in whatever pathway your skills and interests take you.
ABSENCES and TUESDAYs & THURSDAYs

Absenteeism can quickly become a major problem that severely effects your success rate, which in turn effects your overall performance at school and your self-image.

At TKIS we do our best to ensure that all the latest innovations in education and teaching are offered to our students.

One of these innovations, is the use of BLOCK TIMETABLES. This means that every TUESDAY and THURSDAY, you will be working exclusively on one subject. We call these 'Workshops' and the benefit is that you get to focus on one subject and explore that subject at a greater depth than is capable from regular short periods.

Though BLOCK TIMETABLING can help you achieve better results, the process has one major drawback...if you are sick or miss a 'block' day, you are effectively missing the equivalent of about 5 or 6 normal periods for that subject. If you miss BOTH Tuesday AND Thursday, it can mean you've missed a major component of the assessment for that subject for the term.

For this reason, we can not stress enough, the importance of NOT MISSING TUESDAYS and THURSDAYS. If you are legitimately sick, then there is not much you can do, but we urge you to make every effort to attend school every day, but particularly during Block Timetable.

WHAT IF I AM ABSENT FROM SCHOOL?

All absences require a letter from your Parents/Carers explaining the absence AND a phone call to the school to advise us not to expect you that day.

If you are absent for TWO OR MORE DAYS or if you are absent for a TUESDAY or a THURSDAY (even if only for one day), you require a Doctor's Certificate.

The reason that we need a Doctor's Certificate for Tuesdays, Thursdays and multiple day absences, is because there are governmental requirements on us to ensure that your assessment and 'End of Year Exit Statements' reflect your attendance. Being able to provide a Doctor's Certificate allows us to defensibly adjust our expectations of your work and results. (In other words, we can 'cut you some slack'.)

Without a Doctor's Certificate, we can't argue in your defence and the school has to assess your results on face value (i.e. If you missed the assessment you get marked at zero, etc.)

WHAT IF THE ABSENCE IS NOT RELATED TO ILLNESS?

You will still need a letter from your Parents/Carers and it is then up to the Principal as to whether he believes the school can adequately defend your absence to Moderation Meetings and other State study authorities.

Unfortunately, students who are absent from school for non-medical reasons, often run into severe problems including poorer results, subject and grade failures and in extreme cases, can even be forced to leave the school.

Please contact the Principal as soon as you can if you believe you are going to be absent for a non-medical reason. There may be some options that the Principal can make available to you.
MOBILE PHONES, iPods, Headphones, etc

Students are NOT permitted to have Mobile Phones, iPods or any other personal entertainment devices in their possession on or around school grounds.

ELECTRONICS POLICY

You ARE permitted to bring mobile phones and other personal entertainment devices to school - HOWEVER, Immediately upon arrival at school each day, students are to deposit their Mobile Phones (and/or other electronic devices and equipment) to the Student Counter in A Block and sign the Student Personal Equipment Registry. These items (mobile phone, iPod, etc) are then stored safely during the day at Reception. NOTE :: All items must be clearly labeled with the student's name.

Students who are caught with a Mobile Phone or other personal electronic equipment in their possession during school hours will have that equipment confiscated. Single Demerit first offence and Triple Demerit second or subsequent offences for the person found in possession of the equipment (whether that person is the owner of the equipment or not.)

OBTAINING THE ITEM AFTER SCHOOL
When leaving school, students can then retrieve their equipment either from the Assembly Area or from Reception (if the student is not at Afternoon Assembly).

When collected, the items are to be concealed IMMEDIATELY in the student's bag and should NOT be used on or around school grounds unless in an Emergency. Confiscated items can be retrieved in the same way at the end of the school day/week/term, at the discretion of the Principal or Senior Mistress.

EMERGENCY CALLS

Students can send or receive emergency calls from the school Reception. Simply go to reception and explain the situation.

WHY DO WE HAVE THIS POLICY?

There are many objectives of a good school education. None of these objectives require Mobile Phones or other personal entertainment devices.

One of the objectives of a good school education is to help all students develop social skills, aural communication, the 'art of conversation' and listening skills. It is the school's opinion that these objectives are hindered by such devices.

In the past, students have received disturbing calls on mobile phones while at school.

In the past, mobile phones and other personal devices have been lost while at school which causes considerable stress and waste of human resources trying to re-located the missing items.

The school has a 'duty of care' obligation to do its best to ensure that all students are safe while on school property. Your ability to hear instructions from staff, warning bells (fire bells, etc) can be hindered by the wearing of ear-pieces, headphones, etc.

Mobile Phones (even if stored in someone's bag and left unanswered) can disrupt classes by ringing.
School Song : We’ll Remember
We'll remember ... we'll remember ... we'll remember ...

We'll remember, each November, how we proudly sang here today. School will end and soon we're parted, lives uncharted, drifting away. Still inside, our hope and pride, will help us find our way.

Many years from now, I’ll see What my school days meant to me (and so we’re singing)

Hail Kooralbyn, Our Kooralbyn, Side by side, we're never alone. In our hearts we share a past that holds us steadfast ‘ere we roam. (So) Lift our voice in sweet rejoice - Kooralbyn is our home. Lift our voice in sweet rejoice... Kooralbyn is our (home).

We'll remember ... we'll remember ... we'll remember.

National Anthem : Advance Australia Fair
Australians all let us rejoice, for we are young and free We've golden soil and wealth for toil, our home is girt by sea. Our land abounds in nature’s gifts of beauty rich and rare In history’s page, let every stage ... Advance Australia Fair.

In joyful strains then let us sing Advance ... Australia ... Fair.

School Pledge
As a Kooralbyn student I pledge to believe in myself and strive to be the best that I can be because anything is possible, when I'm the best that I can be.

Values in Australian Education
TKIS fully supports the philosophy of Values in Australian Education. As you can see, these nine (9) values are integrated into our Honours System of Merits and Demerits...
1. Care and Compassion 2. Doing Your Best
3. Fair Go 4. Freedom 5. Integrity
9. Responsibility