



The parent handbook has been prepared for newly enrolled families, with an aim of assisting with the transition into Koonwarra Village School (KVS) life, as well as answering commonly asked questions about our school.

Welcome to Koonwarra Village School

Koonwarra Village School (KVS) offers a unique, creative and very human approach to educating our students, in line with the Victorian and Village School Curriculums. KVS students are supported to be active creators of their lives, in a community that respects and celebrates their individuality.

As a parent of three students at the school, I deeply appreciate the strong values and enthusiasm at KVS that create an environment in which our students can build their confidence, follow their passions, develop a life-long love of learning and thrive. Adventure is encouraged – physical, social and academic – fostering a wonderful sense of curiosity about the world around us. Learning is flexible, creative and tailored to individual needs in order to untap the potential of each student. Every decision is made with positive outcomes for our students at heart.

Clear vision, policies and principles are the cornerstone of the ability of our school to respond to individual, community and educational challenges while acknowledging that our future lies with allowing our students to flourish in an environment that guides and supports them to be the best person they can be.

This handbook provides an insight into life at KVS. The culture and philosophy that permeates every facet of our students' learning and development and the richness we all experience by being a part of this wonderful community – students, staff and families alike.

*Anna Hawkins,
KVS Board Chair*

School Philosophy

The School Philosophy outlines the founding principles of KVS. It does not deal with the day-to-day expression of these principles but looks at the beliefs that inform why we do what we do. Our holistic approach to education is inspired by the work of many educational and big picture thinkers. This philosophy sees us as unique and separate individuals and, at the same time, as the expression of a life force that is continuously connected and interdependent. In much the same way that a wave momentarily separates itself from the ocean, we too, momentarily express ourselves in a unique human form. Koonwarra Village School is an environment in which each member of the community aligns themselves with a trajectory for self-actualisation. By working towards this for ourselves, we simultaneously contribute to the growth of others, and ultimately to the evolution of all life.

In this quest, we feel our efforts are best focussed on two key areas – **individuation** and **connection**, both being fundamental aspects of a human experience, and key requirements for a self-actualisation trajectory. These two areas form a dual lens through which we successfully navigate the externally imposed bureaucratic requirements by integrating them with our own curriculum and method of delivery. Individuation and connection reflect a long term, hopeful vision that believes in the capacity of each person to experience a life that is joyous and fulfilling.

The three key aspects of our school culture that are interwoven with individuation and connection are:

- *Connection with self* – social and emotional skills to understand and know ourselves, understand and experience personal autonomy, and know how to make decisions that are good for us;
- *Connection with others* – communicate effectively with others, develop empathy, and use both skills to make choices that are good for those around us
- *Connection with our world* – experience the world around us with all of our senses and develop a deep appreciation of our place within it, and our role in contributing to balanced environmental systems

Our website has the full downloadable copy of our [School Philosophy](#).

KVS Logo and Classroom Names



The KVS logo is a Triskelion. It is a Celtic symbol that, for us, represents the constantly evolving nature of life and the ability to reflect, revisit and refine things.

When our school first opened, there was a natural grouping of younger and older students into two key spaces in the school. The younger students (Foundation and Level 1) were inspired by the beautiful natural sunlight that comes into their space, so this space became the Sun Room. The older students (Levels 2 - 6) were inspired by the Triskelion school logo and are known as Triskels.

The Triskels main area is known as The BAS (Big Ace Space), they also have small classes (presentations) in the Literacy & Numeracy pods. The Art Shed is a large multi-functional space utilized across the whole school, including art classes.

Guiding Principles

The Guiding Principles inform our work with students at KVS. They have been developed over time and are closely linked with our School Philosophy. The *highlighted words* are topics for which further information is available from the school.

Working Together

Relationships are the base from which all else stems. We are mindful of our role in each relationship, in each moment, and respond to each situation by choosing whether to lead, work alongside or follow the other. Our school's *behaviour management policy* is based on connection, empathy and *restorative practices*.

Effective *participation in a community* takes practice, trust, a willingness to receive feedback and a balance between the *needs of the individual and the needs of the group*.

Learning

All human beings are born with an innate desire and ability to learn. Our role is to provide a learning environment that continues to nurture these qualities and actively promotes a *growth mindset* within each child.

It is beneficial for mentors to present new skills and information to groups of children working at similar skill levels. Mentors take a leadership role at various times during the *learning cycle* to ensure that the *curriculum* is adequately covered.

Providing direct instruction about cognitive and executive functioning skills is a practical way in which we empower students to achieve their goals. We actively scaffold the support we provide each child, which allows students to practice these skills on the pathway to becoming an *effective learner*.

Relationships built on trust between mentors and students are critical to achieving an individual's learning potential.

Personal Development

Self-actualisation, the realisation of one's potential, is a worthy goal to pursue. KVS *Passion Projects* and *Personal Learning Projects* provide extracurricular opportunities for children to explore their talents and discover new areas of interest.

All people benefit from a high degree of self-awareness. We use a range of programs to develop children's *Social and Emotional Intelligence*.

Personal development is a life-long journey. At KVS we invite all community members to take part in this journey.

Children are Capable

Children can manage *high expectations* and thrive on the confidence that our faith in them brings. If children are struggling we provide support to reach the high bar, we don't remove the bar.

Becoming good decision maker takes practice. At KVS we provide lots of *choices* and have formal instruction in *critical thinking skills*.

We believe that *taking risks* is an important part of growing and learning. Allowing children to take physical, social and cognitive risks develops their ability to match their skills to the situation or environment.

Looking Outwards

We can provide the type of education we value while complying with government requirements for schools. We choose not to feel overly constrained by our *regulatory obligations* or by working with a *curriculum*.

Children are entitled to feel optimistic about their future. When we investigate the world's significant environmental and social challenges we do so from a hopeful and solution-focused perspective.

Being open to *current research* can make us more effective educators. Mentors regularly attend professional development, visit other schools and share ideas that inspire them.

We have a responsibility to give students the tools to navigate their educational experience after KVS. Our *past students regularly give us feedback* and we incorporate that into future programing and activities.

School Governance

School Governance

Koonwarra Village School is a not-for-profit company and adheres to the regulations defined by the Australian Charities and Not for Profit Commission and the guidelines and standards defined for schools by the Victorian Registration and Qualifications Authority.

The KVS Constitution and Board Governance Charter guide the KVS Board and the appointment of board members. There is a maximum of six board members who may serve three-year terms.

Our current board members are Anna Hawkins (Chair), Matt Stamm, Jared Osborne, Isabella Offner, Kelly Kirkpatrick (minutes/board support). The board currently meets eight times each year.



The main function of the board is to provide guidance for the successful operation of the school via the School Strategic Plan, budgets and policies. The Strategic Plan is developed with input from various stakeholders and is guided by the following Vision:

'To generate positive and lasting change in the world'

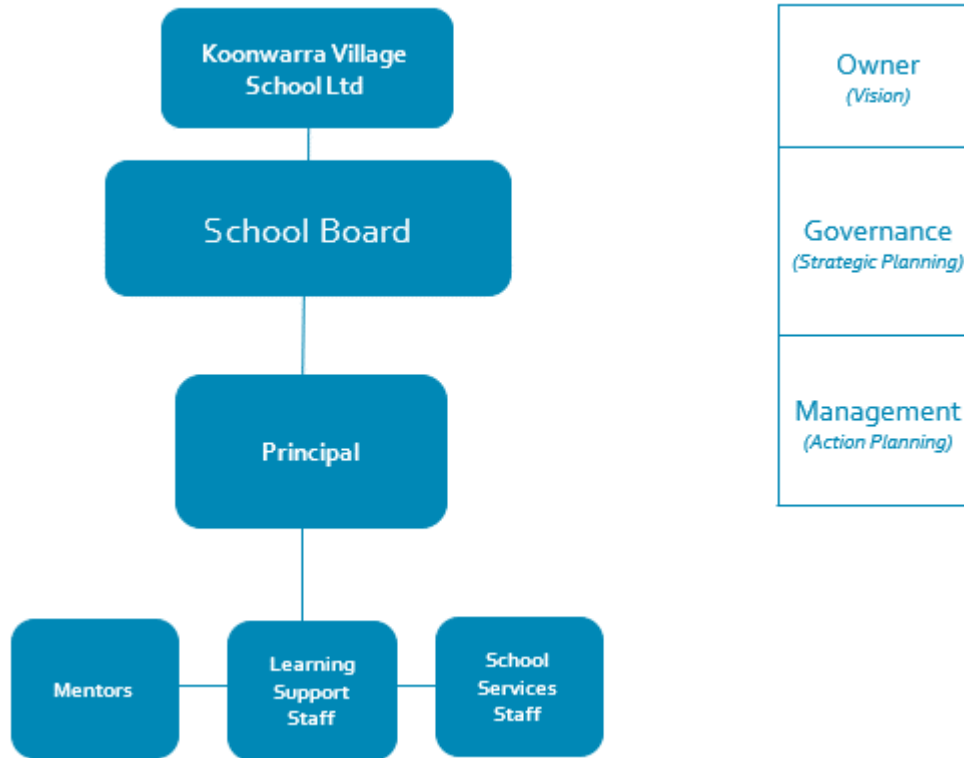
Mission

We are a school that supports students to be active creators of their lives, amongst a community in which they feel they belong.

As shown in the organisational chart, the management team of the school are responsible for the day-to-day operations and delivery of our teaching and learning program.

Each year we produce an annual report which can be found on the website and contains program highlights, school statistics and a summary of the funding received for the previous calendar year.

Organisational Chart



Koonwarra Village School Policies

Our school policies are available for viewing on our website on the [Policies page](#) and cover a range of areas. You will find policies around Child Safety, Emergency Management, First Aid, Anaphylaxis, Enrolment, School Fees, Reporting, Digital Technologies, Privacy, Acquisition and Concerns & Complaints. Please let us know at admin@koonwarravillageschool.org if you are looking for a policy that has not been listed on the website. Please ensure you are familiar with our policies. In the event of an emergency, e.g. bushfire, the school will be following the Emergency Management Plan that involves a coordinated response directed by the School Principal.

Democratic Principles

The programs and teaching in our school support and promote the principles and practice of Australian democracy, including a commitment to:

- elected government
- the rule of law
- equal rights for all before the law
- freedom of religion
- freedom of speech and association
- the values of openness and tolerance.

KVS Staff

Our teachers are known as mentors, to reflect the partnership that we consider is involved in a holistic approach to academic learning and personal development. Students have the opportunity to work with several mentors during the week which allows them to experience a variety of relationships. In 2023 our mentor team is made up of the following people:

- **Angus Henderson** Principal, Cognition & Connection
- **Scott Egan** Numeracy, Specialist Maths, Humanities & Science
- **Farrah Plummer** Literacy – Reading, Writing & Spelling
- **Kelly Hunter** Foundation, Level 1 & Level 2
- **Lizzie Price** Foundation & Level 1
- **Mo Asa Leusa** Passion Projects, Digital Technologies, Science & Humanities
- **Sarah Maclean** Camps & Events
- **Dan Rosen** Camps & Outdoor Education
- **Trace Fraser** Visual Arts
- **Daylene Bolch** Specialist Support & Individual Learning Support
- **Leah Stamm** Kitchen Coordinator
- **Declan O’Sullivan** Kitchen Coordinator & PE
- **Maxine Marshall** Kitchen Garden & Playgroup Facilitator

Angus Henderson is the Principal and is responsible for overseeing the curriculum and administrative activities. He is assisted by Rachel Carruthers & Sarah Forrest (KVS Administration).

The school’s main phone number is **5664 2477** and other contact details are:

School Administration	Angus Henderson	Principal	0400 401 797
	Rachel Carruthers Sarah Forrest	Administration	5664 2477

Working Together

At KVS we value strong and productive relationships between staff and students, and staff and parents. As our name suggests, we believe that it takes a village to raise a child and feel very fortunate to have created a vibrant and caring community that will contribute to the holistic education of the students at the school.

Enrolment Agreement

When parents/guardians enrol their child at KVS they are required to sign an Enrolment Agreement annually. This document is required by State government regulation and covers areas such as:

- Educational services offered by the school - Victorian Curriculum, Foundation to Grade 6
- School fees – the amount and what they cover
- Codes of Conduct - for parents/guardians and students
- Complaints and grievances – how these are managed
- Policies and procedures – where to find them
- Grounds on which the Enrolment Agreement may be ended
- Permissions – information sharing, photography and impromptu excursions

Parent Code of Conduct

While Government regulations now require it, we also see value in communicating our expectations about how we will function together in our community through the Parent Code of Conduct. (We also have a Child Safety Code of Conduct for Staff which specifically relates to their roles as employees of the school and a Code of Conduct for Students which was co-created with mentors and students). Parents are required to sign the Code of Conduct at the time of their child's enrolment to reflect their willingness to agree with the behavioural expectations that it includes, which are:

When attending the school or any school-related event, we ask that parents/carers:

- be mindful that they communicate respectfully to, and about, all members of the community;
- refrain from actions or behaviour that would make other community members feel unsafe or uncomfortable
- do not smoke on school grounds or within four metres of any entrance (in accordance with Victorian Law) or at any external school event (eg FAMP);
- do not come to school, or to any external school event (e.g. FAMP), intoxicated by alcohol or under the influence of illicit drugs or other substances;
- do not bring illicit drugs on school grounds or to any external school event (eg FAMP);
- show proper care and regard for school property, the property of others and occupational health and safety concerns.

When communicating (written, verbal or other) to anyone else in the school community, we ask that parents/carers:

- ensure they are courteous and respectful at all times;
- ensure that relationships with students are mutually respectful, appropriate for the school context and inclusive;
- ensure that any physical contact with students is appropriate given the age of and relationship with the student;
- do not discipline or raise their voice or get involved in verbal altercations with another parent or child under any circumstances;
- let the school know of any parenting and family court orders in accordance with relevant laws.

When using social media, we ask that parents/carers:

- be respectful to all the members of the school community and the school by not communicating in a negative or defamatory way on-line;
- follow the appropriate internal school processes to voice any grievances about the school. Social media is not the place for this;
- make reasonable efforts to ensure that their students comply with the School's Digital Technologies Policy;
- do not post photographs representing the school and its students if they have the potential to bring negative connotations towards the school and the school community;
- do not disclose any confidential information of parents, staff, contractors, volunteers, and/or students to third parties without the individual's express consent;
- make contact with students (other than their own) using any form of social media without the express consent of the student's parents;

Process for making a complaint

Koonwarra Village School takes any issues that are brought to its attention seriously. If parents express their concerns to the school staff, they can expect to be treated with courtesy and respect in order to try to resolve the matter. Parents are asked to follow the process for raising a concern or complaint as outlined in the school's Concerns and Complaints Policy (which can be found on our website).

Consequences for breaches of this Code of Conduct

The consequences for breaching this Code of Conduct will be determined by the Principal and may include the following:

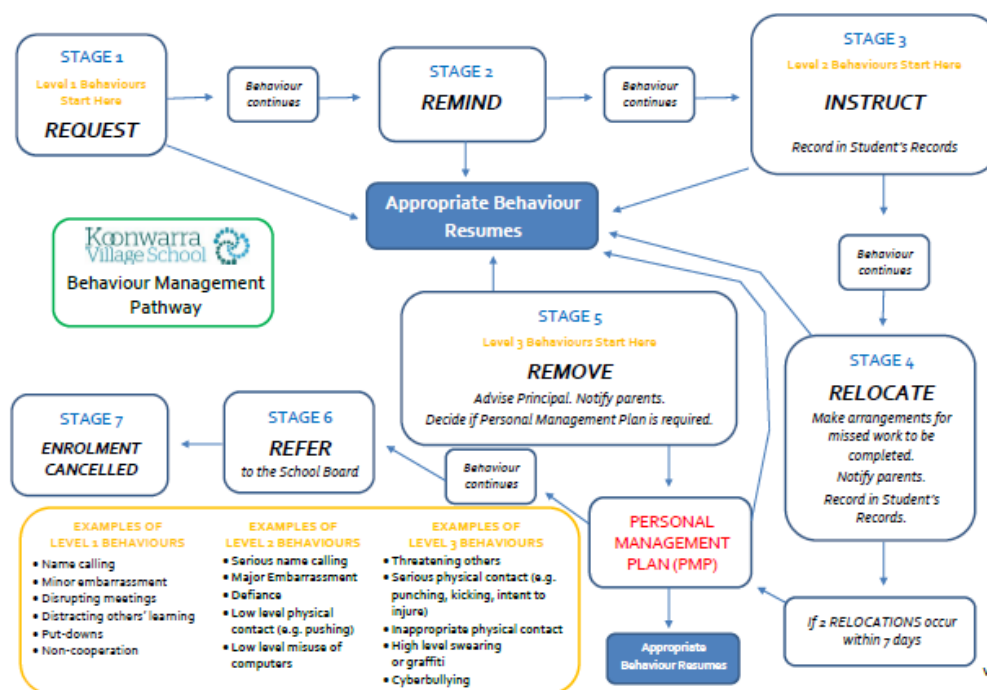
- the parent/carer may be unable to enter the school grounds or attend school-related activities or other events.
- the parent/carer may only communicate with members of staff through a nominated school representative.
- in cases of extreme or prolonged breach of this Code of Conduct by a parent, the School Board may terminate the enrolment of the students of that parent.
- where appropriate, other authorities may become involved.

Policies which relate to Working Together

The school also has a suite of policies which relate to behaviour within our community which can be found on our [website](#). They are:

The **Behaviour Management Policy** explains the school's approach to behaviour management, including the value we place on social and emotional skills for everyone in our community, and that we believe these can be learnt. We actively support individuals to learn and practice effective methods of communication and behaviour, but we are also conscious of protecting the safety and rights of others. Inappropriate behaviour always occurs within a context of timing, intensity, intention and outcome and all of these will be considered by school staff when deciding on an appropriate response to inappropriate behaviour.

The policy provides more detailed information including an outline of the rights and responsibilities of each student and a categorization of types of inappropriate behaviour which are linked to mentor responses. We have developed the following flow chart as a visual representation of our approach:



A **Personal Management Plan** may be developed for students who require additional support to manage their behaviour or to provide clear communication and due process between the school and parents if a child's enrolment is at risk of being cancelled.

Our **Bullying and Harassment Policy** includes the definition of bullying, cyber-bullying and harassment, some of the actions that would constitute bullying, how cyber-bullying differs to traditional bullying, what you (or your child) should do if it is happening to you (or them) and the school procedure following a report of bullying.

The school's **Digital Technologies Policy** outlines the value that KVS places on engagement with the internet. We believe it is important that students are provided with regular and ongoing opportunities to develop their skills and understanding of the online world so that they can be creative, thoughtful, empowered users of this space. The policy also deals with issues such as internet safety, mentor supervision, student code of practice, privacy and the use of violence for entertainment in online environments.

Student Welfare

Student welfare is our highest priority at KVS. We are committed to providing a safe, diverse and inclusive environment for all members of our community and are conscious that our systems, policies and programs all contribute to this successfully being achieved. The school will take active steps towards promoting a safe and supportive environment with a commitment to ongoing professional development for staff in relation to matters of student welfare, ensuring a culture of positive reinforcement and encouragement, and embedding values to encourage individuality, difference and diversity. Further details can be found in our **Student Welfare Policy**.

Child Safety

One element of the Government's response to the recommendations of the Victorian Parliamentary Inquiry into the Handling of Child Abuse by Religious and other Non-Government Organisations was Ministerial Order 870. This directive outlines the minimum standards for maintaining 'child-safe environments' for all Victorian schools.

Koonwarra Village School is committed to being a Child Safe organisation by embedding a child safe culture into our practices and processes to ensure that students who attend the School are safe at all times, and to fully comply with the Child Safe Standards of Ministerial Order 870.

KVS has zero tolerance for child abuse. All staff employed by the school are responsible for the care and protection of the students within our community and for reporting information about suspected child abuse.

The school's **Child Safety Policy** defines the framework of policies, processes and supporting documentation which acknowledge KVS's duty of care to take reasonable precautions to prevent the abuse of a child by an individual associated with the school while the child is under the care, supervision or authority of the school.

The School Principal holds final responsibility for ensuring these policies are implemented. The policy outlines the potential risks to students and the strategies employed by the school to mitigate these risks. There are a suite of policies and documents included within the **KVS Child Safety Policy Framework** and the policies are available on the school's [website](#).



Working with Children Checks

As part of the Child Safe Standards Framework for all Victorian schools, KVS has a policy that details how we manage Working with Children (WWC) checks for all staff, contractors and volunteers. As many parents/family members of students volunteer at school, we have some scenarios where a WWC check is required:

You will need a WWC check in the following scenarios:

- When volunteering as part of an 'Out and About' or camp
- When driving the school bus.

You won't need a WWC check when:

- Volunteering at the school, e.g. reading in class, kitchen volunteer, helping in classrooms or on the school grounds.

Getting a volunteer WWC check:

Volunteer WWC checks are free, valid for five years and if you already have an employee WWC they are acceptable for a volunteer role. The following overviews what is involved in getting a WWC check:

- To start an application, follow this [link](#)
- The online application is filled in and you then take your application number to participating Australia Post outlets where they will verify your identity and take your photo free of charge. The card is then posted to you and a copy of the details sent to the school
- Examples of local participating post offices include Wonthaggi, Leongatha, Korumburra, Meeniyah and Foster
- Whilst your application is in progress you can volunteer, please just provide details of the application number.

If you already have a WWC check:

- Please bring a copy to school so a photocopy can be made and kept on file
- Add KVS as an organisation to your WWC card via the online tool [MyCheck](#).

If you have any queries or would like assistance in completing an application, please contact school admin either by phone 03 5664 2477 or admin@koonwarravillageschool.org.

Using Private Vehicles for Out and Abouts

On occasions, we ask for parents to accompany and support our 'Out and About' excursions. Part of the support may include transporting students in your private vehicle. If you wish to attend 'Out and Abouts' and will be transporting students in your private vehicle, we will require a copy of your driver license and your car registration number. This is in addition to the WWC check.

Teaching & Learning

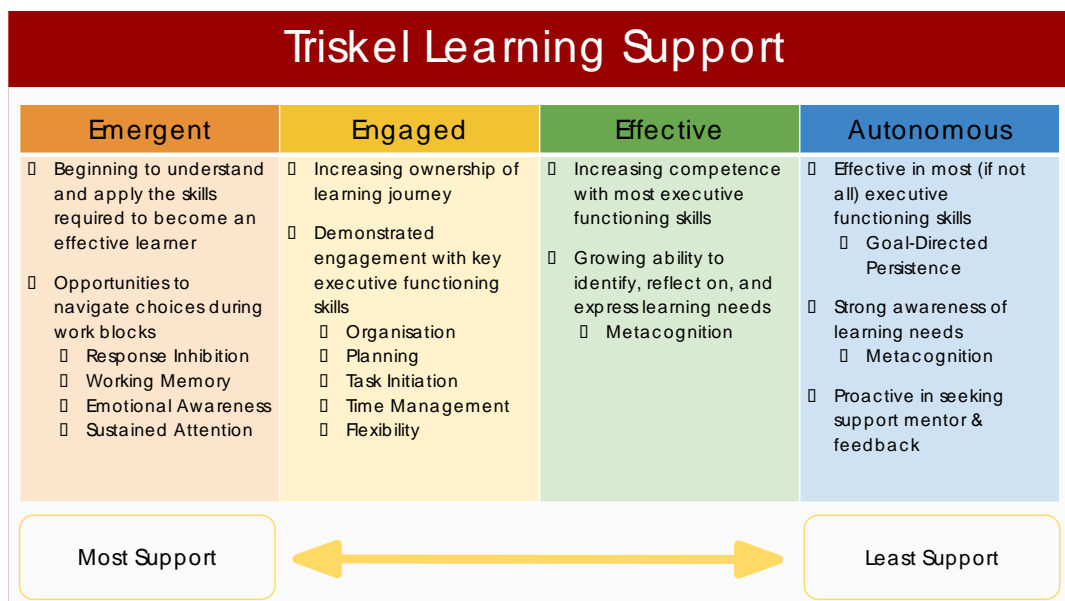
Victorian Curriculum and the Village School Curriculum

Koonwarra Village School uses the Victorian Curriculum as the basis of its academic program. The school's Philosophy and Guiding Principles outline the broader framework in which teaching and learning occurs.

The Village School Curriculum is a series of additional programs and elements integrated across all the features of school life and overviewed on our [website](#).

Supporting Student Learning

At the heart of our teaching and learning model is a comprehensive (KVS-created) framework that allows incremental development of the skills and attributes to become an *effective learner*.



An *effective learner* understands the skills needed to work independently and collaboratively to achieve learning success. A *growth mindset* supports students to 'exercise' and develop these skills, which include the suite of *executive functioning skills*.

Our intention is to provide students with an opportunity to practice executive functioning skills in an environment that actively develops their self awareness around their learning and support needs. As students work towards becoming effective learners, we understand that these skills continue to develop over a lifetime, the support we require along the way can vary depending on context, and there is no 'fixed' endpoint.

Student Planners provide a useful visual tool that demonstrates how we scaffold student skill development at KVS. Planners include a range of core numeracy and literacy tasks that can be undertaken by each child independently, as well as tasks that are set by mentors in small group presentations each week that build and extend the student’s learning.

Emergent Learner Planner					Willow F	
Cycle 7, Week 2					9th October - 13th October	
	Monday	Tuesday	Wednesday	Thursday	Friday	
9.00	1. Triskel Meeting 2. Planning Check-In 3. Speeding/TT Cards	Numeracy Numeracy Pod Scotty	Spelling Story Book Cottage Farrah	Parliament	Unfinished Tasks	
9.45	PE Tom	Reading Task Support Stage Daylene	Writers Notebook + Speeding Cards BAS Mo	Cog/Con Task		
10.30	Morning Tea					
11.00	Independent Reading	Writing Story Book Cottage Farrah	Numeracy Task	Numeracy Numeracy Pod Scotty	1. Speeding/TT Cards 2. Handwriting	
11.45	Garden Maxine	Level 3 - 4 Girls Meeting Zen Den Sarah	Writing Task	Numeracy Task	Duolingo	
12.30	Lunch					
1.30	Reading Story Book Cottage Farrah	Art Art Shed Trace	Cog/Con Zen Den Angus	1. Speeding/TT Cards 2. Handwriting	Unfinished Tasks	
2.15	Numeracy Ongoing Tasks BAS Mo		Humanities Task	Nessy	Finishing Off End of Week Check-In	

Ongoing Tasks (single block, 1x week)					Ongoing Tasks (15 min, multiple times a week)				
Independent Reading		Writer's Notebook		Maths Mate	Handwriting (2 pages)		TT Cards (x4)		
Duolingo					Spelling		Speeding Cards (x4)		

The Foundation level planners are simple in nature and aim to develop students’ awareness of their ability to make choices that lead to success. As students’ skills develop, planners become less mentor-constructed, and students begin to share the decision-making with their mentors about the order and timing of their tasks. Over time, the level of support provided by the mentor reduces until students are working as Autonomous Learners.

Student Planners are used in conjunction with a structured daily timetable, which includes periods of small-group direct instruction and whole-group activities. The planners and timetables are coupled with Learning Task Cards that provide clear Learning Intentions, Success Criteria, and step-by-step instructions on how to complete the task.

Cycle 6 | Week 1

Why are we here? WALT appreciate the role of in our daily lives

What will I be able to do?

- on the way I learn and work
- how I apply Executive Functioning Skills at KVS

What is my task?

Executive Functioning Skills Audit using the A3 handout provided.

1. Working from left to right, one skill at a time, statements on the matrix that you &
2. Stick in completed handout into your Cog & Con book and hand-in 😊

TASK TIME:

MINS

HAND-IN DUE:

(before Preso)

Camps

An important element of the Village School Curriculum is our camps. We believe that being outdoors and in new environments significantly contributes to physical and environmental education and enhances many other curriculum areas. It contributes to personal growth and social awareness and develops skills for life.



Outdoor activities provide valuable alternative, often non-competitive, avenues for achievement, as well as opportunities to develop independence and self-reliance. Through successfully facing up to the challenges that outdoor activities provide and overcoming fears and apprehensions along the way, young people develop self-confidence, resilience and an understanding of risk.



Active learning and adventure in the outdoors introduces young people to the environment in a way that develops understanding, appreciation, awe and respect. Finally, camps also develop deep and rich relationships between the students and mentors and are an intentional and critical component in the KVS curriculum and learning program.

The camp dates are published at the beginning of the school year, and it is expected that students attend all compulsory camps for their year level.

A number of the camps are also related to other areas of the Victorian and Village School Curriculums, including the Level 6 Leadership and Transition Camps. Students in Level 2 and above who have not stayed independently away from home are invited to participate in a sleepover challenge at the school as a stepping-stone before overnight camps without parents. We also run a series of Day Programs throughout the year, which provide opportunities for students to enjoy camp-like experiences without the pressure of an overnight stay.

Going Off-site

For all *pre-planned* off-site excursions, KVS parents will be advised via email of specific details of the intended activities, travel arrangements and timing. Parental permission must be received before a child can attend.

The email will include any specific clothing and equipment requirements as well as advising if snacks, lunch and drink bottles are required. Please note that for all off-site excursions, students must wear shoes.

There will also be times when students will have the opportunity to attend *impromptu* off-site activities in the local area e.g. a walk in a nature reserve in Koonwarra, where, due to the relatively immediate nature of the excursion, it is impractical to request parental permission prior to undertaking the activity. At the beginning of your child's enrolment, you will receive a form for impromptu excursions, and your responses in this form will be used to determine the level to which your child(ren) can participate in these impromptu excursions. Impromptu local excursions may be taken on foot or in our minibus and will always be supervised by a Mentor.



Nearly all our excursions and 'Out and Abouts' are included in the school fees. Only very occasionally will there be additional activity costs needing to be passed on.

A detailed explanation of the school's duty of care and management of excursions and camps is available in our **Supervision Policy**.

Homework

KVS does not have compulsory homework for any of the students at KVS. Older students may choose to take their learning tasks home if they are feeling sparky about them or if they want to make sure they are done in time for hand-in. Mentors may require tasks to be completed at home during cycle break if a student has unfinished tasks outstanding during the week or if they need to be completed before the next lesson.

Reports and Parent/Student/Mentor Interviews

Formal reporting is a requirement of all schools by the Commonwealth Government from Level 1 onwards and is considered an important element of the teaching and learning process. Foundation students receive a portfolio of their year at school and a personal letter from their Mentor, which celebrates their achievements and personal strengths. In Levels 1 – 6, written reports relating to student academic progress are provided to parents in June and December, covering Literacy, Numeracy, PE and Art twice per year and other learning areas of the Victorian Curriculum once per year. Students will also receive a personal letter from a Mentor that celebrates their personal achievements and relates to the Capabilities of the Victorian Curriculum.

These reports are accompanied by a parent/Mentor/student meeting, offered to all families. Interviews are not compulsory but may be requested by either parents or Mentors. Usually, all Mentors who work with the child will attend the interview.

Parents who are concerned about any aspect of their child's learning may request a meeting with the relevant Mentor or the Principal during the cycle. An Individual Education Plan (IEP) may be required (for students who are six or more months behind their expected level), and parents are encouraged to participate in the development of this plan and attend regular review meetings. If parents do not feel their child's academic needs are being adequately addressed, they are required to follow the Concerns and Complaints Policy.

The **Reporting Policy** and **Concerns and Complaints Policy** are both available on the school's [website](#).

NAPLAN

KVS also participates in The National Assessment Program – Literacy and Numeracy (NAPLAN) for students in Levels 3 and 5. We prepare all students for the tests but do so with a very low-key approach to minimise unnecessary stress for students. Parents will receive an official report with test results and the school will use the data to inform future teaching programs. Please speak with your child's literacy or numeracy mentor if you are concerned about the results, or the Principal if you intend to withdraw your child from any of the tests.

KVS Daily Life

KVS Calendar

KVS operates on a slightly different calendar to other schools. We have eight, six-week cycles (five weeks of school followed by a one-week cycle break). In the middle of the year we have a two-week cycle break (two cycles are roughly the same as one conventional school term). We have found this allows students and Mentors to be refreshed and fully engaged for the cycle without experiencing a slump as the term progresses. Foundation students have a rest day on Wednesday for the first two Cycles.

Our website has our [school calendar](#) for the year. It includes the student-free days for planning, report writing and professional development. Please note the days for parent / student / Mentor interviews in the middle and end of the year and the many camp dates for Triskel students which can be found on our Camps Calendar.

School Hours

Our school hours are 8.45am until 3.15pm. Students are welcome to be dropped unaccompanied anytime from 8.30am. Some students find a little extra time before morning meeting helpful to connect with other students and prepare for the day ahead. Please phone us at school if you are running late for pick-up.

The Gong

KVS does not have a bell. Independent learning and responsibility is encouraged together with the opportunity to experience work 'flow'. KVS utilises a gong to signal when to come together for morning meeting, class sessions or to leave school grounds for 'Out andABOUTS'.

Morning Meeting

Every KVS day begins with a student-run morning meeting. The morning meeting is an important gathering where the whole school meets in the Art Shed or outside on the Asphalt to prepare for the day ahead. We use this time to greet each other, for all students to have the opportunity to share anything important or significant that has occurred and to make any announcements. Starting the day together creates a routine and allows all students to connect, contribute and feel valued. It also provides an opportunity for students to participate and model inclusive and respectful engagement with students leading the meeting. Morning meeting commences around 8.45am and can vary in duration from 5-15 minutes depending on the level of contribution. We ask that all students join the circle during the meeting, and you are welcome to join the circle with your child.

Clothing

Students are free to wear clothing of their choice. We are lucky at KVS to have a setting with lots of outdoor space that encourages exploring, climbing and connection with nature. We encourage students to wear clothes that they can get dirty in, move freely in and layers to help with the often-changing weather conditions. To ensure your students are prepared and able to participate in all the school activities we recommend that students have a change of clothes, sun hat, raincoat and sports shoes/runners in their school locker to save having to remember to bring them from home each week.

All members of the KVS community are free to be without shoes except when out of school grounds, during PE or working in the kitchen or garden. Students are regularly taking shoes off for comfort and it can slow down their participation in activities if they are not yet able to tie their own shoes. Please only have lace-up or buckled shoes when your child can manage them independently. On hot days, avoid shoes that need socks, as so many of them end up in lost property.

A spare set of clothes is also required before wet or messy play. Before rain or mud play, students will be asked to check if they have spare clothes. Gumboots are a great addition in the cooler/wetter months for outside, however they are not appropriate inside footwear and students need to have other shoes to put on for inside the classroom. On hot days, students love to cool off under the sprinkler!



For excursions or when participating in a PLP, please ensure your child has appropriate clothing and their own equipment for the activity and weather conditions e.g. sun hat in hot weather or raincoat on rainy days. This ensures they can participate fully but also ensures they do not impact the participation level for other members of the community. If a student is not dressed for the conditions, it can result in an activity needing to be cut short as the whole group may need to return earlier than planned. For this reason, in some instances, a student will not be able to participate in the excursion or activity if they do not have appropriate clothing or equipment.

Labelling of clothes is also required to assist in identifying and returning items to their owner. In the bathroom block near the Sun Room there is spare underwear if an accident occurs. Please wash and return these to the school if your child has needed to use these.

Lost Property

All items of clothing that aren't labelled are placed in a tub on the main deck. Please check this regularly. At the end of each cycle these items are displayed in the hope they find their way home. Any items that are not claimed are then donated to the local charity shop.

Toys

Students are welcome to bring toys or items from home as it encourages creative play and can be a source of comfort to assist with the transition into school. Please encourage your child to consider how much personal storage space they have in their locker when deciding what to bring in and when to bring items home. We actively promote an environment which includes non-violent play, so toy weapons are to be left at home.

We also ask that electronic devices are not brought to school. If you have a specific arrangement for phone contact for after school activities, the phone can be left with the child's mentor for the day.

Starting School

Having the right resources for the school year at KVS is fortunately quite straight forward as we provide all the stationery and resources for students. They just need to have the items described in the clothing section of the handbook. All students get to choose their preferred design for a stainless-steel drink bottle, select a colourful school hat and design their own plate for lunch. We ask that these items stay at school, so they are always available as needed. The school will purchase these items for the students, but parents will be asked for a replacement one if they are lost.

A helpful routine for mornings for newer students is to put things into their locker on arrival and then they are free to play until the gong goes for morning meeting. Parents and siblings are welcome to stay for morning meeting. For some of the new Foundation students, in the early weeks, it can be good to have a plan with the Sun Room Mentors about when feels like the best time to leave.

Our kitchen is open to all at the school and parents are welcome to grab a cuppa or join us for morning tea/lunch if you are at the school.

Food Program



The KVS food program involves lunches five days per week, classroom snacks and fruit and vegetables all week. On Fridays, morning tea is provided for the whole community, including playgroup. Students are welcome to bring their own morning tea Monday-Thursday, or rely on classroom snacks. The kitchen is staffed by KVS kitchen co-ordinators 5 days each week and welcome parent volunteers one day per week. In 2023 the volunteer day is a Wednesday and we also occasionally call out for kitchen helpers for community events. Our food program relies on our kitchen volunteers but it is also a fun way to be part of school life and just prior to a new cycle we put a call out for volunteers to nominate the day(s) they can assist.



A menu is planned each cycle utilising seasonal organic produce. Families are welcome to provide their own meals however this does not result in a reduction in fees. When families are providing snacks or their own meals we encourage food that is good for bodies and minds. As an environmentally sustainable school, without playground rubbish bins, we ask that any food items that come to school have minimal wrapping. All food provided is vegetarian and organic, and students are free to serve themselves from the selection available. Gluten and dairy free and Vegan options are always available.

Birthdays

At KVS we like to celebrate birthdays as a group, with creativity, reflection and fun. Each year students will have special time to make a creative birthday gift for themselves (an example is a bees wax candle and candle holder) which they then display to rest of the school when we get together at the end of the day to sing 'happy birthday' and play a whole school game. Birthday students also enjoy a special treat for morning tea. Birthday celebrations occur once per cycle for the birthdays during that period.



School Photos



School photos are taken mid-Spring each year and are provided at the end of the year via a shared Dropbox link. The cost of the photos are included in the school fees. The photos include whole school, younger and older years group shots as well as individual and sibling shots in the students' favourite locations around the school. The photos are lovely natural photos that capture the essence of the Village School energy.

Adventurous Play

We want KVS students to feel confident when navigating the world around them. We help students to develop a healthy understanding of appropriate risk-taking by providing opportunities for adventurous play to 'test and challenge' themselves. We want them to learn how different choices keep them more, or less, safe. We believe students learn to handle and judge risks through regular exposure to low and medium level challenges. We also believe that with these experiences they will be less inclined to take big and less thought-through risks in a moment of excitement. As an example, students are free to climb trees but are not allowed to use chairs, ladders or other students to help them get into trees that are too big for them to climb independently. The KVS rule around tree climbing is "*the tree and me*". 😊

Wheels

Students are welcome to bring in scooters, bikes, roller blades/skates or skateboards to school. The asphalt is a very popular spot at morning tea and lunchtimes to try out new skills on wheels. Wheels have always been a big part of play at KVS and students learn numerous important skills; honing their balance, increasing their spatial awareness, developing coordination and sharpening their reflexes.

On any given day, the students are cooperating, negotiating, sharing, teaching, learning and being very, very active. We have an bike-shed area for bikes and scooters to be stored when not in use, however they are not locked away. Students are required to wear a helmet when riding bikes, roller skates/blades or skateboards and scooters. With our playgroup families joining us for morning tea on a Friday, we ask students to wait until lunchtime before using wheels.

Non-Violence

At KVS we believe we can have a role as creators of a more peaceful world. It is important to us that everyone demonstrates positive communication through mindful use of words, vocal tone, body language and actions within the school community. Our social and emotional program supports the development and practice of these skills in the students, and mentors attend both in-house and external professional development seminars to support their modeling of these skills.

At KVS we do not allow the use of toy weapons in play or use computer programs with violence. We do not show movies, read stories or discuss news events with gratuitous violence, destruction or harm, or allow students to wear clothing that communicates a violent message. We also ask that families minimise their students' exposure to violence in television programs, computer games, song lyrics, films and stories as they can de-sensitise students to violence and make it difficult for them to accept a non-violence policy at school.

There may be times when students initiate conversations or choose to include violent themes in their written or creative work. Mentors will monitor the context and appropriateness of their expression and either request the student to modify their choice of words or images and/or speak with parents if they feel concerned.

Outside Supervision

At KVS we do not have a staff room or rostered yard duty. At morning tea and lunch there is always one or more mentors outside and available to assist students. We are alert to the needs of the students during class and at break times. We enjoy working and relaxing in our grounds together as equal members of our community. We respect students' personal and social space. We teach students to know which playground issues need adult intervention and those they are capable of resolving themselves or with the help of a peer.

During class-time, when students have completed their tasks they are free to be outdoors but within the class-time boundaries defined for their room. For the Sun Room this includes the grass area at the front of the school and the deck. For Triskels, this includes the grass area at the front of the school and across the asphalt to the pine trees. Further information about supervision of students is available in our **On-Site Supervision Policy**.

Parliament

At KVS, Parliament is a regular forum where students and mentors discuss issues that relate to life at KVS including school rules, social issues, and new ideas (e.g. choosing new Personal Learning Projects (PLPs) or items on the lunch menu). Decisions are made through discussion and consensus. The intention of this forum is to encourage students to become active participants in the development of the school program and culture and to provide opportunities to practice speaking in front of a group, listening to the ideas of others and identifying solutions to group needs.

To allow the students to feel comfortable to express themselves, in what can sometimes be personal and difficult discussions, we only allow mentors and students to be present at Parliament. If you have any questions about Parliament please ask any of the mentors.

Sun Protection



At KVS we aim to find a balance between our duty of care for students, respect for families preferred sun strategies and the development of individuals' self-management. This means that we do not have a blanket 'no-hat, no-play' policy, but we do expect that students will (with the odd reminder) actively choose from the following three SUN STRATEGIES while outside on sunny days:

A **HAT** and/or **SUNSCREEN** and/or to play in the **SHADE**.

Everyone needs to have a hat at school (and we provide them), even if it's not their preferred sun strategy, as there may be times when classes are held outside (e.g. PE, Kitchen Garden, Out 'n' Abouts) where shade is not available and more than just sunscreen is needed. If bringing a hat from home, ideally it is one with a brim that shades ears and neck and is named so we can quickly match students with their gear.



We have sunscreen available for students to use but you are also welcome to provide your own sunscreen for your child's use. Please ensure it is named and let a mentor know how you would like your child to use it.

First Aid

KVS Mentors all have first-aid qualifications and are trained in CPR and the use of Epi-pens.

If students become ill at school, parents (or if not available, emergency contacts) will be contacted and requested to collect the child. Students have access to ice-packs and band-aids and are encouraged to support each other with these for minor hurts. Where the injury is greater, the child will be assessed by a mentor and either provided with first aid at school, taken to the emergency department at Leongatha Hospital or an ambulance will be called.

If a student has received first aid at school, parents will be made aware by phone call for serious injuries and be advised of the circumstances of the accident and the first aid response. If an injury is minor, a mentor will inform parents at the end of the day either in person or by text message. Sometimes a child will have a big emotional reaction to a minor injury and parents will be advised of this as well.

Medical Consent

Students with known medical conditions are required to have a Medical Management Plan detailing a description of the condition, symptoms of deterioration of the condition, usual medical treatment to be administered at school, medical treatment if the condition deteriorates and any side effects of the medication.

The Medical Management Plan will also include the name, address and phone number of the child's medical practitioner and emergency contacts.

Copies of the Medical Management Plan will be kept in the student's file in the office and in the first aid area. As per the enrolment agreement, your child's medical information and medication must always be kept up to date. Medical Management Plans are requested as part of the enrolment of your child if there are any medical conditions. A copy of the form can be obtained from the office.

If medication needs to be administered during school time, it must be given to a mentor who will organise for it to be stored in either:

- The First Aid cupboard in the administration office or the refrigerator if it requires refrigeration.

The Medication Consent Form and Medication Management Plan must be completed before any prescription medication is distributed. Paracetamol or any other non-prescription medication will be given to students only if this is authorised on the enrolment form.

Asthmatic reliever sprays (e.g. Ventolin) may be kept by students trained in their use if this has been indicated on their Asthma Management Plan. Additional asthmatic reliever sprays and other inhalers will be stored on the first aid shelf in a sealed container as described above.

Parents of students with specific medication for allergic reactions to insect bites, chemical reactions or changes in climatic conditions are required to have a GP complete an ASCIA Action Plan for Allergy (or ASCIA Action Plan for Anaphylaxis) prior to their medication being stored on the first aid shelf.

We ask that Medical Management plans from your GP are not sent via email as a photo file, and are supplied to the school either by email as a colour PDF document or hard copy dropped into the office.

The school's **First Aid Policy** and **Anaphylaxis Management Policy** are available on our website.

Contagious Illnesses

As part of your child's enrolment form, you are required to provide details of your child's immunisation status. The Immunisation history statement can be obtained in the following ways:

- online - through MyGov once an account has been created
- Medicare Express Plus App - once a MyGov account has been created
- over the counter - at a Medicare Service Centre
- phone – call Australian Childhood Immunisation Register on 1800 653 809.

It is a requirement that parents notify the school if their child is diagnosed with a contagious illness. The school will then notify all parents who may have had contact with that child.

Please do not send your child to school when they are ill.

Head Lice

Head lice does occur at all schools from time to time. Here are some hints to help get on top and stay on top of it. Lice do not jump, there needs to be head-to-head contact for lice to crawl over to another head, so having hair tied back can help, but it is also important to be vigilant with regular checks and combing. Regular combing with a metal comb, even if you have not noticed your child itching, will allow you to catch a few tiny ones early and make it much easier to avoid a more major outbreak.

The metal Lice Breaker comb, has proved very effective as it also gets eggs out when used dampened, on dry hair. It is available from most pharmacies. If your child gets lice, we recommend an initial treatment, then keep combing with conditioner every 2-3 days until you find no lice and then again in another week.

If your child is very itchy, it is likely that the lice have multiplied and it will take regular and frequent attention to be rid of the cycle. One treatment and comb through is not enough.

You can make your own treatment by putting 5 drops of eucalyptus oil and 10 of tea tree oil into about 200ml of normal conditioner. It won't kill the lice, but it will help stun them whilst you comb them out.

Please let your child's Mentor know if your child has head lice. This allows us to notify parents that there has been a case of headlice so we can all quickly get on top of it to avoid it spreading.



Transport To and From School

Parents need to arrange for their students to be transported to and from school as KVS is not on a public-school bus route. We share a community directory at the beginning of the school year which includes the contact details of all KVS parents which can be helpful when making shared transport arrangements.

KVS run our own mini-bus service to assist families to get their students to and from school. We currently service the areas from Koonwarra to Leongatha, Korumburra, Outtrim, Loch and surrounding areas. Please contact the admin team for further information.

Car Parking

We have a number of parking areas at the school. Our staff all park at the side of the Art Shed (under the pine trees). Families with very young students tend to use the space behind the Art Shed/Hub as it is away from the road. This is also where the bus picks up and drops off from. Parking and drop-off/pick-up along the fence line at the front of the school is available for everyone else. Our goal is to not have any parking on the roadside kerb edge as it causes issues with visibility when pulling back onto the road.

Communication

Staying Informed

We have a number of ways of communicating and staying in touch at KVS. At the time of enrolment, we collect communication preferences and permissions for each family.

Using Photos of the Students

At the time of enrolment, we seek your permission to use photos of your students for educational reporting, administrative and promotional purposes. Please ensure you have completed the enrolment agreement additional requirements for each child in your family. Please email admin@koonwarravillageschool.org if you need to return a form or check or change your preferences. If your child is not permitted in photos, please ensure this has been discussed with them so they understand why they have been asked to step out of a photo.

Important

Our school newsletter includes a list of key activities and their dates for the following cycle. Emails with further information about these events such as times, locations, clothing or other special requirements will be sent out closer to the date.

Dates

Cycle Newsletter

At the end of each cycle, we share news on what has been happening during that cycle as well as information about key dates and activities or events coming up. Copies of the newsletter are placed on our website, emailed to families and displayed on our external noticeboard (near the kitchen). Printed copies are also available on the noticeboard near the kitchen and in the Admin Office.

We include only school-related activities in the newsletter.

Facebook

We have a public Facebook page on which we post photos and news that will be of interest to the broader community. We also have a private Facebook group for currently enrolled families, staff and board members in the KVS community to share school-related information, photos and discussion. The posts in the group page are only visible to members of this closed group. Anyone can 'Like' our public page to follow it, however we need to add you to the KVS community group page if you wish to follow that group. Please let us know at admin@koonwarravillageschool.org if you would like to be added.



Learning Updates

Just prior to the start of each cycle, families will receive an email providing an overview the key learning activities for the upcoming cycle as well as any planned Out and Abouts, Day Programs, PLPs or information sessions coming up.

Triskelion Showcase Nights

In the last week of Cycle 4 and Cycle 8, Triskel students host an 'exhibition night' showcasing what they have been working on throughout the semester, especially in learning areas that are not assessed in the Victorian Curriculum. These sessions enable parents to gain a more hands-on experience of the learning activities that their child(ren) have participated in throughout the semester. There will be mentor-prepared information which will assist parents to link their child(ren)'s work samples to the curriculum levels that are included in the report. Mentors will also be available to explain how different methods of assessment are used to determine a child's progress in different learning areas.



Community Directory

We publish a community directory to all currently enrolled families that includes phone/email and suburb for each family at the beginning of the school year. We get your permission before including your name on this list via our Enrolment Agreement

Absences

We understand that at times students will need time away from school to recover from illness, have additional rest and recuperation or attend appointments and family activities. Please be aware that by law all students aged 6-17 years are expected to attend the school in which they are enrolled, during normal school hours every day of each term, unless there is an approved exemption from school attendance, or the student has only a partial enrolment in a school for particular activities.

We ask that you phone the school (5664 2477) or email admin@koonwarravillageschool.org as soon as you become aware that your child will not be attending school – if this is on the weekend or in the evenings please send an email. This can assist classroom and kitchen planning as well as allow accurate attendance information to be recorded.

If we have not heard from a parent/guardian on the school day following the absence, a staff member will send a text requesting the reason for the absence. The school has a responsibility to monitor unexplained absences and if there is a concern with a student's attendance level, discuss this with their parents/guardians. This is also the case for consistent lateness.

A full version of the **Attendance Policy** is available on the school's website.

When You Have a Query or Concern

Mentors and school staff are around before and after school to keep in touch with families. Please arrange appointments with teaching staff for the afternoon times between 3.15pm-5pm if you wish to have a longer (i.e. greater than 5 minute) discussion about your child, as mentors often have other meetings scheduled and/or other parents wanting to chat with them. The mornings are a busy time for mentors and there is generally not sufficient time to have a discussion about child-related matters before mentors are required to attend the morning meeting.

As a guide about who it is best to direct your query or concern to, please see the table below:

KVS Communication Guide		
Topic/Issue	Who?	How?
Emergencies Time-Sensitive Information	Office or Principal	Phone: <ul style="list-style-type: none"> School: (03) 56642477 Angus: 0400 401 797
Student Absences Updates to Student Information (eg. medical, dietary, contact details) School Bus: Bookings, Requests & Changes Camps / Out & Abouts Permissions General Enquiries	Office	School: (03) 56642477 Email: admin@koonwarravillageschool.org In-Person: Mon, Tue, Wed & Fri
School Fees & Accounts	Office	Email: accounts@koonwarravillageschool.org
Last-Minute Bus Changes (Pick-Up/Drop-Off)	Bus Driver	Phone: <ul style="list-style-type: none"> Declan: 0421 083 179
School Philosophy Complex Student Issues Student Welfare Concerns & Complaints Child Safety Staff Members Code of Conduct Breaches	Principal	Email & In-Person: <ul style="list-style-type: none"> angus@koonwarravillageschool.org Appointments for in-person meetings are available between 9.15am-4.30pm, Mon – Fri Appointments help ensure there is sufficient time and a quiet location available to discuss the matter
School Curriculum Classroom Activities Social & Emotional/Friendship Issues Out 'N' Abouts Camps	Principal or Relevant Mentor	Email or In-Person: <ul style="list-style-type: none"> [first-name]@koonwarravillageschool.org Appointments are available 3.15pm - 4.30pm, Mon - Fri Mentors have limited time available in-person during drop-off and pick up periods so please book a mutually agreeable time in advance
Kitchen Volunteering	Kitchen Coordinator	Email: leah@koonwarravillageschool.org
Bush Playgroup	Bush Playgroup Coordinator	Email: maxine@koonwarravillageschool.org

All members of our community, including students, have the right to question decisions, policies or systems, and should be done based on the process in the school's **Concerns and Complaints Policy** (on our [website](#)).

When raising a concern, students, parents and guardians are asked to:

- Raise their concern as soon as possible using the previous table for guidance.
- Provide detailed information, which may be requested in writing.
- Maintain and respect everyone's privacy and confidentiality.
- Be calm, courteous, honest and sincere.
- Recognise everyone has rights and responsibilities that must be balanced.
- Respect and understand each other's point of view; value difference rather than judge and blame.
- Realise we need to achieve an outcome acceptable to everyone involved.

The school will work with the student, parent or guardian to find an appropriate remedy such as:

- An explanation or further information.
- Mediation, counselling or other support.
- An apology, expression of regret or admission of fault.
- Review a decision.
- Review policies, procedures or practices.
- Make a report to the Department of Human Services Child Protection or Child First.

All staff involved in handling complaints and grievances will take appropriate measures to ensure each matter is dealt with discretely, and that confidentiality and privacy of information is maintained in accordance with legislative requirements.

All concerns and complaints will be considered in line with our enrolment agreement, school policies and codes of conduct.

Privacy

The school is required to collect and hold a range of personal information about parents / guardians and students. The primary purpose for collecting this information is to enable the school to provide schooling for the student, look after the student's social and medical wellbeing and to satisfy the school's legal obligations e.g. duty of care and government funding requirements.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law. 'Sensitive' information refers to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

If you would like further information about the school's Privacy Policy, it is available on the school's website, or you can speak with the Principal.

Emergency Management

KVS has a detailed Emergency Management Plan which is reviewed and updated annually. In the case of an emergency the Principal (Chief Fire Warden), or if the Principal is absent, the allocated Chief Fire Warden who is on-site will coordinate the school's response. Staff will follow the 'Classroom Action Card' and any directions given by the Chief Fire Warden.

Depending on the type and location of the emergency, staff and students may be required to evacuate the building to designated assembly areas or remain in the building until the emergency has passed. During or after an emergency, students will only be released into the care of a parent/guardian provided it is safe to do so, there are no ongoing medical concerns and the permission of the Chief Fire Warden is obtained.

Parents/guardians will be kept informed about the emergency by either the school or emergency services as soon as it is practical to do so.

Community Gatherings

FAMP



Family Camp (FAMP) is an integral part of the Koonwarra Village School program and is a helpful way to establish community connections. All students are expected to attend.

Based at a local Caravan Park, it is a family camp held at the end of Cycle One which parents and siblings are welcome and

encouraged to attend. We understand that work or other commitments may prevent all family members from being there for the whole time, so it is fine to come and go as you need during the day, and just join us for dinner and evening activities. A FAMP info pack is sent out a few weeks prior..



Winter Gathering

A favourite on the calendar is the winter gathering. It is an opportunity to get together in the cooler months around a fire to enjoy student performances as well as selecting food from food trucks and a shared community provided dessert. There is something quite magical for the



students to spend an evening at the school with the whole community and fairy lights!

End of Year Celebration

We wrap the school year up with another whole community gathering to give a rousing send off to our graduating students as well as celebrating the contributions of all our school community. Our End of Year Celebration includes performances from the students, a beautiful dinner together as well as a graduation ceremony for our Level 6 students that are heading to high school.



Parent Involvement

How to Get Involved

When parents, caregivers and extended family members become involved in school life it has benefits for students, families and the school. Benefits for students include a greater connection to school and learning, while parents' contributions of ideas, time and energy create a vibrant community and a thriving school that is more than the sum of its parts.

We invite parents to become involved in the KVS learning community as well as in social activities and the practical functioning of the school. Below is a range of ways in which parents can get involved.

Opportunities to Engage in the Learning Community:

- Come to a working bee
- Offer your skills or suggest a topic for a PLP (PLPs are electives)
- Utilise your networks to propose and create opportunities for students to go 'Out and About' to interesting places
- Be a helper at a mentor-led PLP
- Make a time to chat with your child's mentors after school
- Visit the classrooms before or after school to look at the wall displays
- Ask your child to show you their contract and explain the associated activities
- Help out at an art or PE class
- Offer your skill-set to support a student with a specific Passion Project
- Be a customer at Passion Project businesses or kitchen garden plant stalls,
- Be an expert helper in the Nature Journaling program
- Volunteer in the kitchen or garden or help with watering gardens during the long Summer break
- School improvement projects
- Helping with fundraisers
- Join the School Board

Opportunities for Social Connection:

- Bring younger siblings to the KVS bush playgroup held on Friday mornings at Nirvana Park, Koonwarra
- Attend student performances held throughout the year
- Come along to whole school gathering - FAMP, Winter Gathering, Film Night, Graduation.

We are committed to developing a wide range of opportunities that match the skills and interests of our parents. We are open to suggestions if you have ideas that aren't mentioned above. Talk with a mentor or email admin@koonwarravillageschool.org.

Fees and allowances

How KVS is Funded

Like other Australian independent schools, KVS receives government funding in addition to tuition fees from parents.

KVS School Fees

KVS fees in 2024 are \$4,264 per child per year (\$1,066.00 per term). The school fees include all snacks throughout the day, lunch, most excursions, camps and learning materials.

To assist families with a Health Care or Pension Card, we offer a \$500 per child per annum school fee discount. To be eligible for the School Fee discount, families will need to have a valid Health Care or Pension Card at the beginning of Term 1. The fee discount will be applied each term following the validation of eligibility.

Fees are invoiced quarterly, two weeks prior to the beginning of each term. Fees need to be paid in full prior to the commencement of each term unless a payment plan has been arranged with the Principal. Admin can calculate the amounts payable in a payment plan. Payment plans must be completed by the end of the school year.

A minimum of five (5) weeks notice is required for cancellation of enrolment by families. If minimum notice is not given, payment of school fees in lieu of notice is required. Should a student withdraw from the school, term fees are not refundable.

Our preferred method of payment is by EFT, quoting your child's name. Our bank details are:

Koonwarra Village School
BSB: 313140
A/C #: 12052504

Allowances

There are some allowances that families may be eligible for:

- The [Student Travel Conveyance Allowance](#) paid quarterly by the State Government, is a form of financial assistance for parents/carers in-lieu of a government provided bus service. The applications and payments are submitted and received by schools and they are passed on to parents to offset the cost of transporting students to and from school. You can nominate on the application form for the allowance to be credited against your school fees or to receive these funds via direct deposit. An application form will be provided to you or can be requested from a staff member. Families must live more than 4.8kms away from the school to be eligible. A new application form must be filled out in the event of a change of address or mode of transport (bus or car).
- The [Camps, Sports and Excursion Fund](#) is a form of financial assistance for families with a healthcare card. Application forms, available from the school, should be completed and lodged with the school no later than end of June. Ideally by March, but no later than the end of June.

