The King David School

General Information Book 2013

The King David School

Modern | Thinking | Judaism
The information in this book is current as of January 2013.

Campus Locations

**Magid Institute**
Years 9 – 12
373–375 Dandenong Road,
Armadale Vic 3143
PO Box 286, Malvern Vic 3144
Tel: 8508 9600  Fax: 8508 9625
admin@kds.vic.edu.au

**Magid Campus**
Years 3 – 8
Uniform Shop
517 Orrong Road, Armadale Vic 3143
PO Box 286, Malvern Vic 3144
Tel: 9529 5277  Fax: 9525 2247
admin@kds.vic.edu.au

**Southwick Pre-School Centre**
15 Months - 4 Years
76 Alma Road, St Kilda Vic 3182
Tel: 9520 7700  Fax: 9510 7220
preschool@kds.vic.edu.au

**Business Team**
Rebecca Magid Centre
520 Orrong Road, Armadale Vic 3143
Tel: 9527 0121 Fax: 9005 2718
admin@kds.vic.edu.au

**Southwick Campus**
Junior & Senior Kindergartens
Prep – Year 2
Outside School Hours Care Program
117 Kooyong Road
Armadale Vic 3143
Tel: 9822 3236  Fax: 9822 2491
southwick@kds.vic.edu.au

www.kds.vic.edu.au
Vision Statement

The King David School is a Progressive Jewish school established on the principles of inclusion, egalitarianism and social justice. It is committed to engendering within its students a deep and abiding sense of community, a strong and proud Australian identity and a close and meaningful relationship with the Land and State of Israel.

Mission Statement

The King David School exists to provide both excellence and opportunity in education. It will foster the development of each individual student in its care paying careful attention and respect to his or her unique needs, abilities and aspirations. It will fulfil its goals with reference and respect to the contemporary Australian society within which it is so fortunate to exist:

► through the provision of an educational environment that is at all times challenging
► nurturing and appropriate to the needs of its students
► through engaging and innovative co-curricular activities
► through close, active and practical engagement in Jewish communal activities
► social justice programs and interfaith initiatives.

The King David School will strive:

► to be recognised as a provider of educational outcomes which are second to none
► to deliver the highest possible standards of facilities and resources for the benefit of its students and the broader community
► to maintain a strong community profile and to support both the Jewish and the Australian communities within which it operates
► to develop strategic educational partnerships which will benefit students, staff and the broader school community
► to achieve its goals within a secure and responsible fiscal framework
► to resolutely and consistently focus on the responsibility to nurture, develop and indeed cherish each unique and exceptional child which the School has been created to serve and which it has the privilege to serve.
Values

Modern
As a modern school, opportunities for excellence are increased in an environment where individuality and self expression are valued. Engaging with the 21st century, demands technological literacy, familiarity with major issues that are emerging, as well as the resilience and optimism to believe in our combined efficacy to manage them. With an emphasis on egalitarianism, females and males are engaged equally in all aspects of school life. We uphold the principles of democracy and multiculturalism while fostering within our students a strong Australian identity and a deep and abiding love for the land and State of Israel.

Thinking
As a thinking school, we challenge our students to know and understand both themselves and their place in the environment. Guided by the principles of social justice, we value the contributions of every member of the school community. In pursuit of excellence, our programs are designed to engage the whole student as we believe that together with academic pursuits, creativity, imagination and resilience are fundamental tools for tomorrow’s leaders.

Judaism
As a Progressive Jewish school, Jewish values are at the core of our being. Students have rich opportunities to express values through learning Jewish tradition and observing mitzvot. Our students are encouraged to openly explore and question their connection to history and heritage in an environment that challenges them to make personal choices through shared learning and meaningful experiences.
Contents

Administration of the School ..................................................................................................... 1
The King David School Staff 2013 ............................................................................................. 3
School Hours ............................................................................................................................... 5
Information for Parents (A – Z) ................................................................................................... 6

Attendance ......................................................................................................................... 6
B’nei Mitzvah ...................................................................................................................... 6
Book Exchange ................................................................................................................... 7
Bus (Inter-Campus Shuttle) .................................................................................................. 7
Camps and Outdoor Education ........................................................................................... 7
Change of Address and Contact Numbers ........................................................................... 7
Class Allocations ................................................................................................................. 8
Communication .................................................................................................................. 8
Counsellors ......................................................................................................................... 8
Discipline and Behaviour ..................................................................................................... 8
Excursions ........................................................................................................................... 8
Food and Kashrut ................................................................................................................ 9
Health ................................................................................................................................ 9
Homework ........................................................................................................................ 10
Houses .............................................................................................................................. 10
Information Communication and Technology .................................................................... 10
Jewish Life ........................................................................................................................ 10
Kippot ............................................................................................................................... 10
Learning Support ............................................................................................................. 11
Library / Resource Centre ................................................................................................. 11
Library Fund ...................................................................................................................... 11
Lost Property ..................................................................................................................... 11
Messages / Telephone ....................................................................................................... 12
Mobile Phones and Portable Music Players ........................................................................ 12
Music .............................................................................................................................. 12
Extended School Hours Care (ESHC) .................................................................................. 14
Parents’ Association – Information and Services ................................................................. 14
Parties/Social Events .......................................................................................................... 15
Personal Belongings .......................................................................................................... 15
Planner ............................................................................................................................. 15
Reports ............................................................................................................................. 15
Scholarships ...................................................................................................................... 15
School Council .................................................................................................................. 15
Security ............................................................................................................................. 16
Traffic and Road Safety ...................................................................................................... 16
Tuckshop ........................................................................................................................... 18
Uniform ............................................................................................................................ 18
The Uniform Shop ............................................................................................................. 18
Weather ............................................................................................................................ 19
Website, Parent Portal and Communication ....................................................................... 19

The King David School Song — To Know and Understand ................................................... 20
Administration of the School

School Principal
The School Principal is given overall authority for the operation of the entire School and has the responsibility for interpreting and implementing the aims and objectives of the School consistent with the policies formulated by The King David School Council.

School Rabbi
The School Rabbi is responsible for the development and implementation of the Jewish Life of our School. Guided by the vision of the Jewish Life Committee, the Rabbi is responsible for setting and maintaining our Progressive voice. Together with the Coordinators of Jewish Studies, the Rabbi works to ensure that our vision and values are realised through our curricula.

Heads of School
The Heads of School are responsible for the day-to-day operation and conduct of their Year Levels, including the monitoring of classroom practice and the implementation of programs and policy. They are responsible for the induction of new students and the pastoral care of students; conducting meetings with students, their subject teachers and parents to review performance when required and to develop appropriate strategies.

Assistant Heads of School
The Assistant Heads of School will assist the Heads of School in the day-to-day running of their school. They will be responsible for the co-ordination of student activities and will assist the Year Level Coordinators in the management and pastoral care of students within their school.

Director of Pre-Schools
The Director of Pre-Schools is responsible for the provision of developmentally appropriate programs for children in The King David School at the Southwick Pre-School Centre, and at the Southwick Campus Kindergartens.

Coordinator of Student Services
The Coordinator of Student Services is responsible for programs that impact on students’ social and emotional health. The Coordinator is also responsible for the administration of Special Education, Enrichment and Extension, and Psychological Services.
VCE Coordinator
The VCE Coordinator is responsible for the administration of VCE according to the VCAA guidelines and for monitoring student progress, results and eligibility for entry to studies at Units 3 and 4.

Year Level Coordinators (Years 3 – 12)
Year Level Coordinators are responsible for the day-to-day management and pastoral care of students within their level, induction of new students, co-operatively developing transition programs; facilitating subject choices/career advice, peer relationships. They are responsible for ensuring open communication between the School and parents regarding student performance.

Business Manager
The Business Manager is the Chief Administrative Officer at the School and has responsibility for the financial and administrative management of the School in accordance with the policies set down by the School Council. Responsibilities include preparation of budgets (annual reporting, faculty budgets, school fees), feasibility studies, fee assistance applications and building / maintenance projects.

Admissions
The Admissions Office is responsible for all enrolment enquiries, processing new enrolments, organisation of Open Days, Scholarship Examinations, orientation for new students and maintenance of student records.

Community Relations Office
The Community Relations Office deals with marketing and promotion of the School, publicity and publications, organisation of school events, fundraising activities and corporate style.
# The King David School Education Staff 2013

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Michele Bernshaw</td>
<td><a href="mailto:michele.bernshaw@kds.vic.edu.au">michele.bernshaw@kds.vic.edu.au</a></td>
</tr>
<tr>
<td>School Rabbi</td>
<td>Gersh Lazarow</td>
<td><a href="mailto:gersh.lazarow@kds.vic.edu.au">gersh.lazarow@kds.vic.edu.au</a></td>
</tr>
<tr>
<td>Head of Senior School</td>
<td>Guy Evans</td>
<td><a href="mailto:guy.evans@kds.vic.edu.au">guy.evans@kds.vic.edu.au</a></td>
</tr>
<tr>
<td>Head of Middle School</td>
<td>Russell Kaplan</td>
<td><a href="mailto:russell.kaplan@kds.vic.edu.au">russell.kaplan@kds.vic.edu.au</a></td>
</tr>
<tr>
<td>Head of Junior School</td>
<td>David Opat</td>
<td><a href="mailto:david.opat@kds.vic.edu.au">david.opat@kds.vic.edu.au</a></td>
</tr>
<tr>
<td>Director of Pre-Schools</td>
<td>Marina Gnatyshina</td>
<td><a href="mailto:marina.gnatyshina@kds.vic.edu.au">marina.gnatyshina@kds.vic.edu.au</a></td>
</tr>
<tr>
<td>Magid Institute Assistant Head of School</td>
<td>Justin Baigel</td>
<td><a href="mailto:justin.baigel@kds.vic.edu.au">justin.baigel@kds.vic.edu.au</a></td>
</tr>
<tr>
<td>Assistant Head of Middle School</td>
<td>Annette Wester</td>
<td><a href="mailto:annette.wester@kds.vic.edu.au">annette.wester@kds.vic.edu.au</a></td>
</tr>
<tr>
<td>Coordinator of Student Services</td>
<td>Michelle Yarnton</td>
<td><a href="mailto:michelle.yarnton@kds.vic.edu.au">michelle.yarnton@kds.vic.edu.au</a></td>
</tr>
<tr>
<td>VCE Coordinator</td>
<td>Lionel Katz</td>
<td><a href="mailto:lionel.katz@kds.vic.edu.au">lionel.katz@kds.vic.edu.au</a></td>
</tr>
<tr>
<td>Year 12 Coordinator</td>
<td>Fred Kok</td>
<td><a href="mailto:fred.kok@kds.vic.edu.au">fred.kok@kds.vic.edu.au</a></td>
</tr>
<tr>
<td>Year 11 Coordinator</td>
<td>Lionel Katz</td>
<td><a href="mailto:lionel.katz@kds.vic.edu.au">lionel.katz@kds.vic.edu.au</a></td>
</tr>
<tr>
<td>Year 10 Coordinator</td>
<td>Morry Hayman</td>
<td><a href="mailto:morry.hayman@kds.vic.edu.au">morry.hayman@kds.vic.edu.au</a></td>
</tr>
<tr>
<td>Year 9 Coordinator</td>
<td>Damien Green</td>
<td><a href="mailto:damien.green@kds.vic.edu.au">damien.green@kds.vic.edu.au</a></td>
</tr>
<tr>
<td>Year 8 Coordinator</td>
<td>Andrew Berhang</td>
<td><a href="mailto:andrew.berhang@kds.vic.edu.au">andrew.berhang@kds.vic.edu.au</a></td>
</tr>
<tr>
<td>Year 7 Coordinator</td>
<td>Russell Newman</td>
<td><a href="mailto:russell.newman@kds.vic.edu.au">russell.newman@kds.vic.edu.au</a></td>
</tr>
<tr>
<td>Year 6 Coordinator</td>
<td>Mark Crossman</td>
<td><a href="mailto:mark.crossman@kds.vic.edu.au">mark.crossman@kds.vic.edu.au</a></td>
</tr>
<tr>
<td>Years 3-5 Coordinator</td>
<td>Dominic McLaughlin</td>
<td><a href="mailto:dominic.mclaughlin@kds.vic.edu.au">dominic.mclaughlin@kds.vic.edu.au</a></td>
</tr>
</tbody>
</table>

**PLEASE NOTE:** This list is not a comprehensive listing of all TKDS staff members. It represents the staff positions for specific parent and student liaison.
# The King David School Business Team 2013

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Enquiries and Fee Payments</td>
<td>Chris Miller</td>
<td>Telephone: 9527 0110 Email: <a href="mailto:chris.miller@kds.vic.edu.au">chris.miller@kds.vic.edu.au</a></td>
</tr>
<tr>
<td>Finance Officer</td>
<td>Shimon Sabah</td>
<td>Telephone: 9527 0107 Email: <a href="mailto:shimon.sabah@kds.vic.edu.au">shimon.sabah@kds.vic.edu.au</a>, <a href="mailto:accounts.payable@kds.vic.edu.au">accounts.payable@kds.vic.edu.au</a></td>
</tr>
<tr>
<td>Admissions</td>
<td>Adina Cavallaro</td>
<td>Telephone: 9527 0102 Email: <a href="mailto:admissions@kds.vic.edu.au">admissions@kds.vic.edu.au</a></td>
</tr>
<tr>
<td>Community Relations</td>
<td>Kate Rauchberger</td>
<td>Telephone: 9527 0180 Email: <a href="mailto:kate.rauchberger@kds.vic.edu.au">kate.rauchberger@kds.vic.edu.au</a></td>
</tr>
<tr>
<td>Principal's Assistant</td>
<td>Claire Morton</td>
<td>Telephone: 9527 0049 Email: <a href="mailto:principal.pa@kds.vic.edu.au">principal.pa@kds.vic.edu.au</a></td>
</tr>
<tr>
<td>Campus Receptions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Magid Institute</td>
<td></td>
<td>Telephone: 8508 9600 Email: <a href="mailto:institute@kds.vic.edu.au">institute@kds.vic.edu.au</a></td>
</tr>
<tr>
<td>Magid Campus</td>
<td></td>
<td>Telephone: 9529 5277 Email: <a href="mailto:admin@kds.vic.edu.au">admin@kds.vic.edu.au</a></td>
</tr>
<tr>
<td>Southwick Campus</td>
<td></td>
<td>Telephone: 9822 3236 Email: <a href="mailto:southwick@kds.vic.edu.au">southwick@kds.vic.edu.au</a></td>
</tr>
</tbody>
</table>

**PLEASE NOTE:** This list is not a comprehensive listing of all TKDS staff members. It represents the staff positions for specific parent and student liaison.
School Hours

School Hours

<table>
<thead>
<tr>
<th>Campus</th>
<th>Begins</th>
<th>Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magid Institute (Years 9 – 12)</td>
<td>8.50 am</td>
<td>3:40 pm</td>
</tr>
<tr>
<td>Magid Campus (Years 3 – 8)</td>
<td>8.45 am</td>
<td>3.40 pm</td>
</tr>
<tr>
<td>Southwick Campus (Prep – Year 2)</td>
<td>8.45 am</td>
<td>3.30 pm</td>
</tr>
<tr>
<td>Southwick Campus Kindergartens</td>
<td>8.30 am</td>
<td>3.15 pm (Monday–Thursday)</td>
</tr>
<tr>
<td>Extended Hours</td>
<td>8.00 am</td>
<td>6.00 pm (Monday - Thursday)</td>
</tr>
<tr>
<td></td>
<td>8.00 am</td>
<td>5.00 pm (Friday)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4.30 pm (Friday; May, June, July)</td>
</tr>
<tr>
<td>Southwick Pre-School Centre</td>
<td>8.00 am</td>
<td>5.30 pm (Monday–Thursday)</td>
</tr>
<tr>
<td></td>
<td>8.00 am</td>
<td>5.00 pm (Friday)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4.30 pm (May, June, July)</td>
</tr>
</tbody>
</table>

Office Hours
Administration, The Rebecca Magid Centre is open Monday to Friday 8:30am to 5.00pm except for public
holidays, chagim, and a two week period in January (refer to Appendix A).
Campus offices are open during school terms only. The Southwick Campus office is open 8.00am to 4.00pm.
The Magid Campus and Magid Institute offices are open 8.00am to 5.00pm during school terms only.
Information for Parents (A–Z)

Attendance

Absence: If an absence for a family holiday or medical appointment is planned, parents are to advise the Year Level Coordinator or Class Teacher in writing, prior to the event. If absent from school, parents are asked to ring the relevant campus office between 8.00am and 8.50am to advise the Homeroom teacher. On return, students are to bring a note from parents which states the reason for the absence.

Early Arrivals: Parents are advised that no student in Years Prep-8 should be delivered to school before 8:15 am as there is no playground supervision until then.

Late Arrivals: Late arrivals interfere with the progress of the whole class as well as that of the individual. Please ensure that your child arrives at school before the first bell. In particular, students using public transport should ensure they take a bus/tram that will get them to school on time. If your child is late, he/she may expect to be given a detention unless a valid note or excuse is accepted.

Leaving Early: Wherever possible, medical and dental appointments should take place after school hours. If a child has to leave school early, the procedure is as follows:
1. Put a note in your child’s planner stating the reasons and time that he/she will be picked up.
2. Make sure your child knows to come to the office at the appropriate time to meet you.
3. Students cannot be called over the P.A. system and parents may not go directly to the classroom as this causes disruption to classes in progress.
4. Sign your child out in the book at the front desk.
5. Students in Years 9-11 may leave school without adult supervision only if written permission from parents is given to the Level Coordinator. The Level Coordinator will issue a pass for the student to go to the office at the appropriate time where they must sign out in the early leavers book.

Late Pick Up: If your child is not picked up on time at the end of the day, he/she will be placed in the front office and the emergency contact will be notified (if parents are not available).

B’nei Mitzvah

The B’nei Mitzvah experience is a key moment in the life of every Jewish child but can it can also be a daunting experience for the entire family. Recognising this, The King David School has developed a B’nei Mitzvah program that is designed to make this process as meaningful and stress-free as possible. If you have a child who is approaching B’nei Mitzvah in the next few years please contact the School Rabbi, Gersh Lazarow, on 9527 0018 or email rabbi@kds.vic.edu.au.
Book Exchange
At the end of each year TKDS Parents’ Association organises the sale of second hand textbooks for TKDS students. The sale of textbooks is held at the Magid Institute on a Sunday in December. Families receive 60% of their books’ sale value and the TKDS Parents’ Association retains 40% to fund various projects in the School.

The success of this project depends on students taking good care of their books (and CDs) and parents directing their children to sell and buy their books through the School. For further information, contact The King David School Parents’ Association — KDSPA@kds.vic.edu.au

Bus (Inter-Campus Shuttle)
The Inter-Campus Shuttle Bus Service is available for students in Prep through Year 8 inclusive. It travels between the Southwick (Kooyong Road) and Magid (Orrong Road) Campuses each morning and afternoon. This is a free service to assist parents who would otherwise need to deliver students to, or to collect them from, more than one campus. For legal reasons kindergarten children are not able to travel on the shuttle bus. If primary students use the bus on a regular basis parents are asked to complete an Inter-Campus Shuttle Bus Form, available on the Parent Portal in the Document Centre.

If you need your child to take the bus on a casual basis, contact the School office on the day before (for morning use) or during that day (for afternoon use). In the afternoon, students have 10 minutes to board the bus. The bus will leave on time and students who miss the bus will report to the Campus Office where their parents will be notified.

<table>
<thead>
<tr>
<th>Inter-Campus Bus Schedule</th>
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</thead>
<tbody>
<tr>
<td><strong>Morning</strong></td>
</tr>
<tr>
<td>Bus 1 (33 Seater)</td>
</tr>
<tr>
<td>8.15 am</td>
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<tr>
<td>8.25 am</td>
</tr>
<tr>
<td>8.30 am</td>
</tr>
<tr>
<td>8.40 am</td>
</tr>
</tbody>
</table>

Camps and Outdoor Education
School camps are an integral part of our educational program from Years 3 to 11. They provide a range of physical challenges to students and offer opportunities for students to extend their peer relationships. Attendance at school camps is compulsory and refunds will not be given if a child is unable to attend a camp. If your child is concerned about attending camp, please speak with the Year Level Coordinator. Camps are catered in accordance with the Kashrut Policy.

Change of Address and Contact Numbers
Parents are asked to advise the School of any change of address, phone numbers and other relevant information as soon as possible. Accurate information will serve the best interests of students in any emergency.
Updates can be made via the Parent Portal.
Class Allocations
Class lists for Students in kindergarten through Year 5 will be posted on the Parent Portal in late December. Students from Years 6 through 12 will be advised of their homeroom class on the first day of school. Parents are asked to have confidence that their children have been placed in appropriate classes and that careful and proper consideration has been given to the decision, taking into account a variety of educational factors.

Communication
Parents who wish to discuss the progress of their children should first approach the Subject or Homeroom Teacher before contacting the Year Level Coordinator or Assistant Head of School.

When the parents of a student are separated/divorced, both parents will receive formal written reports twice per year, both will be invited to Parent Teacher interviews.

Day to day contact will take place with the custodial parent or the parent with whom the student resides.

Counsellors
Three Educational Psychologists are available for students and parents to assist with any learning or social issues. Contact the Coordinator of Student Services or Year Level Coordinator should you wish to arrange an appointment.

Discipline and Behaviour
Each parent and student should acquaint themselves with the Positive Behaviours Policy on the Parent Portal or website, in order to support the School and staff in fostering appropriate attitudes and behaviour.

Behaviour Outside the School: Students are expected to conduct themselves at all times in a way that reflects positively upon themselves and the School. This includes travel to and from school, at social functions and on excursions. Students may be disciplined if their behaviour brings the School’s good name into disrepute. Refer to TKDS: A Harassment Free School Policy on the Parent Portal or website.

Audience and Spectator Behaviour: Parents are encouraged to attend and support religious, sporting and cultural events held during the year. The School expects that parents and their children will not engage in any behaviour that would bring the School into disrepute, or set a bad example to students. When attending school functions, parents are responsible for the management of younger siblings who are not participating in the event.

Excursions
It is the School’s policy to educate beyond the confines of the classroom and, as such, excursions are an integral part of the educational program. Notices about excursions will be sent out in email communication from the school. Parents must log into the Parent Portal to give their permission for students to attend all excursions before students will be allowed to leave the School grounds. Verbal permission by phone and handwritten notes cannot be accepted.

Inter-campus and sporting excursions: There are many instances when we wish to have specific classes of students from one campus come to visit another campus i.e. visiting guest speakers, music/drama activities and festivals.

The King David School Physical Education and Sports Program allows students the opportunity to be able to use a variety of sporting venues and facilities off campus. The use of these nominated facilities may necessitate the use of bus travel or possibly walking to some venues.
By signing and returning to your child’s homeroom teacher the General Travel Permission Form for Inter-Campus Travel and Sporting Venues, (available on the Parent Portal) you are giving permission for your child to travel inter-campus (including Temple Beth Israel at 76 Alma Road) or to sporting venues. You will no longer need to sign a separate permission form for each of these trips (available on the Parent Portal or website).

Food and Kashrut

We like to encourage the development of healthy eating habits at school and, therefore, students are expected to bring healthy lunches. Accordingly, chips, lollies, soft drinks or other “junk food” are discouraged. Students are not permitted to chew gum at school.

Similarly, we also believe that that the biblical injunctions regarding kashrut (the Jewish dietary laws) can be understood as an expression of the central Jewish concept of kedusha (holiness) that this has the ability to strengthen our commitment to God and enhances our sense of reverence for life. Recognising this, The King David School has developed a comprehensive Food and Kashrut Policy to guide our observance.

The main principles that shape this policy are:

- The separation of meat and milk products.
- The separation of chalavi and basari utensils during the preparation and serving of food.
- All meat served by the School is obtained from a recognised kosher butcher.
- The non serving or eating of treif foods. This includes foods containing gelatine, suet, rennet, whey and certain “E-numbers” that are derived from animal products.
- The furtherance of Tikkun Olam through the observance of eco-kashrut, restricting our purchase and consumption of foods to those that are produced in an ethical manner.
- The importance of teaching students about kashrut.
- A vegetarian option should be available at all school functions, including camps.

Health

Students should not be sent to school with coughs or colds or if the parent suspects a developing illness. If accidents or illness occur at school, every effort is made to contact a parent. If this is not possible, and if the case is considered urgent, medical assistance may be sought by the School. It is imperative, therefore, that you update your emergency details for each child so that we have accurate details of your own doctor, emergency contacts, etc. The School should be notified of any changes to this information during the year.

Accident Cover – The School holds Group Student Accident insurance to cover registered students for Injuries which occur whilst in the School’s care. Some benefits are restricted by legislation, please refer to the School administration office for full terms, conditions and exclusions of cover or to obtain a claim form.

Allergies – If your child is known to have an allergy that may cause analphylaxis, you are required to complete the Allergies Notification Form which is available on the parent portal. This form is to be lodged with the Head of School or Assistant Head of School.

Medication – Students who need to take medication during school hours must bring a note written and signed by the parent(s)/guardian(s) which gives permission for the first aid officer or teacher to assist
in administering the medication, and includes the name, dosage, method and time of administering. It must be stored in a labelled container and left with the teacher or first aid officer. Students are not allowed to keep any medication in their possession without prior approval of the class/homeroom teacher. No medication, even Paracetamol, may be given without parental permission.

**Lice** – Head lice and nits are highly contagious, so parents should check their children's hair regularly at home. If head-lice are detected in your child's class you will be notified so that you can do a thorough check of your child and other family members. If nits or lice are found the child must be kept at home until treated. Even after treatment parents should continue daily checks, as treatments do not provide immunity and reinfection may occur. Pamphlets on detection and treatment of head lice are available from the School office (see the policy on the Parent Portal or website).

**Notifiable diseases** – It is a parent's legal duty to notify the School immediately if their child contracts any of the following diseases: chicken pox, conjunctivitis, acute contagious impetigo, diphtheria or membranous croup, enteric fever (typhoid and paratyphoid), gonococcal infection (eyes or genitals), infectious hepatitis, measles, German measles (rubella), meningitis, mumps, poliomyelitis, ringworm, scabies, scarlet fever, smallpox, trachoma, tuberculosis, typhus, whooping cough.

**Homework**
Please refer to the Parent Portal or website for the Homework Guidelines.

**Houses**
All students are allocated to one of four Houses: Negev (red); Arava (yellow); Kinneret (blue); Galil (green). Siblings are allocated to the same House. Inter-House competitions are organised during the year for swimming, athletics, debating and other sporting and cultural activities.

**Information and Communication Technology**
Students on all campuses have access to computers in the classroom and/or computer laboratories and are bound by the ICT – Student Acceptable Use Policy the Parent Portal or website Students and their parents in Years 3 through 12 must sign the ICT – Student Acceptable Use Policy and return it to their homeroom teacher during the first week of term.

**Jewish Life**
The King David School is a Progressive Jewish School established on the principles of inclusion, egalitarianism and social justice.

We are committed to engendering within our students a deep and abiding sense of community, a strong and proud Australian identity and a close and meaningful relationship with the Land and State of Israel.

In recognising that there is more than one way to be a Jew, we are committed to creating an environment of open enquiry, gender equity and vigorous discussion.

By combining serious Jewish learning with meaningful Jewish experiences, we aim to empower our Students to 'know and understand' their heritage while instilling in them a desire to live meaningful Jewish lives.

**Kippot**
Students are introduced to a number of ritual items during their education. The kippah is one of these significant items traditionally worn at all times as a reminder of God's presence. At The King David
School we encourage students to know and understand our ritual practices. Boys are required to wear kippah (girls optional) when studying sacred texts, saying daily prayers and blessings and when acting as Jewish ambassadors for our community.

**Learning Support**

The School tests all students annually to determine whether extra assistance is required. Learning Support teachers are available to assist students with particular learning issues which are identified. Please discuss any concerns initially with your child’s teachers, who will arrange the appropriate assistance.

**Library / Resource Centre**

The King David School Resource Centres play a central role within the School. The goals of the Resource Centres are:

- To provide services that support the curriculum and fulfil the information needs of the School community.
- To develop and sustain in students the habit and enjoyment of reading and learning.
- To assist in the creation of independent lifelong learners and thinkers.

To facilitate the above:

- Students in kindergarten to Year 5 have scheduled library instructional periods as well as opportunities to borrow items.
- The Resource Centre is open at lunchtimes for recreational reading, games and study after school at the Magid Institute.
- Students up to and including Year 2 require a Library Bag (available from the uniform shop).
- Students with overdue items may not borrow other items, and will receive “overdue notices” periodically.
- Charges apply to lost items.
- At the senior levels some items will be on overnight or three-day loans. Students who do not return these on the due date may have their borrowing rights suspended.
- Individual student library ID cards will be issued to students in Years 5 – 12.

  *Note: If card is lost there will be a charge for any replacement cards required*

**Library Fund**

Please note that a Library Fund exists for donations to the Library at any time during the school year. It includes the Library Birthday Club which operates for families who wish to donate a new book to the library collection for their child’s birthday. Donations to TKDS Library Fund are tax deductible.

**Lost Property**

Please be sure to clearly name all personal belongings and every piece of clothing that your child brings to school. Lost property boxes are located at each campus and, once a term all unnamed items are removed. All named items will be returned to either the class teacher or directly to students. The School accepts no responsibility for loss or damage to personal items.
Messages/Telephone
Parents and students are urged to coordinate plans well in advance so that messages do not need to be exchanged during school hours, causing disruption to the class and the office. Students will be allowed to use the telephone only in an emergency and with the permission of a teacher. Unless there is a strong necessity, messages to students cannot be delivered to classrooms, and only in dire emergencies will students be called out of class for phone calls.

Mobile Phones and Portable Music Players
Students are advised not to bring mobile telephones or iPods to school. Anyone who chooses to do so is to lock it in their locker or leave it in the School Office and collect it at the end of the day. If a student is found using a mobile phone/iPod during the day, he/she will be directed to take it to the office and collect it at the end of the day. The School cannot take responsibility for any loss of, or damage to, mobile phones and iPods.

Music Program

Classroom Music
- Classroom music is provided for students from 18 months through to VCE.
- Southwick Pre-School Centre and Southwick Kindergartens – each room has 30 minutes of music each week with a specialist music teacher.
- Junior School – Prep to Year 2 have two music classes each week.
- Middle School – Years 3 to 6 have 2 music classes a week.
- Year 3 / 4 Classroom Music includes a String Program
- Year 5 / 6 Classroom Music includes a Woodwind and Brass Program
- Senior School: Music electives are offered in Years 9 and 10.
- Music is also offered as a VCE subject.

Ensembles
The following ensembles will be offered in 2013. All students enrolled in Instrumental Music participate in school ensembles.
Ensembles rehearse at least once a week
- 3– 6 Vocal Ensemble — Wednesdays after school: 3.45pm – 4.30pm
- 7– 12 Vocal Ensemble — Tuesdays after-school: 4.00pm – 5.00pm
- 3 – 6 Orchestra — Tuesdays before school: 8.00am – 8.40am
- 7– 12 Orchestra — Wednesdays before school: 8.00am – 8.40am
- MC Percussion Ensemble — Fridays before school: 8.00am – 8.40am (note: new time)
- MC Guitar Ensemble — Mondays before school: 8.00am – 8.40am
- By invitation only: MI Guitar Ensemble, MC Stage Band and MI Stage Band.
- All rehearsals are held in the Rebecca Magid Centre (520 Orrong Road)

Performances and Events
Students are encouraged to participate in the following: Soirees for instrumental students and small ensembles; Musical Theatre performances available to all members of choirs and orchestras; Junior
School Concert – Prep to Year 2; music for school events; Assemblies, fetes and Presentation Evening; various Jewish community events and celebrations; some events involving the wider community.

**Music Exams**
All instrumental music students from Years 5-VCE are required to be examined every semester through the school's Recital Soiree program.

**Music Scholarships**
Students who demonstrate outstanding musical ability and general academic excellence may be awarded a scholarship covering school fees and/or their music tuition fees. These scholarships will be at the discretion of the Principal. Music scholarship holders are expected to play a critical role in the musical life of the school and are required to take a leadership role in ensembles. Scholarships holders are also required to be on track to undertake VCE music.

**Instrumental Music (Private Lessons)**
Tuition is offered in a number of areas including: Strings; Woodwind; Brass; Percussion; Piano; Guitar; Voice; Music Theory.

**Music School Contact Information**
Telephone: 9527 0077 or Email: music@kds.vic.edu.au

Full details of the Instrumental Program are available in a separate enrolment form. For more information, or to obtain an enrolment form for Music Lessons contact Gordon Dorin of the Music Department directly on 9527 0077
Extended School Hours Care (ESHC)

The King David School runs a Kindergarten/ Prep-Year 4 Extended School Hours Care program at the Southwick Campus. Our aim is to provide the highest quality afterschool care for Kindergarten to Year 4 children and great holiday care programs for Kindergarten. We pride ourselves on providing children with a happy, diverse and engaging learning environment. We offer exciting activities such as arts, crafts, special & story-times, music, dance, games, indoor sports, outdoor sports, themed activities and healthy nutritious snacks.

CCB & CCR is available for families of kindergarten & school-aged children who qualify. Please contact The King David School Finance office for further information.

For further information regarding the ESHC program, please contact the ESHC Program Coordinator on 9822 3236.

Parents’ Association – Information and Services

The Parents’ Association has a vital role at the School. Its objectives include:

- To raise funds and apply these funds towards developing and improving the facilities of The King David School.
- To ensure all families feel welcome and included and to provide a social forum for the School community.
- To provide and/or support service provision to the School through our uniform shop and tuckshops.

Class Representatives are needed every year from each class to:

- Facilitate a supportive social network amongst the class parents and families
- Assist in organising class presents or cards when appropriate
- Be a liaison between the class parents and the Parent Association regarding information distribution, feedback and concerns

We welcome help and input from parents, grandparents and relatives. If you have any questions about the Parents’ Association and/or would like to be involved as a general volunteer or on a committee of your interest, please contact the KDSPA via our email address kdspa@kds.vic.edu.au – or contact any campus office to leave us a message. We welcome your suggestions and comments.

Other areas involving parents include:

- Attending social functions.
- Contributing ideas about and supporting Fundraising Events and Drives.
- Attending excursions where parents are needed.
- Attending sports days, school musicals, end of year concerts and Presentation Evening. Dates are in the School calendar.
- Attending year level Shabbat services.
- Being involved in volunteer reading programs and activities.
- Attending Kabbalat Shabbat on Fridays at the Kindergartens.
- Being involved in the Festival celebrations at the School.
Parties/Social Events
Parents should consider carefully the day and venue of any child’s birthday celebrations. The School asks parents to ensure that parties conform to the guidelines, i.e. not scheduled on Shabbat or Festivals, and providing acceptable food. Invitations to birthday parties may be distributed at school only if the entire class is invited.

Personal Belongings
Electronic games are not permitted during school hours. Devices that are brought to school by students will be stored in the campus office until the end of the day.

Students must take full responsibility for the safekeeping of these items. Where a student uses a device not in accordance with this regulation the device will be locked in the campus office until the end of the day.

The School will not take responsibility for any loss of, or damage to, mobile phones.

Planner
The King David School planner is intended to be a means of communication between home and school, as well as a tool for students to use to remember their homework on a day-to-day basis. It should also be used for planning, studying for tests and working on assignments. The planner is not a personal planner and should only be used for educational matters. Please sight the planner each day if your child is in Years 3 – 8 and at least once per week if your child is in Year 9 in order to read any comments from the teachers and view the work assigned to your child. You may also use the planner to correspond with the teacher.

Reports
Written reports are sent to parents twice a year – at the end of Term 2 and at the end of the School year. Parent/Teacher Interviews are generally held at the end of Term 1 and Term 3. Additional interview times may be arranged when necessary; parents are welcome to initiate these by contacting the appropriate Year Level Coordinator or Head of School.

Scholarships
Scholarship information is available on the School website or from the Admissions Manager on 9527 0102 or email admissions@kds.vic.edu.au.

School Council
The School Council is the governing body of The King David School. The Principal is responsible for the implementation of educational philosophy and policy as discussed and approved by the Council, which is otherwise concerned with overall policy and the effective management of all aspects of the School, including careful financial and strategic planning. Many of those who serve on the School Council are parents, as well as professional business people who invest much of their personal time in the welfare of the School.
Security
The King David School contract security to a private company and every effort is made to ensure that the guards provided have a high degree of familiarity with the School community and up-to-date security information. The security company has a presence at each of our campuses – both discreet and obvious. Guards are on duty at the main gates in the morning and afternoon and visitors may be required to show photo identification. Part of their role is to check all buildings thoroughly before and after use.

In the interest of the safety of persons and property, **all visitors** to the School must register at the reception desk. Visitors will be provided with a visitor’s pass that must be displayed at all times. The pass is to be returned to reception before leaving.

**Parents may not go directly to classrooms to collect students or deliver messages. Please see procedures for collecting students early under Attendance and Weather.**

Parent Security Group
The PSG is a group of trained parents who assist in securing the School at pick up and drop off times. This additional security works independently but in tandem with the existing commercial security firm employed by the School. After some initial training parents are organised into a roster. Whilst on a shift they are responsible for observation of objects, people and activity passing or entering the School grounds.

Parents are urged to join and contribute in the maintenance of a secure environment for our children whilst also getting an opportunity to learn useful, real life skills.

The PSG is under the aegis of the Community Security Group which provides security consulting for a number of Jewish schools who have similar programmes. Training is run throughout the year and interested parents are welcome to contact the School for further information.

Traffic and Road Safety
Students may be put at risk by parents who do not observe Clearway traffic rules when delivering and collecting students. Parents are reminded not to park across private driveways, and to adhere to traffic rules and courteous codes of conduct.

Parents are reminded of the 40kph speed limit in school zones.

**Parking:** Please observe the Council parking restrictions as indicated at all campuses. Do not park in or across the main driveways of the School or across neighbours’ driveways.

**Drive-Through Areas:** The drop off and pick up driveway at the Magid Campus and Magid Institute are No Parking/No Standing areas. Parents must not leave their cars. Please avoid coming early and taking up a parked position in the driveway. This blocks the traffic flow. Give your children 5-6 minutes after the final bell in order for them to pack their bags and reach the drop off/pick up area. Please be prepared to move forward as space permits. In this way you and every other parent/grandparent/caregiver can simply drive through and pick up the waiting students.
Southwick Pre-School Centre: Please park on Alma Road if you will be more than 10 minutes. Do not park in the Temple car park spaces that are reserved for Temple and Pre-School staff.

Magid Campus: The School side of Orrong Road is a Clearway in the morning. Do not drop students at the Orrong Road entrance in the morning as this creates a traffic hazard. Security staff will be monitoring this situation. The back gates are locked at 9.00 am and 4.00 pm each day. Please park on Orrong Road if you need to come into the School. Students are not permitted to move off the grassed area until their parents’ vehicle has come to a stand still. Students must stay inside the School grounds while waiting for parents to pick them up.

The preferred traffic flow at the Magid Campus is:

- **Access to the Magid Campus via Stawell Street (off Dandenong Road) only. (Do NOT turn into Karbarook Avenue from Orrong Road!)**
- **Exit the Magid Campus drive-through by turning LEFT ONLY into Karbarook Avenue.**
- **Turn LEFT ONLY from Karbarook Avenue into Orrong Road.**

The extra time taken to accommodate this traffic flow plan eases the congestion around Stawell Street and Karbarook Avenue, assists in reducing conflict and stress for our parents and neighbours, and, most importantly, improves safety for our students.

Southwick Campus: Students are not permitted to go beyond the line painted on the driveway without adult supervision. There is a drop-off area directly in front of the Kooyong Road gates which operates mornings only. Parents must not leave their cars when using this space.

Magid Institute: Please note that it is **ILLEGAL** to stop in Dandenong Rd to drop students off at the Magid Institute as this is an exit lane to Wattletree Road. Students are encouraged to use public transport and a drop off point and temporary parking are available on the campus grounds in the morning and afternoon. Cars may enter the Magid Institute by travelling in an easterly direction along Dandenong Road and turning left through the first gate into the campus. The driveway has the capacity to accommodate 24 cars at any one time so please do not stop for more than a few minutes. Drop offs and pick ups at any other time should occur in adjoining side streets.

Road Safety at Magid Campus/Magid Institute
It is important that students abide by the following safety precautions when arriving or leaving the Magid Campus:

- Students must not cross Orrong Road or Dandenong Road at any place other than a designated crossing and they must cross in accordance with the traffic signals and direction by the traffic supervisor.
- At bus, train or tram stops students are to behave in an appropriate manner or they may be refused access to public transport.
- Students who cross Dandenong or Orrong Road at any point other than at the traffic lights and in accordance with the signals may be suspended and parents called into the School.
Tuckshop
There is a tuckshop at each campus.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Service Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southwick</td>
<td>Open Tuesday for window service</td>
</tr>
<tr>
<td></td>
<td>Open Thursday for window service and lunch orders</td>
</tr>
<tr>
<td>Magid</td>
<td>Open every school day, for morning recess and lunch</td>
</tr>
<tr>
<td>Institute</td>
<td>Open every school day, for morning recess and lunch</td>
</tr>
</tbody>
</table>

Tuckshops will be open on the first day of school, except for Southwick which begins in Week 2 of term.

- Menus for each campus tuckshop will be sent home at the start of the year and at least once during the year.
- Orders for Southwick Campus are made a term in advance – a menu selection will be sent home in the second last week of the term for the following term’s orders.
- Orders for Years 3 and 4 at the Magid Campus need to be placed in a plain paper bag big enough to fit the order. The bag is to be labelled with Name, Class, Order, and Total Cash payable. Please include exact money if possible. Place in the box provided in each classroom at the start of class.
- Magid Campus and Magid Institute students may purchase their lunches directly from the tuckshop during their lunch break or order at recess. The tuckshop does not provide credit to students.

Information on School Uniform 2013
School uniforms are a symbol of collective identity. They assist their members in a feeling of pride, unity and purpose. It is important therefore that the uniform is worn with respect and honour.

The King David School has chosen its uniform so that it is of good quality, fits most body shapes and sizes and is unisex where possible. The school uniform is distinctive and affordable, well co-ordinated, easily laundered, durable, and mostly Australian made.

The King David School is the only supplier of the school uniform which must be purchased from the School Uniform Shop. This ensures that the uniform is indeed “uniform”. Second hand uniform is also available from the shop at half the price of new. The Uniform Shop is run by Parents’ Association with the help of hard working staff and volunteers. There is only a small mark-up on factory wholesale prices and this profit is given back to the school to be used for whatever is needed in equipment, etc.

The Uniform Shop Order Forms and Price Lists are on the Parent Portal. Orders may be posted or handed in at any School Office or email directly to the shop. Full payment must accompany all orders. Please ensure that you complete the order form properly, including student’s name, year level, quantities, sizes, and full credit card details. All orders must include a contact name and phone number.

The Uniform Shop
Location: 517-519 Orrong Road, Armadale, in Room 12. Enter through reception.
Trading Hours: Tuesday 8.30am – 4.00pm
             Thursday 8.30pm – 4.00pm

Please note that the January openings are usually very busy and hectic! Service is on an appointment only basis. Appointments can be made by ringing the Magid Campus office on 9529 5277.
Contact Details
The Uniform Shop can be contacted by ringing the Magid Campus – 9529 5277 – on days we are open.

Our E-mail address is: uniform.shop@kds.vic.edu.au

Weather
On days when the temperature is forecast to exceed 35 degrees, Kindergarten to Year 4 students may be collected from school during their lunch break only. You must arrange this with your child before school and write a note in his/her planner so the teacher is aware your child will be leaving at lunch time. Students will not be allowed to ring parents during the day to arrange to collect them. Students leaving at lunchtime must be waiting in the foyer to be collected. Students will not be paged to come to the office to go home in hot weather.

Under no circumstances will students be dismissed unless a parent or acknowledged guardian reports to the school office to collect the child.

**Years 5 – 12 students are expected to remain at school.** Students at school on the few extremely hot days that Melbourne experiences each summer, will be kept as cool as possible within the confines of the school premises and dismissed at the regular time.

Website, Parent Portal and Communication
The King David School website www.kds.vic.edu.au is an easy to use and informative site which takes you through every aspect of life at the School from Pre-School to Senior School. It includes comprehensive descriptions of curriculum, Jewish life, School news as well as insights into the philosophy and history of the School. The website is updated on a regular basis.

On the home page, you will also find a link to the Parent Portal. Each parent receives their own unique username and log in for the Parent Portal. The Parent Portal provides parents with School news and events as well as personalised information about their students. This includes medical records, class lists and school reports. The Parent Portal also contains a Document Centre which is a centralised point for all School forms. Permission for students’ excursions are also given via the Parent Portal. Photo and Video galleries are available for viewing School activities.

All families are required to have at least one email contact for the School. Notices are batched and sent via the email notification system each afternoon (when there are notices to be sent). These notices are tailored to each family so that you only receive notices relevant to your children’s year level. A history of notices sent to you is available on the Parent Portal sorted by month.
The King David School Song
To Know and Understand

Words and music by Les Segal and Martin Splitter. Hebrew by Ruth Blum.

Bound by time through the ages,
History learnt from the sages.
Har Sinai
Under watchful eye,
Wandering to the Promised Land.

Wisdom of generations,
Passed with anticipation,
Years go by
Still the young ask why,
Then they know and understand.

Born from dreams and a vision,
Hearts that stirred with decision,
Eyes with sight,
Reaching for the light,
Underneath Australian sun.

I am young hear my voice now,
Watch me grow and rejoice now.
Take my hand,
See how straight we stand,
When we know and understand.

Translation of Hebrew:
We are the children
Of Abraham, Isaac and Jacob,
Sarah, Rebecca, Rachel and Leah
Protect us on our way
David, hero of Israel
His harp will forever sing
God’s love for our People –
To know and understand.
The King David School

Magid Institute
(Years 9 – 12)
373–375 Dandenong Road,
Armadale Vic 3143
PO Box 286, Malvern Vic 3144
Tel: 8508 9600 Fax: 8508 9625
Email: institute@kds.vic.edu.au

Magid Campus
(Years 3 – 8)
517–519 Orrong Road, Armadale Vic 3143
PO Box 286, Malvern Vic 3144
Tel: 9529 5277 Fax: 9525 2247
Email: admin@kds.vic.edu.au

Southwick Campus
(Junior & Senior Kindergartens)
(Prep – Year 2)
Outside School Hours Care Program
117 Kooyong Road, Armadale Vic 3143
Tel: 9822 3236 Fax: 9822 2491
Email: southwick@kds.vic.edu.au

Southwick Pre-School Centre
(15 months to 4 years)
76 Alma Road, St Kilda Vic 3182
Tel: 9520 7700 Fax: 9510 7220
Email: preschool@kds.vic.edu.au

Business Team
Rebecca Magid Centre
520 Orrong Road Vic 3143
Tel: 9527 0102
Email: admin@kds.vic.edu.au

www.kds.vic.edu.au

Modern | Thinking | Judaism