C O N T E N T S

Principal's Welcome 3
Proud History 4
Board of Governance 5
Statement of Faith 6
Confession of Faith 8
Purpose, Vision, Passion, Values 9
Core Principles 10
College Affirmation 11
Organisational Arrow 12
Staff 13
GOAL Team 14
Calendar Dates 15
Communication 15
Bell Times 16
Parking 17
Enrolment 17
Finances 18
Academic Guidelines 19
Academic Support 19
Bookwork Guidelines 19
Home Learning 20
Learning Journals 21
Assessment Procedures 22
Formal and Informal Assessments 22
Security of Assessments 23
Cheating 23
Plagiarism and Collusion 23
Missed Assessments 24
Overdue Assessments 24
Late Assignment Flow Chart 25
Extensions 26
Students With Additional Needs 26
Return of Assessments 26
Academic Focus Flow Chart 27
Examination Regulations 27
Reports and Parent Teacher Interviews 29
Attendance 29
Extended Absence 31
Lateness 31
Early Departure 31
Immunisation 32
Infectious Conditions 33
Medical Care 34
Illness or Injury at School 34
Lice 35
Before and After School Care 35
Emergencies and Evacuations 35
Standard of Personal Conduct 35
General Behaviour on School Grounds 36
Grounds and Classrooms 36
Oval and Playgrounds 37
Property 37
Bags and Equipment 37
Lockers 38
Discipline Policy 38
Behaviour Management 39
Bullying 45
Uniform 46
Uniform Shop 51
Chaplain 51
House System 52
Extracurricular Activities 53
Camps and Excursions 53
Food 53
Drugs 55
Electronics and Mobile Phones 55
One-To-One Program 57
Cybersafety 58
Code of Conduct for Cybersafety 58
Transportation 61
Code of Conduct for Bus Usage 62
Driving 64
Code of Conduct for Student Drivers 65
Sun Safety 67
Volunteering 67
Complaints 68
Complaints Procedure Flow Chart 70
The King's College Family Handbook

A safe environment where we are free to discover who we really are. That's exceptional!
The King's College; A safe environment where we are free to discover who we really are. That's exceptional!

As we embark on 2020, we address this year with a sense of excitement and intrigue at what the year might hold. We talk about hindsight or 20/20 vision as though it were something we can look back on to correct mistakes. 20/20 vision is not hindsight but looking forward. It is a term used to express the clarity or sharpness of vision. It indicates the focus of the vision that can be seen at 20 feet.

It is that clarity and focus that I want The King's College to be known for in 2020!

We have a very clear vision for students and families at the College. We have clearly articulated this vision through 'The King's Arrow' and our 'College Affirmation' and repeated it with intentionality and clarity in order to make it memorable. Our vision, principles and values are clearly recognisable in a manner that can be upheld by everyone in our school community.

As a College, our clear and focused vision is simple! We are not distracted with fads and loose methods that cloud our vision. We are committed to focusing on a safe environment and providing a respectful platform for our students to achieve the best results possible. We measure everything we do, so that our parents receive exceptional service and our students feel exceptionally safe at the College. We are committed to listening to your questions and your comments. We want to learn how to serve you better in order to give every parent and every student the best school experience that they could ever receive.

We are focused on providing exceptional care and outstanding opportunities to every student, every day. We are intentional in providing a safe and caring environment where every student has the peace of mind and the opportunity to dream big dreams. We are committed to providing a supportive environment where students never fear failure and never experience ridicule, but embrace failure and see it as a stepping stone to success.

Our parents want a school where students can learn free from distraction. Clarity, focus and achievement cannot co-exist together with distractions. When students do not feel safe, it distracts them from their vision and their overall achievement. That is why our 20/20 vision in the area of student safety is a high priority at the College. We have already gained a reputation in the local area of being a safe school; a school that students love to come to and where teachers really care; a school where bullying, harassment, intimidation and ridicule are not tolerated; a school where every student can discover 'their exceptional!'

For someone who has 20/20 vision, it does not necessarily mean that they have perfect sight but it does indicate the sharpness or the clarity of their vision at a certain distance. 20/20 vision is one's ability to focus and develop eye coordination, peripheral awareness and depth perception.

At The King's College this year, we will provide opportunities for students to focus on their goals and achievement; to develop peripheral awareness so they learn to be caring to those around them; and depth perception as they discover how much God loves them as well as the wonderful plans that He has for their lives.

Later, as we look back at the end of 2020, with the benefit of hindsight, let us look back with gratitude knowing that we have taken every opportunity that God has provided for us.

Towards a bright and clear 2020.
Proud History

The College’s roots date back to 1986 when it was established by Pastors Gerry and Maureen McCoy. A significant part of the College’s core identity is its partnership with The King’s Chapel (formally Freeway Church), the source of its original leadership and values. The spiritual oversight from Dr Gerry McCoy continues to give inspiration and direction for growth to the Board and Executive. All students and staff, past and present, continue to be a part of the growing College family.

The College has embraced changing times while still retaining its fundamental Christian values. A timeline of key events is as follows:

2019
Welcomed Mr Orlando do Santos as Principal
Opened the Meryl J Butler Centre

2017
Officially opened the new Administration building

2014
Welcomed Mr Aaron Guppy as Principal

2012
Welcomed Mr Keith Newby as Principal
Launched the website and bell tower signs

2011
Opened Bryan Hall

2010
Celebrated 25 years since foundation
Visited by the first teacher, Ms Sharon Phillips, all the way from South Africa

2009
Commenced Pre-kindergarten
Celebrated the first Year 12 WACE graduating students

2008
Planted London Plane Trees along the entrance drive to beautify the campus

2006
Commenced change of curriculum from ACE to WA Curriculum

2004
Opened home economics and science laboratory classrooms

2000
Welcomed Mrs Joanne Thomas as Principal
El Shaddai Indonesia (sister school) opened in Jakarta

1998
Opened the Administration and Pre-primary buildings

1993
Opened the first classroom

1992
Welcomed Ps Gerry McCoy as Principal

1991
Moved to the present site, which was a farm, and classes were held in the farmhouse

1990
Celebrated the first ACE graduate students

1987
Moved location to Medina
Welcomed Mr Paul Cant as Principal

1986
Opened in Sloan Cottage, a National Trust building in Leda with 15 students
Welcomed Ms Sharon Phillips (nee Broughton) as the foundation teacher
Governance

The College Board has responsibility for:

1. School governance
2. Legal and registration compliance
3. Policy development
4. Goal-setting and long-term strategic planning
5. Selection, appraisal and pastoral care of the Principal
6. Political matters, promotion and public relations of the school
7. Finance: developing the Financial Master Plan, annual budget, fee structure, fundraising policy and government grants
8. Industrial relations: provision of remuneration and conditions
9. Provision of land, buildings and other capital improvements
10. Maintenance and provision of resources and equipment

The Board delegates authority to the Principal to manage the daily operation of the College and the implementation of policy. It also delegates authority to committees to allow various matters to be researched and discussed prior to consideration by the Board.

The College Board committees include:

- Executive Committee
- Finance Committee
- IT Governance Committee

The Board ensures that the overall direction and operation of the College is in accordance with the agreed Purpose, Vision, Passion and Values. The College Board consists of six (6) Members appointed by The King’s Chapel who bring unique skill sets and experience to the governance of the College. Board members may serve up to three (3) consecutive terms up to a maximum of nine (9) years. The Board consists of individuals of good character who are committed Christians and bring a unique set of skills. The current Board includes members of various professions with skills in education, law, business, engineering, IT, property development and theology.

The Visitor: Dr JG McCoy
Chair of Board: Mr Keith Newby
Deputy Chair: Mrs Joanne Thomas
Secretary: Mr Uwe Thiel
Treasurer: Mr Richard Pannell
Board Members: The Honourable John Gilmour QC, and Mr Rodney Pearson
STATEMENT OF FAITH

The College believes in and asserts the following basic truths:

a. THE HOLY SCRIPTURES – The divinely inspired and infallible Word of God and its consequent entire trustworthiness and supreme authority in all matters of faith and conduct (2 Timothy 3:16,17). The Bible, which is comprised of the books of the Old and New Testament, is the Spirit inspired, inerrant and infallible Word of God and derives its authority from the Kingdom of God.

b. THE GODHEAD – One God eternally existent in three persons comprising the Father, the Son and the Holy Spirit. There is one God and He is sovereign and eternal. He is revealed in the Bible as three equal divine Persons - Father, Son and Holy Spirit. God depends on nothing and no one; everything and everyone depends on Him. God is holy, just, wise, loving and good.

God created all things of His own sovereign will, and by His Word they are sustained and controlled. God is the God and Father of our Lord Jesus Christ. He is also Father of all whom He has adopted as His children. Because of God’s faithfulness and His fatherly concern, nothing can separate His children from His love and care. (John 15:26; 2 Corinthians 13:14; John 17:21)

c. THE LORD JESUS CHRIST – His humanity, deity, virgin birth, sinless life, atoning death for the sins of the world, resurrection for our justification, ascension to the Father’s right hand and abiding intercession and personal return to reign upon earth. The Lord Jesus Christ is the eternally existing, only begotten Son of the Father. He is the Creator and Sustainer of all things. He was crucified, buried, rose from the dead in bodily form and ascended to heaven.

Jesus is the Baptiser in the Holy Spirit. (Luke 3:16; John 1:33) He is King of the universe and Head of the Church, His people whom He has redeemed to Himself.

Having already inaugurated the Kingdom of God, He will return to gather His people to Himself, to judge all people and bring in the consummation of God’s Kingdom. (John 1:4; John 1:1; Isaiah 7:14; Luke 2:7; 2 Corinthians 5:21; John 3:16; Romans 4:25; Mark 16:19; Matthew 24:29-31)

d. FIVE-FOLD ASCENSION MINISTRIES – We believe in the Five-Fold Ascension Ministries in accordance with Ephesians 4:11 “And he gave some Apostles, and some Prophets, some Evangelists, and some Pastors and Teachers” and as stated in 1 Corinthians 12:28-31 “And God hath set some in the church. First Apostles, secondly Prophets, thirdly Teachers, after that, Miracles, then Gifts of Healings, Helps, Governments, diversity of tongues…”

We believe the Elders would come from the Five-Fold Ministry as directed by the Holy Spirit. Likewise, the Deacons would come out from amongst the whole church in accordance with Acts 6:3, as the need arises.

e. SALVATION AND GOD’S REDEMPTIVE PLAN – That all have sinned and come short of God’s glory and standard of righteousness and that by faith in and confession of Jesus Christ as Lord, right relationship is restored with God. (Romans 3:23; 10:10; Galatians 5:22-26)

Adam and Eve, the parents of all humankind were created in the image of God to worship their Creator by loving and serving Him, and exercising dominion under God’s rule by inhabiting, possessing, and ruling, caring for and enjoying God’s good creation.

Sin entered the world through Adam’s disobedience, because of which dominion was lost and all people are alienated from God and each other and, as a result, they and all creation are under God’s judgment. All people have sinned and come short of God’s standard of holiness and righteousness.
God holds each person responsible and accountable for choices made and actions pursued through the exercise of free will. Human responsibility and accountability do not limit God’s sovereignty. God’s sovereignty does not diminish human responsibility and accountability.

Salvation from the penalty of sin is found only through the substitutionary, atoning death and resurrection of the Lord Jesus Christ. As the only sinless One, and because God is both just and holy, Jesus took upon Himself the just punishment for our sins. In doing so, He fulfilled His covenant and demonstrated His unfailing love for us.

Through His death and resurrection, the Lord Jesus has destroyed the power of Satan, who is destined to be confined forever to hell along with all those who reject Jesus as Lord.

Through the power and presence of the Holy Spirit indwelling in believers, and through the work of Calvary, believers are empowered to participate in the restorative work of the Kingdom. Through the Spirit’s work in restoring the dominion that was lost and the believer’s participation in the Kingdom of God, the eschatological redemption of Creation at Christ’s Second Coming awaits.


g. DIVINE HEALING – Secured for every person through faith in Christ’s completed work and deliverance from all bondage to the power of Satan.

h. THE HOLY SPIRIT – The Holy Spirit is the Promise of the Father, God’s Empowering Presence. The Holy Spirit is the divine seal and guarantor of God’s promises to His people. Through salvation, a believer receives the person of the Holy Spirit, the Promise of the Father. The baptism with the Holy Spirit is the power which releases the living waters of God inside the believer. (See Matthew 3:11, Luke 24:49, John 7:38, 39; 14:15-17,26, Acts 1:5; 2:14-18)

i. THE BAPTISM OF THE HOLY SPIRIT- with speaking in other tongues. (Acts 2:4; 10:46; 19:6; Romans 8:26, 27; 1 Corinthians 14:4). The Ministry of the Holy Spirit is to glorify the Lord Jesus Christ. During this age He indwells, guides, instructs and empowers the believer for Godly living and service. Every believer should be filled with the Holy Spirit. He convicts people of their sin, leads them to repentance, creates faith within them and regenerates them. He is the source of their new sanctified life bringing forth His fruit in the life of believers. He gifts believers according to His sovereign will, enabling them for service in the work of God’s Kingdom. (Mark 16:17; Acts 2:39; Luke 24:49; Acts 3:8)

j. THE GIFTS OF THE HOLY SPIRIT – for the equipment of Ministry and the edification of the Church; to continue in this present Age until the Perfect has come and the consummation of God’s Kingdom on “earth as in heaven.” (1 Corinthians 12:8-11; Matt 6:10) The Holy Spirit is the Divine administrator of His gifts, distributing them at will for the purpose of building the church. (Mark 16:17; 1Corinthians 12:11; Hebrews 2:4)

k. THE CHURCH UNIVERSAL – Comprising all born-again believers of all Nations and denominations under the headship of the Lord Jesus Christ. (Hebrews 12:23; Colossians 1:18, 24)

l. BIBLE PROPHECY & ESCHATOLOGY – Its fulfilment in world events, heralding the climax of this age and the personal, visible return of the Lord Jesus Christ and consummation of His Kingdom. (2 Peter 1:21)

m. THE NEW HEAVENS AND NEW EARTH – “We, according to his promise, look for new heavens and a new earth in which righteousness dwells.” Entry to the new heaven and new earth is made possible only through the salvific plan of God revealed through Jesus Christ. Only righteousness will dwell in the new heavens and new earth. (Isaiah 65:17; 2 Peter 3:7-13; Revelation chapters 20:11; 21-22)

The King’s College subscribes to the historic creeds of the Church, including the Apostle’s Creed and Nicene Creed, and to the Statement of Faith of Christian Schools Australia.
Confe$$ion of Faith

• We believe in the Trinity of the Eternal Godhead—Father, Son, and Holy Spirit, perfect in unity as Creator, Redeemer, and Restorer of Humankind.

• We believe in the plenary verbal inspiration of the Bible—the completed canon of the Old and New Testaments, inerrant in the original manuscripts and infallible in its truth for faith and life.

• We believe in the creation of the universe, the fashioning of earth for human habitation, and the historicity of primeval history as presented in the Scriptures.

• We believe in the literal existence of the devil and in the reality of the invisible war against demonic hosts who seek to tempt and separate humankind from the Father.

• We believe in the Gospel of salvation through the Cross—that humankind is lost without Jesus the Saviour, who’s atoning blood and substitutionary death alone provide forgiveness for and justification from sin and provide eternal life.

• We believe in the literal reality of each—the virgin birth, reconciling death, bodily resurrection, personal ascension, and promised Second Coming of Jesus, the Messiah.

• We believe in the essential unity of the Church under the Saviorhood and Lordship of Christ, with a commitment to respond to His prayer “that they may be one” in the Spirit of humility and love.

• We believe in the Saviour’s great commission to go into all the world preaching the Gospel, baptising, and making disciples.

• We believe in the present ministry of the Holy Spirit’s gifts and works of power and through the Church, beginning with the believer’s receiving the Baptism with the Holy Spirit as at the beginning.

• We believe in showing love and good works toward all humanity in serving human need, that the Gospel not be reproached, and that God’s love be seen in practice as well as proclamation.

• We believe in the final judgment of all humankind into eternal union or eternal separation from God; ministering in this light with the passion of those who believe that “For God so loved the world that He gave His only begotten Son, that whoever believes in Him should not perish but have everlasting life” (John 3:16).
The College is a dynamic and innovative independent Christian College. For over thirty years, it has been providing programs aimed at equipping students for transformational leadership and inspiring them to “act justly, love mercy and walk humbly with God.” Micah 6:8

**Purpose:**
For every individual to be equipped to fulfil their God-given potential.

**Vision:**
To be an exceptional Christ-centred learning community.

**Passion:**
- For each person to know and see that God is good, He is for us and His goodness is revealed through Jesus Christ.
- For each person to experience a personal relationship with Jesus Christ and live a life of significance.
- To equip each student to do with excellence that which God has called and purposed them to do.
- To encourage each person to use their gifts and calling to serve God and others.

**Values:**
To practise exceptional:
- Generosity
- Integrity
- Leadership – developing transformational leaders
- Honour – God, family and community
- Service
Core Principles

OUR CORE PRINCIPLES

SAFETY
Safety is vitally important for all of our students and our parents. We create an environment where there are no put-downs, intimidation or bullying. Each student has a right to feel physically and psychologically safe. At The King’s College, we uphold this value very strongly.

CULTURE
Culture is what we are known for. We develop culture by design, not by default. Culture is promoted by what we encourage, what we tolerate and what we stand for. The College is known for its culture of safety, service and of respect through adding value to everything we do.

SERVICE
Service through timely and professional communication is a key component of the College’s aim to serve our parents and our community. We want to serve everyone better, that we might become a light to our community.

RESPECT
Respect has to do with our relationships with each other. No matter what the situation is, each student, teacher, parent and community member needs to operate and be treated in a polite and respectful manner.

ADDED VALUE
Adding value makes us exceptional. We want to do more for our parents and our students and go beyond the ordinary into the extraordinary. We want to be known for being an exceptional College through our culture of adding value.
The Core Principles that surround the values of The King’s College are:

**Safety** is vitally important for all of our students, our staff and our parents. We create an environment where there are no put downs and no intimidation or bullying. Each student has a right to feel physically and psychologically safe. At The King’s College, we uphold this value very strongly.

**Service** through timely and professional communication is a key component of the College’s aim to serve our parents and our community. We want to serve everyone better, that we might become a light to our community.

**Culture** is what we are known for. We develop culture by design, not by default. Culture is promoted by what we encourage, what we tolerate and what we stand for. The King’s College is known for its culture of safety, culture of service and culture of respect through adding value to everything we do.

**Respect** has to do with our relationships with each other. No matter what the situation is, each student, teacher, parent and community member needs to operate and be treated in a polite and respectful manner.

**Adding Value** makes us exceptional. We want to do more for our parents and our students and go beyond the ordinary into the extraordinary. We want to be known for being an exceptional College through our culture of adding value.

We promote our values through the College Affirmation, which students and staff will be encouraged to memorise and make part of their daily language.

**College Affirmation**

Every student is expected to uphold the principles and expectations of The King’s College. All students are expected to take full responsibility for their appearance, behaviour and possessions to assist in every way possible with the smooth functioning of the College on a day-to-day basis.

---

**I have a right to learn free from distraction.**

**I have a right to feel safe.**

**I am exceptional.**

---

**I always work to the best of my ability.**

**I treat everyone around me courteously and with respect.**

**I show courage when I attempt new things and I don’t give up easily.**

---

**I believe the best of myself and others.**

**I am the winner I was created to be.**

**I am exceptional.**
The King's College Family Handbook
A safe environment where we are free to discover who we really are. That's exceptional!

Organisational Arrow

The King's College Way
Staff

Leadership:
Mr Orlando dos Santos Principal
Mrs Jodie Matenga Deputy Principal K-12
Mr Lachlan Chong Business Manager
Mr Mihael McCay Strategic Development Manager
Mrs Mary dos Santos Dean of Studies
Mr Kyle Baggaley Dean of Students
Mrs Tammy Fenwick Operations Manager
Mrs Linda Battersby Public Relations and Projects Manager
Mrs Lyndsay Smith Head of Curriculum (Primary)
Mr Joshua East Head of English and The Arts
Mr Nathan Yuan Acting Head of Mathematics
Mr Daniel O’Malley Assistant Dean of Studies / Head of HASS and HPE
Mr Hudson Servina Head of Science and Technologies
Mrs Erin East Assistant Dean of Students / Head of Year 7
Mr Joshua Hoffmann Head of Year 8 / House Leader Carmichael
Mrs Leanne Panting Head of Years 9-10
Mrs Karin Au Head of Years 11-12
Mrs Yvette Holmes Head of Inclusive Education
Mr Michael Battersby Director of Music

Administration:
Mrs Val Baker School Nurse / Student Engagement Officer
Mrs Amanda De Winnaar Administration Assistant
Mrs Sheryl Ham Human Resources Officer
Miss Jo Housego PA to the Principal / Receptionist
Mrs Sue Jonath Peripatetic Assistant
Mrs Yolande Kock Administration Assistant
Mrs Katie Lindley PA to the Deputy Principal / Relief Officer / Attendance Officer
Mrs Tracy Volonnino Enrolments Officer
Mrs Hayley Walker Bursar
Miss Yvonne Wong Music Assistant

Inclusive Education:
Mrs Janine Ballingall Education Assistant
Mrs Antoinette Clavey Education Assistant
Mrs Marian Dahdal Education Assistant
Miss Toni Hartley Education Assistant
Miss Donna Hartley Education Assistant
Mrs Fenny Jee Education Assistant
Mrs Joanne Norton Education Assistant
Mrs Jenny Pearson Education Assistant
Mrs Sandie Smith Education Assistant
Mrs Carol Sua Education Assistant
Mrs Lee-Ann Van der Westhuizen Education Assistant
Mrs Michelle White Education Assistant

Teaching Staff:
Mrs Zoe Beringer Science Teacher
Mr Joseph Claes Health and PE Teacher
Mrs Jessica Clarke Year 1 Teacher
Mr Aidan Davies Health and PE Teacher / House Leader Elliot
Miss Jessica D'Silva Year 1/2 Teacher
Mr Jairus Edward Technologies Teacher
Miss Sandie-lee Finlay Pre-primary Teacher
Miss Margaret Gokavi Technologies Teacher
Mrs Belinda Griffin Pre-primary Teacher
Miss Talitha Hewitt Technologies Teacher
Mrs Diane Higgins Arts Teacher (Visual Arts)
Ms Lucinda Hill Teacher Librarian
Mrs Tania Holland Year 3 Teacher
Mrs Kathryn Jeevaraj Mathematics Teacher
Mrs Victoria Keenan Kindergarten / Pre-primary Teacher
Mrs Amanda Kingdon Technologies Teacher / House Leader Booth
Miss Nieke Kotze Mathematics Teacher
Mrs Fonny Lastari Year 2 Teacher
Miss Elise Lindley Science Teacher / House Leader Graham
Mr Glen Scollary Year 3 Teacher
Mrs Jessica Secomb English Teacher
Mrs Lisa Smith HASS Teacher
Mrs Maree Stedul Kindergarten Teacher
Mr Damien ’t Hart HASS Teacher
Miss Laura Trevor Health and PE Teacher
Mrs Anja Van der Westhuizen Science Teacher
Mrs Katja Venter Year 5 Teacher
Mrs Keri-Lyn Wato Kindergarten Teacher
Mrs Lissa John Arts Teacher (Drama)
Mrs Marisa Pidd Science Teacher
Mrs Royce Renn Languages Teacher (Korean)
Mrs Byng Victorian Year 4 Teacher
Mrs Anastasia Waddell Arts Teacher (Music)
Mrs Angelique Watson Languages Teacher (Indonesian)

Support Staff:
Mrs Trudy Byrne Uniform Shop Operator
Mr Peter Jackson Media Officer
Mr Scott Patterson IT Support Officer
Mrs Sharon Renn Art Technician / Foods Technician / Special Projects Assistant
Mr Frank Swaan Groundsman
Mr Sean Taylor Groundsman
Miss Ann Thiel Library Assistant
Mrs Deborah Wolfenden Science Technician
GOAL Team: General Oversight and Leadership

Senior Leadership

ORLANDO DOS SANTOS
Principal

JODIE MATENGA
Deputy Principal

LACHLAN CHONG
Business Manager

MARY DOS SANTOS
Dean of Studies

KYLE BAGGALEY
Dean of Students

TAMMY FENWICK
Operations Manager

MIHAEL MCCOY
Strategic Development Manager

LINDA BATTERSBY
Public Relations and Projects Manager

HOYs: Heads of Year

KARIN AU
Head of Years 11-12

LEANNE PANTING
Head of Years 9-10

JOSHUA HOFFMANN
Head of Year 8

HOUSE LEADER CARMICHAEL

ERIN EAST
Assistant Dean of Students/
Head of Year 7

HOLAs: Heads of Learning Area

LYNDSAY SMITH
Head of Curriculum
(Primary)

JOSHUA EAST
Head of English and the Arts

DANIEL O’MALLEY
Assistant Dean of Studies/
Head of MAss and HPE

HUDSON SERVINA
Head of Science and Technologies

NATHAN YUAN
Acting Head of Mathematics
CALENDAR DATES

Term Dates

**Term One**
Monday 3 February to Thursday 9 April

**Mid-Term Holiday**
Friday 28 February

**Public Holiday**
Monday 2 March (Labour Day)

**Term Two**
Tuesday 28 April to Friday 3 July

**Mid-Term Holiday**
Friday 29 May

**Public Holiday**
Monday 1 June (WA Day)

**Term Three**
Monday 27 July to Friday 25 September

**Term Four**
Monday 12 October to Tuesday 20 October (Y12)

Monday 12 October to Friday 27 November (Y11)

Monday 12 October to Friday 11 December (K-Y10)

Calendar Dates

Communication

Staff Contact:
All staff should be contacted via SEQTA Direct Messages (DMs) in SEQTA Learn (students) and SEQTA Engage (parents).
Alternatively, all staff can be contacted via email using the following format:

first name then initial of surname@tkc.wa.edu.au e.g. Mrs Mary Smith; marys@tkc.wa.edu.au

School Contact:

**Phone:** +61 8 9411 4100

**Email:** info@tkc.wa.edu.au

**Website:** www.tkc.wa.edu.au

**Location:** 170 Bertram Road, Wellard, 6170

**Postal Address:** PO Box 450, Kwinana, 6966

**Opening Hours:**
Monday to Friday, 8.15am - 4.00pm during school term
Monday to Friday, 9.00am - 3.00pm during school holidays
Bell Times

All visitors to the College must sign in and out at Reception. If parents/carers need to drop items off to their child during the school day, they must take them to Reception to be passed on.

Other Contacts:
- The newsletter (Life @ The King’s College).
- The Qkr app for some payments.
- The College Facebook Page. Find it here: https://www.facebook.com/thekingscollegeperth
- The P&F Facebook Page. Find it here: https://www.facebook.com/groups/1512028519109204

<table>
<thead>
<tr>
<th>Period</th>
<th>Times</th>
<th>Period</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Bell</td>
<td>8.25AM</td>
<td>Welcome Bell</td>
<td>8.25AM</td>
</tr>
<tr>
<td>Morning Form</td>
<td>8.25AM - 8.45AM</td>
<td>Morning Form</td>
<td>8.25AM - 8.45AM</td>
</tr>
<tr>
<td>Period 1</td>
<td>8.45AM - 9.40AM</td>
<td>Period 1</td>
<td>8.45AM - 9.40AM</td>
</tr>
<tr>
<td>Period 2A</td>
<td>9.40AM - 10.15AM</td>
<td>Period 2</td>
<td>9.40AM - 10.35AM</td>
</tr>
<tr>
<td>Recess</td>
<td>10.15AM - 10.35AM</td>
<td>Recess</td>
<td>10.35AM - 10.55AM</td>
</tr>
<tr>
<td>Period 2B</td>
<td>10.35AM - 10.55AM</td>
<td>Period 3</td>
<td>10.55AM - 11.50PM</td>
</tr>
<tr>
<td>Period 3</td>
<td>10.55AM - 11.50PM</td>
<td>Period 4</td>
<td>11.50AM - 12.45PM</td>
</tr>
<tr>
<td>Period 4A</td>
<td>11.50AM - 12.10PM</td>
<td>Lunch</td>
<td>12.45PM - 1.20PM</td>
</tr>
<tr>
<td>Lunch</td>
<td>12.10PM - 12.45PM</td>
<td>Period 5</td>
<td>1.20PM - 2.15PM</td>
</tr>
<tr>
<td>Period 4B</td>
<td>12.45PM - 1.20PM</td>
<td>Period 6</td>
<td>2.15PM - 3.10PM</td>
</tr>
<tr>
<td>Period 5</td>
<td>1.20PM - 2.15PM</td>
<td>Afternoon Form</td>
<td>3.10PM - 3.20PM</td>
</tr>
<tr>
<td>Period 6</td>
<td>2.15PM - 3.05PM</td>
<td>Afternoon Form</td>
<td>3.05PM - 3.10PM</td>
</tr>
</tbody>
</table>
In the following pages, you will find information about life at the College. If you require more information, please be aware that formal policy documents are available by request or on the College website for your reference. If you are unsure or have any questions, please don’t hesitate to contact us, we would love to hear from you.

**Parking**

There is one main parent parking area between the Early Learning Centre and the Youth Shed that the driveway into the College leads directly to. Parents wishing to walk their child to class must park in the car bays in this area. Parents wishing to quickly drop-off or pick-up may pull into the ‘Kiss-and-Drive’ zone at the western side of the main parking area next to the playground equipment. No parking is permitted in this zone.

There is no parent parking in the staff car parks, which are directly in front of Reception and on the grassed area next to the driveway as you come on grounds.

Please observe pedestrian crossings and remember to not exceed the speed limit of 10 km/hr.

**Enrolment**

It is an enrolment requirement and ongoing expectation that parents of students attending the College:

- endorse the ‘Statement of Faith’
- support the Biblical purpose, vision, passion and values
- provide unqualified support for the Christian ethos, programme and policies
- agree to unqualified participation by the student in all aspects of the academic, social and spiritual programmes offered at the College, without exception
- commit to comply with all school policies, including the Behaviour Management Policy and Uniform Policy
- make themselves aware of the high expectations with regards to attitude and behaviour required of both students and parents

The College has an open enrolment policy. It accepts applications from all homes without discrimination on grounds of race, disability, gender or economic/financial status. Whilst the College will consider all applications for enrolment on its merits, including children with a discipline record from a previous school and those with specific learning needs, it must be understood that the College is obliged to consider each application in the context of existing needs of the current enrolment cohort. Where it is the consideration of the Enrolment Panel that acceptance of a particular student will place unacceptable strain on resources or student and classroom management, it reserves the right to decline an enrolment. That is, the College retains the right to refuse enrolment if it is deemed to be in the best interests of the child or the College community.

A student’s enrolment status may be: good standing, conditional or cancelled. During and following the enrolment process, any omission of material facts, failure to adequately disclose, or the provision of false or misleading information will result in automatic review of enrolment, and termination of enrolment may result. Students failing to adhere to the policies of the College may reach the withdrawal stage of the behaviour management system. In this unfortunate event, termination of enrolment may result.

Parents wishing to withdraw their child from the College must give ten term weeks’ notice in writing to the Principal, including withdrawal at the end of the year. Failure to give such notice by the last day of the previous term will require the payment of the next term’s tuition fees.
Finances

Fees:

The College bills fees annually. Ezidebit is the College’s only method of fee payment. There are various payment options, including payment in full, weekly, fortnightly, monthly and per term/semester. Please ensure that you complete, sign and return the Ezidebit form to the front office. All other payment arrangements must be pre-approved. If you have any queries, please make an appointment to speak with a member of the accounts department.

School Fees First Policy:

The College operates on the understanding that parents prioritise the payment of compulsory tuition fees over the cost of voluntary events such as, but not limited to, music tuition, camps, excursions and social events. To ensure your child is not excluded from any of these events or programs, please maintain up-to-date payment of all tuition fees and levies.

Other Payments:

The College offers a variety of payments for other costs including uniforms, excursions and so on. These include cash, eftpos and Qkr. Using the Qkr app is the preferred method of payment as it enables payment to be made quickly and easily.

For further information on the Qkr App please visit: https://qkr.mastercard.com/store/#/merchant/LOC_5558163
Academic Guidelines

One of the foundation aims of The King’s College is an emphasis on a high standard of education in a safe, caring and positive environment. Staff endeavour to be mindful of every student and try to assist them in reaching their full potential. It is important, therefore, that students are aware of the following guidelines and policies governing the academic aspects of the College.

Academic Support

The academic progress of each student is very important to us. Staff are always available for consultation regarding a student’s studies. The first point of contact should be the child’s class/subject teacher, followed by the Head of Year (for secondary students) or the Dean of Students (for primary students), who will liaise with the Dean of Studies and, if needed, the Deputy Principal.

Bookwork Guidelines

Students are required to adhere to the following guidelines:

1. Purchase the correct materials, books and equipment for each subject. Most subjects from Years 7 to 10 will require at least two exercise books. One book will be for the completion of class work and notes. Some subjects might require another exercise book for homework or drafts of assignments and essays. Every core subject from Year 7 to 10 will require an exercise book for the completion of a Learning Journal. Students should check with class teachers concerning the number of books required. Students must have the specified exercise books throughout the year and ensure that they are replaced if finished or lost. All books should have the student’s name and class clearly written on the front cover. Covering books in contact will help them to last longer.

2. A folder or ring binder will help store handouts, worksheets and exercise books in an organised manner.

3. Some practical subjects may require students to keep a portfolio. Teachers of these subjects will inform students about this early in their academic programme.

4. Bookwork is designed to be a record of the student’s daily work and lesson material. It is a useful source of revision and study material.

5. Exercise books used for home learning are a record of the student’s completion of set tasks as well as a source of study and revision for tests and examinations.

6. Work in these exercise books should be set out as follows:
   - A margin should be ruled down the left hand side of the page and a line ruled across the top of the page in red pen.
   - The page should be dated.
   - A heading indicating the work title or exercises should also be at the top of the page.
   - Work should be set out correctly using the accepted classroom standard for mathematics; correct spelling, grammar and paragraphs for notes and other work.
   - All work should be completed in a neat, orderly and sequential manner.
• Generally, all work will be completed in blue or black pen. Pencil is acceptable for diagrams and graphs. Students should check with class teachers as some subjects require the use of pencil for diagrams.
  – Straight lines should be made using a ruler.
  – Written errors should be corrected with a single line strike-out or using correction tape (no liquid paper or scribbling).

7. Failure to adhere to these guidelines may result in students being asked to repeat written work until it is of a satisfactory standard.

8. Students are required to keep all of their materials, including their College bag, workbooks, textbooks, novels, exercise books, pencil case and contents clean and graffiti-free. Failure to keep these items in good condition will result in students being obliged to purchase replacements for any damaged or defaced items.

Home Learning

Research indicates that home learning or homework is a valuable aspect of the learning process and contributes to the development of sound study habits. Learning is enhanced through the provision of opportunities to review, reinforce and apply what has been learned at school. Home learning also enables parents to become aware of what students are studying at school and monitor student ability in various areas of study.

Home learning and regular revision improve student achievement at school and this is supported in the research literature. Students are expected to regularly complete work at home to consolidate work that has been completed at school. Students are also expected to complete any assignments that have been set and to revise for upcoming tests and examinations.

Homework should be completed throughout the week on a regular basis. This incorporates:

• work set by the teacher, usually on a weekly basis.
• Learning Journals - review of the day’s new work.
• revision.

The recommended nightly amount of homework and revision for each year level varies. Please use the below as a guide.

- Year 5 25 minutes plus reading and assignments
- Year 6 30 minutes plus reading and assignments
- Year 7 45 minutes plus reading and assignments
- Year 8 60 minutes plus reading and assignments
- Year 9 75 minutes plus reading and assignments
- Year 10 90 minutes plus reading and assignments
- Year 11 At least 2 hours plus reading and assignments/study
- Year 12 At least 3 hours plus reading and assignments/study

These times are suggested for home learning occurring four to five times per week.

All home learning is expected to be written in the Student Diary. Home learning that is not completed will be followed up by the teacher and, if necessary, the parents informed of regular or repeatedly missed and incomplete work.
Learning Journals

Each week, as part of the home learning in core subjects, students will be instructed to complete a Learning Journal. This part of the home learning is best completed over several nights for about 5 - 10 minutes at a time. The Learning Journal is a tool to help students remember what has been covered in class and to help with revision for tests and later for exams.

The following are guidelines for completing a Learning Journal:

Step 1:
Read through the pages completed in class in the last one to two days.

Step 2:
Carefully make notes (summarise) the work covered in those one or two days. This only needs to be a few short points (usually 5-10 points).

Step 3:
Read back through the notes and highlight the most important information.

Step 4:
Make two-sided revision cards from the Learning Journal notes. Side 1 states the topic or key word/s. Side 2 lists the details of the topic or key word/s.

Steps 1 and 2 can be done in a few minutes on one night. The next night can be spent highlighting and revising these points. If this task is completed on a regular basis, it will only take a few minutes. The Journal will then contain all the major information needed for revision for tests and exams; of course more study is always needed before a test or exam, but this will make it less stressful. The completion of the Learning Journal on a regular basis will help students to remember the topics studied in class.

The steps for compiling an effective Learning Journal and study cards will be modelled in subject classes throughout the year.
Assessment Procedures

The College assessment procedures are based on School Curriculum and Standards Authority (SCSA) requirements.

Students must complete all course requirements by the due date, including attempting all in-class assessment tasks on the scheduled date and submitting all out-of-class assessment tasks by the due date. It is the responsibility of the student and/or parent to initiate contact with teachers concerning all issues pertaining to assessment that may require special consideration e.g. illness.

Reasons for missed in-class assessment tasks and late or non-submission of out-of-class assessment tasks which are acceptable to the College include sickness, injury or significant personal circumstances. The parent is required to confirm the reason with the teacher. Reasons for missed in-class assessment tasks and late or non-submission of out-of-class assessment tasks which are not acceptable to the College include events that can be rescheduled, including sitting a drivers licence test, preparing for the College Ball and going on a family holiday.

If a student provides a reason for a missed in-class assessment task or late or non-submission of an out-of-class assessment task which is acceptable to the College, the teacher may schedule an adjusted date, provide an alternative task or estimate a mark. The decision will be dependent upon various factors, including whether an in-class assessment task has remained confidential. Students may request an Extension Form if they feel that, due to circumstances beyond their control, an assessment date will not be met.

Student allocation to classes for streamed secondary courses is based on academic performance; however, final decisions are at the discretion of the executive. Students are placed in classes at the beginning of the year and this is reviewed at the end of Semester 1 only. No class changes outside of these times and/or at the request of parents are permitted.

Formal and Informal Assessments

Assessment is a vital part of curriculum design and the teaching/learning process.

Informal assessment which may take place in the classroom is designed to give students feedback on their progress in a particular unit of study, as well as to help teachers determine whether learning is taking place as a result of their teaching strategies.

Parents and students will be notified by SEQTA Engage each time an assessment is marked and results released.

A formal report is given at the end of each semester. The College is obliged to give a Western Australian Standards Report which compares students based on Achievement Standards published by SCSA.

All assessment tasks should comply with the principles of assessment:

**Valid:**
Assessment should provide valid information on the actual ideas, processes and products expected of students.

**Educative:**
Assessment should make a positive contribution to the student learning process.

**Explicit:**
Assessment criteria should be explicit so that students are aware of the expectations of the assessment, which should be clear and public.
Fair:
Assessment should be fair to all students and not discriminate on grounds that may be irrelevant to a student’s achievement of the outcome.

Comprehensive:
Assessment types must be varied so that a judgement on student progress and achievement is based on multiple kinds and sources of evidence.

Security of Assessments
Where there is more than one class studying the same unit or course, the assessment tasks will be the same. In the interest of fairness to all students, the question or test papers will be collected at the end of the assessment session. In their own interest, students should not discuss the assessment or the questions with other students until all classes have completed the task. Discussion of the assessment or questions may be regarded as cheating and penalties may apply.

Cheating
Marks and grades are awarded to students on the basis of their own work, not the work of others. Cheating is engaging in dishonest activity to gain an unfair advantage. Cheating during assessment tasks is a very serious offence. Students may be penalised with a lower mark, including 0%, and parents/carers will be notified.

Procedures for considering evidence of cheating:

i. Teacher advises the Head of Learning Area, Head of Year or Dean of Studies.
ii. Student is interviewed.
iii. Evidence/observations considered and witnesses interviewed.
iv. Records are kept.
v. Student is penalised with a lower mark, often a deduction of 20% but the penalty may include a total loss of marks (further disciplinary action may also apply).
vi. Parent/carer notified.

Plagiarism and Collusion
Plagiarism is when a student uses the wording or ideas of someone else without acknowledging that they have done so. That is, they have essentially copied the work of someone else, usually from a book or the internet, and claimed that it is their own work. Correct referencing procedures are outlined on pages 142 and 143 of the Student Diary.

Collusion is when a student submits work that is not their own for assessment. This work may have been taken or copied from someone such as another student, a parent/carer or tutor.

All work in each assessment task must be the work of the student.

Students are not permitted to:

i. Submit work that is not their own; is identical or similar to the work of another person.
ii. Submit work that is identical or similar to a published work unless acknowledgement is given through the use of quotes, footnotes, in-text references and in the Bibliography.
The student and their work will be referred to the Dean of Studies.

The following penalties will apply for collusion or plagiarism:

i. A mark of zero for the section that can be identified as copied or plagiarised.
ii. A mark of zero for the whole assessment if the majority of the assessment is the result of collusion or plagiarism.
iii. Parents will be notified and further disciplinary action may also apply.
iv. There are also consequences for those students who willingly give another student their personal work as a guide or to copy in full.

**Missed Assessments**

Students who are absent without a good reason such as illness, on the day an assessment is to be undertaken, may face a penalty of a zero mark. If there is an unavoidable absence on an assessment day, the student may be asked to complete the assessment task on their return to school. In some cases, an alternative opportunity to demonstrate the assessment outcomes may be arranged. **It is the student's responsibility to contact the subject teacher to make arrangements regarding a missed assessment.**

Year 11 and 12 students who are absent for tests and in-class assessments are required to produce a medical certificate to cover their absence.

**Overdue Assessments**

Students will receive an outline or overview of the unit of study for each of their courses. This overview will also be placed on SEQTA. Students will receive ample notification and explanation of each assessment. Students should use the Student Diary to record the due date of assessments as well as record the date that the assessment was given out and when they plan to do the preparation or research for the assessment. In the case of a lengthy piece of work, the preparation will be over a period of time.
Overdue assessments for Years 5 to 12 will incur the following penalties:

- 10% reduction in the mark (if submitted one school day late)
- 20% reduction in the mark (if submitted two school days late)
- 30% reduction in the mark (if submitted three school days late)
- a mark of zero (if submitted four or more school days late or not submitted)

Students may apply for an extension if, due to circumstances beyond their control, the assessment will not be completed on time (see Extensions section).

Late Assignment Flow Chart
EXTENSIONS

If a student requires an extension for an out-of-class assessment task, he/she must complete the Extension Form more than three days in advance of the due date. The decision is at the sole discretion of the Dean of Studies in Years 5 to 12 and would require a valid reason such as illness, critical events or significant personal issues.

Acceptable reasons for extensions or the submission of late assessments include:

i. Ongoing illness, injury or hospital treatment - medical certificate submitted the day a student returns after a long absence.
ii. Family crisis – note on return or parent contact in advance.
iii. Extended absence such as travel – only if approval already granted by the Principal with negotiation on the completion of assessments.

In these circumstances, students may be granted a reprieve from the assessment task (Years 5 – 10); however, if there is an ongoing problem with the submission of assessments by a student, alternative assessments may need to be agreed upon in order to judge the progress of the student.

Students in Year 11 and 12 must complete all assessment tasks. In the case of ongoing illness or injury, due dates may be negotiated accordingly.

Unacceptable reasons for extensions or late submission of assessments include:

i. Computer problems, including the breakdown of printers or the absence of toner/ink.
ii. Saving work in the wrong format.
iii. Losing work on the computer.
iv. No access to the internet.
v. Social reason.
vi. Extra-curricular activities such as sport.

Students should be prepared to complete work at school. Students are encouraged to make use of books and not rely solely on the internet for research. A USB should be used to back-up all work completed both at home and at school. In the event of computer breakdown, a handwritten copy of the assessment or a copy saved on a USB may be acceptable. In this instance, students will need to print their work from the USB from the printer provided. Copies may be in black and white only.

Students with Additional Needs

It is recognised that there may be some students who have temporary or permanent diagnosed additional needs that may impact on their ability to perform assessments within the specific guidelines set for a task. For that reason, the class teacher may modify an assessment or give permission for it to be completed in an alternate manner e.g. extra time; using a computer rather than handwritten; completed in a different location etc. This permission is granted in line with an existing IEP or Profile and in consultation with the Dean of Studies.

Return of Assessments

Under normal circumstances, assessments will be returned to students with a mark and appropriate feedback within ten working days of the assessment being collected.
Examination Regulations

Formal examinations are completed by students throughout their secondary education at the College. Examinations for students in Years 7 to 10 are only in core subjects (English, Maths, Science and HASS) and help to prepare students for their future education where more emphasis is placed on the completion of formal assessment within time constraints, as well as prepare them for the upper secondary external examinations. Examinations are completed at the end of Semester 1 and Semester 2.

The following times generally apply to examinations in secondary school:

- **Year 7**: 1 hour
- **Year 8**: 1.5 hours
- **Year 9**: 1.5 hours
- **Year 10**: 2 hours
- **Year 11**: 2.5 to 3 hours
- **Year 12**: 2.5 to 3 hours

The examination timetable and a copy of the examination regulations are given to students in ample time for exam preparation. Normally, students are given preparation and revision time for a week before exams. The week before exams is assessment-free, with the exception of some elective subjects, which may still be finishing extended pieces of work during class time.

The examination regulations are:

- Attendance at examinations is compulsory. Students failing to attend an examination may be required to provide a medical note/certificate. Students unable to produce a medical note/certificate within the specified time-period will receive a zero mark for the assessment. In exceptional circumstances, special arrangements can be made; however, this requires approval by the Dean of Studies. Exceptional circumstances generally relate to health issues and temporary disability. They do not include family holidays. Students who miss the exam period altogether may still be required to complete the exams for the educational benefit, including feedback and an examination mark.
• Students in Year 7-10 do not have study leave and must attend normal classes outside of scheduled examinations. Students in Year 11-12 have study leave and are only required on school grounds for scheduled examinations. They must sign in at the front office, hand their phone in when they arrive, sign out when they leave, and obtain permission from the Dean of Studies to remain on-site outside of scheduled examinations.

• Students are required to arrive at the examination venue 15 minutes prior to the start of an examination. Examination times and venues are stated on the examination timetable. It is the student’s responsibility to know examination times and venues, and to make appropriate travel arrangements.

• Students must wear the full and correct College uniform when attending examinations and when on school grounds during the examination period. Failure to do so may result in a student not being permitted to enter the examination venue to sit an examination, which will result in a zero mark being awarded for the assessment. In Term 2, this is the full winter uniform, including blazer; and in Term 4, this is the full summer uniform. Parents, carers and students will be informed well in advance of the required uniform standard for each semester examination period. Please note variations for specified courses:
  ◦ Sports Examinations:
    – Term 2: full winter sports uniform. Students must wear the full tracksuit but may bring sports shorts, as permission may be given for them to be changed into if it is warm.
    – Term 4: full summer sports uniform.

• Students may not talk or communicate in any way with another student once they have entered the examination venue nor may they disrupt the examination in any way. Doing so may result in a student being asked to leave the examination venue and, consequently, not sitting or completing the examination, which will result in a zero mark or reduced score for the assessment.

• Students may not have any unauthorised material in examinations nor commit dishonest acts such as cheating. Doing so will result in a student being given a zero mark for the assessment.

• Students may not take any papers either into or out of examinations. The only exception to this is for certain mathematics examinations where students may have a booklet/sheet of tables/formulae. The pages must not contain any papers, writing or sketches.

• Students wishing to attract the attention of the examination supervisor must remain seated, raise their hand and wait. Under no circumstances are they to speak or call out.

• Students must use the allotted Reading Time to carefully read instructions for the examination and check through the whole paper. They must ask any questions relating to content and possible errors or omissions during this time.

**Items to bring to examinations:**

- Blue/black pens x 4.
- White-out tape (no correction fluid) x 2.
- Pencils x 2.
- Rubber/eraser.
- Calculator (if specified) that adheres to the conditions of the examination and has no cover or labels on it. A back-up calculator or battery is advisable.
- Stationery in a clear plastic sleeve/envelope (no pencil cases allowed).
- Water in a clear plastic bottle with no labels (maximum 1.5L).
- Calculators, pens, pencils, erasers etc will not be lent to students nor will it be possible for these items to be borrowed from another student once students have entered the examination venue.

**Items not permitted in examination venue:**
• No school bags. Students must leave these outside.
• No mobile phones or smart watches. Students must hand their phone in to Student Services or place it in the box at the front.
• No food. Students who may require an emergency sugar supply must bring a signed note to that effect.
• No medication. Students who need to take prescribed pills must bring a signed note to that effect.

Reports and Parent Teacher Interviews

Reports are issued on a regular basis to inform you regarding the progress of your child.

Semester 1 Report  End of Term 2
NAPLAN Report    End of Term 3
Semester 2 Report End of Term 4

Parents are encouraged to communicate with teachers on a regular basis and whenever concerns arise regarding their child’s progress.

Attendance

Parents are required by law (School Education Act 1999) to ensure that their children of compulsory school age attend school when it is open for instruction. Therefore, students are required to be present at the College on every day of the school terms advertised to parent/carers by the College and in every lesson on those days. The College maintains a daily attendance record of all students of compulsory school age, as well as students of non-compulsory school age.

Parents/carers are required to notify College Reception if their child is unable to attend school on any given day, such as due to sickness. Verbal notification is sufficient on the day of absence but all absences must also be reported in writing prior to or as soon as the student returns to school. If a student is absent from school without any notification being received before the end of morning form/devotions, a text message or phone call will be made to the parent/carer.
Parents/carers are requested to inform the College if their child will be absent for part of a day, such as for a medical appointment. Medical, dental and other appointments should be made outside College hours if possible. If a student needs to attend an appointment during school hours, parents/carers must collect and sign them out and back in again at Reception.

Please note that photo identification is required before a student will be given permission to leave the College with an adult, including a parent or guardian. The student and accompanying adult are required to sign out at Reception before leaving the College grounds.

In the event a student is absent for any period of time, parent/carer approval must be provided to the College in the form of a signed note or email detailing the reason for the absence. There are perforated note pages in the back of the Student Diary that can be used. All notes are to be handed in to Reception. If a student is absent for three or more days, a medical certificate should be provided.

If a written explanation is not received, a letter will be sent home to request a signed explanation of the absence. This letter must be returned to the College within five days after being issued. If the letter is not returned within five days, the College will continue to follow-up with parents/carers until written evidence of absence is provided.

Absences for reasons other than medical reasons are strongly discouraged. Please refer to the information in the Extended Absence section below.

On return to the College after any period of absence, it is the student’s responsibility to check with their teachers as quickly as possible to ensure that missed work, assessments and other learning tasks are understood and completed.

Formal examinations for secondary students are held in the core subjects at the end of each semester. Attendance is compulsory unless the student has a medical certificate. Students who are absent may be required to sit missed examinations on their return to the College.
**Extended Absence**

According to the School Education Act 1999, students are required to attend the school in which they are enrolled whenever that school is open for instruction. Therefore, attendance at school is expected until the official closing date of each term.

Absences for family holidays and recreational activities are not acceptable reasons for student absence during term time. Students can easily fall behind and miss key learning concepts and skills, even in the early primary years. If extraordinary circumstances necessitate that holidays be taken outside of scheduled break times, the matter must be discussed with and permission sought from the Principal.

Requests for special leave, such as for extended holidays and holidays during the term, need to be made in writing to the Principal as early as possible. Teachers can offer some guidance regarding topics to be covered during the student’s absence but are not normally able to give a comprehensive set of educational programmes. Teachers will not provide students with lesson information for such periods of absence.

As with all absences from the College, it is the student’s responsibility to catch up with teachers as quickly as possible on their return to see what topics and assessments have been missed. Student attendance rates are monitored and followed up by the Attendance Officer in liaison with the class/form teacher, Head of Year and/or Dean of Students.

If a student has 10% non-attendance for a term without an acceptable reason, a letter will be sent home explaining the attendance requirements. If attendance doesn’t improve within four weeks, another letter will be sent home and a meeting will be requested to discuss the attendance expectation. If a student has 20% non-attendance, the student will be interviewed and the parents/guardians will be requested to attend an interview with the Dean of Students and/or the Principal. There will be a formal letter sent from the College after this interview, outlining the attendance expectation for the rest of the year. In circumstances of excessive absence where correction is not effected, or parents are not cooperative, the College will liaise with Attendance Officers from the Department of Education Regional Office.

Over a whole calendar year, if a student is absent more than 20%, it will jeopardise their enrolment at the College. For students in Year 11-12, the School Curriculum and Standards Authority (SCSA) has designated that no more than 12 sessions of a WACE course may be missed in a semester. In the event of 12 sessions being missed, parents/carers will be consulted, and if 16 sessions are missed, the student may face ‘immediate withdrawal’.

**Lateness**

Students who arrive at school after the first bell for the start of form, must sign in before going to class. Primary students sign in at Reception and secondary students should sign in at Student Services.

Lateness by a student that is regular and/or repeated is noted and contact is made with the family by College staff. Continued lateness will be monitored and followed up by the class/form teacher in liaison with the Head of Year and/or the Dean of Students.

**Early Departure**

Students who leave school before the final bell for the day must provide a written note from the parent stating the time, date and reason for departure, which must be sighted by the class teacher. In order for the student to be released from the College grounds, the parent/guardian must provide **photo identification** at Reception when they sign the student out.
## Immunisation

For further information on immunisation please visit: https://beta.health.gov.au/health-topics/immunisation

### National Immunisation Program Schedule

**From 1 July 2018**

<table>
<thead>
<tr>
<th>Age</th>
<th>Disease</th>
<th>Vaccine Brand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth</td>
<td>• Hepatitis B (usually offered in hospital)</td>
<td>H-B-Vax® II Paediatric or Engerix® B® Paediatric</td>
</tr>
<tr>
<td>2 months</td>
<td>Can be given from 6 weeks of age</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio,</td>
<td>Infanrix® hexa</td>
</tr>
<tr>
<td></td>
<td>Haemophilus influenzae type b (Hib)</td>
<td>Prevenar 13®</td>
</tr>
<tr>
<td></td>
<td>• Pneumococcal</td>
<td>Rotarix®</td>
</tr>
<tr>
<td></td>
<td>• Rotavirus</td>
<td></td>
</tr>
<tr>
<td>4 months</td>
<td>• Diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio,</td>
<td>Infanrix® hexa</td>
</tr>
<tr>
<td></td>
<td>Haemophilus influenzae type b (Hib)</td>
<td>Prevenar 13®</td>
</tr>
<tr>
<td></td>
<td>• Pneumococcal</td>
<td>Rotarix®</td>
</tr>
<tr>
<td></td>
<td>• Rotavirus</td>
<td></td>
</tr>
<tr>
<td>6 months</td>
<td>• Diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio,</td>
<td>Infanrix® hexa</td>
</tr>
<tr>
<td></td>
<td>Haemophilus influenzae type b (Hib)</td>
<td>Prevenar 13®</td>
</tr>
<tr>
<td></td>
<td>• Pneumococcal</td>
<td></td>
</tr>
<tr>
<td>Additional vaccines for Aboriginal and Torres Strait Islander children (QLD, NT, WA and SA) and medically at-risk children</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 months</td>
<td>• Meningococcal ACWY</td>
<td>Nimenrix®</td>
</tr>
<tr>
<td></td>
<td>• Measles, mumps, rubella</td>
<td>M-M-R® II or Priorix®</td>
</tr>
<tr>
<td></td>
<td>• Pneumococcal</td>
<td>Prevenar 13®</td>
</tr>
<tr>
<td></td>
<td>• Hepatitis A</td>
<td>Vaqta® Paediatric</td>
</tr>
<tr>
<td>18 months</td>
<td>• Haemophilus influenzae type b (Hib)</td>
<td>ActHIB®</td>
</tr>
<tr>
<td></td>
<td>• Measles, mumps, rubella, varicella (chickenpox)</td>
<td>Priorix-Tetra® or ProQuad®</td>
</tr>
<tr>
<td></td>
<td>• Diphtheria, tetanus, pertussis (whooping cough)</td>
<td>Infanrix® or Tripacel®</td>
</tr>
<tr>
<td></td>
<td>• Hepatitis A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Pneumococcal</td>
<td></td>
</tr>
<tr>
<td>4 years</td>
<td>• Diphtheria, tetanus, pertussis (whooping cough), polio</td>
<td>Infanrix® IPV or Quadracel®</td>
</tr>
<tr>
<td>Additional vaccines for medically at-risk children</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 years</td>
<td>• Pneumococcal</td>
<td>Pneumovax 23®</td>
</tr>
</tbody>
</table>
Infectious Conditions

If a child has an infectious condition or one that could be harmful to the health of others in the school, the parents are required to keep the child at home. If a child presents at school and appears to potentially have an infectious condition, the parents may be contacted by the College and asked to collect their child. It is also necessary for parents to seek medical advice to ensure that the infectious stage has passed before their child returns to school.

---

### National Immunisation Program Schedule

**From 1 July 2018**

<table>
<thead>
<tr>
<th>Age</th>
<th>Disease</th>
<th>Vaccine brand</th>
</tr>
</thead>
<tbody>
<tr>
<td>10–15 years (School programs)&lt;sup&gt;a&lt;/sup&gt;</td>
<td>Human papillomavirus (HPV)&lt;sup&gt;e&lt;/sup&gt;</td>
<td>Gardasil®&lt;sup&gt;9&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>Diphtheria, tetanus, pertussis (whooping cough)</td>
<td>Boostrix®&lt;sup&gt;b&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

**Adolescent vaccination (also see influenza vaccine)**

<table>
<thead>
<tr>
<th>Age</th>
<th>Disease</th>
<th>Vaccine brand</th>
</tr>
</thead>
<tbody>
<tr>
<td>15–49 years</td>
<td>Pneumococcal</td>
<td>Pneumovax&lt;sup&gt;23&lt;/sup&gt;</td>
</tr>
<tr>
<td>50 years and over</td>
<td>Pneumococcal</td>
<td>Pneumovax&lt;sup&gt;23&lt;/sup&gt;</td>
</tr>
<tr>
<td>65 years and over</td>
<td>Pneumococcal</td>
<td>Pneumovax&lt;sup&gt;23&lt;/sup&gt;</td>
</tr>
<tr>
<td>70–79 years&lt;sup&gt;f&lt;/sup&gt;</td>
<td>Shingles (herpes zoster)</td>
<td>Zostavax®&lt;sup&gt;g&lt;/sup&gt;</td>
</tr>
<tr>
<td>Pregnant women</td>
<td>Pertussis (whooping cough)&lt;sup&gt;d&lt;/sup&gt;</td>
<td>Boostrix®&lt;sup&gt;e&lt;/sup&gt; or Adacel®&lt;sup&gt;f&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>Influenza&lt;sup&gt;d&lt;/sup&gt;</td>
<td></td>
</tr>
</tbody>
</table>

**Adult vaccination (also see influenza vaccine)**

**Funded annual influenza vaccination<sup>h</sup>**

- 6 months and over with certain medical risk factors<sup>c</sup>
- Aboriginal and Torres Strait Islander children 6 months to less than 5 years
- Aboriginal and Torres Strait Islander people 15 years and over
- 65 years and over
- Pregnant women
- All people aged less than 20 years are eligible for free catch-up vaccines.
- Adult refugees and humanitarian entrants are eligible for free catch-up vaccines.
- **For more information**
  - Health.gov.au/immunisation
  - Contact Number
    - State/Territory
    - Australian Capital Territory
      - 02) 6205 2300
      - 1300 366 955
    - New South Wales
      - 1800 612 622
      - 13 HEALTH (13 4325 84)
    - South Australia
      - 1300 327 272
      - 1800 617 708
    - Tasmania
      - 1300 882 008
      - 03) 622 3121
    - Victoria
      - 1300 882 008
      - 03) 622 3121

---

<sup>a</sup> PapilaVAX® vaccine. Should be given to all infants as soon as practicable after birth. The second dose is given within 24 hours, and must be given within 7 days.

<sup>b</sup> Rotavirus vaccine: First dose must be given by 16 weeks of age, the second dose by 24 weeks of age.

<sup>c</sup> Refer to the current edition of The Australian Immunisation Handbook for all medical risk factors.

<sup>d</sup> Refer to the current edition. The Australian Immunisation Handbook for all medical risk factors.

<sup>e</sup> Observe Gardasil®<sup>9</sup> dosing schedules by age and risk conditions. 2 doses: 9 to <15 years - 6 months minimum interval. 3 doses: ≥15 years and/or have certain medical conditions - 0, 2 and 6 month schedule. Only 2 doses funded on the NIP unless 12-13 year old has certain medical risk factors.

<sup>f</sup> All people aged 70 years old, with a five year catch-up program for people aged 71-79 years and until 31 October 2021.

<sup>g</sup> Single dose recommended each pregnancy, ideally between 28-32 weeks, but may be given up until delivery.

<sup>h</sup> Refer to annual influenza information for recommended vaccine brand for age.
Medical Care

The safety of your child is our utmost concern. If your child has any medical conditions that we should be aware of, please request a Medical Information Pack from Reception and forward any plans or documents that may assist us in providing the best care. If your child has a condition which may require action to be taken by College staff, please complete and submit the following documents:

Form 1 – At-Risk Student Health Care Summary
and

Form 2 – Generic Health Care Plan
and where relevant:

Form 3 – Anaphylaxis Plan
Form 4 – Mild to Moderate Allergies Plan
Form 5 – Diabetes Management Plan
Form 6 – Epilepsy and Seizures Plan
Form 7 – Asthma Plan
Form 8 – Assistance with Daily Living Plan

If a student claims to be unwell at school and the teacher judges that he/she is too sick to remain in class, the student will be sent to Student Services accompanied by another student. The School Nurse or attending administration staff may give the student first aid, rest the student and/or send the student back to class. If medication is required, parental permission must be given. If a student is found to be seriously ill, staff will contact parents/carers to arrange for the student to either be sent home or, in serious cases, to the hospital.

If an accident occurs, the nearest staff member to the incident will assess the severity of any injuries. If a minor injury has occurred, the staff member will take the student to the nearest first aid kit and tend to the injury or will find another staff member who will do this. Alternatively, the student will be sent to Student Services accompanied by another student and the School Nurse or attending administration staff will give the student first aid. If medication is required, parental permission must be given. If necessary, staff will contact parents/carers.

If a major injury has occurred, the staff member will keep the student where they are unless there is further danger, stay with the student, and send another student to Student Services to request assistance. Depending upon the nature of the injury, the student will be moved to the sick bay or taken to hospital. Staff will contact parents/carers.

If a student is required to take prescription medication during school hours, parents must contact Reception to make suitable arrangements. All medications need to be handed in to Reception and students are required to administer all medications under the guidance of a member of staff.

Illness or Injury at School

a. In the case of a student feeling sick at school, he/she should report to Student Services with a note in the Diary or a permission slip from the class teacher or the duty teacher (if it is recess or lunch).

b. If a student is too ill to continue classes or a student is injured, parents may be requested by the School Nurse, the Head of Year or the Dean of Students to collect the student and take them home. Photo identification and signing out are still required in this instance.
c. In an emergency, or if parents cannot be contacted, the College will seek medical help on behalf of them. It is important that parents inform the College of any changes to telephone numbers or emergency contacts during the year so that contact can be made quickly in any circumstances.

d. No medication of any sort may be brought to school unless accompanied by a signed note from parents indicating the details regarding the medication, its purpose and the times that it should be taken. Prescription medication should also be accompanied by a doctor’s letter. The College is not able to provide medication for students. At the end of the year, unused medications are returned to students and medications that have reached the expiry date are disposed of.

LICE

Whilst parents have the primary responsibility for the detection and treatment of head lice, The King’s College will assist parents with this undertaking in a cooperative and collaborative manner.

Parents/carers are encouraged to check their child’s hair regularly for possible head lice infestations. If their child is found to have an infestation, they must notify the College. Further, they are required to follow appropriate lice management procedures: treat the hair immediately, inspect all household members and treat if necessary, and refrain from sending the child to school until treated (a student may return to school following one application of a recommended product).

If staff become aware of a head lice infestation in a child, he/she will be restricted from activities involving close contact with other children and contact will be made immediately with the parents/carers who will be required to collect the child from school as soon as possible. They will be given the Department of Health’s Head Lice Fact Sheet and instructed to follow the lice management procedures described above. A communication will be sent to the parents/carers of the other students in the class within one day, notifying them that infestation is suspected and asking them to check all their children for head lice. They will also be provided with a copy of the Department of Health’s Head Lice Fact Sheet and instructed to follow the lice management procedures described above.

BEFORE AND AFTER SCHOOL CARE

Currently, there are no on-site before and after school care programs operating; however, there are two day-care centres that offer drop-off and collection to and from the College:

- Cuddles Childcare Centre  P: 9419 1844
- Wellard Out of School Care  P: 0417 189 891

Please note: Parents/guardians need to make their own enquiries as to the suitability of these services.

EMERGENCIES AND EVACUATIONS

During school hours, teachers and other College staff will be the initial responders in emergency situations. In such situations, students are expected to immediately follow the instructions given. In the case of an emergency, parents will be notified via text message. In the event of an evacuation, such as for a bushfire that is deemed a danger to the school community, parents will not be able to pick up their children from the College; however, they will be informed via text message of when and where they can collect their children following safe relocation.

STANDARD OF PERSONAL CONDUCT

The King’s College encourages a close and edifying relationship between staff and students, one that will deepen the spiritual growth of each and stimulate vigorous intellectual lives within the community. Regular church attendance is encouraged, participation in activities with the College community and its founding organisation (The King’s Chapel) are encouraged for students and their families. Regular church attendance is expected for staff.
The College strives to create an environment of excellence where students are able to work to achieve their goals. Therefore, students are encouraged to focus their energies on their studies.

**General Behaviour on School Grounds**

The College operates as a large community within a limited area. For this reason, it is essential to follow some very **practical rules** to ensure that the College community operates in a peaceful manner at all times.

a. Running, throwing things, including balls, and rough play are not permitted in passageways and on paths.

b. Calling out, shouting and swearing are not permitted.

c. Bags are to be stored on the hooks provided in the designated area on arrival at school. Students are not permitted to carry bags around the College grounds or to go to their bags between lessons. Students are never permitted to go into the bag of another student.

d. Keep to the left when using passageways, paths and stairs.

e. Doorways, pathways and stairs are to be kept clear at all times.

f. Chewing gum is forbidden at all times.

g. Student Services is a formal area where students should be quiet, orderly and respectful at all times.

h. Students are not generally required to go to Reception but if there is a circumstance in which a student is in this area, he/she must conduct themselves in a respectful and quiet manner. At no time should students take food or drink into this area.

i. Students wishing to see the Principal, the Deputy Principal or a teacher should make their request at Student Services. They will be advised of the opportunity to see staff members.

j. All students are reminded to treat others courteously and with respect at all times.

k. Energy drinks such as Mother, Red Bull, caffeinated drinks or caffeine tablets **are NOT allowed** on the way to school, after school or on school premises during any College sponsored activity or in the course of a regular school day, or when students are off-site in College uniform or at off-site activities organised by the College.

**Grounds and Classrooms**

All members of the College community, students and staff, should endeavour to protect College property and keep the premises neat and tidy.

Self-discipline in regard to litter is particularly important. All students and staff are encouraged to put rubbish in the bins supplied.
Classrooms are normally out of bounds before school and during recess and lunch without the express permission of, and supervision by, a staff member.

Eating and drinking is forbidden in rooms unless permission is given in exceptional circumstances by a staff member.

Rooms are to be kept neat and tidy at all times. Desks, chairs and other classroom equipment should be treated with respect and not deliberately damaged or marked with graffiti. Any student who deliberately marks, vandalises or damages a desk or College equipment may receive a severe breach and be charged for a new replacement.

**Oval and Playgrounds**

Students are permitted to use the oval/playing field at recess and lunch. Please note that students must finish eating or drinking before going to the oval/playing field. No food or drink is permitted on any part of the College oval, playing fields or sporting areas. The College grounds are a litter-free zone and students are expected to uphold this aspect of the College code of conduct. If litter becomes excessive as a result of wilful disobedience, students (including secondary students) will remain in a supervised area to eat at both recess and lunch.

Sports equipment is available to be borrowed at recess and lunch, but must always be returned.

The car park is out of bounds. Students are not permitted to leave the College grounds or to climb on to a building to retrieve balls or property that has been thrown, kicked or rolled over a fence or outside of the College grounds. Students must inform a duty teacher if this has occurred.

**Property**

Please put your child’s name on all possessions. Every item, including clothing and equipment, must be clearly labelled.

If your child has lost something, please encourage him/her to visit the lost property boxes. There is a lost property box for the primary school and one for the secondary school located in Student Services.

If your child brings home another child’s named item of clothing by mistake, please return it to Reception as soon as possible.

**Bags and Equipment**

All students should have the College bag. Bags must be stored in student lockers or on the bag hooks in the designated area for each class/form group. In order to prevent theft, students are encouraged to leave valuable items at home or to store them in the bags provided with their electronics for the day.

As all College bags look similar, it is suggested that each student place a small identifiable item or tag on their bag. All bags and equipment should also be carefully labelled with the student’s first name and surname.
All student equipment such as bags, files, books, pencil cases, diary etc. should be kept clean and graffiti-free.

No liquid paper, permanent markers or aerosol cans are permitted at the College. Students may use correction tape only.

Roll-on deodorant is permitted.

**Lockers**

In the secondary school, students are allocated a locker at the start of the year. Each student is responsible for providing a suitable padlock with three keys, one for the form teacher, one for themselves and one spare. Should a padlock require cutting to obtain entry to a locker, the student is responsible for replacing it with a new one.

The locker is used to store books, equipment, laptops and personal items; however, students are encouraged to not bring significantly valuable items and/or large sums of money to school as any losses will be the students' responsibility.

Students are **NOT** permitted to go to their locker between classes and, therefore, must organise themselves appropriately before school and at break times. At the end of each day, they need to be aware of the items they need to take home to complete their home learning and assignments.

At the end of each term, lockers must be emptied out and left open and unlocked. Any damage to lockers will be professionally fixed and costs incurred charged to the parents.

**Discipline Policy**

The College Discipline Policy is clearly outlined during parent/student interviews prior to enrolment, at public meetings and in this Student Diary. All parents are required to sign the Enrolment Form for their child/children that consents to the College Discipline Policy.

Every student and teacher has the right to:

- Learn or teach free from disruption.
- Be treated courteously and with respect.
- Be free from any form of discrimination, including verbal and physical abuse.
- Work in a clean, safe and healthy environment.
- Have their property and equipment respected and cared for.

The King's College is a school that values commitment to safety, service and respect. This means that students show care, consideration and respect for others at all times. They are required to uphold the standards of the College in personal demeanour and in academic and sporting endeavour.

Students should take pride in their uniform and general appearance. Students are expected to conduct themselves with self-respect continuously, using appropriate manners and consideration towards others. Appropriate manners and speech are an expectation and include common courtesies such as saying please and thank you, addressing people by name, and respect for those members of the community who are older and those in authority. Students are always expected to assist others where practicable and be helpful to visitors to the College.

Respect for the College, its buildings and equipment, as well as the general environment, means that students will treat all of the College resources with respect, take responsibility for preventing waste, loss, damage, destruction and defacement. It is expected that any area of the College or any area visited by College students is to be left clean and in good condition.

The end result is that students are being trained to be self-disciplined. They learn to take responsibility for their own actions in a caring community and make others feel welcome and safe within that community.
Every student has the right to the best possible education that they can obtain at The King’s College. If a student is disruptive in class, they are not only disadvantaging themselves but they are disadvantaging other members of the class.

There are many ways that students are encouraged in normal College life to be well disciplined. These include:
- Teachers showing genuine interest in each student in their care.
- Praise and encouragement given.
- Awards and certificates.
- Acknowledgement to peers during class and at assemblies and award ceremonies.

In all situations, and in particular regard to managing students’ behaviour, the school explicitly forbids child abuse, corporal and degrading punishment.

Corporal punishment, as defined in the Guide to the Registration Standards and Other Requirements for Non-Government Schools is ‘any punishment in which physical force is used and intended to cause some degree of pain or discomfort, however light; typically involving hitting the child with the hand or with an implement; can also include, for example, forcing the child to stay in an uncomfortable position. It does not include the use of reasonable physical restraint to protect the child or others from harm.’

Degrading punishment, as defined in the ‘Guide’ is ‘any punishment which is incompatible with respect for human dignity, including corporal punishment and non-physical punishment which belittles, humiliates, denigrates, scapegoats, threatens, scares or ridicules the child.’

Please see The King’s College Child Protection Policy and Procedures for a definition of child abuse.

**Behaviour Management**

Teachers are expected to manage the behaviour of the students in their class(es). If a student does not behave appropriately for a teacher, they will be managed according to the following behaviour management system.

The King’s College is a child safe organisation and makes use of the IRS (I’m Really Safe) behaviour management system to ensure all students have the opportunity to learn in a safe and positive environment.

The IRS behaviour management system is founded on the principles that every student has the right to feel safe and the right to learn free from distraction.

The system applies to the behaviour of students not only when they are in class but includes all times when the student is a representative of the College: travelling to school, before school, during lessons, at break times, after school, at school extracurricular activities, travelling home from school, at all school events including excursions and camps, and even at the shopping centre if the College uniform is worn.

**IRS = I'M REALLY SAFE!**

For inappropriate behaviour, students can receive the following consequences:

- Infringement: Thirty (30) infringements will result in exclusion from the College
- Removal: Five (5) removals will result in exclusion from the College
- Severe Breach: One (1), two (2), or three (3) severe breaches will result in exclusion from the College

Infringements and removals are cleared from a student’s record at the start of each academic year; however, severe breaches accumulate over the period of the student’s time at the College, although they are re-set when a student enters secondary school.
The Dean of Students, Deputy Principal and Principal reserve the right to modify application of the system, dependent upon specific circumstances, particularly in relation to offences that threaten the safety of others in the school community.

**Infringements:**

Infringements are given for low-level offences. No warnings are required to be given.

Infringements are issued for uniform offences. Please refer to the Uniform section. Infringements are also issued for Diary offences. Please refer to the Purpose of College Diary section.

Examples of offences that will result in an infringement:

- Arriving late to class
- Arriving at class unprepared
- Homework not completed
- Assignment not submitted (in addition, marks penalties will apply)
- Chewing gum (no warning given)
- Out of class during lesson time without Diary signed by the teacher (no warning given)
- Out of bounds (no warning given)
- Not wearing College hat
- Not wearing College blazer
- Littering
- Bag or laptop not stored appropriately
- Diary not signed

For infringements, the teacher will: communicate via email to the Head of Year and/or Dean of Students confirming that they issued an infringement to the student and describing the inappropriate behaviour.

The Head of Year and/or Dean of Students will:

- keep records and monitor patterns of infringements for students and implement further disciplinary action if deemed appropriate
- after five infringements, send a formal letter home
- after ten infringements, send a formal letter home
- after fifteen infringements, request an interview with parents and send a formal letter home
- after twenty infringements, place a student on one day of in-school suspension and send a formal letter home
- for each infringement following the twentieth, send a formal letter home
- after twenty-five infringements, place the student on one day of at-home suspension and send a formal letter home
- after thirty infringements, in liaison with the Principal and/or Deputy Principal, permanently exclude the student from the College
Removals:

Removals may be standard removals or instant removals. Standard removals are given for mid-level offences and involve warnings being given; however, instant removals are given for mid-level to high-level offences and do not require warnings to be given. In either case, the removed student remains isolated in-school under supervision in Student Services. In-school suspensions vary in time dependent upon the type of removal and how many removals a student has previously had.

Standard Removals

In response to a student’s inappropriate behaviour, the teacher identifies the behaviour and gives the student a first formal warning. If the inappropriate behaviour continues or the student argues with the first warning, the teacher identifies the behaviour and gives the student a second formal warning. If the inappropriate behaviour continues or the student argues with the second warning, the teacher identifies the behaviour and removes the student, that is, sends the student out of class to Student Services.

If the removed student refuses to leave the classroom, the teacher should send a responsible student to get the Head of Year, Dean of Students, Deputy Principal or Principal. If the removed student leaves the classroom as instructed, the teacher should nominate a responsible student to accompany him/her to Student Services. If the removed student leaves the classroom but refuses to go to Student Services or leaves school grounds, the responsible student should inform the Head of Year, Dean of Students, Deputy Principal or Principal.

For the first two standard removals, the student remains isolated only until the end of the lesson whereas for the third, fourth or fifth standard removal, the student remains isolated from the time of being sent out to the end of the school day.

Examples of offences that will result in a standard removal:

Distracting behaviour:

- Distracting or annoying another student
- Talking at inappropriate times, including when the teacher is addressing the class; a student has been called on by the teacher to speak; the teacher has instructed work to be completed without conversation
• Calling out
• Making inappropriate noises including singing, whistling, banging and so on
• Walking around the room without permission
• Swinging on chair
• Throwing items

Time-wasting behaviour:
• Wasting time rather than completing tasks set by the teacher
• Being slow to respond to teacher instruction, including lining up before class
• Using laptop outside of teacher guidelines
• Doing work from a different subject area
• Writing, reading or passing notes

Disrespectful behaviour:
• Showing disrespect in words or actions towards other students or staff
• Making rude comments or gestures
• Name-calling
• Putting-down others
• Using bad language

Instant Removals

In response to a student’s inappropriate behaviour, the teacher identifies the behaviour and, without warning, automatically removes the student, that is, sends the student out of class to Student Services.

For all instant removals, the student remains isolated from the time of being sent out to the end of the school day.

Examples of offences that will result in instant removal:

Blatant disregard of rules:
• Defiantly refusing to follow teacher instructions
• Leaving class or school grounds without permission
• Not handing in mobile phone during morning form or upon late arrival to school
• Using laptop outside of class time other than in library with permission
• Not keeping laptop in its case
• Defacing or damaging others’ property
• Accessing inappropriate internet sites
• Downloading or uploading inappropriate material on the school network
• Engaging in highly inappropriate conversations with other students
• Kissing or inappropriate physical contact

Breach of safety:
• Throwing dangerous items
• Being too rough
• Pushing a student off their chair or pulling a chair out from under a student about to sit down
• Ignoring safety guidelines specific to certain practical subjects, such as sport
• Ignoring safety guidelines specific to certain practical classrooms, such as science
• Not wearing seat belt or unnecessarily changing seats while on a bus that is transporting students to a school activity

Physical/verbal abuse:
• Hitting or punching another student
• Swearing at others
• Insulting others, verbally or in written form
• Threatening others, physically or verbally
• Threatening others with violence
• Public humiliation
• Acting in a threatening and/or intimidating manner towards a staff member

For standard and instant removals, the teacher will:
• communicate via email to the Head of Year and/or Dean of Students confirming that they removed the student immediately following the removal
• complete a feedback sheet provided by the Head of Year or Dean of Students outlining the reason(s) for the removal within 24 hours of the removal

The Head of Year and/or Dean of Students will:
• after each removal, provide the teacher and the student with a feedback sheet to complete, indicating the reason(s) for the removal
• after the first removal, give the student a verbal warning, phone the parents and send a formal letter home
• after the second removal, interview the student, phone the parents and send a formal letter home
• after the third removal, interview the student, phone the parents, place the student on one day of in-school suspension and send a formal letter home
• after the fourth removal, interview the student, phone the parents to have them collect the student as soon as possible, place the student on one full day of at-home suspension and send a formal letter home
• after the fifth removal, in liaison with the Principal and/or Deputy Principal, permanently exclude the student from the College
Severe Breaches:

Breaches are given for high-level offences. No warnings are required to be given. Each breach has a specific consequence or series of consequences.

Examples of offences that will result in a severe breach:

Category 1: First time in-school suspension, second time at-home suspension, third time exclusion for:

- Fighting
- Severe bullying, including cyber-bullying
- Truancy

Category 1 offences may reset after 12 months, depending on the severity of the offence.

Category 2: First time at-home suspension, second time exclusion for:

- Graffiti, vandalism or destruction of school property, including classroom equipment
- Theft
- Bringing cigarettes/alcohol to school, smoking, drinking or vaping at school, or arriving at school under the influence of alcohol
- Bringing weapons to school
- Sexual harassment or sexting
- Lighting a fire (other than under the direct instruction and supervision of a teacher)

Category 3: Immediate exclusion for:

- Bringing illicit drugs to school or arriving at school under the influence of illicit drugs
- Threatening others with a weapon
- Arson

For severe breaches, the teacher(s) will:

- communicate via email to the Head of Year and/or Dean of Students providing any known information relevant to the severe breach.

The Head of Year and/or Dean of Students will:

- interview the student, phone the parents, place the student on one full day of in-school suspension and send a formal letter home, or
- interview the student, phone the parents to have them collect the student as soon as possible, place the student on one full day of at-home suspension and send a formal letter home, or
- in liaison with the Principal and/or Deputy Principal, permanently exclude the student from the College
Bullying is a behaviour which is unacceptable. The Department of Education’s ‘Guidelines for Preventing and Managing Bullying in School’ states:

“Bullying is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons. Bullying can happen in person or online, and it can be obvious or hidden.”

The guidelines further assert that bullying may involve:

**Verbal bullying:**
The repeated use of words to hurt or humiliate another individual or group. Verbal bullying includes using put-downs, name-calling, insulting someone about the way they look or behave, spreading rumours, and homophobic, racist or sexist comments.

**Social/relational bullying:**
Involves repeatedly ostracising others by ignoring someone or keeping them out of conversations, convincing others to dislike or exclude an individual or group, spreading rumours, and sharing information or images that will have a harmful effect on the other person.

**Physical bullying:**
Includes violent actions towards another person which involve hitting, pinching, biting, pushing, pulling, shoving, damaging or stealing someone’s belongings, and unwanted touching.

**Cyberbullying:**
Involves the use of technology to bully a person or group with the intent to hurt them socially, psychologically or even physically. Cyberbullying includes abusive texts and emails, hurtful messages, images or videos, imitating, excluding or humiliating others online, nasty online gossip and chat.

**Bystanders:**
Bystanders are those who are aware of, or witnesses to, the bullying situation. A supportive bystander will use words and/or actions to support someone who is being bullied by intervening, getting teacher support or comforting them. All members of a school community need to know how to support those who are being bullied and how to discourage bullying behaviours.

**Severe bullying:**
Moderate to severe bullying differs from mild bullying in that it reflects a dominance that consists of recurrent and persistent negative actions toward one or more individual(s), which involve a perceived power imbalance and create a hostile environment (Salin, 2003). Bullying becomes moderate to severe when the instances of abuse increase in frequency and personalisation; the key is intent to harm or humiliate.

The College is committed to creating and maintaining an inclusive, safe and supportive education environment and school community. Bullying will not be tolerated. If the Head of Year and/or Dean of Students believes that bullying may be occurring, the situation will be investigated and the appropriate consequence will be issued.
**Uniform**

The College is a uniform school, requiring students to be well presented. Teachers and parents have a responsibility to support and uphold the Uniform Policy. How the students wear the uniform reflects on the College in the community.

All students are required to maintain the high standards of uniform as outlined below and, if they do not comply, they will be managed as described below. Further, management of uniform infringements will be in accordance with College behaviour management procedures. Please refer to the Behaviour Management section.

**Pre-kindergarten, Kindergarten and Pre-primary Summer Uniform TERMS 1 and 4**

<table>
<thead>
<tr>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
</table>
| Blue Polo Shirt with Crest  
Navy Rugby Style Sports Shorts with Crest  
Navy Blue T-Bar Sandals  
College Bucket Hat | Blue Polo Shirt with Crest  
Navy Rugby Style Sports Shorts with Crest  
Navy Blue T-Bar Sandals  
College Bucket Hat |

**Pre-kindergarten, Kindergarten and Pre-primary Winter Uniform TERMS 2 and 3**

<table>
<thead>
<tr>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
</table>
| Blue Polo Shirt with Crest  
Navy Rugby Style Sports Shorts with Crest  
Navy Blue T-Bar Sandals  
College Bucket Hat | Blue Polo Shirt with Crest  
Navy Rugby Style Sports Shorts with Crest  
Navy Blue T-Bar Sandals  
College Bucket Hat |

**Year 1-6 Summer Uniform TERMS 1 and 4**

<table>
<thead>
<tr>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
</table>
| Tunic Dress with Crest  
Blue Wool Jumper with Crest  
College White Ankle Socks  
Black Leather Lace Up Shoes | Blue Short Sleeve Shirt with Crest  
Navy Shorts with Elastic Back (Years 1-3)  
Navy Shorts with Belt Tabs (Years 4-7)  
Blue Wool Jumper with Crest  
College Navy Socks  
Black Leather Lace Up Shoes |
### Year 1-6 Winter Uniform TERMS 2 and 3

<table>
<thead>
<tr>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tunic Dress with Crest</strong></td>
<td><strong>Short Sleeve Shirt with Crest</strong></td>
</tr>
<tr>
<td><strong>Blue Wool Jumper with Crest</strong></td>
<td><strong>Grey Trousers</strong></td>
</tr>
<tr>
<td><strong>College White Ankle Socks</strong></td>
<td><strong>Blue Wool Jumper with Crest</strong></td>
</tr>
<tr>
<td><strong>Navy Tights (70D) Optional</strong></td>
<td><strong>School Tie</strong></td>
</tr>
<tr>
<td><strong>Black Leather Lace Up Shoes</strong></td>
<td><strong>Plain Black Belt (If Required)</strong></td>
</tr>
<tr>
<td><strong>College Navy Socks</strong></td>
<td><strong>College Navy Socks</strong></td>
</tr>
<tr>
<td><strong>Black Leather Lace Up Shoes</strong></td>
<td><strong>Black Leather Lace Up Shoes</strong></td>
</tr>
</tbody>
</table>

### Year 7 -12 Summer Uniform TERMS 1 and 4

<table>
<thead>
<tr>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tunic Dress with Crest</strong></td>
<td><strong>Blue Short Sleeve Shirt with Crest</strong></td>
</tr>
<tr>
<td><strong>Blue Wool Jumper with Crest</strong></td>
<td><strong>Navy Shorts with Belt Tabs OR Grey Trousers</strong></td>
</tr>
<tr>
<td><strong>College White Ankle Socks</strong></td>
<td><strong>Blue Wool Jumper with Crest</strong></td>
</tr>
<tr>
<td><strong>Black Leather Lace Up Shoes</strong></td>
<td><strong>Plain Black Belt (If Required)</strong></td>
</tr>
<tr>
<td><strong>College Navy Socks</strong></td>
<td><strong>College Navy Socks</strong></td>
</tr>
<tr>
<td><strong>Black Leather Lace Up Shoes</strong></td>
<td><strong>Black Leather Lace Up Shoes</strong></td>
</tr>
</tbody>
</table>

### Year 7 -12 Winter Uniform TERMS 2 and 3

<table>
<thead>
<tr>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tunic Dress with Crest</strong></td>
<td><strong>Blue Short Sleeve Shirt with Crest</strong></td>
</tr>
<tr>
<td><strong>Blue Wool Jumper with Crest</strong></td>
<td><strong>Grey Trousers</strong></td>
</tr>
<tr>
<td><strong>Blue Blazer with Crest</strong></td>
<td><strong>Blue Wool Jumper with Crest</strong></td>
</tr>
<tr>
<td><strong>College White Ankle Socks</strong></td>
<td><strong>School Tie</strong></td>
</tr>
<tr>
<td><strong>Navy Tights (70D) Optional</strong></td>
<td><strong>Plain Black Belt (If Required)</strong></td>
</tr>
<tr>
<td><strong>Black Leather Lace Up Shoes</strong></td>
<td><strong>College Navy Socks</strong></td>
</tr>
<tr>
<td><strong>College Navy Socks</strong></td>
<td><strong>Black Leather Lace Up Shoes</strong></td>
</tr>
</tbody>
</table>

### ALL YEARS Sports Uniform

<table>
<thead>
<tr>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Blue Polo Shirt with Crest</strong></td>
<td><strong>Blue Polo Shirt with Crest</strong></td>
</tr>
<tr>
<td><strong>Navy School Sport Shorts</strong></td>
<td><strong>College Navy School Sport Shorts</strong></td>
</tr>
<tr>
<td><strong>Navy Tracksuit with Crest</strong></td>
<td><strong>Navy Tracksuit with Crest</strong></td>
</tr>
<tr>
<td><strong>College White Sports Ankle Socks</strong></td>
<td><strong>College White Sports Ankle Socks</strong></td>
</tr>
<tr>
<td><strong>Lace Up Sports Shoes (Minimal Trim - not Vans, Volleys, skate shoes or canvas casual shoes)</strong></td>
<td><strong>Lace Up Sports Shoes (not Vans, Volleys, skate shoes or canvas casual shoes)</strong></td>
</tr>
<tr>
<td><strong>College Bucket Hat (Primary)</strong></td>
<td><strong>College Bucket Hat (Primary)</strong></td>
</tr>
<tr>
<td><strong>College Bucket Hat or College Cap (Secondary)</strong></td>
<td><strong>College Bucket Hat or College Cap (Secondary)</strong></td>
</tr>
</tbody>
</table>
Uniform Regulations:

**General**

All items of uniform, excepting shoes and tights, must be purchased from the on-site College uniform shop, located in one of the demountable rooms.

**When travelling to and from the College, on school days, the correct College uniform must always be worn.** This applies to students if travelling by car, public transport, walking or cycling and even when accompanied by parents. Students are not permitted to leave the College in clothes other than the College uniform e.g. other sports clothes, work uniforms, unless permission has been gained from the Dean of Students. This will only be granted in exceptional circumstances. Sports uniform is acceptable for after-school sporting and extra-curricular activities which are associated with the College e.g. athletics training.

All items of the uniform are to be worn in the correct manner e.g. shoe laces tied correctly and hats worn the correct way.

The uniform, in full or in part, must never be worn with casual clothing.

The hat must be worn outside during the summer terms but must not be worn inside.

The College school bag is the only bag to be brought to school.

**Clothing**

In the winter terms, the blazer must be worn; in the summer terms, it need not be worn apart from formal occasions or excursions as directed. The blazer may be removed after morning form but must be put on before afternoon form at the end of the day. It must be worn to formal occasions, assembly and chapel.

Jumpers should not be worn outside the College grounds as an outer garment in winter. Jumpers are not to be worn with the sports uniform and the tracksuit top should not be worn with the normal school uniform.

The leavers jacket is not part of the formal uniform and is allowed as a courtesy to the students and entirely at the discretion of the executive. It may be worn in place of the blazer during Terms 2, 3 and 4 (Year 12 only). It must be replaced by the blazer for all formal events held during this time, including examination periods, photo day and the graduation ceremony.

The shirt must be tucked in.
The jumper or jacket must not be worn tied around the waist.
The hemline for the dress must be to the knee when standing upright.
The shorts must be no shorter than three-quarter thigh length.
No items may be rolled up/over at the top or bottom.
Bicycle pants may not be worn underneath the uniform.

**Shoes and Socks**
Shoes must be plain black leather lace-ups.
The shoes must not be made of suede, canvas or soft material.
The shoes must have heels which are no less than 2cm and no greater than 4cm in height.
The shoes must be polished.
Girls’ socks must have the College logo.
Boys’ socks must be the College navy blue ones.

**Hair**
Hair must be kept clean, neat and tidy.
Long hair must be tied back (long hair is defined as all hair touching the top of the collar or longer).
All hair must be off the face with any strands clipped back.
Hair may be coloured provided the colour is natural-looking (Years 10-12 only).
Numerous small plaits are unacceptable unless that styling is part of a student’s culture, in which case hair bands must be plain navy blue, black or white, otherwise neutral tone elastic bands are acceptable.
Clipper haircuts (full or partial) must be number 3 or above.
Shaved heads are not acceptable.
Extreme styles like (but not limited to) spiking, giving too much volume and shaved patterns are not permitted.
Hair accessories must be completely plain (no decorations) and only in the colours navy blue, black or white.

**Jewellery**
Students may wear a watch.
Students may wear one signet ring (no prominent or raised features such as stones; silver or gold only).
Necklaces/chains are not permitted.
Bracelets are not permitted, except for the ‘Jesus’ bracelet.

**Piercings**
Girls may wear one set of earrings (sleepers or studs; in the centre of each lower lobe; plain with no decorations, gemstones or hanging parts; silver or gold only).
Boys may not wear any earrings.
No other piercings are permitted, including brow, nose and tongue piercings.
Make-up

Make-up is not permitted, including nail polish.
A thin layer of foundation/tinted moisturiser may be worn (Years 10-12 only).

Sunglasses

Students may wear sunglasses when outdoors but they are not permitted to wear sunglasses in classrooms or on their head. The College takes no responsibility for loss or damage to glasses.

Other

Face must be clean-shaven.
Body markings are not permitted, including tattoos.

In some circumstances, cultural variations may be approved by the Principal. In order to seek approval, all requests must be forwarded to the Principal in writing. The Principal may then request a meeting to discuss these variations.

Free Dress Days

At times during the College year, students participate in various fund-raising events including Free Dress Days.

On these special days, students are allowed to wear free dress rather than the College uniform. A gold coin donation is required from each student who chooses to wear free dress. The money will be collected on the morning at form class and will be donated to the charitable organisation nominated prior to the day.

The Free Dress Day regulations are outlined below:

i. Appropriate casual clothing may be worn.
ii. The College sport uniform may not be worn; however, students who have Physical Education or any other class where sport uniform is normally worn, must bring the uniform and change at the appropriate time.
iii. Normal College rules regarding hair and makeup apply on the day.
iv. No inappropriate/explicit slogans/graphics.
v. No crop tops or see-through tops or dresses.
vi. Necklines must be modest.
vii. Shoulders must be covered (no tank tops, singlets, strapless tops or tops with spaghetti straps).
viii. No short-shorts or skirts (hemlines must extend past the student’s fingertips as they stand straight and stretch their hands down by their sides).
ix. If leggings are worn, they must be paired with shorts or a skirt.

If the Student Services staff, under the leadership of the Dean of Students, deem a student’s clothing to be unsuitable, the College reserves the right to contact the parents/carers and request the student be collected or a suitable change of clothing be provided. Students may be asked to remain in Student Services until such time as their dress standards are approved.
**Uniform Management Procedures**

For incorrect uniform, infringements are issued.

- Incorrect uniform issues that are immediately correctable (e.g. hair down, shirt out, jewellery worn)
  - The student is given an infringement.
  - The student is asked to correct the issue immediately.
  - Failure to comply follows standard removal procedures.

- Incorrect uniform issues that require action out of class (e.g. makeup, unshaven)
  - The student is given an infringement.
  - The student is sent to Student Services to obtain wipes/razor to correct the issue.
  - Failure to comply follows standard removal procedures.

- Incorrect uniform issues that require purchase of items (e.g. missing/incorrect uniform pieces)
  - The student is given an infringement.
  - If parents, when contacted regarding the infringement, indicate their intention to purchase the uniform item, a note, including the date and name of the item, is written in the student’s Diary to excuse the student for one week. Following that, usual procedures apply.

- Incorrect uniform issues that require action out of school (e.g. hair incorrect length/colour)
  - The student is given an infringement.
  - If parents, when contacted regarding the infringement, indicate their intention to solve the uniform problem, a note, including the date and brief description of the issue, is written in the student’s Diary to excuse the student for a reasonable amount of time. Following that, usual procedures apply.

- Incorrect uniform issues on free-dress days
  - The student is sent to Student Services and parents are contacted.

**Uniform Shop**

All items of the College uniform are available through the Uniform Shop with the exception of shoes. Uniform Shop opening hours are available on the College website.

**Chaplain**

The College Chaplain works in the areas of student wellbeing and pastoral care. If you wish to see the Chaplain, please speak to a staff member at Student Services.

The Chaplain’s role includes but is not limited to:

- spreading the gospel message
- being readily available to support individuals in need
- providing guidance to students on a variety of issues
- assisting in the provision of student welfare programs and events
- providing support in the case of bereavement, family breakdown or other crisis/loss situations
House System

The College has four houses (factions): Booth, Graham, Elliot and Carmichael.

Staff are assigned a house. Families are assigned a house upon enrolment and all children from the same family are assigned to the same house for the duration of their time at the College. Students accumulate points for their house during the year in many ways, including through participation in sporting events and the earning of EPS points.

The College houses are based on the Wordless Book:

God created man in the Garden. Green

When man was created, he was sinless, but he sinned.

Christ was sent from heaven, from the skies. Blue

He was the first missionary.

He shed His blood. Red

To make a way back to the Father in Heaven. Gold

House Names - Being God’s Exceptional College (BGEC)

B - Booth (Gold)

G - Graham (Red)

E - Elliot (Green)

C - Carmichael (Blue)

The College houses are as follows:

Booth (Gold):
Catherine Booth worked in the cold, dark and eerie streets of London. Her ministry was based around helping the poor and pointing them towards their inheritance, the streets of Gold in heaven.

Graham (Red):
Reverend Billy Graham was one of the world’s greatest evangelists whose message was “you can be saved”.

Elliot (Green):
Jim Elliot’s ministry was in the jungles of Ecuador where he gave his life for his faith.

Carmichael (Blue):
Amy Carmichael was a missionary who travelled the seas. She lived in India for many years and rescued hundreds of ‘at-risk girls’ from abuse.
Extracurricular Activities
Throughout the school year, a range of extracurricular programmes are offered and students are encouraged to participate in these. For example, Chapel Crew, Emergency Services Cadets, sports, chess and tutoring in various subject areas. Some clubs have no cost involved and others may incur a charge. For more information, please contact the Head of Year or Dean of Students.

Camps and Excursions
Students are required to attend camps in Years 6, 7, 9 and 11. Similarly, various classes/courses will involve excursions during the year to enhance the in-class learning. All compulsory camps and class excursions are covered by the College activity levy. The College expects a high standard of behaviour from students while on camp. If students’ behaviour is deemed unacceptable, parents will be contacted and asked to collect their child from camp.

The College may also organise after-hours social activities throughout the year. While these activities are optional, all students are encouraged to attend. The cost of these events will vary depending on event specifics.

Food
Students are encouraged to bring healthy food to school for morning tea and lunch every day, as well as a bottle of water, as this will significantly enhance their learning throughout the day.
Healthy food and drink choices in schools

Tips for making healthy food and drink choices – Parents and carers

Children’s energy needs for a busy day at school require them to eat a variety of foods. Factors that determine the amount children eat include age, sex and physical activity level. Children will have the best chance of getting all the nutrition they need if they are offered a variety of tasty and healthy foods every day which reflect the Dietary Guidelines for Children and Adolescents.

In this state, 20 per cent of girls and 23 per cent of boys are either overweight or obese. Over their schooling life children can consume up to 2 500 meals. Therefore it is crucial that these meals are nutritious, whether brought from home or purchased from the school canteen. All meals should reflect healthy food choices.

Healthy foods allow children to:
✓ grow and develop
✓ concentrate
✓ have the energy to play and participate in sporting activities.

Lunches from home reflect:
✓ personal choice
✓ parental knowledge about health and nutrition
✓ cultural differences.

Parents and carers can support healthy food and drink choices. When making lunches at home:
✓ choose a variety of foods
✓ include bread, wholegrains, rice, pasta or noodles (try wholegrain for extra goodness)
✓ include milk, cheese or yoghurt
✓ include some meat, fish, chicken, eggs
✓ go for 2 fruit and 5 vegetables
✓ choose water as a drink
✓ keep ‘junk’ food away from school.

Some snack ideas are:
✓ rice cakes and reduced-fat cream cheese
✓ fresh fruit pieces and yoghurt dip
✓ plain popcorn.

For more information on healthy food and drink choices in schools please visit: https://healthy-kids.com.au/parents/
Drugs

Illicit and harmful substances are strictly prohibited. The College is a drug-free environment and does not permit students to do the following while on the school premises, travelling to or from school, or at school functions, including camps and excursions:

- smoke tobacco or other substances
- consume energy drinks such as Red Bull or V
- possess or consume alcoholic beverages
- deliberately inhale solvents
- possess drug-related equipment
- possess, use, distribute or sell prohibited drugs
- possess, use, distribute or sell prescription or non-prescription medications
- possess drug or smoke-related apparatus

If a student is believed to be involved in the consumption of drugs outside of school hours, they may be asked to visit their GP for a drug test. Failure to follow this directive and/or positive test results may impact enrolment status and the student may be withdrawn from the College.

Electronics and Mobile Phones

All mobile phones, smart watches, iPods and other electronic devices are to be handed in by students during form in the morning. These devices should be switched off and stored in the labelled bags provided until the end of the day. These devices will be returned to students during the afternoon form session.

Electronic devices are stored in a locked area by teachers for security.

Phone contact with students or phone contact by students can be made through Reception or Student Services.

Code of Conduct For ELECTRONICS AND MOBILE PHONES

This Code of Conduct is comprised of three sections:

Section A: Introduction

Section B: Electronics and Mobile Phone Rules for College Students

Section C: Electronics and Mobile Phone Code of Conduct Agreement

Instructions

Please read Sections A, B and C of this Code of Conduct carefully and make sure that you understand your responsibilities under the agreement.

Section A: Introduction

The College recognises the fact that there are times when it is genuinely appropriate for students to carry mobile phones to and from school in case of emergency. Whilst at school, contact with parents or by parents needs to be made via the phones in Reception or Student Services.
Students may also prefer to listen to music whilst travelling to and from school. It is not necessary, however, for students to have access to iPods and other electronic devices, including mobile phones, during school hours.

The College reminds parents and students that electronic devices and mobile phones are expensive items and are often a highly prized target for theft. It is advisable for expensive electronic devices and mobile phones to be insured as personal property. Mobile phones are also often a means of intimidating or bullying other members of the College community.

For these reasons, mobile phones and other electronic devices are collected by teachers during the morning form period and returned during the afternoon form period. Each student is given a padded bag in which to store their phone and other devices. This bag must be clearly labelled with the student’s full name. The bags are then locked away for the day for safe keeping.

Section B: Electronics and Mobile Phone Rules for College Students

The following rules apply to the carrying, storage and use of electronic and mobile phone devices within the College:

i. Electronic devices and mobile phones are brought to the College entirely at their owner’s risk. The College will collect the items to ensure that they are not misused during the day but the College takes no responsibility for the theft, loss or damage resulting from students bringing these items to the College.

ii. Electronic and mobile phone devices are to be stored in the manner provided by the College each day i.e. the devices must be switched off and are collected during morning form and stored in a labelled padded bag in a secure location. Devices will be redistributed by staff during afternoon form. If a student is late to school and misses form, the student’s electronic devices and mobile phone must be handed in to Student Services for safekeeping during the day.

iii. Students must store their devices in a bag clearly labelled with their own name not the name of another student. Storage of devices in another student’s bag will prevent a student from receiving them back in the event of leaving the College early.

iv. The College takes no responsibility for the health effects (potential or actual) resulting from the use of these devices. No students are permitted to listen to personal music through headphones or earbuds except where it forms part of the curriculum. On rare occasions, e.g. some elective subjects, a teacher may play music for the whole class but this is monitored and regulated by the teacher.

v. Courtesy, consideration and respect for others are important at all times. Mobile phones should not be used to bully, harass or intimidate others at any time.

vi. Mobile phones and electronic devices must be turned off before entering the form class in the morning until after the student has left the form class in the afternoon.

vii. Students are not permitted to use mobile phones during field trips, excursions, camps or other off-campus supervised activities. Arrangements will be in place for communication with staff members in these instances in case of emergency. Electronic devices such as iPods may be used during travelling time with teacher permission. Cameras may also be used but their use is subject to acceptable standards of consideration and respect for others.

Section C: Electronics And Mobile Phone Code of Conduct Agreement

Student/Parent/Guardian

I understand that I need to demonstrate respect and care for all those around me and to take responsibility for my own property. This includes electronic devices and mobile phones.

I will at all times abide by the College rules; I will conduct myself in a respectful manner whilst in possession of electronic devices and a mobile phone.
The following actions are not permitted:

- Using electronic devices or a mobile phone to intimidate or bully others.
- Using electronic devices or a mobile phone to take photographs, video footage or voice recording of others during College hours and whilst travelling to and from the College.
- Vandalism, willful destruction and damaging of another student’s electronic devices or mobile phone.
- Storing an electronic device or mobile phone in a bag other than the student’s own labelled storage bag.
- The use of mobile phones during field trips, excursions, camps or other off-campus supervised activities. (In case of emergency, arrangements will be in place for communication with staff members in these instances. Cameras and iPods may be used with teacher permission).
- The use of headphones or earbuds in class without the express permission of the classroom teacher. These should only be used to listen to classroom-specific content given by a teacher.

I recognise the following:

- I must present all electronic devices and mobile phones for storage during morning form or as soon as I arrive at the College if after morning form time.
- I will store my electronic devices and mobile phone in the bag designated for me. I will not use another student’s bag.
- I will not allow another student to store their electronic devices or mobile phone in my bag.
- I bring electronic devices and a mobile phone to the College at my own risk. The College takes no responsibility for the theft, loss or damage resulting from my actions in this regard.
- The College takes no responsibility for the health effects (potential or actual) resulting from the use of these devices.

I have read and understand the College Code of Conduct for Electronics and Mobile Phones. I agree to and will abide by all conditions and guidelines of the College behaviour code. I will accept full responsibility for my possession of and behaviour with electronic devices and mobile phones whilst travelling to and from the College, at the College and on supervised College activities. I accept that College rules apply to my use of electronic devices and mobile phones.

Student Signature: ________________ Date: ________________

Parent/Guardian Signature: ________________ Date: ________________

One-to-One Programme

In the secondary school, students are required to be on the One-to-one Laptop Programme, where all Year 7 students receive a MacBook Air on a lease agreement for three years.

This programme ensures that each student has opportunity to learn using up-to-date technology. There will be relevant information on the device and accessories. Insurance is provided, as well as a manual and contract for students and parents to sign.
Cybersafety

The safety of students online is paramount. We encourage parents to reinforce the College’s position on cybersafety by reminding their children of the following:

- If the student receives or accidentally accesses inappropriate material, he/she must immediately minimise the screen and inform the teacher. This includes any material which is offensive, abusive, racist, sexist, pornographic or excessively violent.
- If the student personally receives, or knows or suspects that another student has received, any harassing or threatening messages or any other content that creates discomfort, he/she must immediately inform the teacher.
- The student must never give out their password to another student or any person outside the College. If the student suspects or knows another student or a person outside the College has their password, he/she must inform the teacher and change their password immediately.

Code of Conduct For Cybersafety

This Code of Conduct is comprised of three sections:

Section A: Introduction
Section B: Cybersafety Rules for College Students
Section C: Cybersafety Code of Conduct Agreement

Instructions

Please read Sections A, B and C of this Code of Conduct carefully and make sure that you understand your responsibilities under the agreement.
Important terms used in this Code of Conduct:

i. The abbreviation ICT refers to the term Information and Communication Technologies.

ii. Cybersafety refers to the safe use of the internet and ICT equipment/devices.

iii. College ICT refers to the College’s computer network, servers, internet access facilities, computers and other College ICT equipment/devices as outlined below.

iv. The term ICT equipment/devices used in this Code of Conduct, includes, but is not limited to, computers (such as desktops, laptops, notebooks, netbooks, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), servers, cameras (such as video, digital, webcams, all types of gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and other similar technologies as they are developed and come into use.

v. Objectionable or inappropriate means material that deals with topics such as sex, personal beliefs or violence in such a manner that is likely to be harmful to the wellbeing of students and/or incompatible with College standards and values. This type of material has no educational purpose in the College environment.

Section A: Introduction

The College computer network, internet access facilities, computers and other ICT equipment/devices bring great benefits to the teaching and learning programmes of the school and to its effective operation. The internet is an excellent resource for research and communication; however, there is some material on the internet that is objectionable and inappropriate for research or general use. ICT equipment and devices can also be used in a manner that is detrimental to the individuals and the community. For these reasons, there need to be measures put in place to guide the use of the internet and ICT equipment at The King’s College.

The College’s aim in this matter is to create and maintain a culture of cybersafety. This culture of cybersafety must be in keeping with the College values as well as legislative guidelines and professional obligations. The College ICT is for educational purposes; teaching and learning activities appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or fully by the College, and used on or off the College site.

Once this agreement is signed and recorded at the College, students will be able to use the College ICT equipment and devices.

Section B: Cyberstafey Rules for College Students

The following rules apply to the use of College ICT equipment/devices:

i. Students may use the College ICT after the Cybersafety Code of Conduct Agreement has been signed by both student and parent and recorded by the College.

ii. Every student has been issued with a personalised username and password for use of the College ICT. Students may not use the username or password of another student.

iii. Students should not give their username or password to any other student or allow them to make use of these personal details.

iv. Students are not allowed to trespass in another student’s folders, files or work.

v. The College ICT is provided for the educational purposes of each student and, therefore, willful interference with the equipment to make it difficult or impossible for another member of the College to use is prohibited. This includes changing settings, hacking or physically abusing hardware, leads, cables or other parts of the equipment/device.

vi. Students are reminded that they have access to their personal folder on the network as well as their year group folder. Hacking is the attempt to gain access or the gaining of access to a site, file or folder that is not authorised to that student or person. (Even the attempt to access unauthorised sites is regarded as hacking.)
vii. Students are not permitted to use a network, device or software to disrupt the service of the College ICT or the individual use of the College ICT by another student.

viii. Students are not permitted to use or access the computers or ICT equipment/devices of a staff member.

ix. Students should not use College ICT or their own personal ICT to participate in any activity which may place themselves or another student at risk. This may include the use of e-mail, chatrooms, Facebook, Twitter and other social media sites.

x. One of the main values of the College is respect, therefore, the use of social media and/or electronic devices, ICT and mobile phones to deliberately harass, bully, offend, threaten or harm another student is prohibited by the College both during and outside College hours. This applies even if it is meant as a joke.

xi. The posting or communication of insulting, offensive, threatening and detrimental remarks or statements about the College, College staff, students, parents and community via social media and/or ICT equipment/devices is forbidden. This applies even if it is meant as a joke.

xii. The use of obscene language and swearing is forbidden in any communication using the College ICT. This includes song, media and video recording, e-mails, graphics, printing and other forms of educational teaching and learning activities.

xiii. Whilst using the College ICT:
   a. Sending, displaying, accessing objectionable/inappropriate or age restrictive sites is prohibited.
   b. Downloading, saving or distributing material from such sites by copying, storing, printing or showing it to other people is forbidden.
   c. Attempts to bypass, circumvent or get around security, filtering and monitoring in place at the College is not allowed - 'where quality is not achieved by chance'.

xiv. Students who bring their own ICT equipment to the College are under the same restrictions as those already outlined. Material and images on privately owned ICT must follow College guidelines and be appropriate for viewing and listening on the College grounds or whilst on supervised College activities.

xv. Students may not download files such as videos, games or programmes without the express permission of a teacher.

xvi. The uploading of files such as videos, games or programmes onto the College ICT is also forbidden without the express permission of a teacher.

xvii. All damage, breakages, misuse and irresponsible treatment of the College ICT must be reported to a staff member immediately.

xviii. Students are reminded that there are state, federal and international laws in place that govern the use of ICT.
   a. The transmission of any material in violation of state, federal and international regulations is prohibited.
   b. Software piracy is illegal.
   c. The violation of copyright laws when researching is also illegal. Material from the internet, DVDs, CDs, videos and other pieces of information created by another person must be carefully and correctly cited in research.

xix. It is also prohibited to use College ICT for profit, product advertisement or political lobbying.

xx. All students should respect the intellectual property and privacy of others.

xxi. The breaking of these rules will result in parents/guardians being informed and disciplinary action being taken. If the offence is in violation of the law, outside agencies such as the police will need to be informed.

xxii. Students must also realise that in the event of willful destruction, damage or defacement of College ICT equipment or devices, their family may be charged for repair or replacement costs.

xxiii. Students should not contact or add staff members to their social media accounts.
It is important for students to realise that staff have the right to access student files as they are for educational purposes only and, therefore, will be inspected by teachers and administration.

**Section C: Cybersafety Code of Conduct Agreement**

**Student/Parent/Guardian**

I understand that I need to demonstrate respect and care for all those around me and to take responsibility for College ICT.

I will at all times abide by the College rules for the use of College ICT; I will conduct myself in a respectful manner whilst in possession of ICT equipment and devices at the College and whilst on supervised College activities.

**Students must at all times:**

- Follow the Cybersafety Code and teacher instructions whenever College ICT is used.
- Realise that the use of private ICT is included in these rules.
- Avoid putting either single or multiple members of the College community at risk by the misuse of College ICT or the failure to keep these rules.
- Take care of all College ICT equipment and devices as well as the private ICT equipment and devices of other students, staff and members of the College community including visitors to the College.
- Never participate in the defamation, harassing, teasing, bullying or offensive treatment of either another student of the College or any member of the College community, either through the College ICT or private ICT, including Facebook and other social media sites, during or outside College hours.

**We understand that The King’s College will:**

- Always do its best to keep the College cybersafe by maintaining effective practices including the restriction of access to inappropriate or objectionable sites on the internet; the maintenance of College ICT equipment and devices; and the enforcing of the Cybersafety Code of Conduct.
- Respond quickly and appropriately to all breaches of the Cybersafety Code.
- Provide the College community with cybersafety education as it comes to hand.

I ______________________ have read and understand the College Code of Conduct for Cybersafety. I agree to and will abide by all conditions and guidelines of the Cybersafety Code.

I will accept full responsibility for my behaviour with regard to College ICT and College ICT equipment and devices. I realise that some of these cybersafety rules apply while I am outside school and using private ICT equipment and devices.

**Student Signature:** ______________________  **Date:** ______________________

**Parent/Guardian Signature:** ______________________  **Date:** ______________________

**Transportation**

Students travel to and from school by foot, bicycle, car and public transport.

Students who walk or ride must use the cross-walk if they need to cross Bertram Road. When on a bicycle, students must wear a helmet and are encouraged to padlock their bicycle at the bicycle stand. Bicycles and scooters are not to be ridden during school hours.
Students are reminded that their behaviour on bus services is mandated by the College Code of Conduct for Bus Usage.

Students who arrive at the College in private transport can be dropped off in the designated areas in the car park.

Students who have obtained their drivers licence and who drive to school must adhere to the College Code of Conduct for Student Drivers. Students with a learners permit who drive to school must adhere to the College driving and parking regulations.

Students are reminded to be careful of other transport in the car park and road areas of the College. Please use the crossings provided and always be careful of vehicles in the College precinct.

**Code of Conduct For BUS USAGE**

This Code of Conduct is comprised of three sections:

**Section A:** Introduction

**Section B:** Bus Usage Rules for College Students

**Section C:** Bus Usage Code of Conduct Agreement

**Instructions**

Please read Sections A, B and C of this Code of Conduct carefully and make sure that you understand your responsibilities under the agreement.

**Section A: Introduction**

Students need to be mindful of their behaviour both inside and outside the College. They are expected to uphold the College Core Principles of safety, service and respect and the code of behaviour at all times whilst they are in school uniform.

The College code of behaviour is summarised in the College Affirmation. Students are to be respectful to all those around them at all times. This includes being respectful to other students (no matter what year level), bus drivers and employees of transport companies that service the College, as well as the general public.

Students are reminded that everyone around them should also feel safe, therefore, behaviour that is aggressive in any way such as swearing, bullying or intimidation is a violation of the College behaviour standards.

Students should be aware that TransPerth buses are fitted with CCTV cameras and a visual record of their behaviour is available for the College to view at any time. Drivers on the country bus services are obliged by their employer to report incidents of poor student behaviour, including swearing and vandalism. Any breach of the College rules or general rules of the bus companies may result in infringements or severe breaches, which may result in suspension.

Our aim at the College is to have a safe, caring, respectful and positive environment. This includes travel to and from school. Please read and sign the Code of Conduct for Bus Usage. We understand that not all College students catch the bus on a regular basis, however, we ask all students to complete the form in order to cover those unexpected times when a student may need to use the bus services.

**Section B: Bus Usage Rules for College Students**

College students are expected to conduct themselves in a respectful manner at all times whilst in College uniform or on a supervised College activity.
For this reason, the following rules apply to the use of buses/public transport while students are in College uniform or on supervised College activities:

i. Students should not participate in the intimidation or bullying of others who may be waiting for or using the bus/public transport.

ii. Loud behaviour, including loud conversations, music, swearing and shouting is inappropriate while waiting for or using the bus/public transport.

iii. Vandalism including graffiti, willful destruction and damaging of the vehicle, fixtures and equipment is not acceptable behaviour and may incur punishments from transport companies as well as disciplinary action from the College. This includes the misuse of vehicle equipment and fixtures such as seats, rails, doors, and the bell.

iv. The consumption of food or drink is prohibited on buses and other public transport.

v. Leaning out of the bus or signalling out of the bus is dangerous and distracting behaviour and, therefore, inappropriate at all times.

vi. Throwing items from the bus or public transport as well as throwing items in the vehicle is dangerous and, therefore, prohibited.

vii. Disrespectful behaviour whilst waiting for the bus/public transport, including intimidating others, littering, swearing, loud noise, inappropriate signals to others waiting or passing by the bus stop/station is forbidden.

viii. If seat belts are available, they must be used by students.
Section C: Bus Usage Code of Conduct Agreement

Student/Parent/Guardian

I will at all times abide by the College and Bus Company/Public Transport rules; I will conduct myself in a respectful manner at all times and ensure that all of those around me feel safe.

The following actions are not permitted:

- Vandalism including graffiti, willful destruction and damaging of the bus/public transport or bus/public transport fixtures and equipment.
- Consumption of food or drink.
- Throwing things from the bus/public transport or throwing things in the bus/public transport.
- Bullying.
- Intimidation of others.
- Loud behaviour, including loud conversations, music and shouting.
- Leaning out of the bus/public transport or signalling out of the bus/public transport.
- Swearing.
- Misuse of bus/public transport equipment and fixtures, including seats, rails, doors and the bell.
- Disrespectful behaviour whilst waiting for the bus/public transport, including intimidating others, littering, swearing, loud noise, inappropriate signals to others waiting or passing by the bus stop/station.

I have read and understand the College Code of Conduct for Bus Usage. I agree to and will abide by all conditions and guidelines of the College behaviour code.

I will accept full responsibility for my behaviour on buses/public transport and waiting for buses/public transport whilst in school uniform. I realise that school rules apply while I am in school uniform and I must also comply with the rules of the bus/public transport company.

Student Signature: ___________________________ Date: ___________________________

Parent/Guardian Signature: ___________________________ Date: ___________________________

Driving

Students who have obtained their drivers licence can drive to school after completing a Student Driver Pack and receiving written permission.

The College has a responsibility to take all reasonable measures to ensure the welfare and safety of all students. Therefore, if a student wishes to drive a vehicle to and from school, the following conditions must be met. The student must:

- be in Year 12
- hold a valid drivers licence
- sign a permission form (the form must be signed by the parents as well)
- drive directly to and from school
- drop their keys off at the front office upon arrival at school and pick them up when they leave
• not take passengers (unless the College has received written permission from both sets of parents)
• follow the same rules as any other student travelling to and from school, including wearing the correct uniform, not smoking and conducting themselves sensibly
• only drive the vehicle indicated in the permission form
• show due care for the pedestrians on school grounds
• park only in the designated area
• follow speed limit signs, including the ones on the driveway leading into and out of the school
• not spin vehicle wheels, deliberately skid or perform donuts
• take full responsibility for any damage to their vehicle while on school grounds

Failure to comply with any of the above may result in permission to drive to and from school being withdrawn.

Code of Conduct For STUDENT DRIVERS

The King’s College promotes a safe environment and believes that students should be able to feel safe at all times, including recess and lunch breaks, in secure surroundings. The College also promotes positive and respectful student behaviour. This includes safe driving practices and respect for others on the road.

The College is aware that a number of students will obtain their drivers licence while attending the College and many may wish to drive to and from school each day. The College Code of Conduct for Student Drivers is intended to provide clear and explicit guidelines for students driving their vehicles to school as well as provide guidelines for the carriage of passengers.

As such it assists to:

i. encourage student drivers to be responsible drivers
ii. enable the school to identify students authorised to drive to school
iii. monitor the safety of student vehicles on the school grounds
iv. fulfil our duty of care obligations to all students at the school

This Code of Conduct outlines the expectations and procedures that students must adhere to if they wish to drive their vehicle to school.

It is based on:

a. safety considerations
b. the provision of duty of care
c. the need to encourage responsible driving and behaviour in students

Driver Conduct on College Grounds:

i. Students are expected to adhere to the accepted road rules (as governed by law) and display due courtesy to fellow drivers and pedestrians.
ii. Students need to be mindful of and adhere to the speed restrictions in and around school grounds, especially in the carpark areas.
iii. Students must also be mindful of and adhere to parking restrictions and drop-off areas as well as the pedestrian crossings in the College grounds.
iv. Students must park in the allocated parking areas available. Students need to remember that this is subject to normal parking regulations and that they need to be courteous to parents using the same parking area.
v. Students are not permitted to use their cars during College hours or to leave the College in their vehicles during the day without both College and parental permission.

vi. Students are not permitted to go to their vehicle during College hours for any reason without the express permission of a teacher. No other students may accompany the student driver to the vehicle, even if permission is gained for the student driver. Students are reminded that leaving the College grounds in a vehicle or going to a vehicle without permission during College hours will result in an immediate severe breach.

vii. Students must have their cars parked on the College grounds by 8.20am, failure to do so may result in an infringement.

**Carriage of Passengers:**

Students who have a drivers licence and who wish to carry passengers to and from school must lodge the names of the passenger(s) with Student Services, along with the permission to travel letter from the parents/guardians of both the driver and the passenger(s).

A registered passenger must:

i. Gain the permission to travel in the vehicle of a registered Student Driver after the approval of their own parents/guardians as well as the permission of the registered Student Driver’s parents/guardians.

ii. Apply to Student Services for permission to travel to and/or from the College with a registered Student Driver. A Registered Passenger Card will be issued to the passenger upon approval of their application.

iii. Carry the Registered Passenger Card with them at all times travelling to and/or from the College with a registered Student Driver to allow staff to ascertain their status as registered passenger. A Registered Passenger Card will be issued to the passenger upon approval of their application.

iv. Adhere to the accepted road rules (as governed by law).

v. Adhere to the same College expectations and rules of any College student travelling to and from the College.

**Obtaining School Driver Permission:**

Students who have obtained their drivers licence and wish to drive their vehicles to school MUST:

i. Inform Student Services of their intention prior to driving to school.

ii. Obtain an Application Form from the College.

iii. Return the completed application to Student Services.

iv. Obtain signed permission and a College Licence from the school, giving them permission to drive to and from school.

v. Carry the College Licence with them at all times at school and be prepared to produce the licence upon request.

vi. Have the names of their approved passenger(s) printed on the back of the College Licence by the Dean of Students.

vii. Wear the full College uniform at all times when driving to and from the College.

viii. Be careful and courteous at all times when driving to or from the College. Members of the community may complain about unacceptable behaviour and such complaints may be referred to the police.

Permission to drive to the College is explicit and does not include driving to excursions or other College events. Permission for such activity would require Principal and parent approval and will be given only in specific circumstances.
Both drivers and passengers are expected to be at the College prior to the morning bell.

IMPORTANT: Students who fail to adhere to the College Code of Conduct for Student Drivers and the conditions within, and/or drive inappropriately, will be required to meet with the Dean of Students, Deputy Principal and/or Principal and may be banned from driving to and from the school.

The Principal reserves the right to refuse the entry of a motor vehicle to the school premises should a student be seen/reported to drive or park in an inappropriate manner in or around the College grounds.

**Sun Safety**

It is compulsory for all students to wear a hat when they are outside (INCLUDING WHEN IN THE SHADE) during the summer terms (Terms 1 and 4). The College has a ‘no-hat no-play’ rule enforced by duty teachers. The Principal may choose to extend this rule into Term 2 if it is considered necessary.

It is recommended that students apply sunscreen prior to coming to school on high UV days and reapply as needed. The College has large bottles of sunscreen available for use, students need only ask.

Additionally, College grounds have many areas of shade available for students to shelter in. In summer, additional shade sails are also erected to provide extra protection.

**Volunteering**

Many opportunities exist within the College for parents to share their gifts and talents.

The Parents and Friends Association (P&F) is involved in the uniform shop, fundraising and special events throughout the year. They are always in need of new volunteers, not just mum and dad either; grandparents are welcome too.

Volunteers are greatly appreciated in the library for the purposes of covering and cataloguing books as well as in the classrooms and on excursions and camps. If you are able to help in any of these areas, please contact the College.
Complaints

Students and Parents Complaints Management:

1. Overview
The King’s College encourages open and respectful communication. Complaints will be received in a positive manner, taken seriously and dealt with sensitively, with a view to resolving issues as speedily as possible. At all times, the overriding principle will be to treat others with love and respect. The College will endeavour to maintain unity and build genuine relationships within the context of a Christian community.

2. Definitions
• A complaint is an expression of dissatisfaction with a real or perceived problem, whether it is about an individual, group, department or the College as a whole.
• A complainant may be a parent or guardian, student, member of the public, supplier, contractor or staff member.

3. Commitment
The College is committed to providing an efficient and fair complaint resolution process. We acknowledge the right to complain and welcome feedback in order to help us improve the College and ensure the safety of the students in our care.

4. Principles
• The College will take complaints from members of its community seriously and the process of making a complaint will be clear, open and accessible to all members of the College community.
• Complaints made by parents should not rebound adversely on their children, and similarly complaints made by students or staff should not rebound onto them or onto other students or staff.
• All members of staff will be given the opportunity to respond to any complaints that are made against them.
• Every reasonable effort will be made to resolve internal grievances before the intervention of outside agencies or mediators.
• We recognise the importance of fairness in the complaints handling process. To ensure objectivity, the investigation of a complaint against a staff member will not be handled by the staff member whose actions are the subject of the complaint.
• There must be an end to the process at some point. That is, it may be necessary for the complainant to accept that their complaint has been heard and that it cannot be resolved as they would wish it to be.
• Clear confidential notes and records will be kept, and a Complaint Register maintained.
• As an organisation responsible for children, we will respond to allegations and complaints in the best interest of the children.

Note: If at any time there is a situation involving the police or a lawyer, the Principal must take responsibility for the actions of the College. The Board Chair will be contacted as soon as possible, and the procedures outlined in this document will no longer be relevant.
4.1 Complaints from parents (or guardians)
- Parents should feel free to approach whichever member of staff they believe is the most appropriate to deal with the issue.
- This may be the Principal or Deputy Principal, although in the first instance, the most productive approach would normally be to approach the relevant teacher.
- If the complaint is about a member of the Executive Team, the parent would normally go straight to the Principal.
- If the complaint is about the Principal, the parent is entitled to contact the Board Chair.
- If the complaint is about the Board, the parent should refer the matter to the Board Chair, who may determine if mediation is required from an independent reviewer.

4.2 Complaints from students
- Students are entitled to choose an appropriate avenue of complaint.

4.3 Complaints from former students and/or their parents or guardians
- Complaints from former students and/or their parents or guardians are accepted and dealt with in accordance with the standard despite enrolment having ceased.

4.4 Complaints from staff
- Staff members are entitled to choose an appropriate avenue of complaint.
- This should be a trusted colleague, a senior member of staff, the Deputy Principal or Principal.
- Staff members are encouraged, where possible, to speak directly to the person involved.
- Staff may choose to seek the support of a colleague or talk to their line manager for help in resolving a complaint or may choose to use an alternative medium such as email.

4.5 Mandatory reporting
- Submissions of complaints which fall within the area of child protection should follow the requirements of the School’s Child Protection Policy and Procedures.

4.6 Complaints from the public
- These should be referred to the Principal, Deputy Principal or Business Manager and may be submitted via an appointed meeting and/or in writing.
Flow Chart Complaints Procedure for Parents/Carers

A complaint will be treated as an expression of genuine dissatisfaction that needs a response. All complaints are ‘Confidential’

Contact The King’s College reception 08 9411 4100 or email feedback@tkc.wa.edu.au

Be as clear as possible about:
- What is troubling you
- The nature of the complaint
- The department involved

Complaint or Concern

**ACADEMIC ISSUES**
Refer to your teacher or Head of Learning Area

**BULLYING/ PASTORAL CARE BEHAVIOUR MANAGEMENT**
Refer to your teacher or Head of Year

**REGARDING A PARTICULAR TEACHER**
Refer to Principal

**REGARDING THE PRINCIPAL**
Refer to the Chairman of the Board

Unsatisfied?
If required refer to Dean of Studies

Unsatisfied?
If required refer to Dean of Students

Unsatisfied?
If required refer to Deputy Principal or Principal

If complaint is not resolved, full complaint will be submitted to Chairman of the Board

If complaint remains unresolved, concern will be referred to an independent arbiter
5. Procedures

5.1 Managing complaints

In many instances, staff will be the first point of contact for a complaint, especially from parents and students. All staff members are encouraged to deal with complaints that lie within their area of responsibility.

When complaints become grievances

In the first instance, it is hoped that the complaint will be resolved through open and respectful communication. However, there will be occasions when grievances develop, or the complaints are of such a serious nature that more formal action needs to be taken. The complainant will be permitted to bring a support person with him/her at any stage of the process. In the case of a student, this may be a friend, parent or trusted adult.

5.2 Alternative action includes

- Referral to an outside agency
  
  There could be instances in which the Principal, in consultation with the Board Chair, refers the complaint to an outside agency e.g. the Police or CPFS.

- Referral to the Board Chair

  In most cases, the Principal refers the matter to the Board Chair and informs the complainant that this stage has been reached. However, the complainant will also be able to write directly to the Board Chair.

  The Board Chair will discuss the matter with the Principal and be provided with relevant documentation. If a briefing is required from a member of staff or another person, this will occur in the presence of the Principal.

  The Board Chair will respond to the complainant, notifying him/her that the matter is being reviewed, asking him/her if they wish to add anything further and providing a date by which they may expect a written response.

  The Board Chair’s response will be clear and detailed and will offer a meeting if the complainant remains troubled.

6. Records

If a complaint is dealt with by the Principal, Deputy Principal, Business Manager, Dean of Students, Dean of Studies or at Board level, confidential records are kept by the Principal and copies are placed in the relevant student files. However, many concerns and complaints are resolved before they come to the Principal.

7. Child-friendly Complaints

The complaints process for students:

- Students are integral members of our community and should be acknowledged as such and encouraged to have open and honest conversations regarding matters of concern or complaints;

- Students must be given opportunities to raise concerns, give feedback and discuss experiences;

- Students are provided with a variety of choices to make complaints including face-to-face;

- The school allows advocates to complain on behalf of the student and, when that occurs, makes sure the student can participate directly to the extent they wish;

- Student complaints, as with all others, will be dealt with promptly;
• Specific training for staff who may deal with student complaints will be included in professional training days/ opportunities;
• Understanding, helpfulness and responsiveness is demonstrated toward students’ complaints;
• The complaint process is clearly articulated in the Family Handbook and the Student Diary;
• The identity of the complainant is required to be kept confidential, particularly in relation to child protection matters, except in limited circumstances;
• Maintaining confidentiality and obtaining student consent in relation to complaints should be given appropriate priority depending on the nature of the complaint;
• Victimisation of students for making an allegation or complaint in accordance with school policy is forbidden, including where the allegation is unfounded.

8. Anonymous Complaints
Anonymous complaints occur when there is no indication of either name or address, or where the complainants say they do not wish to be identified. They may come from members of the public, from parents or from students.

Parents and students should be encouraged to give their names and should be given reassurance of the issue being dealt with discretely. If they persist in wishing to remain anonymous, it is at the Principal’s discretion as to what action should be taken, depending on the nature of the complaint.

Anonymous complaints will be recorded in the Complaints Register.

9. School’s Response
• A request should be made for any complaint to be made in writing (where appropriate). In order to support our student complaints process, students may make their complaint verbally or in any form they are comfortable with. It is important the College ascertains all the relevant information, particularly if the nature of the concern is not clear. All staff should request complicated/convoluted complaints be submitted in writing.
• Complaints should be acknowledged as soon as possible. The issue should be dealt with as quickly as possible, and the person raising the concern informed of the outcome in a timely manner.
• Complaints raised verbally will generally be responded to verbally, although every effort should be made to have the complaint expressed in writing.
• Complaints raised in writing will be responded to accordingly.

A safe environment where we are free to discover who we really are.

That's exceptional!