



# THE KING'S COLLEGE



## Family Handbook 2024







MERYL J BUTLER CENTRE

# PRINCIPAL'S WELCOME

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# PRINCIPAL'S WELCOME

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## PRINCIPALS WELCOME

Welcome to The King's College for 2024!

We are looking forward to welcoming you back on-site for the new school year. Over the break, we have been working hard to ensure a smooth start to the year with a massive amount of work undertaken during this interval.

After much time, we are pleased to have our new Primary school complete and ready to welcome our students. Over the year we will continue to see more development on the primary site, among other things, we are hoping to install a new playground and begin work on a new soccer field for our Primary and Secondary students.

As a College we enter our 39th year and continue to see significant growth with some year levels at capacity, we start the year with over 900 students. I believe this is a direct reflection of the quality staff we have at The King's College, all of whom have a passion to see students succeed and reach their full potential.

At The King's College, we encourage all students to work to the best of their ability and to reach their version of exceptional. We have fostered a safe and caring environment where students can learn free from distraction and discover their talents and creativity.

We believe each child is created by God and has great potential, and our staff are committed to providing a broad range of opportunities, helping students to find their unique gifts and passions.

While people often focus on the type of job they want when they are older, the equally important consideration is, "What sort of person do you want to be when you are older?" At The King's College, we strive to provide quality academic opportunities for our students and offer a strong pastoral care program to help students develop their character and become the person they want to be.

The King's College is a Christ-centred student-focused community. While some students may gain formal leadership roles, all students have influence and can use that influence to create positive change and lead new initiatives locally, nationally, and internationally.

Finally, we believe that the education and growth of a child is a partnership between the school and home. We invite parents to engage in open communication with the school as we seek to support our students through times of struggle and celebration. Our staff genuinely care for our students and want to help them work through challenges, develop resilience, and feel supported and affirmed on their academic journey.

Best wishes, and God bless

**Kyle Baggaley**

Principal

# COLLEGE HISTORY

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The College 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:

<b>2024</b> Opened the New Primary School	<b>1993</b> Opened the first classroom
<b>2023</b> Welcomed Mr Kyle Baggaley as Principal	<b>1992</b> Welcomed Ps Gerry McCoy as Principal
<b>2021</b> Welcomed Mr Ian Elder as Principal	<b>1991</b> Moved to the present site, which was a farm, and classes were held in the farmhouse
<b>2019</b> Welcomed Mr Orlando do Santos as Principal Opened the Meryl J Butler Centre	<b>1990</b> Celebrated the first ACE graduate students
<b>2017</b> Officially opened the new Administration Building	<b>1987</b> Moved location to Medina Welcomed Mr Paul Cant as Principal
<b>2014</b> Welcomed Mr Aaron Guppy as Principal	<b>1986</b> Opened in Sloan Cottage, a National Trust building in Leda with 15 students Welcomed Ms Sharon Phillips (nee Broughton) as the foundation teacher Moved to the present site, which was a farm, and classes were held in the farmhouse
<b>2012</b> Welcomed Mr Keith Newby as Principal Launched the website and bell tower signs	
<b>2011</b> Opened Bryan Hall	
<b>2010</b> Celebrated 25 years since foundation Visited by the first teacher, Ms Sharon Phillips, all the way from South Africa	
<b>2009</b> Commenced Pre-kindergarten Celebrated the first Year 12 WACE graduating students	
<b>2008</b> Planted London Plane Trees along the entrance drive to beautify the campus	
<b>2006</b> Commenced change of curriculum from ACE to WA Curriculum	
<b>2004</b> Opened home economics and science laboratory classrooms	
<b>2000</b> Welcomed Mrs Joanne Thomas as Principal El Shaddai Indonesia (sister school) opened in Jakarta	
<b>1998</b> Opened the Administration and Pre-primary buildings	

# COLLEGE GOVERNANCE

## COLLEGE 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 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 consecutive terms up to a maximum of nine years. The Board consists of individuals of good character who are committed Christians. The current Board includes members of various professions with skills in education, law, business, engineering, IT, property development and theology.

### Members of The King's College Board:

The Visitor      Dr JG (Gerry) McCoy, Senior Pastor of The King's Chapel

### Board Members:

Chair of Board      Mrs Tammy Fenwick

Deputy Chair      Mr Rodney Pearson

Treasurer      Mr Uwe Thiel

Secretary      Mrs Charlene Woodbine

Board Member      Mrs Sophia Rauwa

### Executive Officers:

Principal      Mr Kyle Baggaley

# STATEMENT OF FAITH

## 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.

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.



# STATEMENT OF FAITH

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.

- f. THE ORDINANCES – Repentance and Water Baptism for believers by full immersion as acts of obedience to Christ. (Matthew 4:17; Acts 2:38) The Lord's Supper celebrated regularly in remembrance of Christ. (1 Corinthians 11:23-30)
- 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. (Joel 2:32; Acts 2:4; Acts 2:39; Mark 16:17)
- 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; 1 Corinthians 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.

# STATEMENT OF FAITH

## CONFESSION 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

## PURPOSE, VISION, PASSION, VALUES

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 and to love mercy and to walk humbly with your 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 practice exceptional:

- Generosity
- Integrity
- Leadership – developing transformational leaders
- Honour – God, family and community
- Service

### Mission:

The mission of The King’s College is to train students in areas of knowledge that will allow them to understand clearly, to think deeply, to judge wisely, and to have the courage to live their lives on the great principles and convictions of biblical truth as they engage an innovative and digitally-based global community.



**THE KING'S COLLEGE**  
Be exceptional.



# COLLEGE AFFIRMATION

## COLLEGE AFFIRMATION

The College promotes its principles through the College Affirmation, which students and staff are encouraged to memorise and make part of their daily language. The Affirmation is recited by students at assemblies.

| HAVE A RIGHT TO LEARN FREE FROM DISTRACTION.

| HAVE A RIGHT TO FEEL SAFE.

| AM EXCEPTIONAL.

| ALWAYS WORK TO THE BEST OF MY ABILITY.

| TREAT EVERYONE AROUND ME COURTEOUSLY AND WITH RESPECT.

| SHOW COURAGE WHEN I ATTEMPT NEW THINGS AND I DON'T GIVE UP EASILY.

| BELIEVE THE BEST OF MYSELF AND OTHERS.

| AM THE WINNER I WAS CREATED TO BE.

| AM EXCEPTIONAL.

# STAFF

## LEADERSHIP

Mr Kyle Baggaley	Principal
Mrs Yvette Clifton	Head of Primary
Mr Daniel O'Malley	Deputy Principal Learning and Teaching 7-23
Mrs Carline Parnham	Deputy Principal Administration K-12
Mrs Rebecca Servina	Deputy Principal Student Services 7-12
Mrs Linda Battersby	Director of Mission and Wellbeing K-12
Mr Michael Battersby	Director of Worship and Special Projects K-12
Mrs Yolande Kock	Operations Manager
Mrs Hayley Walker	HR Manager

## HEADS OF YEAR (HOYS)

Mr Joshua Hoffmann	Head of Year 7
Mr Zachary Maclachlan	Head of Year 8
Mr Jeremy Hubbard	Head of Year 9
Mr Mathew Asphar	Head of Year 10
Mrs Erin East	Head of Year 11   Assistant Deputy Student Services
Mrs Karin Au	Head of Year 12

## HEADS OF LEARNING AREA (HOLAS)

Mr Raymond Andrew	Head of English
Mrs Zoe Beringer	Head of Science
Mr Aidan Davies	Head of Health and Physical Education
Mrs Melissa Galindo	Director of Responsive Education
Mrs Corinna Herbert	Head of The Arts
Mrs Shirlynn Pereira	Head of HASS
Mrs Kathryn Tupicoff	Head of Mathematics   Assistant DP Learning and Teaching
Mr Roan Venter	Head of Technologies K-12

## ADMINISTRATION TEAM

Mrs Grit Andre	Finance Officer
Mrs Amanda de Winnaar	Administration Assistant
Mrs Nicole Finn	Receptionist
Miss Joanne Housego	Executive Assistant   Office Manager
Mrs Tracey Loudon	Primary Student Services and Attendance Officer
Mrs Kate Richardson	HR Assistant
Mrs Sheila Toerien	Receptionist
Mrs Tracy Volonnino	Enrolments Officer
Mrs Amanda Wakeling	Secondary Student Services and Attendance Officer

## SUPPORT STAFF

Miss Cristina Andreone	Psychologist
Mrs Trudy Byrne	Uniform Shop Operator
Mrs Sue Jonath	Peripatetic Assistant
Mrs Sandhia Naidu	Psychologist
Mr David Pearson	IT Support Officer
Ms Kristina Ramirez	IT Support Officer
Mrs Sharon Renn	Special Projects Assistant
Mr Jamie Serrett	Groundsman
Mrs Nichola Suter	Food Technology Assistant
Mrs Deborah Wolfenden	Laboratory Technician
Mrs Yvonne Wong	Music Assistant
Mr Braithe Wright	Groundsman

## EDUCATION ASSISTANTS

Mrs Marian Dahdal	Mr Julian Lloyd
Mrs Krystal Davis	Mrs Kerrie Miller
Mrs Hannah Hall	Ms Joanne Norton
Miss Donna Hartley	Mrs Raquel Pottier
Miss Toni Hartley	Mrs Cherie Savin
Mrs Fenny Jee	Ms Venita Starr
Ms Lakshi Keppetiwala	Mrs Carol Sua
Ms Angela Kooper	Mrs Lee-Ann Van der Westhuizen
Mrs Kate Lanham	Mrs Michelle White
Mrs Jacinta Ling	

# STAFF

## TEACHING STAFF

Mrs Yvonne Aldis	Primary   Year 6A	Mrs Mary Ann Koshy	Secondary   Mathematics(M-Th)
Miss Chelsea Allen	Primary   Year 4A	Mrs Lizelle Kriek	Primary   Year 3A, Specialist Digital Technology
Miss Beanne Aguila	Secondary   Science	Ms Carol Lai	Primary   Year 2B
Ms Ashleigh Axford	ELC   Kindy A	Mrs Stephani Lorenzen	Secondary   Science
Mrs Tamaryn Babcock	ELC   Pre-primary B	Mrs Erin McDonnell	Secondary   English (T-F)
Mrs Debbie Best	Secondary   Languages – Indonesian, Food Technology, HASS	Miss Simone Naidoo	Secondary   Science
Mrs Tanya Byrnes	Secondary   Careers, VET Coordinator	Mr Craig Natrass	Secondary   Technologies - Wood
Mrs Janice Cairns	Primary   Year 5A	Mrs Clair Nolan	Secondary   HASS
Mr Joseph Claes	Secondary   Health and Physical Education	Mr Ryan Parry	Secondary   Mathematics
Mrs Teresa Cheney	Primary   Year 3B (TH-F)	Mrs Beulah Paul	Secondary   Christian Education
Mrs Christine Clark	Primary   Asst. Head of Primary (Wellbeing)	Mrs Latha Plandran-Lane	Secondary   English, HASS
Mrs Jessica Clarke	Primary Specialist - Christian Education	Mrs Sumita Quinn	Primary Teacher   Asst. Head of Primary (Curriculum), Indonesian
Mr Steven Da Silva	Primary Sports Coordinator	Mr Adryan Raman	Secondary   Mathematics
Ms Sarah De Piazza	Secondary   HASS	Miss Danielle Rebelo	Primary   Year 1B
Miss Jessica D'Silva	Primary Specialist   3YK, Dance	Miss Megan Richardson	Primary   Year 2A
Mr Jairus Edward	Secondary   Health and Physical Education	Miss Alyssia Rudd	Secondary   HASS
Mrs Lindsay Farrell	Secondary   English	Mrs Lorna Saunders	ELC   Kindy B
Ms Ria Fernando	Primary   Year 1A	Mrs Felicia Schulz	Secondary   Science
Ms Sophie Follington	Primary Specialist - Indonesian	Mrs Jessica Secomb	Primary   Year 3B (M-T-W)
Mr Justin Gimm	Secondary   The Arts – Music	Mrs Natalie Spears	Primary   Year 4B
Miss Hannah Girling	Primary   Year 6B	Mr Damien 't Hart	Secondary   Science
Mr Cameron Harries	Primary Specialist - Music	Mrs Shabana Tagore	Secondary   Food Technology
Mr Tim Harris	Secondary   Digital Technology, Indonesian	Mrs Anja van der Westhuizen	Responsive Education Coordinator
Mr Kane Hayter	Secondary   Mathematics	Mrs Katja Venter	Primary (The Arts – Music)
Mrs Lucinda Hill	Secondary   The Arts - Visual Arts	Mrs Jane Walker	Secondary   English
Mr Jeremy Hubbard	Secondary   Health and Physical Education	Mrs Claire Watson	Primary   Year 5B
Mrs Susan Hurley	Lighthouse Teacher	Miss Caitlin Williams	Secondary   Health and Physical Education
Ms Natalie Jagals	ELC   Pre-primary B	Mr Thomas Wilson	Secondary   Mathematics
Mrs Karen Johnson	Secondary   Mathematics, Science		
Mrs Alyssa Kidd	Secondary   English		



# STAFF

## KEY STAFF



**Principal  
K-12**  
Mr Kyle Baggaley



**Deputy Principal  
Administration  
K-12**  
Mrs Caroline  
Parnham



**Deputy Principal  
Learning and  
Teaching  
7-12**  
Mr Daniel  
O'Malley



**Deputy Principal  
Student Services  
7-12**  
Mrs Rebecca  
Servina



**Head of Primary  
K-6**  
Mrs Yvette Clifton



**Director of  
Mission and  
Wellbeing  
K-12**  
Mrs Linda  
Battersby

## HEADS OF YEAR 7-12 (HOYS)



**Head of Year 7**  
Mr Joshua  
Hoffmann



**Head of Year 8**  
Mr Zachary  
Maclachlan



**Head of Year 9**  
Mr Jeremy  
Hubbard



**Head of Year 10**  
Mr Mathew  
Asphar



**Head of Year 11  
Assistant Deputy  
Student Services**  
Mrs Erin East



**Head of Year  
12**  
Mrs Karin Au

## HEADS OF LEARNING AREAS (HOLAS)



**Head of HASS**  
Mrs Shirlynn Pereira



**Head of Health and PE**  
Mr Aiden Davies



**Head of English**  
Mr Raymond Andrew



**Head of Mathematics**  
Mrs Kathryn Tupicoff |  
Assistant Deputy Learning and  
Teaching



**Head of The Arts**  
Mrs Corinna Herbert



**Director of Responsive  
Education**  
Mrs Melissa Galindo



**Head of Technologies  
K-12**  
Mr Roan Venter



**Head of Science**  
Mr Hudson Servina

# CALENDAR DATES

## CALENDAR DATES

	<b>Term 1</b> (9 weeks)	<b>Term 2</b> (11 weeks)	<b>Term 3</b> (10 weeks)	<b>Term 4</b> (9 weeks)
First Day for all Staff	22-Jan-24	15-Apr-24	15-Jul-24	7-Oct-24
First Day for Students	31-Jan-24	16-Apr-24	17-Jul-24	8-Oct-24
Last Day for Students	28-Mar-24	28-Jun-24	20-Sep-24	5-Dec-24
Last Day for Teachers	28-Mar-24	28-Jun-24	20-Sep-24	10-Dec-24
Mid-Term Holidays	1-Mar-2023	31-May-24	16-Aug-24	N/A
Public Holidays	1-Jan-24 26-Jan-24 4-Mar-24 29-Mar-24 1-Apr-24	25-Apr-24 3-Jun-24	23-Sep-24	25-Dec-24 26-Dec-24

## COMMUNICATION

### School 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.

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

# IMPORTANT INFORMATION

THE KING'S COLLEGE

## Visitors

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

- Parent Information tab on the college website
- The newsletter, "The King's New", published twice per term.
- 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>

## BELL TIMES

PRIMARY BELL TIMES		SECONDARY BELL TIMES	
PERIOD	TIMES	MON-THU TIMETABLE	FRIDAY TIMETABLE
Welcome Bell	8.30am	8.25am	8.25am
Pastoral Care	8.30am - 8.45am	8.25am - 8.45am	8.25am – 9.15am
Period 1	8.45am - 9.40am	8.45am - 9.40am	9.15am – 10.05am
Period 2	9.40am - 10.35am	9.40am - 10.35am	10.05am - 10.55am
<b>Recess</b>	<b>10.35am – 10.55am</b>	<b>10.35am – 10.55am</b>	<b>10.55am-11.15am</b>
Period 3	10.55am - 11.50am	10.55am - 11.50am	11.15am – 12.05pm
Period 4	11.50am-12.45pm	11.50am-12.45pm	12.05pm-12.55pm
<b>Lunch</b>	<b>12.45pm – 1.20pm</b>	<b>12.45pm – 1.20pm</b>	<b>12.55pm – 1.30pm</b>
Period 5	1.20pm-2.15pm	1.20pm-2.15pm	1.30pm-2.20pm
Period 6	2.15pm-3.10pm	2.15pm-3.10pm	2.20pm-3.10pm



# IMPORTANT INFORMATION

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## THE KING'S COLLEGE

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

**Main Campus:** The main parking area is the bitumen areas between the Youth Shed that the driveway into the College leads directly to. In order to minimise disruption to the 'Kiss-and-Drive' this car park is limited to staff cars only during drop off and pick up times. Parents wishing to walk their child to class must park in the limestone base and grassed area to the east of the staff carpark. 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 between the Early Learning Centre and the Youth Shed.

**Primary Campus:** The main parking area is the bitumen area in front of the primary school. Parents wishing to quickly drop-off or pick-up may pull into the 'Kiss-and-Drive' zone in front of the primary school. No parking is permitted in this zone.

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 for the next term's tuition fees.

# IMPORTANT INFORMATION

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## THE KING'S COLLEGE

### FINANCES

#### Fees:

The College bills fees annually.

The King's College has partnered with Edstart to enhance the school fee payment experience for our families. Edstart Plus is a school fee management service that allows you to pay upfront or by instalments and select the schedule that best suits your needs at no cost to you.

- Flexibility and choice
- Free for families to use

To find out more please click on the video link below. To set up your Edstart account, please visit [edstart.com.au/kingswa](https://edstart.com.au/kingswa)

If you have any questions, please contact the Finance Officer on [accounts@tkc.wa.edu.au](mailto:accounts@tkc.wa.edu.au) or call the College on 411 4100.

#### Early Bird Discount Explanation:

Early payment discounts are only applicable to the tuition component (less sibling discount or other discounts) invoiced in January.

If you are invoiced for other expenses throughout the year, you are not entitled to a discount on these charges. In order to qualify for the Early Bird Discount Full Tuition Fee Payment must be received by the end of Week 3, Term 1.

#### Late Payment of Fees:

Parents/guardians who are unable to pay fees by the due date must apply to the Bursar for an extension of payment.

The principal reserves the right to terminate a student's enrolment where fees are overdue.

Any expenses, costs or disbursements incurred by The King's College in recovering any outstanding monies may also be charged to the account.

#### Split Bill Arrangements:

Tuition fees will not be split between more than one account. However, under Edstart, separated families can each have an Edstart account to pay agreed amounts to the one account.

Please note that having such a split bill arrangement does not change the Enrolment Form Conditions and Agreement that have been signed. Split billing arrangements do not remove joint and several liability for the payment of fees.

#### 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 and social events. To ensure your child is not excluded from any of these events or programmes, 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, non-compulsory events 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.

# IMPORTANT INFORMATION

THE KING'S COLLEGE



masterpass

For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by Mastercard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.

With Qkr you can:

- Pay for a variety of school items;
- See your receipts on the app and get them sent by email if required.



## Getting started is easy - try it yourself today

### Step 1 Download Qkr!

on your Android phone or iPhone. iPad users can download iPhone app



### Step 2 Register

Select your Country of Residence as 'Australia' and follow the steps to register

### Step 3 Find our school

Our school will appear in 'Nearby Locations' if you're within 10kms of the school, or search for our school by name.

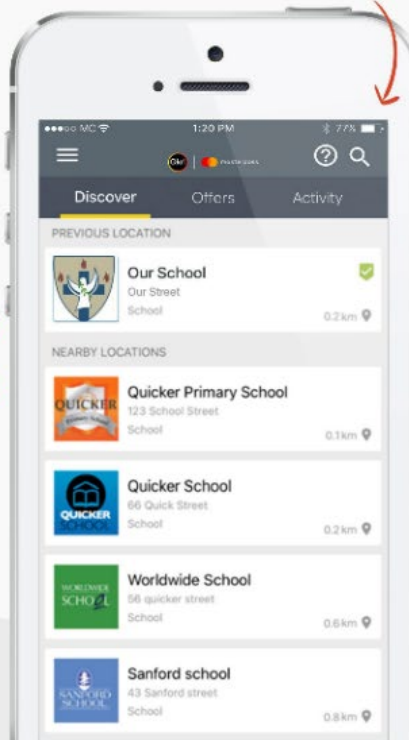
### Step 4 Register your children

When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

If you have made a purchase you can select our school from 'Previous Location'

If you're within 10 kms of the school, you can select our school from 'Nearby Locations'

Search for our school name



For further information on the Qkr! App please visit: [https://Qkr!.mastercard.com/store/#/merchant/LOC\\_5558163](https://Qkr!.mastercard.com/store/#/merchant/LOC_5558163)

# IMPORTANT INFORMATION

THE KING'S COLLEGE

## 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 Head of Primary (for primary students).

## 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 (optional)
- 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 10 minutes reading
- Year 6 30 minutes plus 10 minutes reading
- Year 7 35 minutes plus 10 minutes reading
- Year 8 45 minutes plus reading and assignments/study
- Year 9 60 minutes plus reading and assignments/study
- Year 10 75 minutes plus reading and assignments/study
- Year 11 At least 2 hours plus reading and assignments/study
- Year 12 At least 2 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.



# IMPORTANT INFORMATION

• THE KING'S COLLEGE

## LEARNING JOURNALS

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

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.



# IMPORTANT INFORMATION

THE KING'S COLLEGE

## 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. Year 11 and 12 students who have missed in-class assessments on more than one occasion are required to provide a medical certificate.

## FORMATIVE AND SUMMATIVE ASSESSMENTS

Formative 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 a summative 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 offense. Students may be penalized 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 Primary or Deputy Principal Learning and Teaching.
- ii. Student is interviewed.
- iii. Evidence/observations considered, and witnesses interviewed.
- iv. Records are kept.
- v. If substantiated, a penalty will be applied by the Head of Primary/Deputy Principal Learning and Teaching.
- 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 in 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. This includes the use of AI software such as ChatGPT.
- 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 Deputy Principal Learning and Teaching. The penalty for collusion or plagiarism will be determined by the Deputy of Learning and Teaching in consultation the relevant Head of Learning Area. Parent/carers will be notified of this penalty.

# IMPORTANT INFORMATION

• THE KING'S COLLEGE

## MISSED ASSESSMENTS

Students (Years 5-12) must complete all course requirements, 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 to initiate contact with teachers concerning all issues pertaining to assessment.

Students who are absent without a good reason such as illness, on the day an assessment is to be undertaken, may face a penalty. 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 may incur the penalties as determined by the Head of Learning Area/Head of Primary in consultation with the Deputy Principal Learning and Teaching.





# IMPORTANT INFORMATION

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## THE KING'S COLLEGE

### 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 Deputy Principal Learning and Teaching in Years 5 to 12 and would require a valid reason such as illness, critical event 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 Individual Education Plan (IEP) or profile and in consultation with the Deputy Principal Learning and Teaching.

### 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.

# IMPORTANT INFORMATION

THE KING'S COLLEGE

## EXAMINATION REGULATIONS

Formal examinations are completed by students throughout their secondary education at the College. Examinations for students in Years 9 to 10 are only in core subjects (English, Mathematics, 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 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 Deputy Principal Learning and Teaching. 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.
- Year 11-12 have study leave and are only required on school grounds for scheduled examinations. They must sign in at reception and hand their phone in when they arrive, sign out when they leave, and obtain permission from the Deputy Principal Learning and Teaching 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. 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.
- Students may not have any unauthorised material in examinations nor commit dishonest acts such as cheating.
- Students may not take any papers either into or out of examinations.
- 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 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.

# IMPORTANT INFORMATION

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## THE KING'S COLLEGE

### REPORTS AND PARENT TEACHER INTERVIEWS

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

Secondary Interim Report	End of Term 1
Semester 1 Report	End of Term 2
NAPLAN Report (Years 3, 5, 7 and 9)	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. Parents can send an Absentee SMS to 0419 722 693 stating the students name, year level, date and reason of absence. If a student is absent from school without any notification being received before the end of morning form/devotions, a text message will be sent 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 advise the College in advance via email or the Absentee SMS to 0419 722 693 and 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, a text message to Absentee SMS 0419 722 693, or email to [absentee@tkc.wa.edu.au](mailto:absentee@tkc.wa.edu.au) detailing the student's name, year level, and the date and 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 ExtendedAbsence section.

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 medical certificate. Students who are absent may be required to sit missed examinations on their return to the College.

# IMPORTANT INFORMATION

THE KING'S 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 a holiday be taken outside of scheduled break times, the matter must be discussed with the Principal.

Parents must notify the Principal of any extended holidays (more than 5 days) during the term as early as possible. A Notice of Extended Student Absence From School Form can be accessed [here](#). 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.

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 Deputy Principal Student Services.

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 Deputy Principal Student Services or Head of Primary. 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 affected, 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.

## LATENESS

Students who arrive at school after the first bell for the start of school, must sign in before going to class. Primary students sign in at Primary 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/Pastoral Care teacher in liaison with the Head of Year/Head of Primary and/or the Deputy Principal Student Services.

## 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. It is helpful for parents to advise Reception of early pick up to avoid delays via SMS to 0419 722 693. Please organise collection for before or after recess or lunchtimes.



# IMPORTANT INFORMATION

## THE KING'S COLLEGE

## IMMUNISATION

Click here for the full copy of the [National Immunisation Program Schedule](#)

### National Immunisation Program Schedule



Childhood vaccination <small>(also see vaccination for people with medical risk conditions)</small>			
Age	Diseases	Vaccine Brand	Notes
Birth	<ul style="list-style-type: none"> <li>Hepatitis B (usually offered in hospital)</li> </ul>	<ul style="list-style-type: none"> <li>H B Vax* B Paediatric or Engerix B Paediatric</li> </ul>	Should be given to all infants as soon as practicable after birth. The greatest benefit is if given within 24 hours and must be given within 7 days.
2 months <small>(can be given from 6 weeks of age)</small>	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio, Haemophilus influenzae type b (Hib)</li> <li>Rotavirus</li> <li>Pneumococcal</li> <li>Meningococcal B (Aboriginal and Torres Strait Islander children)</li> </ul>	<ul style="list-style-type: none"> <li>Inflavax* hexa or Vaxelis*</li> <li>Rotaris*</li> <li>Prevenar 13*</li> <li>Baxevax*</li> </ul>	Rotavirus vaccine: First dose must be given by 14 weeks of age. Meningococcal B vaccine: Prophylactic paracetamol recommended.
4 months	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio, Haemophilus influenzae type b (Hib)</li> <li>Rotavirus</li> <li>Pneumococcal</li> <li>Meningococcal B (Aboriginal and Torres Strait Islander children)</li> </ul>	<ul style="list-style-type: none"> <li>Inflavax* hexa or Vaxelis*</li> <li>Rotaris*</li> <li>Prevenar 13*</li> <li>Baxevax*</li> </ul>	Rotavirus vaccine: The second dose must be given by 24 weeks of age. Meningococcal B vaccine: Prophylactic paracetamol recommended.
6 months	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio, Haemophilus influenzae type b (Hib)</li> <li>Pneumococcal (Children with specified medical risk conditions)</li> <li>Pneumococcal (Aboriginal and Torres Strait Islander children in WA, NT, SA, Qld)</li> <li>Meningococcal B (Aboriginal and Torres Strait Islander children with specified medical risk conditions)</li> </ul>	<ul style="list-style-type: none"> <li>Inflavax* hexa or Vaxelis*</li> <li>Prevenar 13*</li> <li>Prevenar 13*</li> <li>Baxevax*</li> </ul>	Pneumococcal vaccine: An additional (3rd) dose of 13vPCV is required for Aboriginal and Torres Strait Islander children in WA, NT, SA, Qld, and all children with specified medical risk conditions. Refer to the Immunisation Handbook. Meningococcal B vaccine: Prophylactic paracetamol recommended.
6 months to <5 years <small>(annually)</small>	<ul style="list-style-type: none"> <li>Influenza</li> </ul>	Age appropriate	Administer annually, in children aged 6 months to less than 5 years of age in the first year of administration, give 2 doses a minimum of 1 month apart. One dose annually in subsequent years. Information on age appropriate vaccines is available in the Immunisation Handbook or the annual ATAGI advice on seasonal influenza vaccines.
12 months	<ul style="list-style-type: none"> <li>Meningococcal ACWY</li> <li>Measles, mumps, rubella</li> <li>Pneumococcal</li> <li>Meningococcal B (Aboriginal and Torres Strait Islander children)</li> </ul>	<ul style="list-style-type: none"> <li>Nimnerx*</li> <li>M-M-R-II or ProQuad*</li> <li>Prevenar 13*</li> <li>Baxevax*</li> </ul>	Meningococcal B vaccine: Prophylactic paracetamol recommended.
18 months	<ul style="list-style-type: none"> <li>Haemophilus influenzae type b (Hib)</li> <li>Measles, mumps, rubella, varicella (chickenpox)</li> <li>Diphtheria, tetanus, pertussis (whooping cough)</li> <li>Hepatitis A (Aboriginal and Torres Strait Islander children in WA, NT, SA, Qld)</li> </ul>	<ul style="list-style-type: none"> <li>ActHIB*</li> <li>ProQuad* or ProQuad*</li> <li>Inflavax* or Triptacel*</li> <li>Vaxta* Paediatric</li> </ul>	Hepatitis A vaccine: First dose of the 2-dose hepatitis A vaccination schedule if not previously received a dose.
4 years	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough), polio</li> <li>Pneumococcal (Children with specified medical risk conditions)</li> <li>Pneumococcal (Aboriginal and Torres Strait Islander children in WA, NT, SA, Qld)</li> <li>Hepatitis A (Aboriginal and Torres Strait Islander children in WA, NT, SA, Qld)</li> </ul>	<ul style="list-style-type: none"> <li>Inflavax* IPV or Quadacel*</li> <li>Pneumovax 23*</li> <li>Pneumovax 23*</li> <li>Vaxta* Paediatric</li> </ul>	Pneumococcal vaccine: Administer first dose of 23vPPV at age 4 years, followed by second dose of 23vPPV at least 5 years later. Refer to the Immunisation Handbook for specified medical risk conditions. Hepatitis A vaccine: Not required if previously received 2 doses (first dose at age ≥12 months) at least 6 months apart.
≥ 5 years <small>(annually)</small>	<ul style="list-style-type: none"> <li>Influenza (Children with specified medical risk conditions)</li> <li>Influenza (Aboriginal and Torres Strait Islander children)</li> </ul>	<ul style="list-style-type: none"> <li>Age appropriate</li> <li>Age appropriate</li> </ul>	Administer annually, in children aged 6 months to less than 5 years of age in the first year of administration, give 2 doses a minimum of 1 month apart. One dose annually in subsequent years. Information on age appropriate vaccines is available in the Immunisation Handbook or the annual ATAGI advice on seasonal influenza vaccines.

Adolescent vaccination <small>(also see vaccination for people with medical risk conditions)</small>			
Age	Diseases	Vaccine Brand	Notes
All ages	<ul style="list-style-type: none"> <li>Influenza (adolescents with specified medical risk conditions)</li> <li>Influenza (Aboriginal and Torres Strait Islander adolescents)</li> <li>Pneumococcal (adolescents with specified medical risk conditions)</li> </ul>	<ul style="list-style-type: none"> <li>Age appropriate</li> <li>Age appropriate</li> <li>Prevenar 13* and Pneumovax 23*</li> </ul>	Influenza vaccine: Administer annually. For information on age appropriate vaccines or specified medical risk conditions refer to the Immunisation Handbook or the annual ATAGI advice on seasonal influenza vaccines. Pneumococcal vaccine: For people with specified medical risk conditions administer a dose of 13vPCV at diagnosis followed by 2 doses of 23vPPV. Refer to the Immunisation Handbook for dose intervals.
12–15 years <small>(Year 7 or age equivalent)</small>	<ul style="list-style-type: none"> <li>Human papillomavirus (HPV)</li> <li>Diphtheria, tetanus, pertussis (whooping cough)</li> </ul>	<ul style="list-style-type: none"> <li>Gardasil*9</li> <li>Boostrix* or Adacel*</li> </ul>	HPV vaccine: Single dose recommended. Not required if previously received. If dose was missed and not previously received, a catch-up is available up to and including 25 years of age.
16–16 years <small>(Year 10 or age equivalent)</small>	<ul style="list-style-type: none"> <li>Meningococcal ACWY</li> </ul>	<ul style="list-style-type: none"> <li>Nimnerx*</li> </ul>	

## 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.

## 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 notify the College via the Consent2Go student profile. If your child has a condition which may require action to be taken by College staff, please upload and submit the following documents:

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Form 1 – Current Medical Action Plan completed and signed by your medical practitioner. They will supply the relevant form.

and

Form 2 – Generic Health Care Plan,

and where relevant, Action Plans completed by a medical practitioner for students with the following conditions:

- Anaphylaxis Plan
- Mild to Moderate Allergies Plan
- Diabetes Management Plan
- Epilepsy and Seizure Management Plan
- Asthma Plan
- Assistance with Daily Living Plan

If a student claims to be unwell, their teacher will send the student to Student Services to see the First Aid Officer or the attending administration staff. The First Aid Officer or attending administration staff may give the student medication, rest the student and/or send the student back to class. If medication is required, parental permission must be given via SEQTA permissions or contact with the parents/carers. If a student is found to be seriously ill, staff will contact the parents/carers to arrange for the student to be either 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 the 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 find another staff member who will do this. Alternatively, the student will be sent to Student Services accompanied by another student and the First Aid Officer or attending administration staff will give the student first aid. If medication is required, permission from the parents must be given via SEQTA permissions contact with the 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 Student Services to make suitable arrangements. All medications need to be handed in to Reception in the original prescription package with the completed form. Students are required to administer all medications under the guidance of a staff member.



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## 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 First Aid Officer, the Head of Year, Head of Primary or the Deputy Principal Student Services to collect the student and take them home, and signing out is 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 completed [Administration of Medication Form](#) signed by the parents detailing the medication, its purpose and the times that it should be taken. Prescription medication should also be accompanied by a doctor's letter and be in the original box showing the pharmacist's prescription instructions. 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 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 infection 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 onsite before and after school care programmes 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 enquires as to the suitability of these services.

# IMPORTANT INFORMATION

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## 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 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) is 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.

1. Running, and throwing things, including balls, are not permitted in passageways and on paths. Rough play is never permitted.
2. Calling out, shouting, and swearing are not permitted.
3. For primary students and those in years 9-10, bags are to be stored on the hooks provided in the designated area on arrival at school. For students in Years 7-8, 11-12, bags are to be stored in their lockers at all times. 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 or locker of another student.
4. Keep to the left when using passageways, paths, and stairs.
5. Doorways, pathways, and stairs are to be kept clear at all times.
6. Chewing gum is forbidden at all times.
7. Student Services is a formal area where students should be quiet, orderly, and respectful at all times.
8. 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.
9. Students wishing to see the Principal, senior staff or a teacher should make their request at Student Services. They will be advised of the opportunity to see staff members.
10. All students are reminded to treat others courteously and with respect at all times.
11. Energy drinks such as Mother, Red Bull, Prime, soft drinks, and 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. On special occasions the College may provide juice, soft drink, or water.

# IMPORTANT INFORMATION

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## 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. Littering is prohibited and all students and staff must put rubbish in the bins supplied.

Classrooms are normally out of bounds before and after 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 willful 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 or Student Services as soon as possible.





# IMPORTANT INFORMATION

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## 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/Pastoral Care group. 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. For students in Years 7-8 and 11-12, bags should be locked inside their locker throughout the school day.

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. Students will be issued a college lock which they must look after. If a lock is broken or stolen and needing to be replaced, it will incur a charge of \$30 to the parents.

Students will enter into a Locker Agreement each year outlining expectations of use. A copy of can be views on SEQTA Engage, School Documents section. The security of each locker and its contents are the sole responsibility of the student assigned to that locker. All lockers are the property of The King's College and are assigned to students for their temporary use for approved purposes only. All lockers are subject to periodic inspection. College senior staff may, without prior warning or student/parent permission, search a student's assigned locker.

The locker is used to store books, equipment, electronic devices, 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 their 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, students need to be aware of the items they need to take home to complete their home learning and assignments.

At the end of each year, 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.

## STUDENT CODE OF CONDUCT

Students learn best when they are in a safe and settled environment that has clear and consistently enforced discipline codes, and high expectations for social behaviour. The King's College Student Code of Conduct incorporates personal behaviour management requirements, and seeks to promote a respectful culture within the College community, which promotes a high degree of self-management and self-respect. A copy of The Student Code of Conduct can be viewed on SEQTA Engage, School Documents section.

# IMPORTANT INFORMATION

THE KING'S COLLEGE

## BEHAVIOUR MANAGEMENT POLICY

The College Behaviour Management Policy is clearly outlined during parent/student interviews prior to enrolment, at public meetings and in the Student Diary. All parents are required to sign the Enrolment Form for their child/children that consent to the College Behaviour Management Policy. A copy of the policy can be found on our website. Any updates made to the policy or the systems within it, will be communicated to families in writing.

Every student and teacher have 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 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.

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.
- EPS Point, certificates, and awards.
- 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' as '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 College Child Protection Policy and Procedures on our website for a definition of child abuse.

# IMPORTANT INFORMATION

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## THE KING'S COLLEGE

### PRIMARY BEHAVIOUR MANAGEMENT SYSTEM

In Primary classes, students will be managed with a 1,2,3 warning system. This will reset at each break (recess, lunch and at the end of the day).

- For inappropriate behaviours (outlined below), teachers will give a '1' for the first offence. This will be written on the board or on a chart visible to the student.
- For their second breach in that time period, they will get a '2'.
- If they get to a '3', the student will be sent to student services at the next break (recess, lunch or recess the next day), and remain there for the whole recess or lunch time, and complete a Behaviour Reflection Sheet.

For serious behaviours, a staff member may wish to forgo warnings, and the child will go 'straight to a 3', meaning they will get automatic lunchtime time-out.

In Primary, Removals will only occur with the permission of a member of the leadership team, and only in cases where there is a threat to the safety of students.

Children from Kindy to Year 2 may have additional chances and allowed to do a time out in class before being sent to student services. However repeated time outs in class will result in a recess or lunchtime time out also.

Parents will be contacted to inform them their child has received a lunchtime/recess time out.

When they return after recess or lunch, their number of warnings will reset, and they will start again at 1 for their first offence.

If a student continues to have recess or lunch time detentions (more than 3 in one term) parents will be called in for a meeting and the student will be placed on an individual behaviour contract.

That behaviour contract will stipulate that if the behaviour does not improve, the student will be asked to leave the College.

#### **Inappropriate Behaviours:**

- Disrespecting other people or property in language or actions.
- Disrupting the class or preventing other children from learning.
- Causing other people to feel unsafe.
- Risky behaviour towards themselves (e.g., running away, being in out of bounds areas or not being in class when they should be, or other dangerous behaviours).
- Non-compliance to staff requests.

Students will receive EPS (Exceptional Point System) points on the playground and in the classroom for positive behaviours that demonstrate the College values of Integrity, Leadership, Service, Honour and Generosity.

### SECONDARY BEHAVIOUR MANAGEMENT SYSTEM

#### **IRS = I'm Really Safe!**

For inappropriate behaviour, students can receive the following consequences:

- Infringement: See Infringement section for details.
- Removal: Three (3) or more removals in a year may result in loss of good standing status. Five (5) removals will result in exclusion from the College.
- Severe Breach: Each breach has a specific consequence or series of consequences including loss of good standing status, suspension, immediate exclusion from the College.

# IMPORTANT INFORMATION

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## THE KING'S COLLEGE

Infringements are cleared from a student's record each new semester 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 Deputy Principal Student Services, Head of Primary, 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

For infringements, the teacher will communicate with student services confirming that they issued an infringement to the student and describing the inappropriate behaviour.

- At 5, 10 and 15 infringements, students will complete a 15-minute supervised rubbish duty and an email will be sent home.
- At 20 infringements a 20-minute lunch detention will be issued, and an email sent home.
- At 10 and 20 infringements, students will also lose their Good Standing for a period of 10 weeks from the date of the impacting infringement.
- For every fifth infringement onwards, an email is sent home, and an in-school suspension is sat.
- Infringements reset each semester.

The Head of Year/Head of Primary and/or Deputy Principal Student Services will keep records and monitor patterns of infringements for students and implement further disciplinary action if deemed appropriate.

Details of all infringements can be viewed by parents at any time on SEQTA Engage. Please note it can take up to a week to update.



# IMPORTANT INFORMATION

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## 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, Head of Primary, Deputy Principal Student Services, Deputy Principal Administration 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, Head of Primary, Deputy Principal Student Services, Deputy Principal Administration 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 another student
- Talking or making inappropriate noises, including singing, whistling, banging and so on at inappropriate times.
- Calling out
- 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



# IMPORTANT INFORMATION

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## 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
- Using mobile phone in class
- 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 another person.

For standard and instant removals, the teacher will:

- communicate via email to the Head of Year/Head of Primary and/or Deputy Principal Student Services confirming that they removed the student (immediately following the removal)
- complete a feedback sheet provided by the Head of Year/Head of Primary and/or Deputy Principal Student Services outlining the reason(s) for the removal (within 24 hours of the removal)

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## Secondary School

- The Head of Year, Head of Primary or Deputy Principal Student Services 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. This may also result in the student's loss of good standing status.
  - At removal three (3) or four (4) students can request to commence the "Roll Back" procedure.
  - after the fourth removal, interview the student, request to meet with parents 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

\* In extreme or repeated situations, these will be classified as a Category 2 Severe Breach

**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
- Racism
- Lighting a fire (other than under the direct instruction and supervision of a teacher)
- Hacking College IT System or security protocols

**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

# IMPORTANT INFORMATION

• THE KING'S COLLEGE

For severe breaches, the teacher(s) will:

- communicate via email to the Deputy Principal Student Services, providing any known information relevant to the severe breach.
- The Deputy Principal Student Services 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
  - in liaison with the Principal and/or Deputy Principal, permanently exclude the student from the College.

Severe breaches reset each year, with the exception; if any Category 2 severe breaches of the same offence type are repeated over the period of the student's life at the College, this will result in exclusion.

## GOOD STANDING

The College seeks to hold Good Standing and a positive reputation in the community. As this is the case, we seek to ensure students uphold the College values and conduct themselves as good citizens, both in and out of school.

Students that receive 10 and 20 infringements, 3 or more removals in a year or one or more severe breach's may lose their Good Standing in the College.

Students that lose their good standing may not be permitted to attend/represent the College in extracurricular events such as, college organised social events or interschool activities, and are not permitted to apply for leadership positions. If a student is in a leadership position loses their Good Standing, they will forfeit their position for the remainder of the year.

All students are considered to be in Good Standing at the beginning of each new school year.



# IMPORTANT INFORMATION

THE KING'S COLLEGE

## BULLYING

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/Head of Primary and Deputy Principal Student Services believes that bullying may be occurring, the situation will be investigated and the appropriate consequence will be issued.

# IMPORTANT INFORMATION

THE KING'S COLLEGE

## 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.

Kindergarten and Pre-Primary All Year Uniform			
Female			Male
<p>Blue Polo Shirt with Crest Navy School Sport Shorts (under tracksuit) Navy Tracksuit with Crest College White Sports Ankle Socks Black T-Bar Sandals or Sports Shoes (Minimal Trim, preferably Velcro) College Bucket Hat</p>			<p>Blue Polo Shirt with Crest College Navy School Sport Shorts (Under tracksuit) Navy Tracksuit with Crest College White Sports Ankle Socks Black T-Bar Sandals or Sports Shoes (Minimal Trim, preferably Velcro) College Bucket Hat</p>

Year 1-6 Summer Uniform TERMS 1 and 4			
	Female	Male	
	<p>Tunic Dress with Crest Blue Wool Jumper with Crest College White Ankle Socks Black Leather Lace Up Dress Shoes College Bucket Hat</p>	<p>Blue Short Sleeve Shirt with Crest Navy Shorts with Elastic Back Blue Wool Jumper with Crest College Navy Socks Black Leather Lace Up Dress Shoes College Bucket Hat</p>	

Year 1-6 Winter Uniform TERMS 2 and 3			
	Female	Male	
	<p>Tunic Dress with Crest Blue Wool Jumper with Crest College White Ankle Socks Navy Tights (70D) Optional Black Leather Lace Up Dress Shoes College Bucket Hat</p>	<p>Blue Short Sleeve Shirt with Crest Grey Trousers Blue Wool Jumper with Crest College Tie Plain Black Belt (if required) College Navy Socks Black Leather Lace Up Dress Shoes College Bucket Hat</p>	



# IMPORTANT INFORMATION

## THE KING'S COLLEGE

Sports All Year Uniform			
Female		Male	
<p>Blue Polo Shirt with Crest Navy School Sport Shorts (under tracksuit) Navy Tracksuit with Crest College White Sports Ankle Socks Lace-Up Sports Shoes (Minimal Trim - not Vans, Volleys, skate shoes or canvas casual shoes) Bucket Hat (Primary) College Cap (Secondary)</p>			<p>Blue Polo Shirt with Crest College Navy School Sport Shorts (Under tracksuit) Navy Tracksuit with Crest College White Sports Ankle Socks Lace-Up Sports Shoes (not Vans, Volleys, skate shoes or canvas casual shoes) Bucket Hat (Primary) College Cap (Secondary)</p>

Year 7-12 Summer Uniform TERMS 1 and 4			
Female		Male	
	<p>Tunic Dress with Crest and Tie Blue Wool Jumper with Crest (Optional) College White Ankle Socks Black Leather Lace Up Dress Shoes College Cap</p>	<p>Blue Short Sleeve Shirt with Crest Navy Shorts with Belt Tabs OR Grey Trousers Plain Black Belt (If required) Blue Wool Jumper with Crest (Optional) College Navy Socks Black Leather Lace Up Dress Shoes College Cap</p>	

Year 7-12 Winter Uniform TERMS 2 and 3			
Female		Male	
	<p>Tunic Dress with Crest and Tie Blue Wool Jumper with Crest Blue Blazer with College Crest College White Ankle Socks Navy Tights (70D) Optional Black Leather Lace Up Dress Shoes</p>	<p>Blue Short Sleeve Shirt with Crest Grey Trousers Blue Wool Jumper with Crest Blue Blazer with College Crest College Tie Plain Black Belt (If required) College Navy Socks Black Leather Lace Up Dress Shoes</p>	

Uniform Accessories					
 <p>School Shoes</p>	 <p>Sports Shoes</p>	 <p>College Socks</p>	 <p>College Tie</p>	 <p>College Bucket Hat</p>	 <p>College Cap</p>

# IMPORTANT INFORMATION

THE KING'S COLLEGE

## SCHOOL SHOES

### YEARS PK-PP



Sports Shoes with Minimal Trim, preferably velcro

### YEARS 1-12



Black Leather Lace Up Dress Shoes  
NOT Black leather sports shoes, and NOT Mary Jayne style shoes/sandals



Sports Uniform Shoes:  
Lace-Up Sports Shoes with Minimal Trim  
NOT Vans, Volleys, skate shoes or canvas casual shoes



# IMPORTANT INFORMATION

• THE KING'S COLLEGE

## Uniform Regulations:

### General

All items of uniform, excepting shoes and tights, must be purchased from the onsite College Uniform Shop.

**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 Deputy Principal Student Services or Head of Primary. This will only be granted in exceptional circumstances.

Sports uniforms 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.

**College Hat** must be worn outside all year (primary students only, during Terms 1 and 4 (secondary students) but must not be worn inside.

**The College school bag** or the **College Sports Bag** are the only bag to be brought to school from Pre-Primary to Year 12, including offsite events and excursions.

**Faction/House Shirts** only to be worn to school on scheduled sport days and house events as indicated by the Deputy Principal Student Services or Head of Primary.



# IMPORTANT INFORMATION

THE KING'S COLLEGE

## 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 (Year 12 only). It must be replaced by the blazer for all formal events held during this time, as directed.

- 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 no shorter than three fingers width above the knee.
- 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 be worn underneath the uniform as long as they are not visible.

## Shoes and Socks

- Years PK-PP: Sports shoes with minimal trim, preverbal Velcro
- Years 1-12: Shoes must be plain black leather dress lace-ups, NOT black leather sports shoes, NOT Mary Jane style shoes/sandals
- 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.
- 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.
- Shaved heads are not acceptable.
- Extreme styles like (but not limited to) spiking, excessive volume, man buns, mullets and shaved lines or patterns are not permitted.
- Hair accessories must be plain and only in the colours navy blue, black or white.

# IMPORTANT INFORMATION

THE KING'S COLLEGE

## Jewellery

- Students may wear a watch. (Smartwatches are not permitted)
- Necklaces/chains are not permitted.
- Bracelets are not permitted, except for the "Jesus" bracelet.
- Badges are not permitted, except for school issued badges e.g., Student Leadership Team
- Cultural or religious items may be considered upon written application to, and approval by the Principal.

## Piercings

- Students may wear one set of earrings (sleepers or studs, in the centre of each lower lobe; small gemstones may be permitted) no hanging parts; silver or gold only.
- No other piercings are permitted, including brow, nose, and tongue piercings.
- Piercing retainers or coverings are not permitted.
- Students found to be wearing jewellery that does not meet College expectations will have the jewellery confiscated. These items will be returned at the end of the term or will need to be collected by the student's parent/carer.

## Make-up

- Make up is not permitted, including nail polish.
- A thin layer of foundation/tinted moisturiser may be worn.

## 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.



# IMPORTANT INFORMATION

THE KING'S COLLEGE

## 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 midriff 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. Leggings must be paired with shorts or a skirt.
- x. Students are reminded that they will still require covered shoes for school.

If the Student Services staff, under the leadership of the Head of Primary and the Deputy Principal Student Services, 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.

# IMPORTANT INFORMATION

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## THE KING'S COLLEGE

### Uniform Management Procedures

For incorrect uniform, infringements are issued.

- Incorrect uniform issues that are immediately correctable (e.g. hair down, shirt out, jewellery worn)
  - i. The student is given an infringement.
  - ii. The student is asked to correct the issue immediately.
  - iii. Failure to comply follows standard removal procedures.
- Incorrect uniform issues that require action out of class (e.g. makeup, unshaven)
  - iv. The student is given an infringement.
  - v. The student is sent to Student Services to obtain wipes/razor to correct the issue.
  - vi. Failure to comply follows standard removal procedures.
- Incorrect uniform issues that require purchase of items (e.g. missing/incorrect uniform pieces)
  - vii. The student is given an infringement.
  - viii. 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 colour)
  - ix. The student is given an infringement.
  - x. 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.
  - xi. In some cases, parents may be contacted to collect students and students may not be permitted to return until the concern has been rectified.
  - xii. Students whose hair cuts are not consistent with the school expectations but require the hair grow out may be required to have their break times in student services and until the issue is resolved.

# IMPORTANT INFORMATION

THE KING'S COLLEGE

## 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 as follows:



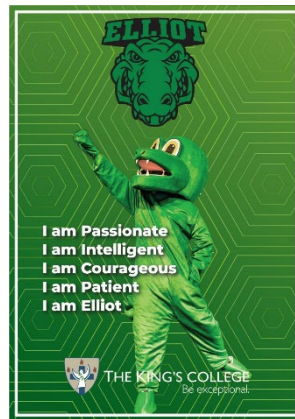
### Booth (Gold):

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.

# IMPORTANT INFORMATION

THE KING'S COLLEGE

## EXTRACURRICULAR ACTIVITIES

Throughout the school year, a range of extracurricular programmes are offered and students are encouraged to participate in these. For example, Creative Club, , sports, 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 Primary or the Deputy Principal Student Services.

## 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.

Parents are asked not to provide fast food for students during the school day.

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, including vaping
- 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.

# IMPORTANT INFORMATION

THE KING'S COLLEGE

## ELECTRONICS AND MOBILE PHONES

All mobile phones, smart watches, iPods and other electronic devices are to be stored in the student's locker during the day.

Mobile phones are not to be stored in student bags.

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

#### 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.

#### 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. If the College collects the items to ensure that they are not misused during the day, the College takes no responsibility for the theft, loss or damage resulting from students bringing these items to the College.
- ii. All electronic devices (such as mobile phones and smartwatches) must be locked away in students' lockers during the day. Mobile phones are not to be stored in student bags.
- 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.
- viii. Students are not permitted to capture or use photos or videos of staff or students without first receiving permission from the person.



# IMPORTANT INFORMATION

THE KING'S COLLEGE

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.

## 1:1 STUDENT DEVICE PROGRAMME

Students in Years 4, 5, 7 to 12 are required to be on the 1:1 Device Program, whereby they have the use of an iPad or MacBook Air under a lease agreement.

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.



# IMPORTANT INFORMATION

## THE KING'S COLLEGE

### 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 Cyber Safety

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.

### 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 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.

### Cybersafety 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.

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## THE KING'S COLLEGE

- 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.

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- 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.

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 or 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.

# IMPORTANT INFORMATION

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## THE KING'S COLLEGE

### TRANSPORTATION

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

Students who walk or ride must use the crosswalk 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

##### 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.



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## THE KING'S COLLEGE

### 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.

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.

# IMPORTANT INFORMATION

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## THE KING'S COLLEGE

### 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 Student Services 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

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## THE KING'S COLLEGE

### 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 DP Student Services.
- 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.

# IMPORTANT INFORMATION

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## THE KING'S COLLEGE

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 Deputy Principal Student Services, Deputy Principal Administration and/or Principal 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). The College has a 'no-hat no-play' rule enforced by duty teachers for:

- Primary students all year
- Secondary Students during the summer terms (Terms 1 and 4)..

The Principal may choose to extend this rule into Terms 2 and 3 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, at Student Services.

Additionally, College grounds have many areas of shade available for students to shelter in. In summer, 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, Canteen, 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. Rigorous child protection procedures will, however, need to be followed.

If you are able to help in any of these areas, please contact the College.

### COMPLAINTS

The College complaints process is based on the importance of relating to others with love and respect.

The key elements of the school's complaints management are outlined below:

- The complaints process is clear, open and accessible.
- Complaints are received positively and taken seriously.
- Complaints are processed fairly/objectively and in a timely manner for efficient resolution.
- Complaints are handled with appropriate sensitivity and confidentiality, and with the assurance of no victimisation/adverse rebound effect.
- The complainant may communicate their complaint in one of various possible modes, although the written form is preferred.
- The complainant is encouraged to initially direct their issue to the staff member concerned, where possible.
- A complaint is directed 'up' to the next level of management if resolution is not achieved at any given level.
- The person a complaint is made against is afforded the opportunity to respond.
- The complainant and the person the complaint is made against can choose to involve a support person.
- The outcome of the complaint is communicated in writing to ensure a clear end point.
- Written and digital records are kept.

The best interests of the children and young people are always paramount.

For complaints process, please refer to the Parent/Student Complaint Procedure flowchart on the following page.

An online complaint can be submitted via the College Website at: <https://thekingscollege.snapforms.com.au/form/feedback-form>



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## Parent/Student Complaint Procedure

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](mailto:feedback@tkc.wa.edu.au) or tell a staff member.  
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 Board Chair  
[BoardChair@tkc.wa.edu.au](mailto:BoardChair@tkc.wa.edu.au)

Unsatisfied?  
If required refer to Deputy Principal Learning and Teaching / Head of Primary

Unsatisfied?  
If required refer to Deputy Principal Student Services / Head of Primary

Unsatisfied?  
If required refer to Principal

Unsatisfied?  
If required refer to Principal

If complaint is not resolved, full complaint will be submitted to Board Chair  
E: [BoardChair@tkc.wa.edu.au](mailto:BoardChair@tkc.wa.edu.au)

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





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170 Bertram Road, Wellard WA 6170  
PO Box 450, Kwinana WA 6966  
+61 8 9411 4100  
[info@tkc.wa.edu.au](mailto:info@tkc.wa.edu.au)[www.tkc.wa.edu.au](http://www.tkc.wa.edu.au)

A MINISTRY OF THE KING'S CHAPEL