

New Student Information Handbook

(Some important things you need to know)

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About the College

College Values

Kennedy Baptist College upholds core values which form the framework of our pastoral care, discipline and learning programs. The values are:

- Faith • Integrity • Boldness • Growth • Service

Motto

The College motto is "strive today, conquer tomorrow"
What drives one to boldly step where no one has gone before, to overcome obstacles and achieve great things against all odds?

The story of WA pioneer Baptist Minister, William Kennedy inspires the answers to these questions and more. His passion and determination saw him overcome seemingly insurmountable odds to establish churches along WA's Great Southern Railway, the Goldfields and the Eastern Hills. Kennedy was renowned as a man of integrity and audacity by the communities he served. In today's fast paced world of instant gratification, it is our hope that Kennedy's remarkable qualities of focused determination and persistence will inspire our young people. Informed by Christian values, we aim to encourage our students to live passionately and persevere to overcome obstacles they may face in making the most of life's opportunities.

It is the spirit of Kennedy's story that underpins our College values and will inspire our students to fulfil our College motto of 'strive today, conquer tomorrow'.

Executive Team

We believe a strong leadership team improves the educational outcomes of our students. Our Executive Team shares a common purpose based on our College's vision and values. Our Executive Team includes:

| | |
|---|---------------------|
| Principal | Mr Mark Ashby |
| Deputy Principal - Pastoral Care | Mr Wendell Pether |
| Deputy Principal - Curriculum | Miss Jennifer Lamet |
| Director of Students | Mr Andrew Dunn |
| Director of Studies | Mr Timothy Jiow |
| Director of School and Staff Development | Mr Rick Cricelli |
| Director of Finance and Resources | Mr Warren Hodges |

Student Leadership

Kennedy Baptist College recognises the vital role of student leadership in developing the life of the

community and allowing students the opportunity to develop their skills and experience.

Students are encouraged to take on leadership roles enabling them to:

- Develop leadership skills.
- Act as effective role models for the student community.
- Offer responsible service to their College

This experience prepares students to become confident, well-organised, responsible and creative young adults who are valued members of their professional and social communities.

Student Councillors

The role of a student councillor is to provide leadership through responsible service to the College and to act as effective role models for the student body.

House Captains

The role of a house captain is to build, develop, lead and support the Kennedy Baptist College House System and to promote a positive and enthusiastic spirit within their House.

Kennedy House System

Our House System is designed to enable students to further develop a sense of identity and belonging at Kennedy. Our four Houses are:

- Eyre
- Forrest
- King
- Stirling



Each student belongs to a House and participates in various activities and College events including the Swimming Carnival, Athletics Carnival, Cross Country Carnival, Public Speaking, Champions Read and Arts Cup competition.

Students can also earn individual points through their daily efforts at the College through correct uniform, positive behaviour, and cultural and academic contributions. These individual points are collected each term and go into a draw for students to win a major prize. Collective points for each House are tallied at the end of Term 3 when the winner of the Kennedy Cup will be announced.

The College has high expectations of all our students and provides them with outstanding education opportunities in a safe, supportive, positive, and welcoming school environment and encourage students to participate, develop and learn to ultimately reach their full potential.

The Student Code of Conduct

Our mission is to provide educational excellence in a Christian context, addressing the needs of individuals for lifelong learning. Our College values reflect the way we intend to do what we do at Kennedy Baptist College:

- **Boldness:** Staff and Students are bold in accepting the challenges on offer at the College and strive to achieve the best outcomes.
- **Faith:** The Christian faith undergirds all the College's activities.
- **Integrity:** The College Community demonstrates respect and honesty towards all its members and delivers on its promises.
- **Growth:** College Community members develop their unique gifts and talents and strengthen their areas of weakness.
- **Service:** College community members serve others within the college, and local, national and international communities.

Students can be confident that the College puts their best interest first and their safety and wellbeing is the centre of thought, values, and actions. The College is a child safe organisation where students' rights, needs and interests are being met and where all students are protected from all forms of harm.

Student Rights and Responsibilities

Students have the right to:

- Reach their full learning potential in a safe, supportive, and positive environment
- Feel safe (physically and mentally)
- Be treated with respect, courtesy and kindness by other students, teachers, and other adults at the College
- Express ideas and opinions in a positive way
- Be listened to
- Be treated fairly, consistently, and justly
- Have their privacy, human rights, and other legal rights respected
- Have their personal boundaries respected

With rights come responsibilities. Students have the responsibility to:

- Take progressive responsibility for their own learning, to work consistently and complete tasks as required
- Enable others to learn in a safe, supportive, positive, and welcoming environment
- Follow the College's policies, procedures, and the directions of teachers at all times
- Treat others with respect, courtesy, and kindness
- Respect the human rights, dignity, and legal rights of others
- Be tolerant of differences such as race, culture, and ability
- Not engage or participate in bullying, harassment, exclusion, intimidation, discrimination, aggressive behaviour or other forms of student-student abuse
- Respect the privacy and personal boundaries of other students and staff

Student Conduct

Examples of expected student conduct is outlined in more detail below.

Students are expected to:

- Uphold the values and respect the Christian ethos of the College
- Follow College policies and rules
- Actively participate in the learning process
- Refrain from behaviour which would interrupt the work of any class or hinder the learning opportunities of other students
- Follow teacher instructions, class rules, and expectations at all times
- Submit assessment tasks on time, unless unforeseen or exceptional circumstances arise
- Ensure their activities are conducted safely and do not place others at risk of harm
- Be punctual and attend all classes
- Remain at the College during the school day unless otherwise approved or permitted

- Attend compulsory College functions and events such as the Easter Services, Interhouse swimming and athletics, award nights, camps, and work experience
- Treat all College staff, other students, and visitors to the College with courtesy, tolerance and respect
- Use polite and respectful language at all times
- Respect the privacy of others by not sharing personal information, photos or videos without their consent or agreement
- Respect College property and the property and belongings of staff and other students
- Uphold the reputation of the College by demonstrating appropriate standard of behaviour in transit to and from the College and when wearing College uniform
- Dress properly and neatly as per the uniform policy and wear the College uniform with pride at all times

Students are not to:

- Engage in plagiarism or other academic misconduct; students must not present anyone else's work as if it were theirs
- Engage in any form of cyber bullying or cyber abuse
- Physically touch, bully, or sexually engage with students or others in a manner which is not appropriate and may cause harm or injury to that person
- Engage in any form of physical or verbal abuse or violence including fighting, assault or threats of abuse or violence
- Send inappropriate, offensive, or explicit text messages, photos, or videos
- Use inappropriate or profane words or gestures and images
- Bring, or be in the possession of, alcohol, cigarettes, or other drugs on College grounds or at any College function
- Be in a classroom, workshop, or gymnasium etc. unless accompanied by a teacher
- Do anything which may harm the physical or mental health, safety, or wellbeing of any person

- Damage, steal or misuse any College property or the property of other students or staff
- Enter, use or interfere with any College property or enable any other person to do so, without authorisation from the College

If you are unsure about what is the right thing to do in any circumstance, you are encouraged to ask advice from a teacher.

Reporting Behaviour

If you are concerned about the health, safety and wellbeing of another student please have a conversation with your Head of Year. Reporting can be verbally, written or by electronic means.

Discipline

The Student Code of Conduct is endorsed as the central focus of discipline and self-discipline for every student. Behaviour contrary to the Student Code of Conduct may result in disciplinary action including (but not limited to) suspension or exclusion. Students should appreciate that serious offences such as assault, theft, wilful damage, and other unlawful activities are likely to result in exclusion.

Students and/or parents/guardians will be given the opportunity to appeal the outcome of any disciplinary action.

In accordance with the applicable legislation and the College's Child Protection Policies, the Police and/or the Department of Communities – Child Protection and Family Support will be informed of any unlawful breaches of the Student Code of Conduct.

Student Complaints Process

If you have a complaint, please have a conversation with your Teacher or Head of Year.

If your Teacher or Head of Year is unable to resolve your issue, then you may lodge a complaint with the College. Students are able to submit their complaint online via the College website.

We take all reports seriously and commit to dealing with your complaint according to the College Complaints Handling Policy.

Communicating with Families

Regular communication is an essential part of working positively and connecting with our teachers, students and families to build our community.

To maintain an ongoing and genuine dialogue with our College community, we have established a number of ways to share information, foster close relationships, and provide opportunities for families to partner with us in their child's learning. This is done through the following means:

- **The Kennedy App** - To enhance College communication to our community and to provide instant easy access to important information about College events and daily activities. Search for Kennedy Baptist College on the Apple App Store or Google Play to download the app.
- **College Newsletters** - Published fortnightly on Thursdays during school terms. The newsletter will be emailed to all parents and posted on the Kennedy App and College website.
- **SEQTA at Kennedy** - Parents and students will be provided with information about how to access SEQTA Engage (for parents) and SEQTA Learn (for students) which is on our web portal, to view your child/ren's timetables, pastoral care overview, attendance history, homework, school notices, etc.
- **Parent Lounge** - TASS Parent Lounge is helpful for excursions bookings, medical and contact information updates.
- **Student Diary**
- **Correspondence, Telephone, SMS or Email**

Student Services

Absent from College

Due to sickness: Parents are asked to notify the College before 9.00am on the morning of absence by email: absent@kennedy.wa.edu.au, by ringing 6188 0698 stating your child's full name and Form (if known) and the reason for their absence or through the Kennedy App under Parent Lounge.

Parents will be contacted by SMS if a child is absent and the College has not been notified.

Due to other reasons: For planned leave, parents are asked to notify the Principal at least 10 days prior to the leave by obtaining a Leave of Absence form from Student Services, parent's SEQTA Engage or the Kennedy App.

Late for Class

The College day starts at 8.15am and finishes at 3.15pm. Students should arrive by 8.10am for 8.15am Form time.

Students arriving late must report to Student Services and present a note with an explanation for their lateness. Students are reminded that punctuality is expected at all times including co-curricular and extra-curricular commitments. Late arrivals will be recorded and can result in a demerit.

Leaving Early

Students are only permitted to leave the College grounds during the day if they are signed out by a parent, have a note signed or email from their parent giving a valid reason. Students must present to Student Services to be signed out.

Lost Property or Confiscated Items

All lost property or confiscated items are kept at Student Services. Named items are returned to students and unnamed items at the end of each semester are donated to second hand uniform sales or a local charity.

Uniform Pass

If students are not in correct uniform, they are to present to Student Services with a note signed by their parent/guardian to obtain a uniform pass.

Lockers

A lock and locker will be provided for all students. Replacement cost for lost/damaged locks is \$30 per lock.

Health Centre

The purpose of the Health Centre is to provide unwell or distressed students with a quiet place where they can rest and recuperate before returning to the classroom setting. Students requiring basic first aid or assistance in the event of injury or illness will be attended by our First Aid Officer.



When students are assessed to be too unwell for school, the First Aid Officer will contact parents/guardians to arrange collection as soon as practicable.

It is also where our College Chaplain, School Psychologist and Counseling team are located to provide the relevant support to our College community.

Medication

The College is very conscious of its responsibilities when a student requires medication. In accordance with legal and safety requirements, students are not permitted to keep medication on their person or to administer any medication to other students.

Parents/guardians must undertake the following in relation to the administration of medication and/or management of health conditions:

- Notify the College in writing of a health condition requiring medication during the day.
- Request in writing for the College to administer prescribed medication or to assist in the management of a health condition.
- Notify the College in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions.
- Provide the medication in the original labelled container clearly stating the name of the student, name of medication, dose and time to be administered. It is also necessary to complete the College Medication Information form (located in SEQTA Engage). The medication and form must be handed to the nominated staff member.
- Ensure the medication is not out of date and has an original pharmacy label with the student's name, dosage and time to be taken.
- Notify the College in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner.
- Advise the College in writing and collect the medication when it is no longer required during the day.

Extra-curricular Activities and Tutoring

After school tutoring information will be available in our newsletter and on our website. Keep a look out for *clubs and sporting events throughout the year.

* Please note that clubs and events may change from the above, depending on popularity or availability. See kennedyrasc.weebly.com for current information on clubs held in the Research and Study Centre or SEQTA notices.

Breakfast, Recess and Lunch

Beedawong Cafeteria

Students may purchase breakfast, recess and lunch at Beedawong. The menu can be found on our website.

Ordering Lunch Online via QuickCliq

Beedawong uses QuickCliq system to provide an easy and convenient way of ordering lunch. Orders can be taken up to two weeks in advance.

To get started, you will need to know your child's Form class. This will be issued at the Pre-start Day. Visit the site: quickcliq.com.au/ Hotline: 1300 11 66 37.



Secondhand Uniform and Textbook Information

Secondhand Textbook/Uniform Trading

The Sustainable School Shop provides families with the opportunity to buy and sell second-hand student resources including textbooks, calculators, stationery, and musical equipment all year round. Parents can even trade with other parents from different schools and sell items no longer in use at our College or other previously attended schools.

Simply register on the Sustainable School Shop website: www.sustainableschoolshop.com.au

P&F Secondhand Uniform and Textbooks Facebook page

P&F have a Facebook page for the sale of Kennedy second-hand uniforms and textbooks. Please visit the following page for more information: www.kennedy.wa.edu.au/kennedy-community/parents-friends-association/

Getting to and from Kennedy

SmartRider

New students will be receiving their SmartRider card in approximately the third week of Term 1. Students will still be able to use their SmartRider from their previous school, whilst waiting for their Kennedy SmartRider, provided there is sufficient credit on the card.

The first SmartRider card is free through the College. Replacement SmartRider cards may be reordered through the College Student Services. Please bring a note accompanied with \$5.00.

Kennedy SmartRider cards contain an additional chip linked to our cafeteria which enables students to load credit for use in the cafeteria. For further information please refer to our website. www.kennedy.wa.edu.au/kennedy-community/parent-information/online-canteen/

Kennedy Bus Transport

Kennedy operates a bus service (independent to Transperth) providing an option for families in the suburbs of East Fremantle, Bickton, Attadale and Melville. Use of this service is by arrangement with Kennedy Administration.

Bicycles

All bike riders are required by law to wear a helmet. Bikes must be left secured with a strong padlock, at the rear of the College. The College takes no responsibility for their safety.

Carpool

For families who are interested in car pooling, we are happy to put a request in the newsletter on your behalf. Please contact Ms Linda Ang, our Public Relations Officer, or email: news@kennedy.wa.edu.au for its inclusion.

Transperth Buses & Trains



Transperth buses stop at Kennedy Baptist College from Murdoch and Cockburn Central Train Stations. (Route 512 and 514) There are also frequent buses through Murdoch University via Discovery Way. The closest bus stops to Kennedy are 26787 or 26628. It is approximately a 5 minute walk to the College. Information about the bus/train service is found on www.transperth.wa.gov.au

Students using public transport are required to behave in a dignified and courteous manner and are expected to offer their seats for the elderly, disabled and full fair paying passengers.

Failure to comply with the above may result in Transperth banning the student from bus or train travel

You can check bus times using the Transperth Mobile app or use Transperth Journey Planner to plan the best route to the College.

www.transperth.wa.gov.au/Journey-Planner

Drop-off / Pick-up and Parking

Before and after school pick up traffic congestion

The pick-up and drop off areas become very congested in the morning and afternoon and this may cause frustration for parents. This situation can be eased if parents are able to come a few minutes later to pick-up their child. Traffic seems to flow more easily after about 3.30pm and students are supervised by staff while waiting to be picked up.

No Parking Zone:

Parents are also reminded that cars may not park in the pick-up zone for any reason. If you need to leave your car, please be considerate of others and park in an allocated parking area. A little courtesy and consideration makes the process stress free for everyone.

Do not park in the 'Keep Clear' or 'Bus Only' zone. Cars queuing for a spot create a gridlock preventing buses from entering the College.

College Opening Hours

Beedawong Cafeteria:

6.30am to 1.40pm Monday to Friday

Research & Study Centre and ICT Support:

7.45am to 4.15pm Monday to Friday
(closed at Recess 11.00am-11.25am on Fridays)

Student Services:

7.45am to 3.45pm Monday to Friday

Reception/Administration:

7.45am to 4.00pm Monday to Friday

Fitness Centre:

After school:
3.15pm-4.15pm Monday, Tuesday, Thursday and Friday

Uniform Shop:

Please refer to our website for Uniform Shop opening hours.

Getting Around the College

Please use this entrance for:

Dropping off your child's lunch, equipment, uniforms, sports equipment, homework, permission slips or note when a uniform pass is required.

Picking up homework * or your child for appointments. * by prior arrangement with teacher.

To sign your child in/out if your child is late, needs to leave early or has an appointment.

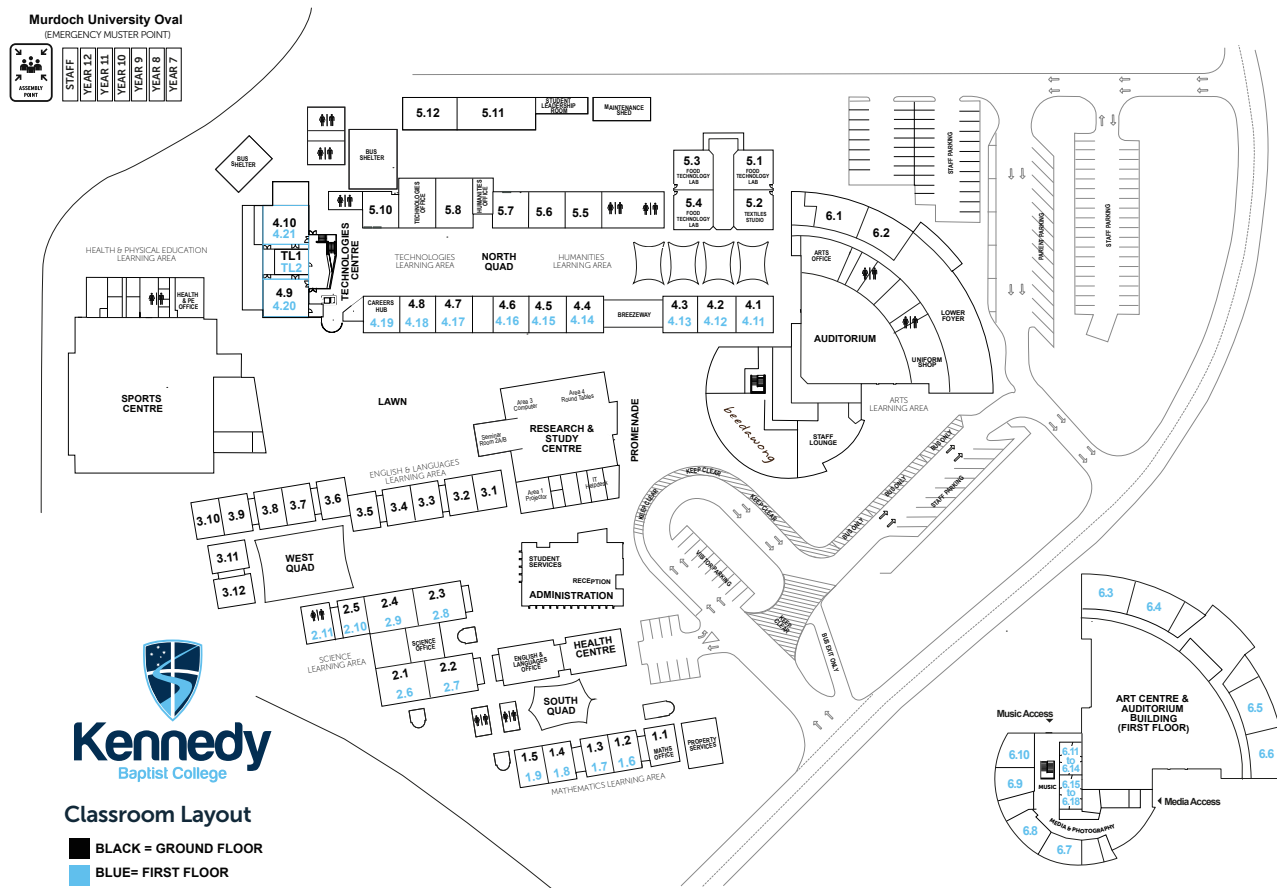
Lost Property: All lost property is kept at Student Services.



Please use this entrance to:

Pick up your sick child or to visit our College's Psychologist, Counsellor and College Chaplain.

College Map



GENERAL

The uniform is to be worn with pride at all times, reflecting the values of the College.

Uniform and Presentation Standards for Students

Dress and grooming are of particular importance at all times.

Parents should ensure that their children meet all of the following:

- Boys' shorts and trousers must be worn in a neat and professional manner with shirts tucked in.
- Shoes must be clean and polished.
- Clothes must be clean and ironed.
- Students who are not in correct school uniform must produce a note signed by a parent or guardian and collect a uniform pass from Student Services.
- Parents are asked to ensure that their children are properly and neatly dressed as they drop them off or as they leave home. This is regarded by the College as an expectation for families, as part of your support of the College ethos.

Uniform

No student is to write on any part of the College uniform: however, all items of clothing are to be clearly and discreetly marked with the student's name. Untidy items of clothing will need to be replaced if required by the College. Breaches of uniform rules can result in demerits, suspension, and possible exclusion from the College.

Jumper if worn, must not have sleeves pushed back and is not to be tied around the waist.

Shoes must be black, polishable leather, lace-up, school shoes with a small heel. Note: Black sneakers and "ballet flats" are not permissible.

College hats or caps are to be worn at recess and lunch during Terms 1 and 4. They must also be worn during Sport lessons in the sun.

College Bag or back pack is compulsory for each student. They should be in good condition and

not spoilt by graffiti. Unsatisfactory bags will need to be replaced. Files and books are not to have graffiti on them.

All books, bags and items of clothing must be clearly labelled. Failure to do this will result in very little chance of recovery of lost or misplaced items.

Sports/Arts uniform is to be worn for all Physical Education/ Arts Department practical sessions. Students change into Sports/Arts uniform at the break prior to the session and change back at the first available break at the completion of the session.

Sports uniform is not to be worn to College in the morning or home from College in the afternoon. An exception is made for those training, rehearsing or competing after school. These students may travel home in the appropriate College Sports or Arts uniform. Sports uniform may only be worn to the College if the student has Physical Education in Periods 1,2 or 3. Following this, students must then get changed into formal uniform at recess.

College bathers and track suits are to be worn for sports lessons and competitions.

Physical Education Uniform Information

The correct College Uniform is to be worn to all classes of Physical Education and includes the following:

- College wide brim hat or cap are worn in Terms 1 and 4.
- College Physical Education socks, shorts and House shirt.
- Shoes which are recognised running shoes, that are laced up and provide adequate support for students during running and other physical activities.
- All swimming classes students are required to wear full College swim uniform. This includes the skins for the males and the full piece for the females. Note: No bikinis are to be worn under the female uniform.
- Students who do not comply with the College rules may be issued with a demerit.

- Note: The Health and Physical Education Learning Area may be loaning out uniforms and equipment to students at Kennedy Baptist College. Should any student damage or lose these items, they will be charged the full replacement cost, and this will be added to the fee statement.
- Students representing the College are expected to wear the correct Physical Education uniform for the sports they are representing and at times it may need to be purchased depending on the sport.

Helmets must be worn by cyclists when riding to or from the College.

Scarves can be worn in colder weather but must be College issue.

Tattoos are not permitted.

Jewellery: Boys and girls are permitted to wear a wristwatch. Additionally, girls are permitted to wear one pair of plain, small, gold or silver sleepers or studs, in the lower lobe of each ear. Sleepers should be no more than 15mm in diameter with a consistent thickness that can be rotated through the ear. No coloured earrings, ones with stones or additional designs are permitted. No other jewellery or piercings, including clear spacers, are allowed.

Make-up: When students are in uniform, no make-up is to be worn. Nail polish is not permitted.

Hair: Students are expected to keep their hair neat and tidy.

All hair is to be cut no shorter than a number two and hair that is collar length or longer must all be tied back and away from the face with the tie pointing towards the back of the head. Hair should be tied back with hair coloured elastic and hair accessories should be navy blue. Hair clips if used should match hair colour. Extremes of hair colouring or hair styles including long fringes, shaven sides, dreadlocks or shaven heads are not permitted.

Students must always have their face clean shaven. Sideburns should be no longer than the middle of the ears.

SUMMER UNIFORM

(worn in Terms 1 and 4)

BOYS' SUMMER UNIFORM

Their **College shirt** should be tucked in at all times.

The **College shorts** should be properly fitted so that they don't fall down. Shorts should be worn at the waist and reach above the knees. Boxer shorts and undergarments must not be visible.



GIRLS' SUMMER UNIFORM

College dress is to be worn at knee length or below. Top button of dress needs to be fastened.

Girls have the option to wear **College formal shorts** with grey socks.

GENERAL

Students must wear the **College socks**. Socks must not be worn lower than the ankle. The stripes must be visible.

Shoes must be black, polishable leather, lace-up, school shoes with a small heel. Note: Black sneakers and "ballet flats" are not permissible.

WINTER UNIFORM

(worn in Terms 2 and 3)

GIRLS' WINTER UNIFORM

The **College tie** must be worn with the College blouse.

The **College blazer** is to be worn at College functions, when representing the College and in public during Terms 2 and 3.

Students must wear their blazer on arrival at the College, during morning Form and again when leaving at the end of the day. The blazer sleeves must not be rolled or pushed back.

The **College skirt** is to be worn at knee length or below and must not be rolled. Girls have the option to wear **College trousers** with grey socks.

Correct **College socks** or **tights** may be worn in winter. The tights must be black 70 denier in thickness.

It is a good idea for girls to have a spare pair of College tights in her school bag should the need for them arise. Otherwise a pair will be issued from Student Services and the cost added to your school fees.

Please note that socks and tights must not be worn together.



BOYS' WINTER UNIFORM

College ties are to be worn adjusted to the collar and not worn loosely. They must also be regulation length. The top button must be done up when the tie is worn.

The **College blazer** is to be worn at College functions, when representing the College, during morning Form and in public during Terms 2 and 3. Students must wear their blazer on arrival at the College and again when leaving at the end of the day. The blazer sleeves must not be rolled or pushed back.

The **College trousers** must be worn at the waist and must have a plain, black **College leather belt** with a simple buckle.

Shoes must be black, polishable leather, lace-up, school shoes with a small heel. Black sneakers and 'ballet flats' are not permissible. For boys: College socks are to be worn.



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