

KENNEDY HANDBOOK



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1 WELCOME

1.1 Introduction

The Kennedy Handbook is designed to provide students and the parents of Kennedy Baptist College, with useful information. We hope that you will keep this information handy and refer to it often when you have questions about College policies and procedures.

1.2 The Name & Crest

The name, Kennedy Baptist College, originates from WA pioneer Baptist Minister, William Kennedy who overcame seemingly insurmountable challenges to establish churches along WA's Great Southern Railway, the Goldfields and the Eastern Hills.

Kennedy was known as a man of integrity and audacity by the communities he served, and his passion and determination was infectious. It is our hope that Kennedy's remarkable qualities of focused dedication and persistence will inspire our young people today.

Informed by Christian values, we aim to encourage our students to live passionately and persevere to make 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'**.



Kennedy
Baptist College

The Kennedy Baptist College crest embodies the boldness of William Kennedy's story. The path element represents the journey into the future and the College's motto of 'Strive today, conquer tomorrow' while the Southern Cross symbolises Australia and guidance from the heavens, aligning with Kennedy's quintessentially Australian pioneer story.

1.3 Our Motto, Mission & Values

Our Motto

Strive today, conquer tomorrow.

Our Mission

To provide educational opportunities of excellence in a Christian context, addressing the needs of individuals for lifelong learning.

Our Values

- Faith
- Integrity
- Boldness
- Growth
- Service

1.4 Office Hours

- **Research and Study Centre/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
- **Beedawong Cafeteria:**
6.30am - 1.40pm Monday to Friday

1 WELCOME

1.5 College Contact Information

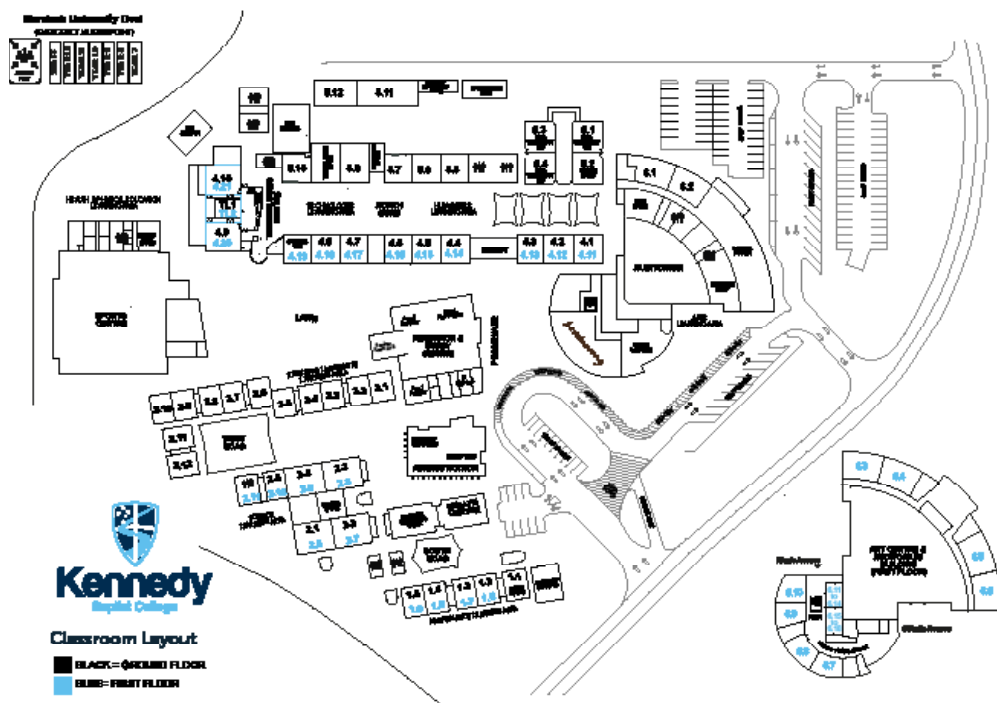
Farrington Road, Murdoch,
Western Australia 6150
PO Box 26, BULL CREEK,
Western Australia 6149
t: (08) 9314 7722
f: (08) 9314 7732

admin@kennedy.wa.edu.au
kennedy.wa.edu.au

1.6 Term Dates

You may refer to our College website or Parent Lounge for Term Dates or for any other important dates. <https://www.kennedy.wa.edu.au/life-at-kennedy/term-dates-and-day-structure/>

1.7 College Map



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STAFF MEMBERS

We have included a list of current staff members and our contact numbers and email addresses for your use. Please feel free to contact staff between 7.45am and 3.45pm on 9314 7722.

2.1 Our Leadership Team

• Principal	Mr Mark Ashby Email: mashby@kennedy.wa.edu.au
• Deputy Principal - Pastoral Care	Mr Andrew Dunn Email: adunn@kennedy.wa.edu.au
• Deputy Principal - Curriculum	Miss Jennifer Lamet Email: jlamet@kennedy.wa.edu.au
• Director of Students	Mr Alexander King Email: aking@kennedy.wa.edu.au
• Director of Studies	Mr Tim Jiow Email: tjiow@kennedy.wa.edu.au
• Director of Finance & Resources	Mr Warren Hodges Email: whodges@kennedy.wa.edu.au
• Director of School and Staff Development	Mr Rick Cricelli Email: rcricelli@kennedy.wa.edu.au

2.2 Our Heads of Learning Area

• Arts	Ms Carolyn MacDonald Email: cmacdonald@kennedy.wa.edu.au	• Health & Physical Education	Mr Jonathan Wood Email: jwood@kennedy.wa.edu.au
• English/Languages	Miss Chelsea Dalziel Email: cdalziel@kennedy.wa.edu.au	• Science	Mrs Anna-Marie Smith Email: asmith@kennedy.wa.edu.au
• Humanities	Mr Blaire Gersbach Email: bgersbach@kennedy.wa.edu.au	• Technologies	Mr Ian Wilmot Email: iwilmot@kennedy.wa.edu.au
• Mathematics	Mr Michael Hill Email: mhill@kennedy.wa.edu.au	• Research and Study	Mrs Virginia Yurisch Email: vyurisch@kennedy.wa.edu.au

2.3 Our Heads of Year

• Head of Year 7	Mr Ross Macauley (T1) Email: rmacauley@kennedy.wa.edu.au	• Head of Year 10	Mrs Melissa Beale Email: mbeale@kennedy.wa.edu.au
• Head of Year 8	Mr Glenn Tyrie Email: gturie@kennedy.wa.edu.au	• Head of Year 11	Mr Murray Dunstan Email: mdunstan@kennedy.wa.edu.au
• Head of Year 9	Mr Brad Gunter (T1 - T2) Email: bgunter@kennedy.wa.edu.au	• Head of Year 12	Mr Rijk Batley Email: rbatley@kennedy.wa.edu.au

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STAFF MEMBERS

2.4 Our Teaching Staff

- Mr Alexander King
- Mrs Alison Hanham
- Mr Alvin New
- Ms Amanda Ash
- Mr Andrew Arnold
- Mr Andrew Burton
- Mr Andrew Yong
- Mrs Angela Nissen
- Mrs Anita English
- Mrs Anna-Marie Smith
- Mrs Benita Jordaan
- Mr Benjamin Pether
- Ms Bernice Tan
- Mr Blaire Gersbach
- Mrs Bonita Bradley
- Mr Bradley Gunter
- Mrs Brenda Richter
- Miss Carla Swayne
- Mrs Caroline Kiely
- Miss Carolyn MacDonald
- Mrs Carolyn Tan
- Mrs Cassandra Tisdall
- Mrs Cathy Van Der Kooij
- Miss Chelsea Dalziell
- Mr Craig Hill
- Mrs Cynthia Edward
- Mr Daniel Scorer
- Mr David Orr
- Mr Don Barendrecht
- Ms Elizabeth Kee
- Ms Elizabeth Simes
- Mr Ernesto Ramirez
- Mrs Felicity Loomes
- Mrs Fiona Elliot
- Mr Frederick Rozell
- Mrs Gemma Bochat
- Mr Glenn Tyrie
- Mr Graham Coulson
- Mr Gregory Munyard
- Mr Ian Wilmot
- Mrs Iliseva Qalovaki
- Mr James Siggins
- Mrs Janelle Anthony
- Miss Jemma Sandler
- Mrs Joanne Sluchniak
- Ms Johanna Anderson
- Mr John Owen
- Mr Jonathan Groom
- Mr Jonathan Wood
- Mrs Joyce Toh
- Mrs Judith Fleming
- Mrs Julie Moreira
- Mrs Juliska Gaunson
- Mr Justin Markham
- Mrs Karen Billingham
- Mrs Karen Middendorp-Wolters
- Miss Karina Podmore
- Miss Katie Hair
- Mrs Laura Joubert
- Mr Liam Austen
- Mrs Liezl Breytenbach
- Mrs Liz Riggs
- Mrs Lorinda Gersbach
- Mr Malcolm Pitts
- Mr Manuel Ilchuk
- Mrs Marina Lochner
- Mr Mark Burgess
- Mrs Mary Minorgan
- Ms Maryleen Henri
- Miss Melissa Beale
- Mrs Meredith Lorraine
- Mr Michael Hill
- Mrs Michelle Fisher
- Mr Milton Forsdike
- Mr Mitchell Peck
- Mr Murray Dunstan
- Mrs Natalie Williams
- Mrs Nicole Robins
- Ms Olivia Bamford
- Mrs Rebecca Keshwar
- Mr Richard Main
- Mr Rick Cricelli
- Mr Rijk Batley
- Mr Ronnie Hennighan
- Mr Rory Najar
- Mr Ross Macauley
- Mrs Sarah Harris
- Mr Scott Britza
- Mr Simon James
- Mr Simon Leau
- Mrs Surene Van Rooyen
- Mrs Trudy Gripton
- Mrs Virginia Yurisich
- Mrs Yok Chi Rai
- Mr Yoon Pin Wong

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STAFF MEMBERS

2.5 Our Pastoral Care Team

• Chaplain	Mr Peter Chase
• Counsellor	Mrs Golda Newland
• Counsellor	Mrs Ashlea Fletcher
• School Psychologist	Mrs Jess Plenty

2.6 Our Support Staff

<u>Receptionists</u>	Mrs Rebecca Allen Mrs Deborah Scorer Mrs Dianne Zwitter
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Administration

• Registrar	Mrs Vikki Utting
• Registrar Assistant	Mrs Catherine Oates
• PA to Principal	Mrs Janet Hair
• Public Relations Officer	Ms Linda Ang
• Public Relations Assistant	Mrs Mandy Beaurain
• Curriculum Administration Assistant	Mrs Deborah Stewart
• Office Manager	Mrs Pernille Loughton
• Head of Risk & Compliance	Mrs Janine Conradie
• Administration Officer - Compliance	Lindi Wilsnach

Student Services

• First Aid Officers	Miss Dorothy Eu Mrs Julie Wilmot
• Attendance Officer	Mrs Karen Shea
• Student Services Officers	Mrs Wendy Wells Mrs Dianne Zwitter

IT Support

• IT Manager	Mr Ken Lee
• IT Assistants	Mr Ivan Arthur Mr Mario De Luna Mr Darren Longbottom

Uniform Shop

Mrs Kerry James

Property

• Property Manager	Mr Steve O'Brien
• Auditorium Manager	Mr Andrew Nightingale
• Grounds Assistants	Mr Greg Brookes Mr David Nissen Mr Stephen Puzey
• Bus Driver	Mr David Scorer

Finance and Accounts

• Head of Finance	Mrs Dorcas White
• Accounts - Bursar	Mr Greg Newell
• Accounts Payable	Mrs Natalie Power
• Accounts Receivable	Mrs Michelle Williams

Beedawong Cafeteria

• Café Manager	Mrs Deborah Warwick
• Café Assistants	Mrs Mary Lou Ado Miss Suzanne Bell Mrs Pam Huxtable Mrs Christine Newell

Teaching Assistants

• Education Support, Learning Needs Support	Ms Melanie Lamprecht Ms Filomena Valerio Ms Sarah Macmillan Mrs Trudy Gripton
• Home Education Assistant	Mrs Eldyth Anderson Mrs Cindy Woo
• Science Laboratory Technicians	Mrs Ileana Fetzer Mrs Jenny Kim Mrs Elizabeth Lourensz
• Library Assistants	Mrs Kate Hayes Mrs Ann Morris
• Arts Assistants	Mrs Susan Ashby Karen Billingham

3 THE KENNEDY WAY

3.1 Pastoral Care

At Kennedy, every student is part of a safe and caring Christian community providing an environment which nurtures confidence and character. Core to our culture is our exceptional Pastoral Care Program.

Pastoral Care features prominently in all aspects of College life. Our strong Pastoral Care ethos fuels our commitment to providing a supportive whole College environment which looks after the individual needs of every student. The health, wellbeing and safety of students is measured and managed through a carefully planned whole College Pastoral Care system which is embedded within the curriculum, House System, daily Form program and other key policies that guide our College operations. Our caring ethos extends to the student body with the College's Mentor Program which sees select senior students mentoring Year 7 students throughout their first term at the College.

3.2 Pastoral Care Team

Our specialist Pastoral Care team includes the Deputy of Pastoral Care, Director of Students, Heads of Year, Chaplain, Psychologist and the Counsellors. Parents should always feel free to contact any one of the team regarding any matter to do with Pastoral Care.

3.3 Daily Form

The foundation for Pastoral Care lies within the daily Form class and with the Heads of Year. Each Form Teacher consults with students who may have questions or are experiencing difficulties. The Head of Year is available to all students in that year group to monitor students' progress.

3.4 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 Forrest, Eyre, Stirling and King.

Each student is part of a House and participates as part of that House in various activities and College events. These include the Swimming Carnival, Athletics Carnival, Cross Country Carnivals, Public Speaking, Champions Read and Arts Cup competitions. Students can also earn individual House points through their daily efforts at the College through uniform, positive behaviour, cultural and academic contributions.

These individual House points are collected each term and go into a draw for students to win a major prize for the term. Collective House points for each House are tallied at the end of Term 3 where the winners of the Kennedy Cup will be announced.

3 THE KENNEDY WAY

3.5 Student Leadership

Kennedy Baptist College recognises the vital role of student leadership in developing the life of the community as well as allowing students the opportunity to develop their skills and experience.

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

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

This 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.

3.6 Christian Education

Our Christian Education Program is a non-denominational, Bible-based program centering on the teachings and person of Jesus Christ. Students are exposed to the values, morals, ethics and beliefs of the Christian Faith, guiding them to respect others, irrespective of background, social status, race or culture. Fundamental to the College's holistic approach to the development of our students, Christian Education gives students the opportunity to explore and develop spiritually whilst cultivating personal integrity and life skills.

3.7 Community Outreach Program

As part of our Christian Education Program, we place great importance on our students' efforts to provide valuable Community Service. Each year, students participate in our Community Outreach Program, undertaking volunteer work in a range of areas to assist those in the wider community.

Partnering with Transform Cambodia and Newman, Kennedy students can participate in annual international tours to Cambodia to assist local communities, where students are actively involved in local building projects, living and working in orphanages, teaching English, caring for children and the elderly and supporting local workers.

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LEARNING AT KENNEDY

Involvement in the Community Outreach Program cultivates a range of personal values within our students, including self-discipline, patience, tolerance, appreciation and compassion. By contributing their talents and time, Kennedy students are demonstrating the underlying core values of our College community whilst making a significant contribution to society. Examples of Community Outreach Program in Kennedy:

- **Year 7**
Seniors Program at Lakeside Baptist Church
- **Year 8**
Seniors Support at Opal Specialist Aged Care
- **Year 9**
Lunch at a Homeless Shelter
- **Year 10**
Cockburn City Re-vegetation Project
- **Year 11**
Assist at Cockburn Ark Wildlife Refuge
- **Year 12**
Making Food for Manna Kitchen

At Kennedy, students are expected to strive for personal excellence in all that they do.



4.1 Education Programs

The Deputy Principal (Curriculum), Director of Studies and Heads of Learning Areas coordinate the curriculum content and assessment processes across the College, within the developing Australian Curriculum.

4.2 Extension and Streaming

A number of schools, both private and government, offer Talented and Gifted Programs, generally referred to as Extension. Appropriate resources and engaging students at their individually assessed levels helps to maintain motivation and engagement. These programs involve streaming students according to performance ability.

At Kennedy Baptist College, the highest stream is the Extension group in which students are assessed at a significantly higher level, with formalised examinations starting in Semester 1, Year 9.

As the majority of students at Kennedy Baptist College enter university at the completion of Year 12, the College has a curriculum that extends and enriches students throughout Years 7 to 10, exposing them to higher order cognitive concepts and skills.

This is further enhanced by the streaming process whereby students are placed, at an appropriate age according to individual performance, into one of five stream levels:

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LEARNING AT KENNEDY

1. Extension

The Extension class is aimed at students who have demonstrated a very high capacity and potential in these areas.

The pace of curriculum delivery is fast, teaching the curriculum in a condensed time frame. Extension and enrichment activities which utilise higher order cognitive skills completes the learning program.

2. Advanced

Delivers a curriculum, generally at cohort level with some extension activities at a quickened pace.

3. General

Courses explore the curriculum at the cohort level, working at a pace which endeavours to reinforce and develop key concepts and skills.

4. Foundation

Covers key concepts and essential core skills of the curriculum at cohort level.

5. Modified

Individualised program for students working well below cohort level.

Year 7

Students entering the College in Year 7 are placed in mixed ability classes and one Extension class known as KEEP. Each student has the opportunity to make a fresh start from

their primary schooling and work to their best ability before all students are streamed.

Year 8-10

Students are streamed for Mathematics, Science, Humanities and English with the opportunity for all students to extend their capabilities within the Western Australian Curriculum.

At the conclusion of each semester, these classes are reviewed and, where necessary, changes can be made. Any change to a student's streaming will be discussed with the student's parents.

Years 11 and 12

Senior School students choose their courses for Years 11 and 12 in accordance with the recommendations provided through the School Curriculum and Standards Authority. Students aim to complete their WACE and continue their education at University or at TAFE. Students will choose from:

- a WACE course to achieve an Australian Tertiary Aggregate Rank (ATAR); or
- a program incorporating WACE courses, Vocational Education and Training or Workplace Learning.

Kennedy Baptist College offers 40 WACE courses, catering for the complete range of academic abilities.

4 LEARNING AT KENNEDY

Every Senior School student has the opportunity to excel in a program of their choosing.

For more detail of the courses offered at Kennedy, including required prior knowledge and the Western Australian Certificate of Education (WACE), please refer to our website: <https://www.kennedy.wa.edu.au/learning-at-kennedy/electives-and-courses/>

4.3 Kennedy Enrichment & Extension Program

In keeping with Kennedy Baptist College's mission of providing educational opportunities of excellence in a Christian context and addressing the needs of individuals for lifelong learning, the College has a selective entry academic talent program for Year 7.

The purpose of the Kennedy Extension and Enrichment Program (KEEP) and program for KEEP can be found on our website: <https://www.kennedy.wa.edu.au/learning-at-kennedy/kennedy-enrichment-extension-program/>

4.4 Homework and Study

Homework is an integral part of the academic life at Kennedy Baptist College. Our aim is to help every student to achieve his or her full academic potential. Parents can help their children take responsibility for their own homework in the following ways:

- Arrange a quiet place for your child to study.
- Negotiate a suitable time – some children need to unwind from their day first; others prefer to do it straight away.
- Set an alarm clock for the appropriate time then leave your child to get on by themselves. Younger children or students facing learning difficulties may need more encouragement.
- If your child is experiencing difficulties with homework please see your child's teacher – it may be appropriate to set less, modify tasks, etc.
- If your child is completing the set homework quickly then encourage them to read or study for the remainder of time, or research an interesting topic. Alternatively, talk to the class teacher about extension work for your child.
- Homework is set each night to reinforce basic skills and to encourage good study habits, according to the guidelines below. These times are meant to be broadly indicative for an average child.
- Teachers set regular homework (and study) for students during each week. Each student is required to carry their College Diary to every class in order to record this homework. Homework may also be published on SEQTA.

The following homework/study times are suggested for each year level:

Year 7	1 hour per night, 5 nights per week.
Year 8	1 ½ hours per night, 5 nights per week.
Year 9 -10	2 hours per night, 5 nights per week.
Year 11-12	3 to 3 ½ hours per night, 5 nights per week.

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LEARNING AT KENNEDY

If a student does not complete a set piece of homework by the set date, this is noted by the teacher.

If a piece of homework is not completed for the second time within the term, this is noted by the teacher and recorded in SEQTA, allowing communication to be sent home informing the parents.

If a third piece of homework is not completed for class for the third time, within the term, a demerit is issued, via SEQTA. The same applies for each further miss until the end of term.

4.5 Tutoring

Kennedy students are encouraged to take advantage of tutoring offered in many subject areas after formal classes throughout the week. This is provided by the College teaching staff free of charge. Refer to the website or newsletter for a current timetable.

4.6 Protective Behaviours and Sexual Abuse Prevention Education

Kennedy Baptist College delivers a Protective Behaviours and Sexual Abuse Prevention Education Program that is comprehensive and realistic, providing for an age-appropriate personal safety component enabling students to recognise and report abuse, understand power in relationships, and develop protective strategies, including seeking help.

Refer to our website for more information about this Program: <https://www.kennedy.wa.edu.au/about/policies/>. The College will from time to time provide parents with information on relevant topics through newsletters and information evenings / workshops. The College welcomes feedback from students and parents and any concerns are to be discussed with the Principal.

5

COLLEGE POLICIES AND GUIDELINES

5.1 Discipline Policy

At Kennedy Baptist College our aim is that all students receive positive guidance and encouragement towards acceptable behaviour and given opportunities to interact and develop respectful and positive relationships with each other and with staff.

The [Student Code of Conduct](#) sets out Kennedy Baptist College's expectations of students with respect to their academic and personal conduct. The Student Code of Conduct is endorsed as the central focus of discipline and self discipline for each student.

Every student and teacher has a right to:

- Learn and teach free from disruption
- Feel safe (emotionally and physically)

Kennedy Baptist College forbids the use of any form of child abuse, corporal punishment or other form of degrading punishment.

Kennedy Baptist College's behaviour management system conforms to the principles of procedural fairness, is free from discrimination, is proportionate to the nature of the breach and provides an avenue to appeal the outcome.

Definitions:

Child Abuse - Occurs when a child has been subjected to physical, sexual, or emotional abuse and/or neglect which has resulted or is likely to result in harm to the child's wellbeing.

It may involve ongoing, repeated or persistent abuse, or arise from a single incident.

Corporal punishment - 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 - Any punishment which is incompatible with respect for human dignity, including corporal punishment and nonphysical punishment which belittles, humiliates, denigrates, scapegoats, threatens, scares or ridicules the child.

Procedural fairness - At a minimum, procedural fairness in implementing student discipline requires that:

- There is a clear relationship between the rules and the allegation against the student
- The student is informed about the nature of the complaint or alleged breach in such a way that he or she is capable of understanding it clearly
- Disputed matters are fully investigated
- The student is given a reasonable opportunity to respond to the allegations or complaint
- Both the investigator and the decision maker/adjudicator (who may be the same person) are free from bias and from the perception of bias

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COLLEGE POLICIES AND GUIDELINES

- The decision maker acts reasonably and consistently with school policy
- The process and outcome are apparently free from discrimination on prohibited grounds and
- The response (consequence) is proportionate to the student's conduct.

Unlawful discrimination - Discrimination in education as defined in the Equal Opportunity Act 1984 (WA), Racial Discrimination Act 1975 (Cth), Sex Discrimination Act 1984 (Cth), Disability Discrimination Act 1992 (Cth) and Age Discrimination Act 2004 (Cth).

Behaviour Management

There are many ways in which 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 is given.
- Physical awards are given through Commendation Letters, Prizes and Trophies.
- Acknowledgment to peers in class; at year assemblies and whole College assemblies.
- The House Points System.

Clear expectations for appropriate behaviour are established in the student code of conduct.

The end result is that students are being trained to be self-disciplined. They are taking responsibility for their own actions in a caring community.

However, if a student is disruptive in a class, they need to realise that not only are they disadvantaging themselves, but everyone else in the class as well. There are two systems of behaviour management exist at Kennedy Baptist College, one for 'inside' the classroom and a system for 'outside' the classroom.

1. Inside Behaviour Management

Any seen or perceived disruptive behaviour is dealt with using a form of The Canter Assertive Discipline System. That is, without a 'fuss' or necessarily a verbal exchange, the teacher writes the name of the student who is being disruptive on the white board. This is the student's first warning.






Further disruption by the same student will result in a tick placed next to their name. This is the second warning. If there is further disruption from the same student there is no need to tick their name again – the teacher then sends him/her to Student Services to be interviewed by the Director of Students or the Deputy Principal Pastoral Care.

A student sent out of any class five times in a year is withdrawn by their parents/guardians or the Principal will permanently exclude them from attending Kennedy Baptist College.

5

COLLEGE POLICIES AND GUIDELINES

The Inside Send-out System in Summary:

- 1st Send out:**  Verbal 'warning' by Head of Year.
Parents advised in writing.
- 2nd Send out:**  Formal letter sent home to parents indicating the student has been sent out of class on two occasions. Parent interview requested by Head of Year.
- 3rd Send out:**  Letter will be sent home, parent interview with Director of Students and one day suspension from College.
- 4th Send out:**  Parent Interview with Deputy Principal and one day suspension from College.
- 5th Send out:**  Parent Interview with Deputy Principal
Withdrawal or permanent exclusion from the College.

Automatic Send-Outs

A student may be sent out of class without warning for the following behaviour:

Breach of Safety – e.g. throwing an object in class, knocking a student off a chair, not following safety guidelines in practical lessons...

Physical Abuse – e.g. punching another student, hitting a teacher...

Verbal Abuse – e.g. swearing at another student, swearing at a teacher...

Misuse of Computers or Other Equipment – e.g. changing settings of classroom or Research and Study Centre computers, accessing or attempting to access inappropriate material via the internet, attempting to access restricted areas on

the College computer network, intentional misuse of equipment provided in a lesson.

In line with our discipline policy, any student seen with a phone will be issued a demerit and the phone confiscated until the end of the day. If using their phone during class, the result will be a automatic send-out.

2. Outside Behaviour Management

The system for dealing with inappropriate behaviour outside the class operates differently from the inside send-out system.

Students can receive a demerit, a minor outside send-out, a major outside send-out or immediate exclusion from the College for behaving in an inappropriate manner outside class.

What constitutes 'outside' class?

Outside class means before school, at recess, lunch, on the way to a class room and after school.

The **outside** send-out system only applies to behaviour outside of normal classes.

Please note that as soon as a student puts on their uniform, they are representing the College. Therefore, students can expect to be disciplined if they behave inappropriately whilst they are wearing their uniform.

5 COLLEGE POLICIES AND GUIDELINES

Penalties for inappropriate behaviour outside class:

Minor offence:

Dealt with by the teacher.

Moderate offence:

Student sent to Student Services for recording of incident. Student spoken to by Director of Students/Deputy Principal of Pastoral Care may be contacted and demerits may be issued.

Major offence:

The student is immediately sent to Student Services. A student is suspended from school for one day. If a student receives three major send-outs in a year they are withdrawn or permanently excluded from the College.

Educational Examples: <ul style="list-style-type: none"> • Homework/ Assignment not completed • Late to class • Homework diary not signed • No sport uniform • Coming to class unprepared 	Image of the College Examples: <ul style="list-style-type: none"> • Make up • Jewellery • Hat • Wearing the uniform incorrectly • Not wearing a tie • Behaviour outside of College
General Behaviour - rude/disobedient/dangerous/ inappropriate Examples: <ul style="list-style-type: none"> • Swearing • Chewing gum • Disregarding the instruction of a teacher • No hat • Out of bounds • Touching/Raising 	Anti-Social Behaviour Examples: <ul style="list-style-type: none"> • Bullying • Curses • Vandalism • Fighting • Tugger • Bringing alcohol to school • Smoking • Threatening/intimidating a teacher outside of College

Demerits are generally given for minor outside offences from above categories 1 - 3. Students will be sent a letter notifying them of the demerit.

Moderate Outside Send-outs are generally given for moderate offences from categories 1 - 3.

Major Outside Send-outs are generally given for major offences from categories 1 - 4.

Immediate Exclusion are given for severe offences in category 4 only, such as drugs or assaulting a teacher. Use or possession of illegal drugs by a student will necessitate immediate withdrawal or exclusion from the College.

The Outside Send-out System in Summary:

1st Send out:



Parents are contacted, requesting an interview with the Director of Students. The student is suspended from the College for one day.

2nd Send out:



Parents are contacted, requesting an interview with the Deputy Principal. The student is suspended from the College for one day.

3rd Send out:



Parent interview with Deputy Principal. Withdrawn by parent or permanent exclusion from College.

The Demerit System

The demerit system serves to address behaviours and actions that do not necessarily affect the classroom or other students. It operates to motivate students to modify those behaviours that interfere with the smooth running and/or appearance of the College.

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Students are permitted to record a total of 24 demerits during one year. At the 25th demerit, the student will be withdrawn and permanently excluded from the College.

First demerit:

parents are notified via email.

At 5 demerits:

A letter will be sent home informing parents that this stage has been reached and advising of further stages in the System.

At 10 demerits:

Parents are contacted by the Head of Year and a letter is sent home by the Director of Students.

At 15 demerits:

Parents are contacted, requesting an interview with the Director of Students. The student is suspended from the College for one day.

At 20 demerits:

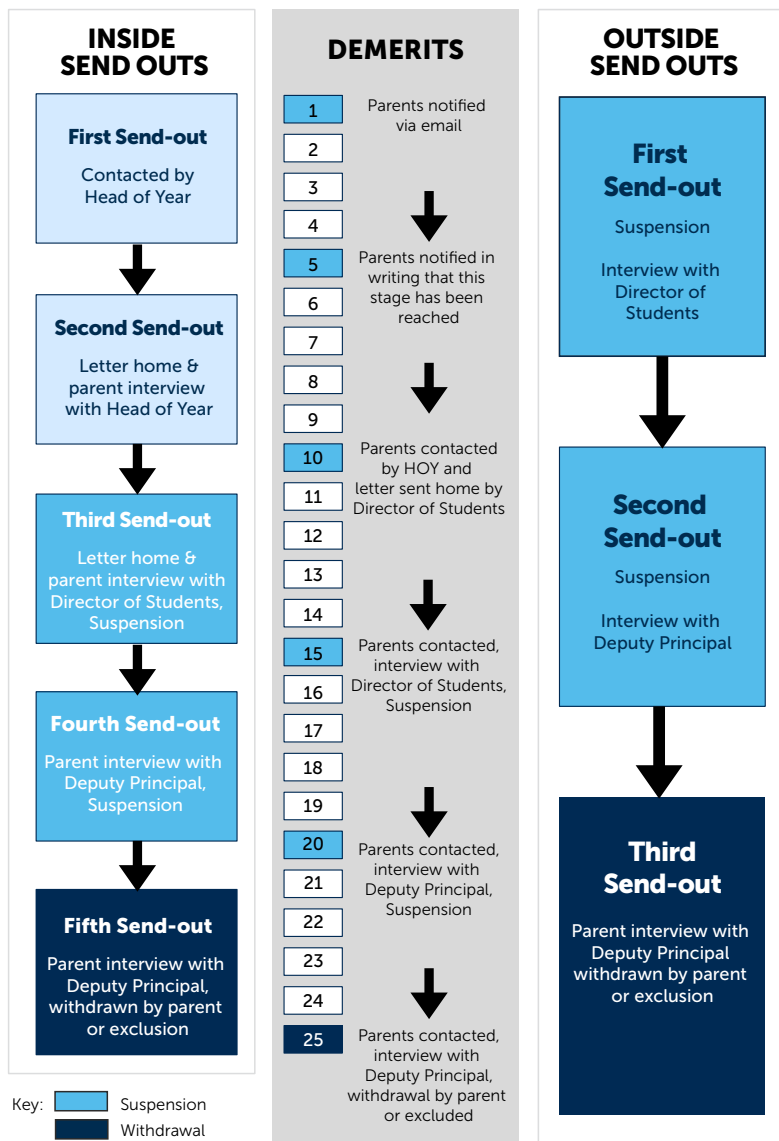
Parents are contacted, requesting an interview with the Deputy Principal. The student is suspended from the College for one day.

At 25 demerits:

Parents are contacted, requesting an interview with the Deputy Principal. The student is withdrawn and permanently excluded from the College.

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DISCIPLINE SYSTEM OVERVIEW



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5.2 Bullying Prevention Policy

Kennedy Baptist College aims to address the problem of bullying and aims to provide sound support structures for victims of bullying. All staff of the College have a duty of care to students, ensuring a safe and nonthreatening environment for all students.

Definitions:

Bullying

The national definition of bullying for Australian schools says:

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 (overt) or hidden (covert). Online bullying refers to bullying through information and communication technologies, e.g. the internet or mobile devices. Bullying of any form or for any reason can have long-term effects on those involved, including bystanders.

In short, bullying is an ongoing misuse of power in relationships involving a pattern of harmful verbal, physical or social behaviour. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying. However, these conflicts still need to be addressed and resolved.

Covert bullying

Covert bullying is a subtle type of nonphysical bullying which usually is not easily seen by others and is conducted out of sight of, and often unacknowledged by adults. Covert bullying behaviours mostly inflict harm by damaging another's social reputation, peer relationships and self-esteem.

Covert bullying can be carried out in a range of ways (e.g. spreading rumours, conducting a malicious social exclusion campaign and/or through the use of internet or mobile phone technologies).

Covert bullying includes social exclusion and intimidation. The term 'covert' highlights the fact that not all bullying is physical or obvious to others. Covert bullying can have the same harmful impacts as more obvious bullying, as it can be more isolating, can go on for longer before other people become aware of it, and can be more easily denied by the other person.

Cyber Bullying

Involves the use of information and communication technologies such as email, text messages, instant messaging and websites to engage in the bullying of other individuals or groups. This technology provides an alternative means for verbal, relational and psychological forms of bullying. Cyber bullying includes abusive texts and emails, hurtful messages, images or videos, imitating, excluding or humiliating others online, nasty online gossip and chat. (Office of the eSafety Commissioner)

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Conflict and Teasing

Not all aggressive or potentially harmful behaviour between people is bullying. Conflict, teasing and fighting amongst peers may represent the normal dynamics of a particular friendship and children need to have the skills to deal with these situations.

Conflict

Conflict and bullying are the symptoms of aggression between people. In a conflict two people of equal power are in dispute and may feel that their needs are not being met. Bullying occurs when one person or group tries to overpower another person in such a way that abuses their rights. If handled well, conflict is considered to be an opportunity for personal growth. Conflicts and aggressive behaviour threatening the safety of a student will be dealt with in accordance with the Discipline Policy.

Teasing

"I was just joking!" is a common response when someone is confronted with questions about their behaviour. Joking is reciprocal. The intention is to create humour and fun; usually between friends. Teasing is not reciprocal. It is a one-sided exchange that provokes anger, resentment and/or confusion.

Some children seem to enjoy joking. What children often don't know is when to stop. Something that appears to be good natured and fun can turn into feeling uncomfortable for the receiver.

It is at this point that the receiver needs to be able to ask for the teasing to stop. If it continues, this may be considered bullying.

Types of Bullying

Bullying takes many forms, but can be best categorised under the following headings:

Emotional bullying includes:

- Being excluded from group conversations and activities
- Making up or spreading rumours to facilitate dislike for someone
- Being ignored repeatedly
- Purposeful misleading or being lied to (or about)
- Making stories up to get others into trouble.

Physical bullying can be:

- Hitting, kicking, pinching, pushing, bumping, shoving, scratching, slapping, biting, punching or tripping someone repeatedly
- Unwanted physical or sexual touching
- Throwing objects with the intent to injure or annoy.

Threatening/Psychological bullying includes:

- Stalking, threats or implied threats
- Dirty looks
- Manipulation – pressuring others to do things they don't want to do
- Intimidation – forcing students to do demeaning or embarrassing acts
- Extortion – forcing someone to give you money or material items.

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Verbal bullying could be:

- Constant teasing in a sarcastic and offensive manner
- Name-calling and offensive nicknames
- Swearing to unsettle or upset others
- Homophobic comments to cause distress
- Racist or sexist comments.

Property abuse can be:

- Stealing money repeatedly
- Interfering with someone's belongings
- Damaging other's personal items
- Repeatedly hiding someone's possessions.

Cyber bullying includes:

- Spreading gossip and rumours through email, phone and internet
- Sending offensive text/phone and email messages
- Abusive phone calls
- Posting personal information on internet sites without permission to cause distress and humiliate.

Common Characteristics of Bullies

- Often attention seeking
- They bully because they think they are popular and have the support of others
- They do not accept responsibility for their behaviour
- They have a need to feel in common with their peers
- They will continue to bully if the victim and observing peer group do not complain
- They show no remorse for hurting another child

- They have higher than average aggressive behaviour patterns.

Common Characteristics of a Victim

Most children are approached by a bully at school. It is often the child's response that will determine if they will be bullied again. Children who are highly vulnerable often become victims. Such children:

- Often have poor social skills and lack confidence
- Believe that bullying is their fault and if this is the case they are unlikely to seek help
- Are desperate to fit in.

In desperate cases, children who are repeatedly victimised see suicide as the only escape. For the majority of victims, emotional scars last a lifetime.

Prevention Strategy

The key to preventing bullying from occurring is to create a culture at the College where students respect each other and enjoy learning together in a safe and supportive environment. The Prevention Strategy is supported through:

The Behaviour Management Policies (Discipline and Bullying Prevention)

1. The policies are presented and discussed with students and parents/guardians in their entry interview
2. The policies are reinforced within year groups
3. The Behaviour Management policies are

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clearly reinforced with the students as they engage with it. This is also reinforced to parents of students who engage in bullying behaviours

4. Parents are contacted with concerns about student's behaviour, whether victim or bully
5. Reported incidents of bullying are followed up quickly and carefully
6. Victims of bullying are protected, cared for and followed up (Head of Year, College Psychologist, Deputy Principal or Director of Students)
7. Bullies are tracked/monitored
8. Incidents of bullying e.g. where a child's immediate physical welfare is in jeopardy are dealt with immediately
9. Sanctions include suspension and/or exclusion from the College.

The College Environment

1. The College aims to be a welcoming environment
2. We aim to build trust between staff and students, mutual respect and atmosphere free from aggression and violence
3. Positive behaviours are modelled by all members of the College community
4. Positive behaviours are acknowledged and rewarded e.g. House points, Commendation Letters
5. Discipline system that is fair, firm and nonviolent
6. A sense of belonging and empowerment for all members of the College community.

1. The curriculum allows for opportunities to:
 - Understand the nature of bullying
2. Understand personal safety:
 - Guest speakers - all years
 - Health Education Curriculum
 - Incidental through thematic work
 - self-esteem
3. Develop interpersonal communication and problem solving skills e.g. negotiation, mediation, conflict resolution and assertiveness:
 - Health Education Curriculum
 - Cross-curricular: each subject / Learning Area can promote this via a range of activities
4. Develop self-confidence and self-esteem:
 - Cross-curricular: each subject / Learning Area can promote this via a range of activities e.g. achieving success, praise
 - Whole College approach to praise & encouragement
5. Acquire the ability to understand, respect and care for others:
 - Ethos
 - College values

Student Code of Conduct

Every student and teacher has the right to:

- Learn or teach free from disruption
- Be treated with respect and courteously
- Be free from any form of discrimination including verbal or physical abuse
- Feel safe (emotionally and physically)

Response

Curriculum

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Response to bullying that has occurred at the College

1. On the report of an incidence of bullying, the Head of Year/Director of Students/Deputy Principal/Principal will interview the victim in a safe setting away from the bully and other students.
2. The safety of the victim and their welfare is prime consideration at this stage.

Where a student is distressed a staff member will remain with the student.

3. Any witnesses are interviewed.
4. The bully is interviewed and allowed to speak freely to give their view.
5. Where bullying is evident this will be discussed with the bully and a first warning given (verbal). The bully's parents will be contacted, including further steps in the Discipline System. The bully is also warned regarding any revenge/ having friends take revenge/further bullying of the victim.
6. The victim is provided with feedback, including the warning for the bully and the implications should anything further arise. Ongoing support structures are offered e.g. from Staff, Counsellor, Psychologist. The victim's parents are contacted.
7. In the case of a second instance the bully would be suspended for one day.
8. In the case of a third instance in a year, the bully would leave the College.

9. A record will be kept of all reported incidents on the relevant student's file including details of harm to the victim, personal factors of the students involved, care/action taken on behalf of the College and /or other agencies e.g. police, any underlying causes.
10. Any repeated occurrences/similar instances must also be documented.
11. Support for victim (and witnesses where applicable) is recorded.

Response to bullying that has occurred off-campus

If a student or students who attend the College engage in bullying behaviour towards other students from the College outside school this will obviously have a negative impact on the victim's relationship with those students whilst at the College.

For this reason the College reserves the right to interview students and, if appropriate, impose formal discipline strategies when any act takes place on or off-campus that causes or threatens to cause a substantial and material disruption or interference with the rights of students to be safe and secure.

This includes bullying or intimidation at shopping centres, on buses, on the internet or via mobile phones. Sanctions may include demerits, suspension or exclusion from the College.

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Cyber Bullying

With other forms of bullying that take place at school, students receive some respite from it when they leave the school grounds and enter the safety of their own home. Cyber bullying is far more invasive than other forms of bullying as victims can be exposed to it whenever they are using their mobile phones, their emails, chat rooms, social media etc. This can potentially expose students to cyber bullying 24 hours a day, seven days a week.

Cyber bullying is covert psychological bullying as it involves repeated hostile behaviour that is intended to cause harm, fear and distress.

Cyber bullying can involve:

- texting derogatory messages on mobile phones
- sending threatening emails
- forwarding a confidential email on to several other people
- ganging up on one student and bombarding him/her with emails
- setting up a derogatory web site dedicated to a targeted student and inviting others to comment
- participants in a chat room saying derogatory comments about or excluding someone.

The College's approach and response to cyber bullying:

1. College Policies

- Cyber bullying is incorporated as part of the Bullying Prevention Policy, along with awareness raising,

supervision and programs in place to educate students

- The Discipline Policy will be enforced with students who engage in cyber bullying
- Student Code of Conduct
- The Mobile Phone Policy not allowing students to carry mobile phones during school hours

2. Curriculum

- As cyber bullying occurs in on-line environments where there are rarely responsible adults present, students are taught to independently prevent cyber bullying and to address the underlying issues
- The College's curriculum programs incorporate social skills and values education as part of:

- Health Education
- ICT classes
- Program delivery as part of the Protective Behaviours Curriculum

3. Professional Development

Teachers delivering specific programs are trained to instruct students about cyber bullying.

4. Parent Education

The College offers parent workshops and provides parents with information about cyber bullying concerns, how to prevent, detect and intervene if their child is being cyber bullied, about how to prevent their child from participating in cyber bullying.

Recourse: [Parent's Guide to Online Safety](#)

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5. Peer Support Program

Peer support and transition programs help to develop an ethos of support in the school community.

6. College Processes

- Students and Parents/Guardians are required sign the Digital Citizenship College Agreement upon enrolment
- Effective supervision and monitoring for deterring cyber bullying
- Effective intervention for detecting, investigating and responding to incidents of cyber bullying
- Using Cyberhound to manage internet-based activity to identify cyber bullying.

Cyberhound

As part of our ongoing commitment to our students' safety, the College has installed Cyberhound to manage internet-based activity and threats through the College network. Cyberhound allows the College access to the most advanced tools available in order to improve the effectiveness of our duty-of-care commitment to internet enabled students and staff. This means peace of mind for staff and parents and protection for students. The benefits include cyber-bullying identification and prevention; advanced controls over social media communications; advanced web-filtering; and protection on any school and student device, wherever it accesses the internet via the College network.

5.3 Complaints Handling

Kennedy Baptist College is committed to developing and maintaining positive relationships with all members of the College community and to the timely resolution of any concern or complaint that may arise. Concerns and complaints will be treated seriously and addressed professionally, competently, and impartially, applying principles of confidentiality and procedural fairness.

We acknowledge that students and parents/guardians may sometimes have a complaint about a decision, behaviour, act, or omission that they feel is unacceptable. Whilst most issues can be resolved through direct discussion, there may be instances in which this is not possible.

Refer to our website for more information about our Complaints Handling Policies: <https://www.kennedy.wa.edu.au/contact/complaints-handling-policy-and-procedures/>

- Complaint Handling Policy and Procedure for Parents & Community
- Complaint Handling Policy and Procedure for Students
- Complaints Flowchart
- Child Safety Complaints or Allegations

5.4 Assessment Policy

This policy outlines information and practices commonly used at Kennedy Baptist College in relation to assessments. The policy is available on our website: <http://kennedy.by-pronto.com/assessment-policy/>

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5.5 Student Safety and Wellbeing

Kennedy Baptist College is committed to protecting students from all forms of harm by providing a safe environment where students' rights, needs and interest are being met. Harm can take many forms such as intentional and unintentional physical and emotional harm, accidental injury, exposure to physical hazards, bullying and cyberbullying, child abuse and neglect, exposure to violence and grooming.

The College takes seriously its commitment to student safety and wellbeing, and will immediately respond to student safety incidents, complaints and allegations of grooming, child abuse and breaches of the staff or student code of conduct in the best interests of students and in accordance with College policies and procedures. Incidents will be reported promptly to the appropriate authorities by following College procedures. Students, parents/guardians or other community members who have concerns that a child may be at risk of abuse or harm are to discuss their concerns with the Principal.

Refer to our website for more information about our Student Safety and Wellbeing Policy: <https://www.kennedy.wa.edu.au/about/policies/>. Students, families and the community can be confident that the College puts the best interest of students first and their safety and wellbeing is the centre of thought, values and actions.

5.5 Digital Citizenship Agreement

This policy is available on SEQTA document folder and on the website.

5.6 Cyber Safety and Online Security

Kennedy Baptist College provides online services to students only for curriculum-related activities and makes every reasonable effort to educate and protect students from exposure to inappropriate online material and activities. Parents are to support the College enforcing the ICT policies and support their child to abide by these policies. For more information, refer to the Digital Citizenship Agreement available on the website (<https://www.kennedy.wa.edu.au/about/policies/>) and SEQTA.

5.6 Mobile Phone and Smartwatch Policy

Phones are to be switched off and placed in the student's locker prior to the commencement of morning Form and remain there until the end of the day. Students are required to set their smartwatches to 'airplane mode' so that phone calls and messages cannot be received or sent during College hours.

Students carry mobile phones and wear smartwatches at their own risk. The College does not accept responsibility for theft, loss or damage of a mobile phone or smartwatch.

In line with our discipline policy, any student seen outside of class with a phone or using a smartwatch to send, receive a text message or to make or receive a phone call will be issued a

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demerit and the phone or smartwatch will be confiscated until the end of the day.

If a student is found using their phone or smartwatch during class, the result will be an automatic send-out. Students may come to Student Services if they need to contact their parents during College hours. Parents can contact their child through direct messaging on SEQTA or contact the College if an urgent message is required.

5.7 Attendance Policy

Classes commence at 8.15am and conclude at 3.15pm. Students are required to be punctual and present at all lessons. Late arrivals to the College are to sign in at Student Services and provide the reason, either by a note, telephone call or email.

At the commencement of each block of lessons, each student is to be organised with the appropriate texts and files for those lessons. All requests for early departure, exemptions etc. requires advanced notification from the parent either by a note, telephone call or email. If the student is absent, the Office should be notified by telephone, email or in writing. A medical certificate is to be supplied for absences of a prolonged period of time or if they will miss an assessment/test.

Absence from sport, College functions, camps etc. is regarded as absence from College and permission must be sought by parents submitting a Leave of Absence form or medical certificate. Where possible, medical and dental appointments should be made out of school hours.

If a student is absent from the College without permission or leaves the College without permission the following policy applies:

1st instance - parents are informed

2nd instance - parents informed, student is suspended for one day

3rd instance - parents are informed, student is excluded from College

5.8 International Students Policy

This policy and International Students handbook is available on our website: www.kennedy.wa.edu.au/enrolments/international-students

5.9 Uniform Policy

Please see next page.

UNIFORM POLICY

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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STUDENT CODE OF CONDUCT

6.1 Student Code of 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

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.

Please click the link to read the full student code of conduct: <http://kennedy.bypronto.com/wp-content/uploads/sites/1766/2020/10/STUDENT-CODE-OF-CONDUCT-v2.0.pdf>

7

BEYOND THE CLASSROOM

7.1 Physical Education

Physical Education is an integral part of every student's experience, participating in the program two periods a week. Students are involved in Kennedy's annual Intra-school Swimming, Athletics and Cross Country Carnivals as well as Interschool Carnivals. A variety of sporting opportunities and team sports are available to students both during and out of school hours, including: Rugby, Touch Rugby, Tennis, Badminton, Soccer, Volleyball, AFL, Netball, Softball, Handball, Basketball and Cricket.

7.2 Associated and Catholic Colleges (ACC) Sport

As a member of the Associated and Catholic Colleges (ACC) Junior and Senior Interschool Sports Competition, students compete in a variety of sports offering fitness, fun, friendship and competitive spirit.

Senior School students compete in the ACC Interschool sports one period a week, whilst Lower School students compete one afternoon a week out of College hours. This program provides great opportunities for students to be involved in sport at a higher level.

- Year 7-9 compete on Wednesday afternoon from 4.00pm - 5.00pm
- Year 11 & 12 compete on Tuesday afternoon from 1.30pm - 3.00pm

7.3 Specialised Sports Programs

In addition to the ACC Interschool programs, Kennedy has Basketball and Cricket Specialist programs. Students involved in Basketball work with professional coaches, whilst the Cricket program has been formulated in conjunction with the Western Australian Cricket Association.

7.4 Co-curricular Activities

Participating in Co-curricular activities in a fun atmosphere, builds students' confidence, self-esteem, teamwork, friendships and competitive spirit – essential skills for students as they progress into adulthood, further study and the workforce.



Kennedy offers a wide range of Co-curricular activities, including: Interschool sport, Dance, Drama, Ensembles, Photography, the Schools Mock Trial Competition, Book Club, Acrogyrn and Music.

7

BEYOND THE CLASSROOM

7.5 Camps and Study Tours

Students enjoy a camp in Years 8, 9 and 11.



Study tours operate across all Learning Areas for students in Years 8 to 11*. These include:

- Year 8 and 9 Canberra/Sydney Tour
- Year 10 New Zealand Ski Tour
- Year 11 Indigenous Tour
- Leisure/Recreational Tour
- Language Tours
- Transform Cambodia Tour

* Tours are optional

Please visit our website for more information:

<https://www.kennedy.wa.edu.au/learning-at-kennedy/trips-tours/>

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ADMINISTRATIVE PROCEDURES

8.1 Day Structure

The Kennedy Baptist College day is divided into seven periods, with the addition of a form/administration period at the commencement of the day.

8:10	Warning Bell
8:15	Form
8:30	Period 1
9:20	Period 2
10:10	Period 3
11:00	Recess
11:25	Warning Bell
11:30	Period 4
12:20	Period 5
1:05	Lunch
1:35	Warning Bell
1:40	Period 6
2:25	Period 7
3:15	End of Day

8.2 Visitors to the College

All visitors to the College, including past students, are required to report to the Main Administration Office to obtain a visitor's badge, before proceeding to meet with teachers or students. For security reasons, students may not converse with outsiders in the car park area.

8.3 Absent from College

Due to sickness:

Parents and guardians are asked to notify the College before 9.00am on the morning of absence via email at absent@kennedy.wa.edu.au, phoning the College (08 6188 0698), or by filling in the absentee form on 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 of three days or more, 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 or parent's SEQTA Engage.



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ADMINISTRATIVE PROCEDURES

8.4 Compulsory Attendance

From time to time College functions are held out of regular College hours, at which attendance is compulsory for students regardless of other commitments such as part-time employment and sporting events. Compulsory College functions include:

- Easter Services
- Interhouse Swimming
- Interhouse Athletics
- Awards Nights
- Year 10 Work Experience
- Year 8, 9 & 11 Camps

Please refer to the calendar on our website for the dates. Students who are absent on these occasions due to illness are expected to obtain a Medical Certificate. Students should not seek exemptions for reasons other than medical or family emergencies.

8.5 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 start. 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.

8.6 Leaving Early

Students are only permitted to leave the College grounds during the day if they are signed out by a parent/guardian, have a note signed or email giving a valid reason. Students must present to Student Services to sign out. Leaving the College without signing out can result in a demerit.

8.7 Uniform Pass

If students are not in correct uniform, they are to present to Student Services to obtain a uniform pass.

8.8 Illness at the College

Parents should not send sick children to the College. Those who become ill during the school day must initially report to the Sick Bay, which is located in the Health Centre. From there, students will either return to class or a parent or listed emergency contact person will be notified. Your child should be collected as soon as possible after you have been contacted by the College. Under no circumstances is a student to contact home and arrange to be collected without the prior permission of a member of the College Administration.

8.9 Administration of Medication

The College is very conscious of its responsibilities when a student requires medication.

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ADMINISTRATIVE PROCEDURES

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 the College in writing 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 of adverse reactions.
- Provide the medication in the original labelled container clearly stating the student's name, name of medication, dose and time to be administered. It is also necessary to complete the College Medication Information form (located in Coneqt/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

Asthma medication

The College has a policy regarding asthma medication e.g. inhalers. Parents are required to complete the Medical Information Form (can be found on SEQTA) and a Asthma Care Plan. Students are permitted to carry an inhaler and administer it themselves when required. A spare inhaler can be stored in the Sick Bay providing it has a pharmacist label clearly stating the student's name, medication name and expiry.

Anaphylactic/allergy medications

Parents are required to provide documentation from their medical practitioner (ASCIA form) as well as medication clearly labelled by a pharmacist.

Antihistamine

The College only provides paracetamol so if your child needs antihistamine please supply the medication from home.

Medical alert sheets

These are generated for students who may require medication for severe or life threatening allergies.

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ADMINISTRATIVE PROCEDURES

Prescription medications and/or medications to be dispensed during excursions or camps.

Medication must be provided in the original container with a pharmacist dispensing label attached. All medications, together with a signed Medication Information form should be provided to the staff in the Sick Bay two days prior to the excursion or camp departing. Staff will record and supervise students while they self-administer their medication. Medications that reach the expiration date can be collected by parents, alternatively, at the end of term all medications passing the expired date will be discarded. If you have any queries regarding medications or procedures, please contact the Director of Students by telephoning 9314 7722.

8.10 Student Accident Protection

Please refer to Fees and Charges under Section 10.

8.11 Student Hospitalisation

If a student requires transport to hospital because of illness or injury, by either private vehicle or ambulance, the College will endeavour to have a staff member accompany that child to hospital and remain with them, until a parent or guardian arrives.

It is our reasonable expectation that parents would attempt to relieve that staff member as soon as possible.

Any charge due to ambulance transportation or medical attention is the responsibility of the family.

8.12 Lost Property or Confiscated Items

All lost property or confiscated items 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.

8.13 Lockers

A lock and locker will be provided for all students. There is a replacement cost for lost/damaged locks. Please see Student Services.

8.14 Student Details (Change of information)

It is vitally important—should you change your residential, postal or email addresses, place of employment, and/or telephone numbers—to advise the College Administration as soon as these changes apply. You may do via our online form at <https://www.kennedy.wa.edu.au/enrolment-details-update/> or via Parent Lounge.

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ADMINISTRATIVE PROCEDURES

8.15 Withdrawal of Enrolment

If you wish to withdraw enrolment, you should indicate this in writing to the Registrar by email (registrar@kennedy.wa.edu.au) or letter.

Where notice is given fewer than 10 school Term weeks prior to the date of withdrawal, the child's parents/guardians will be liable for the payment of one full term's fees in lieu as per the Enrolment Contract.

If you are thinking of withdrawing your child (e.g. they are applying for an apprenticeship or TAFE) and will not know for sure until a later date, please inform the College in writing to the Registrar by email (registrar@kennedy.wa.edu.au), letter of the possibility of withdrawal 10 school weeks/ a school term prior to the expected withdrawal date. Your child will not be disadvantaged in any way and you will not be liable for a term's fees in lieu.

Please note:

- Withdrawal or potential withdrawal must be given in writing. Verbal notification will not suffice.
- All College resources must be returned to the College prior to the withdrawing student's last day of attendance at Kennedy.
- Potential withdrawal notification is only valid for the one school term specified.

8.16 Emergency Evacuation Plan

In case of an emergency, the alarm siren will sound continuously throughout the College.

On hearing the alarm, the teacher will instruct students to stand and walk from the classroom to a designated evacuation area until further notice. The designated evacuation area is on the Murdoch University oval unless another location is nominated.

Students are to sit in Form classes where a roll check will be carried out. Students are to remain in the designated evacuation area until permission to return to the College is given by the Principal or member of the College Executive team.

8.17 Lockdown Plan

In the case of a lockdown the baseball/ball game theme will sound.

Lockdown requires students to remain in classrooms until given the all clear. Students outside classrooms must make their way to the nearest classrooms. Teachers are to lock the classroom door and move all students to the back of the room where they will sit out of sight of the windowed doors, ideally under their desk.

9 COMMUNICATION

9.1 Student Reports

Reports are issued twice a year via SEQTA. The Semester One report provides a summary of a child's progress in a subject. The Year report provides a final grade for each subject.

9.2 Parent/Teacher Interviews

In an effort to provide greater flexibility for parents making appointments with teachers, interviews are held over two days in Term 3. Students do not attend classes on these days.

9.3 Personal Appointments

Parents are encouraged to make their own appointments to see their child's Head of Year or subject teachers at any mutually convenient time throughout the year.

9.4 Newsletters

College Newsletters are published fortnightly on Thursdays. The newsletter will be emailed to all parents and available for easy access through the Kennedy App. It can also be found on the College website.

We consider it to be an important and vital means of communication with our College community. Families are encouraged to refer to the newsletter for photos, notices and news from the Head of Years. For information regarding publication please email us at admin@kennedy.wa.edu.au.

9.5 Kennedy News/SEQTA

From time to time, the College will send out important updates or notices through emails or SEQTA Engage. Please also note that all notes and letters sent home must be shown to parents. Where a signature, comments or response is required, students must ensure they are returned to the appropriate person.

9.6 Parent Lounge



Parent Lounge is designed to help families stay connected with their child's education journey by providing access to *Student Profile*, *School Calendar*, *Update Student Medical Information*, *Update Contact Information*.

More information and how to access Parent Lounge and more information can be found via the website. <https://www.kennedy.wa.edu.au/kennedy-community/parent-information/parent-lounge-login/>

9.7 Student Diary

Students should:

- Take this diary to all classes.
- Use it to record set homework, forthcoming tests etc.

9 COMMUNICATION

9.8 College Mobile App



The Kennedy app is used as one of the main College communication channels to provide instant access to real-time information and correspondence from the College. You will have easy access to SEQTA and our parent portal called Parent Lounge. You can download the app via Google Play or the App Store.

9.9 SEQTA (Engage & Learn)

Educational research shows that parental involvement and encouragement play a significant role in a student's success in school. For parents to be actively involved they need up to date information on their child's schooling.

SEQTA is a web portal, allowing parents and students to log on to the College's Learning Management System at any time and on any device. SEQTA allow parents and students access to information concerning academic results, lesson outlines, College notices, reports and other College documents.

SEQTA is accessible via the College Mobile App or the website home screen. The SEQTA app can also be downloaded and accessed via your password and user name. Alternatively you can access the sites directly using the addresses; www.kennedy.wa.edu.au/kennedy-community/parent-information/seqta/

9.10 Yearbook

The yearbook is issued in Term 1 of each new year and gives an overall account of the College's activities for the past year. Each family receives a copy.

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FEES & CHARGES

10.1 Fees and Charges - Domestic Student

A copy of the annual Fees and Charges is available on our website at www.kennedy.wa.edu.au/enrolments/fees-and-charges/



10.2 Fees and Charges - International Student

www.kennedy.wa.edu.au/enrolments/international-students/



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FACILITIES

11.1 Auditorium

The Auditorium seats 1,200 people and is available for hire depending on availability.

The Lower Foyer is also used as a Year 12 Common Room where senior students can gather to eat, socialise or study. It provides a kitchen area with tables and seating, making it suitable for hosting of events.

11.2 Research and Study Centre

Kennedy's Research and Study Centre offers our students an extensive number of resources, books and activities available in a friendly and easily accessible environment. The Centre actively promotes reading and research programs across the College. A Study Skills and Strategies Program is offered to small groups, individuals and to Years 7, 8 and 11 Year groups.

The Research and Study Centre aims to be a friendly and encouraging environment and is open from 7.45am to 4.15pm every day (with the exception of Friday recess).

There are various flexible areas in the Research and Study Centre. Some of these areas may be for quiet activities and students are asked to respect this.

The Centre is extensively used by classes – both for research and reading. There are a huge number of resources in the expanding collection including online databases, non-fiction books, DVDs, magazines and fiction books (multiple copies of popular titles

are included). Teacher Librarians welcome suggestions for new resources which will be included where possible.

Before and after school and lunch, students are able to be involved in a variety of activities from studying, research, reading, playing chess, other games and using our creative Maker Space.

Book Club

The Book club meets every Tuesday after school.

11.3 Beedawong Cafeteria

Our Cafeteria is open for breakfast at 7.15am. All lunch orders are to be ordered online and no orders will be taken after 9.00am. The menu will change from time to time. Eftpos facilities is available. Visit our website for more info. <https://www.kennedy.wa.edu.au/kennedy-community/parent-information/online-canteen/>

11.4 Uniform Shop

The Uniform Shop is located on the ground floor next to the Lower Foyer and adjacent to the car park located on the eastern side of the campus. Please refer to our website for Uniform Shop opening hours.

www.kennedy.wa.edu.au/kennedy-community/parent-information/uniforms/

11

FACILITIES

11.5 Arts Centre

Completed in 2016, upgraded facilities include new open plan art studios catering for music and media students.

Other Arts facilities include dance and drama studios; visual, ceramic and fashion arts rooms, a photography lab and a green room.

11.6 Sports Centre

Opened in March 2017, the new facility include two basketball courts, that will also cater for netball, volleyball and badminton. The Centre has a main show court and retractable seating, a gymnasium and change room facilities.

11.7 Fitness Centre

Students may use the Fitness Centre only by completing an induction session, only under the supervision of staff and only at the following times:

Monday & Tuesday	3.15pm - 4.15pm
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Thursday & Friday	3.15pm - 4.15pm
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11.8 Technologies Centre

Completed in 2020, the new Kennedy Technologies Centre is a dedicated STEM facility that provides an excellent space for woodwork, metalwork, engineering and CAD studies. The new classrooms and workrooms are complemented by a breakout space on the 1st floor.



The Technologies Centre is a wonderful new facility for our students to engage in cutting edge technologies and explore creative and innovative solutions for their STEM studies.

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OTHER INFORMATION

12.1 Getting to and from Kennedy

SmartRider

New students receive 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](#).

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 our Public Relations Officer by email at news@kennedy.wa.edu.au for its inclusion.

Transperth Buses & Trains

Transperth buses stop at Kennedy Baptist College from Murdoch & Cockburn Central Train Stations. (Route 512 and 514) There are also frequent buses to 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. 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.

<http://www.transperth.wa.gov.au/Journey-Planner>

12

OTHER INFORMATION

12.2 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.

12.3 Student School Parking

Due to space constrictions parking is not available for any student vehicles on the Kennedy Campus but there is limited parking spots available at Murdoch University via application each year.

12.4 Sun Smart

Kennedy Baptist College actively encourages the wearing of sunscreen, approved hats and sunglasses. We also modify our programs when appropriate to avoid sun exposure.

For activities outside in Terms 1 and 4, it is a requirement to wear a hat.

We appreciate it if parents coming on campus for lengthy periods would wear sunscreen and a wide brimmed hat to support our policy.

12.5 Parent Involvement

We encourage parents to get involved in our community by volunteering. When arriving on campus all visitors must sign in at Reception.

Parents are welcome to help in the Cafeteria, Library, Carnivals, Uniform Shop, and all major sporting events.

The co-ordination and administration of our volunteers is managed through an easy to use system SignUp.com

Parents are often invited to special events such as Assemblies, Easter Services, Performing Arts performances, Awards Nights, concerts, etc. Details are sent home prior to the event.

12

OTHER INFORMATION

12.6 Parents and Friends Association



The P&F is an association of parents, friends, staff and interested community members who want to assist the College in a variety of ways. The major role of this Association is to build community in the College amongst parents and fund raise for the College. If you have any questions please contact the P&F Secretary at pandfkennedybaptistcollege@gmail.com.

The P&F also has a Facebook page. www.facebook.com/groups/KennedyPandF/

12.7 Second-hand Textbook/Uniform Trading

The College is conscious of the need to provide an efficient process for families to be able to recycle their textbooks and other student resources.

The College has been delighted with the outcomes from using the Sustainable School Shop for second-hand textbook trading last year and we are continuing to promote and use this helpful service. The service provides access to second-hand textbooks, calculators, stationery, musical equipment, etc. 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.

Visit the website at: www.kennedy.wa.edu.au/kennedy-community/parent-information/sustainable-school-shop/

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