



THE KING'S COLLEGE

FAMILY HANDBOOK 2026



A LEGACY OF FAITH AND FAITHFULNESS: FORMING LIVES. SHAPING FUTURES.

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PRINCIPALS WELCOME

Welcome to The King's College community.

Over the past 30 years in schools, I have always found the start of a new year to be a time brimming with potential and promise. Years ago, that feeling was symbolised by opening a fresh box of chalk or unwrapping the paper roll for attendance — simple yet profound reminders that something new was about to begin. While the tools we use today are more modern, the anticipation and hope that accompany the beginning of a school year remain unchanged.

That same sense of expectation was clearly evident this morning as I walked across the College and spoke with students and parents. There was a wonderful energy in the air as students were warmly welcomed by staff, student leaders and our College mascots, reconnecting with friends and finding their classrooms. For some, there was a natural sense of nervous anticipation as they wondered, *“What will this year be like?”* It

was a joy to see those nerves quickly fade as smiles appeared, friendships were renewed or formed, and students began to find their place within our community.

It is in this spirit of anticipation and hope that I warmly welcome you to the new school year at The King's College. A new year brings fresh opportunities for growth, learning and the deepening of relationships, and I am delighted to be joining the College as Principal as we embark on this journey together in 2026 and beyond.

We look forward to all that the year ahead will bring.

Our strong commitment to exceptional Christian education and to our mission of building on biblical truth so that students understand clearly, think deeply, judge wisely and live courageously, shapes every aspect of College life. We support our students to flourish academically and to grow as young people of strong character, grounded in faith and wisdom.

This year is especially significant as we celebrate the College's **40th Anniversary**. It is a time to reflect with gratitude on the strong foundations laid in faith and the dedication of those who have served before us, while also looking forward with confidence and hope.

Guided by our theme, *A Legacy of Faith and Faithfulness: Forming Lives. Shaping Futures*, we remain committed to stewarding this legacy well for the generations to come. I am very much looking forward to getting to know our College community and feel deeply honoured to partner with you in the education of your child(ren).

Thank you for choosing The King's College.

Thank you for your commitment to this College and to the calling of Christian education.

Laurelle Coto
Principal

M.Ed. (S.Ed.), Post-Grad. Gifted Ed., B.Ed., B.A. (Ed.)

ABOUT THE COLLEGE

COLLEGE HISTORY

The College roots date back to 1986 when it was established by Founding Pastors Gerry and Maureen McCoy. A significant part of the College's core identity is its partnership with The King's Chapel (formally Freeway Church), the source of its original leadership and values. The spiritual oversight from Dr Gerry McCoy continues to give inspiration and direction for growth to the Board and Executive. All students and staff, past and present, continue to be a part of the growing College family. The College has embraced changing times while still retaining its fundamental Christian values. A timeline of key events is as follows:

2026 – 40th Anniversary	2006
Welcomed Mrs Laurelle Coto as Principal	Commenced change of curriculum from ACE to WA Curriculum
2024	2004
Opened the New Primary School	Opened home economics and science laboratory classrooms
2023	2000
Welcomed Mr Kyle Baggaley as Principal	Welcomed Mrs Joanne Thomas as Principal
2021	El Shaddai Indonesia (sister school) opened in Jakarta
Welcomed Mr Ian Elder as Principal	1998
2019	Opened the Administration and Pre-primary buildings
Welcomed Mr Orlando do Santos as Principal	1993
Opened the Meryl J Butler Centre	Opened the first classroom
2017	1992
Officially opened the new Administration Building	Welcomed Ps Gerry McCoy as Principal
2014	1991
Welcomed Mr Aaron Guppy as Principal	Moved to the present site, which was a farm, and classes were held in the farmhouse
2012	1990
Welcomed Mr Keith Newby as Principal	Celebrated the first ACE graduate students
Launched the website and bell tower signs	1987
2011	Moved location to Medina
Opened Bryan Hall	Welcomed Mr Paul Cant as Principal
2010	1986
Celebrated 25 years since foundation	Opened in Sloan Cottage, a National Trust building in Leda with 15 students
Visited by the first teacher, Ms Sharon Phillips, all the way from South Africa	Welcomed Ms Sharon Phillips (nee Broughton) as the foundation teacher. Moved to the present site, which was a farm, and classes were held in the farmhouse
2009	
Commenced Pre-kindergarten	
Celebrated the first Year 12 WACE graduating students	
2008	
Planted London Plane Trees along the entrance drive to beautify the campus	

ABOUT THE COLLEGE

COLLEGE GOVERNANCE

The College Board has responsibility for:

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

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

The Board ensures that the overall direction and operation of the College is in accordance with the agreed Purpose, Vision, Passion and Values. The College Board consists of six (7) members appointed by The King's Chapel who bring unique skill sets and experience to the governance of the College. Board members may serve up to three consecutive terms up to a maximum of nine years. The Board consists of individuals of good character who are committed Christians. The current Board includes members of various professions with skills in education, law, business, engineering, IT, property development and theology.

Members of The King's College Board:

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

Board Members:

Chair of Board	Mrs. Tammy Fenwick
Deputy Chair	Mr Rodney Pearson
Secretary	Mrs Charlene Woodbine
Board Member	Mr Mihael McCoy
Board Member	Mrs Karen Dawes
Board Member	Mrs Priscilla Poris
Board Member	Mrs Justine Simms

Executive Officers:

Principal	Mrs Laurelle Coto
Business Manager	Mr Ashley Freind

ABOUT THE COLLEGE

STATEMENT OF FAITH

The College believes in and asserts the following basic truths:

1. **THE HOLY SCRIPTURES** – The divinely inspired and infallible Word of God and its consequent entire trustworthiness and supreme authority in all matters of faith and conduct (2 Timothy 3:16,17). The Bible, which is comprised of the books of the Old and New Testament, is the Spirit inspired, inerrant and infallible Word of God and derives its authority from the Kingdom of God.
2. **THE GODHEAD** – One God eternally existent in three persons comprising the Father, the Son and the Holy Spirit. There is one God and He is sovereign and eternal. He is revealed in the Bible as three equal divine Persons - Father, Son and Holy Spirit. God depends on nothing and no one; everything and everyone depends on Him. God is holy, just, wise, loving and good.

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

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

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

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

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

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

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

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

Sin entered the world through Adam's disobedience, because of which dominion was lost and all people are alienated from God and each other and, as a result, they and all creation are under God's judgment. All people have sinned and come short of God's standard of holiness and righteousness.

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

ABOUT THE COLLEGE

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

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

6. THE ORDINANCES – Repentance and Water Baptism for believers by full immersion as acts of obedience to Christ. (Matthew 4:17; Acts 2:38) The Lord's Supper celebrated regularly in remembrance of Christ. (1 Corinthians 11:23-30)
7. DIVINE HEALING – Secured for every person through faith in Christ's completed work and deliverance from all bondage to the power of Satan.
8. THE HOLY SPIRIT – The Holy Spirit is the Promise of the Father, God's Empowering Presence. The Holy Spirit is the divine seal and guarantor of God's promises to His people. Through salvation, a believer receives the person of the Holy Spirit, the Promise of the Father. The baptism with the Holy Spirit is the power which releases the living waters of God inside the believer. (See Matthew 3:11, Luke 24:49, John 7:38, 39; 14:15-17,26, Acts 1:5; 2:14-18)
9. THE BAPTISM OF THE HOLY SPIRIT- with speaking in other tongues. (Acts 2:4; 10:46; 19:6; Romans 8:26, 27; 1 Corinthians 14:4). The Ministry of the Holy Spirit is to glorify the Lord Jesus Christ. During this age He indwells, guides, instructs and empowers the believer for Godly living and service. Every believer should be filled with the Holy Spirit. He convicts people of their sin, leads them to repentance, creates faith within them and regenerates them. He is the source of their new sanctified life bringing forth His fruit in the life of believers. He gifts believers according to His sovereign will, enabling them for service in the work of God's Kingdom. (Joel 2:32; Acts 2:4; Acts 2:39; Mark 16:17)
10. THE GIFTS OF THE HOLY SPIRIT – for the equipment of Ministry and the edification of the Church; to continue in this present Age until the Perfect has come and the consummation of God's Kingdom on "earth as in heaven." (1 Corinthians 12:8-11; Matt 6:10) The Holy Spirit is the Divine administrator of His gifts, distributing them at will for the purpose of building the church. (Mark 16:17; 1 Corinthians 12:11; Hebrews 2:4)
11. THE CHURCH UNIVERSAL – Comprising all born-again believers of all Nations and denominations under the headship of the Lord Jesus Christ. (Hebrews 12:23; Colossians 1:18, 24)
12. BIBLE PROPHECY & ESCHATOLOGY – Its fulfilment in world events, heralding the climax of this age and the personal, visible return of the Lord Jesus Christ and consummation of His Kingdom. (2 Peter 1:21)
13. THE NEW HEAVENS AND NEW EARTH – "We, according to his promise, look for new heavens and a new earth in which righteousness dwells." Entry to the new heaven and new earth is made possible only through the salvific plan of God revealed through Jesus Christ. Only righteousness will dwell in the new heavens and new earth. (Isaiah 65:17; 2 Peter 3:7-13; Revelation chapters 20:11; 21-22)

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

ABOUT THE COLLEGE

CONFESSION OF FAITH

1. We believe in the Trinity of the Eternal Godhead—Father, Son, and Holy Spirit, perfect in unity as Creator, Redeemer, and Restorer of Humankind.
2. We believe in the plenary verbal inspiration of the Bible—the completed canon of the Old and New Testaments, inerrant in the original manuscripts and infallible in its truth for faith and life.
3. We believe in the creation of the universe, the fashioning of earth for human habitation, and the historicity of primeval history as presented in the Scriptures.
4. We believe in the literal existence of the devil and in the reality of the invisible war against demonic hosts who seek to tempt and separate humankind from the Father.
5. We believe in the Gospel of salvation through the Cross—that humankind is lost without Jesus the Saviour, whose atoning blood and substitutionary death alone provide forgiveness for and justification from sin and provide eternal life.
6. We believe in the literal reality of each—the virgin birth, reconciling death, bodily resurrection, personal ascension, and promised Second Coming of Jesus, the Messiah.
7. We believe in the essential unity of the Church under the Saviorhood and Lordship of Christ, with a commitment to respond to His prayer “that they may be one” in the Spirit of humility and love.
8. We believe in the Saviour’s great commission to go into all the world preaching the Gospel, baptising, and making disciples.
9. We believe in the present ministry of the Holy Spirit’s gifts and works of power and through the Church, beginning with the believer’s receiving the Baptism with the Holy Spirit as at the beginning.
10. We believe in showing love and good works toward all humanity in serving human need, that the Gospel not be reproached, and that God’s love be seen in practice as well as proclamation.
11. We believe in the final judgment of all humankind into eternal union or eternal separation from God; ministering in this light with the passion of those who believe that “For God so loved the world that He gave His only begotten Son, that whoever believes in Him should not perish but have everlasting life” (John 3:16).



ABOUT THE COLLEGE

PURPOSE, VISION, MISSION, PASSION, VALUES

The College is a dynamic and innovative independent Christian College. For over thirty years, it has been providing programs aimed at equipping students for transformational leadership and inspiring them to *“act justly and to love mercy and to walk humbly with your God.”* Micah 6:8

OUR VISION

To be an exceptional Christ-centered learning community.

OUR PURPOSE

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

OUR MISSION

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

OUR PASSION IS

For each person to know and see that God is good, He is for us, and His goodness is revealed through Jesus Christ. For each person to experience a personal relationship with Jesus Christ and live a life of significance.

To equip each student to do with excellence that which God has called and purposed them to do.

To encourage each person to use their gifts and calling to serve God and others.

Our Values

Integrity We want to uphold truth and righteousness in every word and action, consistently living out what is morally right. *“Whoever walks in integrity walks securely, but whoever takes crooked paths will be found out.”* Proverbs 10:9

Honour We want to show deep reverence to God above all, and extend esteem to our family and community. *“Be devoted to one another in brotherly love, giving preference to one another in honour”* Romans 12:10 LSB

Generosity We want to regularly and willingly share the blessings God has given - whether time, resources, or love. *“Command them to do good, to be rich in good deeds, and to be generous and willing to share.”* 1 Timothy 6:18

Courage We want to set our hearts and minds to boldly face challenges, trusting fully in God. *“Have I not commanded you? Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go.”* Joshua 1:9

Leadership & Service

LEADERSHIP: We want to lead by example, inspire and motivate others to achieve. **SERVICE:** We want to help and support others, with the spirit of love, humility and selflessness.

“For even the Son of man did not come to be served, but to serve, and to give his life as a ransom for many.” Mark 10:45

ABOUT THE COLLEGE

COLLEGE AFFIRMATION

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

| HAVE A RIGHT TO LEARN FREE FROM DISTRACTION.

| HAVE A RIGHT TO FEEL SAFE.

| AM EXCEPTIONAL.

| ALWAYS WORK TO THE BEST OF MY ABILITY.

| TREAT EVERYONE AROUND ME COURTEOUSLY AND WITH RESPECT.

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

| BELIEVE THE BEST OF MYSELF AND OTHERS.

| AM THE WINNER | WAS CREATED TO BE.

| AM EXCEPTIONAL.

STAFF

STAFF OVERVIEW

SENIOR LEADERSHIP TEAM

Mrs Laurelle CotoPrincipal
Mr Ashley FreindBusiness Manager
Mr Daniel O'MalleyDean of Learning and Teaching-Secondary
Mrs Sharon LoaderDean of Students-Secondary
Mrs Caroline Parnham.....Dean of Administration-Secondary
Mr Shane Babcock.....Head of Primary
Mrs Christine ClarkDean of Students-Primary
Ps Linda BattersbyDirector of Mission and Wellbeing
Mrs Marilyn Burns.....People and Culture Manager

PRIMARY LEADERSHIP TEAM

Mr Shane Babcock.....Head of Primary
Mrs Christine ClarkDean of Students-Primary
Mrs Tamaryn Babcock.....Dean of K-2
Mrs Natalie SpearsDean of 3-6

SECONDARY LEADERSHIP TEAM

Mr Daniel O'MalleyDean of Learning and Teaching-Secondary
Mrs Sharon LoaderDean of Students-Secondary
Mrs Caroline Parnham.....Dean of Administration-Secondary

Directors

Ps Linda BattersbyDirector of Mission and Wellbeing
Mr Michael Battersby.....Director of Worship and Special Projects K-12
Mrs Teresa Cheney.....Director of Christian Teaching

HEADS OF YEAR (HOYS)

Mr Kane HayterHead of Year 7
Miss Erin McGuinnessHead of Year 8 | Assistant Dean of Students-Secondary
Mr Paul Lenzarini.....Head of Year 9
Mr Drew WalshHead of Year 10
Mr Jeremy HubbardHead of Year 11
Mrs Karin Au.....Head of Year 12

HEADS OF LEARNING AREAS (HOLAS)

Mrs Corinna HerbertHead of The Arts
Mr Raymond AndrewHead of English
Mrs Shirlynn Pereira.....Head of HASS
Mr Toby LewisHead of Health and Physical Education
Mrs Kathryn Tupicoff.....Head of Mathematics | Assistant Dean of Curriculum-Secondary
Mrs Zoe Beringer.....Head of Science
Mrs Gillian HillHead of Technologies

COORDINATORS

Mr Steven Da SilvaSports Coordinator Primary
Mrs Daniela Dlugocz.....VET Coordinator
Mr Tim HarrisSports Coordinator Secondary

STAFF

LIGHTHOUSE

Mrs Anja van der WesthuizenHead of Responsive Education
Mrs Susan HurleyResponsive Education Teacher (Administration)
Mrs Chelsea CarrResponsive Education Teacher (Lighthouse)

ADMINISTRATION AND SUPPORT

Mrs Lee-Anne AppelgrynPeople and Compliance Administrator
Mr Rob Atkinson.....IT Support Officer
Mrs Natalia Awardi.....Finance and Administration Manager
Mr Karl BaxterGroundsman
Mrs Marilyn Burns.....HR - People and Culture
Mrs Trudy Byrne.....Uniform Shop Operator
Mrs Amanda de WinnaarAdministration Assistant
Miss Tiandra DembetembeLaboratory Technician
Miss Joanne HousegoExecutive Assistant to the Principal
Mrs Yvonne KirkMusic Assistant
Mr Graham LadymanMaintenance and Grounds Officer
Mrs Tracey Louden.....Primary Student Services and Attendance Officer
Miss Georgia McCuaig.....Reception/Student Services
Mrs Sarah McLeodMain Campus Receptionist
Mrs Sharon MessetzianPayroll Officer
Mrs Michelle MullerReceptionist
Mr David PearsonIT Support Officer
Mrs Cristina RyanPsychologist
Mr Manfred Scharlach.....Property Manager
Mrs Nichola Suter.....Food Technology Assistant
Mrs Sheila ToerienMarketing & Events Coordinator
Mrs Tracy VolonninoEnrolments Officer
Mrs Amanda WakelingSecondary Student Services and Attendance Officer

EDUCATION ASSISTANTS

Primary EAs

Mrs Rebecca CarrollELC | PPA
Miss Donna HartleyYear 2
Miss Toni Hartley.....Year 4
Mrs Fenny JeeELC Kindy A (M,T)|
Year 2 (W)
Mrs Kate LanhamYear 6
Miss Elyse LoudenYear 1 & 2
Ms Joanne NortonELC Kindy B | Year 6
(F) Fridays
Mrs Raquel PottierYear 5
Mrs Cherie SavinYear 1
Mrs Carol SuaELC Kindy A (W, Th)
Mrs Lee-Ann Van der Westhuizen..ELC Pre-Primary B
Mrs Michelle White.....Year 3

Secondary EAs

Mrs Marian Dahdal..... Secondary
Mrs Melissa Davenhill Secondary
Mrs Krystal Davis Secondary
Mrs Iroshini Goonewardena..... Secondary
Mrs Chiquita Goss..... Secondary
Mrs Hannah Hall Secondary
Miss Hayley Johnston Secondary
Ms Lakshi Keppetiwala Secondary
Ms Angela Kooper Secondary
Mrs Jacinta Ling Secondary
Mr Julian Lloyd Secondary
Mrs Michelle Sakaria Secondary

STAFF

TEACHING STAFF

Early Learning Centre

Mrs Ashleigh AxfordKindy B (M-W)
Miss Monica BilsonKindy A (M-Th)
Mrs Lisa SmithKindy B (Th)
Mrs Megan WalterPre-Primary B
Miss Antonia ZagariPre-Primary A

Primary

Mrs Yvonne AldisYear 6A
Ms Chelsea AllenYear 6B
Mrs Shelley BarlowYear 3B
Mrs Janice CairnsYear 5A
Mrs Christine Clark
Mrs Jessica ClarkeSpecialist Christian Ed.
Mr Steven Da SilvaPrimary Sports Coordinator
Ms Ria FernandoYear 1A
Mr Cameron HarriesSpecialist - Music
Mrs Lizelle KriekYear 3A
Ms Carol LaiYear 2B
Miss Danielle Rebelo-ContiYear 1B
Mrs Rebecca StuartYear 5B (W)
Mr Damon ThompsonYear 4
Mrs Nydia VerlaqueYear
Mrs Claire WatsonYear 5B
Lajeune WilliamsYear 2A
Miss Megan KongSpecialist French

Secondary

Mr Raymond AndrewHead of English
Mrs Karin AuHead of Year 12 | HASS
Miss Talia BarnabasPC Year 10I | English
Mrs Zoe BeringerHead of Science | Science
Mrs Debbie BestPC Year 9K | Indonesian | HASS
Mrs Claire BlythPC Year 12N | Science
Mr Mitchell CaizleyPC Year 11N | Health and Physical Education
Mrs Chelsea CarrPC Year 7N | Lighthouse Learning Support
Ms Sarah De PiazzaPC Year 7G | HASS | Design Photography
Mrs Daniela DlugoczCareers Teacher | VET Coordinator | HASS
Mrs Charisse DownesPC Year 7N | English
Sophia DaryanPC Year 9G | Media
Mr Jared Du MondPC Year 8N | Mathematics
Miss Grace EnglishPC Year 7I | HASS
Ms Elmarie FolkardPC Year 9N | Science
Mrs Lee-ann GilmoreScience
Miss Hannah GirlingPC Year 7K | English and Mathematics

STAFF

Mr Cameron HarriesSpecialist - Music
Mr Tim Harris.....PC Year 9I | Health and PE | Sports Coordinator Secondary | Technologies
Mr Kane HayterHead of Year 7 | Mathematics
Mrs Corinna Herbert.....Head of The Arts
Mrs Lucinda HillVisual Arts
Mrs Gillian Hills.....Head of Technologies | Food Technologies
Mr Jeremy Hubbard.....Head of Year 11 | Health and Physical Education | Christian Education
Mrs Karen JohnsonMathematics | Science
Mrs Mary Ann KoshyPC Year 12K | Mathematics
Mr Toby LewisHead of Health and Physical Education
Mr Paul Lenzarini.....Head of Year 9 | Mathematics
Mrs Stephani Lorenzen.....PC Year 11G | Science
Mrs Erin McDonnell.....PC Year 11K | Science
Miss Erin McGuinness.....Head of Year 12 | Science
Mrs Rachel MossTechnologies | Art
Mr Craig Natrass.....PC Year 11N | Technology Wood
Miss Sharayah PakiHealth and PE | Science
Mr Ryan Parry.....PC Year 10N | Mathematics
Mrs Beulah Paul.....PC Class 10K | Christian Education | HASS
Mrs Shirlynn PereiraHead of HASS
Mrs Latha Plandran-Lane.....PC Year 11I | HASS | English
Mrs Katie RasulovaPC Year 8K | Health and PE
Mr Zak Reid.....PC Year 8 I | HASS
Miss Alyssia RuddExtended Leave 2026
Miss Ebony StanleyPC Year 10G | English
Mr Damien 't HartPC Year 8G | Science
Mrs Caitlin TaylorPC Year 8K | Health and PE
Mr Jakson TinsleyPC Year 9K | Music
Mrs Kathryn Tupicoff.....Head of Mathematics
Anja van der Westhuizen.....Head of Responsive Education | Lighthouse
Mr Roan VenterPC Year 12G | Technologies | IT Manager
Mr Drew Walsh.....Head of Year 10 | Health & PE
Mrs Jessica WilliamsExtended Leave 2026
Mr Thomas WilsonMathematics
Mr Matthias ZverPC Year 11K | Dance | Drama | HASS

DAILY OPERATIONS

CALENDAR DATES

	Term 1 9 weeks	Term 2 11 Weeks	Term 3 10 Weeks	Term 4 9 Weeks
First Day for all Staff	27/1/2026	20/4/2026	20/7/2026	12/10/2026
First Day for Students	2/2/2026	21/4/2026	21/7/2026	13/10/2026
Last Day for Students	2/4/2026	2/7/2026	25/9/2026	5/12/2025
Last Day for Teachers	2/4/2026	2/7/2026	25/9/2026	9/12/2026
Mid-Term Holidays	27/2/2026	29/5/2026	21/8/2026	-
Public Holidays	1/1/2026 26/1/2026 2/3/2026 3/4/2026 6/4/2026	27/4/2026 21/6/2026	28/9/2026	25/12/2026 28/12/2026

BELL TIMES

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

DAILY OPERATIONS

In the following pages, you will find information about life at the College. If you require more information, please be aware that formal policy documents are available by request or on the College website for your reference. If you are unsure or have any questions, please don't hesitate to contact us, we would love to hear from you.

CONTACT INFORMATION

Phone:	+61 8 9411 4100
Email:	General Enquiries: info@tkc.wa.edu.au Primary School: primaryadmin@tkc.wa.edu.au Secondary School: secondaryadmin@tkc.wa.edu.au
Absentee:	SMS 0419 722 693 Email: absentee@tkc.wa.edu.au
Billing:	AccountsR@tkc.wa.edu.au
Website:	www.tkc.wa.edu.au
Location:	170 Bertram Road, Wellard, 6170 Postal Address: PO Box 450, Kwinana, 6966
Feedback Complaints	https://thekingscollege.snapforms.com.au/form/feedback-form
Office Open Hours:	Monday to Thursday, 8.15am – 4.00pm, Fridays 8.15am-3.40pm during school term Monday to Friday, 9.00am – 3.00pm during school holidays
Uniform Shop Open Hours:	Monday 1pm-4pm, Tuesdays to Thursdays 8.30am-10.30am (Closed Fridays and Public and School Holidays)

CONTACTING TEACHING STAFF

All teaching staff should be contacted via SEQTA Direct Messages (DMs) in SEQTA Learn (students) and SEQTA Engage (parents). Alternatively, all staff can be contacted via email.

Making Appointments

If you wish to speak with a staff member, we kindly ask that **you arrange an appointment in advance** rather than arriving unannounced. Our staff have various responsibilities throughout the school day and may not always be available to meet without prior notice. Scheduling an appointment ensures that we can dedicate the necessary time and attention to your concerns while maintaining our school's smooth operation. To arrange a meeting, please get in touch with the friendly Reception Team, and we will do our best to accommodate a suitable time.

VISITORS ONSITE PROTOCOLS

All visitors coming onsite during school hours must report to Reception in the Administration buildings. All visitors to school grounds need to sign in on arrival and sign out when leaving, and wear their visitors badge at all times. All visitors must abide by the policies and procedures of the College. The College is a smoke, vape, drug and alcohol free site.

The College expects visitors to be aware of their own safety, to not put others at risk of injury and harm, to follow safety procedures and to report any incidents or accidents that may occur. Preventative measures should be taken against risks from known hazards and from foreseeable risk situations.

If parents/carers need to drop items off to their child during the school day, they must take them to Reception to be passed on.

Assemblies: Parents are welcome to join us for our Assemblies

DAILY OPERATIONS

OTHER CONTACTS

- Parent Information tab on the college website
- The newsletter, "The King's New", published twice per term.
- SEQTA Engage
- The Qkr!! app for some payments.
- The College Facebook Page. Find it here: <https://www.facebook.com/thekingscollegeperth/>
- The P&F Facebook Page. Find it here: <https://www.facebook.com/groups/1512028519109204>

SCHOOL APPS FOR PARENTS

SEQTA Engage

SEQTA Engage allows you to log into the College's learning management system (**SEQTA**) and view your child's academic results, and course information and much more. You will also find handy links to information on the welcome page. If you are having difficulties accessing SEQTA Engage, please contact the College by email info@tkc.wa.edu.au or phone reception on 9411 4100.

SEQTA Sign In Guide: <https://www.thekingscollege.wa.edu.au/wp-content/uploads/2023/04/SEQTA-Engage-sign-in-Guide.m4v>

SeeSaw (Primary)

Most communications with parents of students in the early years and primary school will occur through the use of the SeeSaw app. At the beginning of the year, teachers will send home a code for parents to log onto the app so they can communicate with teachers and have easy access to their child's work which will be regularly uploaded onto the app.

Download App: <https://web.seesaw.me/platforms>

Qkr! By Mastercard

Many school purchases and payments can be made online via the Qkr! App for [Apple](#) or [Android](#). Instructions can be downloaded on the link below.

Consent2Go

Consent2Go provides easy communication between parents and the school regarding permissions and updating your child's contact details and medical information. To access Consent2Go you will not need to download an app, log in or use a password. When required, the school will send you an email that contains a personalised web link that allows you to respond to excursion invitations and/or update your child's information. For frequently asked questions please click [here](#).

PARKING

Main Campus: The main parking area is the bitumen areas between the Bulrush Cafe that the driveway into the College leads directly to. In order to minimise disruption to the 'Kiss-and-Drive' this car park is limited to staff cars only during drop off and pick up times. Parents wishing to walk their child to class must park in the limestone base and grassed area to the east of the staff carpark. Parents wishing to quickly drop-off or pick-up may pull into the 'Kiss-and-Drive' zone at the western side of the main parking area next to the playground equipment. No parking is permitted in this zone. There is no parent parking in the staff car parks, which are directly in front of Reception and between the Early Learning Centre and the Cafe.

Primary Campus: The main parking area is the bitumen area in front of the primary school. Parents wishing to quickly drop-off or pick-up may pull into the 'Kiss-and-Drive' zone in front of the primary school. No parking is permitted in this zone. Please observe pedestrian crossings and remember to not exceed the speed limit of 10 km/hr.

DAILY OPERATIONS

DROP OFF AND PICKUP

To ensure the safety of all students, parents and carers are asked not to drop their children off at the College early and/or pick them up late, as duty teachers do not begin supervision until 8.00 am in the morning and finish patrolling at 3.30pm in the afternoon. If your child is unavoidably on school grounds outside of these times, please ensure they know to wait outside Student Services.

Student use of playground equipment before and after school

For the safety of the students, parents and carers are reminded that their children are not permitted to play on the College playground equipment before and after school, and are asked to ensure their children know they must not play on the equipment unless a supervising adult is in attendance.

SUN SAFETY

It is compulsory for all students to wear a hat when they are outside (INCLUDING WHEN IN THE SHADE). The College has a 'no-hat no-play' rule enforced by duty teachers for:

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

The Principal may choose to extend this rule into Terms 2 and 3 if it is considered necessary.

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

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

Students participating in water-based activities should wear a rash vest or wetsuit, or a tee shirt over bathers. When the specific rules of a competition prevent a student from wearing a rash vest, wet suit or tee shirt, the student must cover their bathers as soon as possible after the event. Out of the water, bathers must be covered at all times by clothing that covers the shoulders and midriff.

VOLUNTEERING

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

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

Volunteers are greatly appreciated in the library for the purposes of covering and cataloguing books as well as in the classrooms. Rigorous child protection procedures will, however, need to be followed.

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

BEFORE AND AFTER SCHOOL CARE

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

Cuddles Childcare Centre P: 9419 1844

Wellard Out of School Care P: 0417 189 891

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

DAILY OPERATIONS

CHILD SAFETY

The King's College is a child-safe organisation and seeks to always uphold the National Principles for Child Safe Organisations (Australian Human Rights Commission) in order to create a culture, adopt strategies and take action to promote child wellbeing and prevent harm to children and young people. The College exercises zero tolerance of child abuse and grooming. In all situations, and in particular regard to managing students' behaviour, The King's College explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment (refer to page 34 for definitions). Our Child Protection Policy is available for viewing on the college website.

KEEPING SAFE: CHILD PROTECTION CURRICULUM

The central values of The King's College are based on respect. As a result of this key value, there is a high emphasis placed on the safety, wellbeing and protection of the children and young people placed within our care. Each student has the right to feel safe, be respected and be protected from harm. For this reason, and in line with government regulations, the College uses the Keeping Safe: Child Protection Curriculum as a basis for teaching students about the right to be safe, relationships, recognising and reporting abuse and protective strategies.

The instruction on these topics surrounding child safety may be perceived as being part of the health curriculum in all year levels, but it takes place throughout the various learning areas as appropriate. The teaching of this Protective Behaviours curriculum is part of the Non-Government school's registration with the Department of Education as stated in:

Registration Standard 10 Child Abuse Prevention

(10.1) The school implements the National Child Safe Organisation Principles.

(10.6) All students receive a protective behaviours and sexual abuse prevention education which:

- is developed by experts in child abuse prevention;*
- is age and development-stage appropriate;*
- is culturally appropriate;*
- is integrated into the curriculum of the school and makes relevant subject matter links;*
- includes e-safety education; and*
- builds practical self-protective skills and strategies.*

The Keeping Safe: Child Protection Curriculum is delivered throughout the year to all year levels from Kindergarten to Year 12. The teachers delivering the programme have received explicit training in the Curriculum. As a requirement for the registration of Non-Government Schools, parent permission is not required; however, we encourage parents/carers to

seek further clarification if required and to provide the teacher with any relevant information about their child that could alleviate any concerns.

The Keeping Safe: Child Protection Curriculum is an evidence-based, best practice curriculum developed collaboratively with child protection specialists, teachers, educational leaders and other professionals. It covers a range of topics including new additional material on current issues such as bullying and cyber safety.

The Keeping Safe: Child Protection Curriculum allows for communication specific to the year level of the students, specific to students from culturally and/or linguistically diverse backgrounds and explicitly for students with disability.

There are two main themes and four focus areas:

Theme 1	We all have the right to be safe
Theme 2	We can help ourselves to be safe by talking to people we trust
Focus Area 1	The right to be safe
Focus Area 2	Relationships
Focus Area 3	Recognising and reporting abuse
Focus Area 4	Protective strategies

Please refer to the Keeping Safe: Child Protection Curriculum overview on the parent information tab of the college website, which outlines the structure of the curriculum according to year levels.

If you have any questions or concerns regarding the implementation of this curriculum, please contact:

Years K-6: Head of Primary, Mr Shane Babcock by email shaneb@tkc.wa.edu.au.

Years 7-12: Dean of Learning and Teaching-Secondary, Mr Daniel O'Malley by email danielo@tkc.wa.edu.au

DAILY OPERATIONS

COMPLAINTS

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

The College complaints handling system is a procedurally fair process and consistent with the National Child Safe Organisation Principles. Further, processes for complaints and concerns are child-focused, and implementation of the National Child Safe Principles is regularly reviewed and improved. The key elements of the school's complaints management are outlined below:

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

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

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

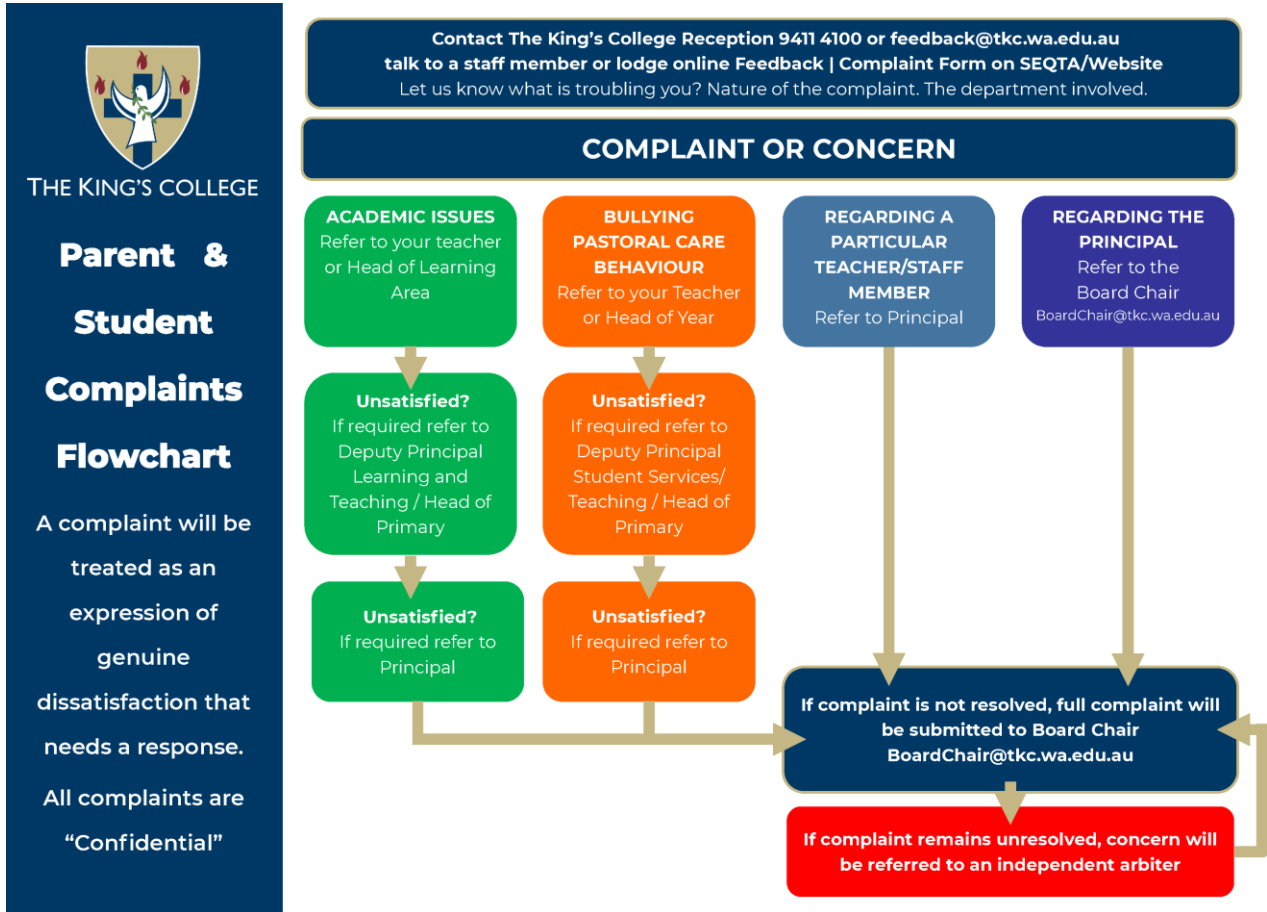
Where to address a complaint

- In person via appointment made in advance
- Email teacher/staff member directly
- Email info@tkc.wa.edu.au
- An online complaint can be submitted via the College Website at:
<https://thekingscollege.snapforms.com.au/form/feedback-form>
- If the complaint is about the Principal then it should be addressed to the Board Chair in writing either by post to PO Box 450, Kwinana WA 6966 or email BoardChair@tkc.wa.edu.au

Role of The Director General of the Department of Education

The Director General of the Department of Education is responsible for ensuring that the school observes the registration standards, including the standard about its complaints handling system. Any student, parent or community member is entitled to contact the Director General with concerns about how the school has dealt with a complaint. Information is available on the Department of Education website. While the Director General may consider whether the school has breached the registration standards, she does not have power to intervene in a complaint or override the school's decision.

DAILY OPERATIONS



EMERGENCIES AND EVACUATIONS

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

DAILY OPERATIONS

HOUSE SYSTEM

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

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

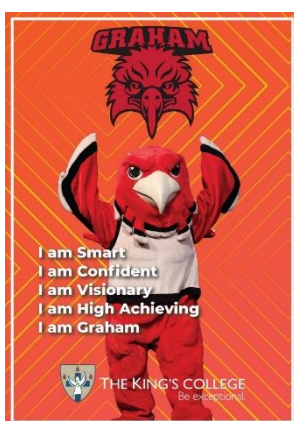
The College houses are as follows:

Booth (Gold):



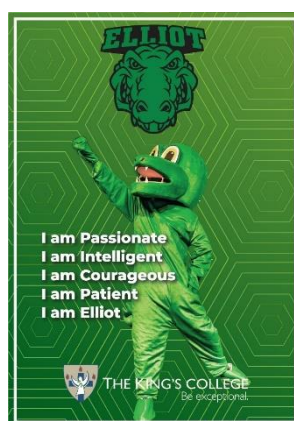
Catherine Booth worked in the cold, dark and eerie streets of London. Her ministry was based around helping the poor and pointing them towards their inheritance, the streets of Gold in heaven.

Graham (Red):



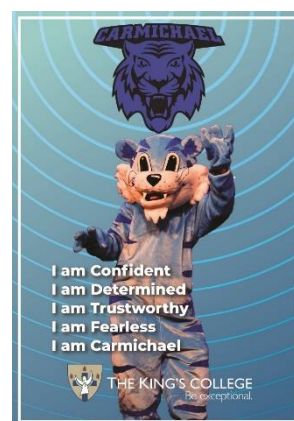
Reverend Billy Graham was one of the world's greatest evangelists whose message was "you can be saved".

Elliot (Green):



Jim Elliot's ministry was in the jungles of Ecuador where he gave his life for his faith.

Carmichael (Blue):



Amy Carmichael was a missionary who travelled the seas. She lived in India for many years and rescued hundreds of 'at-risk' girls from abuse.

EXTRACURRICULAR ACTIVITIES

Throughout the school year, a range of extracurricular programs are offered, and students are encouraged to participate in these. For example, Creative Club, sports, and tutoring in various subject areas. Some clubs have no cost involved and others may incur a charge. A list of current club offerings can be found on the Parent Information section of the college website.

CAMPS AND EXCURSIONS

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

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

DAILY OPERATIONS

PERIPATETIC MUSIC PROGRAM

Music is a big part of school life, and enrolling your child in our Peripatetic Music Program is one of the many opportunities for your child to discover and express their creative and musical spark at The King's College.

Private instrumental lessons are 30 minutes in duration during the school day and are offered to students from Year 1 to Year 12. Lessons start in Week 2 of the Term.

Specialist Lessons offered in 2026 are Piano, Guitar, Bass, Drums and Voice.

For more information on tuition fees and enrolment, please contact Yvonne Kirk at the Music Department at 9411 4100 or email: yvonnew@tkc.wa.edu.au

KINGSWORSHIP ACADEMY (KWA)

Kings Worship Academy is a unique initiative of our school where we not only train our Year 11 and 12 students towards their Certificate IV in Music but also develop the skills of dozens of worship leaders and church music coordinators from around the city. We train our academy students to lead worship and use their musical gifts to make our world a more positive.

We cover topics from songwriting, leadership, worship lifestyle, musicianship techniques, biblical understanding and contemporary production, to name a few. It's such a privilege to host such a community-impacting program. Find out more at: <https://kingsworshipacademy.com.au/>

DAILY OPERATIONS

ENROLMENT

The College has an open enrolment policy and aligns its enrolment policies and practices with the Disability Discrimination Act 1992 (DDA) and the Disability Standards for Education 2005 (DSE). It accepts applications from all homes without discrimination on grounds of race, disability, gender or economic/financial status. Whilst the College will consider all applications for enrolment on its merits, including children with a discipline record from a previous school and those with specific learning needs, it must be understood that the College is obliged to consider each application in the context of existing needs of the current enrolment cohort.

Where it is the consideration of the Enrolment Panel that acceptance of a particular student will place unacceptable strain on resources or student and classroom management, it reserves the right to decline an enrolment. That is, the College retains the right to refuse enrolment if it is deemed to be in the best interests of the child or the College community.

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

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

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

Notice of Withdrawal

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

Change of Visa Status

Parents on temporary or permanent residency visas are reminded that you need to update the Enrolments Department if your residential status changes in any way. Please provide a copy of your new visa or citizenship certificate to enrolments@tkc.wa.edu.au. Changes of visa status may impact the College tuition fees you have to pay.

DAILY OPERATIONS

FINANCES

Fees

The College bills fees annually.

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

- Flexibility and choice
- Free for families to use

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

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

Late Payment of Fees

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

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

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

Split Bill Arrangements

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

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

School Fees First Policy

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

Other Payments

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

PARENT/GUARDIAN CONDUCT EXPECTATIONS

PARENT CODE OF CONDUCT

This Code of Conduct provides parents, guardians and caregivers with our expectations around your conduct on College grounds and at all College events (both onsite or offsite) for the effective development of positive and safe relationships within the College community. Any such action will be at the discretion of the Principal. *"Be completely humble and gentle; be patient, bearing with one another in love."* — Ephesians 4: As parents, guardians and caregivers, you are the most important educators and first role models for your children.

The choices you make and the behaviours you exhibit have a significant influence on your children. The work we do as a College for the benefit of your child is most successful when we operate as a true partnership between home and the College. This Code of Conduct works alongside the school values. The health and welfare of all members of our school community is important. All children and school staff have the right to feel safe at school.

School Culture | At The King's College, we value generosity, integrity, courage, leadership and service, and honour. We believe that all people are made in God's image, having equal value and the right to be treated with dignity and respect and expect all members of The King's College, including parents, to demonstrate our values and attitudes within the College, setting an example with their behaviour and speech at all times.

Safety | We expect parents will support school staff in maintaining a safe learning environment for all students, parents, visitors and staff and will report any potential hazards or incidents to the College administration. The College is a smoke-free, drug-free and alcohol-free space, and we expect parents to support this by not being in possession of, under the influence of, or providing others with alcohol or illegal drugs.

Child Safe Statement | The College is committed to ensuring the safety, welfare and well being of all children and young people at the College. We are dedicated to protecting them from abuse and grooming by implementing robust policies and procedures to deter these behaviours and facilitate detection and reporting. The College exercises zero tolerance of child abuse and grooming, and, the College forbids any form of child abuse, corporal punishment, or degrading treatment of students. We expect parents to support the College in making it a child-safe environment and to not approach or interact with the children of other parents without their permission.

College Policies | We expect parents to support their children to comply with the College policies. As members of the College community, parents are also expected to comply with relevant College policies and reasonable directions, including those relating to health and safety, and communications with the College. Please refer to the Family Handbook and the College website for more information.

We expect parents to:

- Be respectful and supporting of the School's Christian identity, ethos and values.
- Be considerate of the health, safety and wellbeing of themselves and others.
- Abide by all health and safety policies and procedures operating within the College and at other locations which they may visit e.g., school excursions.
- Refrain from behaviour which would not uphold the positive reputation of the College.
- Respect the authority of members of staff and observe College rules as required. Unacceptable conduct: Unacceptable conduct includes, but is not limited to:
 - Language or conduct which is likely to offend, harass, bully or unfairly discriminate against any staff member, volunteer, parent or student.
 - The use of inappropriate, disrespectful or profane words or gestures and images. This includes wearing clothing with offensive language or insignia.
 - Any form of physical or verbal violence including fighting, assault or threats of violence.
 - Discussing or referring to staff or the College in a negative manner on social media/slandering or defaming the College, college staff or college students on social media.
- Strictly adhere to the College's policies and procedures.
- Refrain from all forms of bullying and harassment.
- Communicate politely and respectfully at all times, including in-person, via email and by all other electronic means.

PARENT/GUARDIAN CONDUCT EXPECTATIONS

- Recognise and respect personal differences.
- Ensure their child attends school.
- Support the Student Code of Conduct.
- Recognise every student is important to the College.
- Contribute to positive school culture.
- Work together with staff to resolve issues or concerns.
- Respect people's privacy.
- Support all curriculum activities of the College, including camps, Chapel and sports carnivals.

Unacceptable conduct includes, but is not limited to:

- Language or conduct which is likely to offend, harass, bully or unfairly discriminate against any staff member, volunteer, parent or student.
- The use of inappropriate, disrespectful or profane words or gestures and images. This includes wearing clothing with offensive language or insignia.
- Any form of physical or verbal violence including fighting, assault or threats of violence.
- Discussing or referring to staff or the College in a negative manner on social media/slandering or defaming the College, college staff or college students on social media.
- Any form of cyber bullying or cyber abuse, sending/ sharing inappropriate, offensive or explicit text messages, photos or videos.
- Persistent, demeaning or aggressive emails.
- Smoking, vaping, consumption of alcohol or any illicit drugs or other substances on College grounds, or while attending a school activity e.g. parent helper at College excursion. NB: the consumption of alcohol by adults may be approved at some events, by the Principal.
- Attending College, social, sporting or other functions of the College whilst under the influence of alcohol, illicit drugs or other substances.
- Not showing proper care or regard for school property, the property of others, and Work Health and Safety considerations.

Dealing with Concerns and Incidents

We expect parents to address concerns and incidents involving their children in a calm manner with a view to achieving a fair and reasonable outcome for everyone. Parents are asked not to approach students directly who are not their own children on school grounds.

When you have a concern relating to your child, we expect parents to:

- Always make initial contact with the child's classroom teacher in primary or subject/Pastoral Care teacher in secondary. If you contact the office staff to see or speak to someone else, they will first check that you have discussed the topic with the classroom teacher. If you are not satisfied with the teacher's response, please contact the relevant Head of Primary or Head of Year, or you may complete the online Feedback Form on the website.
- Make appointments in advance at a mutually agreed time if you wish to meet with the teacher or other teaching staff. Please understand that during school hours, teachers and staff are not always immediately available due to teaching or other work-related commitments.
- Allow staff a reasonable time to investigate and review the situation and provide feedback.
- Always approach any situation with a spirit of cooperation, Values partnership, understanding and genuine Integrity • Seek to clarify all sides of the story to allow for a peaceful resolution. We expect parents to follow the College Complaints Policy and Procedures in the resolution of concerns.

PARENT/GUARDIAN CONDUCT EXPECTATIONS

Complaints and Feedback

Should a parent or guardian be unable to resolve an issue informally, they may lodge a complaint with the College via our online Feedback Form. We commit to dealing with complaints according to our Complaints Policy available on the College website.

Parenting Separately

The College aims to provide a positive environment for all students and parents. We expect parents to advise the College in writing of changes in living circumstances or custody arrangements with supporting legal documentation if applicable. The College expects parents to behave lawfully on College grounds and observe the terms of any order, obligation or undertaking they may be subject to.

Breach of Code of Conduct

The College will determine the consequences of breaching this Code of Conduct. The first step is a discussion intended to best support the parent as a member of our community. Serious or repeated breaches may result in the following further actions by the College.

- Direction to restrict communications with members of staff.
- Exclusion from specified activities or entry to College grounds.
- Termination of the enrolment of the child of that parent, in the rare event of the partnership between the parent and the College breaking down; and/or
- Involving government authorities as required.

Any such action will be at the discretion of the Principal.

ACCADEMIC GUIDELINES

ACADEMIC GUIDELINES

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

Academic Support

The academic progress of each student is very important to us. Staff are always available for consultation regarding a student's studies. The first point of contact should be the child's class/subject teacher, followed by the Head of Year (for secondary students) or the Head of Primary (for primary students).

Home Learning

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

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

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

- Work set by the teacher, usually on a weekly basis.
- Learning Journals - review of the day's new work (optional)
- Revision.

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

Year	At Home Study	At Home Study may include
Year 5	15 minutes	<ul style="list-style-type: none">• Reading• Completing incomplete classwork• Reviewing content taught in class• Summarising class notes• Creating flashcards/ revision posters• Completing EP/ Mathspace Tasks• Working on assignments Preparing for upcoming assessments
Year 6	20 minutes	
Year 7	45 minutes	
Year 8	45 minutes	
Year 9	60 minutes	
Year 10	75 minutes	
Year 11	At least 2 hours	
Year 12	At least 2 hours	

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

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

ACADEMIC GUIDELINES

Assessment Procedures

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

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

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

If a student provides a reason for a missed in-class assessment task or late or non-submission of an out-of-class assessment task which is acceptable to the College, the teacher may schedule an adjusted date, provide an alternative task or estimate a mark. The decision will be dependent upon various factors, including whether an in-class assessment task has remained confidential. Students may request an Extension Form if they feel that, due to circumstances beyond their control, an assessment date will not be met. Year 11 and 12 students who have missed in-class assessments on more than one occasion are required to provide a medical certificate.

Formative and Summative Assessments

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

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

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

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

All assessment tasks should comply with the principles of assessment:

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

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

Explicit | Assessment criteria should be explicit so that students are aware of the expectations of the assessment, which should be clear and public.

Fair | Assessment should be fair to all students and not discriminate on grounds that may be irrelevant to a student's achievement of the outcome.

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

Security of Assessments

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

ACADEMIC GUIDELINES

Cheating

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

Procedures for considering evidence of cheating:

- Teacher advises the Head of Learning Area/Head of Primary or Dean of Learning and Teaching-Secondary.
- Student is interviewed.
- Evidence/observations considered, and witnesses interviewed.
- Records are kept.
- If substantiated, a penalty will be applied by the Head of Primary/Dean of Learning and Teaching-Secondary.
- Parent/carer notified.

Plagiarism and Collusion

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

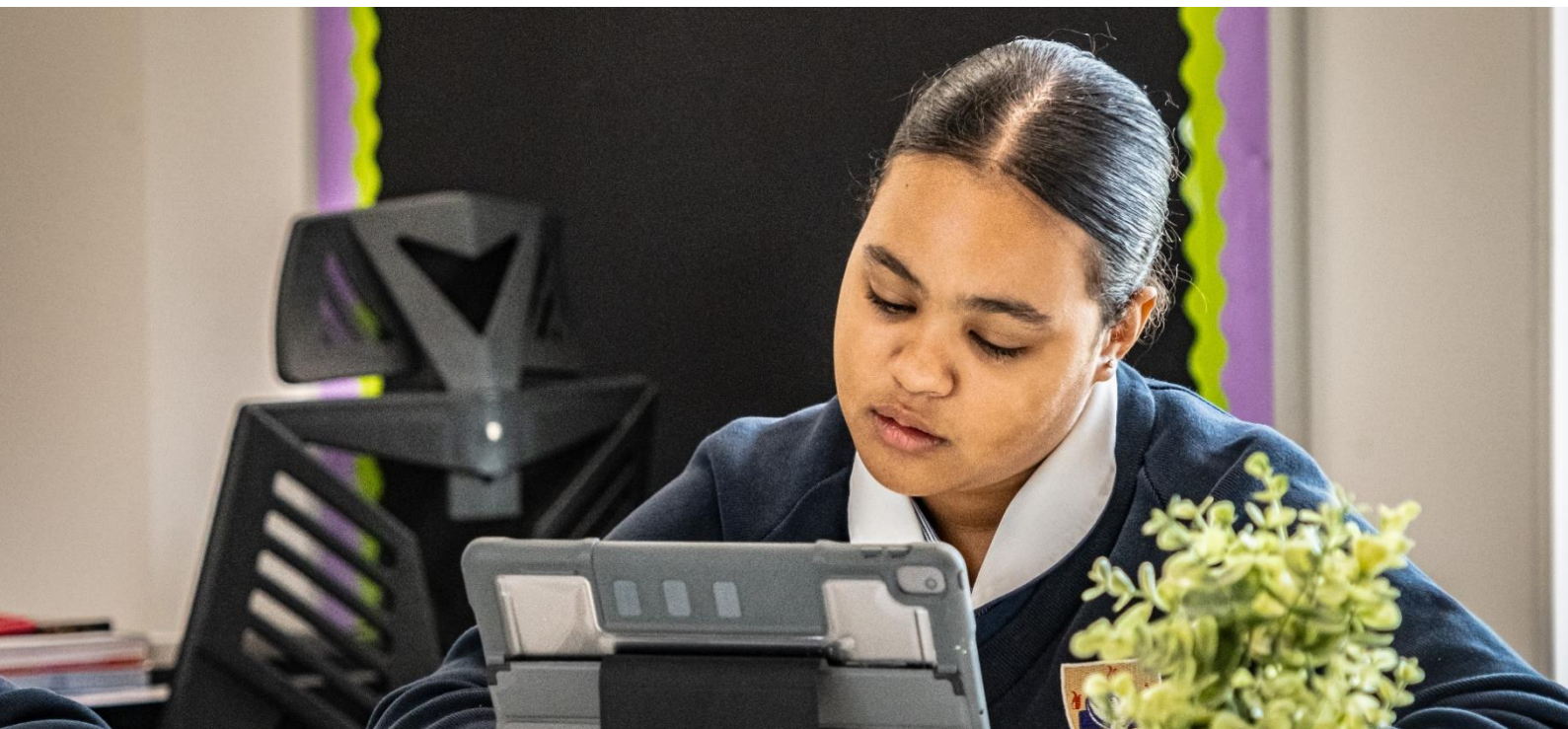
Collusion is when a student submits work that is not their own for assessment. This work may have been taken or copied from someone such as another student, a parent/carer or tutor.

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

Students are not permitted to:

- Submit work that is not their own; is identical or similar to the work of another person. This includes the use of AI software such as ChatGPT.
- Submit work that is identical or similar to a published work unless acknowledgement is given through the use of quotes, footnotes, in-text references and in the Bibliography.

The student and their work will be referred to the Dean of Learning and Teaching-Secondary. The penalty for collusion or plagiarism will be determined by the Dean of Learning and Teaching-Secondary. In consultation with the relevant Head of Learning Area. Parent/carers will be notified of this penalty.



ACADEMIC GUIDELINES

Missed Assessments

Students (Years 5-12) must complete all course requirements, including attempting all in-class assessment tasks on the scheduled date and submitting all out-of-class assessment tasks by the due date. It is the responsibility of the student to initiate contact with teachers concerning all issues pertaining to assessment.

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

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

Overdue Assessments

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

Overdue assessments for Years 5 to 12 may incur the penalties as determined by the Head of Learning Area/Head of Primary in consultation with the Dean of Learning and Teaching-Secondary.

Extensions

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

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

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

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

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

Unacceptable reasons for extensions or late submission of assessments include:

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

ACADEMIC GUIDELINES

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

Students with Additional Needs

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

Return of Assessments

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

Examination Regulations

Formal examinations are completed by students throughout their secondary education at the College. Examinations for students in Years 9 to 10 are only in core subjects (English, Mathematics, Science and HASS) and help to prepare students for their future education where more emphasis is placed on the completion of formal assessment within time constraints, as well as prepare them for the upper secondary external examinations. Examinations are completed at the end of Semester 1 and Semester 2.

The examination timetable and a copy of the examination regulations are given to students in ample time for exam preparation.

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

The examination regulations are:

1. Attendance at examinations is compulsory. **Students failing to attend an examination may be required to provide a medical note/certificate.** Students unable to produce a medical note/certificate within the specified time-period will receive a zero mark for the assessment. In exceptional circumstances, special arrangements can be made; however, this requires approval by the Dean of Learning and Teaching-Secondary. Exceptional circumstances generally relate to health issues and temporary disability. They do not include family holidays. Students who miss the exam period altogether may still be required to complete the exams for the educational benefit, including feedback and an examination mark.
2. Year 11-12 have study leave and are only required on school grounds for scheduled examinations. They must sign in at reception and hand their phone in when they arrive, sign out when they leave, and obtain permission from the Dean of Learning and Teaching-Secondary to remain on site outside of scheduled examinations.
3. Students are required to arrive at the examination venue 15 minutes prior to the start of an examination. Examination times and venues are stated on the examination timetable. It is the student's responsibility to know examination times and venues, and to make appropriate travel arrangements.
4. Students must wear the full and correct College uniform when attending examinations and when on school grounds during the examination period. In Term 2, this is the full winter uniform, including blazer, and in Term 4, this is the full summer uniform. Parents, carers and students will be informed well in advance of the required uniform standard for each semester examination period. Please note variations for specified courses:

ACADEMIC GUIDELINES

5. Sports Examinations:
 - a. Term 2: full winter sports uniform. Students must wear the full tracksuit but may bring sports shorts, as permission may be given for them to be changed into if it is warm.
 - b. Term 4: full summer sports uniform.
6. Students may not talk or communicate in any way with another student once they have entered the examination venue nor may they disrupt the examination in any way.
7. Students may not have any unauthorised material in examinations nor commit dishonest acts such as cheating.
8. Students may not take any papers either into or out of examinations.
9. Students wishing to attract the attention of the examination supervisor must remain seated, raise their hand and wait. Under no circumstances are they to speak or call out.
10. Students must use the allotted Reading Time to carefully read instructions for the examination and check through the whole paper. They must ask any questions relating to content and possible errors or omissions during this time.

Items not permitted in examination venue:

- No school bags. Students must leave these outside.
- No mobile phones or smart watches. Students must hand their phone in to Student Services or place it in the box at the front.
- No food. Students who may require an emergency sugar supply must bring a signed note to that effect.
- No medication. Students who need to take prescribed pills must bring a signed note to that effect.

Reports and Parent Teacher Interviews

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

Secondary Interim Report	End of Term 1
Semester 1 Report	End of Term 2
NAPLAN Report (Years 3, 5, 7 and 9)	End of Term 3
Semester 2 Report	End of Term 4

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

Parent/Student/Teacher interviews are conducted every year.

ATTENDANCE GUIDELINES

ATTENDANCE

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

Absences

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

Full Day Absences

Parents/carers are required to notify College Reception if their child is unable to attend school on any given day, such as due to sickness. Verbal notification is sufficient on the day of absence, but all absences must also be reported in writing prior to or as soon as the student returns to school. Parents can send an **Absentee SMS to 0419 722 693** or email to absentee@tkc.wa.edu.au stating the students name, year level, date and reason of absence. If a student is absent from school without any notification being received before the end of morning form/devotions, a text message will be sent to the parents/carers.

Part Day Absences

Parents/carers are requested to inform the College if their child will be absent for part of a day, such as for a medical appointment. Medical, dental and other appointments should be made outside College hours if possible. If a student needs to attend an appointment during school hours, parents/carers must advise the College in advance via email to absentee@tkc.wa.edu.au or the Absentee SMS to 0419 722 693 and collect and sign them out and back in again at Reception. Please note only legal guardians can request early departures. If a third party is going to collect their child, prior written notice must be given with the person's full name.

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

Parent/Guardian Authorisation of Absence

In the event a student is absent for any period of time, parent/carer approval must be provided to the College in the form of a signed note, a text message to Absentee SMS 0419 722 693, or email to absentee@tkc.wa.edu.au detailing the student's name, year level, and the date and reason for the absence. There are pages in the back of the Student Diary that can be used. All notes are to be handed in to Student Services.

If a student is absent for three or more days, a medical certificate should be provided.

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

Missed Classwork or Exams

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

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

ATTENDANCE GUIDELINES

Extended Absence

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

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

Parents must notify the Principal of any extended holidays (more than 5 days) during the term as early as possible. A Notice of Extended Student Absence From School Form can be accessed [here](#). Teachers can offer some guidance regarding topics to be covered during the student's absence but are not normally able to give a comprehensive set of educational programs.

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

Non-Attendance Management

If a student has **10% non-attendance** for a term without an acceptable reason, a letter will be sent home explaining the attendance requirements. If attendance doesn't improve within four weeks, another letter will be sent home, and a meeting will be requested to discuss the attendance expectation.

If a student has **20% non-attendance**, the student will be interviewed, and the parents/guardians will be requested to attend an interview with the Dean of Students-Secondary or Head of Primary. There will be a formal letter sent from the College after this interview, outlining the attendance expectation for the rest of the year.

In circumstances of excessive absence where correction is not affected, or parents are not cooperative, the College will liaise with Attendance Officers from the Department of Education Regional Office.

Over a whole calendar year, if a student is absent more than 20%, it will jeopardise their enrolment at the College.

Lateness

Students who arrive at school after the first bell for the start of school, must sign in before going to class.

- Primary students sign in at Primary Reception
- Secondary students should sign in at Student Services.

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

Early Departure

Students who leave school before the final bell for the day must provide a written note from a legal parent/guardian stating the time, date, and reason for departure, which must be sighted by the class teacher. It is helpful for parents to advise Reception of early pick up to avoid delays via SMS to 0419 722 693 or email to absentee@tkc.wa.edu.au. Please organise collection for before or after recess or lunchtimes. Please note only legal guardians can request early departures. If a third party is going to collect their child, prior written notice must be given with the person's full name.

In order for the student to be released from the College grounds, the parent/guardian must provide photo identification at Reception when they sign the student out.

STUDENT WELLBEING

STUDENT WELLBEING

Allergy Aware

The College takes an “Allergy Aware” approach to risk management of allergies. Common causes are foods (peanuts, tree nuts-hazelnuts, cashews and almonds, eggs, cow's milk, wheat, soy, fish and shellfish), insect stings (particularly bee stings), medications, latex and anaesthesia.

Staff regularly encourage students in allergy-aware practices, such as wash hands after eating, not to share food or drinks, tell a teacher if our friend is ill, and know the foods classmates are allergic to.

Parents/guardians are responsible for advising the College of the student's allergies and their Anaphylaxis Action and Treatment Plan and emergency details at the time of enrolment and for working with the College to ensure the College meets the student's health care needs and to update this information every year and when there is any change in the student's condition.

FOOD ALLERGY Awareness

Foods that most often cause an allergic reaction:
Cow's milk, eggs, peanuts, tree nuts, sesame, soy, wheat, fish and shellfish.
However, other less common foods can also cause allergic reactions including anaphylaxis.

cow's milk 	eggs 	peanuts 	tree nuts 	
sesame 	soy 	wheat 	fish 	shell fish

Anaphylaxis

Anaphylaxis is a sudden severe allergic reaction that can be life threatening.
Anaphylaxis must always be treated as a medical emergency.

Signs of a mild to moderate allergic reaction:

- Swelling of lips, face, eyes
- Hive or welts
- Tingling mouth
- Abdominal pain, vomiting (these are signs of anaphylaxis for insect allergy)

Signs of an anaphylaxis (severe allergic reaction):
Watch for ANY ONE of the following signs of anaphylaxis

- Difficult/noisy breathing
- Swelling tongue
- Swelling/tightness in throat
- Difficulty talking and/or hoarse voice
- Persistent dizziness or collapse
- Pale and floppy (young children)

If you see someone showing signs of a severe allergic reaction, **act fast**.
Follow their ASCIA Action Plan if they have one. Administer the **adrenaline (epinephrine) autoinjector** if available and call an ambulance on **triple zero (000)**.

Allergy & Anaphylaxis Australia
Your trusted charity for allergy support

1300 728 000 allergyfacts.org.au

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STUDENT WELLBEING

Asthma

During enrolment, parents/guardians of asthmatic students are required to complete an emergency contact form that lists allergies and medical conditions. If an allergy/asthma is listed, parents/guardians must include information on the severity, types of reactions and whether they have been diagnosed with asthma. It is the responsibility of parents/guardians to complete the form and to inform the College of any changes to this form throughout the year.

If it is indicated that asthma occurs, it is a requirement that an Asthma Action Plan is provided by the student's parent/guardian.

If medication is required in instances of asthma, it is a requirement that the prescribing medical practitioner sign the Asthma Action Plan and it must include information on the prescribed medication and include directions of when and how the medication is to be administered.

Any medication required and indicated on the Asthma Action Plan must be provided by the student's parent/guardian. It is the responsibility of the student's parent/guardian to ensure the medication provided is within its expiry date and in its original pharmacy-labelled packaging.

It is the responsibility of the student's parent/guardian to inform the College of any changes in the student's status

Food

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

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

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

Immunisation

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

Illness or Injury at School

- In the case of a student feeling sick at school, he/she should report to Student Services with a note in the Diary or a permission slip from the class teacher or the duty teacher (if it is recess or lunch). The First Aid Officer or attending administration staff may give the student medication, rest the student and/or send the student back to class. If medication is required, parental permission must be given via SEQTA permissions or contact with the parents/carers
- If a student is too ill to continue classes or a student is injured, parents may be requested by the First Aid Officer, the Head of Year, Head of Primary or the Dean of Students-Secondary collect the student and take them home, and signing out is still required in this instance.
- In an emergency, or if parents cannot be contacted, the College will seek medical help on behalf of them. It is important that parents inform the College of any changes to telephone numbers or emergency contacts during the year so that contact can be made quickly in any circumstances.
- If a student is found to be seriously ill, staff will contact the parents/carers to arrange for the student to be either sent home, or in serious cases, to the hospital.
- If an accident occurs, the nearest staff member to the incident will assess the severity of the injuries. If a minor injury has occurred, the staff member will take the student to the nearest first aid kit and tend to the injury or find another staff member who will do this. Alternatively, the student will be sent to Student Services accompanied by another student and the First Aid Officer or attending administration staff will give the student first aid. If medication is required, permission from the parents must be given via SEQTA permissions contact with the parents/carers.
- If a major injury has occurred, the staff member will keep the student where they are unless there is further danger, stay with the student, and send another student to Student Services to request assistance. Depending upon the nature of the injury, the student will be moved to the sick bay or taken to hospital. Staff will contact parents/carers.

STUDENT WELLBEING

Infectious Conditions

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

Lice

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

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

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

Medical Care

The safety of your child is our utmost concern. If your child has any medical conditions that we should be aware of, please notify the College via the Consent2Go student profile. If your child has a condition which may

require action to be taken by College staff, please upload and submit the following documents:

Form 1 – Current Medical Action Plan completed and signed by your medical practitioner. They will supply the relevant form; and Form 2 – Generic Health Care Plan, and where relevant, Action Plans completed by a medical practitioner for students with the following conditions:

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

Medication

If a student is required to take prescription medication during school hours, parents must contact Student Services to make suitable arrangements. All medications need to be handed in to Reception in the original prescription package with a completed Administration of Medication Form.

- Students are required to administer all medications under the guidance of a staff member
- If medication is required in instances of asthma, anaphylaxis, allergies, diabetes, epilepsy or any other long term medication, it is a requirement that the prescribing medical practitioner sign the Medical Action Plan and it must include information on the prescribed medication and include directions of when and how the medication is to be administered.
- Any medication required and indicated on the Medical Action Plan must be provided by the student's parent/guardian.
- It is the responsibility of the student's parent/guardian to ensure the medication provided is within its expiry date and in its original pharmacy-labelled packaging.
- The College is not able to provide medication for students.
- At the end of the year, unused medications are returned to students and medications that have reached the expiry date are disposed of.

STUDENT WELLBEING

Water Activities Guidelines

For the safety of students wishing to participate in certain school water-based activities and programs, it is important that parents provide the school with up-to-date and accurate information when completing a Consent2Go permission for any water activity.

Your child/ren will need to be able to demonstrate they have achieved the following Department of Education VacsWim Certificates/Levels or equivalent in order to be included in the different levels of water activity. This can be by either holding the nominated Swimming Certificate **OR** being able to demonstrate they can meet the requirements.

Primary Swimming Carnival: To compete in WACSSA qualifying events, students need to have completed Swimming Certificate Water Sense/Surf Sense **OR** be able to swim 25m freestyle plus 15m of breaststroke or 15m of survival backstroke. (Level 5) *Students at a lower level may be accommodated in modified or novelty events suitable for their swimming competency.*

Adventure World (Y6): Completed Swimming Certificate Water Sense/Surf Sense **OR** be able to swim 25m freestyle plus 15m of backstroke and breaststroke or survival backstroke. (Level 5)

Secondary Swimming Carnival: Completed Swimming Certificate Junior **OR** be able to swim 50 m freestyle, or freestyle and one other stroke, continuously. (Level 6)

Outdoor Education: Completed Swimming Certificate Water Wise/Surf Wise **OR** be able to swim effectively using a range of strokes over 200m. Students will need to demonstrate the ability to swim 200m in six-seven minutes or less. (Level 8)

Camps | General water activities with life jackets: Completed Swimming Certificate Water Intro Awareness **OR** be able to swim 15 m freestyle, 10 m backstroke and 10 m survival backstroke. (Level 4)

Camps | General water activities WITHOUT life jackets: Completed Swimming Certificate Junior **OR** be able to swim 50 m freestyle, or freestyle and one other stroke, continuously. (Level 6)

STUDENT CONDUCT EXPECTATIONS

STUDENT CONDUCT EXPECTATIONS

Standard of Personal Conduct

The College encourages a close and edifying relationship between staff and students, one that will deepen the spiritual growth of each and stimulate vigorous intellectual lives within the community. Regular church attendance is encouraged, participation in activities with the College community and its founding organisation (The King's Chapel) is encouraged for students and their families. Regular church attendance is expected for staff.

The College strives to create an environment of excellence where students are able to work to achieve their goals. Therefore, students are encouraged to focus their energies on their studies.

General Behaviour on School Grounds

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

1. Running, and throwing things, including balls, are not permitted in passageways and on paths. Rough play is never permitted.
2. Calling out, shouting, and swearing are not permitted.
3. For primary students and those in years 9-10, bags are to be stored on the hooks provided in the designated area on arrival at school. For students in Years 7-8, 11-12, bags are to be stored in their lockers at all times. Students are not permitted to carry bags around the College grounds or to go to their bags between lessons. Students are never permitted to go into the bag or locker of another student.
4. Keep to the left when using passageways, paths, and stairs.
5. Doorways, pathways, and stairs are to be kept clear at all times.
6. Chewing gum is forbidden at all times.
7. Student Services is a formal area where students should be quiet, orderly, and respectful at all times.
8. Students are not generally required to go to Reception but if there is a circumstance in which a student is in this area, he/ she must conduct themselves in a respectful and quiet manner. At no time should students take food or drink into this area.
9. Students wishing to see the Principal, senior staff or a teacher should make their request at Student Services. They will be advised of the opportunity to see staff members.
10. All students are reminded to treat others courteously and with respect at all times.
11. Energy drinks such as Mother, Red Bull, Prime, soft drinks, and caffeinated drinks or caffeine tablets are NOT allowed on the way to school, after school or on school premises during any College sponsored activity or in the course of a regular school day, or when students are off-site in College uniform or at off-site activities organised by the College. On special occasions the College may provide juice, soft drink, or water.

Drugs

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

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

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

STUDENT CONDUCT EXPECTATIONS

Grounds and Classrooms

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

Self-discipline in regard to litter is particularly important. Littering is prohibited and all students and staff must put rubbish in the bins supplied.

Classrooms are normally out of bounds before and after school and during recess and lunch without the express permission of, and supervision by, a staff member.

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

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

Students are not permitted to use College facilities outside of regular operating hours unless they are participating in an authorised College extracurricular activity or event hosted by an external provider, with appropriate supervision.

Students are not permitted on college grounds unless under the direct care of a responsible adult.

Oval and Playgrounds

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

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

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

Property

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

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

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



STUDENT CONDUCT EXPECTATIONS

Bags and Equipment

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

As all College bags look similar, it is suggested that each student place a small identifiable item or tag on their bag. All bags and equipment should also be carefully labelled with the student's first name and surname. For students in Years 7-8 and 11-12, bags should be locked inside their locker throughout the school day.

All student equipment such as bags, files, books, pencil cases, diary etc. should be kept clean and graffiti-free.

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

Lockers

In the secondary school, students are allocated a locker at the start of the year. Students will be issued a college lock which they must look after. If a lock is broken or stolen and needing to be replaced, it will incur a charge of \$30 to the parents.

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

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

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

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

STUDENT CONDUCT EXPECTATIONS

Student Code of Conduct

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

Respect

The College seeks to provide students with the opportunity to manage and change their own behaviour. The Behaviour Management Policy is founded on respect for self and for one another.

Respect for our faith | Acknowledge the faith journey of each person and share positively in the faith Life of the College.

Respect for others | Value differences in other people and respect all who work in the College community.

Respect for self | Value the talents we have and achieve to the best of our ability.

Respect for learning | Contribute to a safe, orderly and productive learning environment. Interact respectfully with teachers and peers.

Respect for the College | Be proud of the College and show consideration for its property and that of others.

Rights and Responsibilities

Students and Staff have the right to:

- be treated with respect and dignity
- work and learn in a positive environment free from interference or distraction
- be treated fairly
- be free from harassment or bullying
- have their person and property respected feel safe and secure

Students and Staff have the responsibility to:

- treat everyone respectfully and actively discourage others from acting disrespectfully
- respect the right of others to learn by being prepared to Listen to others' opinions and refrain from interrupting others
- treat others fairly and without prejudice, regardless of their background
- take an active stand against any form of

intimidation or ostracising of others

- respect the privacy of others, especially avoiding gossip and disclosing personal information.
- avoid damage to property of any kind
- follow College rules and policies and follow teachers' instructions

Beliefs and Values

We believe:

- Students should take responsibility for their behaviour
- appropriate behaviour should be acknowledged and celebrated
- unacceptable behaviour should have consequences but should always be seen as an opportunity for learning
- staff should collaborate to maintain standards
- Staff should model the respectful behaviour expected from students
- all consequences should be just, educative, promoting of self-discipline and restorative in nature
- all teachers must share the responsibility for maintaining standards
- all students must be offered procedural fairness in all aspects of behaviour management

Breaches

It is expected that all students will report any breaches of the Student Code of Conduct to a teacher or senior staff member. Where possible the College supports restorative practices in responding to inappropriate behaviour. The consequences for breaching this Code will be determined in accordance with the Behaviour Management Policy.

Please note that the College has mandatory reporting obligations in situations where there are reasonable grounds to suspect a child is at risk of sexual harm. These obligations are fully detailed in the College's Child Protection Policy.

BEHAVIOUR MANAGEMENT

BEHAVIOUR MANAGEMENT POLICY

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

The National Principals for Child Safe Organisations and The King's College Child Safety Framework are the central focus of discipline and self-discipline for each student at the College.

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

As part of Child Safety, we believe every student and teacher has a right to:

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

To encourage and promote positive behaviour, the College seeks to:

- Ensure consistency and care in our interactions with students;
- Communicate all expectations clearly to students and their families;
- Work with families to promote and instill standards of positive behaviour;
- Provide engaging lessons to motivate and meet the needs of our students;
- Create an environment conducive to learning;
- Consistently praise positive behaviour and respond to negative behaviour;
- Engage students, where appropriate, in decision making.

There are many ways in which students are incentivised and encouraged in normal College life to be well disciplined. These include:

- Teachers showing genuine interest in each student in their care;
- Praise and encouragement;
- Exceptional Points System (EPS);
- The King's Honours, recognising achievements in academic, sporting, artistic and citizenship endeavors;
- Acknowledgment to peers in class and at assemblies.

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 they are disadvantaging everyone else in the class. Every student has the right to the best possible education they can obtain at The King's College.

The King's College's behaviour management system is free from discrimination, is proportionate to the nature of the breach, and provides an avenue to appeal the outcome. Procedural fairness will be applied in implementing the discipline system.

BEHAVIOUR MANAGEMENT

In all situations, and in particular regard to managing students' behaviour, The King's College explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment.

Child abuse:

Four forms of child abuse are covered by WA law and are defined by the Department of Communities:

1. **Physical abuse** occurs when a child is severely and/or persistently hurt or injured by an adult or a child's caregiver.
2. **Sexual abuse**, in relation to a child, occurs when a child is exposed to, or involved in, sexual activity that is inappropriate to the child's age and developmental level, and includes sexual behaviour in circumstances where:
 - the child is the subject of bribery, coercion, a threat, exploitation or violence;
 - the child has less power than another person involved in the behaviour;
 - there is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour.
3. **Emotional abuse** includes:
 - psychological abuse; and
 - being exposed to an act of family and domestic violence.
4. **Neglect** is when children do not receive adequate food or shelter, medical treatment, supervision, care or nurturance to such an extent that their development is damaged, or they are injured. Neglect may be acute, episodic or chronic.

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

Harm: Harm in relation to this policy, includes harm to students, staff, or others physically, emotionally, or psychologically.

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

BEHAVIOUR MANAGEMENT SYSTEM

Within the classroom, students are expected to behave in such a way that does not impact negatively on their own or others academic progress or health and wellbeing and teachers are expected to manage the behaviour of the students in their classes. If a student does not behave appropriately, they will be managed according to the systems outlined in this document. There are different behaviour management systems in place for Primary and Secondary students, to account for their different stages of development.

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

BEHAVIOUR MANAGEMENT

Multi-Tiered System of Supports and Trauma Informed Practices

As with our academic supports at The King's College, we utilise a multi-tiered system of supports and trauma informed practices within our behaviour management and pastoral care systems. This is comprised of three tiers (waves): universal design for learning, targeted support, and individualised interventions. These are used with the aim of providing a safe environment for students that is conducive to learning, whilst allowing staff to provide students with the appropriate level of guidance and knowledge to manage their wellbeing and behaviours.

Wave 1 (Universal Design of Learning): This includes all the supports offered to all students to assist in meeting behavioural expectations.

Wave 2 (Targeted Support): This is designed to provide targeted interventions (usually at a group level) to support students who are needing additional supports.

Wave 3 (Individualised): This is designed to provide individualised interventions.

Examples of strategies at each tier/wave are listed in the table below. Staff can work with the Student Services team, Assistant Heads of Primary, Head of Primary and Responsive Education to ensure the appropriate adjustments/supports are being implemented.

Restorative Practice

Restorative practice provides a framework that moves beyond punishment for addressing and preventing harm. It allows for the bringing together of the people affected by harm in a safe, structured and facilitated way to debrief an incident, discuss its impact, and create a path forward.

At The King's College, whilst it is important for choices to have consequences, it is also important for both students and staff to have healthy relationships, where trust and mutual respect are present. Staff at The King's College aim to create quality relationships through practices that:

- Develop student awareness about the effect their behaviour has on others;
- Avoid scolding, humiliating, and lecturing students, especially in public;
- Actively involve students in discussing the reasons for and effects of their actions;
- Address student behaviour in ways that protect student dignity;
- Provide students with tools and strategies for positive behaviours in the future.

After negative incidents, staff and students are encouraged to have restorative chats and/or restorative conferences. A restorative chat is used for low-level breaches of behaviour standards, whereas a restorative conference is utilised for more serious breaches of the behaviour standards. Restorative conferences may often be facilitated by a Student Services staff member.

Factors to be considered when deciding on and issuing a consequence

Whilst consistency is important, when deciding an appropriate consequence, College staff will:

- Consider the age and developmental stage of the student.
- Ensure classroom practices did not breach the Disability Discrimination Act and appropriate adjustments were implemented.
- Ensure the consequence is just, reasonable, and conveys a sense of forgiveness.
- Consider the facts of the situation, the seriousness of the incident and whether the incident is a trend or a one-off behaviour.
- Ensure the strategies outlined in any documented plan a student is on have been followed.

BEHAVIOUR MANAGEMENT

Appeal Process

If a student or parent/guardian believe that a consequence is unjust, they may appeal the decision.

For minor appeals (infringements and removals), a student or guardian may speak with their classroom teacher, Deans of Primary, or Head of Year, and this may be done verbally or in written form; however, for more serious appeals such as severe breaches or exclusion, an appeal must be made in writing to the Dean of Students-Secondary, Head of Primary, or the College Principal.

Primary Behaviour Management System

Exceptional Point System (EPS)

In the primary school, students will receive EPS (Exceptional Point System) points on the playground and in the classroom for positive behaviours that demonstrate the College values. Behaviours that align with our College values include, but are not limited to, being kind and helpful to others, following class rules, staying on task, playing safely, looking after school property, using polite language, sharing and working well in teams, and making healthy choices, such as using waste-free or nutritious lunchboxes. Students are acknowledged for exceptional behaviour at assemblies, Semester EPS reward days, at presentation night and through Head of Primary Commendations.

Four Ways Approach

In the Primary school, student behaviour will be managed using the **Four Ways** approach to support behaviour and self-regulation.

Staff will use Monitoring, Prompting, Counting and Emotional Coaching. Staff are expected to utilise all four ways when managing behaviour in or outside their class. They monitor student behaviour to identify patterns and determine what behaviour is acceptable and not acceptable. Staff also prompt students to encourage specific responses or behaviours by providing cues, reminders or assistance. Prompting encourages desired behaviour and is done verbally, through gestures, visuals, modelling, reminders, redirecting and reinforcing positive behaviours.

Undesired student behaviour is managed using the 1-2-3 warning system and is followed up with a restorative conversation. Counting will reset at the beginning of each learning block. Students are also counted during recess and lunch. Students are counted for inappropriate behaviours outlined in, but not limited to, the list below. At The King's College, counting is done verbally and names are not to be written on the board.

Inappropriate Behaviours:

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

For inappropriate behaviours, staff will give a student a '1' for the first offence. For their second breach in that period, they will receive a '2'. If the student breaches again, they will be given a '3' and be requested to serve an in-class **RESET**.

A **RESET** is a short, in-class reflection period that allows students to pause and consider their behaviour, actions or choices. In Lower Primary, a RESET lasts for three minutes, while in Upper Primary, it lasts five minutes.

If undesired behaviour continues in Years 1-6 and a student receives a second RESET in a learning block, they will move to a **REBOOT**. A **REBOOT** is a restorative conversation with a member of the Primary Leadership Team. Parents are informed of REBOOTS through SEQTA.

Students in the Early Learning Centre have additional chances to make positive choices. If a REBOOT is required, a member of the Primary Leadership Team will facilitate the restorative conversation in the Early Learning Centre. The student's parents are informed of the REBOOT through SEQTA.

BEHAVIOUR MANAGEMENT

If a student receives three REBOOTS in a week, the student's parents will be contacted and a meeting will be arranged to put an individual behaviour contract into place to support the student. The individual behaviour contract will suggest proactive strategies to support positive behaviour, identify the student's strengths and needs and outline a clear sequence of consequences if the behaviour does not improve. If the behaviour does not improve, the student's continued enrolment at the College will be reviewed and may result in exclusion.

Staff consider the needs of neurodiverse students, including those with ADHD, Autism and Anxiety and make the necessary adjustments for them when implementing Four Ways.

Severe Breaches

In the case of a severe breach that puts the student or others at risk of emotional or physical harm, the Principal and/or Head of Primary may suspend the student and/or a meeting with the College Principal may be called to discuss exclusion from the College. Breaches are given for high-level offences. No warnings are required to be given. Each breach has a specific consequence or series of consequences. Details can be found in the Behaviour Management Policy.

For severe breaches:

- Staff will communicate via email to the Principal and/or Head of Primary, providing any known information relevant to the severe breach.
- Depending on the level of severity, the Principal and/or Head of Primary will arrange a meeting with the student's parents and place the student on one full day of in-school or at-home suspension and send a formal letter home, or
- The Principal and/or Head of Primary may permanently exclude the student from the College.

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

Secondary Behaviour Management System

IRS = I'M REALLY SAFE!

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

For inappropriate behaviour in Secondary, students can receive the following consequences:

- **Infringement:** See infringement section for details
- **Removal:** Five (5) removals in Secondary will result in exclusion from the College
- **Severe Breach:** Three severe breaches in a calendar year will result in exclusion, and in some cases, a combination of high-level behaviour breaches/removals may also lead to exclusion prior to reaching this threshold.

The longer the time between when an incident occurs and when it is reported, the more difficult it becomes to effectively investigate and address this matter, as details may be lost or unclear, and evidence or witness accounts may no longer be reliable.

The Dean of Students-Secondary and the Principal reserve the right to modify the application of the system, dependent upon specific circumstances, particularly in relation to offences that threaten the safety of others in the school community.

Infringements

Infringements are given for low-level offences. Every fifth infringement a student is issued with will result in a consequence (outlined below). Examples of offences resulting in an Infringement include:

- Late to class
- Not signing in at Student Services when arriving late to school
- Chewing gum
- Swearing
- Locker/bag infringement

BEHAVIOUR MANAGEMENT

- Uniform – missing item
- Sports uniform on incorrect day
- Hair or make-up
- Incorrect jewellery

For infringements, the teacher will select *'Email student's guardians'*, notifying families of the concern. The relevant Head of Year will then formally process the infringement and change the category to Student Infringement Notification S1 or S2, making it visible for students and families to see on their relevant SEQTA platforms. The Head of Year and/or Dean of Students-Secondary will keep records and monitor patterns of infringements for students.

Consequences for infringements are as follows:

- After **five (5)**, **ten (10)** and **fifteen (15)** infringements, a formal letter is sent home, and lunch rubbish duty is given.
- At **twenty (20)** infringements, a formal letter is sent home, and lunchtime detention is issued.
- For every **fifth (5th)** infringement onwards, a letter is sent home and an in-school suspension sat.
- **Two (2)** missed rubbish duties or lunchtime detentions will incur an **after-school detention**.
- At 10 and 20 infringements, students also lose their Good Standing. See the Good Standing section for more details.

Details of all infringements can be viewed by parents on SEQTA Engage. Please note, it can take up to a week to reflect a student's current infringement count. Infringements reset every semester.

After School Detention

Afterschool detentions may be issued in response to certain behavioural concerns or repeated non-compliance. These are scheduled on a negotiated afternoon at school from 3:15pm-4.15pm, with advance notice provided to families to allow for transport arrangements if needed. If a student refuses to attend, a meeting between the Dean of Students-Secondary or the Principal and the family will be arranged to discuss the students' progress, good-standing and enrolment at the College.

The detention will take place in either a classroom or Student Services, depending on the number of students sitting the detention.

Removals

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

Standard Removals

In response to a student's inappropriate behaviour, the teacher identifies the behaviour and gives the student a series of formal and informal warnings. If the student progresses to two (2) formal warnings and the inappropriate behaviour continues, the teacher removes the student, that is, sends the student out of class to Student Services. Informal and discrete warnings are a mandatory part of the behaviour management process, to be used alongside formal warnings.

If the removed student refuses to leave the classroom, the teacher should send a responsible student to get a Head of Year, Dean of Students-Secondary or Principal. If the removed student leaves the classroom as instructed, the teacher should send an email to Secondary Student Services immediately to let them know to expect the student. If the student doesn't arrive, available members of the Student Services team are to look for the student.

For the first **two (2)** standard removals, the student remains isolated only until the end of the lesson. For the third removal onwards, the general removal process is followed as outlined below under 'Removal Processing'.

Examples of offences that may result in a standard removal include but are not limited to:

- Distracting behaviour:
 - Continuously distracting another student
 - Talking or making inappropriate noises at inappropriate times
 - Walking around the room without permission
 - Throwing items
- Time-wasting behaviour:
 - Wasting time rather than completing tasks set by the teacher
 - Being slow to respond to teacher instruction, including lining up before class
 - Using laptop outside of teacher guidelines
 - Doing work from a different subject area
 - Writing, reading or passing notes
- Disrespectful behaviour:
 - Showing disrespect in words or actions towards other students or staff
 - Making rude comments or gestures
 - Name-calling / putting-down others

Instant Removals

In response to a student's inappropriate behaviour, the teacher identifies the behaviour and, without warning, automatically removes the student, that is, sends them to Student Services. For all instant removals, the student remains isolated for three periods.

Examples of offences that may result in instant removal include but are not limited to:

- Blatant disregard of rules:
 - Defiantly refusing to follow teacher instructions
 - Leaving class without permission
 - Keeping a mobile phone on themselves or using a mobile phone during the school day
 - Defacing or damaging others' property
 - Accessing inappropriate internet sites, downloading or uploading inappropriate material on the school network
 - Using social media during school hours on school or personal devices
 - Engaging in highly inappropriate conversations with other students
 - Kissing or inappropriate physical contact
 - Repeated dishonesty/lying
- Breach of safety:
 - Unsafe behaviours (E.g., throwing dangerous items, being too rough or play fighting)
 - Ignoring safety guidelines specific to certain practical subjects such as sport or science
 - Unsafe behaviour while on a bus that is transporting students to a school activity
- Physical/verbal abuse:
 - Hitting or kicking another student
 - Swearing at others
 - Public humiliation
 - Threatening others or acting in a threatening and/or intimidating manner

For standard and instant removals, the teacher will:

- Immediately communicate via email to Secondary Student Services confirming that they removed the student (secondarystudentservices@tkc.wa.edu.au)
- Complete and upload the feedback sheet to SEQTA outlining the reason(s) for the removal and in-class strategies used, and the reflection questions, preferably by the end of the following break time and no later than 3:30pm on the same day (in extreme circumstances). Failure to do so may result in the removal not being issued.

- If a feedback sheet cannot be issued immediately, include a basic outline of why the student has been sent down in the email to Secondary Student Services and then follow-up with the feedback sheet.

Removal Processing:

A Head of Year or the Dean of Students-Secondary will:

- provide the student with a feedback sheet to complete, indicating the reason(s) for the removal and interview the student.
- read through information on SEQTA from the teacher (speak with them in person if required).
- make a decision.
- after the first (1st) and second (2nd) removals, have a discussion with the student about what they did and how to improve/repair the situation, phone the parents and send a formal email home using the SEQTA template.
- after the third (3rd) removal, interview the student, phone the parents, place the student on one day of in-school suspension and send a formal email home.
- after the fourth (4th) removal, interview the student, arrange an in-person meeting with the parent/guardian as soon as possible, place the student on one full day of at-home suspension and send a formal email home.
- After the fifth (5th) removal, the Principal and/or Dean of Students-Secondary will permanently exclude the student from the College.

At removal three and four, the Head of Year or Deputy Principal Student Services will offer for the student to commence the *Rollback Procedure*.

After the matter has been dealt with, the teacher that issued the removal is encouraged to have a restorative conversation with the student involved. Depending on the nature of the removal and the needs of the student or staff member, a member of the Student Services team may facilitate this.

Severe Breaches

Severe breaches refer to serious violations of the school's behavioural expectations. These incidents warrant immediate consequences and do not require prior warnings. Each severe breach will result in a specific disciplinary response, which may include single or multi-day suspensions to a maximum of five days, or expulsion, depending on the nature and severity of the incident.

Examples of severe breaches include, but are not limited to:

- Truancy
- Physical fighting
- Severe bullying, including cyberbullying
- Inciting violence or deliberately failing to report a potential conflict to staff
- Filming and/or sharing a video of a fight involving students
- Graffiti, vandalism, or damage to school property or failure to report when witnessed
- Theft
- Possession or use of cigarettes, vapes, or alcohol on school grounds
- Attending school under the influence of alcohol
- Possession of a dangerous item or weapon
- Sexual misconduct or harassment
- Racist behaviour, including the use of racial slurs or discriminatory actions
- Lighting fires without explicit instruction or supervision (e.g., in Outdoor Education)
- Attempting to hack or compromise the school's IT systems or security protocols

Students who witness, or are aware of, any of the above breaches, are expected to report it immediately. Failure to do so may make them accessories to the incident and consequences may apply.

A student's enrolment may be paused for the time required to fully investigate an incident.

BEHAVIOUR MANAGEMENT

Reporting and Response Procedure

Staff must report severe breaches by contacting the Principal, the Dean of Students, the Assistant Dean of Students-Secondary, or the relevant Head of Year, with all pertinent details. All verbal reports must be followed up in writing by the staff member via an email or restricted SEQTA note on the same day.

Following this, the following actions may occur:

- Student interview
- Investigation by staff / potential pause in student enrolment
- Parent/guardian contact via phone
- Issue of a formal suspension or expulsion notice
- Relevant pastoral supports put in place to support student behaviours
- Official written communication sent home

Consequences

Severe breaches carry a minimum consequence of a single day suspension. A multiple-day suspension may be justified, and some breaches may result in immediate expulsion. Final decisions are made in consultation between the Head of Year, Dean of Students-Secondary and Principal. Repeated breaches will lead to increasingly serious consequences.

Exclusion

A student will be excluded upon receiving a third severe breach within a calendar year; however, exclusion may occur earlier based on the severity or frequency of incidents and the student's behavioural history. Final decisions are made by an Exclusion Committee made up of the Head of Year, Dean of Students-Secondary, and Principal, and any other required key staff.

Immediate Exclusion

The following are examples of, but not limited to, behaviours that will result in immediate exclusion (expulsion) from the College:

- Possession of illegal drugs
- Provision of illegal drugs, vapes or alcohol to others on campus
- Attending school under the influence of illicit drugs
- Threatening or harming others with a weapon or potentially dangerous item
- Arson

Good Standing

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

Students that receive ten (10) or twenty (20) infringements in a semester, three or more removals in a year, one or more severe breaches or fail to attend two or more compulsory events may lose their good standing in the College.

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

All students are in good standing at the beginning of each new school year. Students will lose their good standing for a period of ten (10) weeks. At the end of the 10 weeks, students will be eligible to apply to regain their good standing.

BULLYING

BULLYING

Bullying is a behaviour which is unacceptable. The Department of Education's 'Guidelines for Preventing and Managing Bullying in School' states:

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

The guidelines further assert that bullying may involve:

Verbal bullying:

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

Social/relational bullying:

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

Physical bullying:

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

Cyberbullying:

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

Bystanders:

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

Severe bullying:

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

The College is committed to creating and maintaining an inclusive, safe and supportive education environment and school community. Bullying will not be tolerated. The College is committed to creating and maintaining an inclusive, safe and supportive education environment and school community. Bullying will not be tolerated. If staff believe that bullying may be occurring, the situation will be referred to the relevant Head(s) of Year for investigation and the appropriate consequence will be issued.

BEHAVIOUR MANAGEMENT



THE KING'S COLLEGE

The King's Honours Program aims to build a desire to achieve greater levels of participation and success throughout the student's time at the College encouraging both individual accolades and House spirit. It serves as a means of acknowledging and celebrating a student's notable engagement, accomplishments, and dedication within the Secondary School context. It encompasses a range of achievement levels accessible to secondary students across diverse categories.



Categories and Tiers

The categories through which individuals can qualify for Awards include Academic, Arts, Sport, and Citizenship. Within each of these categories, students accrue points that contribute to their recognition at varying tiers: Bronze, Silver, Gold, and The King's Honours Award. When you reach a tier in a category, you will be awarded a badge for that tier and category at the next Honours Award Assembly. The assemblies are held twice a year and carried out in Term 1 and Term 3. The pinnacle of this recognition system is The King's Honours Award, exclusively attainable by students who achieve Gold Award status across all four categories.

Accruing Points

Students will accumulate points throughout their time in the Secondary School through a range of various activities within each category. The points will accumulate over a student's time in Secondary School and will also contribute to House points for their House. Student activities performed externally that meet the criteria can also be awarded points through an application process. Points will be awarded for activities in each category. There are examples below of what will accrue points. The amount of points will vary based on the difficulty and frequency of the achievement / performance



Sport



Arts



Academics



Citizenship

BRONZE
100 POINTS

SILVER
200 POINTS

GOLD
300 POINTS

THE KING'S HONOUR AWARD
Gold Award across all four categories

Student Complaint Procedure

1 *By talking about it or by writing it down if you find that easier. You can do it by yourself, or through your parents.*

How do I make a complaint?

2 *To anyone on staff.*

To whom?

3 *No, it can be a big problem or a small one. By discussing it, you may come up with some positive ideas.*

Does it matter what the issue is?

4 *If possible, the staff member will deal with it in person. If not, he or she will go on your behalf to someone who can help.*

What will happen next?

5 *If you are worried about confidentiality, tell the staff - they will understand. Even if you find the issue hurtful or embarrassing, don't worry- it will only be discussed by staff that can help you.*

Do others have to know?



UNIFORM GUIDELINES

UNIFORM POLICY

The King's College is a 'uniform' school, requiring students to be well presented.

The uniform code is designed to instil a sense of pride in the students for their College. In addition, it provides a valuable opportunity for students to be trained in representing an organisation in which they are involved. They will, later in life, represent organisations as employees and members where the expectation will be that they maintain a specified standard.

Teachers and parents have a responsibility to support and uphold the uniform policy. How the students wear the uniform reflects on the College in the community.

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

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

Uniform Regulations:

General

All items of uniform, except shoes and stockings, must be purchased from the on-site College uniform shop.

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

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



UNIFORM GUIDELINES

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

College Hat must be worn outside all year (primary students only), Terms 1 and 4 (secondary students), but must not be worn inside. During Terms 1 and 4, Secondary students must wear their hats when outside at break times and for outdoor lessons, even when sitting in the shade.

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

Faction/House Shirts are optional and are only to be worn to school on scheduled school sporting carnival days and house events as indicated by the Dean of Students-Secondary or Head of Primary. They are not to be worn on excursions, including interschool sporting events.

Clothing

In the winter terms, the **blazer** must be worn; in the summer terms, it need not be worn apart from formal occasions or excursions as directed. The blazer may be removed after morning Pastoral Care Class but must be put on at the end of the school day and worn whenever off campus, in public view. It must be worn to formal occasions, as directed.

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

The **Year 12 Leavers Jacket** does not form part of the formal uniform and is allowed as a courtesy to the students and entirely at the discretion of the executive. It may be worn in place of the blazer (Year 12 only). It must be replaced by the blazer for all formal events held during this time, as directed.

The **Year 6 Leavers Shirt** does not form a part of the formal uniform in secondary school.

- The jumper or jacket must not be worn tied around the waist.
- The hemline for the dresses and skirts must be no shorter than 5cm or three fingers width above the front and back of the knee.
- Shorts must be no shorter than three-quarter thigh length.
- No items may be rolled up/over at the top or bottom.
- Bicycle pants may be worn underneath the uniform as long as they are not visible.
- Girl's blouses may only have the top button undone. All others must be done up.
- For the girl's formal uniform, navy stockings (70D) can be worn in place of the white socks. No other colours or tight styles are permitted. Navy stockings (70D) are mandatory with the skirt for Winter Uniform.

Shoes and Socks

Formal Uniform:

- Shoes must be a smart black leather school shoe.
- Mary-Jane shoes are only permitted in the primary school.
- The shoes must not be made of suede, canvas or soft material.
- The shoes must have heels that are no less than 2cm and no greater than 4cm in height.
- Girls' socks must be the white College socks.
- Boys' socks must be the navy-blue College socks for formal uniform and the College white socks for sports uniform.

Sports Uniform:

- Shoes must be a supportive runner.
- Canvas shoes such as Converse or Volleys are not permitted.
- Boys' socks must be the white College socks.

UNIFORM GUIDELINES

Hair

- Hair must be kept clean, neat and tidy.
- Long hair must be tied back (long hair is defined as all hair touching the top of the collar or longer).
- All hair must be off the face with any strands clipped back.
- Hair may be coloured provided the colour is natural-looking.
- Numerous small plaits are unacceptable unless that styling is part of a student's culture, in which case hair bands must be plain navy blue, black or white otherwise, neutral tone elastic bands are acceptable.
- Clipper haircuts (full or partial) must be number 3 or above. Shaved heads are not acceptable.
- Extreme styles like (but not limited to) spiking, excessive volume, mullets and shaved lines or patterns are not permitted.
- Hair accessories must be plain and only in the colours navy blue, black or white.

Jewellery

- Students may wear a watch (Smartwatches are not permitted).
- Necklaces/chains are not permitted.
- Bracelets are not permitted.
- Cultural or religious items may be considered upon written application to and approval by the Principal or delegates: Head of Primary and Dean of Students-Secondary
- Unacceptable items will be confiscated and returned to the student at the end of the term or may be collected earlier by the student's parent/carer.

Acceptable Accessories/Jewellery		
 <p>Watch (Smartwatches not permitted)</p>	 <p>Studs (4mm max)</p>	 <p>Sleepers</p>

Piercings

- Students may wear up to two sets of earrings (thin sleepers or studs) in the lower lobe; small gemstones may be permitted, no hanging parts.
- Studs must be 4mm or less in diameter and sleepers need to be 12mm or less in diameter.
- Facial and tongue piercings are not permitted except for a single small clear retainer (2mm or less) in the nose.
- A small clear retainer (2mm or less) may be used for additional ear piercings.
- Students found to be wearing jewellery that does not meet College expectations will have the jewellery confiscated. These items will be returned at the end of the term or will need to be collected by the student's parent/carer

Make-up

- Only clear nail polish is permitted.
- Fake nails are not permitted.
- A thin layer of foundation/tinted moisturiser is permitted.
- All other makeup-including but not limited to lip colour, blush/bronzer and eye makeup is not permitted.
- Fake eyelashes are not permitted.

Sunglasses

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

UNIFORM GUIDELINES

Other

- Face must be clean-shaven.
- Students in Years 7-12 with minimal facial hair (e.g., above the lip), especially younger students, may have an exemption from shaving after consultation with the Dean of Students or Principal.
- Body markings are not permitted, including tattoos. Students are not to draw on themselves or others.
- Scarves that are navy blue or black may be worn during the winter months.
- In some circumstances, cultural variations may be approved by the Principal. In order to seek approval, all requests must be forwarded to the Principal's delegates in writing – Head of Primary or Dean of Students-Secondary. They may then request a meeting to discuss these variations.

Free Dress Days

At times during the College year, students participate in various fund-raising events, including Free Dress Days. On these special days, students are allowed to wear free dress rather than the College uniform. A gold coin donation is required from each student who chooses to wear free dress. The money will be collected on the morning at Pastoral Care Cass and will be donated to the charitable organisation nominated prior to the day. The Free Dress Day regulations are outlined below:

- Appropriate casual clothing may be worn.
- Students may wear free-dress or sports uniform on free-dress days.
- Students are required to ensure they are appropriately dressed for all lessons on that day (e.g., closed-in shoes for Woodwork, and athletic clothing and supportive footwear for sport).
- Normal College rules regarding hair and make-up apply on the day.
- No inappropriate/explicit slogans/graphics.
- No crop tops or see-through tops or dresses.
- Necklines must be modest.
- Shoulders must be covered (no tank tops, singlets, strapless tops or tops with spaghetti straps).
- No short-shorts or skirts (hemlines must extend past the student's fingertips as they stand straight and stretch their hands down by their sides).
- If leggings are worn, they must be paired with shorts or a skirt.
- Students are reminded that they will still require covered shoes for school.

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

Uniform Management Procedures

For incorrect uniform, infringements are issued.

- Incorrect uniform issues that are immediately correctable (e.g. hair down, shirt out, jewellery worn)
 - The student is asked to correct the issue immediately in the first instance without an infringement. Repeat instances will incur an infringement.
 - Failure to comply follows standard disciplinary procedures
- Incorrect uniform issues that require action out of class (e.g. makeup, unshaven)
 - The student is given an infringement.
 - The student is sent to Student Services to obtain wipes/razor to correct the issue.
 - Failure to comply follows standard removal procedures.
- Incorrect uniform issues that require purchase of items (e.g. missing/incorrect uniform pieces)
 - The student is given an infringement.

UNIFORM GUIDELINES

- If parents, when contacted regarding the infringement, indicate their intention to purchase the uniform item, a note, including the date and name of the item, is written in the student's Diary to excuse the student for one week. Following that, usual procedures apply.
- Incorrect uniform issues that require action out of school (e.g. hair incorrect colour)
 - The student is given an infringement.
 - If parents, when contacted regarding the infringement, indicate their intention to solve the uniform problem, a note, including the date and brief description of the issue, is written in the student's Diary to excuse the student for a reasonable amount of time. Following that, usual procedures apply.
 - In some cases, parents may be contacted to collect students and students may not be permitted to return until the concern has been rectified.
 - Students whose hair cuts are not consistent with the school expectations but require the hair grow out may be required to have their break times in student services and until the issue is resolved.
- Inappropriate clothing issues on free-dress days
 - The student is sent to Student Services and parents are contacted.

UNIFORM GUIDELINES

Uniform Infographic

Kindergarten and Pre-primary Summer Uniform Unisex			
SUMMER UNIFORM TERMS 1 AND 4			WINTER UNIFORMS TERMS 2 AND 3
<ul style="list-style-type: none"> • College Blue Polo Shirt with Crest • College Navy Rugby Style Sport Shorts • Black T-Bar Sandals or Sports Shoes (minimal trim, preferably velcro) with College White Ankle Socks • Collect Bucket Hat 			<ul style="list-style-type: none"> • College Blue Polo Shirt with Crest • College Navy Rugby Style Sport Shorts (Under Tracksuit) • College Navy Tracksuit with Crest • College White Sports Ankle Socks • Sports Shoes (minimal trim, preferably velcro) • College Bucket Hat
Year 1 - 6 Summer Uniform Terms 1 & 4			
FEMALE			MALE
<ul style="list-style-type: none"> • College Tunic Dress with Crest and Tie • College Navy Wool Jumper with Crest (Optional) • College White Ankle Socks • Smart black Leather school shoes • College Bucket Hat 			<ul style="list-style-type: none"> • College Navy Short Sleeve Shirt with Crest • College Navy Shorts with Elastic Back OR College Grey Trousers • College Navy Wool Jumper with Crest (Optional) • College Navy Socks • Smart Black Leather school shoes • College Bucket Hat
Year 1 – 6 Winter Uniform Terms 2 & 3			
FEMALE			MALE
<ul style="list-style-type: none"> • College Tunic Dress with Crest • College Navy Wool Jumper with Crest • College White Ankle Socks • Navy stockings (70D) Optional • Smart Black Leather school shoes • College Bucket Hat 			<ul style="list-style-type: none"> • College Blue Short Sleeve Shirt with Crest • College Navy Shorts with Elastic Back OR College Grey Trousers • College Blue Wool Jumper with Crest • College Tie • Plain Black Belt (If required) • College Navy Socks • Smart Black Leather school shoes • College Bucket Hat

UNIFORM GUIDELINES

Secondary Uniform | Male

SUMMER | TERMS 1 AND 4

- College Navy Short Sleeve Shirt with Crest
- College Navy Shorts with Belt Tabs **OR** Grey Trousers
- College Navy Wool Jumper with Crest (Optional)
- Plain Black Belt (If required)
- College Navy Socks
- Smart black leather school shoes
- College Cap



WINTER | TERMS 2 AND 3

- College Navy Short Sleeve Shirt with Crest
- College Grey Trousers
- College Navy Wool Jumper with Crest
- College Navy Blazer with Crest
- College Tie
- Plain Black Belt (If required)
- College Navy Ankle Socks
- Smart black leather school shoes



Secondary Uniform | Female

SUMMER | TERMS 1 AND 4

- College Tunic Dress with Crest and Tie **OR** College Shirt and Skirt
- College Navy Wool Jumper with Crest (Optional)
- College White Ankle Socks
- Smart Black Leather school shoes
- College Cap



WINTER | TERMS 2 AND 3

- College Tunic Dress with Crest and Tie **OR**
- College Shirt, Tie and Skirt with Navy Stockings (mandatory) **OR**
- College Shirt, Tie and Girl's Grey Pants
- College Navy Wool Jumper with Crest
- College Navy Blazer with Crest
- College White Ankle Socks
- Navy stockings (70D) Optional with Dress
- Smart Black Leather School Shoes



Secondary Sports Uniform

- College Navy Polo Shirt with Crest
- College Navy Sport Shorts with Crest
- College Navy Tracksuit with Crest
- College White Sports Ankle Socks
- Lace-Up Sports Shoes (Minimal Trim - not Vans, Volleys, skate shoes or canvas casual shoes)
- College Bucket Hat or College Cap (Secondary)



UNIFORM GUIDELINES

Uniform Accessories

					
College Bag	College Sports Bag	College Socks	College Tie	College Bucket Hat	College Cap

SCHOOL SHOES

YEARS PK-PP



- Sports Shoes with Minimal Trim, preferably Velcro.

YEARS 1-12



- Smart Black Leather School Shoes.

Mary Jane style shoes permitted in primary school only



- Sports Uniform Shoes: Lace-Up Sports Shoes with Minimal Trim

- NOT Vans, Volleys, skate shoes or canvas casual shoes

ELECTRONICS AND ICT USE GUIDELINES

ELECTRONICS AND MOBILE PHONES

Code of Conduct for Electronics and Mobile Phones

Introduction

The College recognises that mobile phones are a genuine safety tool for parents and carers to provide to their children to carry to and from school in case of emergency. Whilst at school, however, the student is under the College's duty of care, and students don't need to have access to mobile phones and other electronic devices such as iPods, smartwatches and listening accessories such as headphones and earbuds during school hours.

Therefore, there is a need to manage the students' use of such items to support staff and students to:

1. Reduce the potential for learning distraction.
2. Protect the privacy of staff and students.
3. Improve health and wellbeing.
4. Reduce the chance of students bringing external issues to school through technology.
5. Reduce the chance of incidents of intimidation and bullying.

The College also reminds parents and students that electronic devices and mobile phones are expensive items and are often a highly prized target for theft. It is advisable for expensive electronic devices and mobile phones to be insured as personal property. The King's College and its staff are not responsible if a student's mobile phone is lost, stolen or damaged. Electronic devices and mobile phones are brought to the College entirely at their owner's risk.

The following rules apply to the carrying, storage and use of electronic and mobile phone devices within the College, including off-site events and programs:

General Rules for Students

- If a student does have the need to bring their mobile phone to school, they are not permitted to access their mobile phone and/or other electronic devices from the first bell until the conclusion of the school day.
- **Primary students (PK-6)** Students are not to use their phones on school grounds. If a student brings a phone to school it must remain in their bag before school, be given to the teacher as soon as they go to class, and then after school remain in their bag until they leave the school grounds. No smartwatches are allowed
- **Secondary Students (7-12)** must lock all electronic devices (such as mobile phones and smartwatches) in their assigned student lockers between 8.23am and 3.10pm. Students are not permitted to access or use their phones at any time between the start and end of day school bells, including when sitting in Student Services or the office waiting for a parent/guardian, and at break times. If a student's locker is not secure, the student's electronic devices and mobile phone must be handed in to Student Services for safekeeping during the day until the issue is rectified. Students will then need to go back to Student Services at the end of the day and collect their devices. Electronic devices are not to be stored in student bags.
- Students are not permitted to use mobile phones during field trips, excursions, camps or other supervised off-campus activities. Cameras may possibly be used during camps, but their use is subject to permission from staff and acceptable standards of consideration and respect for others.

Unacceptable Uses

- Students with mobile phones may not engage in personal attacks, harass another person, or share private information about another person using SMS messages, social media, taking/sending photos or objectionable images, or phone calls. Students using mobile phones to bully other students will face disciplinary action.
- Students are not permitted to take videos or photographs on campus with a phone, regardless of whether they have the permission of another student.
- As it is a criminal offence to use a mobile phone to menace, harass or offend another person the school will report such actions to the police.

ELECTRONICS AND ICT USE GUIDELINES

- As it is a criminal offence to distribute intimate images or threaten to distribute intimate images, any student doing so will be reported to the police.
- It is against the law to create, keep or share or ask for material that shows a person under the age of 18 being subject to torture, cruelty or physical abuse. This could include filming a young person in a fight.

Responsibility

- Students who bring a mobile phone to school will be held responsible for the use of that phone by the student or anyone else.
- If a student's phone is used by someone else without their permission, they must immediately inform a staff member.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.

Exemptions

Exemptions to this rule include where a student requires a mobile phone or smartwatch:

- To monitor a health condition as part of a school-approved documented health care plan.
- Smart watches must be in "aeroplane mode", so phone calls and messages cannot be sent or received during the school day.

Communication

- Students may go to Student Services if parents need to be contacted.
- Parents and carers who wish to contact their children for emergencies can do so via Student Services on 9411 4100.
- For offsite activities, arrangements will be in place for communication with parents/carers in these instances in case of emergency.

Breaches of this policy will be managed in accordance with the College Behaviour Management Policy and Procedures. A student who breaches this rule will have their phone or electronic devices confiscated to be collected from Student Services at the end of the day. Any subsequent confiscations will require a parent/guardian to come to Student Services to collect it.

1:1 STUDENT DEVICE PROGRAMME

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

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

Please refer to the 1:1 Device Handbook on the College website for more detailed information.



ELECTRONICS AND ICT USE GUIDELINES

CYBERSAFETY

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

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

Code of Conduct for Cyber Safety

Important terms used in this Code of Conduct:

- The abbreviation ICT refers to the term Information and Communication Technologies.
- Cybersafety refers to the safe use of the internet and ICT equipment/devices.
- College ICT refers to the College's computer network, servers, internet access facilities, computers and other College ICT equipment/devices as outlined below.
- The term ICT equipment/devices used in this Code of Conduct, includes, but is not limited to, computers (such as desktops, laptops, notebooks, netbooks, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), servers, cameras (such as video, digital, webcams, all types of gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and other similar technologies as they are developed and come into use.
- Objectionable or inappropriate means material that deals with topics such as sex, personal beliefs or violence in such a manner that is likely to be harmful to the wellbeing of students and/or incompatible with College standards and values. This type of material has no educational purpose in the College environment.

Introduction

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

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

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

Cybersafety Rules for College Students

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

1. Students may use the College ICT after the Cybersafety Code of Conduct Agreement has been signed by both student and parent and recorded by the College.
2. Every student has been issued with a personalised username and password for use of the College ICT. Students may not use the username or password of another student.

ELECTRONICS AND ICT USE GUIDELINES

3. Students should not give their username or password to any other student or allow them to make use of these personal details.
4. Students are not allowed to trespass in another student's folders, files or work.
5. The College ICT is provided for the educational purposes of each student and, therefore, willful interference with the equipment to make it difficult or impossible for another member of the College to use is prohibited. This includes changing settings, hacking or physically abusing hardware, leads, cables or other parts of the equipment/device.
6. Students are reminded that they have access to their personal folder on the network as well as their year group folder. Hacking is the attempt to gain access or the gaining of access to a site, file or folder that is not authorised to that student or person. (Even the attempt to access unauthorised sites is regarded as hacking.)
7. Students are not permitted to use a network, device or software to disrupt the service of the College ICT or the individual use of the College ICT by another student.
8. Students are not permitted to use or access the computers or ICT equipment/devices of a staff member.
9. Students should not use College ICT or their own personal ICT to participate in any activity which may place themselves or another student at risk. This may include the use of e-mail, chatrooms, Facebook, Twitter and other social media sites.
10. One of the main values of the College is respect, therefore, the use of social media and/or electronic devices, ICT and mobile phones to deliberately harass, bully, offend, threaten or harm another student is prohibited by the College both during and outside College hours. This applies even if it is meant as a joke.
11. The posting or communication of insulting, offensive, threatening and detrimental remarks or statements about the College, College staff, students, parents and community via social media and/or ICT equipment/devices is forbidden. This applies even if it is meant as a joke.
12. The use of obscene language and swearing is forbidden in any communication using the College ICT. This includes song, media and video recording, e-mails, graphics, printing and other forms of educational teaching and learning activities.

Whilst using the College ICT:

13. Sending, displaying, accessing objectionable/inappropriate or age restrictive sites is prohibited.
14. Downloading, saving or distributing material from such sites by copying, storing, printing or showing it to other people is forbidden.
15. Attempts to bypass, circumvent or get around security, filtering and monitoring in place at the College is not allowed - 'where quality is not achieved by chance'.
16. Students who bring their own ICT equipment to the College are under the same restrictions as those already outlined. Material and images on privately owned ICT must follow College guidelines and be appropriate for viewing and listening on the College grounds or whilst on supervised College activities.
17. Students may not download files such as videos, games or programs without the express permission of a teacher.
18. The uploading of files such as videos, games or programs onto the College ICT is also forbidden without the express permission of a teacher.
19. All damage, breakages, misuse and irresponsible treatment of the College ICT must be reported to a staff member immediately.
20. Students are reminded that there are state, federal and international laws in place that govern the use of ICT.
21. The transmission of any material in violation of state, federal and international regulations is prohibited.
22. Software piracy is illegal.
23. The violation of copyright laws when researching is also illegal. Material from the internet, DVDs, CDs, videos and other pieces of information created by another person must be carefully and correctly cited in research.
24. It is also prohibited to use College ICT for profit, product advertisement or political lobbying.
25. All students should respect the intellectual property and privacy of others.
26. The breaking of these rules will result in parents/guardians being informed and disciplinary action being taken. If the offence is in violation of the law, outside agencies such as the police will need to be informed.
27. Students must also realise that in the event of willful destruction, damage or defacement of College ICT equipment or devices, their family may be charged for repair or replacement costs.
28. Students should not contact or add staff members to their social media accounts.

ELECTRONICS AND ICT USE GUIDELINES

It is important for students to realise that staff have the right to access student files as they are for educational purposes only and, therefore, will be inspected by teachers and administration.

Students must at all times:

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

We understand that The King's College will:

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



Top 5 online safety tips

- 1 **Think of others' feelings** before you post, like or share content.
- 2 **Ask for permission** before you share a photo or video with someone else in it. Respectful online relationships start with consent.
- 3 **Be an upstander.** Speak up if you see someone cyberbullying or sharing nudes in a group chat – let them know that's not OK. Report and delete it.
- 4 **Use privacy and screen time settings** to take control of your digital life and its impact on your mental health.
- 5 **Ask for help.** Cyberbullying and sharing intimate images without consent can be distressing, but eSafety can help remove them.

eSafetyyoungpeople eSafety.gov.au/young-people

TRANSPORTATION GUIDELINES

TRANSPORTATION

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

Students who walk or ride must use the crosswalk if they need to cross Bertram Road. When on a bicycle or E/scooter, students must wear a helmet and are encouraged to padlock their bicycle/scooter at the bicycle stand. Bicycles and scooters are not to be ridden during school hours.

Students are reminded that their behaviour on bus services is mandated by the **College Code of Conduct for Bus Usage**. Students who arrive at the College in private transport can be dropped off in the designated areas in the car park.

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

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

Code of Conduct for Bus Usage

Introduction

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

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

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

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

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

Bus Usage Rules for College Students

College students are expected to conduct themselves in a respectful manner at all times whilst in College uniform or on a supervised College activity.

1. For this reason, the following rules apply to the use of buses/public transport while students are in College uniform or on supervised College activities:
2. Students should not participate in the intimidation or bullying of others who may be waiting for or using the bus/public transport.
3. Loud behaviour, including loud conversations, music, swearing and shouting is inappropriate while waiting for or using the bus/public transport.
4. Vandalism including graffiti, willful destruction and damaging of the vehicle, fixtures and equipment is not acceptable behaviour and may incur punishments from transport companies as well as disciplinary action from the College. This includes the misuse of vehicle equipment and fixtures such as seats, rails, doors, and the bell.

TRANSPORTATION GUIDELINES

5. The consumption of food or drink is prohibited on buses and other public transport.
6. Leaning out of the bus or signaling out of the bus is dangerous and distracting behaviour and, therefore, inappropriate at all times.
7. Throwing items from the bus or public transport as well as throwing items in the vehicle is dangerous and, therefore, prohibited.
8. Disrespectful behaviour whilst waiting for the bus/public transport, including intimidating others, littering, swearing, loud noise, inappropriate signals to others waiting or passing by the bus stop/station is forbidden.
9. If seat belts are available, they must be used by students.

The following actions are not permitted:

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

DRIVING TO SCHOOL (STUDENTS)

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

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

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

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

TRANSPORTATION GUIDELINES

Code of Conduct for Student Drivers

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

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

As such it assists to:

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

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

- safety considerations
- the provision of duty of care
- the need to encourage responsible driving and behaviour in students

Driver Conduct on College Grounds:

1. Students are expected to adhere to the accepted road rules (as governed by law) and display due courtesy to fellow drivers and pedestrians.
2. Students need to be mindful of and adhere to the speed restrictions in and around school grounds, especially in the carpark areas.
3. Students must also be mindful of and adhere to parking restrictions and drop-off areas as well as the pedestrian crossings in the College grounds.
4. Students must park in the allocated parking areas available. Students need to remember that this is subject to normal parking regulations and that they need to be courteous to parents using the same parking area.
5. Students are not permitted to use their cars during College hours or to leave the College in their vehicles during the day without both College and parental permission.
6. Students are not permitted to go to their vehicle during College hours for any reason without the express permission of a teacher. No other students may accompany the student driver to the vehicle, even if permission is gained for the student driver. Students are reminded that leaving the College grounds in a vehicle or going to a vehicle without permission during College hours will result in an immediate severe breach.
7. Students must have their cars parked on the College grounds by 8.20am, failure to do so may result in an infringement.

Carriage of Passengers:

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

A registered passenger must:

1. Gain the permission to travel in the vehicle of a registered Student Driver after the approval of their own parents/guardians as well as the permission of the registered Student Driver's parents/guardians.
2. Apply to Student Services for permission to travel to and/or from the College with a registered Student Driver. A Registered Passenger Card will be issued to the passenger upon approval of their application.

TRANSPORTATION GUIDELINES

3. Carry the Registered Passenger Card with them at all times travelling to and/or from the College with a registered Student Driver to allow staff to ascertain their status as registered passenger. A Registered Passenger Card will be issued to the passenger upon approval of their application.
4. Adhere to the accepted road rules (as governed by law).
5. Adhere to the same College expectations and rules of any College student travelling to and from the College.

Obtaining School Driver Permission:

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

1. Inform Student Services of their intention prior to driving to school.
2. Obtain an Application Form from the College.
3. Return the completed application to Student Services.
4. Obtain signed permission and a College Licence from the school, giving them permission to drive to and from school.
5. Carry the College Licence with them at all times at school and be prepared to produce the licence upon request.
6. Have the names of their approved passenger(s) printed on the back of the College Licence by the Dean of Student Services-Secondary.
7. Wear the full College uniform at all times when driving to and from the College.
8. Be careful and courteous at all times when driving to or from the College. Members of the community may complain about unacceptable behaviour and such complaints may be referred to the police.

Permission to drive to the College is explicit and does not include driving to excursions or other College events. Permission for such activity would require Principal and parent approval and will be given only in specific circumstances.

Both drivers and passengers are expected to be at the College prior to the morning bell.

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

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





THE KING'S COLLEGE

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A MINISTRY OF THE KING'S CHAPEL