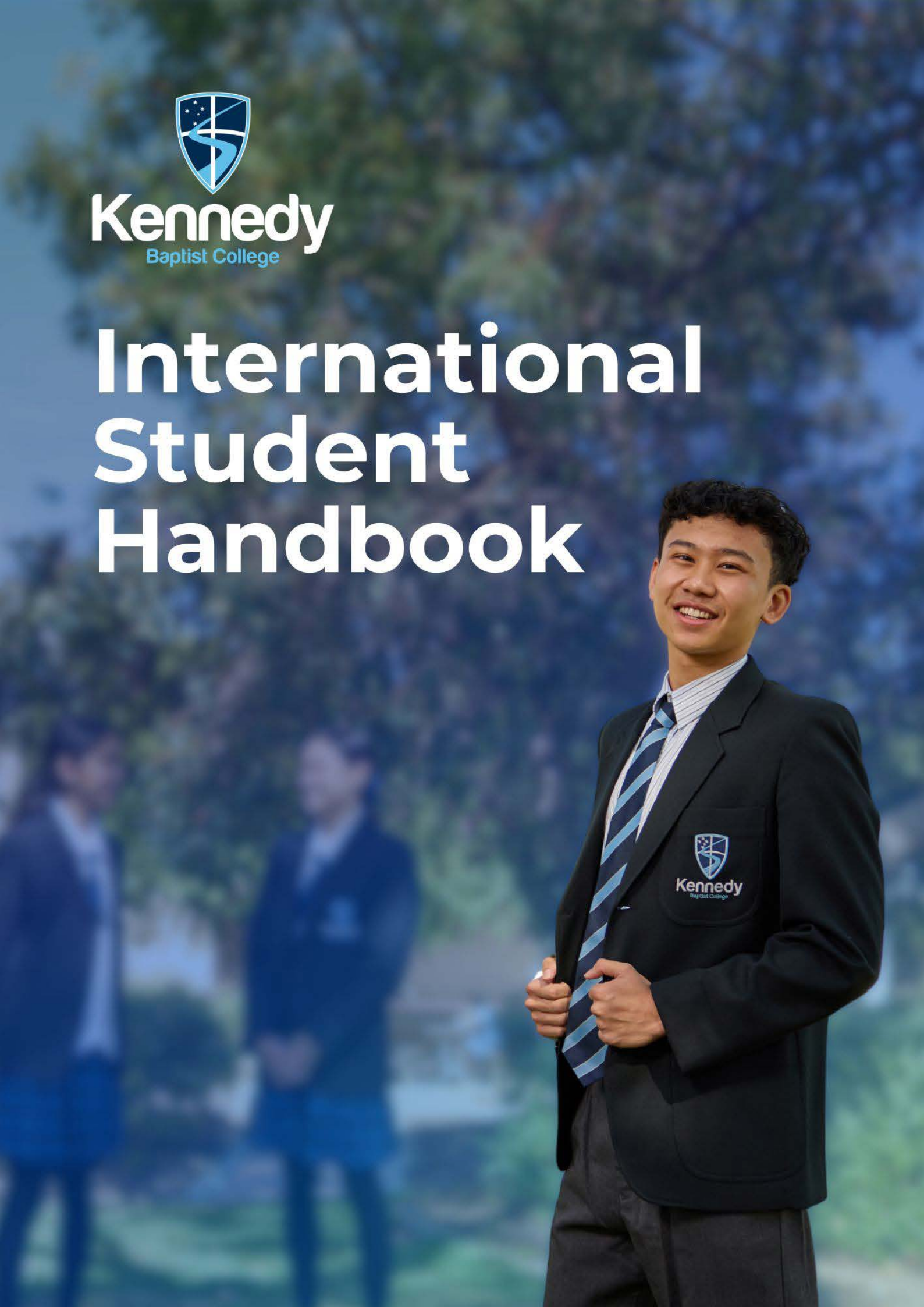
Kennedy
Baptist College

International Student Handbook



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Principal's Welcome

Welcome to Kennedy Baptist College, a vibrant and caring Christian community where great people grow.

It is my honour to lead this dynamic co-educational school, where every student is encouraged to strive for personal excellence in all they do, and where individual journeys are strengthened by our Pastoral Care Program.

Kennedy Baptist College was formed in 2013 to provide quality Christian, secondary education that nurtures students' confidence and strength of character. The College proudly honours the boldness and passion of its namesake, William Kennedy, a pioneer of the Baptist movement in Western Australia.



Kennedy was renowned as a man of integrity and fearless courage, whose determination and value saw him overcome seemingly insurmountable odds to establish churches along Western Australia's Great Southern Railway, the Goldfields, and Eastern Hills. He was selfless and merciful, yet bold in his defence of right and unrelenting in speaking out against wrong.

It is this legacy of courage and belief that underpins our College values of **faith, integrity, boldness, growth** and **service** and inspires our students to **'strive today, conquer tomorrow'**. Our Christian faith is at the heart of who we are. Kennedy Baptist College students view challenges as opportunities to prepare themselves for a bold future.

I thank you for your interest in Kennedy Baptist College and encourage you to consider the advantages for your child living and studying in Western Australia. Your child will join many other students of different nationalities and cultures at the College and be supported and nurtured by dedicated and friendly staff on their academic journey.

Mark Ashby
Principal

About this International Student Handbook

Kennedy Baptist College provides access to, or a copy of, this *International Student Handbook the ('Handbook')* for all prospective international students. The *Handbook* contains important information to allow prospective international students and their families to make an informed decision to enrol at the College. It is important that you have read and understand the information prior to course commencement.

When printed the *Handbook* may become outdated so families are always directed to the most current version of the *Handbook* available on the College website.

A printed copy may also be requested from the Registrar.

If you don't understand any parts of the *Handbook*, or require further information, please contact the Registrar on:

Phone:	+61 8 9314 77 22
Email:	registrar@kennedy.wa.ed.au
In person:	Kennedy Baptist College Farrington Road Murdoch WA 6150



Discover Kennedy Baptist College

Kennedy Baptist College is a vibrant community where your child will be known, inspired and encouraged to excel. Our dedicated staff deliver holistic learning supported by an exceptional pastoral care program. Our students develop the ambition to succeed and determination to persevere, all in the pursuit of personal excellence.

Our Christian faith is at the heart of who we are, where students view challenges as opportunities to prepare themselves for a bold future. At Kennedy Baptist College, your child will learn integrity, respect and to think of others in a safe and caring environment. They will engage in service activities within our community and further abroad. These experiences teach our students humility, grace and encourage them to develop a positive worldview.

At Kennedy, your child will be presented with a wide range of opportunities including extracurricular activities, enrichment and extension programs and specialist sport programs. We know that engaging in an activity of interest does so much more than developing skills or nurture talent. It teaches teamwork, collaboration, communication skills and generates friendships — vital skills in preparing your child for a bold future.

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

Students can be confident that the College puts their best interests first and their safety and wellbeing is the centre of thought, values, and actions. The College strives to consciously and systematically implement the *National Principles for Child Safe Organisations* by creating a culture, adopting strategies and acting to promote student wellbeing and preventing harm.

About Western Australia

Western Australia is most famous for its climate, with many days of sunshine and clear blue skies. Perth is the capital city of Western Australia, with a population of over 2 million people. It's situated on the banks of the Swan River, overlooked by Kings Park, one of the biggest inner-city parks in the world with botanic gardens, walking trails, memorials and cafes.

Perth boasts spectacular natural landscapes, beautiful white beaches, historic and cultural landmarks, and places to dine out and shop. Whilst in Perth you can explore Fremantle, a local port city; catch a ferry to Rottnest to explore beaches, reefs and wrecks and see some quokkas (marsupials local to the island); visit the beautiful Swan Valley or visit further beyond to the southwest region of Margaret River.

Perth is one of the closest Australian cities to Southeast Asia, a short flight away for exploring Indonesia, Thailand, Malaysia or Singapore.

Education Services for Overseas Students (ESOS) Framework

The Australian Government welcomes international students and wants you to have a rewarding and enjoyable experience when you come to Australia to study.

The *ESOS Framework* https://www.education.gov.au/esos-framework includes legislation that provides protection for international students coming to Australia to study. It enhances Australia's reputation for quality education, provides tuition protection and supports the integrity of the student visa program. The *ESOS Framework* includes:

- The *Education Services for Overseas Students Act 2000 (ESOS Act)*; and
- The *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (the *National Code*).

The Department of Education Western Australia is responsible for the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). Kennedy Baptist College is a registered CRICOS provider (CRICOS Code 01688K) and offers the following courses:

- Secondary Education Years 7 – 10 (CRICOS Course Code 0100268)
- Senior Secondary Education Years 11 – 12 (CRICOS Course Code 0100269)

The College uses the Department of Education website interface *PRISMS (Provider Registration and International Student Management System)* to enter enrolling student's details.

The details are accessed by the Department of Home Affairs to determine whether a visa is issued for the student to enter Australia or not. Details regarding the student's living arrangements whilst in Australia are updated through this website along with any breach of conditions whilst they are studying in Australia. The Department of Home Affairs may also cancel a student's visa due to the information entered through PRISMS.

Students' rights

The *ESOS Framework* protects students' rights, including:

- The right to receive current and accurate information about the courses, entry requirements, all fees and modes of study from the College.
- The right to sign a *Written Agreement* with the College before or at the time fees are paid including information about refunds of fees.
- The right to seek a refund in certain circumstances for course fees that have been paid.
- The right to get the education you paid for. The law includes tuition protections that will allow you to be placed on another course or receive a refund if the College is unable to teach your course.
- The right to access complaints and appeals processes.
- The right to request a transfer to another registered education provider and that request assessed by the College.
- The right to know:
  - How to use the College's support services.
  - Who the contact officer or officers are for international students.
  - When your enrolment can be deferred, suspended or cancelled.
  - What the College's requirements are for satisfactory course progress.
  - What the College's requirements are for satisfactory course attendance.

Students' responsibilities

As an international student on a student visa, you must:

- Comply with your student visa conditions.
- Ensure you have and continue to maintain *Overseas Student Health Cover (OSHC)* for as long as you stay in Australia on a student visa.
- Meet the terms and conditions of your *Written Agreement* with the College.
- Tell the College if you change your address or other contact details.
- Maintain satisfactory course progress and attendance.



Academic integrity and misconduct

The Australian Government and education institutions take issues of academic integrity very seriously. The College has many ways of detecting cheating or plagiarism in exams and assessments.

Using ghost writing services, asking someone to take an exam in your place, or any other kind of academic misconduct will result in serious action being taken against you. Your enrolment or student visa could be affected or cancelled altogether.

If you are struggling with your studies, it's best to ask the Deputy Principal Pastoral Care what support the College can offer you.

Students' consumer rights and protections

Kennedy Baptist College pays an annual *Tuition Protection Service (TPS) Levy* for overseas students to meet all obligations as a CRICOS provider. Protection of tuition fees paid in advance by student visa holders is undertaken in accordance with the *ESOS* requirements and the *Tuition Protection Service Framework*.

In the unlikely event that the College is unable to deliver the course you have paid for, you will be offered a refund of unspent prepaid tuition fees. If the College is unable to provide a refund, the *TPS* will assist you to find an alternative course or to get a refund of your unspent tuition fees, if a suitable alternative is not found.

Commonwealth Ombudsman (International Students)

If you have a complaint or concern about the College, you should follow the College's *International Students Complaints and Appeals Policy* and process first.

If the College cannot resolve the complaint with you, there are other actions you can take. You can make a complaint to the Commonwealth Ombudsman. The Commonwealth Ombudsman provides a free, independent and impartial service for international students who have a complaint or want to lodge an external appeal about a decision made by the College.

You can make a complaint using the online complaint form on their website. If you are unable to complete the form, you can contact them on 1300 362 072 from within Australia.

For more information refer to: https://www.ombudsman.gov.au/complaints/ international-student-complaints

Education agents

The College is not affiliated with any education agents and undertakes its own marketing, promotion and recruitment of international students.

General Information

Location	Postal Address
Farrington Road, Murdoch WA 6150 Australia	PO Box 26 Murdoch WA 6149 Australia

Key contacts

Department	Contact details
Reception	+61 8 9314 7722 admin@kennedy.wa.edu.au
Enrolments Office	+61 8 9314 7722 enrolments@kennedy.wa.edu.au
Registrar	+61 8 9314 7722 registrar@kennedy.wa.edu.au
Student Services Absentee Line	+61 8 9314 7722 +61 8 6188 0698 absent@kennedy.wa.edu.au
Health Centre	+61 8 9314 7722 firstaid@kennedy.wa.edu.au
Finance	+61 8 9314 7722 fees@kennedy.wa.edu.au

International Student Contact Officers:

The Deputy Principal Pastoral Care is responsible for international students at Kennedy Baptist College. They will ensure all requirements are met including visa conditions, safety, welfare and support requirements.

The Deputy Principal Pastoral Care will provide their mobile number at your pre-start orientation. Please always keep this number with you after school hours.

The Registrar supports the Deputy Principal Pastoral Care through managing the administration, application and enrolment processes and reporting for international students.

Refer to Appendix B in this handbook for detailed emergency contact information.

Term dates

The school year normally commences in late January and concludes in early December. It consists of two (2) semesters and four (4) school terms, with two terms per semester. There are holidays between each term and between school years.

Please refer to the College's website for the current term dates and holiday breaks: https://kennedy.wa.edu.au/parents/ term- dates-and-day-structure

College day structure

Students are required to attend their registered course on campus, on a full-time basis from Monday to Friday. The College day is divided into six(6) periods, with an additional Homeroom period at the start of the day.

8:25 AM	**Warning Bell**
8:30AM	Homeroom
8:45 AM	Period 1
9:40 AM	Period 2
10:35 AM	Recess
11:00 AM	**Warning Bell**
11:05 AM	Period 3
12:00 PM	Period 4
12:55 PM	Lunch
1:20 PM	**Warning Bell**
1:25 PM	Period 5
2:20 PM	Period 6
3:15 PM	**End of Day**



College Location and Facilities

Kennedy Baptist College is located amidst the stunning Banksia Woodlands Reserve on the southern side of Murdoch University grounds in Western Australia. The campus is located five (5) minutes from the Kwinana Freeway, with easy, direct access to the Murdoch Train Station, bus routes and local shops.

The College campus provides learning environments to encourage a culture of innovation and creative thinking. The College is continually building, upgrading and modernising the College to give students and teachers, the learning environment they need to achieve their best.

The College has a range of facilities including the:

- Arts Centre
- Auditorium and lower foyer café facilities
- Beedawong Cafeteria and dining area
- Careers Hub
- Food and Textiles Centre
- Health Centre including pastoral care safe spaces
- Research and Study Centre
- Science Laboratories and Environmental Centre
- Sports Centre
- Student Services (Administration)
- Technologies Centre
- Study Centre

The Research and Study Centre (Library)

Kennedy's Research and Study Centre is a friendly space where students come to read, research, study, play games, complete homework or attend tutoring sessions. The Centre's extensive range of resources and experienced team reflects the College's strong commitment in this area.

The Centre's Teacher Librarians are on hand to assist students with enquiries, resource requirements and to support students in the areas of study skills, critical and creative thinking, finding and applying appropriate information and recreational reading.

Beedawong Cafeteria

Students can purchase food and drink items from Beedawong, Kennedy's cafeteria before school, during recess and lunch times. Beedawong uses our online canteen system called Flexischools to provide an easy and convenient way of ordering your meals. The Cafeteria is open for breakfast at 7.45am, recess at 10.35am and lunch at 12.55pm. All online orders must be made before 9.00am.

Students may use cashless EFT facilities by using their SmartRider card or a bank card to pay for their meals.

Parents can add credit to the Smartrider for use at Beedawong through the Flexischools app. Credit added to the SmartRider at the cafeteria can only be used for purchases in the cafeteria.

Arts Centre

The Arts Centre is a hub for our creative students, with modern equipment and technology to create, engage and be inspired. These include:

- Visual Art rooms – including ceramics and fashion classes.
- Media rooms – with up-to-date technology, computer and photography labs, a green room and a sound recording room.
- Dance and Drama studios.
- Music rooms – providing soundproof areas for music practice.

Sports Centre

The College has a well-equipped Sports Centre with two basketball courts, that also cater for netball, volleyball and badminton. The Centre has a main show court with retractable seating, a gymnasium (Fitness Centre) and change room facilities. Students may use the Fitness Centre after the completion of an induction session and only under staff supervision.

Bordering the Sport Centre are the Murdoch playing fields, a large oval used for sporting activities during school and free time at lunch. The College transports students to other various venues for specialised sporting activities, such as swimming and beach activities.

Health Centre

The Health Centre provides ill or injured students with a quiet place where they can be assessed before returning to the classroom. Students requiring basic first aid or assistance will be attended to by our First Aid Officer.

The College's Counselling team (Chaplain, Psychologist and Counsellors) are also located at the Health Centre to provide support to our College community.



Courses

The College provides a broad curriculum in accordance with the requirements of the Western Australian School Curriculum and Standards Authority (SCSA) https://www.scsa.wa.edu.au. The curriculum is designed to encourage creativity, flexibility, problem solving and collaboration.

Students in Years 7 to 10 follow the Western Australian Curriculum and Assessment Outline and have the opportunity to choose from a diverse range of elective subjects.

Students in Years 11 and 12 work towards the Western Australian Certificate of Education in either an ATAR (University Entry) pathway or a vocationally oriented general pathway, including several VET (Vocational Education and Training) options.

International students are required to select their courses during the enrolment process and email the Registrar with their course and elective selections for Years 7 to 10 or course selection for Years 11 and 12.

Year 11 and 12 students transferring from interstate or overseas must contact the Registrar before commencing the enrolment process. This is to establish if the student's current course selection can be continued.

Student assessment and reporting

Students are expected to attend all classes and complete and submit all homework tasks and assessments on time and as required. Assessments include classroom tests, assignments and formal examinations conducted on a continual basis throughout the academic year.

Student achievement and course progress is assessed and reported on as outlined in the College's *Assessment Policy*. Communication of course progress is provided via SEQTA.

The College formally reports student achievement and course progress twice a year, at the end of Semester One and Semester Two. It is the parent / nominated guardian's responsibility to regularly check student progress through SEQTA and emails.

Extracurricular activities and clubs

The College has several extracurricular activities and clubs that run during and after school. Some activities and clubs include:

- Book club
- Current affairs club
- Pedal prix team
- Chess club
- History club
- Photography club
- Connect group
- Maker space



Enrolment Process

1. Initial enquiry

For initial enquiries, please contact the Registrar:

- To check availability of places for the school year requested.
- For the *International Students Fee and Charges brochure*.
- For information on entry requirements.

2. English proficiency

You need to provide evidence of your child's English proficiency by completing an approved English language test. Tests may include but are not limited to the International English Language Testing System (IELTS Academic) and/or the Pearson Test of English (PTE Academic).

English language proficiency is an important criterion to meet for an offer of enrolment. This result, in conjunction with your child's academic results assist the College to determine that they meet the English proficiency requirement.

If evidence, after an offer of enrolment, demonstrates that an applicant's English language proficiency is not satisfactory the College has the right to cancel the application for enrolment.

For detailed information refer to the *International Students English Language Proficiency Policy*.

3. Make an application

Register your interest to enrol your child by completing the online *Registration Form* available on the College website, with the required $50 registration fee.

In addition, international student applications also require the completion of an *International Student Enrolment Information Form* that will be emailed to you by the Registrar when the College is ready to commence the enrolment process.

Supporting evidence will need to be submitted with the completed International Student Enrolment Information Form including:

- Copy of student's birth certificate.
- Copy of student's passport page with name, photo identification, passport number and expiry date.
- Visa application approval.
- Evidence of English language proficiency.
- Certified copies of the student's two latest school reports and/or a copy of any public examination results.
- *A Letter of Release* if transferring from another Australian provider prior to the completion of six months.
- *Australian Immunisation Register (AIR) – Immunisation History Statement.*

4. Interview with the Principal or Principal's delegate

The Registrar will arrange a mutually agreed time to conduct an interview and meet with the Principal and Deputy Principal Pastoral Care, face-to-face or online.

5. Offer of a place

When offered a place at the College applicants will receive:

- A *Letter of Offer.*
- A tax invoice for first Semester fees, the bond and, if arranged by the College, *Overseas Student Health Cover (OSHC)* fees.
- An *International Student Enrolment Information Form*; and
- A *Written Agreement*.

This may be a conditional offer, depending on achievement of English proficiency with a pre-start *AEAS* test and other conditions.

To accept the offer, the student and parents/ legal custodians, must complete and sign the *Written Agreement* and the *International Student Enrolment Information Form* and return this along with payment of the invoice.



6. Confirmation of enrolment and accommodation and welfare arrangements

When the completed *Written Agreement* is received and invoice is paid, the Registrar will issue a *Confirmation of Enrolment (CoE)* and, if applicable, for students under the age of 18 a *Confirmation of Appropriate Accommodation and Welfare (CAAW).*

7. Student visa application

Families are required to submit student visa applications to the Department of Home Affairs (DHA). Details of the application process can be found on the DHA website.

You will need the following information from the College to make your application:

- The *Letter of Offer* from Kennedy Baptist College.
- The electronic *CoE*; and
- The *Confirmation of Appropriate Accomadation & Welfare (CAAW)*, if the student is under 18 and living in College-approved accommodation arrangements.

Fees

All fees and charges are based on current legislation and approved by the College Board. Kennedy Baptist College reserves the right to amend the fees and charges in accordance with its policy and any changes by Australian Government legislation. Fees are payable per semester, three (3) months in advance and in Australian dollars ($AUD).

Refunds

The College will process all international student requests for refunds in accordance with the requirements of the *Education Services for)* Act and the College's *International Students Refund Policy* and procedures. Refunds may apply to the following circumstances:

- Where a student's visa has been refused.
- Where a student doesn't commence after enrolment.
- When a student withdraws from their studies.
- When a student fails to maintain visa conditions.

No refunds are made where a student and/or their parents/guardians provided false or misleading information, and no refund or discount is provided due to late arrivals.



Student Visa Conditions

The student visa conditions will be set out in the *Letter of Offer* and *Written Agreement* issued to you and your child. Students must comply with all visa conditions to be allowed to study in Australia. The main conditions are to:

- Maintain satisfactory course attendance.
- Maintain satisfactory course progress.
- Continue to be enrolled in a registered course.
- Maintain appropriate welfare and accommodation arrangements.
- Not change their welfare arrangements without the written approval of the College.
- Notify the College of contact details and address within seven (7) days of arriving in Australia, and within seven (7) days of any change in their contact details or address.
- Notify College if they change to another registered provider within seven (7) days of obtaining their new *Confirmation of Enrolment (CoE)*; and
- Maintain *Overseas Student Health Cover (OSHC).*

Course attendance

International students are required to attend their course on a full-time basis, that is every school day.

The College expects 100% course attendance from all students; however, visa conditions require an international student to attend at least 80% of scheduled course contact hours to achieve satisfactory performance. Students who do not meet the 80% attendance requirement, even if they have approved absences, must be reported to the Department of Home Affairs (DHA).

The College will consider evidence of compassionate or compelling circumstances before reporting students who have fallen below the 80% but this is assessed on a case-by-case basis and does not guarantee that the College will not report the student to the DHA.

Attendance is monitored on a term-by-term basis. Students at risk of not meeting attendance requirements will be provided with reasonable support to help address issues that may be contributing to poor attendance.

The Deputy Principal Pastoral Care will ensure that international students and their parent/ nominated guardian are aware that their student visa may be cancelled by the DHA if students do not meet the attendance requirements.

Course progress

Students must maintain satisfactory course progress by achieving a C grade or higher in each course.

The College monitors and records the course progress of each student. If an international student is not achieving satisfactory course progress, the Deputy Principal Pastoral Care will meet with the student to develop an intervention strategy for academic improvement.

The College is required to report students who fail to maintain satisfactory course progress to the DHA. This may affect the student's visa. The College will notify you of our intention to report the student to the DHA before doing so.

Guardianship

At the time of application parents/legal custodians of international students under 18 years must nominate a suitable guardian. The guardian will be responsible for the student while they are in Australia. The guardian may be:

- the student's parent
- a person who has legal custody (legal custodian); or
- an eligible relative who is aged over 21 and is of good character.

The parent, legal custodian or eligible relative must be an Australian citizen or permanent resident or eligible to remain in Australia until the student's

visa expires or the student turns 18 (whichever occurs first). A *157N Form Student Guardianship Arrangements* should be completed and submitted to the DHA at the time of applying for the student visa.

An eligible relative includes:

- A parent, spouse, de facto partner, brother, sister, stepparent, stepbrother, stepsister, grandparent, aunt, uncle, niece or nephew, or step-grandparent, step-aunt, step-uncle, step-niece, or step-nephew.
- Is nominated by a parent of the applicant or a person who has custody of the applicant.
- Is aged at least 21 years.
- Is of good character and can show this by providing a police clearance from the countries in which they have lived for more than 12 months in the past 10 years after the age of 16.

The nominated guardian will be required to reside in Australia and act on behalf of the parents/legal custodian. The nominated guardian is required to:

- Keep parents informed of the child's welfare whilst in Australia and at the College (if applicable).
- Be responsible for the student's travel to and from Australia including meeting the student on arrival at Perth Airport.
- Be responsible for appropriate accommodation for the student.
- Be able to provide appropriate welfare and support to the student.
- Ensure regular communication and support regarding their course attendance and progress at the College.
- Liaise with the College regarding any student concerns, queries or complaints.
- Provide permission for College related activities, excursions, or camps.
- Ensure health and medical needs of the student are met and fulfil the responsibility of an emergency contact.
- Act in the event of an emergency.

Any changes to the guardianship or accommodation and welfare arrangements during the enrolment period must be in consultation with the parent/legal custodian and newly nominated guardian(s). The College's *Change of Guardianship and/or Accommodation and Welfare Arrangements form* must be completed to document the changes.

If the student does not nominate a relative as guardian, then the College takes on responsibility for the student's accommodation, support, and welfare arrangements. External providers may provide guardianship services as well as homestay services.

Welfare and accommodation arrangements

The College requires international students to live in safe environments. The College requires international students to have welfare, accommodation and support arrangements in place for the duration of their enrolment.

If an international student is under 18 years, the student's welfare must be maintained for the duration of their stay in Australia as a student visa condition. To maintain welfare, international students can either:

a. Stay in Australia with a nominated guardian approved by the Department of Home Affairs (this may be the student's parent/s, legal custodian, or an eligible relative over 21 and of good character – must have an appropriate visa or applied for a Student Guardian visa subclass 590); or

b. Stay in accommodation, support and general welfare arrangements approved by Kennedy Baptist College. Students under 18 years of age must have a *Confirmation of Appropriate Accomadation & Welfare (CAAW) lette*r issued.

The College will ensure the arrangements are suitable, ongoing, and appropriately managed to the completion of the course.

Travel within Australia and internationally for students under 18 years, under a College-approved homestay arrangement are subject to approval from their parents / legal custodians and the College.

Homestay arrangements

If international students aren't living with their parents/legal custodians or approved nominated guardian, international students are to live in an approved homestay during their enrolment at the College. It is in the student's best interests that a homestay offers an environment conducive to study, provides sustaining meals, a family environment and is not too far from the College and/or suitable transport facilities.

The College will monitor and verify that the international student's accommodation is appropriate to their age and needs prior to the accommodation being approved; and at least every six (6) months thereafter.

The College will conduct an initial physical site visit and subsequent visits to verify maintenance of conditions, as well as conducting informal meetings with students to monitor their progress and adjustment.

The College does not offer student boarding facilities. It is recommended that parents/legal custodians, or nominated guardians who will not be providing accommodation arrangements for the student to contact the following homestay provider:

- Australian Homestay Network (AHN): www.homestaynetwork.org

Parents/legal custodians and/or nominated guardians should refer to the individual homestay provider for current fees.

The provider is responsible for the vetting and homestay selection processes, provision of appropriate documentation and training for providers accommodating international students.

Requests to change agreed accommodation arrangements

Students must obtain approval to change their accommodation, support and welfare arrangements if they wish to do so after their arrival in Australia. Any requests to change College approved accommodation arrangements must be made in writing to the Registrar prior to the change. The College will liaise with the student's parent/legal custodian or approved nominated guardian as required and inform the DHA.

Where the parent/legal custodian or approved nominated, guardian takes responsibility for the welfare arrangements of the student and has provided written confirmation to that effect, the *Change of Guardianship and/or Accommodation and Welfare Arrangements form* will be completed.



Overseas Student Health Cover (OSHC)

International students are required by the Australian Government to take out *Overseas Student Health Cover (OSHC)* for the duration of their student visa. The Registrar can arrange *OSHC* on request for new international students. Alternatively, you can organise the insurance independently.

Australian Government regulations require the OSHC to be paid for before the *Confirmation of Enrolment (CoE)* document is issued.

Changes to enrolment

After a student visa is issued, enrolment changes can only be made for compassionate and compelling circumstances. If a change to the enrolment is made, the College will confirm the change in writing. In some cases, a new *CoE* will be issued to you. We will advise you if the change is likely to affect the student visa and if further advice should be sought from the DHA.

The *International Students Deferment, Suspension or Cancellation of Enrolment Policy* provides details regarding changes to enrolment, notice periods and how they affect student visa conditions.

Student transfer requests

Students can apply to transfer to or be released from the College. Kennedy Baptist College will not knowingly enrol an international student wishing to transfer from another registered provider, prior to that student completing their first six (6) months of their first course of study except in certain circumstances.

Complaints and appeals

International students have the right to access a complaints and appeals process. Complaints and appeals will be treated seriously and addressed professionally, and impartially, applying principles of confidentiality and procedural fairness.

The availability of complaints and appeals processes does not remove the right of the student and their parents/guardians to take action under Australian Competition and Consumer Commission or the Commonwealth Ombudsman.

Conditions of Enrolment

In addition to the student visa conditions set by the Australian Government, terms and conditions of enrolment for international students are set out in the *Written Agreement* issued upon acceptance of an offer.





College Life

Student orientation

All new international students are invited to attend a pre-start orientation afternoon which will be scheduled on a weekday before school starts. New students first meet with the Deputy Principal Pastoral Care and receive information specifically for international students, including this *International Student Handbook* and information regarding the Overseas Student Ombudsman.

Students will then meet with new domestic students, teachers, their Head of Year and student mentors, tour the facilities and receive information regarding starting at the College.

Students will also be inducted by their respective Head of Year before they start at the College.

Uniform

The Kennedy Baptist College uniform plays an important role in upholding the College's values as well as giving students a sense of belonging, security, and community identity.

This contributes to:

- Improving morale, team spirit and pride in the College.
- Ensuring that students are safely dressed for College activities.
- Encouraging equity among students.
- The fostering and enhancement of the public image of the College.

Students are required to wear the summer uniform in Terms 1 and 4, and the winter uniform in Terms 2 and 3. All items for the uniform can be purchased through the Uniform Shop. Uniform Shop opening hours and price lists are available on the College website.

Books

Booklists and course confirmations are posted/ emailed in early December each year. Students are to purchase items for their confirmed courses from the provider specified on the front of the Booklist. Books may be ordered online and delivered to a Perth metropolitan address within a certain timeframe as specified on the booklist.

Transport to and from school

Public transport services

Transperth is the public transport organisation operating Perth's buses, trains and ferries.

Transperth bus and train service the city and suburbs, including Kennedy Baptist College (to suit school hours). Students are eligible for travel concessions on public transport. Student concession cards, called SmartRider cards, are available to students through Kennedy Baptist College upon enrolment.

For information on timetables, routes and pricing, see: www.transperth.wa.gov.au.

College bus services

The College operates bus services (separate to Transperth) providing an option for families from surrounding suburbs in the Cockburn, Fremantle, Melville and South Perth areas.

Private use of this service is by arrangement with the College. For more detailed information about transport services and for an extensive list of suburbs serviced, visit https://kennedy.wa.edu.au/parents/transport-options.

SmartRider

SmartRider is the contactless electronic ticketing system of Transperth. The system uses RFID smart card technology to process public transport fares.

New students will receive their SmartRider card at the start of Term 1. The first SmartRider card is free through the College upon enrolment. Replacement SmartRider cards may be reordered through Student Services at a cost of $5.

SmartRider cards can be used in three (3) ways:

- For use on Transperth public transport.
- For use on the Kennedy College Bus Service.
- To purchase food items from the College Cafeteria.

For more information on loading funds onto the SmartRider for these services please visit the following links:

www.transperth.wa.gov.au/smartrider/ types-of- smartrider/student-smartrider https://kennedy.wa.edu.au/parents/ transport-options/ https://kennedy.wa.edu.au/parents/ key-parent-information/

College Policies and Rules

Every student is required to abide by the College's policies and rules. You should familiarise yourselves and comply with not only the College's International Students' policies and procedures but also, the College policies and procedures for all students.

These policies include information relating to matters such as: behaviour management, student safety and wellbeing, codes of conduct, uniforms and bullying prevention.

The College also has a *Kennedy Handbook* which provides further information for all domestic and international students.

The College policies and procedures and *Kennedy Handbook* are available on our website at https://kennedy.wa.edu.au/parents/ college-policies-and-procedures/.



Behaviour management

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

The *Student Code of Conduct* sets out the College's expectations of students regarding their academic integrity and personal conduct. Behaviour contrary to the *Student Code of Conduct* may result in disciplinary action.

The 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 behaviour management system.

Student Support Services

Student safety and wellbeing

The College is committed to the safety and wellbeing of all children and young people. The College demonstrates this commitment by providing information, support and processes to its students, staff and homestay providers to provide for the student's safety and wellbeing, and to nurture child safe environments appropriate to their diverse backgrounds.

Child protection concerns are concerns for a child or young person's wellbeing including child abuse. In Western Australia, certain professionals are required to report concerns of child abuse and child sexual abuse to authorities. The College takes seriously its responsibility to protect students from all forms of abuse and takes actions that are considered to be in the best interests of the student.

If a student is worried or concerned about their safety or wellbeing, they can approach any staff member they feel comfortable with, their Head of Year or the Deputy Principal Pastoral Care.

The Deputy Principal Pastoral Care, can be contacted on (+61) 8 9314 7722 during school hours or via email: adunn@kennedy.wa.edu.au

The Deputy Principal Pastoral Care will provide his mobile number to international students at their orientation. This number may be used for any after school safety concerns.

Should a student fear for their own safety and wellbeing or being assaulted or abused they should call 000 immediately.

Internal support services

Kennedy Baptist College has a comprehensive pastoral care program to support students to thrive academically, socially, emotionally, physically and spiritually.

To achieve an exceptional level of student wellbeing, Kennedy developed the four pillars of Pastoral Care:

- **Wellness** – a supportive Pastoral Care team and program including a transition program for students who are new or transitioning from primary school to high school and a protective behaviours program.
- **Outreach Program** – acommunity outreach program that provides students with the opportunity to serve the wider community.
- **Leadership** – student leadership opportunities and programs where students are encouraged to take on leadership roles and grow within the College community.
- **Behaviour Management** – a positive learning environment and fair behaviour management where students and staff have the right to learn and teach free of disruption and feel safe.

Support staff

The College's Pastoral Care Team includes:

- The Deputy Principal Pastoral Care and the Director of Students who are responsible for overseeing pastoral care, monitoring course attendance and progress and student activities. For international students, the Registrar also supports the Deputy Principal Pastoral Care and provides a direct contact for international students.
- Heads of Year are responsible for overseeing pastoral care for a specific year group including communicating student activities and/or matters to and being the first point of contact for parents and/or guardians. We encourage students to feel free to contact them about any matter.
- Homeroom Teachers meet with their Homeroom at the start of every College day and are responsible for communicating College notices and provide general information and advice to students.
- Student Services staff assist students with daily administration of attendance at the College, including absences, uniform requirements and general student enquiries.

These staff are also supported by qualified specialists who provide for the mental health and wellbeing and personal development and spiritual growth of students including a College Psychologist, College Counsellors, Christian Education Coordinator, Christian Education teachers and a College Chaplains.

Health Centre

The College's Health Centre provides ill or injured students with a place to be assessed and treated before returning to the classroom. Students requiring basic first aid or assistance will be attended to by our First Aid Officers.

When students are assessed as being too unwell to be at school our First Aid Officer will contact their parents/nominated guardian and/or emergency contact to arrange collection as soon as practicable.

The College will provide practical support for students who require medication whilst attending school or school-related activities. All requirements for administration of medication must be submitted by completing the *Administration of Medication Form* supplied at the time of enrolment or through Parent Lounge.

Accidents or injuries

If a student is injured during the school day, College staff will immediately attend to the injured student and/or refer them to the Health Centre to be assessed.

In the event of an emergency students will be transported to hospital. In Western Australia transport by ambulance to hospital incurs a cost. If your Overseas Student Health Cover (*OSHC)* does not include ambulance cover to transport the student to hospital using emergency ambulance services, parents/legal custodians or their nominated guardian are expected to meet the cost of an ambulance.

Counselling services

The College strives to provide safe, supportive, and inclusive environments for all students. The College's Counselling Team provides a free counselling service to all enrolled students. The Counselling Team assists in identifying and supporting students who may be experiencing mental, emotional or academic challenges. We offer counselling for a range of issues, including but not limited to:

- Stress or anxiety
- Depression
- Conflict management
- Academic difficulties
- Cultural concerns
- Life / study balance
- Adjusting to life in Perth.

Tutoring services

Students are encouraged to take advantage of tutoring offered after school. Tutoring is provided by the College teaching staff, free of charge as additional academic support.

Teacher Librarians are also available to assist with research, study skills, and learning strategies. Students can make an individual appointment with a Teacher Librarian to help them with study and organisation techniques or they may be referred by teachers or Heads of Year.

Once a week after school there is study skills tutoring in the Research and Study Centre.



External Support Services

Emergency services

In an emergency dial triple zero (000) or 112 on a mobile phone.

The triple zero (000) service is the fastest way to connect you with the emergency service you require within Australia. It should be used for life threatening emergencies only to contact:

Ambulance

Ambulance services provide immediate medical attention and emergency transport to hospital.

Police

Police protect people and property, preventing and detecting criminal activity. For non-life-threatening, but urgent matters, requiring police assistance you can call a local police station on 131 444.

This number may be used for reporting:
- A disturbance or antisocial behaviour.
- A property-related incident such as a break in.

Fire

The Department of Fire and Emergency Services responds to all types of fires including building fires, bushfires, and car fires. They may also respond and assist in rescue situations.

Mental health support

If you need urgent mental health advice and support, contact:

- **CAMHS Crisis Connect** –
  Advice and assessment for children and young people 24 hours a day, 7 days a week
  Phone: 1800 048 636

- **Perth Children's Hospital Emergency Department**
  24 hours a day, 7 days a week
  Address: 15 Hospital Avenue, Nedlands WA 6009

- **Kids Helpline**
  (Telephone support) 24 hours a day, 7 days a week
  Phone: 1800 551 800
  Website: https://kidshelpline.com.au/

- **Beyond Blue**
  24 hours a day, 7 days a week
  Phone: 1300 224 636
  Website: https://www.beyondblue.org.au/

Local community services

Each local government in Australia provides community services and facilities. Kennedy Baptist College is located within the City of Melville and its neighbouring local government is the City of Cockburn.

Services offered by local government can include, but are not limited to:

- Libraries
- Parks
- Arts, culture and heritage
- Community facilities (e.g., Recreation and Leisure Centres)

For further information visit:

City of Melville: https://www.melvillecity.com.au
City of Cockburn: https://www.cockburn.wa.gov.au

Legal services

Youth Legal Service

Youth Legal Service is a not-for-profit organisation that provides free legal services to children and young people (under 25 years) residing in Western Australia.

Children and young people can access their legal advice line during office hours, Monday to Friday, 9.00am to 4.00pm.

Phone: 08 9202 1688
Address: Suite 3, 12 St Georges Tce, Perth WA 6000
Website: www.youthlegalserviceinc.com.au
Email: yls@youthlegalserviceinc.com.au

Legal Aid Western Australia

Legal Aid WA offers free or low-cost legal services to the community. They can help if you have questions about the law, if you are going to court, or if you need advice on a legal problem.

If you have trouble getting help because of a disability, language barriers, or your location, they will do their best to help you access their services.

Priority is often given to help people with the greatest needs. They try to help as many people as possible, but do not give advice on every legal issue. If they cannot help with your specific problem, they will try to refer you to someone who can. Call the Infoline or have an info chat, Monday to Friday, 9.00am to 4.00pm.

Phone: 1300 650 579 Address: 32 St Georges Tce, Perth WA 6000 Website: https://www.legalaid.wa.gov.au/

Citizens Advice Bureau

Citizens Advice Bureau (CAB) is an independent, not-for-profit organisation connecting people all over Western Australia with information and services so they can make independent and informed decisions. They provide a low-cost legal advice service on a wide range of issues and can prepare various simple legal documents. For enquiries lines are open Monday to Friday, 9.30am to 4.00pm (excluding public holidays).

Phone: 08 9221 5711
Address: Level 1, 25 Barrack St, Perth WA 6000
Website: cab@cabwa.com.au
Email: www.cabwa.com.au

Circle Green Community Legal

Circle Green is a community legal centre in Western Australia providing state-wide specialist legal services in employment, tenancy, migration, and family violence. Aimed at assisting people who are otherwise disadvantaged in their access to legal services. For enquiries lines are open Monday to Friday, 9.00am to 4.00pm.

Phone: 08 6148 3636
Address: Ground Floor, 445 Hay St, Perth WA 600
Website: circlegreen.org.au

Cost of living

The cost of living for international students will depend on accommodation arrangements including whether they stay with a nominated guardian or at a homestay. The Department of Home Affairs (DHA) includes a list of the cost of living in Australia at https://www.numbeo.com/cost-of-living/in/Perth and a living costs calculator at https://www.studyaustralia.gov.au/en/ life-in-australia/living-and-education-costs.

Students will also need enough money for personal expenses. This depends on a student's spending habits, but as a guide, many spend around AUD$200 per week. Other than the tuition fees and the non-tuition fees, other costs and expenses may include:

- Meals
- Costs for certain sports or activities (e.g. sports equipment, musical instruction)
- Public transport
- Entertainment / events
- Hobbies
- Clothing, personal hygiene.

Banking services

The College can direct you to the local banking branches for the following main four (4) banking institutions in Australia:

- Commonwealth: https://www.commbank.com au/
- National Australia Bank: https://www.nab.com. au/
- Westpac: https://www.westpac.com.au/
- ANZ: https://www.anz.com.au/personal/

Transport around Perth

Transperth is the public transport organisation operating Perth's buses, trains and ferries. Central Area Transit (CAT) buses are free and operate daily within the Perth central business district and one that services Joondalup.

Transperth buses and trains services operate in the city and suburbs. Students are eligible for travel concessions on public transport. Student concession cards (SmartRider cards) are available to students through the College upon enrolment.

For information on transport timetables, routes, and pricing go to: https://www.transperth.wa.gov.au

Working while studying

International students are not permitted to start work until they have commenced their course of study. Students can work a maximum of 48 hours per fortnight during school terms and unlimited hours during school holiday breaks. A fortnight means the period of 14 days staring on a Monday.

Please refer to the Department of Home Affairs (DHA) website for information on student visa conditions 8104 and 8105 and work restrictions for student visa holders: https://immi.homeaffairs.gov.au/visas/getting-avisa/visa-listing/student-500/temporary-relaxationof-working-hours-for-student-visa-holders

Students must still:

- Maintain their course enrolment.
- Ensure satisfactory course attendance.
- Ensure satisfactory course progress.

Student visa holders may be in breach of their conditions if they:

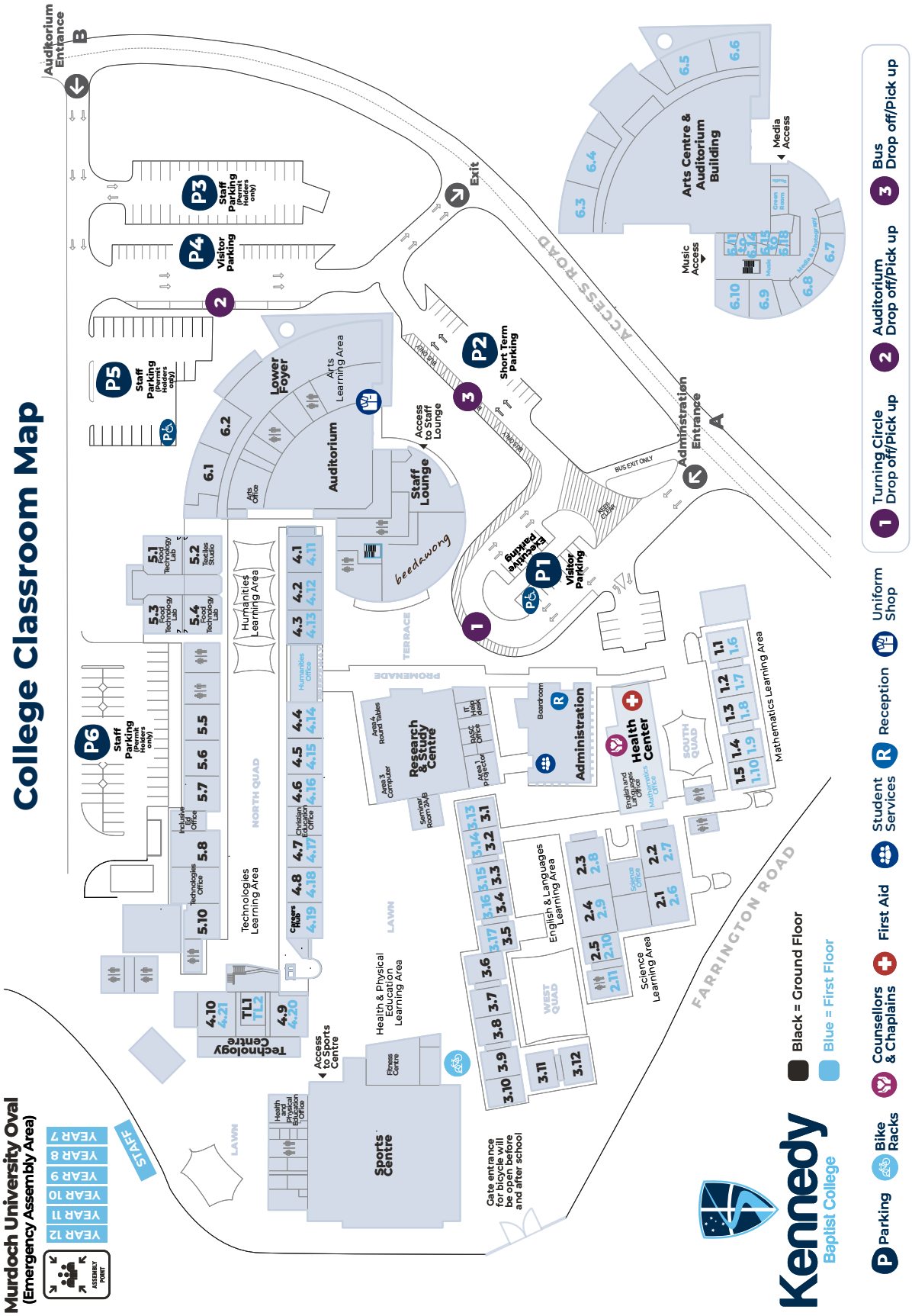
- Cancel their enrolment.
- Stop attending classes.
- Fail to meet satisfactory course progress.

The Fair Work Ombudsman website has more information on workplace rights and entitlements for visa holders: https://www.fairwork.gov.au/findhelp-for/visa-holders-migrants#protections-formigrant-workers



College Map

Appendix A:



Appendix B:

Emergency Contacts

Emergency services

In an emergency dial triple zero (000) or 112 on a mobile phone.

The triple zero (00) service is the fastest way to connect you with the emergency service you require within Australia. It should be used for life threatening emergencies only to contact:

- Ambulance
- Police
- Fire

Police

Police protect people and property and prevent and detect criminal activity. For non-life-threatening, but urgent matters, requiring police assistance you can call a local police station on 131 444. This number may be used for reporting:

- A disturbance or antisocial behaviour.
- A property-related incident such as a break in.

If you have any concerns for your safety or wellbeing, please contact Mr Andrew Dunn, Deputy Principal Pastoral Care on 9314 7722 during school hours or email adunn@kennedy.wa.edu.au

Mr Dunn will provide his mobile number at your orientation. Please call this number for any **after school hours** safety concerns.

For life threatening emergencies

- Call 000

Police Assistance

- Call 131 444

Appendix C:
International Student Policies

1. *International Students Policy*
2. *English Language Proficiency Policy*
3. *English Proficiency Flowchart*
4. *International Students Complaints and Appeals Policy*
5. *International Students Complaints and Appeals Process*
6. *International Students Welfare, Support and Accommodation Policy*
7. *International Students Critical and Emergency Incidents Policy*
8. *International Students Course Attendance, Progress and Duration Policy*
9. *International Students Deferment, Suspension or Cancellation of Enrolment Policy*
10. *International Students Student Transfer and Release Policy*
11. *International Students Refund Policy*

Appendix D:
College Policies

1. *Acceptable Use of Mobile Devices Policy*
2. *Assessment Policy*
3. *Behaviour Management Policy*
4. *Complaints Handling Policy*
5. *Cyber Safety for Students Policy*
6. *Enrolment Policy*
7. *Privacy Policy*
8. *Student Attendance Policy*
9. *Student Code of Conduct*
10. *Student Safety and Wellbeing Policy*
11. *Uniform Policy*

Kennedy Baptist College

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