

2024



Kennedy Handbook



Kennedy
Baptist College

About this handbook

The Kennedy Handbook is designed to be a useful resource for both students and parents to gain a thorough understanding of life at Kennedy. The handbook provides an overview of Kennedy values, facilities, staff, learning, guidelines, policies, procedures and much more.

More specifically, students and parents/guardians are required to familiarise themselves and comply with the College procedures and requirements outlined in this handbook.

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Kennedy Baptist College provides an environment where each student is able to see life's opportunities as theirs to seize and obstacles as challenges to overcome.

Principal's Welcome

Dear Parents and Families,

On behalf of the College Board and staff, it is my pleasure to welcome you all to the Kennedy Community!

I encourage you and your family to take time to read this handbook as it contains valuable information in helping your child in transiting to their secondary education at Kennedy.

Kennedy Baptist College is a vibrant community, where every student is known and encouraged to excel, it is where great people grow.

Our Vision

Our vision is to be recognised as the State's leading Christian College providing students with holistic educational excellence through continuous best practice.

Our Mission Statement

At Kennedy, it is our mission to provide educational opportunities of excellence in a Christian context, addressing the needs of individuals for lifelong learning.

Our College Values

Our values guide every part of our College's culture, relationships, teaching and learning practices. At Kennedy, we promote faith, integrity, boldness, growth and service.

Our Staff

We are privileged to have a wonderful team of staff supporting our students. Our staff work in a supportive and caring environment with great importance on staff wellbeing and professional learning and development.

Our Students

Kennedy students are part of a caring community and they are expected to strive for personal excellence in all that they do.

Every student is nurtured by our outstanding College team on their learning journey, reinforced by our exceptional Pastoral Care Program and behavioural standards.

Thank you for choosing Kennedy Baptist College for your child as they embark upon their secondary education.

Mr Mark Ashby
Principal



About our College

What drives one to boldly step where no one has gone before, to overcome obstacles and achieve great things against all odds?

Strength of character is integral to greatness, character born of a spirit of determination and values.

Kennedy Baptist College believes one's strength of character needs to be nurtured.

Kennedy Baptist College was formed in 2013 after the amalgamation of two neighbouring Colleges, Winthrop Baptist College and Somerville Baptist College (established 1994 and 1999). It is now home to approximately 1,200 students.



William Kennedy

(Image sourced from Gomm, L.J. (1935) Blazing the Western Trails, J.A. Packer Sydney)

About William Kennedy

The College's namesake, WA pioneer Baptist Minister William Kennedy, overcame seemingly insurmountable challenges to establish churches in Western Australia's regional areas in the early 1900s. Kennedy was known as a man of integrity and audacity by the communities he served, and his passion and determination were infectious. At Kennedy Baptist College, students are expected to strive for personal excellence in all that they do.

This translates to a positive learning environment where students are required to display high standards of behaviour which is reinforced by an exceptional Pastoral Care Program.

It is the spirit of Kennedy's story that underpins the College's values and inspires students to 'strive today, conquer tomorrow'.

Our Christian Education

Our Christian Education Program is a Bible-based, non-denominational program entering on the teachings and person of Jesus Christ. Students are exposed to the values, morals, ethics and beliefs of the Christian faith, guiding them to love and respect others equally, fundamental to the College's holistic approach to the development of our students. Christian Education allows students to explore and develop spiritually whilst to cultivate personal integrity and life skills.

The Kennedy Journey

At Kennedy Baptist College, our students are on an important journey. From childhood, through adolescence to adulthood, this journey requires support, encouragement, guidance and nurture for it to be as smooth and successful as possible. As part of this overview, we have identified various important milestones that our students will experience and enjoy throughout their Kennedy Journey. It starts on students' first day of Year 7 with their participation in the College Commencement Ceremony, and continues right through to their final day of Year 12 and the College Graduation Ceremony.

Our Pastoral Care Program

Kennedy Baptist College has a comprehensive Pastoral Care Program to support students to thrive academically, socially, emotionally, physically and spiritually.

An important part of Pastoral Care at Kennedy includes programs such as Daily Form, Weekly Extended Form, Protective Behaviours, Peer Support, Resilience Building, Cyber Safety, Transition, Student Leadership, Year Group Camps, Community Service and Mentoring.

Refer to the College website for more information about our pastoral care program.

Our Pastoral Care Team

Our Pastoral Care Team includes the Deputy Principal Pastoral Care, Director of Students, Heads of Year, Form Teachers, a College Psychologist, College Counsellors, Christian Education Coordinator, Christian Education teachers, College Chaplain, First Aid Officer, and Student Services.

Our Head of Year

Each year group has specific age-appropriate goals to achieve overall success. The College provides a comprehensive mentoring program to ensure a smooth transition for Year 7 students as they become members of the College community.

Daily Form

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

Counselling

College can be overwhelming and stressful at times. If a student is suffering, feeling emotionally overwhelmed or just needs to talk to someone, they are most welcome to approach the Counsellor and School Psychologist to provide support and guidance.

📍 Point of contact

Heads of Year are the first point of contact for all Pastoral Care issues and we encourage our families to contact them regarding any matter through direct message on SEQTA Engage.

Our Heads of Year for 2024:



Head of Year 7
Ms Liezl Breytenbach



Head of Year 8
Mr David Orr



Head of Year 9
Mrs Natalie Williams



Head of Year 10
Mr Scott Britza



Head of Year 11
Mr Murray Dunstan



Head of Year 12
Mrs Judith Russell

Student Leadership

Kennedy Baptist College recognises the vital role of student leadership in developing the life of the community as well as allowing students the opportunity to develop their skills and experience. Students are encouraged to take on leadership roles enabling them to:

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

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

Student Councillors

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

House Captains

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



House System

Our House System is designed to enable students to further develop a sense of identity and belonging at Kennedy. Our four Houses are Falcon, Harrier, Kestrel and Osprey. Each student is part of a House and participates as part of that House in various activities and College events.



These include the Swimming Carnival, Athletics Carnival, Cross Country Carnivals, Public Speaking, Champions Read and Arts Cup competitions.

House Points

Students can also earn individual House points through their daily efforts at the College through, positive behaviour, cultural and academic contributions.

These individual House points are collected each term and go into a draw for students to win a major prize for the term.

The collective House points for each House are also tallied at the end of Term 3 where the winners of the Kennedy Cup will be announced.



Community Outreach Program

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

Mission Trip:

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

Community Services:

Involvement in the Community Outreach Program cultivates a range of personal values within our students, including self-discipline, patience, tolerance, appreciation and compassion. By contributing their talents and time, Kennedy

students are demonstrating the underlying core values of our College community whilst making a significant contribution to society.

Examples of Community Outreach Programs in Kennedy:

- Year 7: Seniors Program at Lakeside Baptist Church
- Year 8: Seniors Support at Murdoch Gardens Care Community
- Year 9: Lunch at a homeless shelter
- Year 10: Cockburn City Re-vegetation Project
- Year 11: Assist at Cockburn Ark Wildlife Refuge
- Year 12: Making food for Manna Kitchen.

Academic

We provide a broad-based holistic and relevant curriculum for the students under our care. Our goal is to offer students a wide range of opportunities to develop their understanding and knowledge of the world around them and to foster their God-given talents and abilities.

Our Curriculum Program


Years 7-10

Students in Years 7 to 10 follow the Western Australian Curriculum and Assessment Outline, an adaptation of the Australian Curriculum, as prescribed by the Schools Curriculum and Standards Authority. Students in these year groups also have the opportunity to choose from a diverse range of elective subjects.

Years 11-12

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

As the majority of students at Kennedy Baptist College enter university at the completion of Year 12, the College has a curriculum that extends and enriches students throughout Years 7 to 10, through exposure to curriculum content above their year level.

 **Please find the following information on our website**

- Extension and Streaming
- Learning Offerings
- Learning Pathways
- Learning Support
- Course and Electives offered at Kennedy
- VET and VET qualification offered at Kennedy

Our Curriculum Team

Our Curriculum Team includes the Deputy Principal Curriculum, Director of Studies, Head of Learning Areas, Classroom Teachers, Learning Support Teachers, Learning Support Assistants, Teacher librarians, Library Assistants and Curriculum Assistant.

Student Assessment

All 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.

Ongoing course progress is provided via SEQTA Engage.

Student Reporting

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

It is the parent/guardian's responsibility to regularly check student progress through SEQTA and emails. Term 2 also offers Parent-Teacher interviews to discuss student progress. (Semester 1 being Terms 1 & 2; Semester 2 being Terms 3 & 4).

 **Link to the Assessment Policy**

Student achievement and course progress is assessed and reported on as outlined in the College's Assessment Policy:

<https://kenedy.wa.edu.au/assessment-policy/>

Homework and Study

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

- Arrange a quiet place for your child to study.
- Negotiate a suitable time – some children need to unwind from their day first; others prefer to do it straight away.
- Set an alarm clock for the appropriate time then leave your child to get on by themselves. Younger children or students facing learning difficulties may need more encouragement.
- If your child is experiencing difficulties with homeworks please see your child's teacher – it may be appropriate to set less, modify tasks, etc.
- If your child is completing the set homework quickly then encourage them to read or study for the remainder of time or research an interesting topic.
- Alternatively, talk to the class teacher about extension work for your child.

- Homework is set each night to reinforce basic skills and to encourage good study habits, according to the guidelines below. These times are meant to be broadly indicative for an average child.
- Teachers set regular homework (and study) for students during each week. Each student is required to carry their Student Diary to every class in order to record this homework. Homework may also be published on SEQTA.

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


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

Incomplete homework

If a student does not complete a piece of homework by the set date, this is noted by the teacher. If a piece of homework is not completed for the second time within the term, this is noted by the teacher and recorded in SEQTA, allowing communication to be sent home informing the parents. If a third piece of homework is not completed for class for the third time, within the term, a demerit is issued, via SEQTA. The same applies for each further miss until the end of term.

Tutoring

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

 **Link to Tutoring Time Table**

<https://kennedy.wa.edu.au/tutoring/>

Co-Curricular and Extra-Curricular

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

After-school programs and interest groups

- Book Club
- Art Extension Club
- Chess Club
- 3D Printing Club
- Photography Club
- Film Club
- Drama Club
- Study Skills
- Junior SAS (Interschool sport)
- Board Game Frontiers
- Maker Space (Craft)
- Community Service Projects
- Biology Club
- KPOW- Student led prayer meeting
- Christian Connect Group
- Fitness Centre
- Pedal Prix

Please note that clubs and activities are subject to change.

🔗 **Link to Research & Study mirco site. A fantastic resource for all our students.**

<http://kennedyrasc.weebly.com/>

Arts

Instrumental Music and Ensemble

Nurturing a love of music, Kennedy students have the opportunity to learn one or more instruments during College hours. All students enrolled in the Instrumental Program will join an ensemble of their choice as they reach the appropriate level of performance. There are many opportunities for students to perform and showcase their talents alongside their peers.

Performing Arts

Beyond the curriculum program, students can join the cast of one of the musical production, join the band, sing in the choir, be part of the back stage crews or tech crews.

Camps and Study Tours

Year 7's conclude their Transition Program with a day camp at the end of the first Term. Students enjoy a camp in Years 8 and 11.

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

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

Tours are optional. Please visit our website for more information.

Sports

Physical Education

Students will participate in two Physical Education period per week. Students have the opportunity to represent their House at Kennedy's annual Interhouse Swimming, Athletics and Cross Country Carnivals. Selected students will have the opportunity to represent the College at Interschool Carnivals.

A variety of sporting opportunities and team sports are available to students both during and out of school hours, including: Rugby, Touch Rugby, Tennis, Badminton, Soccer, Volleyball, AFL, Netball, Softball, Handball, Basketball and Cricket.

Fitness Centre

Students may use the Fitness Centre once they have completed an induction session and only under staff supervision.

SAS Sports

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

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

Specialised Programs

Kennedy offers a range of specialised programs:

- Specialist Basketball and Cricket
- Instrumental Music
- KEEP Program

Parent Involvement at Kennedy

Parents and Friends Association

The P&F is an association of parents, friends, staff and interested community members who want to assist the College in a variety of ways. The major role of this Association is to build community within the College amongst parents and fundraise for the College.

The Association meets in the College Staff Lounge once a term. Meetings are open to all parents. The Annual General Meeting and Committee Elections are held in February each year.

The Association also encourages social gatherings amongst the various year groups to foster relationships with other parents. A social event for Year 7 and 8 families will be held in Term 1.

If you have any questions, please contact the P&F Secretary at pandfkennedybaptistcollege@gmail.com

Join the Kennedy P&F Facebook Page for parent communication, fundraising and social events:
www.facebook.com/groups/KennedyPandF/

Parent Volunteer Opportunities

There are many aspects of College life where parents can be involved and we greatly value the assistance of all our parents and volunteers. When arriving on campus, all volunteers must sign in at Reception. Parents are encouraged to help in the Cafeteria, Research and Study Centre, Uniform Shop, Physical Education events and Arts performances.

The co-ordination and administration of our volunteers is managed through an easy to use system SignUp.com. Parents are often invited to special events such as Assemblies, Easter Services, Performing Arts performances, Awards Assemblies, concerts, etc. Details are sent via the College App and Newsletter prior to the event.

Parents welcome to attend

Parents are welcome to support their children at all major sporting carnivals and performing arts events.

Parents will routinely receive information to events through College newsletter, email and the Kennedy App.

Events include:

- Assemblies (Twice a term)
- Easter Services
- Performing Arts events
- Award Assemblies
- Sports Carnivals etc.

Kennedy Insights

Kennedy Insights is a series of seminars designed to help equip our families with the knowledge, skills, and confidence to support their children's safety and wellbeing. Parents will be informed of any upcoming session.

Kennedy Prays on Wednesday

Kennedy Prays on Wednesday (KPOW) is a group of faithful members of our College community who meet together each week to pray for and support the College community. All College parents/grandparents/guardians are most welcome to join us in prayer on a Wednesday during the school terms from 2.30pm. All prayer remains confidential and anonymous. For more information about the prayer group or to join, please contact our College Chaplain, Mr Peter Chase at pchase@kennedy.wa.edu.au.

Kennedy tax deductible building fund

Did you know that Kennedy Baptist College has a tax-deductible building fund? It's an opportunity for our College community to come together and make a meaningful impact on the education and growth of our students.

 [Link to more information](#)

<https://kennedy.wa.edu.au/kennedy-tax-deductible-building-fund/>

General Information

Day structure and start time

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

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

Term dates

Refer to your student diary, Kennedy App or our website for Term dates and student free day.

College Hours

- School hours are from 8.15am to 3.15pm
- Staff are on duty from 7.40am to 3.45pm
- Office hours are from 7.45am to 4.00pm



Key College Policies

Students and parents/guardians are required to familiarise themselves and comply with the College policies.

- Assessment Policy
- Attendance Policy
- Behaviour Management Policy
- Bullying Prevention Policy
- Complaints Handling Policy
- Digital Citizenship Agreement
- Enrolment Policy
- International Students Policies
- Mobile Devices Policy
- Parent Code of Conduct
- Privacy Policy
- Protective Behaviours Curriculum
- Staff Code of Conduct
- Student Code of Conduct
- Uniform Policy
- Yard Duty and Student Supervision Policy

Scan QR code to view up to date policies online or use the link below:

🔗 Link to College Policies:

<https://kennedy.wa.edu.au/parents/college-policies-and-procedures/>



Key Parent Information

This is the page under Quick Links on our website for all key information. Here you will find up to date information about booklists, devices, uniform requirements, lunch orders at Beedawong, tutoring sessions and the day-to-day operations of the College.

- Attendance, absences, early departures
- Beedawong Cafeteria
- Booklist
- Device (BYOD)
- Drop-off/Pick up
- Extra-Curricular Activities
- Tutoring
- Lost Property or Confiscated item
- Locker
- SmartRider
- Uniform

Scan QR code to key parent information online or use the link below:

🔗 Link to parent home page online:

<https://kennedy.wa.edu.au/parents/>

Communicating with Families

Parent Communications

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

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

Kennedy App



We encourage parents to download the Kennedy App and have their Parent Lounge and SEQTA App set up once you have received the login details. The log in details will be emailed to parents prior to the start of the year.

1

Website

General information and Information for Parents and Prospective families.

2

Parent Lounge

A web portal that allows Kennedy parents to:

- **Accept and pay for excursions**
- **Update student medical information**
- **Update address information**
- **Submit absent notifications (Our preferred method)**
- **View College Calendar (Sign into Parent Lounge online to view calendar in detail)**

3

SEQTA

Parents and students will be provided with information about how to access SEQTA Engage (for parents) and SEQTA Learn (for students) which is on our web portal, to view your child's timetable, pastoral care overview, attendance history, homework, daily notices, direct messages from Form teacher and Subject teacher etc.

SEQTA is accessible via the College Mobile App or the website home screen. The SEQTA app can also be downloaded and accessed via your password and username. The app is recommended if you would like to receive instant notification.

4

College E-Newsletter

Published fortnightly on Thursdays, during school terms, delivered to your email address. The newsletter is also available online on our website and posted on the Kennedy App.

Phone, SMS, Email

You will be contacted via email, phone or sms for the following matter:

- **Whole College , year group, curriculum related email.**
- **Attendance**
- **Behaviour Management**
- **Unwell student**
- **Permission required**

Student Diary

Students should take their College diary to all classes. This is to easily record set homework, forthcoming tests and plan their study time etc.

Other Annual publications includes:

- **Annual Report**
- **Yearbook**
- **Year 11 and 12 Information booklet**

Social Media

The College and our Research and Study Centre has official Facebook and Instagram pages that members of the College community can follow. The pages are updated regularly with information relevant to parents and students, such as event photos and students' achievements.

Link to setting up your Kennedy App, SEQTA and Parent Lounge:

<https://kennedy.wa.edu.au/parents/parent-portals/>

Explaining the use of the Kennedy App

The Kennedy App will be updated daily, to ensure that members of the College community are informed of the latest College correspondence, news and events.

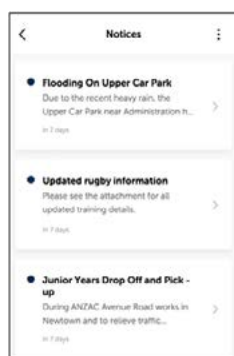
Term Dates

Up to date Term dates and staff days.
For full College calendar, please log in to your Parent Lounge.

Notices

The notices section keeps you informed of important daily notices as they become available. Push Notifications will also be sent to inform you of any urgent or important information. E.g. When the buses are late, the notice section will alert you.

The Arts and Physical Education Learning Areas will be able to send out Learning Areas specific notices to parents, e.g. SAS sports teams schedules, Music Ensembles rehearsal changes.



Newsletter

Receive the latest newsletter directly through the app.

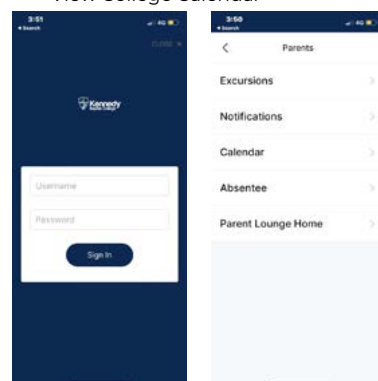
SEQTA Engage

A link is provided for Kennedy Parents to launch the SEQTA Engage App for an overview of how their child's learning is progressing. If the parent does not have the SEQTA Engage App installed on their mobile, it will be redirected to the App store to facilitate the installation of the App.

Parent Lounge

A web portal that allows Kennedy parents to:

- Accept and pay for excursions
- Update student medical information
- Update address information
- Submit absent notifications
- View College Calendar



Useful links

Quick links to the following: Key Parents Information about booklists, devices, uniform requirements, ordering lunch at Beedawong, tutoring sessions and day to day operations of the College.

Manage your subscription and notification

Stay connected by turning on your notifications and by subscribing to the content that matters to you in the Settings section. For example: Year level, Arts or Sports. We encourage you to update this every year.

Kennedy Handbook and Policies



Administrative Procedures



Attendance

Attendance Requirements

The College day starts at 8.15am and finishes at 3.15pm. Students should arrive by 8.10am for a 8.15am Form start. It is compulsory for parents to notify the College of any absences, late arrivals, or early departures by one of the following notification methods:

- By completing the Absentee Form on the Kennedy App under Parent Lounge. (Our preferred method)
- By email to absent@kennedy.wa.edu.au
- Phoning the College (08) 6188 0698

Absence: Sickness, Medical or Personal Appointments

Parents and guardians are asked to notify the College before 8.00am on the morning of absence using one of the notification methods above.

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

A medical certificate is to be supplied for absences of a prolonged period or if they will miss an assessment/test. An absence from sport, College functions, camps etc. is regarded as absence from the College and permission must be sought by parents.

Late to Class

Students arriving late must report to Student Services. An explanation for lateness must be provided through one of the parent notification options above. Students are reminded that punctuality is always expected including co-curricular and extra-curricular commitments.

Late arrivals will be recorded and can result in a demerit.

Leaving Early

All requests for an early departure, exemptions etc. requires advanced notification from the parent/guardian. Students are only permitted to leave the College grounds during the day if the College has received a valid reason. Students must present to Student Services to sign out. Leaving the College without signing out can result in a demerit.

Absentee Form or Late Arrival/Early Departure Form

🔗 Use the Kennedy App to log into Parent Lounge or use the following link to Parent Lounge:

<https://tass.kennedy.wa.edu.au/parentlounge/login.cfm?reason=timeout/>

🔗 Link to Attendance Policy:

<https://kennedy.wa.edu.au/attendance-student-policy/>

Extended Absences – Complete a Leave of Absence Form

For planned leave of three (3) days or more, parents are asked to notify the Principal at least 10 days prior to the leave by obtaining a **Leave of Absence Form** from Student Services or through Parent Lounge (Kennedy App), or SEQTA Engage.

The College wishes to advise parents to make every effort not to take students on holidays during term time, as this will result in the students missing out on programmed work and assessments.

🔗 Link to Leave of Absence Form:

<https://kennedy.wa.edu.au/leave-of-absence-form/>

Compulsory Attendance

Occasionally, compulsory College functions are held outside of regular College hours. Compulsory College functions may include:

- Easter Services
- Interhouse Swimming Carnival
- Interhouse Athletics Carnival
- Awards Assemblies
- Year 10 Work Experience
- Year 7, 8 and 11 Camps

Students who are absent on these occasions due to illness are expected to obtain a medical certificate. Students should not seek exemptions for reasons other than medical or family emergencies.

Always refer to the Parent Lounge calendar to confirm dates. You will be provided with login details once your child commences at Kennedy.

Booklists

Booklists and elective/course confirmations are emailed in early December each year. Students are to purchase items for their confirmed electives/courses from the independent provider specified on the front of the booklist. Books may be ordered online and delivered to a Perth metropolitan address free of charge (at the time of writing) within a certain timeframe as specified on the booklist.

Link to Booklist

<https://kennedy.wa.edu.au/parents/booklist/>

Beedawong Cafeteria

Opening Hours	The Cafeteria is open early morning from 7.15am, and for recess and lunch.
Menu	Updated each Term, the menu is available on the Kennedy App and on our website.
Order	Order online with QuickCliq, by 9am each day (Lunch only). Orders can be taken up to two weeks in advance.
Mode of Payment	We accept cash, Eftpos and SmartRider credits* purchased through Beedawong cafeteria.

*Credit purchase through QuickCliq is not transferrable to SmartRider. Please see use of SmartRider guide for more information.



How to set up your QuickCliq account

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

Change of Student Details

It is vitally important, should you change your residential, postal or email addresses, place of employment and/or telephone numbers, to update them on the Parent Lounge via the Kennedy App.

To update your details

 Use the Kennedy App to log into Parent Lounge.

Device

Students' devices must set up and ready to go for first day of school and this is done through our Device Induction session.

Insurance and Repairs

The College does not have insurance to cover the loss or damage to BYO devices so we strongly advise that you check your personal insurance

coverage and ensure your insurance company covers this. If a computer is lost, damaged or not functioning it is the parents' responsibility for it to be replaced or repaired.

If you need help with your device, please visit the ICT department located in the Research and Study Centre.

ICT Team Support

You can contact the ICT team via the College Reception on +61 8 9314 7722 or by email at: BYOD@kennedy.wa.edu.au

Lockers

A lock and locker will be provided for all students.

- Students must use the supplied lock to secure their locker.
- Requirements for classes should be organised during breaks. Students should not visit their lockers between these times.
- Replacement cost for a lost/damaged lock is \$42.00 per lock.

Lost Property or Confiscated Items

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



Medical

Health Centre

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

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

Under no circumstances is a student to contact home and arrange to be collected without the prior permission of a member of the College Administration.

The Health Centre is also where our College Chaplain, School Psychologist and Counselling team are located to provide the relevant support to our College community.

Accidents or Injuries

If a student is injured during the school day, College staff will contact the appropriate support services to ensure the student is looked after.

In an emergency during school hours, students will be transported to either Fiona Stanley public hospital or St John of God private hospital. Parents have to cover any costs for emergency entry to the hospital in accordance with the Enrolment Contract.

If not an emergency, the student's personal Emergency Contacts will be contacted via telephone to request that the student be picked up from the Health Centre and taken for medical treatment.

Administration of Medication in School

The College will provide practical support for students who require medication whilst attending school or school-related activities. Medication must be supplied from home and the following process for the administration of any medication is as follows:

- Parents must complete the **Administration of Medication Form** permitting the College to store the medication at the Health Centre and administer the prescribed or recommended dosage by authorised staff. The **Administration of Medication Form** is available on the Kennedy App, in SEQTA or you can request a form from the Health Centre.
- The medication should be presented in its original packaging

with the product name and expiry date clearly visible. Alternatively, a foil sheet of the medication may be provided with the product name and expiry date clearly visible on the sheet.

- The First Aid Officer or Student Services Officer will record all medication administered for a student.

The types of medication administered may include:

Type of Medication	Administering conditions
Prescription medication	Short term illness e.g., antibiotics for infections
Prescription medication	Ongoing medical conditions e.g., ADHD
Over-the-counter medication	Short term and / or ongoing e.g., migraines, antihistamines

Students are not to carry or keep medication on their person or in their bags except for anaphylactic, asthmatic, or diabetic students, due to the risk of tampering or theft.

The only medication provided by the College is paracetamol. Paracetamol may be administered where parental permission has been obtained.

Administration of Medication Form

🔗 Link to Form

<https://kennedy.wa.edu.au/administration-of-medication/>

Administration of Medication for Excursions, Camps, or Off-site Classes

When giving online permission for students to attend camp or excursions, parents must indicate in the medication section if the College staff needs to administer prescription medications to their children daily. Over-the-counter medications such as vitamins, antihistamines, or painkillers are not included in this request.

It is a requirement of the College that any prescribed medication, which would normally be given at home daily, will need to be:

- Supplied to the College two days before the camp.
- In its original packaging with a visible expiry date and is labeled with the student's name.
- The amount of medication required for the duration of the camp only.

For health and safety reasons, students are not permitted to carry or administer their own medications (except for EpiPens or Asthma relievers) whilst on excursions / camp.

For Physical Education classes and sport carnivals (including before and after school programs) students are to carry their own medication (EpiPen and/or antihistamines), if required. Physical Education staff will always carry EpiPens.

Head Lice

The College aims to minimise or control the spread of head lice. Where the College identifies a student with head lice, they will:

- Ask to speak with the student away from other students as health matters are private and confidential. It is recommended that this is done at the Health Centre.
- Using one of the Sick Bay rooms the student will be assessed for head lice/nits. Staff will use gloves to do this task and request consent from the student to do so.
- Confirm with the student if head lice / nits have been identified. If not, the student will return to class and feedback given to the staff member who reported the concern.
- Where head lice are identified, the student's parents / guardians will be contacted to collect their child.
- Students may return to the College when treatment has been undertaken.

Managing Asthma, Allergies, Anaphylaxis, Diabetes and other Medical Condition

When enrolling your child at Kennedy, it is important to provide information about their general health, known allergies, and any medical conditions such as diabetes or asthma. This information must be provided before your child's commencement at the College.

Parents are responsible for providing emergency contact details and medical action plans, and for keeping the College informed of any changes in their child's health status.

In the event of an emergency, the College will follow the emergency protocol or the medical action plan provided by the parents or medical practitioner.

Sun Smart

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

For activities outside in Terms 1 and 4, it is a requirement to wear a hat. We would appreciate it if parents coming on campus for lengthy periods would wear sunscreen and a wide brimmed hat to support our policy.

Mobile Phone and Smart watch

Mobile phones are not to be used from 7.45 am, switched off, placed, and remain in the student's locker until the end of the day.

Students are required to set their smartwatches to 'airplane mode' so that phone calls and messages cannot be received or sent during College hours.

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

In line with our **Behaviour Management Policy**, any student seen outside of class with a phone or using a smartwatch to send, receive a text message or to make or receive a phone call will be issued a demerit and the phone or smartwatch will be confiscated until the end of the day.

If a student is found using their phone or smartwatch during class, the result will be an automatic send-out.

Students may come to Student Services if they need to contact their parents during College hours. Parents can contact their child through direct messaging on SEQTA or contact the College if an urgent message is required.

Link to Mobile Device

Policy:

<https://kennedy.wa.edu.au/mobile-devices-policy/>

SmartRider

Students will receive their SmartRider card in approximately the third week of Term 1. Students will still be able to use their SmartRider from their previous school, whilst waiting for their Kennedy SmartRider, provided there is sufficient credit on the card. The first SmartRider card is free through the College.

SmartRider card can be used in three ways:

- For use on TransPerth Bus and Train services
- To utilise the Kennedy Baptist College Bus Service
- To purchase over the counter food items in the Cafeteria at breakfast, recess and lunch.

Lost SmartRider?

Replacement SmartRider cards may be reordered through Student Services. Students are to bring a parent note from home accompanied with \$5.00.



How to load funds onto your Student SmartRider

For Beedawong Cafeteria:

Kennedy SmartRider cards contain an additional chip linked to our cafeteria which enables students to load credit for use in the cafeteria. Amount is added by coming into the cafeteria with either cash or eftpos. - This cannot be done online.

Kennedy Bus Service:

Families utilizing the Kennedy Bus transport will be required to download the TransportmeTM App, which allows you to add money to the SmartRider card.

TransPerth:

Online payment or set up Autoload on TransPerth website.

Please note:

The funds are independent from TransPerth and operate separately. You cannot share funds across the three balances.

Uniform

Uniform and presentation standard

The College uniform is to be worn with pride at all times, reflecting our values. For detailed information regarding specific uniform requirements refer to the **Uniform Policy** on the College website.

Uniform Pass Request

If a student needs to be out of uniform for any reason during a school day, they must submit a Uniform Pass Request by 7.00 am on the day of the request. Parents can submit the request by logging in to Parent Lounge (via the Kennedy app) and selecting 'uniform pass request'. If a Uniform Pass Request is not submitted and approved by the College, a demerit will be issued. In this case, an unapproved Uniform Pass will be issued for the day to prevent further demerits.

Uniform Shop

Uniform Shop opening hours and price lists are available on the College website. Online orders can be placed via QuickCliQ. The Uniform Shop can accept donations of clean, in good repairs uniform items for their second-hand sales. We encourage parents to utilise the Sustainable School Shop or Kennedy P&F Facebook group for selling of items.

Summer Uniform (worn in Terms 1 and 4)

Boys' Summer Uniform

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

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



Girls' Summer Uniform

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

Girls have the option to wear **College formal shorts**.

General

Students must wear the College socks. Socks must not be worn lower than the ankle.

The stripes must be visible.

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

Winter Uniform (worn in Terms 2 and 3)

Girls' Winter Uniform

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

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

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

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

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

It is a good idea for girls to have a spare pair of College tights in her school bag should the need for them arise. Otherwise a pair will be issued from Student Services and the cost added to your school fees. Please note that socks and tights must not be worn together.



Boys' Winter Uniform

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

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

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

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

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



Updated on 8 November 2022

🔗 Link to Uniform Policy:

<https://kenedy.wa.edu.au/uniform-policy/>

🔗 Link to Uniform Shop and FAQ questions:

<https://kenedy.wa.edu.au/parents/uniform/>

Getting to and from Kennedy

Bicycles

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

Drop-off / Pick-up and Parking

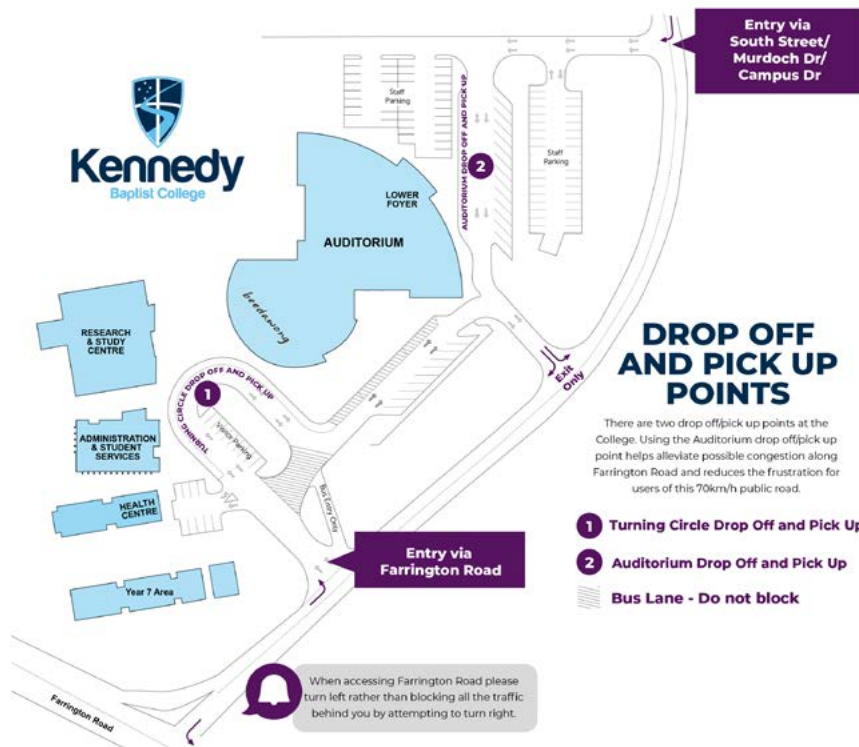
Before and after school pick up traffic congestion

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

No Parking Zone:

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

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



Kennedy Bus Transport

Kennedy operates two bus services (independent of Transperth) providing an additional travel option for families in the suburbs of East Fremantle, Bicton, Attadale, Melville, Victoria Park, Como, Applecross, Ardross, Mount Pleasant and Booragoon. Use of this service is by arrangement with Kennedy Administration.

Families utilizing this service will need to download the TransportmeTM App, which provides a user-friendly app-based ticketing system. This system allows you to pay for fares, check bus routes, save stops, and track buses in real-time, all through an electronic and cashless system. The app makes it easy to use Kennedy's bus transport and eliminates the need for physical tickets or cash payments.



Transperth Buses & Trains

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

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

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

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

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

Student School Parking

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

Link to Student Driver Guidelines

<https://kennedy.wa.edu.au/student-driver-guidelines/>

Getting around the College

Classroom Map and College Facilities

Our current facilities include but are not limited to:

- Administration (Reception, Student Services)
- Arts Centre
- Auditorium
- Beedawong cafeteria

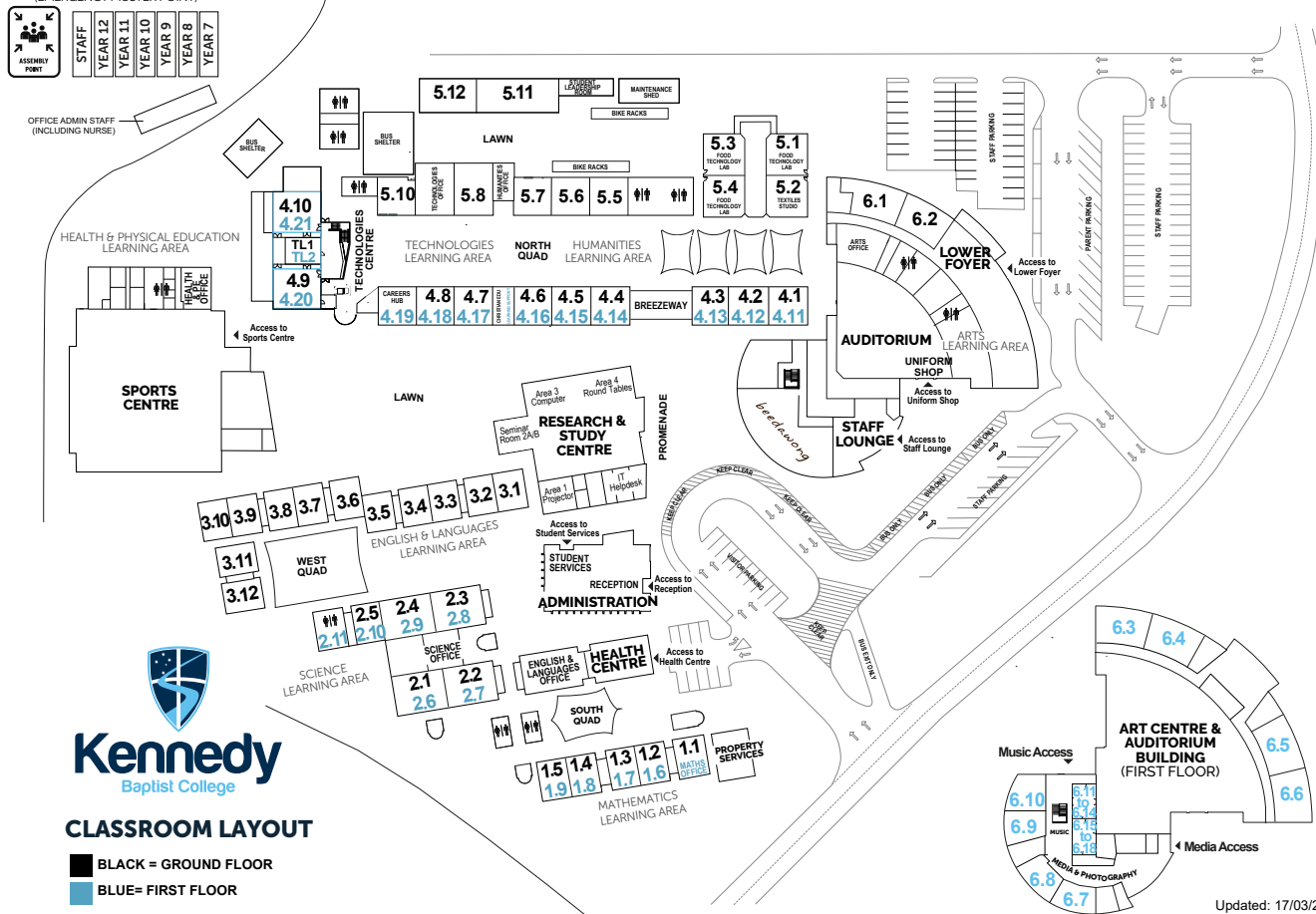
- Beedawong seating area
- Careers Hub
- Environmental Centre
- Fitness Centre
- Food and Textiles Centre
- Health Centre
- Research and Study Centre
- Science Labs
- Sports Centre
- Technologies Centre
- Uniform Shop

Upcoming building projects:

- Additional Classrooms
- Revelopment of the carpark
- Additional Office Space
- Lecture Theatre

Our upcoming building projects are part of our Master Plan, aimed at enhancing our facilities and enriching the learning experience for our students while fostering stronger engagement with our families.

Murdoch University Oval (EMERGENCY MUSTER POINT)



Updated: 17/03/2022



Emergency Evacuation Procedure

In case of an emergency, the alarm will sound continuously throughout the College. On hearing the alarm, the teacher will instruct students to stand and walk from the classroom to a designated evacuation area until further notice.

The designated evacuation area is on the Murdoch University oval unless another location is nominated.

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

Entrance to Student Services

Please use this entrance to:

Dropping off your child's lunch, equipment, uniforms, sports equipment or homework

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

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

Entrance to Health Centre

Please use this entrance to:

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

Lockdown Procedure

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

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

Code of Conduct

Student Code of Conduct

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

The *Student Code of Conduct* sets out the College's expectations of students with respect to their academic and personal conduct and is the central focus of discipline and self-discipline for every student. Behaviour contrary to the *Student Code of Conduct* may result in disciplinary action including (but not limited to) suspension or exclusion.

Link to Student Code of Conduct

<https://kennedy.wa.edu.au/student-code-of-conduct/>

Link to Parent Code of Conduct

<https://kennedy.wa.edu.au/parent-code-of-conduct/>

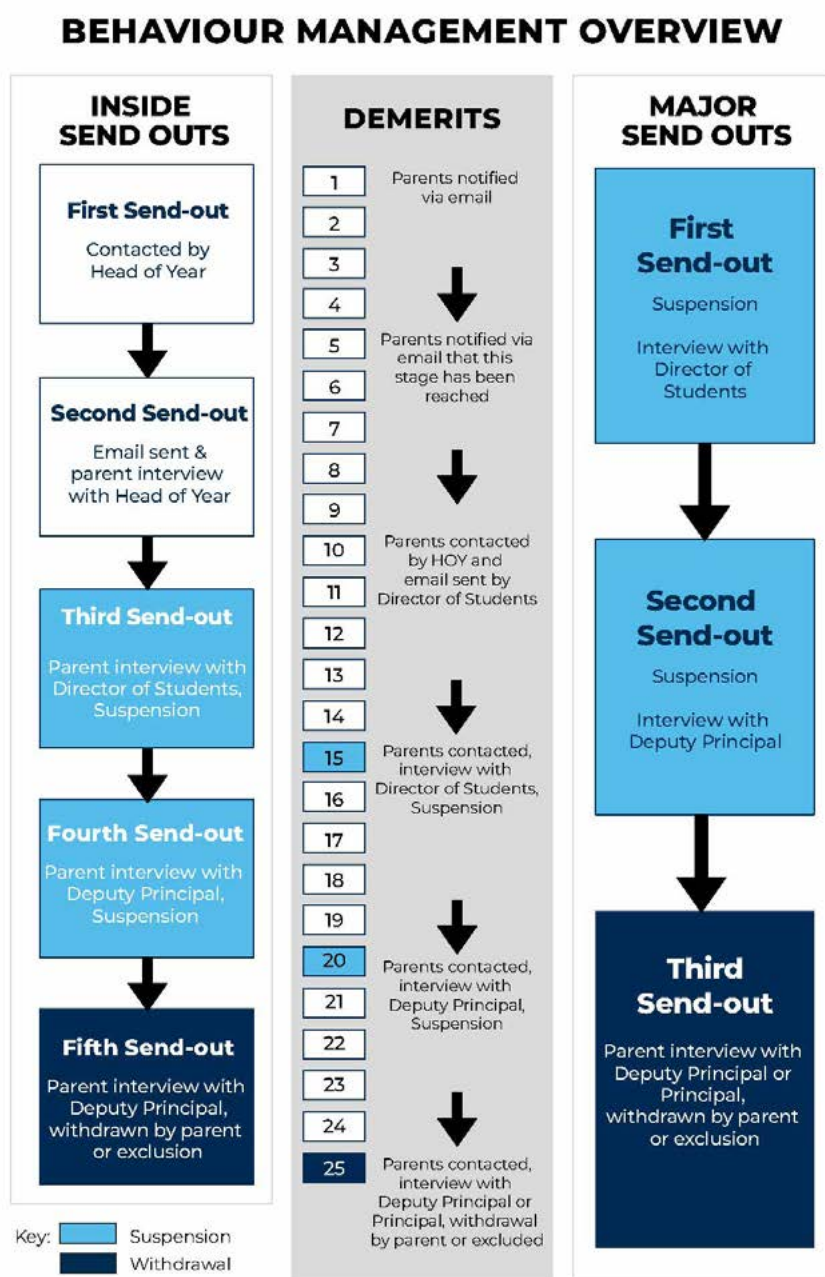
Link to Staff Code of Conduct

<https://kennedy.wa.edu.au/staff-code-of-conduct/>

Link to Behaviour Management Policy

<https://kennedy.wa.edu.au/bullying-prevention-policy/>

Behaviour Management Overview




Updated on 03 October 2023

Student Safety and Well Being

Student Safety and well-being


Kennedy Baptist College is committed to protecting students from all forms of harm by providing a safe environment where students' rights, needs and interest are being met.

The College takes seriously its commitment to student safety and wellbeing and has implemented the [National Principles for Child Safe Organisations](#). The College will immediately respond to student safety incidents, complaints and allegations of grooming, child abuse and breaches of the *Staff or Student Code of Conduct* in the best interests of students and in accordance with College policies and procedures.

 **Link to Student Safety and Wellbeing Policy**
<https://kennedy.wa.edu.au/student-safety-and-wellbeing-policy/>

Bullying Prevention


Kennedy Baptist College is committed to providing a safe, supportive and positive learning environment free from bullying, or any form of harm, in order to ensure student safety and wellbeing and to maximise academic outcomes.

 **Link to Bullying Prevention Policy**
<https://kennedy.wa.edu.au/bullying-prevention-policy/>

How to Report Concerns

The College responds to concerns complaints and/or allegations of bullying in the best interests of students and in accordance with College policies and procedures.

If you have a concern, please have a conversation with any staff member you are comfortable with, trust, or feel safe to speak to. If the staff member is unable to resolve your issue, then you may lodge a complaint with the College.

 **Link to reporting concerns**
<https://kennedy.wa.edu.au/complaints/>

Cyber Safety and Online Security

Kennedy Baptist College is committed to protecting students and staff from harm by providing safe and secure online environments.

The College provides online services to students for curriculum-related activities only and makes every reasonable effort to educate and protect students from exposure to inappropriate online material and activities. Parents are to support the College enforcing the ICT policies and support their child to abide by these policies.

As part of our ongoing commitment to our students' safety, the College has installed Cyberhound to manage internet-based activity and threats through the College network. Cyberhound allows the College access to the most advanced tools available

in order to improve the effectiveness of our duty-of-care commitment to internet enabled students and staff.

This means peace of mind for staff and parents and protection for students. The benefits include cyber-bullying identification and prevention; advanced controls over social media communications; advanced web-filtering; and protection on any school and student device, wherever it accesses the internet via the College network.

For more information, refer to the Digital Citizenship Agreement: www.kennedy.wa.edu.au/parents/college-policies-and-procedures/

Protective Behaviours and Sexual Abuse Prevention Education

Kennedy Baptist College delivers a Protective Behaviours and Sexual Abuse Prevention Education Program that is comprehensive and realistic, providing for an age-appropriate personal safety component enabling students to recognise and report abuse, understand power in relationships, and develop protective strategies, including seeking help. The College will from time to time provide parents with information on relevant topics and information evenings/workshops. Refer to our website for more information about this program: www.kennedy.wa.edu.au/



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CRICOS Code: 01688K