



**KINROSS
COLLEGE**

Believe · Act · Achieve

Information Handbook

*Kinross College aims to **develop inspired,
ambitious and considerate
adolescents who work with integrity
towards excellence.***

WELCOME

Kinross College opened in 2002 and prides itself on a strong pastoral care ethos and commitment to our students' academic, social and emotional needs. As an Independent Public School we possess a broader scope in terms of authority and responsibilities which enable the College to deliver targeted innovation and support to our school community.

We offer a wide and varied curriculum and an extensive range of exciting extra-curricula activities. Many opportunities exist for our students to broaden their horizons and explore their potential. Students in Years 7 to 10 move between specialist and generalist areas. The curriculum is overseen by Heads of Department. Curriculum delivery is based on the needs of individual students with relationships and academic rigor at the centre.

Kinross College has clearly stated standards and expectations for its students in terms of dress code and work presentation; we pride ourselves on our students being our best ambassadors. Staff curriculum delivery is based on the explicit teaching framework. Our pastoral care program emphasises a restorative practice approach.

We strive to cater for our students at their point of educational need. Students with specific learning needs are supported through the assistance of education assistants and a Learning Support Coordinator. Students who excel academically have the opportunity to engage in a number of extension and acceleration programs, overseen by an Academic Extension Coordinator.

We promote the use of effective technology to enhance the learning program where appropriate. The College issues some devices but many students and families choose to provide their own. Further information is available via our website.

Our vision for students at Kinross College is to develop inspired, ambitious and considerate adolescents to work with passion and integrity towards excellence.



PRINCIPAL
Rod Buckenara

ASSEMBLIES

Assembly dates are published in our Calendar of Events and reminders appear in our newsletters and e bulletins. There is an assembly at the end of each term where certificates are awarded to the deserving students in each learning area. Parents and community members are encouraged to attend.

ABSENCES

Please phone the College on 9306 6025 to explain all absences as early as possible, ideally prior to 10.00am to explain if your child is unable to attend school or going to be late.

- The SMS message service operates 24 hours a day. Parents are asked to keep messages brief, include student's name and the date for which the child will be absent. As SMS messages are not an official form of notification of absence, they must be followed up by a note or a phone call from the parent on the student's return.
- A SMS message is sent to parents of students with an unexplained absence if a student arrives at school after 10.00am if the school has not been previously notified.
- Students arriving late to school must report to the Student Services counter for a *Late Note* with written notification from parent/guardian.
- Students are **never** permitted to go home for lunch or leave the school grounds.
- If students need to leave the school during the day without a parent/guardian, they will need to get a *Leaver's Pass*. Parents must provide a note or make contact with the school prior to this happening.
- In the event of a planned holiday or extended leave from the school, parents must provide written notice of this to the office, before the event.

BICYCLES AND SCOOTERS/SKATEBOARDS

A secure, fenced area has been provided for student bicycles, scooters/skateboards. All bikes, skateboards and scooters must be stored in this area. The bike rack is locked from 8.40am – 3.00pm.

Students are not permitted to use their bikes during the day. The College cannot accept responsibility for lost or damaged bicycles, scooters/skateboards so it is advisable to use security chains or padlocks.

BOOKS AND EQUIPMENT

Texts are made available to students as required, through the learning area departments.

A recommended list of materials (including calculator, stationery) is provided to parents, prior to the start of the year. Some items are mandatory including some student workbooks.

A separate list available from the Finance Officer explains the arrangements for the payment of voluntary contributions, claims for Secondary Assistance and uniform.

Lockers are available for hire, dependent on availability – for further information contact the Finance Officer.

CAMPS AND EXCURSIONS

Camps and excursions are an important part of the educational experiences of our students. In most cases the camp or excursion will be an integral part of the learning program.

Specialist camps are offered across the College.

It is our policy to obtain parent permission and updated medical information for all camps and excursions. When attending camps or excursions, students are expected to abide by the College rules and wear school dress, where appropriate.

Projected costs have been outlined in our Additional Charges sheet.

CAFÉ

The Kinross College Café operates throughout the school year. Students are encouraged to order food before school for collection at lunchtime.

COMMUNICATION

We are very keen to keep our community informed about everything that is happening at our school. We hope to achieve this by encouraging parents to:

- Speak to TAG Teachers, Specific Subject teachers, Year Coordinators, Heads of Department, Associate Principals, or Principal by calling the school and making an appointment.
- Read our fortnightly e bulletins and regularly view our website.
- Attend our assemblies at the end of each term and witness first hand the terrific achievements made by our students.
- Attend P&C meetings to ask questions and make suggestions that may make Kinross College a better place for all of us. Your input is highly valued.
- Make contact with the learning area teachers and come in and see what is happening.
- Facebook
- Targeted group emails
- SMS notifications
- Download the parent VIVO app to receive notifications regarding your child's rewards. Refer to 'Student Recognition' section.

Please ensure that we have your latest address, phone number, email address and emergency contact details.

CONTRIBUTIONS AND CHARGES

We encourage parents to pay the Voluntary Contributions so that we can provide the highest standard of service to our students. We request payment to be made by Week 6 of Term 1.

Voluntary Contributions: Years 7 – 10: \$235

The voluntary contribution directly funds the general learning program for your child. There are additional charges and other cost options which some students may be required to pay during the year. This will be dependent upon their involvement in various activities, excursions, camps, special programs or general school involvement such as in-term swimming. These extra costs will be covered on a user-pays basis. Some charges may be invoiced to parents. Please contact the Finance Officer to make payments and if you wish to set up a payment plan.

CURRICULUM

Students at Kinross College have the opportunity to demonstrate achievement in all learning areas.

- Arts (includes Dance, Drama, Media, Visual Arts and Music)
- English
- Health & Physical Education
- Language Other Than English (French and Italian)
- Mathematics
- Science
- Humanities & Social Sciences (HASS) - formerly known as Society & Environment
- Technology and Enterprise (includes Woodwork, Metalwork, Technical Graphics, Food, Fashion & Textiles and Information Technology)
- SIMS instrumental music program

DRESS CODE

The College has in place a student dress code, which was implemented after wide consultation with parents, teachers and students. This dress code is vigorously supported by the School Board and has become part of the culture of the school.

Parents and students are informed of the requirements of the dress code prior to their child being enrolled. Acceptance of enrolment at Kinross College is an agreement between the school, the parent and the enrolling student, that the student will conform to the College Dress Code.

Why do we have a Dress Code?

Fosters and enhances the public image of the school.

- Assists in building a sense of team spirit and community.
- Ensures students are safely dressed for specific school activities.
- Encourages equity among students, minimising competition to wear popular designer labels.
- Enables the early identification of unauthorised persons on the school site.
- Assists in preparing students for work with a number of work places requiring a standard of dress and safety codes.

Presentation standards

Clothing

- Dresses are to be worn at an appropriate length- no more than 5cm above the knee.
- Girls' cuffed shorts are not to be rolled up or shortened.
- Cardigans and jackets must have the KC logo.
- Only KC track pants are to be worn - others are not acceptable.
- Navy tights only, (navy stockings/pantyhose and patterning are not acceptable).
- All students are expected to wear clothing items displaying a Kinross College logo.

The following are not acceptable dress:

- Any item that does not possess a form of the Kinross College logo or is not part of the current College dress code.
- Skirts are NOT ALLOWED in any capacity.
- Wearing of PE clothing other than when participating in PE (shorts & top).
- **Visible** clothing underneath uniform.
- Beanies and bandannas.
- Any form of leggings

Please be aware that only Kinross College uniform items of clothing are to be worn to school as of the 2015 school year. All items are available from our uniform supplier.

Student uniform items

Girls	Boys	Physical Education (Unisex)
<ul style="list-style-type: none"> · KC dress · KC polo top · KC cuff shorts · KC cardigan (ribbed edge) · KC cardigan (straight edge) · KC jacket · Navy tights · KC navy stripe/white sports sock or · Plain white sports or ankle sock · KC hat · KC polar fleece fringed scarf or · KC knit scarf · Plain navy gloves · Black leather school shoes · Sports shoes (mainly white) * Sports shoes recommended to be worn with shorts option *Black leather school shoes recommended to be worn with dress option 	<ul style="list-style-type: none"> · KC cargo shorts · KC polo top · KC track pants · KC bomber jacket · KC jacket · KC jumper · KC navy stripe/white sport sock · Plain white sport sock · KC hat · KC knit scarf or · KC polar fleece fringed scarf · Plain navy gloves · Sports shoes (mainly white) 	<ul style="list-style-type: none"> · KC PE top · KC shorts · KC track pants · White sports sock · Sports shoes (mainly white) <p>NB: Students must change their clothing for Physical Education. This means the College's designated PE uniform. Items of the PE uniform are NOT to be worn for regular classes.</p>

Uniform Shop Information:
 Uniform Concepts
 Cathy Searson
 Store Manager
 Telephone: (08) 9270 4660
 Unit 5/7 Delage Street, Joondalup WA 6027
 E-mail: Joondalup@uc.nellgray.com.au

Jewellery

Students **are allowed** to wear:

- A watch and one bracelet/wrist adornment.
- One plain style ring on each hand.
- One small sleeper or stud in each ear.
- Small necklace/chain as long as it is concealed under clothing and removed for practical subjects.

Students **are not** to wear:

- Any visible body piercings whilst at school.
- Pointy spiked earrings, as they are not considered to be stud earring.
- Spacers are not deemed safe and therefore not suitable to be worn at school.

Hair

- Shoulder be worn neatly at all times and tied up in practical areas as required
- Clean shaven presentation for boys.
- All hair colours should be natural looking. Excessive styles and colours are not acceptable for school.
- Headbands, if worn, must be plain and comply with school colours.
- Plain hair accessories to be worn and only if needed.

Other

- Makeup is to be kept to an absolute minimum, needing to be **inconspicuous**.
- Coloured nail polish is not to be worn; only clear and French polishes are accepted.
- Handbags are not to be brought to school.
- Visible tattoos are unacceptable.
- Appropriate protective eye-wear (safety glasses), are required to be worn in some Science and Design & Technology classes.

All additional items/accessories are now available from the College Uniform Shop

- Navy tights (high quality microfibre long-lasting)
- Plain navy knit gloves
- Navy KC knit scarf

- Navy KC polar fleece fringed scarf
- KC hat
- KC navy stripe/white sports sock
- KC duffle bag

Non-compliance

Students not following the Dress Code Policy will receive:

- Counselling from a designated staff member on the requirements of adhering to the College Dress Code. The student will be provided with a clean uniform loan item for the day. It is expected that the correct uniform will be purchased as soon as possible. If this is an issue for any family, please contact the relevant Student Services Manager.
- Infringements will result in sanctions, eg, letter to parents or possible loss of Good standing.

Exemptions:

On application to the Associate Principal an exemption may be provided for a defined period based on: health, religious beliefs or cultural background.

ELECTIVES – YEARS 8, 9 & 10

Students in Years 8, 9 and 10 choose a variety of Elective subjects which incur a **compulsory charge**. **Elective selections are made in Term 3 of the preceding year and will not be accepted without a minimum payment of 50% of the total charge due. The remainder is due in full by the end of week 2 in Term 1.** Those students who have not paid for their Electives will not be able to participate in the chosen subject and will be given an alternative program.

To give your children the benefit of such a variety of choices, it is dependent upon payment in full to enable us to run these special courses. Please consider this when your child chooses their subjects and you sign off the disclosure agreeing to make payment in full by the due date. **Subject choices will not be accepted without the signed agreement and 50% deposit.**

If you envisage difficulties with payment of voluntary contributions and/or electives charges, please contact the Finance Officer as soon as possible to make arrangements for a payment plan. Note that payment plans must be finalised by the end of Term 1. No discrimination is made if you choose this option, rather it is appreciated that you are making the effort.

HEALTH CENTRE

Our College has an excellent school health facility in the administration block.

If a student feels unwell or has personal concerns during class time, they should see their teacher for a referral to the health centre. If the school nurse is on the premises, he/she may assess the child to assist in the medical management of the student. Parents will be contacted and sick students may be collected from school. It is most important that we have the **latest** emergency contact details and medical up-dates for all students. Please discourage your child from using their mobile phone to notify parents without staff knowledge as this is not only a breach of the school's Electronic Devices policy, but can cause problems if the person to collect the student is not identified on the school data base.

Please do not send sick students to school.

If, in an emergency, it is decided that an ambulance will be required, an attempt will be made to contact parents prior to calling the ambulance. The parent will be responsible for the cost of the ambulance.

Medication: Students requiring medication to be administered during school hours will need to have filled in the appropriate documentation available from the administration.

Allergies

Kinross College, like all schools, has a number of students with health conditions that can be made worse by exposure to nut products (anaphylaxis) and aerosols cans (asthma)

We expect all students to be considerate of the health needs of others – an example being – bring roll-on deodorant rather than spray.

HOMework

It is important for high school students to develop independent learning skills and habits. To assist with this, students should expect to have schoolwork to complete at home. Homework will take two main forms:

Set homework

Homework assignments may be given for revision and consolidation, for extension of class work, for completion of exercises started in class or reading in preparation for class discussion and activities.

Assignments requiring a concentrated effort at home are given in almost every subject area. **The student diary should be used to record this information.** Parents are advised to check their child's diary regularly. The diary provides a valuable communication tool between parent and teacher.

Study

Study (revision - not formally set). Secondary students need to learn to carefully review notes recorded in class making sure their notes are understood. A conscious effort to memorise key facts or special terms or processes during such study time can make a great difference to a student's success. Some students may need to systematically revise spelling lists or tables used in primary years.

How much homework/personal study?

This will be differentiated according to your child's learning program. In Years 7 and 8 about 5 hours a week, in Year 9 about 7 hours a week and in Year 10 about 10 hours a week is recommended. The Year 10 figure assumes a student studying toward a tertiary entrance program in senior school.

Essential element	The school's responsibilities	The student's responsibilities	How parents can help
Homework Study timetable	<ul style="list-style-type: none"> - Make recommendations for time to be spent by students on homework/study. - Assist students in the preparation of a homework/study timetable. - Assist students in developing sound study techniques. 	<ul style="list-style-type: none"> - Prepare a homework/study timetable based on the school's recommendations. - Stick to the timetable. Try to make up time missed. - Ask for help with planning if necessary. - Find a suitable place at home for homework/study. 	<ul style="list-style-type: none"> - Support the school's homework /study policy and help select a suitable place for this purpose. - Encourage the preparation of a homework/study timetable that has a reasonable balance between homework/study, leisure activities, jobs around the house, part-time work and sleep. - Encourage making up of lost time.
Homework Tasks	<ul style="list-style-type: none"> - Ensure that the homework tasks are clearly understood by students. - Set defined dates for submission of work as required. - Ensure that students have time in class to enter homework tasks into their diaries. - Allow adequate time to complete homework. 	<ul style="list-style-type: none"> - Be clear about homework tasks. Ask for clarification if necessary. - Enter the tasks in homework diary. - Work on the tasks over a period of time. Don't leave them until the night before they are due. 	<ul style="list-style-type: none"> - Show your interest by asking about homework assigned and by looking at the diary and signing it every week. - Be aware of actual time devoted to homework/study and relate this to the timetable. - Discuss the matter if there is a large discrepancy and be prepared to apply consequences where necessary. - Don't feel bad if you can't help all the time. Encourage asking the teacher.
Non-completion of set tasks	<ul style="list-style-type: none"> - Inform parent - Make adjustment to final score / task as per Assessment Schedule. 	<ul style="list-style-type: none"> - Complete assigned work. 	<ul style="list-style-type: none"> - Reinforce requirements for completion. - If you have concerns contact the class teacher.

ICT

The College has a wireless network, multiple laptops and ICT equipment available for student use. Students may only use the ICT facilities to access information for educational purposes. All students are required to sign an ICT user's policy on enrolment.

The College encourages students to bring their own device to assist their learning program; the strongly preferred device is a Microsoft Surface Pro 3 (and above) with stylus. For further detailed information refer to the College Website.

INSURANCE

- a) *Education Department Public Liability Insurance*
Students on camps, excursions and work experience within WA, approved by the Principal, are automatically covered by Insurance from the Education Department.
- b) *Student Accident Insurance Scheme* - Students are **NOT** covered by insurance whilst attending school. Parents are advised to take out their own private insurance cover.

KEY ROLES AT KINROSS COLLEGE

The Executive Team – Consists of the College Principal and two Associate Principals, who provide educational leadership within the College.

Their key responsibilities include:

- School Planning
- Staff Selection and Management
- Curriculum Management
- Student Management
- College and Community Interaction
- Management of College Operations and Resources and Finances
- Line Management of staff.

Two Heads of Student Services – (One each for Yrs 7/8 and Yrs 9/10). Oversees the pastoral care and student welfare programs within the College and contributes as a member of the College Management Team.

- Promotion of College ethos
- Promotion of pastoral care.
- Coordinating monitoring processes and actions for students who require social or academic interventions across more than one learning area.
- Providing a range of student activities to assist a student's social and emotional development.
- Working with the Student Services Team to help students at risk in relation to the maintenance of Good standing.
- Communicating with outside agencies and stake holders concerning individuals, groups or the year group as a whole.

Year Coordinators – Years 7, 8, 9 and 10 oversee year groups, providing social and emotional support and behaviour monitoring, as well as organising "positive reward" programs. They are a member of the College's Student Services Team and able to assist parents with concerns about their child's progress.

Heads of Department (HoD) – Responsibility for the management of a learning area. This includes:

- Responsible for management of human and physical resources in subject areas

- Contribute to the development and implementation of whole school policies, programs and procedures
- Education and Curriculum leadership in the learning area.

Learning Support Coordinator – Responsibility for management of students with disabilities and learning difficulties in their regular class settings. Key responsibilities include:

- Providing support for teachers to make adjustments to their teaching style and curriculum for individual and groups of children within a class
- Coordinating the production of Individual and Group Education Plans (IEP and GEP's)
- Coordinating case conference when required

TAG Teacher - Each student also has a *TAG Teacher*, who is a classroom teacher with special responsibility for their TAG. The TAG Teacher also assists parents with concerns about their child's progress and should be the first point of contact for parents in many instances. Parents should provide written information (email/note) to either their child's TAG teacher regarding any absence immediately following the absence (or prior to if known). The TAG Teacher also takes on the role and responsibility of Mentor to each of the students within their TAG group. The TAG Teacher is responsible for monitoring the attendance of students in their group. Parents should provide a note to the TAG Teacher following a student absence.

Manager Corporate Services is responsible for the financial administration and business management of the College. This includes financial management of school funds, overseeing building repairs, maintenance, minor works and management of all support staff, including leadership of the administration support team.

Education Assistants (EA's) are responsible for supporting classroom teachers and students to improve the outcomes of all students with a specific focus on students with higher needs.

Psychologist - School Psychologists apply their psychological and educational expertise to support students to achieve academic success, psychological health and social and emotional well-being. This is achieved through the delivery of preventative and point of need services directly to students, parents and teachers and through consultative processes and program delivery for schools and regional systems.

Confidential assistance is available for students in relation to their personal development and behaviour which affects educational progress. Referrals are made through the Associate Principal or Student Services Manager after consultation with relevant staff. Parents will be informed if students access the School Psychologist.

Chaplain - The College Chaplain is trained in youth and social work. Confidential assistance is available for students in relation to their personal development, emotional well-being and general progress. Referrals are made through the Associate Principal or Student Services Team after consultation with relevant staff. In some instances student may self-refer.

Nurse - The College Nurse's main responsibility is to organise educational health programs, offer advice to staff, parents and teachers and coordinate the health care needs for students with medical conditions. Referrals are made through the Associate Principal or Student Services Manager after consultation with staff.

KEA Coordinator – Coordinates and oversees the Kinross Extension and Acceleration Program.

Student Leadership Coordinator – Coordinates the Student Council and assists students with their leadership activities.

Police Rangers Unit Coordinator – Coordinates and manages the Police Rangers Cadet Unit at the College.

POLICIES AND GUIDELINES

The following policy guidelines or extracts can be viewed in full on the [College Website](#)

ASSESSMENT AND REPORTING POLICY

The following guidelines have been developed so that students, parents and teachers are aware of their rights and responsibilities in the assessment and reporting process.

1. Overview

An important feature of every student's education is the completion of assessment items within each program of learning. Assessment assists students, teachers and schools in:

- Monitoring the progress of students
- Adjusting programs so that all students have the opportunity to achieve intended outcomes
- Developing subsequent learning programs
- Reporting student achievement to parents
- Whole school and system planning, reporting and accountability procedures.

Assessment procedures will therefore be fair, valid, comprehensive, explicit and supportive of teaching.

2. Assessment guidelines

The process for assessment and reporting of Year 7-10 achievement will conform to Kinross College and Department of Education Curriculum, Assessment and Reporting policies. A course outline will be provided to students at the commencement of the learning program.

(Available online at <http://kinrosscollege.wa.edu.au>)

3. Student responsibilities

It is the student's responsibility to:

- Complete the prescribed work requirements in each course by the due date
- Complete all assessment tasks described in the course outline
- Initiate contact with teachers concerning absence from class, missed assessments and other issues pertaining to assessment.

4. Staff responsibilities

It is the responsibility of the staff to:

- Develop a teaching/learning program that adheres to current Department of Education Curriculum, Assessment and Reporting policy and guidelines
- Provide students with a course outline at the commencement of the course
(Available online at <http://kinrosscollege.wa.edu.au>)
- Ensure that assessments are:
 - a) Fair, valid, explicit and supportive of learning
 - b) Comprehensive, based on a range of assessments in a variety of contexts
 - c) Reliable, able to differentiate performance, and are relevant to the current learning program, assisting students to meet the overall aims of the course
- Maintain accurate records of students achievement and assessment on Reporting To Parents
- Meet school timeframes for assessment and reporting
- Inform students and parents of academic progress as appropriate

5. Absence from class/missed work

- General:
If a student is absent from class, achievement may be affected. Extended periods of absence will result in lowered levels of achievement and students not fulfilling the requirements of a course and thus deemed as unable to be assessed. Potential achievement will not be considered.
 - a) Initial advice from a parent by telephone or letter prior to the assessment.
 - b) A parent letter on return explaining the absence.
 - c) In some circumstances provision of a medical certificate on the student's return to school may be required.

If the absence is approved, this may enable the student to complete that assessment task, or an average mark from the student's other results will be calculated. In cases where there is no satisfactory explanation for an absence from an assessment task, the student will be awarded zero for that task.

- Prolonged Absence
Where a student is unable to attend school for a lengthy period due to injury or illness, the school will endeavour to provide support to the student's learning program. This may involve the school offering an alternative study and assessment program during the period of illness and recovery. For prolonged absences, this may mean enrolling the student with the School Hospital Services.
- If a student is absent due to a planned family holiday the College may not provide study or assessment activities.

6. Non submission or late submission of work

- General
A course outline and assessment schedule will be provided to each student at the commencement of the course. Due dates are to be adhered to. Where adjustments are to be made to the assessment schedule, it should be done in consultation with all students and clearly publicised.
 - a) It is a teacher's responsibility to manage the assessment schedule.
 - b) It is a student's responsibility to submit assessed work on time.
 - c) Parents/guardians will be notified in cases where concern for a student's progress emerges.
- Extensions
 - a) A student may apply to the class teacher for an extension to the due date for an assignment **prior to the due date**.
 - b) Extensions MAY be given at the discretion of a teacher in cases of illness or significant personal problems.
- Late submission
Where work is submitted after the due date and an extension has not been granted, a daily reduction of 10% of the total marks allocated to that task may be made for each of the first three school days that the assessment is late. After this time, work must still be submitted and accepted for assessment and feedback, but a mark of zero will be recorded.

7. Cheating, collusion and plagiarism

- Students shown to have cheated in assessed work or in examinations will not have that work accepted as valid evidence of their achievement and will receive a zero for that assessment.
- Cheating involves the use of any unauthorised resource during an assessment and includes collusion and plagiarism.
- Collusion occurs whenever a student allows someone else to assist with producing any assessment task. Any changes, additions, deletions and or corrections must be the student's own work. Penalties for collusion are the same as for plagiarism, but will apply to all students involved.
- Plagiarism occurs whenever a student uses someone else's words or ideas without acknowledging that they have done so. That is, work is essentially copied.
- If work that is not the original product of that student is submitted for assessment, it will be deemed not to have been completed, and may not be resubmitted for assessment.

8. Students with cultural and/or special needs

- Students should advise the College as soon as possible of any special needs.
- The College will ensure that students with cultural and/or special needs are catered for in an appropriate way.

9. Reporting

- Students will be kept informed of their progress throughout their study of a course.
- Teachers will assess completed tasks and relay assessment information to the student promptly.
- Parents will be informed about a student's progress regularly.
- Both students and parents/guardians will be informed when it is identified that there is a risk of the student not achieving satisfactory results.

10. Student appeals against school assessment

Students may appeal against their school assessments to determine whether:

- a) The assessment procedures confirm with the Department of Education Curriculum Assessment and Reporting Policy, or this assessment policy.
- b) There are any procedural or computational errors in determining the assessment.

Student appeals against assessments will normally be directed to the Head of Learning Area or the Teacher in charge of that course.

EXAMINATION CONDITIONS

1. Examinations will be conducted for Years 7 to 10 under WACE examination conditions as outlined below. All students please take notice that from the time you enter the exam room until you leave you are under the authority of the supervisors.
2. Students are required to **be at the examination room 5 minutes before the scheduled start.**

- Students who are late to examinations should proceed to the examination room. Entry to the exam room will be at the discretion of the supervising teacher only. No compensation for time missed will be made unless there are extenuating circumstances.
3. Students should bring sufficient writing, erasing, ruling and colouring requirements to cover all their needs and check that any calculator is permissible for each examination.
No correction fluid is permitted.
 4. **No food is allowed in the exam room. Water in clear plastic containers without labels only.**
 5. **Communication** with other candidates **is not permitted** from the time you enter until you leave the room. If you have a query, **put your hand up and wait** for a supervisor.
 6. Except for an approved calculator, mobile phones and other electronic devices eg iPads, ipods etc. are NOT permitted on your person and must be turned off in bags or given to the exam supervisor.
 7. No student is to leave the examination room until the time allotted for the end of the examination.
 8. The outer page of all answered material should show the student's name, class teacher's name and date for that particular examination.
 9. As the examinations are part of the normal school program, all students are advised that they are expected to **adhere to the school dress code**. Failure to do so may cause exclusion from the examination until the correct uniform is worn.
 10. Failure to comply with the above protocols, a lack of effort or poor behaviour during the exam will result in removal from the examination room and a range of consequences put in place.
 11. If a student is absent for an exam:
 - Based on medical grounds, contact from parents is required. Under some circumstances a Medical Certificate may be requested.
 - Due to a family holiday a make-up exam may be made available to the student if practical to do so.
 - The provision of a make-up exam for medical absences and the allocation of a grade without completion of an exam is at the discretion of the Head of Department.
 - If an exam cannot be taken by a student, the Semesters grade will then be based around course performance during that Semester.
 - If a student misses an exam for no reasonable reason, a score of zero may be awarded to the student. This will have a significant impact on a Semesters grade. The Head of Department has discretion within this circumstance.
 12. Exams contribute to 30% of the semester grade.

POLICIES AND GUIDELINES (CONTINUED)

MOBILE PHONE AND ELECTRONIC DEVICE

The following is a summary of our policy:

Kinross College recognises that some students may need to use mobile phones on their way to and from College. For this reason students are permitted to have mobile phones and electronic devices in their possession at College, HOWEVER the following procedures will apply:

Procedures:

- Mobile phones and electronic devices (iPads etc) must be turned off and be put away – not visible whilst at school
- Electronic devices will only be used as directed by a teacher
- Staff will remind students of this

“Off and away all day”

Staff will:

- If seen, take the phone or electronic device (or direct student to take) for confiscation at Administration reception, for collection at the end of the College day.



Sanctions:

- Students failing to follow the teacher directed sanctions above will receive an in school detention, as this is a violation of the College code of conduct – failure to follow reasonable direction.
- Students using a mobile phone or electronic device to photograph or to record student/staff activity risk being suspended immediately.
- Students who break the College’s Mobile Phone and Electronic Device Policy on three occasions will have their phone or electronic device confiscated, and the return of the device will be negotiated through the student’s parent/guardian.

Students who continue to offend against the College’s Mobile Phone and Electronic Device Policy will face suspension or other serious sanction under the ‘Violation of school Code of Conduct, behaviour management plan, classroom or school rules’ classification.

POLICIES AND GUIDELINES (CONTINUED)

STUDENT BEHAVIOUR MANAGEMENT POLICY

Quality Classrooms

A positive classroom environment where the teacher and student are working cooperatively so that quality learning and teaching can occur.

In-Class Management <i>Most issues are resolved at this level</i>	
Student Behaviour	Teacher Actions
<ul style="list-style-type: none"> Initial inappropriate behaviours 	<ul style="list-style-type: none"> Consideration of tasks presented
	<ul style="list-style-type: none"> Reminder of rights and responsibilities
	<ul style="list-style-type: none"> Teacher raises awareness
	<ul style="list-style-type: none"> Class isolation or other low level sanction
	<ul style="list-style-type: none"> Consider parental contact or Student Behaviour Report
External Classroom Management	
<ul style="list-style-type: none"> Non-compliance by student 	<ul style="list-style-type: none"> Class withdrawal with Student Behaviour Report to Buddy Teacher Sanctions such as detentions
	<ul style="list-style-type: none"> Negotiated arrangement within learning area through HOD (subject suspension) due to previous incidents
	<ul style="list-style-type: none"> In-class behaviour management plan
	<ul style="list-style-type: none"> Details entered on SIS and Year Coordinator notified Student to work with teacher to resolve concerns Parent notification
Withdrawal or Referral to Level 3 Head of Department / Student Services	
<ul style="list-style-type: none"> Refusal to resolve behaviour concerns with teacher Recurring behavioural concerns 	<ul style="list-style-type: none"> SIS report entered on continuing concern Parental contact
	<ul style="list-style-type: none"> Resolution negotiated – Head of Department/teacher/student Contract entered into SIS, information to parents
	<ul style="list-style-type: none"> Student returns to class with contract (verbal or written) and timeframe Year coordinator may elevate to case management if continuing concerns
Case Conference	
<ul style="list-style-type: none"> Continuing concerns or inappropriate behaviour after previous interventions 	<ul style="list-style-type: none"> Meeting with parent, student, teacher and administration as a result of continuing concerns/incidents or at school or parent request Behaviour plan developed – specific issues addressed
<ul style="list-style-type: none"> Student non-compliance after Case Conference or previous withdrawal to Administration Non-compliance with behaviour plan 	<ul style="list-style-type: none"> Student behaviour recorded in SIS Referral to case manager/HOD/Student Services
Direct Referral to Administration	
<ul style="list-style-type: none"> Illegal substance offence 	<ul style="list-style-type: none"> Notification to parents Implementation of appropriate consequences Feedback to staff concerned Restorative Practice as required
<ul style="list-style-type: none"> Negative behaviour – other 	
<ul style="list-style-type: none"> Physical assault or intimidation of other students 	
<ul style="list-style-type: none"> Physical assault or intimidation of staff 	
<ul style="list-style-type: none"> Substance misuse 	
<ul style="list-style-type: none"> Verbal abuse or harassment of staff 	
<ul style="list-style-type: none"> Verbal abuse or harassment of students 	
<ul style="list-style-type: none"> Violation of school Code of Conduct, behaviour management plan, classroom or school rules 	
<ul style="list-style-type: none"> Wilful offence against property 	
Recess and Lunch Management <i>For student behaviour issues at break times</i>	
Student Behaviour	Duty Teacher Actions
<ul style="list-style-type: none"> Initial inappropriate behaviours 	<ul style="list-style-type: none"> Consideration of impact Noise Level of appropriateness Safety of others

	<ul style="list-style-type: none"> • Reminder of rights and responsibilities
	<ul style="list-style-type: none"> • Utilise consequence appropriate to concern e.g.: Littering incurs yard duty/litter collection Unsafe play – sitting out or accompanying duty teacher
	<ul style="list-style-type: none"> • Consider Student Behaviour Report (SIS) if warranted for awareness of Year Coordinator
Escalation of behaviour	
<ul style="list-style-type: none"> • Non-compliance by student 	<ul style="list-style-type: none"> • Referral to Duty Rover – usually Lev 3 or Year Coordinator • Sanctions such as detentions
	<ul style="list-style-type: none"> • Referral to administration
	<ul style="list-style-type: none"> • Details entered on SIS and Year Coordinator notified • Parent notification • Sanctions imposed / loss of privilege
Direct Referral to Administration	
<ul style="list-style-type: none"> • Illegal substance offence 	<ul style="list-style-type: none"> • Notification to parents • Implementation of appropriate consequences • Feedback to staff concerned • Restorative Practice as required <p>Negative behaviour and verbal abuse categories typically dealt with at levels above. Referral to admin for extreme instances.</p>
<ul style="list-style-type: none"> • Negative behaviour – other 	
<ul style="list-style-type: none"> • Physical assault or intimidation of other students 	
<ul style="list-style-type: none"> • Physical assault or intimidation of staff 	
<ul style="list-style-type: none"> • Substance misuse 	
<ul style="list-style-type: none"> • Verbal abuse or harassment of staff 	
<ul style="list-style-type: none"> • Verbal abuse or harassment of students 	
<ul style="list-style-type: none"> • Violation of school Code of Conduct, behaviour management plan, classroom or school rules 	
<ul style="list-style-type: none"> • Wilful offence against property 	

RESTORATIVE PRACTICE

Relationships - Focussing on a restorative approach

What is it?

The restorative approach is an internationally recognised approach to managing conflict. It engages the principles of fair process and aims to restore and strengthen the relationships of those involved. It is a no blame approach to managing conflicts, bullying and behavioural issues. Using pre-existing relational skills, teachers move the emphasis of their interactions with students from punitive / problem focused to solution focused interactions with the goal of repairing harm.

Outcomes

Kinross College uses the restorative approach to:

- Improve problem solving and conflict resolution skills amongst students
- Reduce the occurrence of physical conflict, verbal conflict, staff-student issues and the total number of student misbehaviours recorded.
- Reduce suspension rates and re-offending

A continuum of restorative practice

In the school context there is a continuum of restorative strategies ranging from informal uses of restorative language in conversation and classroom meetings to the formal mediation.

Each of these strategies shares the common theme of enhancing or restoring a sense of connection and well-being through respectful and democratic dialogue.

Restorative language

Teachers at Kinross College use relational language that demonstrates respect, care and mutual responsibility. Feelings are shared and explored through affective statements and affective questions. Conversations about misbehaviour provide opportunities for students to consider how their behaviour impacts on others and how things can be put right. Students are supported to accept responsibility for their actions. A teacher using this approach would talk through what has happened using the type of affective questions listed below.

Affective questions

- Can you explain what happened?
- How did it happen?
- How did you act in this situation?
- Who do you think has been affected by this?
- How were they affected?
- How were you affected?
- What needs to happen to make things right?
- If the same situation happens again, what could you do differently?

Acknowledgement

Terry O'Connell OAM – Director Real Justice Australia.

REPORTING TO PARENTS

Kinross College uses the assessment and reporting system of the Department of Education.

This system reflects a summary of your child's achievement, attitude, behaviour and effort as described in the Western Australian Curriculum and Assessment Outline.

Reporting to parents and information about the syllabus occurs in a variety of ways including:

- Information sessions
- Formal reports, issued twice per year
- Semester Course Outlines posted to the College website.
- Parent / Teacher evenings
- Reports will be emailed to parents at the end of each semester

Please note: The College will be moving towards electronic student reporting, therefore it is essential that parent/caregiver email addresses are kept up to date and accurate at all times.

REWARDS, AWARDS AND RECOGNITION

- Vivo Miles is the exciting way in which our students at Kinross College are rewarded and recognised as they progress through their school life.
- Teachers will award students with electronic points called Vivos – the new student currency.
- Students can then redeem their Vivos on an exciting range of products on the Vivomiles.com website and through the Kinross College Vivo Shop.
- Students and parents can check how many Vivos have been awarded to them by logging on to their account through the vivomiles.com website or by using Vivo App (for Android and iPhones).
- Staff will reward students for things such as working hard, doing the right thing and for contributing to the College.

When students commence at Kinross College, they will receive a welcome letter relating to their individual Vivo account with all the details on how to log in including their personal password. Students can choose to bank their Vivos for a while if they are aiming for a more expensive reward or they can purchase one of the many lower value items – e.g. canteen voucher. If a student has not ‘spent’ all their Vivos by the end of a school year, this is not a problem as they simply roll over their balance into the new school year.

If parents wish to download the Vivo App, they can receive ‘real time’ alerts each time their child has been recognised for their efforts and/or behaviour. Upon request, the College will email all new parents login information letters shortly after the new school year commences.



RIGHTS AND RESPONSIBILITIES

Each member of our school community has ***rights and responsibilities***.

All members of the school community have the right to:

- be treated with courtesy and respect
- work in and enjoy a safe, secure and clean environment
- teach and learn without disruption
- achieve their educational potential
- have their property respected
- be proud of their achievements

All members of the school community have the responsibility to:

- show respect and courtesy to others
- keep our environment safe, secure and clean
- ensure that there is no disruption to another person’s learning environment
- develop their potential and to assist others in doing the same
- respect student, staff and school property
- ensure that their actions do not discredit the school

RULES

These rules are for the purpose of defining boundaries of student behaviour and reflect the rights and responsibilities of the College community.

Designated student access areas:

- Students are only permitted in designated areas of the school. Some areas are out-of-bounds to students.
- Students are only allowed in learning areas when a staff member is present or written permission is obtained.

Leaving the school grounds:

- Students may only leave the school grounds during the school day with parent permission and must sign out and receive a Student Leave Pass at reception.
- Students will not be permitted to go home or to the shops for lunch.

Bicycles:

- Students bringing bicycles to school must place them in enclosures before school, and
- walk with their bicycles on school grounds.

Students out of class during lesson:

- Students out of class during lesson time must carry an appropriate permission note signed by a teacher.

Prohibited substances:

- Prohibited substances are not permitted on school grounds. This includes alcohol, tobacco, illegal drugs and other substances that may be used for illicit purposes.
- If such substances are brought onto school grounds, parents will be contacted and the Police may be involved.

Student compliance:

- Students must follow the reasonable direction of teachers and College staff.

If College rules are broken there will be consequences. We are happy to discuss our Behaviour Management Policy with parents. Procedures are below in 'Student Behaviour Management'.

Our school encourages consideration for others, cooperation and common sense.

At Kinross College we aim to positively reward and acknowledge appropriate student behaviour, rather than impose sanctions.

SCHOOL BOARD

The Board has parent, staff and community representatives. It is the ultimate decision-making group in the school and has a key role in influencing the general directions of the school. It is vital that we have strong parent involvement on the Board.

TEACHER ADVISORY GROUP

Each student at Kinross College is a member of a **TAG**.

As part of our pastoral care structure, each student is assigned to a TAG. Each TAG comprises approximately 25 (often less) students and one teacher. The teacher gets to know the students in their TAG very well.

The TAG meeting is scheduled once a week – Thursday, though additional TAG activities are planned throughout each term.

TIMES OF THE DAY

MON/TUE/WED/FRI	
YEAR 7 – 10 SCHOOL TIMES	
Start	8:45 am
Session 1	8:45 – 9:49
Session 2	9:49 – 10:53
RECESS	10:53 – 11:23
Session 3	11:23 – 12:27
LUNCH	12:27 – 12:57
Session 4	12:57 – 2:01
Session 5	2:01 – 3:05
FINISH	3:05 pm

THURSDAYS	
YEAR 7 – 10 SCHOOL TIMES	
Start	8:45 am
Session 1	8:45 – 9:41
Session 2	9:41 – 10:37
RECESS	10:37 – 11:07
Session 3	11:07 – 12:03
TAG	12:03 – 12:43
LUNCH	12:43 – 1:13
Session 4	1:13 – 2:09
Session 5	2:09 – 3:05
FINISH	3:05 pm

TRAFFIC MANAGEMENT

Traffic management is an ongoing concern for all schools. The underpinning factor of any plan is the need to ensure student safety whilst preserving access and right of way for neighbouring residents.

Parent drop off points:

- Falkland Way and Falkland Reserve parking area
- Kinross Drive
- The College car park is restricted to staff only
- For bus information, please refer to the Transperth website: www.transperth.wa.gov.au

All new students will be issued with an initial Smart Rider Card at no cost via the Student Services Office as soon as they become available to the school from Transperth. Additional cards if lost will incur a fee.

The roundabout (turning circle) is for quick drop off and collection of students. Parents are not permitted to park in the roundabout area as this creates traffic congestion. Parents can park in the Falkland reserve parking area.

VOLUNTEERS

Kinross College is fortunate to attract support from a range of volunteers who work with students across all curriculum areas at the College. All volunteers submit a working with children check before commencement.