Kinross College aims to develop inspired, ambitious and considerate adolescents who work with integrity towards excellence.
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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 9233 6700 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.
- An 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. In order to ride a motorised scooter to school, permission must be gained via Student Services prior to this occurring.

BOOKS AND EQUIPMENT

Texts are made available or to be purchased on the booklist 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 and reward 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. When required, 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 the College.

We hope to achieve this by encouraging parents to:

- Read College general news - We strongly recommend you register with the Flexibuzz app that we use. It’s free and this app sends a notification to your phone/mobile device, or if you prefer (and don’t have a smart device/phone) you can still register with Flexibuzz online and select to receive notifications as emails instead. Please see page 11 for advice on how to register with Flexibuzz.
  - Fortnightly we publish a brief general newsletter we call the e bulletin. This is attached to the Flexibuzz notification, uploaded to the College official Facebook page and College website to the latest news page. http://kinrosscollege.wa.edu.au/category/latest-news/

- Speak to the appropriate staff member when necessary by calling the College and making an appointment.

- Access CONNECT (an online portal which allows parents access to information relating to their child’s assignments, results and also a method for teachers to communicate via email to parents and students to communicate via email to teachers). A registration email will be sent to both parent email addresses when your child commences at the College.

- 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. Your input is highly valued.

- Follow us on the official Kinross College Facebook page: facebook.com/kinrosscollege

- Keep the College updated with any change to your contact details including:
  - Email address. Student reports are now sent by email, it is vital that we have an active email address for each parent requiring a copy of their child’s report.
  - Mobile phone numbers – in case your child becomes ill or in the case of an emergency we will use your mobile phone as the first point of contact.

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

Kinross College teaching staff use CONNECT which is an Education Department online tool used to communicate and share information with students, parents and caregivers.

SO WHAT IS THE BENEFIT OF USING CONNECT?
Connect is an online portal. As a parent you can login to;
- stay informed with your child’s learning anywhere, anytime;
- securely access your child’s assessments, feedback and
- engage in your child’s learning.

HOW TO JOIN CONNECT?
As a parent/caregiver you should receive a registration email upon commencement at the College. This email contains a ‘P number’ and password. Please keep a note of this.

When you login you will be able to view;
- notices across all of your child’s classes
- your child’s attendance
- assessment data
- tasks
- progress marks.

Keep in touch: As a parent, you can contact the teacher via CONNECT and vice versa. The teacher can use CONNECT to send information and reminders to whole groups, or just selected parents. Email notifications will go to the email address that you have registered with the College. (Please update the College of any change to your email address at all times).

GUIDES ON HOW TO USE CONNECT
Please visit the College website for guides on how to use CONNECT and the CONNECT NOW app. 
http://kinrosscollege.wa.edu.au/information/connect-guides/

THERE IS ALSO A FREE CONNECT APP which is great if you prefer to receive notifications to your phone or mobile device. Refer to the College website for instructions on how to download this free app. 
http://kinrosscollege.wa.edu.au/information/connect-guides/

ENQUIRIES
Please direct any enquiries to: kinross.college.communications@education.wa.edu.au

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 main 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 and special programs. 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.
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
- Lote (French and Italian)
- Technologies (includes Woodwork, Metalwork, Technical Graphics, Food, Fashion & Textiles and Information Technology)
- IMSS - Instrumental Music School Service

**CYBER SAFETY**

**Social Media & Cyberbullying**
If you are being bullied or harassed or have seen abusive or inappropriate content on social media, you can report this to the relevant social media provider. The process for doing this is slightly different for each site:

**Facebook** – You can report abusive content on Facebook by using the Report link that appears near the content itself. Facebook’s [How to Report Things](#) page has instructions on how to report abusive content for the different features.

**Twitter** – You can file a report that someone is posting abusive messages by going to [Twitter’s forms](#) page. More information on Twitter’s policy on abusive behaviour is available at the [How to Report Abusive Behaviour](#) page.

**LinkedIn** – You can report inappropriate content that violates LinkedIn’s [Community Guidelines](#) or [User Agreement](#) by flagging it directly from the site. Your identity will not be shared if you flag an item. You can also report spam, phishing and other suspicious messages. After reviewing reported items, LinkedIn will take them down if necessary.

**YouTube** – You can report content that violates YouTube’s [Community Guidelines](#) by flagging it. Flagging videos does not take them down straight away, but sends a report back to YouTube staff to review the flagged video. More information on flagging videos is available at YouTube’s [Community Guidelines Violations](#) page. To report a case of harassment, privacy or bullying, you can visit [YouTube’s Help and Safety Tool](#) page.

**Instagram** – You can report inappropriate photos, comments, or users that are in violation of Instagram’s [Community Guidelines](#) or directly to Instagram with the built-in flagging feature.
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 College.

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 College, 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 College.
• 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: (This is subject to change)
• 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 2019 school year. All items are available from our uniform supplier.
Student uniform items – (Subject to change)

<table>
<thead>
<tr>
<th>Girls</th>
<th>Boys</th>
<th>Physical Education (Unisex)</th>
</tr>
</thead>
</table>
| · 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 | · KC cargo shorts  
· KC polo top  
· 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)  
| · KC PE top  
· KC shorts  
· KC track pants  
· White sports sock  
· Sports shoes (mainly white)  
| **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. |

**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 small sleeper or stud in each ear.

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**
- Should 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, e.g., letter to parents or possible loss of invitation to reward events.

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.
FLEXIBUZZ SCHOOL APP

How to join this FREE notification service

*Add the App to your smart phone or device by following these steps.*

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**Stay in touch with FlexiBuzz**

**STEP 01**

Sign up for FlexiBuzz and then login

- Search “FlexiBuzz” in your app store.
- Go to web.flexibuzz.com and click “Sign Up”.

**STEP 02**

Connect to us

- Select the ‘Search’ icon and type in our name. Select us from the results.

**STEP 03**

Select your communication groups

- Click the ‘Add’ icon beside the communication groups that apply to you.

**STEP 04**

Get started

- Click the ‘Home’ icon to view our recent posts.

For further information or assistance please visit our website www.flexibuzz.com or email us via support@flexibuzz.com.

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Sign up and add yourself to the boxes (type of mail you wish to receive) Eg. If your child is going into Year 7 – add the box Year 7.

If you don’t have a smart phone or tablet – you can still register online from a PC to receive all information as emails (Follow: web.flexibuzz.com) then: register and request to ‘receive notifications as emails’. This way you can be up-to-date with all the latest College news and reminders.

You can scroll from left to right to access different quick links which include:

- Absence (a form to submit your child’s absence)
- Canteen Menu
- Contact (a form to make contact with the College admin)
- Facebook – link to the official KC Facebook page
- School handbook link
- School Interviews (link to the parent evening bookings)
- Staff email contact sheet pdf
- Uniform list pdf
- Website link
HEALTH CENTRE

Our College has an excellent school health facility in the Student Services 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.

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. Parents are advised to check their child’s Connect/emails.

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.

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.
<table>
<thead>
<tr>
<th>Essential element</th>
<th>The school’s responsibilities</th>
<th>The student’s responsibilities</th>
<th>How parents can help</th>
</tr>
</thead>
</table>
| Homework Study timetable | - 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. | - 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. | - 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 | - 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. | - 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. | - 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 | - Inform parent  
- Make adjustment to final score / task as per Assessment Schedule. | - Complete assigned work. | - 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.

Students who bring a personal device to school must take full responsibility for everything pertaining to that device. Most modern devices can connect to the internet at school but please be aware that we do not have the resourcing to assist your child with ICT related issues.

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 students 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.

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 GEPs)
- Coordinating case conferences when required

TAG Teacher (Teacher Advisory Group) – TAG occurs every morning. Each student 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 their child’s TAG teacher immediately following any absence (or prior to, if planned). The TAG Teacher also takes on the role and responsibility of Mentor to each of the students within their TAG group and is responsible for monitoring the attendance of each student.

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 (EAs) 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 students 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. Please note this policy is currently being updated

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 students 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 students 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. Students can check on Connect for their grades.
- Teachers will assess completed tasks and relay assessment information to the student promptly – on Connect.
- Parents will be informed about a student’s progress regularly – View on Connect.
- 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 conform 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 or to be sat at an alternative time.

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 Semester’s 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 Semester’s 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:

The 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, this includes all hard wired & wireless earphones and headphones 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 or heard, students will be directed to take the device/s to Student Services to hand them in, for collection at the end of the day.
- An SMS will be sent out to parents to inform them about the confiscation.

Sanctions:
- Students failing to follow the teacher directed sanctions above, violate the College Code of Conduct – failure to follow reasonable direction can result in a suspension from school.
- 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.
What is RISE?
RISE is a Kinross College specific concept, developed using the Positive Behaviour Strategies Western Australia (PBSWA) Model.
Its purpose is as follows:
To develop a whole College positive ethos.
To teach staff and students about positive decision making and offer support for individuals on that journey.
To allow for a consistent approach from all members of the College community towards pro-social behaviours.

How do we teach the RISE ethos?
The RISE ethos flows through all aspects of Kinross College life. There is a common language and practices that are used by staff and students in lessons and social times. Other teaching strategies used are:
The RISE Matrix - Outlines the positive expectations that will be taught, modelled and displayed by all Kinross College members.
TAG – Students are taught in detail about specific behaviours in the RISE Matrix.
Assemblies – Celebrations of achievements linked to RISE expectations.
Staff training – Continual training for staff regarding the PBSWA Model and its use.
To teach staff and students about positive decision making and offer support for individuals on that journey.
To allow for a consistent approach from all members of the College community towards pro-social behaviours.
Rewarding Positive Behaviour
At Kinross College we reward students for demonstrating positive behaviours and actions. These frequent rewards may include verbal praise, RISE tickets and parental contact. Those students who demonstrate RISE attributes consistently may also access the next level of rewards that include termly reward excursions/incursions, awards in year group assemblies, early lunch/front of line passes and group reward activities. Kinross College recognises those students who continually show RISE values throughout the year and these students may access the annual RISE camp, RISE grand prizes, Colours and Honours, whole College assembly recognition and may have their work displayed in the ‘Book of Excellence’.

- **Level 3** – Whole College RISE camp, Colours and Honours, whole College assemblies, Book of Excellence.
- **Level 2** – Early lunch, year group assemblies, front of line passes, RISE reward excursions, 3 Ps class rewards.
- **Level 1** – Raffle tickets, positive SEQTA, phone calls home, verbal praise, ABE grades, 3 Ps challenge, year group rewards.
Responding to Challenging Behaviours

Kinross College recognises that some students may need more guidance and familiarisation with the RISE expectations than others. The aim of the College is to educate and empower students with the skills they need to achieve their potential not only at Kinross College but as lifelong learners.

Through RISE we aim to strengthen the College ethos that students should be given every opportunity to achieve their personal best. As a result, Kinross College has extensively invested in whole staff training in both Classroom Management Strategies (CMS) and Instructional Strategies for Engagement (ISE).

Other strategies may be used by staff to support CMS and ISE. These may include the Change (C) System, parental contact/meetings, Teacher-Student contacts and individual or group interventions. In some cases, bespoke Individual Student Behavioural Plans (ISBPs) and alternative curriculums may be used.

All of the strategies used at Kinross College when Responding to Challenging Behaviours, have the objective to educate the student in alternative choices that will allow both them and others to access a more positive experience. RISE gives a consistent framework for students and staff to work within, that will allow them to work towards achieving this.
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 share 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 Department of Education assessment and reporting system. 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 are now emailed to parents at the end of each semester.

Please note: Student reports are now only emailed home. Therefore it is essential that parent/caregiver email addresses are kept up to date and accurate at all times. When the report is sent home it goes as a link which stays active for only 4 weeks, for this reason we recommend prompt downloading of all reports and to save these files securely.

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.

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 (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.

TAG groups meet every morning for 10 minutes, although additional TAG activities are planned during extended sessions throughout each term.
TIMES OF THE DAY

<table>
<thead>
<tr>
<th>MON - FRI</th>
<th>YEAR 7 – 10 SCHOOL TIMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>START</td>
<td>8:45 am</td>
</tr>
<tr>
<td>TAG</td>
<td>8:45 – 8:55</td>
</tr>
<tr>
<td>Session 1</td>
<td>8:55 – 9:57</td>
</tr>
<tr>
<td>Session 2</td>
<td>9:57 – 10:59</td>
</tr>
<tr>
<td>BREAK 1</td>
<td>10:59 – 11:29</td>
</tr>
<tr>
<td>Session 3</td>
<td>11:29 – 12:31</td>
</tr>
<tr>
<td>Session 4</td>
<td>12:31 – 13:33</td>
</tr>
<tr>
<td>BREAK 2</td>
<td>13:33 – 14:03</td>
</tr>
<tr>
<td>Session 5</td>
<td>14:03 – 15:05</td>
</tr>
<tr>
<td>FINISH</td>
<td>15:05 pm</td>
</tr>
</tbody>
</table>

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 parking bays on Falkland Way and 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.
MAIN CONTACTS
Switchboard: (08) 9233 6700
Absentees: (08) 9233 6705
Absentee SMS: 0408 948 286

WEBSITE
www.kinrosscollege.wa.edu.au

FACEBOOK PAGE
www.facebook.com/kinrosscollege

EMAILS
Attendance:
Kinross.college.attendance@education.wa.edu.au

Enrolment:
Kinross.college.enrolments@education.wa.edu.au

Payments:
Kinross.college.finance@education.wa.edu.au

Communications:
Kinross.college.communications@education.wa.edu.au

Main College email:
Kinross.college@education.wa.edu.au

UNIFORM SHOP
Tel: (08) 9270 4660
Shop address: 5/7 Delage St, Joondalup

YOUR DETAILS
Please keep the College updated with any change in your address or contact details
Kinross.college.enrolments@education.wa.edu.au We use email to communicate to parents on a
regular basis and this will be the way you receive your child’s school report in the future. Please
make sure we have your current email address and look out for our emails from teaching,
attendance and admin staff.