



KINGSWAY
CHRISTIAN COLLEGE

INTERNATIONAL
STUDENT
HANDBOOK

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PROFILE

Introduction

Kingsway Christian College is a Christian day school, offering families a Christ-centred education. We regard all knowledge as having its origin and true meaning through its relationship with God the Creator. We strongly believe that all students have gifts and abilities and strive to enable them to reach their full potential.

The College is co-educational and presently accommodates approximately 1,400 students. The campus is located at Darch, about 30 minutes' drive north of the Perth CBD, catering for Kindergarten to Year 12.

Kingsway Christian College is registered with the Department of Education as a provider of courses to International Students. The College offers sound courses, fully accredited with the School Curriculum and Standards Authority. Our students successfully compete each year for university, TAFE -Technical and Further Education and employment placements.

Kingsway Christian College is administered by the Kingsway Christian Education Association Inc. (CRICOS Provider No. 01855M). The College is part of a strong network of Christian schools located throughout Australia, who have a national voice and unity through affiliation with the Australian Association of Christian Schools (AACCS).

General Description of Course Subjects

Kingsway Christian College offers 3 courses to International Students. These are:

Course No: 029263E - Primary Education Years: Pre-Primary to Year 6 (Accompanied by a non-student parent)

Course No: 096105G - Secondary Education Years 7 – 10

Course No: 096107F - Senior Secondary Certificate of Education Years 11-12

Secondary schooling commences at Year 7 level in Western Australia. The Curriculum at Kingsway Christian College has been structured to reflect the Australian curriculum. In summary students from Years 7 – 10 will have access to compulsory subjects of English, Mathematics, Science and the Humanities and Social Sciences (HASS). In addition, they have the option to choose elective subjects from Technology and Enterprise, Health and Physical Education and the Arts learning areas. More information regarding the Year 7 – 10 subjects is available in the Secondary subject handbooks.

In Senior Secondary (Years 11 and 12) students have the option of choosing a WACE course which will lead them to completing Tertiary Entrance Examinations for university entrance, or alternatively choosing a Vocational Education and Training (VET) course to help secure entry to TAFE. A commitment of two years is required to fulfil course requirements. A full explanation of all courses and valuable background information is available in the Secondary subject handbooks.

Secondary School Teaching Methods

The teaching methods used vary according to the course the student has enrolled in. In the ATAR (University) courses the methods are traditional, with a teacher directed approach being dominant. Methods vary from subject to subject depending on the academic to practical nature of the subject. Our aim is to use a range of teaching methods because it suits a variety of different learning styles. In the non-ATAR (TAFE) courses, the methods are far more practical, with more hands-on and group tasks being used.

Assessment Methods

The assessment methods used in WACE (university) courses are prescribed by the School Curriculum and Standards Authority. They include a weighting towards tests and exams, in class assignments and research type work. The exact weightings vary from subject to subject. In the VET subjects, there is a much greater emphasis on course work and practical tasks, with no exams in any of these subjects. At Kingsway, all Year Secondary students are required to enrol in a weekly subject called Christian Life Studies which enables students to examine a Christian world view.

In the non-ATAR (TAFE) courses students may select to take a subject called Work Place Learning. This involves students being placed into a work placement during exam blocks twice per year.

All students receive the standard Western Australian Certificate of Education (WACE) which records all course achievements.

Facilities

Kingsway Christian College has general purpose classrooms for the Primary school with specialist Music, Drama and Art rooms. In the Secondary school some classrooms are for specific subjects, i.e. Media, whereas others are known as General Learning Areas or GLAs and are suitable for multiple subjects. These are standard teaching areas with thirty two individual student desks per room. Kingsway has six modern, purpose built Science Labs as well as two tailored Home Economics Rooms, a specialist Media facility with computer lab, a Humanities and Social Sciences (HASS) block of classrooms, a Textiles room, Maths Seminar Room, a Senior School Seminar Room (Johnson Room); two Art Rooms, a Manual Arts Room, Technology Lab, Resource Centre (Library); and a Gymnasium/Events Centre, in addition to a number of smaller special purpose rooms throughout the campus (e.g. Music Tuition rooms). A 900 seat Auditorium was completed in mid 2017 and caters for assemblies, events, Music, Dance and Drama. Construction of our new Arts, Technology and Resource Centre is due for completion at the end of 2023. [Campus Facilities](#)

Equipment and Resources

Nearly all rooms are equipped with modern televisions which replace electronic smartboards in recent years. All Secondary rooms have overhead projectors, four general purpose rooms are equipped with approximately twenty computers, and two others have approximately ten computer work stations. In addition, we have several trolleys that contain sixteen laptops for use in classes wherever needed. The Resource Centre is also an open learning centre equipped with another twenty computer work stations, in addition to an upper school work area and a lower school seminar room. Nearly every room is equipped with air conditioning; all rooms are equipped with ceiling fans and heating facilities. The new Resource Centre will be much larger and will be fitted with modern equipment for online research.

Learning Resources and Texts

Students are responsible for providing the subject texts and equipment required on the year level stationery and book list, provided after the enrolment is approved. Students in Years 5-12 are also required to supply a Windows laptop computer which is used as one of many tools to enhance the learning experience. A locker is provided for every Secondary student. Reference texts are available for student use in the Resource Centre, and software that is used in the classroom is loaded on the school network for easy access by students throughout the school. Tutoring is provided from 3:30- 4:30 pm after school daily in the core subjects of Mathematics, English, Science and the Humanities and Social Sciences (HASS) and in some cases before school.

Enrolment Enquiries

Enrolment enquiries from International Students or their agents are welcomed and should be directed to: The Director of Community Engagement, Kingsway Christian College 157 Kingsway Road Darch 6056 Western Australia Telephone: +61 8 9302 8777. Further information is available on the website:

www.kingsway.wa.edu.au or email enrolments@kcc.wa.edu.au

WELCOME & INTRODUCTION

Welcome to Kingsway Christian College. It is the desire of our College to present to our students the reality of our faith in the Lord Jesus Christ by providing a Christ-centred education that is authentic and challenging. It is our desire to be used by God to assist you in fostering in your children an understanding of our Christian heritage as they consider the lordship of Christ in their own lives. We seek to present our faith through the relationships we build across all areas of the College community. We aim to prepare students for life by teaching beliefs and biblical values and a world view that reflects the scriptures as the Word of God.

Kingsway Christian College's philosophy is to encourage our students to develop:

- Christian foundations in life
- Courage, resilience and confidence
- Community spirit which celebrates diversity
- Individual gifts and talents
- Respect for self, others and the environment.

The wording, "God is Truth" comes from John 1:14 which states:

The Word became flesh and lived for a while amongst us. We have seen His glory, the glory of the one and only Son, who came from the Father, full of grace and truth.

MISSION STATEMENT

Empowering and equipping students for life through Christ-centred education.

OUR VALUES

Transformation (Romans 12:2; Ephesians 4:22-24)

We are committed to personal transformation and becoming more Christ-like in all we do.

Service (Luke 22:27; Romans 12:10-11)

We are committed to the service of others as modelled by Christ.

Collaboration (Ecclesiastes 4:9; 1 Corinthians 12:14)

We are committed to working together in achieving our mission

Holistic (1 Thessalonians 5:23; Ephesians 4:15-16)

We are committed to the holistic development of our students, staff and our community

Relationships (Mark 12:31; Proverbs 17:17)

We are committed to developing authentic and supportive relationships

Integrity (Proverbs 11:3; Colossians 3:23)

We are committed to knowing and doing what is right and behaving in a way that sets an example for the community around us.

COMMITMENT TO CHILD SAFETY POLICEIS

Kingsway Christian College is committed to providing a child-safe environment which safeguards all students and is committed to promoting practices which provide for the safety, wellbeing and welfare of our children and young people. Kingsway Christian College expects all school community members including staff, volunteers, students, visitors and contractors to share this commitment.

Kingsway Christian College is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

Kingsway Christian College has zero tolerance for child abuse.

Kingsway Christian College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Kingsway Christian College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

In its planning, decision-making and operations Kingsway Christian College will:

1. Take a preventative, proactive and participatory approach to child safety;
2. Value and empower children to participate in decisions which affect their lives;
3. Foster a culture of openness that supports all persons to safely disclose risks of harm to children;

4. Equity is upheld and diverse needs are taken into account;
5. Provide written guidance on appropriate conduct and behaviour towards children;
6. Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development;
7. Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues;
8. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
9. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
10. Value the input of and communicate regularly with families and carers.

For further information on our Child Safe practices please click on the tabs below:



[CHILD SAFETY HANDBOOK](#)

APPLICATION & ENROLMENT PROCEDURE

Prerequisites for International Students

The Principal needs to be satisfied with the school reports provided and have confidence that the student can make suitable academic progress in the College and critically, has met the minimum English language requirements before commencement. Students are required to take the AEAS or IELTS test or to provide other clear proof of their English proficiency. These are not pass or fail tests, but rather provide an indication as to how long students need to study intensive English at a specialist language school, or confirmation that the student is competent enough to study in Australia now. The vast majority of students enrol into an English Language Intensive Course of Study (ELICOS) prior to commencing at Kingsway Christian College. These courses are designed to prepare students for studying Secondary School courses in Australia in English. Typically, International Students undertake 6 months of intensive English study, but it could take longer to reach the required English level for some students. We recommend Phoenix Academy <https://www.phoenix.wa.edu.au/>

If the student is transferring from another course of study in Australia within 6 months of commencement, a release letter must be provided from that institution before a Confirmation of Enrolment (CoE) can be issued.

Records of student requests for transferring to another course or education provider and letters of release and any other relevant information, including the assessment and decision regarding the request will be kept indefinitely.

Agent Representation

It is our preference that you use the services of one of our approved agents, especially if English is not your first language. [International Students](#)

These agents have an understanding about our College and will represent your interests and assist with translation, accommodation etc., as these are services that we are unable to provide. Please let them know that you have contacted us directly and that you have been referred to them.

Enrolment Process:

1. The Director of Community Engagement will advise if we have a place available in the relevant year group and speak to the agent or prospective parent about the College and the enrolment process.
2. A Written Agreement needs to be fully completed with all supporting documentation supplied and payment of the \$250 application fee needs to be made. Certified copies are required if we are not able to sight original documents. All documentation that is in a language other than English needs to be independently translated at the applicant's cost. Current fees are included in the Written Agreement and on the College website and are reviewed annually.
3. Student, family and agent details are then entered onto our enrolment database. To progress your application we require copies of birth certificates, immunisation records and school reports for the past two years as well as passport details (Visa and photo pages).
4. An initial conditional offer letter is issued for immigration purposes upon receipt of a completed Written Agreement (application form) with supporting documentation and payment of the application fee.
5. Once we are in receipt of all documents and payment, the Enrolments Officer will contact the parents or their agents for an interview with the Principal and Director of Community Engagement if possible. The interview usually takes about half an hour and a legal guardian or agent should be present. Online interviews can be arranged as required.
6. For students entering into Years 7-12, there may be a short subject elective meeting with the Associate Dean of Secondary, immediately after the Principal's interview, depending upon the time of year. For students entering Pre-Primary to Year 6 we will arrange a meeting with either the Dean or Associate Dean of Primary.
7. Advanced payment of one semester's school fees is required which will be invoiced. Upon receipt of the funds the unconditional Confirmation of Enrolment (CoE) will be issued.

Kingsway Christian College welcomes overseas students on the following basis:

- 1 The College has a placement available in the appropriate school year level.
 - 2 The student is able to provide proof of adequate English language competency.
 - 3 The student provides proof of academic achievement over the past 12 months.
 - 4 Their family/guardian can pay the student's full fees and costs of studying in Perth.
 - 5 Australian Homestay Network (AHN) is our approved Homestay agent if the student is not staying with a responsible blood relative of 25 years old. [AHN - Australian Homestay Network](#)
 - 6 The student can finish the course in the agreed timeframe and not be above an age at enrolling at the College which would see them reach 18 years and six months at the start of Year 11.
 - 7 Their visa is approved and the student provides proof of OSHC (Overseas Health Cover) for the duration of the visa.
 - 8 They attend a satisfactory interview with the Principal.
 - 9 If they are transferring from another Australian provider prior to completing six months of the course, that provider issues a Letter of Release.
- 1 **The College has a placement available in the appropriate school year level.** If Kingsway is fully enrolled in the applying student's appropriate entry school Year, the College cannot offer the student a placement.

2 English competency

All applicants must provide evidence that their English language ability meets the minimum requirements for admission. All applicants must submit a copy of a current iPEPT (Internet-based Phoenix English Proficiency Test or other agreed assessment before a place at the College can be offered. At the time of writing, the Phoenix General iPEPT test is \$249 (or free of charge if applying to Kingsway) and our preferred method of testing. Please check www.phoenix.wa.edu.au/englishlanguage-2 for details of English levels required for each school entry year.

Applicants who do not reach the minimum English level for their intended school Year of study will be required to take additional ELICOS (English Language Intensive Courses for Overseas Students) training at their own expense with a suitable Perth provider until their English levels have improved sufficiently to commence their chosen course of study at Kingsway. Phoenix English Academy: www.phoenix.wa.edu.au is Kingsway's preferred ELICOS provider.

Phoenix Language Academy will offer advice on the recommended ELICOS required according to an individual student's iPEPT results. Students are required to study ELICOS full-time.

If evidence is received subsequent to an offer of admission that demonstrates that the applicant's English language ability is insufficient, the College has the right to rescind any previous offers of admission that may have been made.

Kingsway Christian College does not offer English as a Second Language (ESL) classes for Years 7 to 10.

3 Academic achievement

Students are required to submit their current school report (translated into English and certified as necessary) to confirm their agreed Secondary school entry year. Entry into any Year level is subject to the assessment of the College. Course credit may only be offered as outlined below:

- For students transferring from interstate or overseas up to Year 10, the College does not offer course credit and entry into any course is subject to the assessment of the College.
- For students transferring from interstate or overseas in Year 11 or 12, contact the College first to confirm transfer is possible in continuing the course.

4 4.1 Fees and costs

Tuition Fees Base International student tuition fees are the same for Year 7 through to Year 12 in any calendar year and increase each calendar year by approximately 3-5%. There is a variation due to excursions particularly in Year 11. Current annual tuition fees are below and refund information is in the Refund section of this handbook.

NON-TUITION FEES include any fees and costs other than the annual tuition fee and include:

4.2 Payment of fees

All fees must be paid in Australian dollars. The College accepts payment by bank MasterCard, Visa, electronic funds transfer (EFT), cheque or cash (if paying in person). For bank transfers,

Kingsway bank details are in the Written Agreement. Any refund of fees will be reimbursed in Australian dollars and the payment sent to the applicant's home country unless requested in writing.

5 5.1 Accommodation Welfare (Homestay & Guardianship)

For a student under the age of 18 to be granted a student visa they must demonstrate that they have adequate welfare arrangements in place for the length of their student visa or until they turn 18. The College has an ongoing relationship with the following Homestay provider and requires all students to use them if not living with an approved adult relative. This applies even if the student has turned 18.

Homestay Services *(Please see Company website for current fees)*

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

Perth (+61) 08 6141 8690

perth@homestaynetwork.org

Confirmation of Appropriate Accommodation and Welfare (CAAW) letter

For a student who is under 18 years of age and staying with a non-relative, the College is responsible to the Department of Home Affairs for overseeing the suitability of the accommodation and welfare arrangement. The College creates a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter, made available when the student's CoE is approved.

The College is not required to create the CAAW where students are over 18 years of age, or students under 18 years of age are staying with a parent or close relative.

- For students under 18 years of age who are not staying with a parent or close relative original documents (if submitting in person) or certified copies must be submitted along with this Written Agreement form before an electronic Confirmation of Enrolment (CoE) can be issued to the student. If Homestay arrangements are yet to be confirmed, please note that if the College does not approve of these arrangements the student's enrolment cannot be finalised and may be cancelled if satisfactory arrangements are not made in a timely way.

- Whilst Kingsway is the provider named on the CAAW a Letter of Release will not be provided by Kingsway for the student's release to a new provider until the new provider agrees to take responsibility for the CAAW from the specified date of the student's release from Kingsway. In other words, the welfare arrangements must overlap so that there is no gap.

5.2 The Homestay Provider:

- i) Must be over the age of 25 years.
- ii) Must live permanently in Perth.

- iii) Must be of good character, with a Federal Police Clearance, covering the last 10 years. Evidence that the provider has a **Working with Children** card (for students under 18) and an Australian ***Police Clearance** (for students of all ages). These can be applied for online at <https://www.nationalcrimecheck.com.au/> (Please select volunteering).

Please be aware that if a nominated provider is **NOT a permanent resident or Australian citizen and has lived in different countries in the last 10 years, it will take some time to obtain a Police Clearance (which will have to be obtained through the Federal Police. For providers who are Permanent Residents or Citizens, applications are lodged through Australian Post Offices and will take five to 10 working days to process. If you have any questions regarding Police Clearances, please ring the Information Release Centre's Police Clearance line on +61 8 9260 7777*

The Homestay Provider:

- i) Is responsible for providing suitable student accommodation: full board with their own room and all meals supplied.
- ii) Must be available to be summoned to the school in the case of emergencies.
- iii) Provides accommodation and utilities:
 - A clean furnished room (this includes items like a bed, desk, wardrobe, chair and a study lamp) with heating and cooling facilities.
 - A supportive family environment and home to live in with a quiet place for study.
 - Meals as specified (usually breakfast and dinner during the week and breakfast, lunch and dinner on weekends and holidays).
 - Internet access.

It is in the student's best interests that the Homestay host offers an environment conducive to study, provides sustaining meals, and is not too far from the College and/or suitable transport facilities.

The Homestay provider and/or host:

- i) **Is required to sign all documents** on behalf of the parent(s) of the student as the parents' legal representative.
- ii) **To oversee all aspects of the student's welfare** while at Kingsway Christian College, including:
 - Meeting the student on arrival in Perth.
 - Attendance at the Principal's interview at commencement of enrolment.
 - Regular ongoing contact with the College.
 - Ensuring that all financial obligations for the student's education are met.
 - Ensuring that significant medical needs of the student are met and that the College and parents are kept informed.

- Liaising with the College on behalf of the student and their parents concerning any grievances and/or unresolved grievances.
- Meeting with teachers at appropriate Parent/Teacher evenings (and other meetings which may be called from time to time) to discuss the academic progress of the student and reporting these comments back to the parents.
- Acting as a contact person for the College and the student's parents.
- Being familiar with Homestay and College rules and policies and supporting the College in the application of these.

5.3 The Homestay company that the College recommends provides personal insurance cover for International students. It is the responsibility of the Homestay host to check that this insurance is in place and if not, to organise their own cover. Kingsway Christian College insurance is limited to school hours whilst students are in attendance.

5.4 Kingsway Christian College must receive confirmation of adequate Homestay arrangements and the Confirmation of Appropriate Accommodation/Welfare letter (CAAW) **prior** to the issue of the Confirmation of Enrolment (eCoE) for students under age 18.

The Department of Home Affairs, which is the Australian Government agency responsible for issuing students with visas) and the College require proof that International Students will be provided with one of the following accommodation options:

- i) A parent or legal custodian.**
- ii) A suitable relative nominated by parents.** Suitable relatives include: a brother; sister; step-parent; step-brother; step-sister; grandparent; aunt; uncle; niece or nephew; step-grandparent; step-aunt; step-uncle; step-niece or step-nephew.
- iii) Homestay via AHN, the College's approved provider.**

Change of Address

- The student is obliged to notify the school of any change of address while enrolled at the school. This is to ensure that any notifications sent to the student advising of visa breaches are sent to the student's current address. Where Kingsway Christian College has approved the student's welfare and accommodation arrangements, the student requires both the school's and the parents' or their agent's approval for any changes to welfare and accommodation arrangements.

5.6 Where the College takes on the responsibility Regulations for approving the accommodation, support and general welfare arrangements for a student under 18 and the College suspends or cancels the enrolment of the overseas student, the College will continue to approve the welfare arrangements for that student until any of the following applies:

- 5.6.1** The student has alternative welfare arrangements approved by another registered provider.
- 5.6.2** Care of the student by a parent or nominated relative is approved by Immigration.
- 5.6.3** The student leaves Australia

5.6.4 The College has notified Immigration under Standard 5.3.6 that it is no longer able to approve the student's welfare arrangements or under Standard 5.5 that it has taken the required action after not being able to contact the student.

6 **Completion of course in agreed time and entry age appropriate**

Students must be prepared to attend on a full-time basis and to complete their course in the agreed number of 10-week school Terms. Students should not be more than 18 years and six months old at the time they propose to commence Semester 1 of Year 11. This is a government requirement.

Kingsway Christian College monitors the progress of each student to ensure that the student is in a position to complete their course in the expected duration, as specified on the student's CoE. Please refer to the Attendance and Academic Policy in this document for more information regarding this, and on the intervention strategies that will be implemented for any student at risk of not meeting satisfactory course progress.

7 **7.1 Visa approval** For the Visa application process, please see:

- <https://immi.homeaffairs.gov.au/>
- Also see: *Enrolment Procedure* next page.

7.2 OHSC Students must have Overseas Student Health Cover (OSHC) whilst in Australia **to cover the entire duration of their visa**. Health insurance which provides medical and hospital insurance must be arranged independently via an approved provider. Evidence of OSHC cover must be provided to the College, showing the insuring company, membership number and the expiry date, which will extend to the end of your Visa. Please see: [Subclass 500 Student visa \(homeaffairs.gov.au\)](https://immi.homeaffairs.gov.au/subclass-500-student-visa).

Kingsway Christian College does not arrange health cover here as students (or their agents) are required to make their own arrangements directly with the insurance companies. The links below will take you to the major providers of overseas student health cover in Australia as used by our International Students.

Australian Health Management www.ahm.com.au

BUPA Australia <https://www.bupa.com.au/health-insurance/oshc>

Medibank Private www.medibank.com.au

Allianz Insurance <https://www.allianzcare.com.au/en.html>

For indicative rates please visit this link: <https://www.allianzcare.com.au/en/student-visa-oshc.html>

8 Interview with the Principal: Enrolment for both International and local students is dependent on a satisfactory interview.

9 Letter of Release from previous course provider

If a student is transferring from another Australian provider prior to completing six months of their course, Kingsway will not consider the student's application until the previous provider issues a Letter of Release for the student.

CHECKLIST FOR APPLICATION & ENROLMENT

Step 1 Check with the College that there is a placement available in the school Year for the entry period you are enquiring about. Also check the Kingsway Christian College offers the Year 11 and 12 subjects your child is planning to study for the WACE (Western Australian Certificate of Education).

Step 2 Complete and submit Written Agreement Form with supporting documentation. Complete and submit an Application Form to enrolments@kcc.wa.edu.au with a \$250 Application Fee (see the Application Form for fee payment details) and with the following documentation:

- Evidence of competency in English (see the *Kingsway Christian College International Students Testing Policy* in regard to requirements).
- Certified copies of the student's last two years of school reports and/or a copy of any public examination results.
- If transferring from another Australian provider, a Letter of Release from that provider if less than 6 months with them.

Applicants should read the important information concerning the conditions of enrolment as well as the Refund Policy contained in this document prior to registering and enrolling.

Step 3 Select Your Course Subjects: <https://www.kingsway.wa.edu.au/parent-resources/course-content-handbooks/> or email the Enrolments Department enrolments@kcc.wa.edu.au for course subjects for Years 11 and 12 or electives (Years 7 to 10).

Step 4 Book an interview with the Principal. If you will not be in Perth until nearer the starting date at Kingsway, the interview can be organised with the Enrolments Officer for a future time prior to the agreed starting date.

Step 5 Organise English Language Intensive Course of Study (ELICOS) if additional English tuition is indicated as being required.

Step 6 Successful applicants will receive a Letter of Offer attached to the Written Agreement and invoice for first Semester fees. This may be a conditional offer, dependent on achievement of English competency through a Perth-based ELICOS.

Step 7 Accept the Offer: To accept the offer, applicants must complete and sign the written agreement, and return the signed written agreement along with the payment amount stipulated in the invoice that was provided with the written agreement.

A Confirmation of Enrolment (CoE) and if applicable, a Welfare Letter (CAAW) will be registered electronically at the Australian Government's Department of Home Affairs office through which Student Visa applications are processed. For this reason, the applicant must notify the Director of

Community Engagement whether the student will be in Australia or off-shore at the time of visa application.

Step 8 Apply for a Student Visa: See: <https://www.homeaffairs.gov.au/>

Student Visa applications are lodged at the Australian Embassy/Consulate in a student's home country or the Department of Home Affairs office. The visa application must be accompanied by a:

- Copy of the Letter of Offer.
- Copy of the CoE certificate – and Confirmation of Appropriate Accommodation and Welfare (CAAW) if you are under 18 years old and not planning to live with a relative in Perth.
- Evidence of OSHC payment for the full duration of your study.
- Valid passport.
- Passport photographs.
- Medical clearance.
- Visa Application Fee.

If you have any questions in regard to enrolling at Kingsway, please do not hesitate to contact The Enrolments Department: enrolments@kcc.wa.edu.au

Registration and International Student Management System (PRISMS)

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

Education Services for Overseas Students (ESOS) Framework

Students intending to enrol may access a Description of the Australian ESOS Framework and ESOS Easy Guide on the Australian Government Australian Education International website at:

<https://www.dese.gov.au/esos-framework>

Insurance: Personal accident insurance is provided for all students at the College, however, this cover is applicable during school hours only. Parents are advised to check personal student insurance policies to ensure adequate medical, personal property and liability insurance cover. The College cannot accept responsibility for medical expenses associated with accident or illness (beyond the student's Overseas Student Health Cover benefits) or loss of, or damage to, personal effects. In an emergency, the student will be sent to a local hospital where procedures may be covered in part, according to their Overseas Student Health Cover schedule. Any other costs are to be met by the parents.

Health and Emergency Services: Telephone police stations only for general administration enquiries:

- For police assistance call 131 444
- **For emergencies only (i.e. life-threatening) call 000**

It is a condition of enrolment that in an emergency parents/guardians agree to reimburse all expenses incurred by the College including ambulance service charges. Parents/guardians agree to cover costs for emergency entry to the hospital in the event of an emergency during the school day. In non-emergency situations parents/guardians are contacted via telephone if a student is unwell at the College to request that the student be picked up from the Health Centre and taken to their home.

Parents/guardians of International Students are required to seek medical advice and medical certificates for missed days at school as required.

Accident and Injury: If a student is injured when in attendance during the school day at Kingsway, Christian College, staff will contact the appropriate support services to ensure the student is looked after.

If a student is injured at home or outside of school, the parent/guardian/Homestay host should seek emergency assistance by attending a hospital emergency room, visiting the local/chosen GP or by dialing 000 for an ambulance, depending on the urgency of the medical situation.

Privacy: To meet our obligations under the ESOS Act and the National Code 2018, information collected on all forms and during enrolment is implemented to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice 2018. Information collected about students during their enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the TPS Director. In other instances, information collected on forms or during a student's enrolment can be disclosed without the student's consent where authorised or required by law.

COMMUNITY FACILITIES AND RESOURCES

College Local City Council: <http://www.wanneroo.wa.gov.au>

Adjacent Council: <https://www.joondalup.wa.gov.au/>

Perth Public Transport: www.transperth.wa.gov.au

Legal Services

Citizens Advice Bureau

Ph: 08 9202 1688 Freecall 1800 199 006

Ph: 08 9221 5711 Monday-Friday 9.00am - 4.00pm

25 Barrack Street, Perth 6000

cab@cabwa.com.au

<http://www.cabwa.com.au>

Legal advice appointments for a small booking fee for 20 minute consultation.

Document preparation is also available for a fee.

Law Access

Ph: 08 9322 4911 Monday-Friday 9.00am - 5.00 pm.

Law Society of WA

Fax: 08 9322 7544

89 St Georges Terrace, Perth 6000

<http://lawsocietywa.asn.au/>

COLLEGE FACILITIES & RESOURCES

Kingsway Christian College provides campus facilities for approximately 1400 students. For a map showing the Campus layout, please see Appendix D.

The Library Resource Centre Opening Hours 8.00am to 5.00pm every weekday.

The spacious two storey Library was opened in 2024 together with a state of the Art Media suite and new Arts, Engineering and Woodwork facilities. The Library is a welcoming place where students can read, work on research, study, play games or do their homework. The Centre has many resources including extensive non-fiction and fiction collections and friendly Teacher Librarian on hand to assist students with enquiries, resource requirements and to support students in the areas of study skills, critical and creative thinking, finding and applying appropriate information and recreational reading.

Classrooms and class size: College classrooms are fitted with televisions so lessons can be viewed by students as required. Classes are limited in numbers to a maximum of 32 students in Year 7 to 10 classes and 25 in Year 11 and 12 classes. The elective subjects have a maximum of 24 students.

Café Opening hours: 8.15 to 8:45, 10:20 to 10:40 and 12:00 - 1:10pm.

Students can purchase food and drink items from the café during recess and lunch times. Cash or online orders can be used to purchase items. The menu changes from summer to winter.

For the café menu, access the link at <https://www.kingsway.wa.edu.au/parent-resources/cafe/>

College Auditorium: The Auditorium forms an integral part of Kingsway Christian College. Seating 900 people it offers a large stage suitable for a wide range of performances and events.

Playing fields and sporting facilities: Kingsway Christian College has a large green playing field used for sporting activities during school classes and at lunchtime, as well as a gym, golf putting and chipping green, and basketball courts. Students are bussed to various venues for specialised sporting activities, such as golf, basketball, swimming, beach activities, etc.

Books: Booklists and subject confirmations are emailed in early December each year. Students are to purchase items for their confirmed subjects from the independent provider specified on the front of the Booklist. Books may be ordered online and delivered to a Perth metropolitan address.

During their first week, students will be met by their respective Head of Students. During their first two weeks at Kingsway, students will be supplied with their locker and have their photo taken (in College uniform) for the purposes of ordering their SmartRider card. The SmartRider can be credited to use as a swipe payment card for all Transperth public transport, as an identification card to gain student concessions at movie theatres, etc.

The school day: Students attend school on a full-time basis from Monday to Friday with eight subject periods per day totalling 27.5 hours of class time per week. The school day at Kingsway Christian College commences at 8.50am, concluding at 3.20pm, with a recess and lunch break.

School Year: Secondary school in Western Australia operates on two semesters. Each semester is broken into two terms. Each term usually consists of 10 school weeks – i.e. 40 weeks in total for the school year. Semester One comprises of Terms 1 and 2, from late January/early February through to June. Semester Two comprises of Terms 3 and 4, from July through to December. There is a two-week break at the end of Terms 1, 2 and 3, and a six- to seven-week break at the end of Term 4.

International Air Travel: Parents are requested to note the commencement and final dates for each school Term and make travel arrangements to adhere to those dates. Please note that the College will not fund the cost of air travel for students, nor arrange pick-up at the Airport (this must be organised with the student's agent or guardian).

Counselling: Sometimes studying in a foreign country can be bewildering and stressful. If a student feels homesick or is finding difficulty in adjusting to their new environment or to the requirements of their studies, Kingsway Christian College has Chaplains available who provide help with study or personal problems. This is a free service and students are encouraged to access assistance. The Pastoral Care Team (see below) and Student Services staff are also available for assistance and Masters Psychology (refer below).

Kingsway Christian College Pastoral Care: The following people take responsibility for the pastoral care and guidance for International Students:

- **Form Teacher / Student Mentor / Student Administration:** daily College practices, timetables, rooms, absentees, etc.
- **Enrolments Office:** General enquiries, enrolment process.
- **Form Room teacher / Head of Students/ Chaplain:** Pastoral care, academic progress, integration issues
- **Corporate Services:** Financial matters
- **Careers Advisor / Associate Dean of Secondary / Head of Students / Principal:** Subject choice/career/tertiary entrance queries etc.
- **Principal:** Student grievances
- Professional counselling is offered on campus via Masters Psychology and is available by referral from Pastoral Care staff.

The names and contact details for the above staff members are contained in this handbook. If the student and/or parent/guardian are not sure of the staff member they should contact in a given situation, they are advised to contact the student's Head of Students or the Enrolments office.

Additional academic support within the College: International Students are encouraged to take full advantage of the College after-school tutoring where applicable, including in English and Research and Study skills. Tutoring is conducted as a free service and on small-group basis. The tutoring timetable is made known to students or can be requested at Student Services.

ABOUT PERTH & HIGH SCHOOL IN WA

Perth is the fourth largest city in Australia with a population of over 2.1 million and is located on the South-West coast of Western Australia. Perth suburbs are dotted with extensive grassed parks and recreational areas, with a network of bicycle paths along rivers and throughout the metropolitan area. Perth boasts pristine white sandy beaches, enjoyed all year round, and outdoor and sporting activities abound. For more information on living and studying in Perth, please see: <https://www.studypertth.com.au/>
<https://www.australia.com/en/places/perth-and-surrounds/guide-to-perth.html>

With a multi-cultural and a cosmopolitan atmosphere, Perth annually attracts more than 20,000 new and returning International, Secondary and tertiary students. These students are attracted to the high-quality education, friendly, and relaxed life-style and the clean and healthy environment Perth offers.

Climate: Perth enjoys a Mediterranean climate with hot and dry summers (December to March) and mild, but rainy winters (June to September). Spring and autumn weather is often described as ‘glorious one day, perfect the next’.

Tertiary Education and Research: Perth offers five reputable universities with national and international research partnerships, as well as a world-recognised Technology Park collaborating business, government and research in innovative advancement.

Business & Technological Links: Being the nearest Western city to most of Asia’s fastest growing economies and in a similar time-zone, Perth has strong links with these countries. Many international companies also operate large offices from Perth.

Currency: The Australian currency unit is the Australian Dollar (AUD). Banks in the city (and most in the State) can exchange currency. There are also exchange facilities at the Airport and major towns and in several large shopping centres.

Transport: Perth’s public transport system of buses and trains services the City and suburbs, including Kingsway Christian College (to suit school hours). Students are eligible for travel concessions on public transport as well as movies, sporting events, etc. Student concession cards (SmartRider cards) are available to students through Kingsway Christian College on enrolment.

Transperth is the public transport organisation operating Perth’s buses, trains and ferries. A free transit zone is provided daily within the central city area. For information on timetables, routes and pricing, see: www.transperth.wa.gov.au (includes a helpful journey planner).

Housing & Living The typical family home in an average suburb is a single/double-storey, brick-walled, tile-roofed, four-bedroom, two-bathroom house with a lounge, dining, family and living area on a block of 400 – 750sqm. Joined to, or under the same roof, there is normally a two-car carport, and often a tool/garden shed and in many cases, a swimming pool in the back yard. The average family has two to three children, a dog or cat, two cars and a mortgage (to pay off their housing loan).

Food, like Perth, is very multi-cultural. Beef, lamb and chicken are the staple proteins (with fish being more of a luxury) and fresh fruit and vegetables are plentiful with many being available all year round. Boxed, canned, frozen and preserved food is more expensive but popular, as are fast and convenience foods. Beverages include coffee and tea (adults), whilst children tend to drink cows' milk, fruit juices and carbonated sweetened drinks. People also drink plenty of water, which in Perth is considered clean and safe to drink from the tap.

As Kingsway Christian College accepts overseas students on a Homestay basis the cost of living will depend largely on the agreed Homestay weekly rate and a guide is available at:

<https://www.homestaynetwork.org/perth-pricing/>. The Australian government includes a list of the cost of living in Australia at <https://www.studyaustralia.gov.au/english/live/living-costs>

As an example, Homestay costs—which cover accommodation with food—start around AUD\$320 per week with the amount determined in advance of arrival between the student's family and the Homestay provider. Students will also need sufficient money for other personal expenses. This depends on a student's spending habits, whether they order their lunch from the College café, etc., but as a guide, many spend around AUD\$150 per week. Other than the tuition fees and the non-tuition fees listed earlier in this Handbook, other costs and expenses include:

- The Visa fees paid to the Australian Consulate.
- Lunches (if purchased at the Kingsway café.)
- School excursion and activity charges. (e.g. subject excursions and optional interstate/overseas trips).
- Optional costs for certain sports or activities (e.g. certain sports equipment, musical instruction).
- Public transport, entertainment, hobbies, etc.

Secondary, also known as High School in Western Australia: Teachers are required to complete four-year university qualifications and are accredited, registered professional teachers. Students generally start Secondary education at 12 years of age (Year 7) and at the end of Year 12 students wishing to continue on to university sit the WACE (Western Australian Certificate of Education).

WACE & REPORTING STUDENT ACHIEVEMENT:

- 1 A Western Australian Certificate of Education (WACE);
- 2 If an appropriate course of Tertiary Entrance subjects is completed, an Australian Tertiary Admission Rank (ATAR) is calculated using the school assessment and WACE examination results combined. The ATAR ranks students in order of merit for university entrance and is recognised in all Australian states.

For more information on the WACE and the Australian Curriculum, please see: <http://www.scsa.wa.edu.au/> WACE examinations are set by independent panels and students throughout Western Australia all sit the same examination papers at the same time on the same day. Each student's results will be calculated and then converted to an Australian Tertiary Admissions Rank (ATAR). The ATAR indicates how an individual student performed relative to all other WACE students. The ATAR can be compared with results across the

country and allows students to apply for studies at any university in Australia or other countries around the world (e.g. Canada, New Zealand, the U.K and U.S.). This process can appear very complicated at first. For more information on the ATAR, see <http://www.tisc.edu.au/static/guide/atar-about.tisc?cid=35147>

Instead of going to university, students may choose to do employment-focused Certificates and Diplomas at the Tertiary and Further Education (TAFE) Colleges.

At the end of the school day: After school during the week, homework and study is done in the afternoon/evenings before sporting practice, spending time with friends, television watching, computer games, or other activities such as music practice or youth group activities at church. On weekends during the school Term, it is common for students to spend a few hours involved in team sporting activities. They also spend time studying and completing homework and assignments, interspersed with such activities as spending time with friends, social media, going on shopping expeditions, watching a movie or their favourite sports team competing, spending time on a hobby or going to the beach, etc.

For information on studying in Australia, see: <http://www.studyinaustralia.gov.au/>

For more information on Perth, see: <http://www.livingin-australia.com/living-in-perth/>

ENGLISH TESTING POLICY

Purpose

International Students must meet Kingsway Christian College's English language proficiency requirements for admission. All International Students must submit formal documentation from a recognised testing agency. Kingsway Christian College (the College/Kingsway) is registered with Phoenix Academy and this is our testing agent of choice.

Applicants whose first language is not English will need to have:

- Achieved the required English level for the Secondary Year level for which they are applying. The scores to meet the various levels are shown below; or
- Successful completion of an approved Secondary or Tertiary qualification, taught in the English language in a country where English is the official language, or the main language spoken (for English levels 1-3 only); or
- Successfully completed a pre-course English programme from an approved ELICOS Provider.

Other evidence of English language proficiency may be accepted.

Evidence of English language proficiency must be less than two years old on the proposed date of commencement of the course.

For students who are unable to provide this evidence, no formal placement at the Kingsway Christian College can be confirmed.

Entry Requirements

As per the Kingsway Christian College Written Agreement, all students are required to submit:

- 1 Certified copies of school reports for the past two years.
- 2 A copy of a current Phoenix English Proficiency Test (iPEPT) result or equivalent AEAS or IELTS.

This documentation assists the College in determining the student's English language ability and the appropriate academic entry point. Without this documentation, Kingsway cannot offer International students a placement. To find out further details about Phoenix Academy's testing, visit the website at <http://www.phoenix.wa.edu.au> and follow the link: *Test your English (iPept)*.

English Language Level Required

Students who do not reach the minimum English level will be required to take additional ELICOS (English Language Intensive Course for Overseas Students) training at their own expense in Australia until their English levels have improved sufficiently to commence their chosen course of study at Kingsway Christian College. The College does not offer English as a Second Language (ESL) classes in Years 7-10 and all prospective International Students are expected to have acquired an English level appropriate to learning in an English Language medium and at the level of academic entry.

The Phoenix English proficiency test (iPEPT) has four sections that participants must undertake:

1. Grammar & vocabulary
2. Writing
3. Reading and
4. Listening

The iPEPT test costs \$249 (or is free at the time of writing if requested as a Kingsway applicant) and will take a total of two hours to complete and must be undertaken under strict testing conditions through an approved test centre.

Phoenix iPEPT Results

The iPEPT does not depend on students reaching a fixed pass mark. The aim of the iPEPT is to provide the College with independent and objective data on each student's English proficiency covering grammar and vocabulary, writing, reading and listening.

The iPEPT gives accurate English levels relative to IELTS (TOEFL, CEFR and others) and is a screening and/or selection tool that provides information about the student that is independent from Kingsway Christian College and assists the College to make an appropriate offer.

The iPEPT:

- 1 Determines English ability.
- 2 Provides information to assist in deciding on a suitable English language preparation programme if required.
- 3 Assists the student and his or her parents in identifying whether Kingsway Christian College will best meet their needs.
- 4 Results are generally available within 48 hours of testing.

An indication of iPEPT results required for various academic entry levels is summarised below:

Taken from the PHOENIX LEVEL DESCRIPTORS

Please check with Phoenix Academy for any updates.

Class Description	CEFR	Expected Progress	PEPT Level	Approx. IELTS Band Score Equivalent	Recommended Entry Point for Further Study
Beginner	A1	12 weeks	10%	1	
Elementary	A1+	6-8 weeks	20%	2	
Pre-Intermediate 1	A2	6-8 weeks	30%	3	Primary Years 1-4
Pre-Intermediate 2	A2+	6-8 wks	35%	3.5	Primary 5/6
Intermediate 1	B1	12 weeks	40%	4	Secondary Year 7/8
Intermediate 2	B1+	6-8 weeks	50%	5	Secondary Year 9
Upper-Intermediate	B2	6-8 weeks	55%	5.5	Secondary Years 10/11/12

Phoenix Academy will forward the iPEPT results to the student’s family and the College.

Upon receipt, the iPEPT results are compared with the student’s recent school reports indicating academic performance and the Director of Community Engagement will advise the student’s family as to the result of their application.

If successful, the family will proceed with the enrolment application as per the Kingsway Christian College International Student Enrolment & Application Procedure found in this Handbook.

PASTORAL TEAM

HEAD OF CHRISTIAN EDUCATION

Mr Graham Irvine

Email: Graham.Irvine@kcc.wa.edu.au



DEAN OF SECONDARY

Mr Matthew Lovell

Email: Matthew.Lovell@kcc.wa.edu.au



**HEAD OF STUDENTS YEARS 11-12
& International Student Coordinator
Mrs Carin Havinga**

Email: Carin.Havinga@kcc.wa.edu.au



**HEAD OF STUDENTS YEARS 9-10
Mr Matthew Elliott**

Email: Matt.Elliott@kcc.wa.edu.au



**HEAD OF STUDENTS YEARS 7-8
Mr Dave Ruck**

Email: Dave.Ruck@kcc.wa.edu.au



**COLLEGE CHAPLAIN
Mr Ashley Smith**

Email: Ashley.Smith@kcc.wa.edu.au



**COLLEGE CHAPLAIN
Miss Linley Pittard**

Email: Linley.Pittard@kcc.wa.edu.au



Who to contact ifThe following list has been provided so that you can have some idea who you should speak to regarding a particular problem:

Problem.....	Person to speak to.....
In Secondary	
You are feeling homesick	The chaplains, Mr Smith and Ms Pittard are caring staff willing to help. Alternatively, speak to International Student Coordinator, Mrs Havinga who is keen to assist.
You are struggling with your homework ...	If it is only in one subject, contact that classroom teacher and the Head of Learning Area (HOLA), e.g. Maths. If it is in more than one subject speak to the relevant Head of Students Mr D. Ruck – Years 7-8 Mr M. Elliott – Years 9-10 Mrs C. Havinga – Years 11-12 If the problem persists you can speak to Mr Lovell, Dean of Secondary.
You are not being treated with respect	Speak to your Head of Students. Mr D. Ruck – Years 7-8 Mr M. Elliott – Years 9-10 Mrs C. Havinga – Years 11-12 If it is a serious incident you can speak to Mr Lovell, Dean of Secondary.
You are struggling in a particular subject	If it is only in one subject, contact that classroom teacher. If the problem persists you can speak to the Head of Learning Area. (as above)
You want to change a subject	Speak to Mr Gerbaz, Associate Dean of Secondary
You want some advice regarding subject selections	Speak to Mr Gerbaz, Associate Dean of Secondary
You want information on sporting teams/training days or times	Speak to Mr P. Whitby – Head of Physical Education
You want information regarding buses	Speak to someone in the Administration Office

ARRIVING/DEPARTING EARLY OR LATE

All students arriving later than 8:50 a.m. or departing before 3:20 p.m. are required to be signed in or out at the College Administration Office.

There is a concern of the risk Primary children face being unsupervised for long periods of time at the College after the conclusion of the school day. This is a situation that the College cannot ignore, and nor can we take the approach that the risk is transferred to the family. If something adverse was to happen to a child after our hours of supervision, regardless of the College's stated legal position, we could not, on moral and ethical grounds, simply remove ourselves from our duty-of-care responsibilities. In order to ensure students are adequately supervised at the end of the school day, College staff will collect any unsupervised Primary children and have them supervised by Kingsway Afterschool Care on our behalf. Unfortunately, this will necessitate the College invoicing families for the cost of this care.

ASSESSMENT POLICY

[Please click below to access the Assessment and Reporting Policy](#)



ASSESSMENT AND REPORTING POLICY

CAREERS ADVISOR/VET CO-ORDINATOR

The role of the VET Coordinator/Careers Advisor is to establish and oversee the delivery of VET programmes according to staff skills and College resources, in collaboration with the Dean of Secondary, Associate Dean of Secondary, Heads of Learning Areas and teaching staff. The VET Coordinator/Careers Advisor facilitates collaboration with parents, business and industry, post-secondary institutions, Registered Training Organisations (RTO) and community organisations to support students' transition to post-secondary education and employment.

The VET Coordinator / Careers Advisor supports students to identify their career pathways, provides counselling advice, and monitors Workplace Learning and students who are completing pre-apprenticeship programmes.

VET CO-ORDINATOR

Joshua Newland

Email: Joshua.Newland@kcc.wa.edu.au



CHRISTIAN STUDIES

Christian Studies is an essential and distinctive part of the education programme at Kingsway Christian College. The Christian Studies programme runs from the Kindy year through to Year 12 and all students

are involved in the programme. In the Primary years, up to the end of Year 5, the goal of the programme is to introduce and grow the students in their knowledge of the Christian faith so as to have them develop a solid foundation from which to grapple with the Christian faith in their Secondary school years. Students are introduced to the sweeping biblical narrative and are then encouraged to ask how the Christian story operates in their particular world.



DEAN OF CHRISTIAN FORMATION

Mr Graham Irvine

Email: Graham.Irvine@kcc.wa.edu.au

COLLEGE COLOURS



COLLEGE COLOURS POLICY

GIFTED AND TALENTED PROGRAMME

Every endeavour at the College is made to extend our gifted and talented students through differentiation in the classroom and extension programmes both within the classroom and after hours through additional tuition.

In the Primary years, an Enrichment teacher works alongside teachers in Kindergarten to Year 6 using research and knowledge to maximise gifted and talented students' educational experience. A broad range of extension and enrichment experiences are provided to meet the needs of academically able students through individual, small group, in-class or club settings.

In the Secondary years, Maths, Science and English are streamed so that students are placed in the appropriate class, with the extension class covering course material well above their peers. Free tuition is offered in the Secondary years in the core subjects of Maths, English, Science and Humanities and Social Sciences (HASS) before and/or after school. Each year the top 20 Year 12 students form the Principal's Group, which meets once per term for mentoring.

In 2020 we started a Secondary STEAM (Science, Technology, Engineering, Arts and Mathematics) elective. The programme will include Year 7-10 from 2023. The STEAM programme celebrates Kingsway Christian College's focus on excellence in learning by offering students the opportunity to participate in a programme that challenges their critical and creative thinking skills, whilst building personal and social capabilities.

HANDBOOKS

The Kindy & Pre-Primary Handbooks, Secondary Subject Selection Handbooks and the Music Handbooks can be found on the Parent Lounge under 'School Links' together with the Child Safety Handbook and One to One Parent Information Handbook.

The screenshot shows the Kingsway Christian College Parent Lounge interface. The header includes the college logo and the text 'KINGSWAY CHRISTIAN COLLEGE' and 'Parent Lounge'. A navigation bar contains links for 'Parent Details', 'Student Details', 'Calendar', 'Accounts & Payments', and 'School Links'. The 'School Links' dropdown menu is open, listing various categories. The '2. Handbooks' link is highlighted in the menu, and a red arrow points from the text above to this link. Below the menu, a table lists the handbook links:

Link Description
Alternative Curriculum Delivery Plan (Students)
Child Safety Handbook
Kindergarten & Preprimary Handbook
Music Handbook
One to One Parent Information
Year 11 Subject Selection
Year 12 Subject Selection
Year 7 - 10 Subject Selection

HEALTH AND PHYSICAL EDUCATION

We place great emphasis on physical fitness at Kingsway Christian College and students are encouraged to be active and enjoy the sporting opportunities that are offered. Physical Education is a compulsory part of the Curriculum at Kingsway and is offered to all students. Inter-house Swimming and Athletics Carnivals are held each year with an emphasis on all students participating. Novelty events suited to all students are offered on a rotational basis. Championship events are held at both Carnivals for students who are more gifted in sporting activities.

Primary students compete in the NIPSSA Inter-School Carnivals and Secondary students in the ACC Carnivals as well as the North-Western Associated Schools (NWAS) Summer and Winter sport.

BASKETBALL

Basketball is a popular team sport played by many of our current students. Our programme aims to develop the skills required for success in the game, and the strength and conditioning required to increase fitness levels and reduce the risk of injuries. We work on developing teamwork, interpersonal skills and the theoretical concepts behind the game.

Kingsway is in partnership with Coach Andy Stewart and his team from Coaching Hoops and provide expert coaching as an option that can be taken within a student's regular timetable. Former head coach of the Perth Lynx, Andy Stewart is one of Australia's finest basketball coaches, specialising in communication skills and elements of the game to both young and old. He has had experience coaching at a State, National and International level, coaching men, women and juniors.

For more information email sport@kcc.wa.edu.au

Good Standing for Senior Students (Years 11 and 12)

What is Good Standing?

All students commence their courses with Good Standing status.

Maintaining Good Standing requires:

- Satisfactory attendance and punctuality
- Completion of all work and assessments
- Satisfactory behaviour

Satisfactory attendance is deemed to be full-time attendance at a class when normal classes are in operation. An absence is deemed to be unsatisfactory if it is unexplained or the explanation, in the view of the teacher and/or Head of Students, is inadequate or inappropriate.

The assessment requirement is that students, in accordance with the school assessment schedule complete all assessment procedures/tasks and work for each course.

Satisfactory behaviour means a student adheres to the school code of behaviour.

Loss of Good Standing

Good Standing is lost when a student on 3 or more occasions:

- Is absent from class without satisfactory explanation.
- Does not complete course work or assessments (without satisfactory explanation), or,
- Receives a third send out or seriously breaches the Student Code of Conduct.
- A student who loses Good Standing is ineligible to attend extra-curricular activities and events including the College social events.
- A student leader who loses Good Standing must stand down from his/her role and may not represent the College in any capacity until his/her Good Standing is reinstated.

Reinstating Good Standard Privileges

Good Standing privileges may be reinstated at the discretion of the Student Management Team after:

- All absences are satisfactorily explained with a note from a parent/guardian; and
- All missed work on assessments is completed or demonstrated to the relevant course teacher within the time negotiated, or
- The behavioural issue is satisfactorily resolved.

Students have a responsibility to:

- Maximise attendance and be PUNCTUAL to all classes.
- Complete all Course work and assessments.
- Bring notes explaining absences and hand to Mentor/Form Teacher immediately on return if parents have not responded to the MGM Messaging System.
- In the event of an absence, catch up on all work missed in a time negotiated with the class teacher.

- Behave according to the Kingsway Christian College Student Code of Conduct.

ADDITIONAL ASSESSMENT REQUIREMENTS FOR INTERNATIONAL STUDENTS

International Students have specific conditions relating to intervention. Under the National Code 2018, it is imperative that:

- A copy of the student's individual progress reports in achieving improvement are forwarded to the Homestay Guardian and parent/s and/or agent by arrangement.
- The student's individual academic achievement will be monitored by the relevant Head of Students who will liaise with the Heads of Learning Area and the Dean of Secondary records of student response to intervention strategies will remain on the International Students Register.
- Completion within expected duration of study (course progression)
- The College will monitor, record and assess the course progress of each International student for the course in which the student is currently enrolled.

For International Students, satisfactory course attendance is deemed as meeting the requirements below:

- A minimum of 85% attendance of scheduled course contact hours. Intervention will occur if a student's attendance approaches 90%.
- Student attendance is checked and recorded daily and assessed regularly by the Head of Students.
- Attendance will be recorded and calculated over each semester.
- Late arrival to school will be recorded and will be included in attendance calculations.
- All absences from school should be accompanied by a medical certificate, an explanatory communication from the student's guardian or evidence that leave has been approved by the Principal.
- Any absences longer than 5 consecutive days without approval will be investigated by the Head of Students.
- Students at risk of breaching Kingsway Christian College's attendance requirements will be counselled and offered any necessary support when they have 3 unexplained absences during any assessment period.

1) Course Progress

- a) The school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b) The course progress of all students will be assessed at the end of each semester of enrolment.
- c) Students who have begun part way through a semester will be assessed after one full period of attendance.
- d) To demonstrate satisfactory course progress, students will need to achieve competency in at least 50% of units in any study period.

- e) If a student does not achieve competency in at least 50% of units studied in an assessment period, the Head of Students will meet with the student to develop an intervention strategy for academic improvement. This may include;
 - 1) Additional supervised study periods
 - 2) Tutorial assistance
- f) Other intervention strategies as deemed necessary.
- g) A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents.
- h) The student's individual strategy for academic improvement will be monitored over the following semester by the relevant Head of Students and records of student response to the strategy will be kept.
- i) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next assessment period, Kingsway Christian College will advise the student in writing of its intention to report the student for breach of visa condition and that he/she has 20 working days in which to access the school's internal complaints and appeals process.
- j) The school will notify The Department of Education via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:
 - 1) The student does not access the complaints and appeals process within 20 days, or
 - 2) Withdraws from the complaints and appeals process, or
 - 3) The complaints and appeals process results in favour of the school

2) **Completion within expected duration of study (course progression)**

- a) As noted in 1.a), the school will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- b) Part of the assessment of course progress at the end of each semester will include an assessment of whether the student's progress is such that they are expected to complete their course within the expected duration of the course.
- c) The school will only extend the duration of the student's study where the student will not complete their course within the expected duration due to:
 - 1) Compassionate or compelling circumstances
 - 2) Student participation in an intervention strategy as outlined in 1.e)
 - 3) An approved deferment or suspension of study has been granted in accordance with the school's Deferment, Suspension and Cancellation Policy.
- d) Where the school decides to extend the duration of the student's study, the school will report via PRISMS and/or issue a new COE if required.

3) **Course attendance**

- a) Satisfactory course attendance is attendance of a minimum of 85% of scheduled course contact hours, but we aim for students to reach at least 90%.
- b) Student attendance is:

- 1) Checked and recorded daily
 - 2) Assessed regularly
- c) Recorded and calculated over each Semester.
- d) Late arrival at school will be recorded and will be included in attendance calculations.
- e) All absences from school should be accompanied by a medical certificate, an explanatory communication from the student's local guardian or evidence that leave has been approved by the Principal.
- f) Any absences longer than 5 consecutive days without approval will be investigated.
- g) Student attendance will be monitored by the Head of Students every week over a semester to assess student attendance using the following method:
- Calculating the number of hours the student would have to be absent to fall below the attendance threshold for a semester e.g. number of study days x contact hours x 20%. [For example, an eight week term with 5 contact hours a day would equal 200 contact hours. 20% of this is 40 hours.]
- h) Any period of exclusion from class will not be included in student attendance calculations. [See Standard 9 – Deferring, suspending and cancelling enrolment for an explanation of this item].
- i) Students at risk of breaching the school's attendance requirements will be counselled and offered any necessary support when they have absences totalling more than 10% during any assessment period.
- j) If the calculation at 3.f) indicates that the student has passed the attendance threshold for the study period, Kingsway Christian College will advise the student of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals process except in the circumstances outlined in 3.j)
- k) The school will notify The Department of Education via PRISMS of the student not achieving satisfactory course attendance as soon as practicable where:
- 1) The student does not access the complaints and appeals process within 20 days
 - 2) Withdraws from the complaints and appeals process
- l) The complaints and appeals process results in a decision for the school.
- m) Students will not be reported for failing to meet the 85% threshold where:
The student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate, and
- n) Has not fallen below 80% attendance.
- o) The method for calculating 80% attendance is the same as that outlined in 3 g) with the following change; number of study days x contact hours x 30%.
- p) If a student is assessed as having nearly reached the threshold for 80% attendance, the Principal will assess whether a suspension of studies is in the interests of the student as per the school's Deferment, Suspension and Cancellation Policy.

- q) If the student does not obtain a suspension of studies under Kingsway Christian College's Deferment, Suspension and Cancellation Policy, and falls below the 80% threshold for attendance, the process for reporting the student for unsatisfactory attendance (breach of visa condition 8202) will occur as outlined in 3.h) – 3.i)
- r) Students will be notified by The Head of Students (11-12) and International Student Coordinator, Mrs Havinga, if their attendance is falling below 90% and placing their visa at risk. The College will support the student to try to improve the situation. 85% attendance is another trigger that will initiate correspondence and follow up action from the College.

4) Definitions

- a) *Compassionate or compelling circumstances* - circumstances beyond the control of the student that are having an impact on the student's progress through a course. These could include:
 - 1) Serious illness, where a medical certificate states that the student was unable to attend classes.
 - 2) Bereavement of close family members such as parents or grandparents.
 - 3) Major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies.
 - 4) A traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports).
 - 5) Where the school was unable to offer a pre-requisite unit.
 - 6) Inability to begin studying on the course commencement date due to delay in receiving a student visa.

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student's progress through a course.

- b) *Expected duration* – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.
- c) *School day* – any day for which the school has scheduled course contact hours.

ATTENDANCE

It is compulsory by law for students to attend school daily and failure to meet minimum attendance can result in the loss of your visa entitling you to stay in Australia. Student attendance is checked daily and in each lesson in Secondary.

There is a direct relationship between student attendance at school and student achievement. Consequently, it is in the interests of each student to be in class on time every school day. Parents and guardians should avoid any action that will result in students missing a College commitment.

Recording of Attendance

1. Education is a sequential process. Absences mean that students miss important stages in the development of topics and “catching up” becomes a difficult task.

2. Absenteeism contributes significantly to failure at school.
3. All enrolled students are required to be in attendance unless reasonable and valid grounds exist for them to be absent.
4. Guardians have a responsibility to ensure that their children attend school regularly and are only absent if absolutely necessary.
5. Guardians have a responsibility to provide a written note to the school explaining why an absence has occurred.
6. Attendance is recorded for each period in the Secondary School (7-12) and twice per day in the Primary School (K-6). Teachers log on to an electronic data base at the commencement of each day during form time.
7. Guardians are requested to notify the College Office of any known absence or illness by 8:50am of each school day. On their return to the College, students must supply a parental note explaining their absence.
8. If a student is absent and no notification has been received by the College a text message (SMS) is forwarded to the parent /guardian advising of the absence of the student and requesting an explanation, either electronic or by note. The Text Message will read as follows:
KCC records show (student name) is absent Tue 23/10/25. Pls reply SMS or Ph 93028 777, stuname/reason/abs date.
9. Students who are on an excursion or participating in an off-campus program are not counted as absent. The teacher-in-charge of the activity is required to inform Administration staff at Reception. Students who are absent due to suspension are to be recorded as absent.

ATTENDANCE MONITORING & REPORTING

1. When a student has been absent from school and an acceptable explanation has not been forthcoming, the school will send a written request for an explanation to the student's family/guardian in an endeavour to establish the reason for non-attendance.
2. If the student is absent for a legitimate reason, no further action will be taken. The parent and/or guardian may provide the school with a verbal reason either in person or over the phone.
3. If a student's attendance rate falls below 90% over a ten-week period, the school will investigate the matter further. In the case of senior students please refer to the Assessment and Good Standing Policy where the requirements are more stringent.
4. A case management approach will be applied to attendance issues and the Heads of Students and College Chaplains will put intervention strategies in place.
5. All attempts at contact with the family/ guardian to resolve absenteeism must be recorded. This documentation will need to be available to the Head of Students for further action.
6. When a student has been identified as a chronic non-attender, in the case of senior students, the Good Standing Policy must be enacted. If all intervention strategies have been implemented and school attendance is not restored then a case conference should be held in which the Dean of Secondary, the Head of Students and the Principal will decide on the next course of action.

Serious Illness

Arrangements can be made with the appropriate head of Students to provide learning support or assistance for students who are facing long-term absences due to illness.

Minimum Attendance Requirements and Breach of Visa Conditions

The College under s19 of the ESOS Act 2000 is required to disclose to the necessary Government department information relating to:

- (a) Certain changes to a student's enrolment; and
- (b) Any breach by the student of their visa conditions relating to attendance or satisfactory academic performance. Students must demonstrate that they are working hard to achieve academically. Attendance that drops below 80% is a breach of a student's visa conditions and will be reported to government authorities. Warnings will be triggered by the College when student attendance falls to set thresholds: e.g. at 90% and students will be encouraged to increase their attendance and be reminded of their responsibilities. The College may decide not to report an overseas student for breaching the attendance requirements if that student is still attending at least 70 per cent of the scheduled course contact hours and:
 - For ELICOS and Foundation Program courses, the overseas student provides genuine evidence demonstrating that compassionate or compelling circumstances apply; or
 - For VET courses, the student is maintaining satisfactory course progress.
 - On compassionate grounds, such as ongoing serious illness.

BUS & PUBLIC TRANSPORT INFORMATION

Please note that the College does not run its own bus but there are several Transperth buses that come past the College. Please note that times below are subject to change. Please visit the Transperth website for up to date information: <https://www.transperth.wa.gov.au/>

Transperth Bus Route 352

Transperth Bus Route 352 travels from Whitfords Train Station to Darch via Kingsway.

Travelling to Kingsway Christian College

The bus departs Whitfords Interchange, Stand 1 at 8:23am via: Whitfords Ave, Wanneroo Rd, Gnangara Rd, Susan Rd, Russell Rd, Regency Ave, Kingsway to Kingsway Christian College.

Travelling from Kingsway Christian College

The bus departs from the bus stop opposite Kingsway Christian College after school and terminates at Whitfords Station, Stand 1 at 3:48pm.

Transperth Bus Route 372

Travelling to Kingsway Christian College

The bus departs from Mirrabooka Bus station at 8.05am via Finchley Cr / Redcliffe Av and arrives at Kingsway Christian College at 8.33am.

Travelling **from** Kingsway Christian College:

The bus departs from the bus stop opposite Kingsway Christian College after school at 3.30pm and terminates at Mirrabooka Bus Station, at 4.02pm.

Transperth Bus Route 450

Travelling to Kingsway Christian College

The bus departs from Warwick Train Station at 8.29am via Beach Road, Wanneroo Road, Kingsway to Kingsway Christian College.

Travelling from Kingsway Christian College

The bus departs from the bus stop opposite Kingsway Christian College at 3.34pm and terminates at Warwick Station at 3.54pm.

Ticket Purchase / Payment

Payment is made directly to the bus driver. Please ensure that your children have the correct change or are carrying their SmartRider pass.

For more information on how to get to the College by bus please visit [the Transperth website](#)

SmartRider information

SmartRider is Transperth's electronic ticketing system which offers a cash free method of payment for travel. Students can only access the student concession fare by using their SmartRider. An application can be obtained either from the Transperth website or the College Administration. Once the application is complete it has to be authorised by the College Administration and posted to Monitor WA.

CAFÉ

Please note that Eftpos facilities are now available in the Café.

The café facility is available daily for all students to order lunches or to purchase morning tea items. Early Learning students are required to place their lunch order in the order basket in their classroom. Upper Primary and Secondary students may order their lunch at the café before school commences. No lunch orders will be taken at recess. The café menu can be accessed on the College website at

CAFÉ SUPERVISOR

College Chef

Mr Nigel Sweeney

Contact – 9302 8777



[Café - Kingsway Christian College](#) Kingsway Christian College café is Online! You can order your school lunches online and up to two weeks in advance. Recess items are still sold over the counter at the school café itself. **To register:**

Please visit the website <https://quickcliq.com.au/>

- Sign up by selecting the **Register** tab and completing the online Registration Form and entering your contact details - user name and password. (You must have a valid email address when signing up).
- A confirmation will be sent to your email of your acceptance of registration.

- **Log In** using your email and password via the website. Once logged in you will need to add your child/children to the account. Select children at the top right of the page and fill out the details for your child in the box. Select Kingsway Christian College WA from the drop-down list of schools.
- Add credit to your account by selecting the **Add Credit** tab on the **Home Page**. You have three options when adding credit, Credit Card, PayPal or Direct Deposit. (The website has an SSL certificate which is guaranteed security for your financial transactions).

You are ready to start ordering! If you require help, you can call the Online Café Team **1300 116 637** or send an email to <https://www.quickcliq.com.au/contact>

CAREERS ADVISOR

The VET Coordinator / Careers Advisor is Mr Newland. Services that are available include a one-on-one interview with students on request and also with the whole Year 10 cohort. Year 10s complete the Career Voyage online assessment to assist them in career choices and ultimately with their subject choices for Years 11 and 12. The results of this will be discussed with them and guardians will be informed. Information regarding the different careers and tertiary institutions (TAFE and Universities) will also be available.

VET Coordinator / Careers Advisor

Mr J Newland

Email: Joshua.Newland@kcc.wa.edu.au

Phone: 08 9302 8777

CHAPLAINS

The College Chaplains provide pastoral care support for all members of the College community. Referrals for students to engage in formal one to one pastoral care appointments come via teachers, guardians or the students themselves.

College Chaplains

Ms Linley Pittard Linley.Pittard@kcc.wa.edu.au

Mr Ashley Smith Ashley.Smith@kcc.wa.edu.au

COLLEGE COLOURS

- Colours are awarded at the conclusion of term 4.
- Nominations are received by the staff coordinating each area by Week 6 of Terms 2 and 4.
- These nominations are brought to the Secondary Management Team for discussion in Week 7 of term 4.
- Each nomination is briefly presented to the committee
- A decision is made on each nomination.
- Students receiving an award will be informed. Any student who has nominated themselves to a staff member would also need to be informed if they have been unsuccessful.

Please refer to the College Colours Policy for the criteria for each area that colours are awarded in.

COLLEGE NEWSLETTER

The College newsletter is sent out via email usually every fortnight during each term. Guardians in the College will need to use the link below to subscribe to the e-newsletter. The Homestay family will be subscribed to the newsletter by the Enrolments Dept. Agents, parents and other interested stakeholders can subscribe as below:

<https://kingswaycc.schoolzineplus.com/subscribe>

COLLEGE RULES

Please check College website for updates. <https://www.kingsway.wa.edu.au>

1. Students must not interfere with anyone else's belongings or with anyone else's person. This applies to the property of the College and teachers as well as to that of the students.
2. Students must line up for class and may enter a classroom ONLY when a teacher is present.
3. Students must walk sensibly and courteously around the verandahs. NO RUNNING on the verandah is permitted.
4. Heaters, fans and air conditioners are to be switched on only by the teachers and under a teacher's instructions.
5. Visits to the toilet or the office etc. should be made DURING THE BREAKS provided. Classes are to be assembled ready to enter the rooms when the bell for the start of class sounds.
6. Students must arrange books for the following classes during the breaks provided. When changing rooms at the end of the period, students must move quickly and quietly between classes.
7. The café is an out of bounds area to all students during and/or between periods unless specific permission is given by a teacher.
8. Students must not leave the school grounds without the permission of a teacher.
9. Teachers' offices are out of bounds to all students unless under supervision of a responsible staff member
10. When students are given a detention or yard duty, they must arrive promptly at the requested time.
11. Students must NOT take food onto the oval at any time.
12. Students must NOT take food into the gymnasium at any time.
13. Students must NOT take a shortcut through the gymnasium to get to their required rooms.
14. Ball games may ONLY be played on the oval, NOT in the courtyards or around the classrooms.
15. No chewing gum is allowed in the College at ANY time.
16. Any visitors to the school must come to the school via the Reception area and obtain a visitor's pass from the Front Reception which must be worn while the visitor is on the school grounds.
17. Any student who is out of school uniform must report to Heads of Students at the start of the Form period to obtain a Uniform Pass which must be carried all day.
18. Courtesy and respect must be shown at all times to other students, staff and visitors to the College. Discourteous language will incur an automatic suspension.
19. Students arriving late to school must IMMEDIATELY report to Front Reception to record their arrival and obtain a late note.
20. Students leaving school early must sign out at Reception before they leave. They MUST either present a note explaining their early departure or be signed out by a parent or guardian.
21. Students who feel ill must see the nurse and parents will be contacted.
22. No mobile phones are to be used on the College premises. Students may use the telephone at Reception with permission.
23. Students may not attend class out of uniform.

COLLEGE HOURS

OFFICE

The College Office is open daily from 8.00am - 4.00pm.

Guardians please note that the College is officially open for students 20 minutes prior to class commencing each day and 15 minutes after the last class of the day. Students are supervised during these times only.

Time	Primary (Kindergarten to Year 6)	Secondary (Y 7-12)
School Commences	8.50am	8.50am
Morning Recess	10.20 – 10.40am	10.20 – 10.40am
Lunch	12.00 – 12.40pm	12.40 – 1.20pm
Afternoon Recess	2.00 – 2.10pm	n/a
School Finishes	3.20pm	3.20pm

It is the responsibility of guardians to ensure that children arrive and leave the campus within 15 minutes of start and finish times. Guardians must inform the College in writing prior to the event if these times cannot be adhered to. There may be no one to supervise children at the campus before the set time and therefore the College cannot accept responsibility for children dropped off early or picked up late.

Kindergarten and Pre-Primary open their doors at 8.40 to allow for guardians to spend some time before school starts each morning. All other classes will remain closed until school starts, unless opened earlier at teacher's discretion.

COMPLAINTS AND APPEALS POLICY

(See also procedure Flow Chart on page 91)

Purpose

- a) The purpose of Kingsway Christian College's Complaints and Appeals Policy is to provide a student with the opportunity to access procedures to facilitate the resolution of a dispute or complaint.
- b) The internal complaints and appeals processes are conciliatory and non-legal.

Complaints against other students

- c) Grievances brought by a student against another student will be dealt with under the College's Behaviour Policy/Code of Conduct.

Informal Complaints Resolution

- d) In the first instance, Kingsway Christian College requests there is an attempt to informally resolve the issue through mediation/informal resolution of the complaint.
- e) Students should contact their Form teacher in the first instance to attempt mediation/informal resolution of the complaint.

- f) If the matter cannot be resolved through mediation, the matter will be referred to the Head of Students and Kingsway Christian College's internal formal complaints and appeals handling procedure will be followed.

Formal Complaints Handling Procedure

- g) The process of this grievance procedure is confidential and any complaints or appeals are a matter between the parties concerned and those directly involved in the complaints handling process.
- h) The student must notify the College in writing of the nature and details of the complaint or appeal.
- i) Written complaints or appeals are to be lodged with the Head of Students and copied to the Principal.
- j) Where the internal complaints and appeals process is being accessed because the student has received notice by the school that the school intends to report him/her for unsatisfactory course attendance, unsatisfactory course progress or suspension or cancellation of enrolment, the student has 20 days from the date of notification in which to lodge a written appeal.
- k) Internal complaints and appeals processes are available to students at no cost.
- l) Each complainant has the opportunity to present his/her case to the Principal.
- m) Students may be accompanied and assisted by a support person at all relevant meetings.
- n) The formal grievance process will commence within 10 working days of the lodgement of the complaint or appeal with the Principal.
- o) Once the Principal has come to a decision regarding the complaint or appeal, the student will be informed in writing of the outcome and the reasons for the outcome.
- p) If the grievance procedure finds in favour of the student, Kingsway Christian College will immediately implement the decision and any corrective and preventative action required.
- q) Kingsway Christian College undertakes to finalise all grievance procedures within ten working days.
- r) For the duration of the appeals process, the student is required to maintain enrolment and attendance at all classes as normal.

Independent Investigator

- s) In the event a dispute is not resolved to the satisfaction of either the Kingsway Christian Education Association Inc. (KCEA Inc.) or the student, an independent investigator will be engaged by either the Association representatives or by the student to assist in bringing amicable resolution to a complaint.

External Appeals Process

- t) If the complaints procedure does not find in favour of the student or the student is dissatisfied with the result of the complaints procedure, he/she will be informed of the external complaints and appeals process available to them at minimal or no cost.

- u) The external body used for Kingsway Christian College's external complaints and appeals processes is Ombudsman.

Contact Details: Website: <https://www.ombudsman.wa.gov.au/>

Email mail@ombudsman.wa.gov.au

Phone: 08 9220 7555

Fax: 08 9220 7500

Postal: Ombudsman Western Australia

PO Box Z5386

St Georges Terrace

PERTH WA 6831

Definitions

- v) Working Day – *any day other than a Saturday, Sunday or public holiday during term time.*
- w) Student – *a student enrolled at Kingsway Christian College or the parent(s)/legal guardian of a student where that student is under 18 years of age.*
- x) Support person – *a friend/teacher/relative not involved in the grievance.* Lawyers and/or education agents are not acceptable support persons at this stage of the complaints handling process.

CONTACT PERSONS FOR STUDENT LIAISON

7 – 8 Head of Students Mr David Ruck Email: Dave.Ruck@kcc.wa.edu.au	Year 9 – 10 Head of Students Mr Matthew Elliott Email: Matt.Elliott@kcc.wa.edu.au
Year 11 – 12 Head of Students Main International Student Coordinator Mrs Carin Havinga Email: Carin.Havinga@kcc.wa.edu.au	

Phone: 08 9302 8777

Emergency After Hours Contact Number: 0449 258 504

COURSE CREDIT

Kingsway Christian College will assess all applications for entry into the School. Course credit may only be offered as outlined below.

- For students transferring from interstate up to Year 10, the school does not offer course credit and entry into any course is subject to the assessment of the school.
- For students transferring from interstate in Year 11 and the beginning of Year 12, the student may receive course credit for units completed based on evidence provided of studies undertaken under the relevant state or territory curriculum assessment authority or nationally accredited Framework.
- If the College grants a course credit to an overseas student that reduces the overseas student's course length, we will give a written record of the decision to the overseas student to accept and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.
- The College will report any change in course duration in PRISMS if recognition of prior learning (RPL), or course credit is granted after the overseas student's visa is granted and will ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course.

COURSE PROGRESS

- The College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.
- The Course progress of all students will be assessed at the end of each semester of enrolment.
- Students who have begun part way through a Semester will be assessed after one full period of attendance.
- To demonstrate satisfactory course progress students will need to achieve competency in at least 5 units in any one study period (Term/Semester).

- If a student does not achieve competency in assignments (less than 50%) then the teacher should advise the Head of Learning Area and send a note of advice to parents.
- If a student does not achieve competency in at least 50% of units studied in an assessment period, an interview will be requested by the teacher/Head of Learning Area.
- If a student does not meet the unit requirements the teacher will, in liaison with the Head of Learning Area and Head of Students, develop an intervention strategy for academic improvement including:
 - 1) Additional supervised study periods
 - 2) Regular tutorial assistance
 - 3) Other intervention strategies as deemed necessary
- In the case of International students, the teacher must advise the relevant Head of Students to develop intervention strategies.

It is the student's responsibility:

- To attend regularly, be punctual and participate in class activities (a student who is absent for five periods/days or more per term is deemed to be at risk).
- Complete the prescribed work requirements by providing evidence of achievement in each course by the due date.
- To perform all assessment tasks described in the scheme of assessment.
- To maintain up to date subject files/portfolios which reflect all class activities, assessment tasks and examination outcomes. This is particularly important for Senior School students for moderation visits and small group moderation activities.
- Initiate contact with teachers concerning absence from class, missed assessments, sickness and misadventure requests and other issues pertaining to assessment.

DEFERING, SUSPENDING OR CANCELLING ENROLMENT

- 1) **Deferment of commencement of study requested by student**
 - a) Kingsway Christian College will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
 - i) Illness, where a medical certificate states that the student was unable to attend classes.
 - ii) Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided).
 - iii) Major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies.
 - iv) A traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports).
 - b) The final decision for assessing and granting a deferment of commencement of studies lies with the Principal.

- c) Deferment will be recorded on PRISMS depending on the students CoE status.
 - d) A deferment can only be granted up to a maximum of six months.
- 2) Suspension of study requested by student**
- a) Once the student has commenced the course, Kingsway Christian College will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to;
 - i) Illness, where a medical certificate states that the student was unable to attend classes.
 - ii) Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided).
 - iii) Major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies.
 - iv) A traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports).
 - b) Suspensions will be recorded on PRISMS.
 - c) The period of suspension will not be included in attendance calculations.
 - d) The final decision for assessing and granting a suspension of studies lies with the Principal.
- 3) Assessing requests for deferment or suspension of studies**
- a) Applications will be assessed on merit by the Principal.
 - b) All applications for deferment or suspension will be considered within five working days.
- 4) Cancellation of enrolment**
- a) Kingsway Christian College will cancel the enrolment of a student under the following conditions:
 - i) Failure to pay course fees
 - ii) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
 - iii) Any behaviour identified as resulting in cancellation of enrolment in Kingsway Christian College's Behaviour Management Policy.
 - iv) Enrolment has been granted based on false, incorrect or misleading information. Such incidents are regarded as a serious breach of College rules.
 - b) Kingsway Christian College is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to Department of Home Affairs which will result in automatic cancellation.
- 5) Complaints and Appeals**
- a) Student requested deferment and suspension are not subject to Kingsway Christian College's Complaints and Appeals Policy.

- b) Exclusion from class is subject to Kingsway Christian College's Complaints and Appeals Policy.
- c) School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation is subject to Kingsway Christian College's Complaints and Appeals Policy.
- d) For the duration of the appeals process, the student is required to maintain enrolment and attendance at all classes as normal. The relevant Head of Students will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- e) If students access Kingsway Christian College's complaints and appeals process regarding a school initiated suspension, where the suspension is recorded in PRISMS, or cancellation, the suspension or cancellation will not be reported in PRISMS until the complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply.
- f) Extenuating circumstances include;
 - i) The student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age).
 - ii) The student is missing.
 - iii) The student has medical concerns or severe depression or psychological issues which lead the school to fear for the student's wellbeing.
 - iv) The student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others;
 - v) Is at risk of committing a criminal offence, or;
 - vi) The student is the subject of investigation relating to criminal matters.
- g) The use of extenuating circumstances by Kingsway Christian College to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.
- h) The final decision for evaluating extenuating circumstances lies with the Principal.

6) Student Advice

- a) Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students will be informed to contact the Department of Home Affairs for advice.

7) Definitions

- a) Day – any day including weekends and public holidays in or out of term time.

Application for Deferment of Commencement or Suspension of Studies

Please read the attached Deferment, Suspension and Cancellation Policy before filling out this form to see if you meet the requirements to be granted a deferment of commencement or suspension of studies.

Student name:

Form Class:

Current Address in Australia:

Address in home country:

Phone No:

Mobile No.:

Email address:

I am applying for

A deferment of commencement of studies

A suspension of studies

Please state why you wish to defer/suspend your studies.

Attachments:

Attach any relevant supporting documentation.

This form will be assessed once all documentation has been received. The school may ask for more documentation if required. Applications are usually processed within three working days.

Deferment and suspension of enrolment can have an effect on a student’s visa as a result of changes to enrolment status. Please contact the Department of Home Affairs on 131 881 or contact their local office to see if this will affect you. <https://immi.homeaffairs.gov.au/>

Students who have not yet commenced their studies at Kingsway Christian College will also need to contact Department Of Home Affairs in case there is any effect on their student visa as a result of changes to enrolment or CoE status.

Student signature

Date

STUDENT TRANSFER REQUEST ASSESSMENT POLICY

- 1) Overseas students are restricted from transferring from their prime course of study for a period of six months. This restriction also applies to any course(s) packaged with their main course of study.
- 2) Students can apply for a letter of release at no cost to enable them to transfer to another education provider.
- 3) Kingsway Christian College will only provide a letter of release to students in the first six months of their prime course in the following circumstances:
 - a) The student has changed welfare and accommodation arrangements and is no longer within a reasonable travelling time of the school.
 - b) It has been agreed by the school the student would be better placed in a course that is not available at Kingsway Christian College.
 - c) Any other reason stated in the policies of Kingsway Christian College.
- 4) Kingsway Christian College will NOT provide a letter of release to students in the first six months of their main course in the following circumstances:
 - a) The student's progress is likely to be academically disadvantaged.
 - b) Kingsway Christian College is concerned that the student's application to transfer is a consequence of the adverse influence of another party.
- 5) In order to apply for a letter of release, students must have a letter from the receiving provider that a valid offer of enrolment has been made.
- 6) Students under 18 years of age MUST also have;
 - a) Written evidence that the student's parent(s)/legal guardian supports the transfer.
 - b) Written confirmation that the new provider will accept responsibility for approving the student's accommodation, support, and general welfare arrangements where the student is not living with a parent(s)/legal guardian or a suitable nominated relative.
 - c) Evidence that the student is always in Department Of Home Affairs approved welfare and accommodation arrangements.
- 7) All applications for transfer will be considered within ten working days and the applicant notified of the decision.
- 8) Students whose request for transfer has been refused may appeal the decision in accordance with Kingsway Christian College's complaints and appeals policy. The complaints and appeals policy is available in this International Student handbook. Where an application for release has been refused, Kingsway Christian College will provide reasons in writing for the refusal.

REFUND POLICY

The Refund Policy for International Students enrolled at Kingsway Christian College is in accordance with the minimum specifications set by the Department of Education, as set out below.

REFUND TABLE		
Reason for Refund	Notification Period	Refund
Student's Application for a visa unsuccessful.	There is no timeframe for you to apply for a refund if your visa application is unsuccessful.	Full refund (less \$250 for administrative expenses).
Student with a visa withdraws.	More than 10 weeks before semester/education service commences.	Full refund (less maximum of 10% or \$1000, whichever is the lesser, for administrative expenses).
	More than 4 weeks and up to 10 weeks before semester/education service commences.	70% of a semester's fee (less maximum of 10% or \$1000, whichever is the lesser, for administrative expenses).
	4 weeks or less before semester/education service commences.	40% of a semester's fees (less maximum of 10% or \$1000, whichever is the lesser, for administrative expenses).
	During the first 4 weeks of semester/education service commencement.	20% of a semester's fees (less maximum of 10% or \$1000, whichever is the lesser, for administrative expenses).
	After the fourth week of the semester/education service.	No refund available.
If Kingsway Christian College withdraws an enrolment offer to a student, or terminates an education course.	Before semester/education service commences.	Full refund (less maximum of \$250 for administrative expenses, unless offer had been based on incorrect information from the student, then Kingsway Christian College can retain up to \$600).
	After semester/education service commences.	Refund on a pro-rata basis (less maximum of \$250 for administrative expenses, unless offer had been based

		on incorrect information from the student, then Kingsway Christian College can retain up to \$600).
If Kingsway Christian College withdraws a student from an education course because the student has seriously breached international student visa conditions, or the College rules.	After semester/education service commences.	No refund of the semester's fee and not less than 40% of fees applicable to a subsequent semester*
<p><i>*This applies to a maximum of two semesters only. For example, a student who has paid for more than two semesters in advance and withdraws during semester 1, more than four weeks before the commencement of semester 2, would expect no refund of semester 1 fees, at least 40% of semester 2 fees and full refund of fees paid for any subsequent semester.</i></p>		

- 1) This refund policy applies to all course monies paid to the school and includes any course monies paid to an education agent to be remitted to the school.
- 2) Fees for services paid to education agents by students (or parent(s)/legal guardian if the student is under 18) are not covered by this refund policy.
- 3) The application fee is non-refundable.
- 4) Payment of Course Fees and Refunds
 - a. Fees are payable one semester (6 months) in advance on or before the due date of the relevant invoice.
 - b. All fees must be paid in Australian dollars.
 - c. If the student changes visa status (e.g. becomes a temporary or permanent resident) he/she will continue to pay full overseas student's fees for the duration of that semester.
 - d. Refunds will be reimbursed in Australian dollars and the payment sent to the applicant's home country or agent unless otherwise requested in writing.
 - e. Refunds will be paid to the person who enters into the written agreement unless the school receives written advice from the person who enters the written agreement to pay the refund to someone else.
- 5) All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Director of Community Engagement.
- 6) Unsuccessful Enrolment/Visa Rejection
 - a. The school will refund within four weeks all course monies paid where the student's application for enrolment is refused by the school. [Applicable only if payment of fees has accompanied the application/enrolment form and lodgement of the written agreement.]
 - b. The school will refund within four weeks all course monies paid where the student produces evidence that the application made by the student for a student visa has been rejected by the Australian immigration authorities.

7) Student Default

- a. Refunds for student default apply to tuition fees only. Course monies (excluding tuition fees) will be refunded on a pro rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment on behalf of the student has been made.
- b. If the student does not provide written notice of withdrawal and does not start the course on the agreed starting date, only one term's (or ten weeks) tuition fees will be refunded from the semester's tuition fee.
- c. The school will refund within four weeks of the receipt of written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18) tuition fees paid by or on behalf of the student, less the amounts to be retained as agreed and detailed below.
 - i. If written notice is received up to four weeks prior to commencement of the course, the school will be entitled to retain an administration fee of 10% of the annual tuition fee.
 - ii. If written notice is received less than four weeks prior to commencement of the course 70% of the tuition fee will be refunded.
 - iii. If written notice is received within six months of the commencement date of the student's course, only one term's (or ten weeks) tuition fees will be refunded from the annual tuition fee.
 - iv. If written notice is received more than six months after the commencement date of the student's course no refund of tuition fees will be made.
- d. No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons;
 - i. Failure to maintain satisfactory course progress (visa condition 8202)
 - ii. Failure to maintain satisfactory attendance (visa condition 8202)
 - iii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
 - iv. Failure to pay course fees
 - v. Any behaviour identified as resulting in enrolment cancellation in Kingsway Christian College's Behaviour Policy/Code of Conduct. This includes:
 - Physical violence
 - Wilful damage
 - Drug possession, use, distribution or selling in the College, at any College function or on College or public buses or transport (including on the way to and from the College).
 - Inappropriate use of the Internet and Intranet facilities in the College in line with the Information Technology Policy.
 - Ongoing disruption to the learning of others that places other students at academic risk.

- 8) School Default
 - a. If for any reason the school is unable to offer a course, a full refund of fees paid will be made within 14 days of the agreed starting day.
 - b. If for any reason the school is unable to continue offering a course after student commencement, a full refund of fees paid, including for the portion of the course already taught, will be made within 14 days of the day the course ceased to be delivered.
 - c. If the student chooses placement in an alternative course over a full refund, they (or their registered agent or guardian) have to sign a letter or form to that effect.
- 9) This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.
- 10) Definitions
 - a. *Course money* – – includes tuition fees and any amount the student (or their guardian or registered agent) has to pay in order to undertake the course.

CRISIS MANAGEMENT POLICY

While experiencing or witnessing highly traumatic events is still uncommon, they do occur. Such events can impact on the psychological wellbeing of students, staff and families, having an adverse influence in areas such as learning, occupational performance and family interactions. Kingsway Christian College is concerned to reduce the traumatic effects of crisis situations both in the short and longer terms. Kingsway Christian College shall ensure that adequate and appropriate measures are in place to manage the response to traumatic events, including:

1. The establishment of a comprehensive and integrated Crisis Management Plan and ensure that this is communicated to the College staff and is made available to parents on demand.
2. The assurance that there are appropriate organisational systems to allow prompt and effective response to a crisis situation.
3. The establishment and maintenance of liaison with appropriate community organizations (e.g. fire, police, hospital, SES, counselling services, churches) that may be involved in a response to a crisis situation.
4. Adequate in-servicing for staff, particularly those in leadership roles.
5. Ensuring that all students, staff and families have appropriate support, counselling and debriefing programs made available to them, should a crisis event occur in the context of College activities or where such an event has significant impact upon the College community.
6. The establishment of a Crisis Management Team.
7. The Crisis Management Plan addresses the four primary aspects of: Prevention, Preparation, Response and Recovery.
8. Appropriate evaluation of response to any accidents, regular review and maintenance of the Crisis Management Plan (annually), induction of new staff to procedures, and an ongoing commitment to remaining cognisant of current research and development in this area.

Response

The response to any traumatic event will be coordinated by the Crisis Management Response Team under the direction of the College Principal.

CRITICAL INCIDENT RESPONSE PLAN

Undertaken in order: (Any change to the order of the plan is undertaken by the Principal only)

1. Facilitator notified of critical incident.
2. Immediate Response Team meeting.
3. Notify DES.
4. Whole Staff Meeting to disseminate information and discuss protocol.
5. Dissemination of information to students.
6. Class group/Form group / Year groups / Groups of students from more than one year group.
7. Counselling.
8. Immediate Response Team meeting follow up (that day to evaluate and determine direction for the short and long term needs).
9. One week follow up meeting.
10. One month follow up meeting.

ROLES & RESPONSIBILITIES

PRINCIPAL (Facilitator)

- Appoint on-site coordinator.
- Consider media liaison. Instruct office staff.
- Contact appropriate Board personnel.
- Arrange Response Team Meeting.
- Obtain facts from family; prepare and present statement to whole staff.
- Determine family's wishes re. Funeral, memorial service, etc.
- Send a letter of condolence/card/flowers/notice.
- Give personal file to family.

ON SITE COORDINATOR (Dean of Secondary)

- Evacuate area if necessary.
- Liaise with services e.g. police.
- Arrange for accident site to be cleaned up if necessary.
- Keep Principal informed of developments.

COUNSELLING COORDINATOR (Chaplain)

- Address whole staff meeting informing staff of referral procedure for student counselling.
- Explain likely effects and provide photocopies of relevant information.
- Conduct one-week and one-month follow up for students and staff.
- Be available for ongoing counselling.
- Confirm responsibilities of members.
- Determine student population to be informed.
- Prepare time frame for dissemination of information.
- Determine referral procedure for counselling of students.
- Prepare formal statement for Form Teachers to read to form groups.
- Liaise with family.
- Have families of distressed students contacted.

ON SITE COUNSELLOR (in absence of school counsellor)

- Assume the role of counselling coordinator in absence of school counsellor.
- Be available for onsite counselling.
- Take note of others at risk.

LIAISON OFFICER (Associate Dean of Secondary)

- Organise whole Staff Meeting. Mark roll at Staff Meeting.
- Arrange year duties during staff meeting.
- Arrange photocopies of prepared statement for Form Teachers (as prepared by Response Team).
- Arrange for relief for counselling team members.
- Liaise with the schools of siblings.
- Have deceased name removed from registers, rolls, marks books, computer.
- Clearance procedure, including accounts.
- Call a Staff Meeting at end of the day.

ALL STAFF

- Take note of other students possible at risk. Inform Heads of students/Dean and Associate Dean of Primary.
- Be sensitive to curriculum content / exam questions.
- Be available for student support.
- Empty deceased's belongings for cupboards, boxes, collect bag or belongings
- Heads of Students & Chaplain to inform boyfriend/girlfriend and organise support.
- Heads of Students/Heads of Primary: Collect brief statement and personal items from teachers and compile a file of positive information (to Principal).
- Heads of Students/Heads of Primary: organise one-week and one-month follow up with Form Teachers/Class Teacher for student support.

POLICE

- Inform the next of kin in the event of death.

CRISIS MANAGEMENT RESPONSE TEAM

The Crisis Management Response Team will review procedures annually and ensure that staff are aware of protocol. Members of the team will hold significant roles in the Crisis Plan. The Team is made up of:

- Senior Leadership Team
- Chaplain
- Heads of Students in Secondary and Head of Areas in Primary

And at times may draw in church counsellors, psychologists, etc.

RESPONSE TEAM MEETING PROCEDURE

1. Confirm the responsibilities of each team member. Role statements from Crisis Management Plan document distributed to each member by Facilitator.
2. Prepare a formal statement for Form Teachers/Primary Teachers to read to form groups/classes. If any Form Teacher/Primary Teacher is uncomfortable reading this statement to the class, organise another person (Senior staff) to undertake this job.
3. Prepare a time frame for dissemination of information as per Critical Response Plan. Determine what help is needed and who will do 'what' and 'when'.
4. Determine student population to be informed.
5. Determine the referral procedure for counselling students.
 - a. Venue where students will be counselled.
 - b. Timetable of available counsellors.
 - c. Protocol for students unable to remain in class.

CONTACTS

Fire / Police / Ambulance	000
Instructions	<i>'Kingsway Christian College 157 Kingsway, Darch.'</i>
Joondalup Hospital	08 9400 9400
Warwick Police Station	08 9246 8333 or 131444
Kingsway Christian College	08 9302 8715
State Coordinator Community Engagement Division 08 9222 1063.	
Police Education Liaison Officer, Community Engagement Division: 9264 4531.	

College Board: [Governance - Kingsway Christian College](#)

Mr Rex Turton (Chair)
 Mr Zaun Bhana: (Deputy Chair)
 Mr Chris Schoeman – (Treasurer)
 Mrs Leila Enojas (Secretary)
 Mrs Rachel Mitchell (Member)
 Mr Matt Allison (Member)
 Mr Martin Chua (Member)
 Mr Vinh Nguyen (Member)
 Mr Brad Taylor (Member)
 Mr Peter Burton: (Principal)

Counselling and support:

Mr Graham Irvine (Counselling Coordinator) 08 9302 8777
 Ms Linley Pittard 08 9302 8777
 Mr Ashley Smith 08 9302 8777

DEPARTING AUSTRALIA – NOTICE TO GUARDIANS

You cannot leave Australia without the student for whom you are the guardian, unless you provide the Department of Home Affairs with evidence that:

- There are compassionate or compelling circumstances for you to leave the country

- You have made alternative arrangements for the student's accommodation, general welfare and support until your return.
- Note:** If the student is less than 18 years, the alternative arrangements must be approved by the Kingsway Christian College.

DISCIPLINE POLICY

Primary Discipline Policy

The Charter of Good Will is the central focus of discipline and self-discipline for each student of the College. Every student and teacher has a right to:

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

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

- Teachers showing genuine interest in each student in their care.
- Praise and encouragement is given.
- Physical awards are given through Merit Certificates, Prizes and Trophies.
- Acknowledgment to peers in class; at year level assemblies and whole school assemblies.

The end result is that students are being trained to be self-disciplined. They are taking responsibility for their own actions in a caring community. However, if a student is disruptive in a class they need to realise that not only are they disadvantaging themselves, but everyone else in the class as well. Every student has the right to the best possible education they can obtain at Kingsway Christian College.

Two systems of behaviour management exist at Kingsway Christian College, one for **'inside'** the classroom and a system for **'outside'** the classroom.

INSIDE

Any seen or perceived disruptive behaviour is dealt with using a procedure known as 'Canter'. That is, without a 'fuss' or even a verbal exchange, the Teacher **writes the name** of the disruptive student onto the whiteboard. This is their first warning. Further disruption by the same student will result in a **cross** placed next to their name. This is the second warning. If there is further disruption from the same student there is no need to tick their name again – the teacher then **sends him/her** to the Dean of Primary to be interviewed. Any "name & cross" on the whiteboard is removed after a half day period.

When a student is **sent out** the following occurs:

1. The student is sent to the Dean of Primary. (2 period detention)
2. At the conclusion of the lesson, or at a most convenient time on that day, the teacher concerned checks to see if the student has followed his/her instructions and lodges the details of the incident with the Primary Administration.

SUMMARY:

- 1st Time:** Verbal 'warning' by Dean of Primary. Parents advised in writing. (2 period detention)
- 2nd Time:** Letter sent home to parents indicating the student has been sent out of class on two occasions. Parent interview requested. (2 period detention)
- 3rd Time:** Letter sent home to parents indicating the student has been sent out of class on three occasions. (2 period detention) Parent interview requested. Additionally, the student will be sent to the College Chaplain for a friendly counselling visit
- 4th Time:** In-School suspension for one day (separate recess / lunch breaks - no contact with students). Additionally, the student will be sent to the College Chaplain for a friendly counselling visit.
- 5th Time:** At home suspension for one day. Parents are notified as soon as possible and asked to collect their child at their earliest convenience.
- 6th Time:** Withdrawal or permanent exclusion from College.

Automatic Send-Outs

A student may be sent out of class without warning for:

- a) Breach of safety (throwing an object, knocking student off a chair etc.)
- b) Physical abuse
- c) Verbal abuse of a teacher or student
- d) Misuse of computers

OUTSIDE

General Rule: The offending student is sent to the Primary Administration Office.

Note: They remain at the Office until otherwise informed.

They are interviewed by the Dean of Primary.

Guidelines:

Light offence: Dealt with by the teacher.

Moderate offence: Student sent to the administration office for recording of name. When a student has been sent to the office and their name recorded on 4 occasions for a moderate offence then on the 5th they are suspended from school for a day. If a student repeats this procedure 3 times in a year they are withdrawn or permanently excluded from the College. Each moderate offence also results in a detention.

Severe offence: The student is immediately sent to the Dean of Primary.
For severe offences a student is suspended immediately. If a student repeats this procedure 3 times in a year they are withdrawn or permanently excluded from the College.

Use or possession of illegal drugs/alcohol by a student is immediate withdrawal or exclusion from the College.

CYBER & OFF-CAMPUS BULLYING

The College will impose formal sanctions when any action that takes place off-campus causes, or threatens to cause substantial or material disruption, or interferes with the rights of a student to feel safe and secure.

This includes bullying that takes place in shopping centres, on public transport, in public open spaces, and in digital forms on the weekend. These sanctions may include suspension or exclusion from the College.

Note: To be read in conjunction with the College Bullying Prevention Policy.

INFRINGEMENTS

Infringements are received for behaviours that do not disturb another child's education and do not impose safety risks to other students. They operate to motivate students to modify those behaviours that interfere with the ethos, smooth running and/or appearance of the College. Examples of infringements include chewing gum, uniform infringements, diary not signed, littering etc.

If a student is continually being given infringements the following consequences apply:

- i. At 5 Infringements - letter sent home.
- ii. At 10 Infringements – ½ day in-school suspension.
- iii. At 15 Infringements – one day in-school suspension.
- iv. At 20 Infringements – one day at home suspension.
- v. At 25 Infringements – the student is withdrawn from the College.

All students commence a new academic year with a 'clean slate'.

Secondary Discipline Policy

The Charter of Good Will is the central focus of discipline and self-discipline for each student of the College. Every student and teacher has a right to:

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

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

- Teachers showing genuine interest in each student in their care.
- Praise and encouragement is given.
- Physical awards are given through Merit Certificates, Prizes and Trophies.
- Acknowledgment to peers in class; at year assemblies and whole school assemblies.

The end result is that students are being trained to be self-disciplined. They are taking responsibility for their own actions in a caring community. However, if a student is disruptive in a class they need to realise that not only are they disadvantaging themselves, but everyone else in the class as well. Every student has the right to the best possible education they can obtain at Kingsway Christian College.

Three components of behaviour management exist at Kingsway Christian College:

1) INFRINGEMENTS (visible in the student and parent portals)

Infringements are received for behaviours that do not disturb another child's education and do not impose safety risks to other students. All Kingsway staff attempt to modify student behaviour through a relational positive approach, but if that proves ineffective they will record minor breaches as infringements in order to make parents/guardians aware of these minor issues and ask for their support. It operates to motivate students to modify those behaviours that interfere with the ethos, smooth running and/or appearance of the College. Examples of infringements include chewing gum, uniform infringements, diary not signed, unexplained lateness to form class etc.) If a student is continually being given infringements the following consequences apply:

- i. At 5 Infringements – Verbal 'warning' by the HOS
- ii. At 10 Infringements – Parent notified by the HOS via a phone call or in a direct message through the parent portal. Student notified that further disruption will lead to suspensions.
- iii. At 15 Infringements – parents contacted by the DP via a phone call or in a direct message through the parent portal. A half-day in-school suspension
- iv. At 20 Infringements – parents contacted by the Deputy Principal and 1 Day at home suspension
- v. At 25 Infringements – Parents contacted by the Principal. The student is withdrawn from the College.

All students commence a new academic year with a 'clean slate'.

2) DISRUPTING THE LEARNING OF OTHERS

Any seen or perceived disruptive behaviour is dealt with using a procedure known as 'Canter'. A student who is disrupting the learning of others is verbally warned by the teacher and informed that if they don't stop the disruptive behaviour that they will get their name on the board. If the student doesn't respond and comply with their teacher's instructions, without a 'fuss' or necessarily a verbal exchange, the Teacher **writes the name** of the disruptive student on to the whiteboard. This is their first warning. The student will also be moved to another location in the classroom if possible to allow them to "reset". The same process is followed if disruption by the same student occurs, and a **cross is** placed next to their name. This is the second warning. If there is further disruption from the same student there is no need to tick their name again – the teacher then **sends him/her** to the Administration Office. Consequences for disrupting other students learning to the point where an "I-send-out" is issued, are as follows:

- | | |
|-----------------------------|--|
| 1st Time: | Verbal 'warning' by the HOS |
| 2nd Time: | Parent notified by the HOS via a phone call or in a direct message through the parent portal. Student notified that further disruption will lead to suspensions. |
| 3rd Time: | Parents contacted by the Dean of Secondary via a phone call or in a direct message through the parent portal. A half-day in-school suspension. |
| 4th Time: | Parents contacted by the Dean of Secondary. Suspension at home for one day with a warning that another I-send-out would lead to exclusion from the College |
| 5th Time: | Parents contacted by the Principal. Withdrawal or permanent exclusion from College. |

Automatic Send-Outs

A student may be sent out of class without warning for:

- a) Breach of safety.
- b) Physical abuse.
- c) Verbal abuse of a teacher or student.
- d) Misuse of computers.
- e) Any serious misbehaviour disrupting other students learning.

3) OUTSIDE CLASSROOM INCIDENTS

General Rule: The offending student is sent to the Administration Office if a teacher who is made aware of the incident is unable to resolve the matter.

Note: Students remain at the Administration Office until interviewed by a member of the Pastoral care team.

Guidelines:

Light offence: Dealt with by the teacher or the HOS.

Serious offence: The student is immediately sent to the Administration Office. If a student repeats this procedure 3 times in a year they are withdrawn or permanently excluded from the College. Parents are notified each time and suspensions are issued each time.

Severe offences: The student is suspended immediately and can be excluded from the College on the first or second offence.

Use or possession of illegal drugs by a student is immediate withdrawal or exclusion from the College.

CYBER & OFF-CAMPUS BULLYING

The College will impose formal sanctions when any action that takes place off-campus that causes, or threatens to cause substantial or material disruption, or interferes with the rights of a student to feel safe and secure. This includes bullying that takes place in shopping centres, on public transport, in public open spaces, and in digital forms on the weekend. These sanctions may include suspension or exclusion from the College.

Note: To be read in conjunction with the College Bullying Prevention Policy.

EMERGENCY SERVICES CADETS

Our vision is to provide students with practical life skills, develop leadership, teamwork and initiative skills and foster qualities of community responsibility and service. If you want to know more have a look on the College website under each area. These areas are growing each year and are designed to cater for everyone to be involved, not just an exclusive few. As part of the Cadets WA Programme, the Emergency Services Cadets were established to provide an opportunity for young people in Secondary School to participate in interesting and challenging structured training. This training provides practical life skills, develops leadership, teamwork and initiative skills and fosters qualities of community responsibility and service.

TRAINING

Emergency Services Cadets undertake core-training modules and support these with an extensive range of electives.

CORE MODULES INCLUDE	ELECTIVES CAN INCLUDE
First Aid	Search and rescue techniques
Radio courses	Abseiling
Fire safety and basic fire fighting	Boat and water safety
Rescue techniques	Driver and RST education
Navigation and bush craft	Advanced Communication
Drill and ceremonial	SCUBA diving

UNIFORMS

Uniforms are provided on a loan basis, to all Emergency Service Cadets and cadets are given training on the care and maintenance of those uniforms.

PROGRAMME

All cadets are expected to attend a weekly training session held on **Mondays** from 3.30pm to 5.30pm. The weekly programme will generally contain three components:

- 1) Unit Parade.
- 2) A lesson or educational experience.
- 3) Team building games.

Water-based activities are offered from time to time dependent on the weather. All cadets are scheduled on a platoon basis to go on the cadet boat, leaving 15h30 and returning to the College by 18h00. A scuba diving programme is offered in partnership with an accredited Diving Training Centre. Cadets can do Open Water 1, Advanced Open Water, and specialised diving courses at a reduced price by being involved in the cadet programme. A recreational skipper's ticket qualification is also offered to cadets at a reduced rate. Cadets may take part in the Leeuwin Youth voyages programme (more info available at www.sailleeuwin.com). Any enquiries regarding this specialised programme can be addressed to cadets@kcc.wa.edu.au.

Cadets will also have the opportunity to attend several camps per year. This gives all cadets the opportunity to put into practice the skills they have learned throughout the programme.

COSTS

The Office of Youth Affairs funds the cadets and therefore there is no regular cost to the cadet or parent/guardian. Generally we ask a 50% contribution from parents towards the actual costs of activities. This allows us to offer a rich variety of cadet activities throughout the year.

CONTACT: cadets@kcc.wa.edu.au

EXTRA CURRICULAR ACTIVITIES

SPORT

After school sport is an excellent way for students to build on and make new relationships with their peers. The experiences and opportunities of being part of a team during after-school sports are priceless. Many past students come back and say that is what they miss the most about their life at Kingsway. With a little time management and discipline there are enough hours in the day for homework, study, family, church, work and after-school sport.

PRIMARY SPORT

After school sport is an excellent way to build on and make new relationships with your peers. The experiences and opportunities of being part of a team during after school sports is of great value.

Kingsway is also heavily involved in interschool sport competitions and there are opportunities for students to try out and represent Kingsway in a number of different sports throughout the year. We believe in keeping students active whilst playing with their peers and developing a love for sport.

After school sport is an excellent way to build on and make new relationships with your peers. The experiences and opportunities of being part of a team during after school sports are priceless.

Interschool Sporting Programme

Kingsway Christian College provides many opportunities for students to participate and compete in a variety of different sporting activities. The College continues to maintain sporting links with other schools and combines with them for extra-curricular activities. Kingsway Primary is a member of NIPSSA, Northern Independent Primary Schools Sport Association.

Regular Sporting events are:

Term 1:

UP Swimming Carnival
 Summer Lightning Carnival Year 5 & 6
 NIPSSA Interschool Swimming Carnival

Term 2:

Winter Lightning Carnival Year 5 & 6
 Year 3-6 Cross Country
 NIPSSA Interschool Cross Country Carnival

Term 3:

UP Athletics Carnival
 State Cross Country

Term 4:

NIPSSA Interschool Athletics Carnival
 Nitro Team Challenge
 Junior Primary Athletics Carnival

Dates for these are publicised in newsletters and through the College calendar on Parent Lounge and are accessible the new College app (Orbit).

SECONDARY SPORT

Throughout the year there will be many opportunities for students to try out and represent Kingsway in a number of different sporting teams and carnival squads. In addition to NWAS (North Western Associated Schools – a sub-association of the ACC) teams, there are also other opportunities that arise throughout the year. NWAS sport is conducted over first semester, with students playing a number of neighbouring schools. Some of the sports on offer are:

- Athletics
- Basketball
- Cross Country Running
- Netball
- Touch Rugby
- Badminton
- Cricket
- Hockey
- Soccer
- Swimming
- Ultimate Frisbee
- Indoor Beach Volleyball
- Golf (Primary club)

UNIFORM EXPECTATIONS

Kingsway students will use two PE uniforms during their time at the College. They will use the College Sport polo for all regular HPE classes on campus and for Interschool carnivals, competitions and off campus excursions. They will use their House Polo (a coloured polo that matches their House faction) for all Interhouse events. Bathers – Secondary students at Kingsway are required to wear College bathers for all aquatic based events. This includes the College rash vest. Activities include, but are not limited to; swimming carnivals, Sport and Recreation classes, HPE swimming classes, year-based camps and end-of-year aquatic activities.

KCC GYM CLUB (SECONDARY)

The complete health and fitness of our students is of paramount concern for the Health and Physical Education Department. We are proud of the **Kingsway Christian College Fitness Centre** which is open for our College community to join and continue to learn about and actively implement lifestyle choices that impact life both now and for the future. The current position on youth strength training is that a properly designed and supervised programme is safe and can help to increase strength, prevent injury, and enhance motor skills and performance.

MUSIC

Kingsway is proud to have a wide arrange of ensembles for students to participate in. These ensembles involve students from as young as Year 3 up to Year 12. A strong and vibrant Primary music programme prepares students for the Secondary College Ensembles which include a wide range of choices for students to choose from. Students enrolled in the instrumental programme at Kingsway are required to participate in one or more of these ensembles and in some cases, on more than one instrument. Students who learn an instrument outside of school hours are encouraged to enquire about joining one of these ensembles. There are expectations that all students involved adhere to the standard behavior, punctuality and attendance policies. Various concerts and public performances will be scheduled throughout the year. Students and parents are expected to be available for these. Extended family and friends are also encouraged to attend. The benefits of being involved in the Music extra-curricular ensembles are second to none, with students not only improving and developing their musical skills, but the wonderful memories and social aspects

which stay for a lifetime. The ensembles on offer this year (with rehearsal days to be confirmed) are as follows:

Senior Band entry this year will be by audition and/or invitation. Music skills can be high in all ages, therefore any advanced Primary Student may be invited to audition for some of the Senior Bands. Any enquiries regarding music can be addressed to: music@kcc.wa.edu.au

KCC Worship Band (Years 7 – 12)
KCC Senior Concert Band (Years 7-12)
KCC Swing Band (7 – 12)
Senior Strings Ensemble (Years 7 – 12)
Junior Strings Ensemble (Years 1 – 6)
Secondary Vocal Ensemble (Yrs 7-12)
KCC Training Band (Year 5)
KCC Junior Concert band (Years 6-9)
Primary Junior Choir (3-4)
Primary Senior Choir (5-6)
Orchestra
Clarinet Quartet/Ensemble
Flute Quartet/Ensemble

FEES

All fees, charges and costs associated with the enrolment of an International Student are subject to change from time to time, as endorsed by the Kingsway Christian Education Association (Inc.) which is the Governing Body of Kingsway Christian College. The fees are contained within your Written Agreement and can also be found on our website under the Enrolments tab or ask for a copy at the Enrolments Office.

APPLICATION FEE

A non-refundable application fee of \$250 must accompany an application for enrolment of an International Student. Fee information is included in the Written Agreement and is also on the College website <https://www.kingsway.wa.edu.au/enrolments/international-students/>

PAYMENT OF ACCOUNTS

International student accounts can be paid EITHER:

(a) In full for the year, upon receipt of the Invoice forwarded to parents /agents with the Letter of Offer of a position,

OR:

(b) Two instalments: Half yearly in advance upon receipt of an invoice.

1st instalment by the due date but not later than 30 November in the preceding year; and 2nd instalment by the last day in Term 1, date to be determined according to the official College calendar.

(c) For a new student commencing, payment of at least the first instalment as set out in the Letter of Offer, must be received before a Confirmation of Enrolment letter will be processed with the Department of Home Affairs;

(d) For a continuing student, payment of at least the 1st instalment must be made by 30 November for the following year's fees. Failure to make this payment is likely to result in the enrolment being cancelled for the following academic year.

(e) Fees may be paid by:

MasterCard, or Visa;

OR

Bank Draft in Australian Dollars to Bank Draft made payable to "KCEA Inc. Overseas Student Trust Account", and posted to

Accounts

Kingsway Christian College,

157 Kingsway,

Darch 6065

Western Australia;

OR

Telegraphic transfer, attention 'KCEA Inc. Overseas Student Trust Account'

BSB Number: 036237 Account Number: 35 4506 Westpac Bank, Swift Code: **WPACAU25**

Shop 2, Woodvale Boulevard Shopping Centre, Whitfords Avenue, Woodvale 6026, West Australia.

NOTE: Please ensure you quote your family & student name when making a payment.

CONCESSIONS ON TUITION FEES (ONLY)

A reduction of 7.5% will be made for the 2nd child in a family, and a 10% reduction for a 3rd child in a family. Concessions are forfeited if fees are overdue.

CANCELLATION OF ENROLMENT

The school reserves the right to cancel a student enrolment when fees are unpaid.

WITHDRAWAL OF A STUDENT

A semester's notice (two terms) in writing addressed to the Enrolment Officer must be given prior to cancelling an enrolment. Failure to give this notice will result in a financial penalty in accordance with the Refund Policy described below.

Verbal notice is not accepted. Written notice should be sent addressed to:

Attention: Enrolments Officer

Kingsway Christian College
 157 Kingsway
 DARCH WA 6065

The College tuition fees are contained within the Written Agreement and can be accessed from the College website by using the follow link <https://www.kingsway.wa.edu.au/enrolments/international-students/>. It is important to note that fees are reviewed annually and generally increase in line with inflation (CPI).

HEALTH AND PHYSICAL EDUCATION

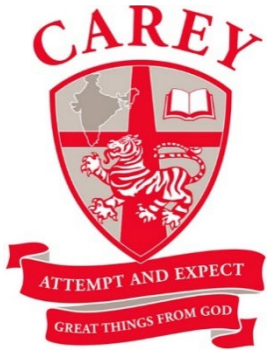
The physical fitness and health of students is considered to be an essential part of the education programme offered by the College. Health and Physical Education provides students with both an understanding of health issues and the skills needed for confident participation in sport and recreational activities. This enables students to make responsible decisions about health and physical activity and to promote their own and others health and well-being.

Our programme at Kingsway Christian College endeavours to expose students to a number of relevant sports during lower school, which potentially increases the chance of any given individual finding a suitable sport, which they may pursue after completion of their schooling.

HOUSE SYSTEM

At Kingsway, there are four houses to which students are allocated upon entry to the school. Siblings will be placed in the same house. The four houses are:

- | | |
|---------------------------|---|
| Carey (Red) | <p>‘Expect and Attempt Great Things for God’
 This house is named after William Carey (1761 – 1834), missionary pioneer to India and founder of the Baptist Missionary Society.</p> |
| Flynn (Purple) | <p>‘Determination and Integrity’
 This house is named after John Flynn (1880 – 1951), Presbyterian minister and missionary in Australia and founder of the Royal Flying Doctor Service.</p> |
| Livingstone (Gold) | <p>‘Courage and Vision’
 This house is named after David Livingstone (1813 – 1873), missionary, doctor and explorer of Africa.</p> |
| Taylor (Blue) | <p>‘Strive for Excellence’
 This house is named after J. Hudson Taylor (1832 – 1905), missionary pioneer to China and founder of the China Inland Mission.</p> |



INTERNET GUIDELINES FOR STUDENTS

The Internet is an excellent resource for research and communication. However, there is material on the Internet that is not appropriate or fitting for general use. For this reason, there needs to be a code of conduct which contains rules and guidelines so that students only use the Internet in a suitable manner. The College has a variety of computers that can access the Internet and these should be treated with care. Please read the following document carefully as breaches of these conditions will result in disciplinary action by the College. The sanctions imposed may include suspension or ultimately exclusion, depending on the severity of the offence. This code of conduct should be read in conjunction with the College discipline policy. The following actions are not permitted:

1. Sending, displaying or accessing offensive sites, messages or pictures.
2. The use of obscene language (including e-mail abuse).
3. Bullying, harassing, insulting or attacking others (including e-mail abuse).
4. Interfering with another's use of the computer.
5. Damaging computers and networks (by changing settings; creating, introducing or spreading computer viruses; hacking; physically abusing hardware, etc).
6. Software piracy (illegal copying). The legal rights of software producers and network providers, and copyright and license agreements, must be honoured.
7. Violating copyright laws when researching. Material on networked software (such as CD-ROMs) should not be plagiarised. Any sources used in research must be cited and credit given to the author.
8. Using another person's passwords/account.
9. Trespassing in other people's folders and files i.e. electronic documents.
10. Intentionally wasting resources.
11. Employing the network for commercial purposes, or activities for/by profit institutions or organisations, product advertisement or political lobbying.
12. Use of social networking sites such as Facebook and Twitter unless part of a course.
13. Use of YouTube unless part of a course.
14. Pictures of yourself in school uniform should not be placed on Facebook.
15. Disrupting the College IT network.
16. Disrespect of other's privacy and intellectual property.
17. Transmitting any material in violation of state, federal or international regulations.
18. Downloading executable files (programs) except for free downloads at teacher requests.

Students are also to be aware that:

1. All communication and information accessible via the network should be assumed to be private property and treated accordingly.
2. Computer problems including security problems must be brought immediately to the attention of the attending teacher. The problem must not be demonstrated to anyone else.
3. Students may only use those Internet services to which they have been given legitimate access. Chat IRC and ICQ access is not provided nor permitted by the College. Students may not access Hotmail or similar internet e-mail programs, other than the e-mail system specified and provided by the College.
4. From time to time, student work may be selected to be published on the Internet.

Violation of this code of conduct by students may result in suspension and/or exclusion from the College.

LOCKERS

Lockers will be allocated to all students from Year 7-12. Students should provide their own locks and locker allocation will be made via Form teachers on the first day of the school term.

MOBILE PHONES AND IPOD USE

Kingsway Christian College accepts that guardians give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also ever-increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives guardians reassurance that they can speak with their child quickly at any time.

Responsibility

It is the responsibility of students who bring mobile phones onto the College premises to adhere to the guidelines outlined in this document.

Acceptable Usage

Mobile phones should be switched off between 8.40am and 3.30pm.

THEFT OR DAMAGE

- Students are required to mark their mobile phones clearly with their names.
- Students who bring a mobile phone onto College premises should leave it locked away in their locker/bag as soon as they arrive. In order to reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed and not 'advertise' they have them.
- If a student's mobile phone is seen by a staff member it will be confiscated and handed back at the end of the school day. On the second offence in a calendar year a parent, or Homestay guardian will be required to collect the phone from the Dean of Secondary.
- Mobile phones which are found in the College and whose owner cannot be located should be handed to Administration.
- The College accepts no responsibility for replacing lost, stolen or damaged mobile phones
- It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential.

MOTOR VEHICLES

Students being driven to or from the College by private transport may only be dropped off and picked up in the designated areas (refer to Guardian Parking Map). Care should be taken when crossing roads or moving around vehicles dropping off or picking up students. "No Parking" signs are to be observed along Carripan Road. Parking on the grassed area on the western side of the main entry is prohibited. Cars **must not** be left unattended in the "Drop off Zone" in the car park. Guardians are required to drive forward as space becomes available if waiting in the Drop off Zone.

MUSICAL INSTRUMENT TUITION PROGRAMME

Instrumental tuition on a fee-for-service basis is available on the following instruments: Piano, Violin, Viola, Cello, Flute, Clarinet, Saxophone, Trumpet, Trombone, Euphonium, Tuba, Guitar, Bass

Guitar, Drums and Voice. Lessons are given on a one-to-one basis and are generally scheduled during school hours and at the convenience of the relevant tutor.

Students may enrol for lessons at any time during the year; however, lessons will generally commence at the start of a new term. Guardians pay a flat term fee prior to the commencement of each term. Further details such as policies and procedures are discussed in detail in the Music Department Handbook, which is available from Administration. You can also phone the Head of Music Mr Andrew Raymond or email music@kcc.wa.edu.au with any queries.

NOTIFICATION OF ILLNESS OR ABSENCE

Guardians are requested to notify the College Office of any known absence or illness by 8:50 am in the morning of each school day. On their return to the College, students must supply a note from their guardian explaining their absence.

Guardians/Caregivers are advised that the school uses mobile phone Short Message Service (SMS) to send text messages to notify them of unexplained absences.

Guardians will be informed by mobile phone Short Message System (SMS) each time their child is away from school. At Kingsway Christian College, student attendance is a high priority as we know that students who attend regularly are more likely to be successful. To improve our attendance procedures, we will be informing guardians/caregiver to contact the school in advance if they know their child is to be absent.

An SMS text message will be sent to the mobile phones of guardians explaining that our records show that your child is absent from school. The message will read as follows:

KCC records show (student name) is absent Tue 23/10/25. Pls reply SMS or Ph 08 93028777, stu name/reason/abs date

The message will arrive on the phone displaying the number, “0427 016 629”. Guardians should store this number in their mobile phone under “Kingsway Christian College” so that when the message arrives, the guardian is aware the message has come from the school. Guardians can then reply, preferably using SMS, or by phoning the College Administration office or by sending a diary note with their child on return. Alternatively, simply press the reply option on your mobile phone when you receive a message from the school and add your son or daughter’s name, year, date of absence and the reason they are absent or late.

If your child is absent and a reason has been provided beforehand you will not receive an SMS.

ONE-TO-ONE PROGRAMME (STUDENT BRING THEIR OWN PERSONAL LAPTOP TO SCHOOL)

Kingsway Christian College has a One-to-One program for all students from Year 5 – 12. **Please refer to**

<https://www.kingsway.wa.edu.au/information-technology/> **What is One-to-One at Kingsway Christian College?**

A One-to-One programme is where a student may bring a specified device (laptop or tablet) to school for use in their learning. The term One-to-One is used for a number of different programmes in different schools. At Kingsway Christian College we view One-to-One as meaning:

1. Students will bring in a device to use in their learning which meets the required specifications.
2. Teachers may provide opportunities for these devices to be used in the classroom or allow these devices to be used alongside other classroom technologies.
3. The school will permit limited, controlled and monitored access to the school wireless network for these devices.

What will the outcomes be?

We do not see our One-to-One programme as meaning that every student will be using ICT technologies in every lesson. We see One-to-One as empowering students with alternative ways of working that enhance or extend existing classroom technologies and strategies.

Areas that student may find a One-to-One device useful is for recording notes, online research, capturing images of notes and experiments, and viewing teaching materials such as text and video. In particular, students will be able to access and modify their data using the College's learning managing system, Student Coneqt.

(for more information please select <https://www.kingsway.wa.edu.au/information-technology/>)

ONE-TO ONE ACCEPTABLE USER POLICY

Users must respect and protect the privacy of others by:

- Using only assigned accounts.
- Only viewing, using, or copying passwords, data, or networks to which they are authorised.
- Refraining from distributing private information about others or themselves.

Users must respect and protect the integrity, availability and security of all electronic resources by:

- Observing all College internet filters and posted network security practices.
- Reporting security risks or violations to a teacher or network administrator.
- Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission from the owner.
- Conserving, protecting, and sharing these resources with other users..
- Notifying a staff member or administrator of computer or network malfunctions.

Users must respect and protect the intellectual property of others by:

- Following copyright laws.
- Citing sources when using others' work.
(Turnitin software will be used to check students work for authenticity)

Users must respect and practice the principles of our community by:

- Communicating only in ways that are kind and respectful.
- Reporting threatening or discomfoting materials to a teacher or administrator.
- Not intentionally accessing, transmitting, copying or creating material that is illegal (such as obscenity or stolen materials).
- Avoiding spam, chain letters or other mass unsolicited mail..

- Refraining from buying, selling, advertising or otherwise conducting business, unless approved as a school project.

Consequences for Violation

Violations of these rules will result in disciplinary action, including the loss of a user's privilege to use the College's information technology resources. Further discipline may be imposed in accordance with the College Discipline policy, up to and including expulsion depending on the degree and severity of the violation.

Supervision and Monitoring

The use of the Kingsway Technology network is not private. College and network administrators and their authorised employees monitor the use of information technology resources to help ensure that the users are secure and in conformity with this policy. The College reserves the right to examine, use, and disclose any data found on the College's information networks in order to further the health, safety, discipline, or security of any student or other person or to protect property. The information may also be used in determination of disciplinary actions and will be provided as evidence of crime to the Police Department if required.

OUT OF BOUNDS

At the Campus, Carripan Road, Westport Road, Hartman Drive, Kingsway and the neighbouring areas are not part of the College grounds and are therefore out of bounds to ALL STUDENTS.

Leaving College Grounds

All students must be signed-out during the day by a guardian (or guardian) through Administration.

Sport/Games

Upper Primary and Secondary students may play ball games only on the oval and the basketball courts. Junior Primary students have a separate designated area for ball games.

Classrooms

Students in Years K-12 may only enter a classroom when a teacher is present.

Kindergarten/Pre-Primary Playground

The Kindergarten/Pre-Primary playground equipment is out of bounds before and after school.

Play Equipment

All play equipment or school property is out of bounds before and after school.

Campus Map

A map of the school can be found in the student diary which is given to students on their first morning.

PROPERTY

Student Property

Students are responsible for their own property and for ensuring that it is maintained in good condition, stored tidily and clearly labelled with their name.

The College accepts no responsibility for loss of students' personal valuables.

Students should only bring to school the amounts of money essential for daily needs. If valuables are brought to school for any reason, they should be left with office staff for safe keeping.

Students are not permitted to buy, sell or swap property of any kind at the College.

Mobile phones may not be used during school hours. The College accepts no responsibility for mobile phones that are brought to the College by students.

College Property

College property is to be treated with respect. Any damage to College property must be reported to the College Office immediately. Vandalism is not tolerated and wilful damage of this nature can result in suspension or exclusion from the College.

Lost Property

Secondary lost property is to be placed in the containers located across from Miss Luce's office. Primary lost property is to be placed in the containers in the middle area outside the office of the Head of Primary. Uniform items which are labelled will be returned to students via class teachers. Unclaimed lost property will be donated to the Uniform Shop and charities.

Student Lockers

The College has lockers available for all Secondary students.

PUBLIC TRANSPORT

Students are to wait for buses in an orderly manner and consider their and other students' safety at all times. College rules apply to student behaviour on school buses and public transport. Suspension and exclusion are implemented for acts which break the rules.

ROLLER BLADES, SCOOTERS, ROLLER SKATES AND SKATEBOARDS

The items above are not to be used on College premises at any time.

SERIOUS ILLNESS

Arrangements can be made with the appropriate Head of Students, Dean of Primary and Associate Deans of Primary to provide learning support or assistance for students who are facing long-term absences due to illness.

SEESAW / CANVAS

The College provides a Learning Management System (LMS) where parents can access assessment feedback, curriculum outlines and behavioural reports online. Seesaw is used from Kindergarten to Year 2 and CANVAS is used from Years 2-12. [Staying Connected - Kingsway Christian College](#)

Assessment Feedback

In Years 3 to 12 all formative assessment results are available for you to view through the learning management system, CANVAS. In this way you are kept informed of assessment results as they occur.

To login to CANVAS, click on the link in Parent Lounge or via the College app or via the website [Staying Connected - Kingsway Christian College](#). Google Chrome is the browser which works best. If you have any difficulties please notify the College on kingsway@kcc.wa.edu.au. Parents are provided with a username and password in order to log onto CANVAS.

Watch our step-by-step instructional video on how to reset your password [here](#).

SMARTRIDERS

The school is able to offer our students Smartriders with photos. This feature is very beneficial for our students as it provides an acceptable form of photo ID if requested. Smartrider applications can be collected from Reception and should be returned to the same place along with the \$5 application fee. The request will be generated by our office staff and the student's Smartrider card will be sent to the school, normally in 5 business days. The cards will then be given to students by their Form teacher.

STUDENT BOOKS AND STATIONERY

Students are required to supply their own stationery. A book levy will be charged and books will be supplied in Primary. A list of requirements for the following year is sent home to guardians in December each year with the book list.

Students from Years 7 - 12 are required to supply their own textbooks. At the end of each year a list of requirements for the following year is sent home to guardians and ordered through the College.

<https://www.kingsway.wa.edu.au/parent-resources/course-content-handbooks/>

STUDENT HEALTH

The physical, social and spiritual aspects of health are fundamental to the education of children in a Christian school. To this end:

- Health and safety issues will be addressed in all areas of the curriculum.
- Safety procedures will be emphasised in all sport and practical activities.
- Teachers will model safe work practices.
- Sporting activities will be adequately supervised.
- Classrooms will not be left unattended.
- The grounds will be adequately supervised within the available resources.
- Students who demonstrate symptoms of illness or who are injured will be assisted.

The College only provides minor first aid services to its students. Consequently:

- Students who are unwell at the start of the school day should be kept at home for their own safety and to ensure illnesses are not contracted by others.
- Where students become unwell at the College, guardians will be contacted and requested to collect the ill child from school.
- Children are allowed to stay in sick bay for a maximum of one (1) hour. After that they must either return to class or be collected by guardians or another carer.

Where professional advice is required, guardians will be contacted if possible before any action is taken. If neither guardian/guardian is available, the College will normally try to contact the guardians'

nominated emergency contact. In serious emergencies an ambulance may be called to take a student to hospital. The cost of the ambulance will be borne by the guardians.

Students are not allowed to help themselves to medication or dressings of any kind.

Pre-Existing Conditions: Guardians are required to provide this information at the time of enrolment and to inform the College of the procedures necessary in an emergency.

New Conditions: Guardians are also required to provide information on new medical conditions/medications by obtaining a form from College Office which must be completed and lodged at the Office.

Allergy Aware Policy

We have a number of students in the school with severe life-threatening allergies (anaphylactic reaction) to products, particularly nuts and eggs. An anaphylactic reaction causes shock, suffocation and death within minutes of the allergy reaction commencing if not treated immediately. These life threatening reactions can be generated by simply touching a surface that has a nut or egg product on it.

We are seeking your support in creating a safer environment by:

- Not providing products at school such as peanut paste or Nutella sandwiches or snack bars with nuts, egg and mayonnaise sandwiches and boiled eggs.
- Encouraging your child to not share or swap their food or drink bottles with others.
- Encouraging your child to wash their hands before and after eating.
- When having other children to play or for a party be aware that they may have allergies, including anaphylactic reactions. Plan for any dietary needs and medication in discussion with the relevant guardian.

STUDENT RESEARCH & RESOURCE CENTRE

The centre is designed to meet the needs of students by providing facilities for book and electronic research. Information is accessed through computers and Internet connections. Private study and tutoring facilities for students are provided.

STUDENT LEADERSHIP COUNCIL (SECONDARY)

There are five areas within student life at Kingsway Christian College that offer students opportunities to be involved in formal leadership and leadership skills development. They are:

- 1) Student Council (*Student leaders responsible for the welfare, pastoral and discipline of student body. Further categories include academic, cultural, sport and Service.*)
- 2) Cadet Leaders
- 3) Form Captains
- 4) House Captains
- 5) Team Captains (Sports Teams)

The Emergency Services Cadets, House Captains and Team Captains are individual entities, although

they can overlap.

STUDENT RELATIONSHIPS

At Kingsway we believe that adolescence is a time when a breadth of inclusive relationships that contribute to our sense of community should be developed and that the more exclusive and inward “romantic” relationships should be left for a later time. We desire that our students be free to interact in an environment free from the pressure to “pair off” too early. As such, the College actively discourages the conducting of boyfriend/girlfriend relationships at the College.

The following behaviours are not permitted while under the care of the College:

- Physical Contact with members of the opposite gender.
- Pairing off to the exclusion of others.

TERM DATES (STUDENTS)

Term dates are found in CANVAS and students will be given a timetable on the first morning of their arrival or in advance via email.

UNIFORM AND APPEARANCE POLICY

PRIMARY UNIFORM REGULATIONS

Please check website for any updates or check with your teacher. <https://www.kingsway.wa.edu.au/uniform/>

General

The College has a ‘no hat – no play in the sun’ policy. As such, it is compulsory for all students to wear the College hat whilst outdoors under College care, including recess and lunch breaks. Clear or neutral UV protection (sunscreen) may be worn. Students are not allowed to wear a white roll-skivvy under their red polo shirt as they get too hot while playing sport. Velcro straps on shoes are permitted. Sport shoes or boots are not to be worn. The library bag is compulsory for all Primary students.

1. It is expected that all items are bought from the College Uniform Shop to ensure uniformity of colours and styles.
2. If, for an unavoidable reason, a student is unable to meet the uniform requirements on a particular day then parents are requested to forward a note with explanation to the Head of Primary (Primary) or appropriate Head of Students (Secondary) who will issue an exemption.
3. Where a student’s uniform does not meet the College requirements and no explanation has been forthcoming, parents will be notified. Where non-compliance occurs, disciplinary action will be taken in line with College Policy.
4. When medical reasons necessitate an exemption or modification to a component of the Uniform Policy a medical certificate is required and a formal notification of the exemption will be sent to parents and staff.
5. Students’ appearance must be neat and tidy at all times. This includes wearing a well-maintained and clean uniform.
6. Summer uniform is to be worn during Terms 1 and Term 4; winter uniform during Term 2 and Term 3. The winter uniform may be required to be worn on formal occasions.
7. Students may wear the College jumper over summer or winter uniform.
8. Teachers will specify the uniform appropriate for individual excursions.
9. Students are not to write on any part of the school uniform, however all items of clothing are to be clearly and discreetly marked with the student’s name.
10. The Kingsway Christian College School bag is a compulsory item for all students.

Boys

1. Shirts must be tucked into trouser/shorts.
2. Boy's hair must be of a conservative style, well groomed, neat, clean (ie regularly washed) and tidy at all times. Extreme difference in hair length is unacceptable. Boys are not permitted to attend school with 'novelty' styles including undercuts of any kind, nor may they wear their hair shaved at the back or sides. Hair must be short or tied back- all hair that can be tied back must be tied back at the nape of the neck, including hair that falls below the collar. Students may not shave their heads, a number two haircut is acceptable. Final interpretation of acceptability of hairstyles rests with the Dean of Primary.
3. A watch is the only item of jewellery permitted.

Girls

1. Girls' hemlines must be worn on the knee.
2. Hair is to be clean and neatly groomed. Fringes are to be above eyebrows. No partial tiebacks are acceptable and if the hair is longer than the top of the collar it must be held back completely (e.g., plain clips, ponytails, plaits, pig tails). Hair accessories must be completely plain (no decorations) and only in the colours navy blue, red or white. These can be purchased from the Uniform Shop for consistency of colour and style.
3. Shaven heads, shaved areas, or hair standing up inappropriately from the head (e.g. Mohawk or 'horns') are not acceptable styles. Braids/small plaits are acceptable provided that; they fit the head firmly and neatly and are tied back into a ponytail which is secured at the nape of the neck (ie not on the top of, or back of the head), they are kept neat, clean and well groomed, no beads or coloured bands. Hair may be coloured provided the colour is natural-looking. Final interpretation of acceptability of hairstyles rests with the Dean of Primary.
4. Make-up and nail polish are not to be worn with the College uniform.
5. A watch and one pair of plain gold or silver sleeper/stud earrings are the only jewellery items permitted.

PRIMARY UNIFORMS (Year 1 to Year 6)

The College bag is a compulsory item for all students K – 12

PRIMARY BOYS UNIFORM

SUMMER	WINTER	SPORT
College shorts or College trousers College shirt College slouch hat or desert cap Black leather/synthetic College-style lace-up shoes (Velcro straps permitted K-Y6; no sneakers or boots) with grey socks or navy, full-back, T-bar school sandals College jumper	College trousers or College shorts College shirt (or white roll-neck skivvy can be worn for extra warmth) College jumper (College tracksuit top worn over jumper, if required) Black leather/synthetic College-style lace-up shoes Velcro straps permitted K-Y6) with grey socks (no sneakers or boots)	College sport shorts College sport polo shirt White sneakers (with a minimum of trim) White socks College tracksuit (for warmth) College slouch hat or desert cap

PRIMARY GIRLS UNIFORM

SUMMER	WINTER	SPORT
College Dress Black leather/synthetic College-style lace-up shoes or Mary Jane style shoes; (Velcro straps permitted K-Y6); no sneakers or boots) must be worn with College socks OR navy, full-back, T-bar school sandals College jumper College slouch hat or desert cap	College Pinafore College shirt or white roll-neck skivvy can be worn for extra warmth College jumper (College tracksuit top worn over jumper, if required) Black leather/synthetic College-style lace-up shoes or Mary Jane style shoes; (Velcro straps permitted K-Y6; no sneakers or boots) College socks OR grey tights (not navy) College scarf (optional) – purchased only from Uniform Shop	College sport shorts College sport polo shirt White sneakers (with minimal trim) College socks College tracksuit (for warmth) College slouch hat or desert cap

KINDERGARTEN AND PRE-PRIMARY UNIFORMS**BOYS AND GIRLS' UNIFORMS**

SUMMER	WINTER
College sport shorts College sport polo shirt Plain White socks (boys) and White College socks (girls) White sneakers (with a minimum of trim) Velcro straps preferred OR Navy full-back, T-bar school sandals College tracksuit (for warmth)	College tracksuit College polo shirt (white skivvy can be worn underneath for warmth) Plain white socks (boys) and College socks (girls) White sneakers (with a minimum of trim) - Velcro straps preferred

SECONDARY UNIFORM REGULATIONS

Please check website for any updates or check with your teacher.

<https://www.kingsway.wa.edu.au/uniform/>

General

1. Blazers are to be worn during Term 2 and 3 to school until recess. All Year 12 students must wear their blazers on Wednesdays during Terms 2 and 3.
2. Ties are to be worn adjusted to the collar, not worn loosely. They must be regulation length. The top button of the shirt is to be done up when wearing the tie. Ties must be worn every day in Terms 2 and 3 by all Secondary students.
3. The navy College sports polo shirt is to be worn for all sport classes & interschool sports events & competitions.
4. The House shirt must be worn to interhouse events.
5. College sport uniform items are not to be worn to the College and must only be worn during sport or Phys Ed periods unless directed by PE staff (stamp).
6. The Secondary College track top and pants may only be worn for sport, physical education and sports excursions.
7. College bathers and College rash vest are compulsory for all aquatic activities including College camps.
8. The College has a 'no hat – no play in the sun' policy in Terms 1 and 4. As such, it is compulsory for all students to wear the College cap whilst outdoors under College care, including recess and lunch breaks.
9. Black leather or synthetic school style lace up shoes must be worn. They must be clean and polished. Sneakers, boots, platform, high-heeled and pump shoes are not acceptable.
10. Hospitality students need to wear their full Hospitality uniform e.g. Pants, jackets, necktie and hats/hair nets. Hospitality students need to change into their normal College uniform after their Hospitality class.

Boys

1. Shirts must be tucked into trousers or shorts at all times.
2. Boys must be clean-shaven.
3. Boy's hair must be of a conservative style, well groomed, neat, clean (i.e. regularly washed) and tidy at all times. Extreme difference in hair length is unacceptable. Boys are not permitted to attend school with 'novelty' styles including undercuts of any kind, nor may they wear their hair shaved at the back or sides. Hair must be short or tied back- all hair that can be tied back must be tied back at the nape of the neck, including hair that falls below the collar. Students may not shave their heads, a number two haircut is acceptable.
4. Final interpretation of acceptability of hairstyles rests with the Deputy Principal (Students) K12.
5. Belts must be plain black, leather/vinyl with a plain buckle and must be worn with shorts and trousers.

SUMMER	WINTER	SPORT
College shorts or College trousers both with belt College shirt College hat Black leather/synthetic lace-up school shoes (no sneakers or boots) with grey socks College jumper (for warmth) College blazer (for formal occasions) Plain black leather/vinyl belt with silver buckle	College trousers with belt College shirt Red College tie (Year 7-10) Navy College tie (Year 11–12) Student Leader tie – (Year 11 & 12 Student Leaders) Black leather/synthetic lace-up school shoes with grey socks (no sneakers or boots) College blazer College jumper	College sports shorts College house shirt Sport shoes (predominantly white) White socks College tracksuit (for warmth) College hat College bathers College rash vest

SECONDARY GIRLS UNIFORM

SUMMER	WINTER	SPORT
College Dress (Year 7-10) College navy skirt and College over blouse (<i>this is a compulsory item for girls in Year 11 and in Year 12</i>) Black leather/synthetic College style lace-up shoes must be worn with College socks. (Sneakers, boots, backless, platform, high-heeled and pump shoes are not to be worn) College jumper (for warmth) College blazer (for formal occasions) College hat	College grey skirt and College over blouse (Year 7-10) College navy skirt and College over blouse (<i>this is a compulsory item for girls in Year 11 and in Year 12</i>) Red College tie (Year 7-10) Navy College tie (Year 11–12) Student Leader tie – (Year 11 & 12 Student Leaders) College jumper College blazer Black leather/synthetic College style lace-up shoes must be worn. (Sneakers, boots, backless, platform, high-heeled and pump shoes are not to be worn.) Navy tights (50 denier weight) College tailored trousers (optional) –	College sports shorts Sport shoes (predominantly white) College socks College house shirt College tracksuit (for warmth) College hat College bathers College rash vest

COMPLAINT'S FLOW CHART

A complaint will be treated as an expression of genuine dissatisfaction that needs a response.
All complaints are 'Confidential'

Contact School

Be as clear as possible about what is troubling you and what department involved, e.g. –
Homework, Teacher, Uniform
Response will be made within 5 days

Complaint or concern regarding what is being taught/academic standards referred to **Head of Learning Area**

Complaint or concern – Bullying/Student Pastoral care/behaviour management referred to **Head of Year**

Complaint or concern regarding particular Teacher – referred to **Principal**

Complaint or concern regarding the Principal – referred to **Chairman of the Board**

If required further follow up referred to **Dean of Primary or Secondary**

If required further follow up referred to **Dean of Primary or Secondary**

If required further follow up referred to **Principal**

If required further follow up referred to **Principal**

If complaint is not resolved full report will be submitted to **Chairman of the Board**

If Plaintiff is still dissatisfied, concern will be referred to an independent investigator

Feedback

AUSTRALIAN GOVERNMENT SCHOOLS INTERNATIONAL HOMESTAY STANDARDS (AGSI)

Recognising the importance of ensuring the safety and welfare of under 18 International Students and their requirements in line with ESOS legislation, Australian Government Schools International (AGSI) have compiled the following Homestay standards.

Homestay Residence Standards

- A safe, secure, private bedroom for the student's sole use with suitable storage space for clothes, personal effects and study materials, and suitable facilities including a desk, a chair and adequate lighting for study purposes;
- The home is clean and has appropriate furnishings suitable for a family and students;
- There is access to a shared or private bathroom, with reasonable time allowed for showers;
- There is access to kitchen, living areas, laundry facilities and shared areas of the home;
- There is some form of heating in winter if required and some means of cooling in summer;
- Students are to be provided with any keys, alarms or passwords required to have free access to the Homestay residence.

Homestay Provider / Coordinator Responsibilities

- Ensures that all adults residing at any Homestay premises have current police checks and clearances for working with children as required by the appropriate State or territory regulatory body;
- Conducts assessments of the Homestay with access to all areas of the Homestay premises for the purposes of checking compliance with the Homestay standards required by the education provider;
- Ensures host families have appropriate insurance policy cover for students residing in their home;
- Ensures there is regular training of host families;
- Ensures there is a 24 hour emergency number that all stakeholders can contact in the event of an emergency;
- Maintains regular contact with host families, students and school staff as required.

AGSI Homestay Standards, May 2013.

Host family Responsibilities

- Provide a safe and welcoming Homestay family environment that will encourage students to experience life as a member of the family and, where suitable, include students in family related activities;
- Provide an orientation within the family home, the use of facilities and security. This should include household protocols and safety rules about access and the use of shared areas or facilities such as swimming pools, internet, telephone, mealtimes, visitors and appropriate times to return home during the week and on weekends;
- Orientate students to the local area including public transport and getting to and from school; the location of shops, doctors or medical facilities; and recreation areas;
- Ensure the student is aware of emergency numbers including 000, location of police stations and Australian laws pertaining to under 18 year olds;

- Ensure that students are appropriately supervised at all times throughout the duration of residing in the Homestay including:
 - ❖ Maintaining suitable supervision of students outside of school hours;
 - ❖ Monitoring the student's general welfare including the students' social activities;
- Attend interviews with school staff, at enrolment, parent meetings and as required by the school;
- Contact the school regarding any student welfare, academic progress and attendance issues;
- Notify the Homestay coordinator two weeks in advance, or as soon as practicable if this is not possible, of any change of circumstances in the household including:
 - ❖ If the Homestay provider proposes to materially change the Homestay residence in such a way that will affect their ability to meet the Homestay residence standards listed above;
 - ❖ If the Homestay provider is temporarily unable to provide accommodation or suitable supervision for periods of holidays or other periods;
 - ❖ If the Homestay provider intends to change address or contact details;
- Ensure the student resides in their approved address at all times and notify the Homestay coordinator and the school immediately if the student fails to do so or intends to move;
- Assist and support the student's attendance at the school and support the completion of homework assignments where required;
- Meet with the international student coordinator or Homestay coordinator, as required by the school/education provider;
- Assist the student to access any necessary medical, dental, hospital or other health-related services, including making appointments and, where necessary, accompany the student to those appointments and if required advise the school / Homestay coordinator of any medical issues.

SITE MAP



KINGSWAY
Christian College

Campus Map

NOTES

157 Kingsway

Darch WA 6065

Email: enrolments@kcc.wa.edu.au

Website: www.kingsway.wa.edu.au

CRICOS code: 01855M