



Atlantis Beach Baptist College

Lower Secondary Handbook 2020

Atlantis Beach Baptist College Secondary School

Atlantis Beach Baptist College is a creative and innovative co-educational private Baptist College established in 2017 in Two Rocks Western Australia. The College will provide quality education for Kindergarten to Year 10 students within a safe, caring and nurturing environment.

College History

Atlantis Beach Baptist College was founded by members of Baptist Communities Ltd. Our College Board provides faithful and reliable governance. Baptist Communities Ltd. has an exciting vision to impact and serve the growing Perth Northern suburbs.

“Remember how the Lord your God led you all the way.” Deuteronomy 8:2

We believe the Atlantis Beach Baptist community will bring glory to God and build a legacy for generations to come. We estimate that our school will flourish to become a Pre-Kindergarten to Year 10 College of quality in the northern corridor of Perth, providing for the educational needs of students.

College Crest



Our College Crest displays our College name within a shield outline to signify our **College Motto**:

Strength Faith Honour

The **crown** represents God the King who is central to our identity and who we declare as having ultimate sovereignty over our College.

The **cross** represents Jesus Christ who we recognise as our Lord and Saviour.

The **wave** design represents the inspiration of the Holy Spirit, like the movement of water, which also reflects our geography being a coastal area.

College Mission

The Mission of Atlantis Beach Baptist College is to empower all students to achieve and celebrate their personal best within a culture of high expectations and to articulate, demonstrate and value knowledge and skills that will support them, as life-long learners, to establish a lifestyle that honours God and serves others. As an outstanding educational setting, we will exemplify excellence and high expectations in all aspects of our learning community. We will ensure that the needs, achievements and strengths of every individual are recognised, nurtured and celebrated. We will foster a supportive environment, building on the strengths within our unique community. Our key focus will be the development of independent, reflective, responsible and inquiring young people. Our students will be multi-skilled and will joyfully embody a genuine passion for lifelong learning.

The Aim of Atlantis Beach Baptist College is to provide all students with the skills, knowledge and wisdom to be successful learners, confident individuals and informed citizens with hearts for service, social responsibility and an awareness of God. The provision of a creative, innovative and inspiring curriculum will enable Atlantis Beach Baptist College to support great diversity.

College Contacts

Location:	Breakwater Drive, Two Rocks Western Australia
Postal Address:	PO Box 320 Two Rocks WA 6037
Telephone:	(08) 9544 3000
Facsimile:	(08) 9544 3099
Email:	admin@abbc.wa.edu.au
Website:	www.abbc.wa.edu.au
Office Hours:	Monday to Friday 8.00am – 4.00pm
Uniform Shop:	Tuesdays 8.15am to 10.30am and Thursdays 8.15am to 10.30am

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Secondary School Staff 2019

College Christian Environment

The Secondary School is an integral part of Atlantis Beach Baptist College.

The College is staffed by committed Christians and is founded on Christian principles which underpin the framework of all programs.

Students entering the College (at Primary or Secondary level) are not required to have a commitment to the Christian faith. However, all students must participate fully in the College's Christian Education program.

Secondary students will engage in a Christian Education lesson each week called 'Linked-In'. The Linked-In program is run on a fun 'Youth Group' model, which emphasises basic Christian truths and their application to daily life. Contemporary Christian music and guest speakers will be an integral part of this program as well as the Linked-In discussion groups. Each morning, a brief Bible reading and prayer begins the day in Form Class.

In addition, a strong Pastoral Care program operates throughout the school. The Secondary School Counsellor is available to students, parents/guardians and staff.

College Administration

The Office opens in Term 1 two weeks prior to the students commencing. The Principal and Office staff are in attendance during normal College hours for payment of fees, new enrolments and general enquiries. The College Office is open during the term breaks from 8.00am to 4.00pm.

Before school

Secondary School Commences:	8:30 am
Secondary School Morning Recess:	10:35 am - 10:55 am
Secondary School Lunch:	12:45 pm - 1:10 pm
School Concludes:	3:00 pm

After school

When school concludes at 3pm, children are encouraged to leave the premises promptly. Please advise us if you will be late collecting your children.

Leaving the College Campus

Parents must sign an *Early Discharge or Sign Out* slip if they need to take students off-campus prior to 3:00pm. To take children out of school temporarily, parents must sign a *Sign Out* slip. These must be signed at the time the child leaves and signed again when the child is returned. The parent must accompany the child in these circumstances.

As students are under College care and responsibility, it is necessary for them to have written permission from parents/guardians in order to leave the school grounds during school hours, which includes lunch times. The policy of providing a note to the class teacher requesting that permission be given to the child to leave the school grounds is designed to eliminate, where possible, the situation where children leave the school without the prior knowledge and consent of parents/guardians. When parents/guardians remove students from school during the day, they must complete a Leaving Authority form and fill in the Sign In/Out Register at College Reception.

Enrolment

When children are enrolled in the College, parents must complete and sign an Enrolment Agreement form from which we record information. This information includes contact telephone numbers in case of an emergency. It is therefore vital we are kept up to date with such information.

Please ensure that the College Emergency Contact form is kept up to date.

Atlantis Beach Baptist College is a non-profit organisation which exists to provide a quality education.

A non-refundable fee per child is paid to register on the waitlist. Places are offered approximately 6 to 12 months prior to entry. Places are offered first to siblings of current or past students of the College, and then to new families, in order of registration. Religious affiliation is not a factor. When the College offers an enrolment place to a child entering the College for the first time, a non-refundable Enrolment Fee is required to secure the place. Enrolment takes place after a satisfactory interview with the Principal.

Fees are reviewed each year and set as an annual fee, after establishing the year's total anticipated operating income and costs. Annual tuition fees are outlined on the Fees Schedule. Booklists, Uniforms, Camps and Socials are additional costs. Subjects that incur a high running cost in consumables, may have a subject levy on the booklist.

Conditions of Enrolment

- prompt payment of fees
- a commitment by parents/guardians and student to uphold the College behaviour and uniform standards and discipline policies, as outlined in College information brochures
- respect for, and full participation in the Christian program of the College

Terminating Enrolment

If your child leaves the College after commencing, you are required to give the College written notice:

- by no later than the first day of the Term at the end of which it is intended he/she should

leave, or

- If it is intended that he/she should leave during a term) not later than the first day of the preceding Term.
- If you fail to comply with these requirements, a charge of ten weeks' tuition fees will be payable for each child.

In the event that your child is asked to leave the College, fees already paid in advance will be refunded and any outstanding fees will be payable.

Student Insurance

All students at Atlantis Beach Baptist College are covered for worldwide protection for personal accident insurance, through the Baptist Insurance Group. This covers students during college activities only and while on School grounds.

Grounds Security

The College Campus is off limits out of school hours. Parents can help by recording and reporting any suspicious behaviour on campus.

Parking

Please use the 'Kiss N Drive' areas. Your courtesy to others, attention to safety and cooperation in this matter is appreciated.

Please see map of the campus for classrooms, parking and traffic flow directions and drop off areas.

Safety when Driving

In the interest of children's safety, we ask parents to drive slowly and exercise extreme care and caution when dropping off and collecting children.

- Parents are permitted to enter the car park – either to drop off/pick up children only.
- The disabled parking bay is to be used only by people whose cars display a current ACROD sticker.
- Street Parking and verge parking is available also for all parents.

Transport

Transperth provides bus service to College. Students may ride their bicycles or walk to School.

Absences

Students are required to be punctual and should be present at all lessons, unless ill. Students who need to attend appointments, or who will be absent during class times, should notify the Form teacher with a written note prior to the event. When unexpected absences occur, or sickness necessitates being away from the College please notify the school office preferably by

9.00am by telephone or email **and** a written note should be forwarded to the child's Form teacher as soon as expedient. This is a legal requirement.

When parents/guardians remove students from school during the day, they must complete a Leaving Authority form and fill in the Sign In /Out Register at Primary Reception. The Leaving Authority form is handed to the teacher when collecting the child.

A medical certificate may be required to explain prolonged absences.

We strongly discourage parents from removing their children from the educational programs of the school for holidays. Negotiation with the Principal needs to occur if a child needs to be absent from school for any period of time. Parents should make every effort not to take children on holidays during term time, as much programmed work and assessment is missed. A formal letter is required for any prolonged absence due to holidays during the term. Parents/Guardians choosing to take students on holiday during scheduled school term time should be aware that the student will be disadvantaged and his or her grade may be adversely affected.

Parents/Guardians should be aware that there is a legal obligation under Section 23 of the School Education Act 1999 that requires a child to attend school on all designated contact days. It is incorrect for Parents/Guardians to believe that they may allow a child to stay home from school without a reasonable cause, such as sickness.

The Law states: Under Western Australian law (School Education Act 1999), Parents/Guardians must send their children to school unless:

- they are too unwell
- they have an infectious disease
- the Principal is provided with a genuine and acceptable reason

It is important that the learning program commences promptly at 8.30am. Parents/guardians are asked to have their children at the College by this time. Late students, arriving after 8.30am, must report to the College office, receive a late pass and go to their class.

Emergency Form

All parents/guardians are required to ensure that the school has a telephone number and email on which they can be contacted. Information provided on Enrolment Forms needs to be kept up to date. Any changes in telephone numbers, addresses and the person to contact in an emergency, should be recorded. Please contact the College Reception to update information, or send an email with the updated contact details to the administration office.

Please complete the College Emergency Form and return as soon as possible to the College Office. Please update your details throughout the year as soon as there are changes to your information.

Immunisation Requirements

In the interest of children's health and continued well-being at school, please ensure that your child has had the mandatory immunisation requirements. A copy is required at enrolment.

Custody Arrangements

Where legal custody is involved, it is essential that the Principal is made aware of the necessary details and subsequent changes. Documentation involving these arrangements must be provided.

Dental Therapy

The School Dental Service provides dental treatment at no cost for school aged children. Specialist treatment is not available, but referrals can be written if required. To enrol your child/children in the School Dental Service, please contact the Local Dental Therapy Centre.

Canteen and Foods

Atlantis Beach Baptist College is an 'allergy aware' school. As we may have several students with nut allergies, please ensure that students do not have any nut products in their lunches ie. peanut butter/paste, Nutella or any food containing any nuts, as a consideration to those students with severe allergies to these products.

Mobile Phones

Mobile telephones may only be used by students before and after school. Students are instructed to hand in mobile phones to the Office in the morning for safe keeping. Students using mobile phones inappropriately will hand them to the Principal and they may be picked up by parents at the end of the day, or when convenient for the parent.

Games And Electronic Equipment

Non-College issued electronic games, ipods, ipads, electronic tablets and other such items are prohibited on campus.

Graffiti and Vandalism

Students should show respect for College property and the property of others. Any form of deliberate serious vandalism of property will be treated seriously and may lead to expulsion, even for a first offence.

Students may be asked to replace items (including stationery items) if they have been mistreated, or have graffiti on them. Accidental damage to College property or another person's property must be reported immediately to a staff member.

The College may seek restitution from students and/or parents in cases where the student's deliberate, mischievous or careless action results in damage to College property.

Substance Abuse Policy

The College views the use, possession or supply of any abusive substance – be it alcohol, tobacco, solvents or illicit drugs, very seriously. Students may not bring alcohol, cigarettes or other drugs onto the College site, not have possession of them at any College function, while representing the College or in College uniform.

This matter will be treated seriously and may lead to expulsion, even for a first offence.

Learning Technology

Learning technologies, principally computers and the internet, must be used by students in accordance with the conditions described in Learning Technologies Policy and Agreement found on the College website and in Student Organisers. All students are required to be compliant with the conditions for use. Students who do not work within these conditions will have their computer access withdrawn.

Lost Library/Reading Books

We would appreciate your assistance in the care and preservation of all College books. Should a Library item be lost or damaged, the cost of replacement will be added to your account. Books borrowed by the College from the Local Libraries must be kept in good condition. Fines will occur for lost books or damaged books.

Lost Property

A box containing lost property will be located in the Reception Area. All lost clothing will be placed there and parents wishing to look for lost items should check this box. Please ensure that all belongings including uniforms are clearly labelled. Lost property will be kept for one Semester only and then given to goodwill organisations.

Money Collections

On rare occasions where additional money is required for Missions etc., please ensure that money is placed in an envelope with your child's name, year, and the reason for money being sent and the amount enclosed. This envelope should be handed to the College Office, unless otherwise advised.

Administration of Medication

Atlantis Beach Baptist College will comply with reasonable requests for assistance in the administration of medication, where there is an agreement between staff, parents and the Principal and where **written instructions** from the family doctor have been provided for prescribed medications. Student Medication Forms will be available from the Office.

All medications, including analgesics, such as Panadol, will be kept centrally and administered under the supervision of the appropriate staff member at College First Aid. Analgesics will only be administered with a parent's permission. Students are not to keep medication in their bags, lunch boxes or desks, particularly if the medications involve allergies.

The House System

As students enter the College they will be placed into a College 'House'. House competition is encouraged for many activities, such as Sport and Music. House Competition promotes sportsmanship, enjoyment, team spirit, co-operation and endeavour. Every effort will be made to ensure that families will be allocated to the same House. In 2016 we will begin with 3 House Groups that are names for 'ROCK' in other languages. This is to reflect our location in Two Rocks, where we will build a firm foundation.

PETRA - Purple
ARTEK – Blue
TARIN - Red

Student Requirements

Parents are requested to provide their children with the necessary stationery items that they will require throughout the year that are requested on the Student Booklist. These need to be replaced as they are used, so that children always have the necessary equipment to enable them to perform to the best of their ability.

Please ensure all items are clearly labelled with your child's name or initials.

Secondary Students do not require their whole book list on the first day. Teachers will give direction to what is required in the first lesson of every subject.

Communication

Close communication between school and home will be an important feature of Atlantis Beach Baptist College.

Secondary Newsletters will be issued fortnightly by email and posted on the College website.

Student Organisers and letters will be used to communicate behaviour, learning celebrations and other important information. Digital communication will be a priority at Atlantis Beach Baptist College. The use of emails, sms and the Parent Portal will facilitate this. The College will aim to be conservative as possible with paper. Digital will be the first choice in communication. We believe this is environmentally responsible.

Interviews with the Principal or teaching staff need to be formally made. There are set times throughout the year for Parent Interviews. The first opportunity for Interviews are conducted in Week 8 of the year after a 'Meet the Teachers Afternoon Tea' and after Interim reports have been received. These are less formal interviews. More formal interviews can be arranged by appointment. This is done by the use emails to communicate with staff or making a booking to speak with them.

Parent Interviews will be held regularly throughout the year. The College recognises that both parents and teachers are partners in the education of all children. Other opportunities for formal Parent Interviews will be at the end of Term 2. You are of course welcome to see the class teacher at any time of the year if you have concerns for your child. On occasions where parents require opportunities to discuss a matter with the teaching staff, we do require that such interviews be arranged at the end of the day and by appointment with the class teacher, thus avoiding disruption to the learning programs, and providing interviews free from distraction. Parents are free to email teachers at any time.

Assemblies and Open Days will be special times for students and families to enjoy. Assemblies are held on Friday mornings at the College from 8.40am to 9.25am. Parents are welcome to attend School Assemblies. If your child is receiving an award or presenting an item you will be personally invited the day before by email or text. Assembly dates are noted on the Term Calendars.

Parent Involvement

The involvement of parents/guardians in their child's education is highly valued and we support the development of a close relationship between the home and the school. We welcome parents/guardians at our assemblies and special functions held throughout the year and encourage parents/guardians to be a part of school activities at any available opportunity. Class teachers issue invitations to be present for special class activities.

Parent Helpers must register their presence at Secondary Reception and collect a 'Visitor' badge before proceeding to the activity.

Working with Children Check

People working with children are required to undergo a *Working with Children Check*. This is a State Government requirement and checks of various categories of workers with children are now necessary. All regular volunteers in the College are required to have a current Working with Children Check.

Parents and Friends (P&F) Association

Parents and guardians of current students are automatically members of the Secondary School P&F Association. Dates of P&F meetings are advertised in the Secondary School eNewsletter and the College Calendar available on the College website.

Parent Participation Program (PPP)

Parental help is of great importance in any school community. The Parent Participation Program is a wonderful way to meet staff and other parents, and help in the building of our school community. Help is valued in various departments, such as the classrooms, Canteen, Uniform Shop, Library, Technology & Enterprise (Food and Textiles) and Physical Education. Activities such as book-covering, school lunches, sports carnivals, excursions, etc. attendances at P&F meetings is much appreciated.

It would be greatly appreciated if each family in the College contributed a minimum of 10 hours of voluntary work per year for the period in which they have a child attending the College from Pre- Kindergarten through to Year 10.

Secondary School Lesson Times

The school day is divided into seven periods, with an administration period at the commencement of each day. Friday has an Assembly period in the morning and the Christian Education program - Linked-In.

Monday to Thursday

Time	
8.30 am	Warning Bell
8.30 am	Form Time
8.40 am	Session 1
9.25 am	Session 2
10.10 am	Recess
10.30 am	Session 3
11.20 am	Session 4
12.10 am	Session 5
1.00 pm	Lunch
1.25 pm	Warning Bell
1.30 pm	Session 6
2.15 pm	Session 7
3.00 pm	End of Day

Friday

Time	
8.30 am	Warning Bell
8.30 am	Form Time
8.40 am	Assembly
9.25 am	Session 2
10.10 am	Recess
10.30 am	Session 3
11.20 am	Session 4
12.10 am	Session 5
1.00 pm	Lunch
1.25 pm	Warning Bell
1.30 pm	Linked-In
2.15 pm	Linked-In
3.00 pm	End of Day

Every lesson counts
Teaching excellence = Student achievement excellence

College Community Pastoral Care and Well Being

At Atlantis Beach Baptist College, we believe the school environment plays a significant role in the social and emotional competence and wellbeing of children and young adults. As such, we are committed to the explicit teaching of behaviours for wellbeing.

The National Safe Schools Framework provides Australian schools with a vision and a set of guiding principles that assist school communities to develop positive and practical student safety and wellbeing policies.

The College Community Health and Well Being Program addresses the elements of the National Safe Schools Framework and the personal and social capabilities of the Western Australian Curriculum through our Protective Behaviour, Health Education and Pastoral Care programs.

Research has found that students who find school a positive social experience also demonstrate strong academic performance.

We seek to be a school that promotes a safe and caring environment with a diligent duty of pastoral care.

College Charter of Goodwill

All students and staff have the right to:

1. Learn or teach, free from disruption.
2. Be treated courteously.
3. Be free from any form of unlawful discrimination.
4. Work in a clean, safe and healthy environment.
5. Have their property respected and cared for.

“Love your neighbour as yourself.” Mark 12:31

Students are encouraged in normal College life to uphold The Charter of Good Will through their actions and decisions in many ways. These include:

- Teachers showing genuine interest in each student in their care.
- Praise and encouragement given, along with a class-specific Rewards Program.
- Physical awards are given through Merit Certificates, Prizes and Trophies.
- Acknowledgment in class, at class assemblies and whole school assemblies.

Every student has the right to the best possible education they can obtain at Atlantis Beach Baptist College. Therefore, the College has a system of behaviour management that is upheld by teachers and students.

The system of behaviour management is in three parts at Atlantis Beach Baptist College, one for inside the classroom, another for outside the classroom and the third is an infringement system. These are described in detail on pages 19-21.

Secondary Pastoral Care

The student population is drawn from a wide range of locations, including students living locally in the immediate area and those living in suburbs serviced by school buses and public transport.

Student Council – Secondary

The Secondary Student Council is responsible to the Secondary Coordinator, overseen by the Principal.

The full Student Council meets twice a term during Friday period 1 to report on projects and discuss new proposals.

At Atlantis Beach Baptist College applicants are invited to apply to be a Student Councillor. They are asked to complete an application which includes their background, past experience and possible contributions to the Council (and the College).

Students will vote for their preferred candidate. Once votes have been tallied, the councillors will be announced at Prize Night or the next available assembly. Each appointment is for a one-year term.

Should a position fall vacant within the year, applicants may be called to fill the position or a person appointed by the staff.

The Student Council will comprise:

- Year 7 - 1 Councillors per year group
- Year 8 - 1 Councillors per year group
- Year 9 - 1 Councillors per year group
- Year 10 - 1 Councillors per year group

The role of the Student Council is to:

- Represent the student body
- Serve the school and community
- Provide leadership to students
- Develop a spirit of cohesiveness and community mindedness amongst students in the College
- Assist the Secondary Coordinator to organize social activities for their year group
- Assist new students to the school
- Be involved in whole school assemblies and assist staff on Open Day.

Expectations for Students

The College recognises the close relationship between learning, achievement and behaviour. As such, we are committed to providing a safe, respectful and disciplined learning environment for all students.

The College acknowledges the significant influence we have in shaping a positive culture for learning and wellbeing amongst students. As such, teachers must be committed to building capacity in all areas of student care and management and fully support the College's Care policies, procedures and programs.

Linked-In Group Leaders

Linked-In group forms an integral part of the College Care program and is scheduled weekly for 20 minutes. The Linked-In group teacher plays a role in helping to develop courageous, compassionate and socially agile learners who collaborate, inquire, create, innovate and engage with the world with integrity through Christian values.

The Linked-In group teacher will build a caring relationship with each student and along with Form Teachers will liaising with parents/guardians and other College staff in order to support each student to achieve and develop.

Linked in group teachers are responsible for some aspects of the College care curriculum. Students are taught protective behaviours including how to manage social media, staying safe online and what to do if they are bullied. Christian values are encouraged and taught during Linked-In sessions.

Social and Emotional Wellbeing

The NSW Commission for Children and Young People defined emotional well-being as:
"... children and young people's ability to relate to each other and their social environment, adapt to change and cope with adversity."

Why is SEWB important?

Studies have shown that young people with positive SEWB will be less likely to use alcohol and illegal drugs, less likely to engage in violent or deviant behaviour, have a later sexual debut and be less likely to experience emotional distress and suicidal thoughts or attempts. There is also a strong relationship between positive SEWB and high academic achievement.

Indicators of healthy SEWB

The young person generally appears to:

- Be happy
- Have positive self-esteem
- Volunteer to make his/her community a better place
- Like being in school
- Get along with teachers
- Get along with classmates including those who are different
- Be interested in helping others
- Feel like he or she belongs
- Make responsible choices to stay out of trouble
- Feel safe and free from harm
- Be positive about the future
- Participate in a wide range of activities
- Relate positively with family

Indicators of deficit SEWB

The young person generally appears to:

- Have his/her feelings easily hurt
- Engage in unhealthy behaviour
- Have significant periods of time when he/ she feels down
- Act impulsively, be lonely or a loner
- Under-achieve in one or more areas of school work
- Be very stressed
- Act dishonestly (lie, cheat or steal)

- Worry too much about what others think of him/her.
- Lose his/her temper
- Get into trouble a lot
- Physically bully or verbally taunt other students

Protective factors that enhance SEWB

Research suggests that there are several positive practices, capabilities or assets have been identified in the community, school and home that contribute to positive outcomes. These include:

- Positive relationships with peers and teachers
- Close, confiding relationship with at least one adult
- Feelings of positive regard
- Sense of security
- Communication of high and realistic expectations for achievement and behaviour
- Opportunities and skills for achievement
- Opportunities and skills for communication
- Recognition of contribution and achievements
- Opportunities for students to be given responsibilities and to be involved in decision-making
- Provision of places and activities that accommodate students' interests
- Teaching of positive attitudes, values and social and emotional competencies

Risk Factors that contribute to problems with SEWB

- Absenteeism
- Alienation
- Bullying and harassment
- Disengagement
- Isolation
- Low academic achievement
- Violence and abuse
- Poor diet
- Use of drugs

Secondary Student Behaviour Management

It is recognised that discipline will be encouraged and maintained through **preventative, supportive** and **corrective strategies**.

Preventative initiatives in order to prevent a discipline problem from arising are strongly encouraged; e.g. Charter of Goodwill.

Supportive discipline enables the application of techniques that assist children in maintaining their own self-discipline and developing self-esteem; e.g. Positive classroom management techniques.

Corrective discipline involves initiatives, including sanctions, to correct and re-channel behaviour; e.g. Class Discipline Plan and Individual Behaviour Management Contract.

The key to effective school discipline is the quality of relationships between teachers and students as well as parents/guardians. Students, parents/guardians and teachers have the right to a safe, orderly school environment where students can learn and feel safe at all times; and teachers can teach.

In general, the following principles will be employed and individualised for each class and teaching style as well as allowing for the developmental phases of the school.

Students are ultimately being encouraged to be self-disciplined and to display responsibility for their own actions in a caring community. Students should realise that if they are disruptive in class they are not only disadvantaging their own education but that of their peers.

Behavioural expectations

Teachers maintain a positive classroom climate and take a personal interest in each student. Discipline standards are high and each student is to be accountable for their own behaviour. Where necessary, students will be counselled and supported through their journey to develop skills leading to better self-regulation with the expectation that they will demonstrate improvement.

Students who persist with disruptive or inappropriate behaviour will be offered support but in order to preserve the learning of others, they will be often removed from classes and, ultimately, they will have the privilege of their enrolment at the College withdrawn.

The College must protect the rights and well-being of all students and no student should be allowed to jeopardize the learning of others or to disrupt the harmony of the School.

The Secondary School Leadership Team will work with individual teachers and students to ensure that the discipline standards of the School are maintained at a high level. All teachers will consistently use the same discipline model throughout the school.

It is a requirement for enrolment that parents/guardians and students support the ethos, standards of conduct and dress expected by the College, and all College policies through compliance.

The management of student behaviour at Atlantis Beach Baptist College is a staff, student and parent concern. The premise of the behavioural management policy is that staff, students and parents are on the same team in trying to create the best opportunities for students to learn and succeed inside and outside of the classroom. The behaviour management policies at the College aim to create a positive environment within our College and classroom so that teachers and students can work together in harmony. We also aim to prepare the students to become responsible members of the community inside and outside of the College by teaching them to make good choices and that in

doing this they will enhance the community and become men and women of character.

Whilst a strong feature of our behavioural management policy is the 'Canter' system (explained later), staff should only use this as part of their behaviour management toolbox. Other strategies for dealing with misbehaviour should also be utilized to compliment this system.

College Charter of Goodwill

All students and staff have the right to:

6. Learn or teach, free from disruption.
7. Be treated courteously.
8. Be free from any form of unlawful discrimination.
9. Work in a clean, safe and healthy environment.
10. Have their property respected and cared for.

"Love your neighbour as yourself." Mark 12:31

Students are encouraged in normal College life to uphold The Charter of Good Will through their actions and decisions in many ways. These include:

- Teachers showing genuine interest in each student in their care.
- Praise and encouragement given, along with a class-specific Rewards Program.
- Physical awards are given through Merit Certificates, Prizes and Trophies.
- Acknowledgment in class, at class assemblies and whole school assemblies.

Every student has the right to the best possible education they can obtain at Atlantis Beach Baptist College. Therefore, the College has a system of behaviour management that is upheld by teachers and students.

The system of behaviour management is in three parts at Atlantis Beach Baptist College, one for inside the classroom, another for outside the classroom and the third is an infringement system.

This includes:

Classroom organization:

Teachers should use a seating plan, shifting students when they are disruptive.

Low level warnings:

Teachers should use non-verbal and verbal warnings such as eye-contact, physical proximity.

Positive reinforcement:

Teachers should also look for opportunities to encourage students, identify their strengths and give them more responsibility in the class.

Discuss misbehaviour with the student/class:

Asking students to stay back after class to discuss misbehaviour.

In essence, teachers should not give a student a name on the board or a name and a tick without attempting to change the environment so that the behaviour will not continue. Remember that the aim of every teacher is to have a class where all students are engaged in learning. The Canter system is one way to ensure that this happens, but other strategies are also needed.

The key element in teaching students to become responsible citizens is that they learn to recognize and respect the rights and responsibilities of themselves and others within the College community. Students' behaviour and appearance must be of the highest standard while at College and during all College events. The same standard of behaviour applies in times of travel to and from the College.

With these rights come responsibilities. Some of these responsibilities include:

For students

- Ensure that their behaviour is not disruptive to the learning of others.
- Ensure that the College environment is kept neat, tidy and secure.
- Ensure that they are punctual, polite, prepared and display a positive manner.
Behave in a way that protects the safety and well-being of others. (This includes emotional well-being).

For staff

- Model respectful, courteous and honest behaviour.
- Ensure that the College environment is kept neat, tidy and secure.
- Establish positive relationships with students.
- Ensure good organisation and planning.
- Report student progress to parents.
- Consistently implement College policy.

For Parents

- Ensure that their child attends College.
- Ensure that their child is provided with appropriate materials to make effective use of the learning environment.
- Support the College by ensuring that they support the College's policies at home.
- Ensure that they do not criticize or 'bad mouth' teachers or administration staff in front of their children at home.

Stimulating Appropriate Student Behaviour

1. Avoid disruption

Research has shown that there are a number of features that are consistently seen within classrooms where little time is lost because of inappropriate behaviour. These features can be summarized as the following: keeping the lesson flowing smoothly, keeping students interested, keeping students accountable for their learning and making students feel monitored.

❖ Keep the lesson flowing

To keep a lesson flowing smoothly there are some things that should be done and some that should be avoided.

Do

- Know exactly what you are going to do and have all the necessary resources ready.
- At the beginning of the lesson and of a topic, inform the students about the aims of the instruction and the activities they are going to do to achieve them.
- Whenever possible, set up an accepted and fully understood pattern for student behaviour so that time is not repeatedly lost in negotiating with students (eg, roll taking, lining up, distribution of materials)
- Allow students time for clarification before setting them to work.
- Always attend to the needs of the majority of the class and have them engaged in learning before dealing with individual students who require special attention.
- In introducing a new task, give clear directions. Specify why the task is being done, how it connects to work already completed or about to be undertaken, what is to be done, and an approximate time limit for the activity eg; *"I will give you 7 minutes to complete this work."*
- Explain clearly your expectations for the working conditions (no talking, talking only to the person sitting next to you, etc)
- Give time checks and indicate where students should be up to in their work eg *"You now have*

two minutes left. You should be up to the last question”.

- Let students know when an activity is about to be changed so they can prepare to finish what they are doing and mentally get ready for what is about to begin.
- Give all instructions before beginning work so you don't have to interrupt the students with more instructions once they have started.

Don't

- Spend more time on any activity than is required (eg handing out equipment, explaining something).
- Interrupt a discussion on one topic to jump to a different one even if you later return to the first topic.
- Allow yourself to be side-tracked into answering irrelevant questions or requests. This is particularly important when a new activity is being initiated.

❖ Keep the students interested

A student's interest in learning can be stimulated and maintained in a number of ways:

- Vary the volume, speed and tone of your voice.
- Be enthusiastic about what you teach (tell students why it is important, useful, interesting).
- Vary the manner in which you teach.

This includes:

- Programs: Use a variety of assessment procedures and learning tools such as debates, excursions, guest speakers, audio visual material, Research and Study Centre research.
- Lesson structure: lessons should include techniques that cater for a range of learning styles such as teacher explanation, teacher/student discussion, role plays, group work, individual seat work, use of media such as video cameras, films, TV shows, interactive whiteboard displays, posters, PowerPoint's.
- Move around the room while teaching and allow students to move occasionally (if appropriate).
- Ensure the lesson content is challenging but achievable, and whenever possible relevant to the interests of students.

❖ Keep the students accountable for learning

Students who feel that the teacher is both concerned about how much work they do and prepared to check up on them are less likely to behave inappropriately.

The following are some of the ways in which accountability is manifested in the classroom:

- When questioning a class, don't accept the first correct answer and move on; take a number of answers before saying whether they are correct.
- Frequently, ask a question and then try and make eye contact with as many students as possible before selecting a respondent.
- If a student gives an inadequate answer, taking into account the ability of the student, wait up to five seconds to encourage him or her to continue the answer.
- Collect and/or correct all homework set.
- Check/collect all class work that was required to be completed.

❖ Making the students feel monitored

This final feature is the ability to have 'eyes in the back of your head'. Some of the ways teachers communicate this are as follows:

Whenever possible, position yourself in the classroom so that by lifting your eyes you can see all or most of the classroom.

- When talking with one student, do not become oblivious to the rest of the class. Frequently, 'break' eye contact to scan the rest of the students (approximately every five seconds).
- Whenever a student is seen to be off-task, inform him or her that the behaviour has been seen and is not acceptable. This need not be done publicly, that is, across the room. The message may be delivered privately at another time.
- 'Work the room' – Circulate around the room and choose students at random to check their work.
- Try to keep writing on the board to a minimum – Any time your back is to the students there is an opportunity for them to act inappropriately. Instead, use the e-learning environment or a data projector if there are notes to be copied.

2. The Pile of Goodwill

Teacher-student interactions are not restricted to those in which the teacher intends to change some behaviour of the student that is seen as unacceptable. There are other opportunities for contact between teacher and student. It is during such occasions that students develop their basic ideas about a teacher. Most significantly, they reach a decision about the degree of genuine concern that a teacher has for them and for their learning. Without the student trusting that the teacher cares for them and has a genuine concern for them, management techniques are likely to be unsuccessful and students are more likely to become disengaged at College and perform poorly.

To build up a pile of goodwill on which to draw, you need to spend 'positive' time with students. This is time spent teaching them, listening to them and encouraging them. It also means recognising their strengths, helping them, asking for and accepting their help and putting yourself out for them. This extends to showing interest in their lives outside of school, supporting their sporting interests, showing interest in their problems and generally conveying to them that you respect, value and like them, and are genuinely interested in their welfare.

Estimating Goodwill

To determine the size of your goodwill pile, you might ask yourself the following questions:

- Do you know every child's name in your classes?
- When was the last time that I did something nice for or to that child?
- When was the last time that I spoke to that child in a friendly, supportive manner?
- How often have that student and I spent time talking together about something that is important to him/her?
- Who are the student's best friends?
- What does the student think of other teachers and their subjects?
- What subjects is the student struggling in? Can you help?
- What does the student feel he/she is really good at?
- What is the child's home environment like?
- What does the child do on weekends/ holidays?

3. Setting up expectations for appropriate behaviour

Classroom Rights and Responsibilities

A teacher has to encourage students to understand that the main, if not only, reason he or she attempts to alter or stop certain student behaviour is because it interferes with the rights of other students. In the Charter of Goodwill there are five rights to be protected. These are listed on the first page of the Atlantis Beach Baptist College Student Management Policy. These five rights can be summed up in the following two rights:

- **Learn or teach free from disruption**
- **Feel safe (emotionally and physically)**

The Right to Learn or Teach Free from Disruption

Schools are not social clubs. They are in-situations of learning. As a consequence, teachers have a responsibility to ensure that no student is permitted to interfere with the learning of any other. Students also have a responsibility to act in manner that does not interfere with other student's right to learn free from disruption. Examples of these responsibilities include:

- Students should bring all their equipment to class
- Students should listen when other students or the teacher is speaking
- Students should arrive on time
- Students should attempt all work

The Right to Feel Safe (Emotionally and Physically)

An atmosphere must be created within a class and within the College that encourages students to get involved in the learning process and strive to achieve their best without fear of being teased, bullied or intimidated. Consequently students need to be held to account if their actions or words infringes another student's right to feel safe.

Students should also act in way that minimizes the risk of injury or physical harm to themselves and other students. Students who ignore safety precautions or act in an irresponsible manner likely to cause harm to themselves or another student will receive appropriate consequences. Examples of student responsibilities include:

- Students should pass all objects by hand
- Students should speak in a polite and respectful way
- Students should not touch other students

Expectations for Students

Ideally, expectations for student behaviour should be handled in a classroom meeting at the beginning of the year. In this meeting, teachers and students should establish expectations of behaviour, discuss the responsibilities they have as individuals and as a class for learning and discuss the consequences for students who infringe other students' rights.

Ultimately, students should be able to judge a situation and determine if their or a classmate's behaviour is responsible or fair. There are only two criteria: Does it interfere with any student's right to feel safe, or their right to learn?

Responding to Inappropriate Behaviour

Inappropriate behaviour may occur inside or outside the classroom. The following information explains how the College deals with both of these contexts.

Inside Classroom Negative Behaviour System

When a student displays a lack of concern for the rights of other students, negative consequences should follow to convince him or her to act more responsibly. When you need to tell students that their behaviour is interfering with the rights of other students, the following process is recommended:

Stage 1

1. Identify the student
2. Describe the behaviour
3. State the desired behaviour
4. Place the student's name on the board

Telling students to, "Please be quiet" is inadequate. Teachers must explain the underlying right that is being denied.

Examples:

“David, you’re talking. When you talk the other students can’t hear my instructions. Please raise your hand if you have a question otherwise, be quiet. Your name is now on the board”

“David that was not a very nice thing to say to Chloe. She has a right to feel safe in this class. Please be careful how you speak to people. Your name is now on the board”. An apology (public or private) may also be requested in this instance.

Stage 2

If misbehaviour continues:

1. Identify the student
2. Describe the behaviour
3. State the desired behaviour
4. Place a tick next to the student’s name and warn them that they are on their last chance and that any further behaviour that denies other students or teacher their rights will result in them being sent out of the classroom.
5. The student should be moved from their seating location to a part of the room where they will not cause further disruption.

Example:

“David, I have asked you to stop talking but you have continued. You are making it difficult for the students in this class to concentrate on their work. You have now got a tick next to your name. If you continue to disrupt the class, you will be sent to Student Services. Please move to the seat at the front of the class for the remainder of the lesson.”

Stage 3

If the misbehaviour continues:

1. Identify the student
2. Describe the behaviour
3. Send the student to the Office

Office Procedure

1. The student must tell the Receptionist that they have been sent out from class.
2. A send-out report is completed by the Office Manager indicating the name of the student, the teacher, subject and period they were sent out.
3. This report is emailed to the teacher for them to fill in the details of the send-out and email back to the Office Manager.
4. The student is interviewed by the Secondary Principal or Secondary Coordinator if the Principal is absent.
5. A copy of the report is kept on the student’s file and another copy is given to the Secondary Coordinator for follow-up purposes.

If a student refuses to leave class, the teacher should remain calm and ask a responsible student to go to the office to get the Secondary Coordinator or Principal. The teacher should then continue with the lesson and ignore any complaints by the student.

❖ Misbehaviours that may warrant a name on the board

Distracting behaviour

- Talking/singing/making noises
- Walking around the room
- Swinging on the chair
- Calling out
- Distracting someone from another class
- Mobile phone going off in class

Time-wasting behaviour

- Writing/reading notes in class
- Completing work from another subject
- Not completing a reasonable amount of work within the given timeframe

❖ Automatic Send-outs

A student may be sent out of class instantly for:

Breach of Safety

- Throwing an object in class
- Knocking a student off a chair
- Not following safety guidelines in practical lessons

Physical Abuse

- Punching another student
- Hitting a teacher
- Pulling a chair from under another student

Verbal Abuse

- Swearing at another student
- Swearing at a teacher

Misuse of Computers or Other Equipment

- Changing settings of classroom or Library and Research Centre computers
- Accessing or attempting to access inappropriate material via the internet
- Attempting to access restricted areas on the College computer network
- Intentional misuse of equipment provided in a lesson

The Inside Behaviour Management System in Summary	
First Send-Out	Verbal warning by Secondary Coordinator or Principal.
Second Send-Out	Formal letter sent home to parents indicating that the student has been sent out of class on two occasions. An interview is requested by the Principal or the Secondary Coordinator in the Principal's absence.
Third Send-Out	In-school suspension – separate recess / lunch breaks - no contact with students. Parents are notified as soon as possible. A formal letter is sent home to Parents with an interview requested by the Principal. A pastoral care interview is required by the College Chaplain/ Counsellor or Secondary Coordinator.
Fourth Send-Out	Out-of-school suspension – total suspension from College. Parents are notified as soon as possible and asked to collect their child at their earliest convenience. A formal letter is sent home to Parents with an interview requested by the Principal.

Fifth Send-Out	Permanent exclusion from the College. A formal letter is sent home to Parents.
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Outside Classroom Negative Behaviour System

The system for dealing with inappropriate behaviour outside the class operates differently from the inside discipline system. Students can receive an infringement, a minor outside send-out, a major outside send-out or immediate exclusion from the College for behaving in an inappropriate manner outside class.

Outside class means before school, at recess, lunch, on the way to a class room and after school. If you are outside the classroom but engaged in class activities, even if they are off-site (eg Phys. Ed classes) the inside send-out system applies. The Outside send-out system only applies to behaviour outside of normal classes.

Please note that as soon as a student puts on our uniform, they are representing our College. Therefore, students can expect to be disciplined if they behave in an inappropriate whilst they are wearing our uniform.

Common Misbehaviours Outside Class

1. Educational Examples: <ul style="list-style-type: none">• Homework/Assignment not completed• Late to class• Homework diary not signed• No sport uniform• Coming to class unprepared	2. Image of the College Examples: <ul style="list-style-type: none">• Make-up• Jewellery• Hair• Wearing the uniform incorrectly• Behaviour outside of College
3. General Behaviour <i>Rude/disobedient/dangerous/inappropriate</i> Examples: <ul style="list-style-type: none">• Swearing• Chewing gum• Disregarding the instruction of a teacher• No hat when outside• Out of bounds• Touching inappropriately/kissing	4. Anti-Social Behaviour Examples: <ul style="list-style-type: none">• Bullying• Graffiti• Vandalism• Fighting• Truancy• Bringing alcohol to school• Smoking• Threatening/intimidating a teacher outside of College

Consequences for Inappropriate Behaviour Outside Class

❖ Infringements

Generally given for lighter offences from categories 1-3

❖ Moderate Outside Send-outs

Generally given for moderate offences from categories 1-3

❖ Major Outside Send-outs

Generally given for severe offences from categories 1-4

❖ Immediate Exclusion

Given for serious offences in category 4 only

For Example:

Offence	Category	Consequence
Littering	Light	Infringement
No hat after a warning	Light	Infringement
Out of bounds after warning	Light	Infringement
Bullying – name calling, intimidation (first offence)	Moderate	Infringement or moderate outside Send Out
Rough, dangerous play	Moderate	Infringement or moderate outside Send Out
Disobeying a teacher's instructions	Moderate	Infringement or moderate outside Send Out
Vandalism	Severe	Major outside Send Out
Physical Fighting	Severe	Major outside Send Out
Leaving the College grounds	Severe	Major outside Send Out
Smoking	Severe	Major outside Send Out
Drugs	Severe	Immediate exclusion
Assaulting a teacher	Severe	Immediate exclusion

❖ Infringements

- Infringements are given for minor outside offences in categories 1-3 (from previous page).
- Parents will be sent a letter notifying them of every fifth infringement.
- Students are permitted to record a total of 24 Infringements **during one year**.
- At the 25th Infringement in one year, the students will be withdrawn from the College.
- Once a student has received 5 Infringements the Secondary Coordinator will contact the parents by a formal letter.
- Once a student has received 10 Infringements an interview with the parent/student will be organized with the Secondary Coordinator and a formal letter sent home.
- Once a student has received 15 Infringements the Secondary Coordinator will contact the parents by phone and organise an interview. The student also receives an in school suspension and will sit this at Student Services. A formal letter will also be sent.
- Once a student has received 20 infringements the Secondary Principal will contact the parents and have an interview with them. The student will also complete an out of school suspension. A formal letter will be sent home.
- Once the student has received 25 infringements the Principal will contact the parents to let them know that their child has been withdrawn. A formal letter will be sent home.

❖ Outside Send Outs

Moderate

Students will be sent to Student Services for recording of names. Infringements can be issued.

Major

Each time a student receives a major outside send-out, they are suspended from school for one day. If a student receives three major outside send-outs in one year they are permanently excluded from the College.

If a student is suspended three times in one year for any reason, they are permanently excluded from the College.

In Summary

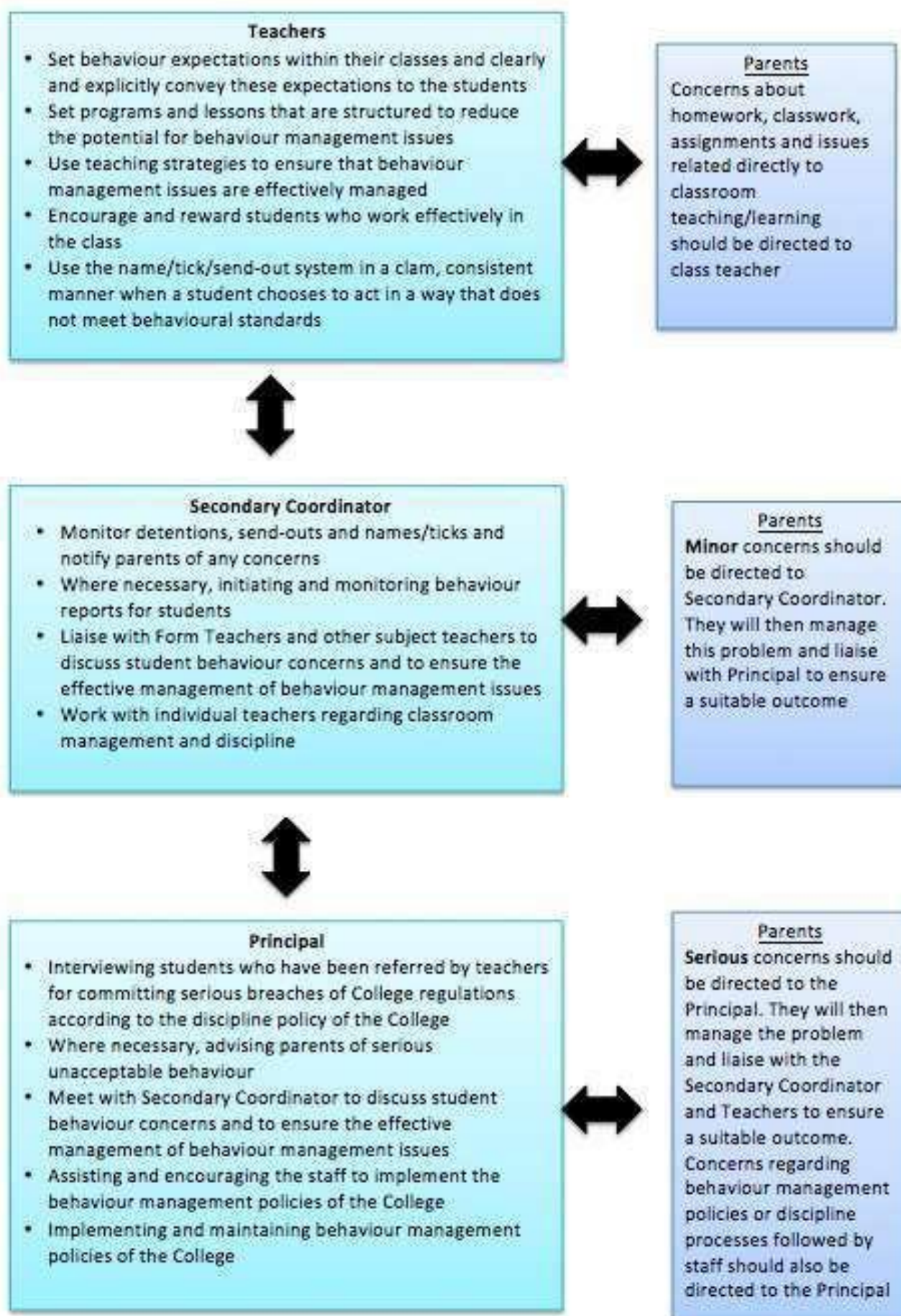
General principles

1. Act against the misbehaviour but show (and state) liking for the student.
2. Remain calm.
3. When appropriate behaviour occurs provide recognition.
4. Modify the child's curriculum if this appears to be the reason for the problem (confusion, boredom)
5. Act as a good role model
6. Be a coach rather than a policeman
7. Build up a pile of goodwill
8. Involve parents, Coordinators, Form Teachers and other teachers in dealing with difficult students
9. Pray for your students regularly, especially those who you have difficulty with

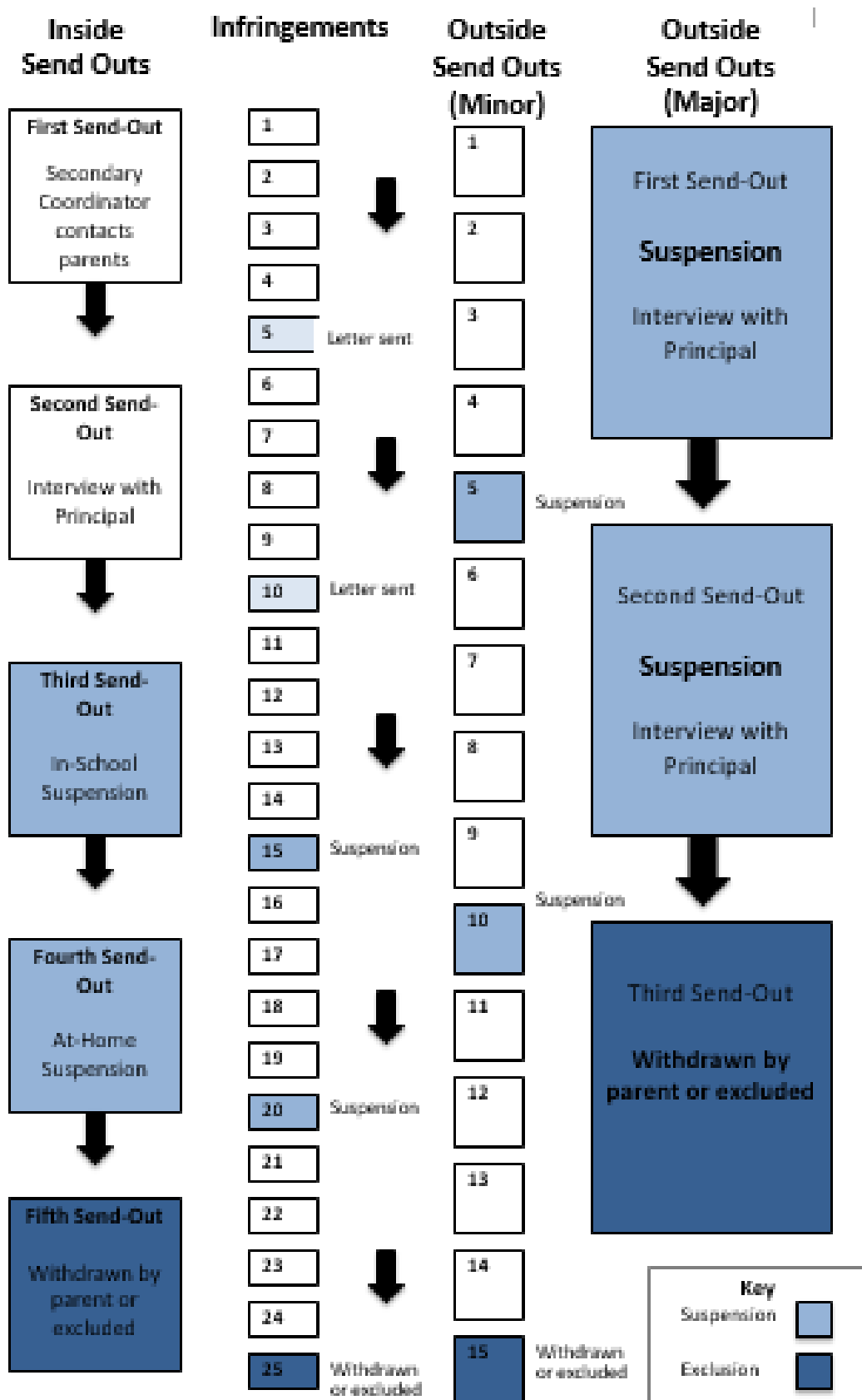
At Atlantis Beach Baptist College teacher should never:

1. Yell
2. Get personal
3. Use sarcasm
4. Come to class unprepared or disorganized
5. Come to class late
6. Let past experiences with students influence our current or future impression of them
7. Use the 'Name/Tick/ Out' system as our only behaviour management tool

The Student Management Process



The Student Management System Flowchart



Harassment

Unlawful discrimination or harassment – complaints by parents/guardians or students.

The College is committed to implementing principles, policies and procedures which are best practice in the areas of equal opportunity and to the elimination of any form of unlawful discrimination or harassment. With respect to parents/guardians and students; the College will not tolerate unlawful discrimination or harassment on the basis of race (colour, ethnicity, national origin, nationality or descent), sex, pregnancy, marital status, age, sexual orientation, family responsibility, family status, political conviction, religious belief or disability.

In the event that a complaint is received by the College the following procedure will apply:

Step 1

The student or parent/guardian should immediately report the matter to a senior member of College staff. The student may request that a student or staff member they trust attend this meeting and parents/guardians are also welcome to attend.

Step 2

The staff member will brief the Principal about the incident as soon as possible and the Principal will instigate an investigation, applying the principles of natural justice and procedural fairness. The parents/guardians and students will be asked to prepare a written report and/or meet with the Principal.

Step 3

Following an investigation, if the allegation is found to have substance, the Principal will take appropriate action. The outcome of the enquiry and action taken will be communicated to the parents/guardians and the student.

Step 4

If the student and/or parents/guardians are dissatisfied with the outcome, they may write to the College Board of Directors.

Step 5

Issues unresolved at the Board of Directors level can be referred to an outside consultant contracted by the College.

Student Grievance Procedure

Pastoral Care refers to the general welfare and discipline of the student. Curriculum matters refer to issues related to individual Learning Areas (subjects/courses), or to any aspect of the student's academic program. The student may request that a student or staff member they trust attend any meetings, and parents/guardians/guardians are welcome to attend if practicable. The resolution of a grievance should begin at the lowest possible level in the grievance process.

[See Resolution of Parent Complaints and Grievances](#)

Level 1 Complaints process

Stage 1

Parents/guardians and students should meet with the staff member directly involved in the complaint before taking any further action.

Stage 2

If after approaching the staff member involved, the concern is not resolved, an appointment should be made with the staff member's Line Manager or the matter can be put in writing to the Line Manager. The concern can be taken to the relevant Secondary Coordinator in the case of pastoral care matters, or the relevant Secondary Coordinator for curriculum concerns.

Stage 3

If the matter is not resolved by meeting with the Line Manager, the student or Parent/Legal guardian may request a meeting with the Secondary Principal.

Level 2 Formal investigation

Parents/guardians and students who have followed the three stages in the Level 1 Complaints Process, but who are not satisfied with the outcome, can request a formal investigation into their concerns. An appointment should be made with the College Principal or the parent/guardian or student can prepare a written submission. The College Principal will acknowledge all written complaints in writing, setting out a timeline and procedure for investigating the complaint.

Level 3 Formal complaint

If parents/guardians or students remain dissatisfied after bringing concerns to the Principal, the matter may be referred in writing to the College Board of Directors. Further details, including a flow chart for the Resolution of Parent and Student Complaints and Grievances can be located on the College website.

Bullying Prevention

The College believes that no one deserves to be bullied - even if their behaviour is irritating or annoying. Retaliation is not acceptable behaviour at ABBC. Students are encouraged to deal with problems in other ways. Discussions on this topic in classrooms occur continually throughout the year. Positive change and resolution of disputes is the priority but bullying behaviour, whether physical or verbal, will not be tolerated.

If you have concerns, please contact the school, discussing issues with your child's Form teacher in the first instance or directly with the Secondary Coordinator or Principal.

Anti-bullying Policy

What is Bullying?

Atlantis Beach Baptist College aims to address the problem of bullying and aims to provide sound support structures for victims of bullying. All staff of the College have a duty of care to students, ensuring a safe and non-threatening environment for all students. Atlantis Beach Baptist College has a no – tolerance position on bullying.

Definition of bullying:

A student is being bullied when he or she is exposed, repeatedly and over time to negative actions on the part of one or more students. Bullying is characterised by an imbalance of power.

Teasing

Some children seem to enjoy teasing. What children often don't know is when to stop. Something that appears to be good natured and fun can turn into feeling uncomfortable for the receiver. It is at this point that the receiver needs to be able to ask for the teasing to stop. If it continues, this would be considered bullying.

Conflict

Conflict has a different dimension from bullying as it involves a disagreement where one or both party's needs are not being met but does not involve an abuse of power. If handled well, conflict is considered to be an opportunity for personal growth.

Types of Bullying

- **Physical**
hitting, punching, kicking the victim, taking or damaging the victim's property.
- **Verbal**
name calling, constant teasing, insults, racist comments, sexist comments.
- **Emotional**
excluding peers from groups, spreading rumours, stalking, interference with, or damage to personal property.
- **Cyber Bullying**
Cyber bullying involves the use of information and communication technologies such as social media, e-mail, mobile phone, instant messaging, and defamatory personal web-sites, to support

the repeated, harmful and negative behaviour by an individual or group towards another individual or group.

What does Atlantis Beach Baptist College do about bullying?

Atlantis Beach Baptist College's approach to bullying falls into 3 categories:

Prevention, Early intervention and Intensive intervention

Prevention

The key to preventing bullying from occurring is to create a culture at the College where students respect each other and enjoy learning together in a safe and supportive environment. There are several ways to ensure this happens:

1) Expectation

All students at Atlantis Beach Baptist College are aware of the expectations that we have of them regarding their behaviour. Most of our students live up to these expectations and as a result, we have had relatively minor problems with bullying at the College.

2) Education

At Atlantis Beach Baptist College, our students are encouraged to deal with conflict in constructive ways, to communicate in more effective ways and to examine their thinking processes in order to find more rational ways of dealing with difficult situations or people. This helps to "up-skill" both the bully and the victim.

The Parents and Friends Association

The Parents and Friends Association will be provided with information regarding our no-tolerance position on bullying (apart from information gained at entrance interview) and will be encouraged to be a part of the College-wide anti-bullying programme.

3) Adequate and active supervision

Staff actively patrol the school grounds during all breaks including before and after school. Administration has made sure that there are no 'blind-spots' in the school grounds due to lack of supervision. There are also plenty of 'safe' areas in clear view of the teacher.

4) Peer support programs

Students are provided with training that teaches them how to mentor and provide support for younger students. This gives students additional support if they are feeling vulnerable.

Early Intervention

1) Student Council Involvement

Members of Student Council have been given training to intervene and assist students who are victims of bullying. This gives victims of bullying additional support in reporting bullying and assisting in on-going support for the victim.

2) By-stander behaviour

Students are encouraged to act on behalf of a victim if they notice a student being bullied. This may include talking to the bullies, reporting it to a teacher and providing support to the victim.

3) Restorative conferencing (Early intervention only)

When bullying is identified as being minor in severity and in the early stages of duration, rather than impose punishment on the bully, which may lead to further repercussions for the victim, we may ask the victim and the bully to meet together with the Secondary Coordinator (Pastoral Care) to discuss the problem and find ways to restore the broken relationship. Without the threat of

punishment hanging over the bully, students will usually find a way to resolve the conflict to the satisfaction of all involved.

4) Record-keeping

All bullying incidents are documented and kept on file so that we can track students who are the victims or perpetrators of bullying incidents. Parents and teachers (if necessary) are also contacted if the bullying reaches the restorative conference stage.

Intensive Intervention

1) Intervention Plan

Creation of an intervention plan involving the bully, their parents, the Secondary Coordinator and the School Chaplain.

2) Sanctions

Response to ongoing Bullying that has occurred at school

- On the report of an incidence of bullying the Secondary Coordinator / Principal will interview the victim in a safe setting away from bully and other students.
The safety of the victim and his/her welfare is prime consideration at this stage. Where a child is distressed a staff member will remain with the child.
Any witnesses are interviewed.
- The bully is interviewed and allowed to speak freely to give their view.
- Where bullying is evident this will be discussed with the bully and a first warning given (verbal). The bully's parents will be contacted, including further steps in the Student Management System. The bully is also warned regarding any revenge / having friends take revenge / further bullying of the victim.
- The victim is provided with feedback and including the warning for the bully and the implications should anything further arise. Ongoing support structures are offered e.g. from staff, counsellor, psychologist. The victim's parents are contacted.
- In the case of a second instance the bully would be suspended for one day.
- In the case of a third instance in a year, the bully would leave the College.
- A record will be kept of all reported incidents on the relevant student's file including details of harm to the victim, personal factors of the students involved, care / action taken on behalf of the College. And / or other agencies e.g. police, any underlying causes.
- Any repeated occurrences/similar instances must also be documented.
- Support for victim (and witnesses where applicable) is recorded.

What can the College do when the bullying happens off-campus, like on the internet or at the shopping centre?

If a student or students who attend Atlantis Beach Baptist College engage in bullying behaviour towards other students from the College outside school this will obviously have a negative impact on the victim's relationship with those students whilst at the College. For this reason, Atlantis Beach Baptist College reserves the right to apply the bullying policy including imposing formal sanctions when any act takes place on or off-campus that causes or threatens to cause a substantial and material disruption or interference with the rights of students to feel safe and secure. This includes bullying or intimidation at shopping centres, on buses, on the internet or via mobile phones and social media sites. These sanctions may include suspension or exclusion from the College. The Student Management Policy will be adhered to when sanctions are required.

BULLIES ARE

People who look for victims, i.e. those who don't appear to be confident and who don't stand up for themselves. Bullies behave in the way they do because:

- They are jealous of other people
- They don't know how to feel successful in other ways
- It helps them to be noticed by other people
- It makes them feel powerful to bully someone else
- They feel inferior to others and use bullying as a way of covering up those feelings and trying to convince others that they don't feel inferior.

BULLYING IS

Bullying is a ***repeated pattern of behaviour*** by one person towards another which is designed to hurt, injure, embarrass, upset or discomfort that person.

It can be:

- physical aggression
- the use of put-down comments or insults
- name-calling
- damage to the person's property
- deliberate exclusion from activities
- the setting-up of humiliating experiences

BULLYING IS WHEN A PERSON:

- is called racist or hurtful nicknames
- is hit, punched or kicked
- is threatened
- is sent nasty notes
- is ignored deliberately
- is teased repeatedly in a nasty way
- is picked on
- has rumours spread about them
- is excluded from the group
- has property hidden, damaged or destroyed
- has graffiti written about them
- is ridiculed in class

All teachers are firmly committed to putting an end to acts of bullying.

A PERSON WHO IS BULLIED CAN:

Talk about it – bullies thrive on silence.

Discuss it with:

- friends
- family
- teachers
- anyone you can relate to.

Don't get misled by the "dobber" tag – it is used to protect the bullies!

HOW TO HANDLE BULLYING:

- don't retaliate; look for advice
- talk to your parents
- write down the things the bully has said or done to you and how you feel. Date each entry.

Then you may:

- report the above to the Principal.

Victims of bullying will be supported. No one deserves to be bullied *even if* their behaviour is irritating or annoying. There are other positive and constructive ways to deal with irritating and annoying behaviour.

Co-curricular Activities

The provision of a range of Co-curricular activities, accessible to all students at ABBC is made on the basis that:

- ABBC is committed to the development of the 'whole person'
- the provision of a diverse range of activities is made to enable students with a wide and developing range of interests, to explore activities beyond their previous experience
- the range of activities provides opportunities to positively contribute to the ethos and identity of the College particularly through sport and music programs
- the College remains committed to ensuring the highest levels of performance and competition by groups, teams and individuals in the range of activities provided
- the competitions managed are Inter- House Competitions and ACC
- Community events and Cadet activities will often occur after school hours.
- Social events for each Year group (one per term) will occur after school hours.

Camps

Where scheduled as part of an educational program, student participation in camps is compulsory. Year 7 and Year 9 students enjoy camps. There will be a cost associated with the Overnight Camps.

Infectious Diseases

Public Health Regulations have provided a list of communicable diseases and prescriptive treatment as follows:

COMMUNICABLE DISEASES

Guidelines for Teachers and Local Authorities:

CHICKEN POX: (*Varicella virus and Herpes Zoster*)

The medical practitioner treating a case of infection must decide whether others at risk need to be contacted.

Transmission: Contact with an infected person or with articles freshly soiled by mucus or sores from an infected person. Scabs do not spread the infection.

Incubation period: 13 - 17 days

Period of communicability: From 5 days before rash and 5 days after onset of last crop of blisters.

Exclusion from school: Exclude until fully recovered, or until at least 5 days after the eruption first appears. Some remaining scabs do not justify continued exclusion.

Contact: Any children with immune deficiencies (e.g. Leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise do not exclude.

DIARRHOEA: (*Various bacteria and viruses, e.g. Rota virus, Shigella, Giardia, Salmonella, Campylobacter.*)

Transmission: Many modes of transmission, depending on causative organism, usually through contaminated hands, food and drink.

Incubation: Hours to days.

Exclusion from school: Exclude until diarrhoea has ceased.

Period of communicability: Days to weeks.

NOTIFIABLE - SALMONELLA, SHIGELLA, CAMPYLOBACTER

HEAD LICE: (*Pediculus Capitis*)

Transmission: Contact with infected person.

Incubation period: 1 - 7 days

Period of communicability: Until lice and nits (eggs) are destroyed.

Exclusion from school: Exclude until day after treatment has commenced. Family contacts will probably be infected and should be treated. Other close contacts should be checked regularly for signs of infestation.

HERPES: (Herpes Virus)

Transmission: Direct contact with weeping lesions.

Incubation period: 2 - 12 days.

Period of communicability: Herpes virus is present in weeping lesions.

Exclusion from school: Young children unable to comply with good hygiene practices should be excluded while lesions are weeping.

IMPETIGO: (*School Sores - various bacteria usually Staphylococci and Streptococci*)

Transmission: Contact with infected person.

Incubation period: 1 - 3 days.

Period of communicability: Until sores are healed.

Exclusion from school: Exclude until effective treatment (including the proper use of occlusive dressing) has been instituted.

INFLUENZA: Like illness (various viruses)

Transmission: Spray or droplet infection, or directly through articles freshly soiled by discharge from nose or throat of infected person.

Incubation period: 1 - 3 days

Period of communicability: From 2 days before onset of symptoms to 5 days after.

Exclusion from school: Readmit on recovery.

MEASLES: (*Measles Virus*) NOTIFIABLE

Transmission: Spray of droplet infection, or indirectly through articles freshly soiled by discharges from nose or throat of infected person.

Incubation period: 7 - 18 days (usually 10).

Period of communicability: From 5 days before to 4 days after the appearance of rash.

Exclusion from school: Exclude; readmit on medical certificate of recovery or at least 4 days after appearance of rash if well.

Contacts: Do not exclude immunised contacts. (All children should be immunised against measles, preferably at 12 months of age and certainly before entry into Pre-Primary or day care centre unless they have had the disease). Non-immunised contacts should be excluded for 14 days after the appearance of the rash in the last case identified in the school, unless contact was immunised within 72 hours of first exposure.

Immunisation: Measles / Mumps / Rubella vaccine from 12 months of age.

MUMPS: (*Mumps Virus*)

Transmission: Spray or droplet infection, or directly through articles freshly soiled by discharge from nose or throat of infected person.

Incubation period: 12 - 15 days.

Period of communicability: From 6 days before to 9 days after swelling.

Exclusion from school: Exclude for at least 9 days from onset of symptoms.

Contact: Do not exclude. Recommend immunization if not vaccinated.

RINGWORM: *Tinea, Pityriasis versicolor (certain species of fungi)*

Transmission: Contact with infected persons, articles or animals, especially cats.

Incubation period: 4 - 14 days.

Period of communicability: As long as lesions contain fungus and spores.

Exclusion from school: Exclude until the day after treatment has commenced.

RUBELLA: *German Measles (Rubella Virus)*

NOTIFIABLE - Congenital Rubella Virus.

Transmission: Spray or droplet infection, or indirectly through articles freshly soiled by discharge from nose or throat of infected person.

Incubation period: 14 - 23 days.

Period of communicability: From 7 days before to at least 4 days after onset of symptoms of rash.

Immunisation: As for Mumps and Year 7 females. All females of childbearing age should make sure they are adequately immunised.

SCABIES: *Sarcoptes scabiei* (itch mite).

Transmission: Contact with infected person, clothing or bedding.

Incubation period: Itching usually begins within 48 hours.

Period of communicability: Until mites and eggs are destroyed.

Exclusion from school: Exclude until the day after treatment has commenced.

Contact: Family contacts will probably be infected and should be treated.

WORMS INTESTINAL: *hook, round, tape, thread and whip*

Transmission: Ingestion of worm eggs from fingers or food.

Incubation period: Various

Period of communicability: As long as eggs are present in faeces.

Exclusion from school: Exclude if symptomatic or diarrhoea present.

Curriculum

The Learning Curriculum followed by the Atlantis Beach Baptist College will be based the Western Australian Curriculum K – 10 Syllabus and Senior Secondary courses (including Vocational Education and Training) and covers the following Learning Areas:

- The Arts - music, dance, drama, visual arts and media
- English - reading, writing, speaking, listening, spelling, handwriting
- Health and Physical Education
- Humanities – History & Geography
- Languages – Japanese
- Mathematics
- Science
- Technologies

Christian Education will also be part of the curriculum.

Learning in the Primary and Secondary School will be integrated within these Learning Areas.

The English, Humanities, Mathematics and Science Learning Areas will follow the Western Australian Curriculum at Atlantis Beach Baptist College and other Pre Primary (Foundation) to Year 10 Learning Areas as they are implemented in the Western Australian Curriculum. This will include The Arts, Economics & Business, Civics and Citizenship, Technologies, Health and Physical Education and Languages. Text books will reflect the Western Australian Curriculum.

Incorporated into each phase of the Western Australian Curriculum are the 'general capabilities' which promote:

- Literacy
- Numeracy
- Information and communications technology
- Thinking skills and creativity
- Self-management, teamwork and social competence
- Inter-cultural understanding
- Ethical behaviour

Our Pastoral Care and Safety curriculum has a special focus on the general capabilities of self-management, teamwork and social competence, inter-cultural understanding through a sequenced curriculum K-10 embedding PATHS, Protective Behaviours and the Health and Physical Education curriculum.

In addition, the Western Australian Curriculum involves 'cross-curriculum priorities' which promote understandings of:

- Indigenous perspectives
- Sustainability
- Asia

The teaching of Languages is undertaken through the incorporation of Studies of Asia across the curriculum. Children have exposure to other cultures especially through the focus language, Japanese.

Streaming in Secondary Core Subjects

When students arrive in Year 7 at Atlantis Beach Baptist College they are placed in un-streamed classes (i.e. not according to ability). As Year 7 is a general course each student has the opportunity to make a fresh start from their primary schooling and work to the best of their ability. Streaming may only occur when a second and third class is established in the same year group.

Homework

Homework will be an important component of the ABBC Curriculum. It will provide our students with opportunities to consolidate the skills and concepts they have learned at school. It will allow for positive communications to take place between home and school. We see the importance of working together to establish good routines which create good learning habits for our students as they move through the College.

Secondary homework will be set according to the needs of the students within the year group. Tasks will be often open ended to provide opportunities for students to be challenged and extended. Homework for weekends or holidays, however from time to time a task may flow over these periods and some year groups the homework may run over a two-week period. Homework will be set by classroom teachers and may differ slightly within a cohort. This is to provide the best opportunities for teachers to respond to the learning needs of the students within their classrooms.

Students are expected to do homework every evening. This incorporates:

- Work set by the teacher
- Review of the day's new work
- Revision

The following is a guide to expected homework time per evening:

Year 7	:	½ hour
Year 8	:	½ hours
Year 9	:	½ hours
Year 10	:	1 hour

Students should also complete at least one homework session per weekend.

All homework should be written in the student diary. Homework that is not completed will be followed up by the teacher and if necessary, the parents informed via email of regular or repeated missed or incomplete work. Infringements can be given for repeated missed or incomplete work.

When a task is not understood or the demands of the family routine prevent homework from being completed within the allocated timeframe, parents will be asked to write a note or email the classroom teacher. The classroom teacher will work with the parents to support their child.

SECONDARY COURSE INFORMATION

Year 7/8/9/10 Curriculum

Welcome to Atlantis Beach Baptist College.

Year 7 to 10 students at Atlantis Beach Baptist College have a fixed curriculum program designed to give students a sample of a variety of subjects across the curriculum.

The Year 7 to 10 program at Atlantis Beach Baptist College will adhere to the Western Australian Curriculum Council requirements.

It will also endorse regular physical activity and the essential core skills necessary for success in secondary schooling.

The school week will have 30 class periods. Each day will consist of 6 periods with a 55 minutes duration. Students attend a 15 min Form period at the beginning of the day to take attendance, receive any notices, open with a devotion or to make contact with the Form teacher.

Students will undertake the following curriculum course of study:

English
Mathematics
Humanities
Physical Education
Health
Languages
Health
Art
Christian Education
Design and Technology
Drama
ICT
Music
Assembly

The Year 7/8/9/10 program will offer rigour for students to extend their knowledge and skills and will provide a sound preparation and launching pad for future studies.

NB: Some subjects like Food Technology and Design and Technology may attract a subject levy.

Uniform Policy

Atlantis Beach Baptist College has established a uniform code which states that all students who attend the College will be required to wear College uniform. This contributes to:

- ◆ the fostering and enhancement of the public image of the College.
- ◆ improving morale, team spirit and pride in the College.
- ◆ ensuring that students are safely dressed for College activities.
- ◆ encouraging equity among students, reducing rivalry.
- ◆ identifying non-College children on-campus.

We seek to encourage a high standard of personal cleanliness and hygiene, and neat appearance at all times. All children are required to wear the College uniform in a manner which is a credit to the student and the College.

Students should always wear their College uniform with pride. The uniform is a reflection on the College and as such, should be maintained in a clean and well-kept condition. Any worn or damaged items should be repaired or replaced without delay. Identification tags or markings should not be visible when the uniform is worn. If students misbehave whilst in their uniform or wear their uniform in a sloppy manner, this reflects badly on the College which in turn affects all students and staff who attend Atlantis Beach Baptist College. For this reason, the Atlantis Beach Baptist College discipline and uniform policies apply to students at all times when they are in ABBC Uniform. This includes on the bus, at the shopping centre and on the street.

It is a condition of enrolment at this College that students conform to the uniform requirements. Full uniform must be worn while the student travels to and from the College and during examination times. A student's failure to maintain high standards, both within the College and in the public arena, will result in disciplinary action being taken.

- Summer uniform is worn in Terms 1 and 4
- Winter uniform is worn in Terms 2 and 3

Refer to the Student Organiser for greater detail.

No student is to write on any part of the College uniform: however, all items of clothing are to be clearly and discreetly marked with the student's name. Untidy items of clothing will need to be replaced if required by the College. Breaches of uniform rules can result in infringements, suspension, and possible exclusion from the College

Secondary Uniform Requirements

BOYS	GIRLS
<p>SUMMER Navy College shorts White banded College shirt Navy College socks Blue College Jumper if weather is cold Formal College Jacket</p> <p>WINTER Grey trousers with plain black buckled belt White banded College shirt College tie Blue College jumper Navy College socks College Jacket</p> <p>SHOES Black leather lace up school shoes</p> <p>SPORT College tracksuit (cooler weather) Navy College sport shorts College polo shirt Plain white sport socks College hat</p> <p>SPORTS SHOES Predominantly white/blue /black sports joggers</p>	<p>SUMMER College dress White College socks Blue College Jumper if weather is cold Formal College Jacket Navy tailored shorts</p> <p>WINTER College skirt White College shirt College tie College jumper Navy tights or white socks College Blazer Jacket</p> <p>SHOES Black leather lace up school shoes</p> <p>SPORT College tracksuit (cooler weather) Navy College sport shorts College polo shirt Plain white sport socks College hat</p> <p>SPORTS SHOES Predominantly white/blue /black sports joggers</p> <p>HAIR ACCESSORIES Navy, black, white, brown</p>

Only in extenuating circumstances will a student be excused for not being correctly attired and a written parental explanation must be presented to the child's Form Teacher. Students wearing incorrect uniform with no written permission will be referred to the Secondary Coordinator.

Boys Uniform Standards

Summer shorts and shirts

Boys' shorts should be properly fitted so that they don't fall down. Shirts should be clean and buttoned up. Missing buttons should be replaced as soon as possible.

Winter trousers, shirts and ties

Boy's trousers need to be the correct length and fit properly around the waist with a belt. Shirts need to be clean, buttoned to the top. Missing buttons need to be replaced as soon as possible. Ties need to be pulled up neatly to cover the top button and be the correct length, i.e. waist length.

Jewellery

- wristwatch.
- single piercing, small stud/sleeper in the lower hole of each ear lobe

- Students who are wearing extra jewellery will have it confiscated and returned at the end of the day, as well as receiving an infringement.

Please note: Leniency will not be shown to students who chose to have extra visible piercing done during the school year. Use of Band-Aid, plug or other covers for piercing and tattoos is not acceptable. If in doubt, please check with the Principal or Secondary Coordinator beforehand

Hair

- The general rule is that all students' hair should be neat and tidy at all times. No extremes of hair style are permitted.
- Boys' hair should be neat in either a short or tied up hair style.
- Hair shorter than #2 is not permitted.
- Fringes should not hang across the eyes or face, nor should they interfere when a student is working.
- Hair should not be messy
- Hair may be dyed, but the hair colour must be uniform. The dye must be a natural colour and only ONE colour. Hair that is two toned or has patches of dyed hair with natural hair colour are not permitted. No eccentric hairstyles allowed. Principal's discretion is final.

All hairstyles, for College wear, must be moderate and sensible - fashion statements or extreme hairstyles will not be accepted. If in doubt, check with the Principal. Students with inappropriate hairstyles will be removed from class.

Please Note: Boys need to be clean shaven. Side burns are not to be longer than the middle of the ears.

Girls Uniform Standards

Summer dresses

Girls' summer dress must reach to the knee or just below. If these guidelines are breached, then parents will receive a letter requiring alterations to be made or a new dress purchased. If these changes do not happen within the agreed time frame, the student will receive an infringement. Dresses need to be clean and missing buttons replaced as soon as possible.

Winter skirts, shirts and ties

- Skirts need to be the correct length and fit properly around the waist.
- Shirts need to be clean and buttoned to the top.
- Missing buttons need to be replaced as soon as possible.
- Ties need to be pulled up neatly to cover the top button and be the correct length, i.e. waist length.
- Skirts may NOT be rolled at the waist to shorten them.
- Navy stockings may be worn that are free of ladders and holes.

Jewellery

- Girls are allowed one pair of small sleepers or plain gold or silver stud earrings in the lower lobe of the ear.
- If a student has any piercing done that breaches these guidelines they will not be permitted to attend class.
- Students who are wearing extra jewellery will have it confiscated and returned at the end of the day, as well as receiving an infringement.

Please note: Leniency will not be shown to students who chose to have extra visible piercing done during the school year. Use of Band-Aid, plug or other covers for piercing and tattoos is not acceptable. If in doubt, please check with the Principal or Secondary Coordinator beforehand

Hair

- Hair may be dyed, but the hair colour must be uniform. The dye must be a natural colour and only ONE colour. Hair that is two tone or has patches of dyed hair with natural hair colour are not permitted.
- Hair should not be messy.
- Girls with longer hair than the top of the shirt collar must have it tied back in a ponytail, bun or plait(s) using a scrunches or hair elastic in the College colours of navy, white, brown or black.
- Hair combs are permitted but they must be the same colour as the hair, clear, brown or black.
- Plastic or metal headbands are not part of the College uniform.
- Hair accessories must be navy, white, brown or black, but no decorative type clips are allowed.
- Girls with hair shorter than the top of the collar must not allow it to hang forward when they are working. The hair should be kept back with black or brown hair clips.
- Fringes should not hang over the eyes, across the face or interfere when a student is working.

Braids/small plaits are acceptable provided that:

- they fit the head firmly and neatly and are tied back into a pony tail which is secured at the nape of the neck (i.e. not on the top of or back of the head) and also at the base of the pony tail
- they are kept neat, clean and well groomed
- no beads or coloured bands are used
- All hair styles, for College wear, must be moderate and sensible - fashion statements or extreme hairstyles will not be accepted. If in doubt, check with the Principal. Students with inappropriate hairstyles will be removed from class.

Sports Uniform

It is compulsory to wear the correct Sport uniform to school on days where the student is participating in Physical Education class.

Summer

College Secondary sports shirt and College Secondary sports shorts. White plain ankle length sport socks are to be worn. Trainers are to be clean and predominantly white/black or navy. The College hat needs to be worn.

Winter

Pupils are to arrive and leave the College wearing their College Secondary School track pants and track top with the College hat. Trainers are to be clean and predominantly white/blue or black. Pupils who represent the College for any sporting event need to be similarly dressed when they arrive and depart from their sports event. Pupils are able to change into their sports shorts at school or at their event. Sports shorts are to be worn under the track suit pants.

General Uniform Guidelines

The College jumper, if worn, must not have sleeves pushed back and is not to be tied around the waist.

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

College hats need to worn when students are in the sun during break times or Physical Education lessons. The College hat can be purchased from the Uniform Shop. All other headgear is unacceptable.

The College hat is compulsory all year round.

Helmets must be worn by cyclists when riding to or from the College.

Scarves can be worn in colder weather but must be Navy blue in colour.

Tattoos are not permitted, all tattoos must be covered and not be visible.

Make-up is only permitted if it is a subtle application of foundation and mascara only. It is to be worn in a neat and professional manner only. Students may be requested to remove make-up if deemed excessive by a staff member. Refusal to do so will result in a send out. Nail polish is permitted in a nude or transparent colour.

The College Bag is compulsory for each student. Bags should be in good condition and not spoilt by graffiti. Unsatisfactory bags will need to be replaced. Files and books are not to have graffiti on them.

Sunglasses: Students may wear sunglasses when outdoors but are not to wear them in class, or on their heads/hair during school.

Undergarments: Students are not permitted to wear bikini tops or coloured undergarments under their College shirt. **Students' undergarments should not be visible at any time including coloured tank tops, singlets or bands.** A white or skin-coloured top may be worn under the College shirt. Infringements can be given if undergarments are visible.

All books, bags and items of clothing must be clearly labelled. Failure to do this will result in very little chance of recovery of lost or misplaced items.

Socks must be regulation College socks and worn no lower than the ankle with the stripes visible.

Shoes must be black, polishable leather lace-up school shoes with a low heel. Students who have Physical Education classes are able to wear predominantly white/black and blue trainers with their Sport uniform.

Swimming: Bathers are required for swimming. Modesty is required when wearing bathers at any College activity. Bikinis will not be accepted.

Girls: One piece bathers. Girls may wear College shorts over their bathers and a rashie if preferred.

Boys: Swimming trunks with a rashie if preferred.

Boys may wear College shorts instead of College bathers during inter-house swimming carnivals.

Uniform Pass

Any time that a student has a valid reason for missing part of their uniform and they have a note from their parent, they will be issued with a Uniform Pass which is dated and is valid for that day. When questioned by teachers during the day regarding their lack of correct uniform this pass is to be politely shown.

Uniform Shop

Students must visit the uniform shop with parents before school or during recess and lunch. Students are not permitted to visit the uniform shop during class time. The uniform shop is open on Tuesday and Thursday mornings only.

Winter Uniform is considered the 'Formal' uniform and will be worn for public performances by students or to official functions, even occasionally in summer.

For all excursions, summer or winter uniform and at times sport uniform, depending on the time of year, will be worn, unless alternative dress is required for a specific activity.

Students will be excluded from participating in the excursion, sport activity, etc. if they are not in the appropriate uniform.

Parent Complaints and Grievance Process

If you have cause for concern about something at school, please contact the class teacher in the first instance. Should difficulties remain unresolved, an appointment can be made with the Principal through the Reception. The College Board is the final recourse to addressing problems.

A copy of the Grievance Policy can be located on the College website.

A complaint will be treated as an expression of genuine dissatisfaction that needs a response.

Atlantis Beach Baptist College wishes to ensure that:

- Parents have an understanding of how to make a complaint should the need or situation arise
- Atlantis Beach Baptist College responds within a reasonable time frame and in a courteous and efficient manner
- Parents understand that they are listened to and that complaints are viewed seriously
- Action is taken where appropriate

“How should I complain?”

When you contact the College, please be as clear as possible about what is troubling you.

Staff members at the Atlantis Beach Baptist College will be happy to help. It may be best to start with the person most closely concerned with the issue – for example, the relevant class teacher. They may be able to sort things out quickly, with little fuss. A phone call is the quickest means of contact or a letter is also appropriate. However, you may feel the issue needs to go to a senior staff member such as the Principal.

“I don’t want to complain as such, but there is something bothering me.”

Atlantis Beach Baptist College staff are working towards the same purpose as yourself – the education and well-being of your child. Staff want to hear your views and ideas. Contact a staff member, as above.

“I am not sure whether to complain or not.”

If you have a concern, as a parent you are entitled to raise it with the College. If in doubt, remember we are here to help. Sometimes it is reassuring just to talk your concerns through with someone.

“What will happen next?”

If you raise something on the phone or in person, it may be resolved immediately and to your satisfaction.

If you forward a complaint or suggestion in writing, the College will contact you within 5 working days to respond to your concerns and explain how the matter will proceed. In many cases the person will need to discuss the matter with a colleague and will consider it further before responding. You will be given a date by which time you will be given a response. If a detailed explanation of the issue is needed, a letter or report will be sent to you as quickly as possible. This letter will inform you of the outcome of the complaint. It will explain the conclusion, the reasons for it and any action taken or proposed.

“What happens about confidentiality?”

Your complaint or concern will be treated as confidential and treated with respect. Knowledge of the issue will remain limited to the Principal and to those directly involved. The Chairman of the College Board may also need to be informed in some matters. It is a College policy that complaints made by parents should not rebound adversely on their children.

We cannot entirely rule out the need to make third parties outside the College aware of a complaint and possibly also the identities of those involved. This would only happen in a case where the child's safety is at risk or where it became necessary to refer a matter to the police. As a parent, you would be fully informed.

“What if I am not satisfied with the outcome?”

We hope that you are satisfied with the outcome, or at least your concerns have been heard and fully considered.

If you are not satisfied, the Principal will offer to refer the matter to the Chairman of the College Board. Alternatively, you may wish to write directly to the Chairperson. The Chairperson will call for a full report from the Principal and will examine matters thoroughly within the Board before responding. The decision of the Board will be conveyed to you.

If the complaint is about the Principal, you are welcome to ring or write to the Principal. If you find that too difficult you can write directly to the Chairperson of the Board and address the letter as confidential. The Chairperson will acknowledge the letter and seek to resolve the problem through the Board. The Chairperson will then get in touch with you as soon as possible.

Should you wish to discuss any aspect of this Complaints Procedure, please do not hesitate to contact the College.

See the College's Complaints and Grievance Policy for further information

Student Complaints and Grievance Process

Any Problems, Complaints, or Suggestions?

If so, the school would like to hear.

How do I make a complaint?

By talking about it – or by writing it down if you find that easier. You can do it individually, as part of a group, or through your parents.

To whom do I talk to?

To anyone on the College staff, the counsellor, your teacher or the Principal.

Does it matter what the issue is?

No, it can be a big problem or a small one. By discussing it, you may come up with some positive ideas.

What will happen next?

If possible, the staff member will deal with it in person. If not, he or she will go on your behalf to someone who can help.

Do others have to know?

If you are worried about confidentiality, tell the staff – they will understand.

Even if you find the issue hurtful or embarrassing, don't worry – it will only be discussed with staff who can help you.



Atlantis Beach Baptist College

Term Dates 2020

PRIMARY AND SECONDARY STAFF AND STUDENTS

Administration Office open from Wednesday 15 January

Term 1	Term starts	Term ends
STUDENTS	Wednesday 29 January	Thursday 9 April
STAFF	Wednesday 22 January	Thursday 9 April
Public Holidays Australia Day – Monday 27 January Labour Day – Monday 2 March Good Friday – Friday 10 April (during term break) Easter Monday – Monday 13 April (during term break) ANZAC Day – Monday 27 April (during term break)		

10 Week Term

Term 2	Term starts	Term ends
STUDENTS	Tuesday 28 April	Thursday 2 July
STAFF	Tuesday 28 April	Friday 3 July
Student free day – Friday 29 May Public Holidays Western Australia Day – Monday 1 June		

10 Week Term

Term 3	Term starts	Term ends
STUDENTS	Monday 27 July	Thursday 24 September
STAFF	Monday 27 July	Friday 25 September
Public Holidays Queen's Birthday – Monday 28 September (during term break) Mid Term Break – Monday 24 August		

9 Week Term

Term 4	Term starts	Term ends
STUDENTS	Tuesday 13 October	Friday 11 December
STAFF	Monday 12 October	Tuesday 15 December

10 Week Term

The office will be closed during the Christmas break as of Wednesday 16 December and will re-open Wednesday 13 January 2021.