



# *Atlantis Beach Baptist College*

**Primary Handbook**

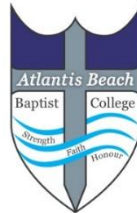
# *Atlantis Beach Baptist College Primary School*

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

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

## **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

<b>Location:</b>	Breakwater Drive, Two Rocks Western Australia
<b>Postal Address:</b>	PO Box 320 Two Rocks WA 6037
<b>Telephone:</b>	(08) 9544 3000
<b>Facsimile:</b>	(08) 9544 3099
<b>Email:</b>	<a href="mailto:admin@abbc.com.au">admin@abbc.com.au</a>
<b>Website:</b>	<a href="http://www.atlantisbbc.com.au">www.atlantisbbc.com.au</a>
<b>Office Hours:</b>	Monday to Friday 8.00am – 4.00pm
<b>Uniform Shop:</b>	Tuesdays 8.30am to 10.30am and Thursdays 9.30am-10.30am

## College Christian Environment

The Early Learning Centre is an integral part of Atlantis Beach Baptist College.

The School 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.

Primary students will engage in a Christian Education lesson each week. These emphasise basic Christian truths and their application to daily life. Each morning, a brief class devotion begins the day, including a Bible reading and prayer. Worship Assemblies are held regularly.

In addition, a strong Pastoral Care program operates throughout the school.

## College Administration

The College Office opens in Term 1 two weeks prior to the children 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 for one week during the term breaks from 8.00am to 4.00pm.

### Before school

School Commences:	<b>8:30 am</b>
Primary School Morning Recess:	10:30 am - 10:50 am
Primary School Lunch:	12:30 pm - 1:00 pm
School Concludes:	<b>3:00 pm</b>

Children should **not usually arrive at school before 8.00am in the morning.**

**From 8.00am – 8.30am Kindy – 6 students may be dropped off at school**, and will be supervised by College staff. Arrival at this time allows sufficient time for children to enter classrooms and prepare for the day's activities. Students need to sit and wait quietly outside their classrooms and stay there during this time.

**Kindergarten and Pre Primary** parents are asked to drop off their children directly to the classroom at 8.30am and pick up children directly from their classroom at 3.00pm.

Late students, arriving after 8.00am, must please report to the College Office, receive a late pass and go to their class.

### After school

When school concludes at 3pm, children are encouraged to leave the premises promptly.

Please advise us if you will be late when collecting your children. Years 1-6 parents will be advised of the various clubs at the beginning of each term.

### Leaving the College Campus

Parents must sign the '*sign out register*' 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 children 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 must be signed.

### **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 is kept up to date with any changes.**

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 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. Sibling discounts apply if more than one child from a family attends the College at any one time.

### **Conditions of Enrolment**

- prompt payment of fees
- a commitment by parents/guardians and student to 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
- satisfactory participation in the Parent Participation Program (PPP)

### **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 will not be refunded and any outstanding fees, plus ten weeks' tuition 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.

## **Parking**

Please use the 'Kiss N Drive' areas and carpark. Your courtesy to others, attention to safety and cooperation in this matter is appreciated. Please be aware that when using the 'Kiss N Drive', the buses also make use of this area and cannot get past if cars are stopped too close to the first bend. Please stop as far forward as possible.

## **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.

## **Transport**

We have special school bus services that stop at the school. Parents are required to contact the bus company and apply for a place. TransPerth service runs from Butler Station. There may be a cost to parents for these services. 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 class 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 by 9.00am by email. This is a legal requirement.

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. Negotiation with the Primary Principal needs to occur if a child needs to be absent from school for any period of time. 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

### **Emergency Details**

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 [admin@abbc.wa.edu.au](mailto:admin@abbc.wa.edu.au)

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.

### **Health and Guidance Service**

Regular visits are made by the Department School Nurse, enabling children to receive health checks in Kindergarten and Pre Primary. The School Nurse is also available for advice on nutrition and health care. Children with learning difficulties or other problems which effect learning may be assessed by a Guidance Officer or Learning Support teacher. Parental approval is sought and full details of any remedial action will be advised to parents.

### **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 i.e. peanut butter/paste, Nutella or any food containing any nuts, as a consideration to those students with severe allergies to these products.

### **Games and Electronic Equipment**

Non-College issued electronic games, 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, parents must pay for a replacement. 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, 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. 3 House Groups 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**

**CARRICK - Green**

## 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. Please see instructions from the class teacher.

To develop habits of neatness and pride in work, it would be appreciated if parents would cover all workbooks in which written work is being done throughout the year.

Children need a College Library Bag to protect school library books as they are carried to and from school. Please provide all Booklist items on the first day of school where possible.

## Communication

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

Primary Newsletters will be issued regularly.

Communication Books and Organisers/Diaries and letters will be used to communicate behaviour, learning celebrations and other important information.

Interviews with the Principal or teaching staff need to be formally made. There are set times throughout the year for Parent Interviews. The first Interviews are conducted in Week 3 of the year. Please use the Student Organisers (diaries) or Communication Books for this purpose, speak directly to the teacher briefly at the beginning of the day to make an appointment, or see the College Office for a booking. Please use emails to communicate with staff or make 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. Early in the school year, teachers will arrange information meetings with parents of children in each level. Following these information evenings, interviews with each family will take place. Other opportunities for formal Parent Interviews will be at the beginning of Term 3. 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. Parents and families are most welcome and are encouraged to attend the Class Assemblies and School Assemblies. Students only attend the Worship Assemblies. 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. Help is welcomed both in the school and in their child's class. 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 organise tasks and rosters for help, as well as issue invitations to be present for special class activities.

### **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 early morning programs are required to have a current Working with Children Check.

### **Volunteers**

When accompanying your own child class for excursions, you are required to sign a volunteer form from Primary Reception but may not need a Working with Children's Check if you are under the supervision of the Class Teacher.

### **Parents and Friends (P&F) Association**

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

### **Parent/School contact**

Contact between the home and school is greatly encouraged. Parents/guardians are invited to make an appointment at any time to discuss their child's strengths, weaknesses and interests as well as voice any concerns they may have regarding their child's educational development.

A Parent Information Evening for each class will be held early in Term 1. Class policies and practices will be outlined. This will be a general information session and not a time to discuss individual children.

An opportunity for parent interviews will also occur early in the term. At this time, parents/guardians will meet individually with the class teacher to discuss their child's progress.

Parents/guardians are welcome to make an appointment with the teacher throughout the year to discuss aspects of their child's progress as they feel necessary.

Generally, teachers will be unavailable for interviews or discussions before school due to Duty of Care responsibilities and preparation for class, or Tuesday afternoons as this is a Staff Meeting day. Urgent Communication at this time should be brief. Parents are encouraged to meet with the Principal in circumstances where the teacher is not available. Please note that class teachers should generally be the first point of contact, unless stated otherwise in policies and procedures.

## Primary School Lesson Times

### Kindergarten (4 year olds)

Period	Time
School commences	8.30am
Learning	8.30 to 10.30am
<b>Recess</b>	<b>10.30 to 10.50am</b>
Specialist activities	10.50 to 12.00noon
<b>Lunch and Nature Play</b>	<b>12 to 12.30pm</b>
Rest and Relaxation	1 to 1.30pm
Specialist activities	1.30 to 3.00pm
Finish	3.00pm

### Pre Primary to Year 6

Registration	8.30 to 8.40am
Period 1	8.40 to 9.40am
Period 2	9.40 to 10.30am
<b>Recess</b>	<b>10.30 to 10.50am</b>
Period 3	10.50 to 11.40am
Period 4	11.40 to 12.30pm
<b>Lunch</b>	<b>12.30 to 1.00pm</b>
Period 5	1.00 to 2.00pm
Period 6	2.00 to 3.00pm
Finish	3.00pm

## 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 Care Plan addresses the elements of the National Safe Schools Framework and the personal and social capabilities of the Western Australian Curriculum through our Protective Behaviours, 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.

## Connectedness

### ***What is connectedness?***

School connectedness refers to the belief by students that adults in the school care about their learning and about them as individuals.

### ***Why is connectedness important?***

Researchers say that by high school, as many as 40-60% of students are disengaged from school. This disengagement worries educators and researchers who say that a sense of connection to school is vital to children's and adolescents' academic engagement. They also say that engagement to school can help protect youth from a variety of health threatening behaviours. According to researchers Adana M. Klum and James P. Connell:

***“Researchers have found student engagement a robust predictor of student achievement and behaviour in school regardless of socioeconomic status. Students engaged in school are more likely to earn higher grades and test scores and have lower drop-out rates.”***

### **Setting up for success**

The whole community can set the tone for student success by relating positively to each other including parents, other students and staff. We seek to see all members of the community taking the time to form appropriate connections through welcoming and inclusive practise. Speaking positively about each other allows the students to in turn feel that they are a part of the school community and that they belong. Meeting with the Principal to discuss issues as they arise is a good first step.

## Behaviour Management

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

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

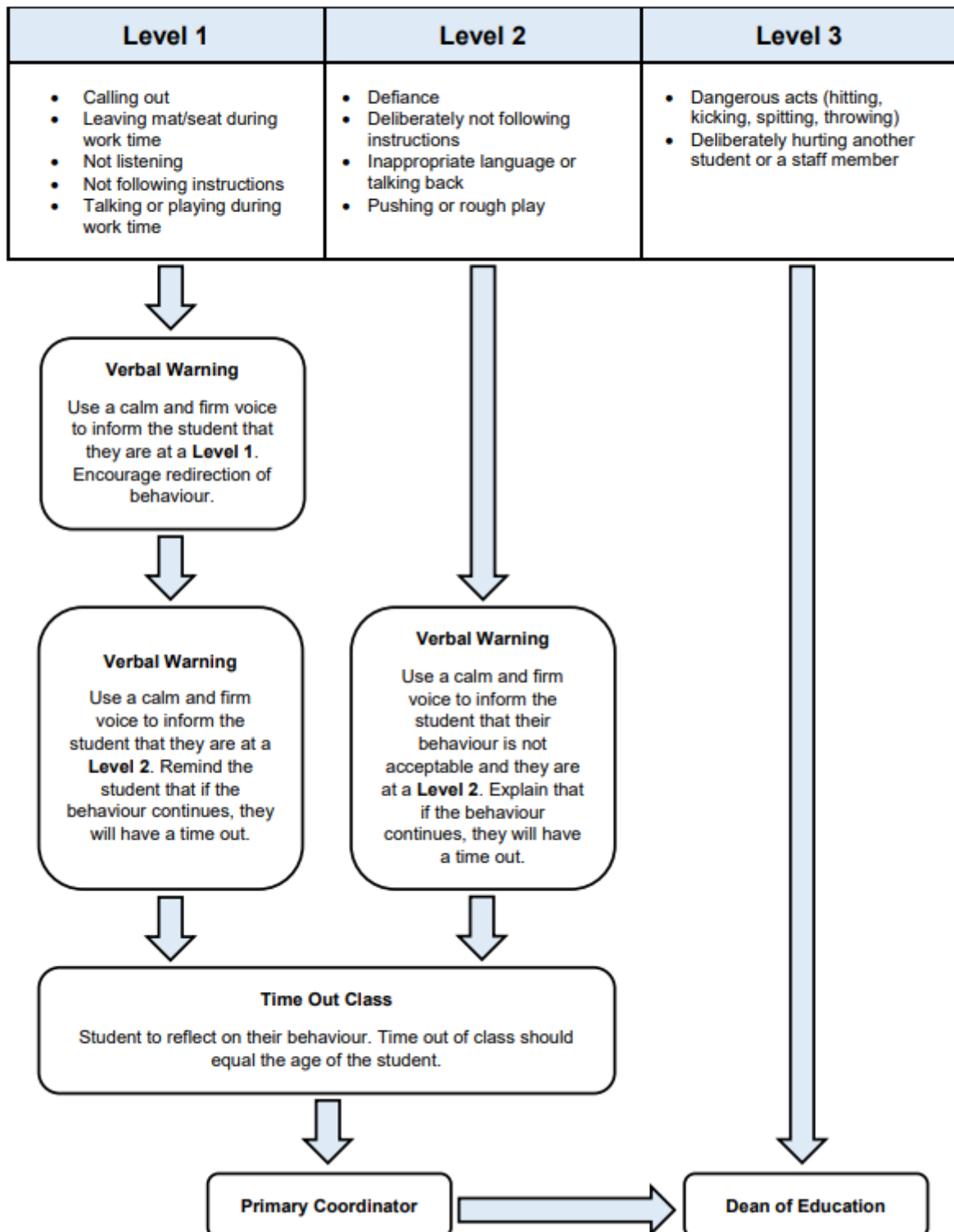
**Supportive** discipline enables the application of techniques that assist children in maintaining their own self-discipline and developing self-esteem; e.g. Positive classroom management techniques.

**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.



## Atlantis Beach Baptist College Primary Behaviour Management



## Automatic Send-Outs

A student may be given a 'pink slip' in class without warning 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 / hitting another student.
- Punching / hitting a teacher.

### Verbal Abuse

- Swearing at another student.
- Swearing at a teacher.

### Misuse of Computers or Other Equipment

- Changing settings of classroom or library 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 examples given in each section are not comprehensive but are provided as a guide.*

Positive Reinforcement			
<b>Merit Award</b>  Given for outstanding attitude, achievement or progress.	<b>Gold Commendation</b>  Given to recognise positive academic achievement, sportsmanship or attitude and behaviour.	<b>House Point</b>  Given to recognise school values displayed. Build culture within the school and provide leadership opportunities for students.	<b>Class Reward System</b>

## 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 his/her 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 removed from classes and, ultimately, they will have the privilege of enrolment withdrawn.

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

The Primary 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, and standards of conduct and dress expected by the College, and that policies are supported by compliance.

### Primary School standards: 'The Five C's'

The following standards have been accepted as an integral part of all class and school life.

- To be **courteous** to all people - both adults and children
- To be **considerate** to others
- To **care** for others, self, property and the environment
- To **cooperate** with others at all times
- To **conserve** the environment for the benefit of everyone

### Primary School Code of Behaviour

We acknowledge that everyone has the right to be happy and treated fairly.

We will achieve this by:

1. Playing safe sensible games.
2. Playing only in safe playing areas.
3. Walking on all paved areas.
4. Being punctual at all times.
5. Consuming all food and drink in the proper areas.
6. Remaining seated at lunchtime until dismissed by the duty teacher.
7. Placing all litter in rubbish bins.
8. Being in buildings only when teacher is present.
9. Showing good manners to everyone at all times.
10. Showing respect for other people and their property.

## Bullying Prevention

Atlantis Beach Baptist 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.

A pamphlet outlining the College's Bullying Prevention Policy will be available from the College Reception and the College website.

If students or parents have concerns they are encouraged to contact the school, discussing issues with the child's classroom teacher in the first instance.

### What is Bullying?

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyberbullying refers to bullying through information and communication technologies.

Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on sex, race, disability, homosexuality or transgender. Bullying of any form or for any reason can have long-term effects on those involved including bystanders.



### Bullying may include:

- verbal abuse, including name calling, racist remarks, teasing
- physical acts, including pushing, hitting, punching, hair pulling, scratching, spitting
- racist comments, social exclusion, including ostracism, ignoring, alienating
- psychological abuse, including acts that instil a sense of fear or anxiety
- gestural abuse, such as threatening or obscene gestures, staring, deliberately turning away to ignore someone
- sexual harassment, such as inappropriate touching, inappropriate sexual references, sexist comments and inappropriate joking
- cyber abuse to harass or intimidate others, such as the use of SMS, electronic mail and other electronic means, or social networking sites for example Facebook and Instagram.

### Aims

In relation to bullying, the College aims to:

- provide a safe and supportive environment for all students
- provide an environment in which students feel they can report incidents of bullying
- provide support to students who are bullied
- provide a supportive environment, in which students engaging in bullying modify their behaviour
- apply appropriate sanctions, including, where necessary, removal from the College, of students who do not modify their bullying behaviour within a reasonable time frame
- deal with bullying in a timely and effective manner
- work closely with parents in both supporting victims and modifying the bullying behaviour of students who engage in bullying
- maintain a database of bullying incidents

### How to recognise a student being bullied?

Students who are being bullied or harassed may not want to talk about it with their teachers, friends or the Principal. They may be afraid that it will only make things worse or they may feel that it is wrong to 'tell tales'.

Parents and teachers have an important part to play in helping the school and the student deal with bullying. A change of behaviour in students may be an indicator that they are being bullied or they have some other concern.

### Signs

The symptoms associated with bullying include, but are not limited to;

- not wanting to go to school, anger and tears
- depression, low self-esteem and a raft of psychosomatic symptoms such as headaches and stomach aches and bedwetting
- sleeplessness can also be symptoms of bullying, particularly in the young
- withdrawal and reluctance to 'join in' can be a warning sign, as can truancy, misbehaviour and aggressive behaviour
- cuts, bruising, torn clothing, requests for extra food or money
- a decline in academic performance can also be clues that a student may be suffering from bullying.

### Cyber Bullying

Cyber bullying is causing hurt via modern technologies such as the Internet, and other forms of social media, and through the use of smart phones and other mobile devices. Cyber bullying is a growing problem in society. Modern technologies empower the individual, even the most unlikely of individuals, with an immense capacity to cause harm. It is also an attractive means of bullying for it can, under certain conditions, be carried out with relative anonymity.

Cyber bullying can be particularly damaging because of the capacity it has to humiliate, hurt and harm a person in front of a huge 'audience'. A dangerous feature of cyber bullying is that it can be done quickly and easily.

On an impulse, a person can create emotional havoc for another and do so before the voice of reason hints at the inappropriateness of the action. A further problem with cyber bullying is that the bully is often unaware of the extent of the harm they are causing because cyber bullying seldom occurs face-to-face. The feedback is muted by distance so that the bully is protected from an understanding of the hurt caused by their behaviour.

Cyber bullying represents unlawful activity that may result in police laying charges. Cyber bullying has been linked to depression, self-harm and even suicide.

It should also be noted that even if cyber bullying is engaged in while not at school, the matter will often be taken up by the school because the moral welfare of the students it impacts is of importance to Atlantis Beach Baptist College, as is anything that brings the school into disrepute or causes disharmony amongst students.

#### Examples of Cyber bullying:

- sending hateful or threatening comments or pictures via mobile phone or the Internet, and by social networking sites such as Instagram and Facebook
- using modern technologies to engage in the social exclusion of someone and in hate group recruitment
- posting rude, explicit or embarrassing messages or pictures about someone on the Internet
- stealing someone's identity in order to harm them in some way
- putting pressure on a person to send revealing or compromising pictures of themselves
- covertly filming, recording or taking a picture of someone and posting the images on the Internet to cause hurt.
- 'outing' and disseminating confidential information about someone
- using aliases and pseudonyms in chat rooms and on social networking sites in order to harass and upset
- engaging in cyber-stalking and the invading of privacy
- referring to your school in a negative or disparaging way on the Internet.

#### Sexting

Sexting is taking sexually explicit photos, videos or messages and making them available for others to see without permission via a carriage service such as mobile phone or computer. Due to the fact that underage sexting offences are legally considered child pornography, we feel it is essential that today's youth are aware of the consequences and dangers associated with the risk of sexting.

#### Cyber Safety

Students can protect themselves from some forms of cyber harm by noting the following advice:

1. Never tell anyone, even your friends, your passwords, private details or access codes
2. When speaking to someone you do not know on the Internet, be aware they may not be who they say they are.
3. Be aware that there are predators who use the internet to lure young people into inappropriate sexual relationships. Others use tricks, such as pretending to be a bank, to get the victim to share their confidential financial details. This usually results in identity fraud and the stealing of money.
4. Never tell people you do not know well what your address is, or how they can meet up with you.
5. Always be careful what you say or what you show a person in confidence on the Internet, for it is never guaranteed to remain confidential. The information may be sent on to others
6. Know that the most frequent use of the Internet is for illegal activities such as scams, pornography and gambling.
7. Finally, if you find yourself the victim of cyber bullying, keep the evidence and report the bullying to an appropriate adult. It is generally best not to respond to the cyber bully, or give them any satisfaction they have caused you hurt. If you do respond to the bully, do not do so while hot with anger. This can result in mutual cyber bullying which means both parties become guilty of bullying.

Students need to remember that something sent electronically can never be entirely removed even with a press of the 'delete' button. The image may emerge at any stage in their future life and lead to serious consequences. Using pseudonyms, passwords and avatars does not protect the identity of a cyber-bully. Technologies exist to identify those who miss-use modern technologies to harm others.

#### **How does Atlantis Beach Baptist College discourage bullying?**

The school is committed to providing an educational environment in which students feel valued and secure. To achieve this, the school will seek to create a school-wide culture that:

- allows students to flourish free from discrimination, harassment or any form of bullying
- does not tolerate, condone or trivialise bullying behaviours
- is aware of what constitutes bullying behaviour
- provides support to the victims of bullying
- takes bullying seriously so that they either stop their bullying or leave the school.

The methods used by the school to discourage bullying will vary from time-to-time, with new initiatives being introduced when thought appropriate. The measures that have been used to discourage bullying at the College include, but are not limited to:

- lessons on bullying and protective behaviours in Health Education classes
- active promotion of the Charter of Goodwill
- regular items in the College eNewsletter and Student Notices
- inclusion of counter-bullying activities in camp programs
- employing a suitable range of sanctions to deal with and discourage bullies. These sanctions include suspension and expulsion
- placing anti-bullying policies in student organisers and on the school's website
- promoting a bully-free environment in assemblies
- promoting a bully-free environment in the staff handbook, in school policy documents and in occasional articles in publications such as College Newsletter.
- undertaking confidential Year-level surveys of student well-being and bullying behaviour and following up on identified bullies and victims
- conducting exit interviews
- ensuring effective pastoral support for students through the appointment of Year Mentors
- incorporating instruction about the school's anti-bullying stance in Linked-In classes in Years 7-10
- incorporating anti-bullying guidelines in the Primary school's code of behaviour for students and in their statement of students' rights and responsibilities incorporating anti-bullying guidelines
- Teachers to monitor the well-being of students at risk.
- training staff to detect bullying behaviours.
- encouraging staff to adopt classroom management techniques that discourage opportunities for bullying behaviours
- employing staff who model tolerance, empathy and acceptance of individual differences
- encouraging staff to take their supervision duties seriously so that there is a pervasive sense of staff presence when on duty
- reviewing the school's Bullying Prevention Policy from time-to-time, in order to ensure that it remains effective and relevant.

In addition, staff members are active in identifying students who may possibly be the targets of bullying. The Principals and other designated staff offer students support, using techniques such as building resiliency and protective behaviours. The Principals will also be responsible for reviewing anti-bullying measures and making recommendations to amend these with the aim of reducing instances of bullying.

**An Annual Report on Bullying will be prepared summarising the quantitative data drawn from records kept and surveys undertaken at the school and presented to the Board.**

## **What should you do?**

### **Reporting and responsibilities**

If you observe a bullying incident or someone tells you that they have been bullied, you should firstly endeavour to support that person. Reassure the person that they do not *deserve* that type of treatment, and it is the *bully* who has issues for which they need help.

If you directly observe the bullying and you feel that you have the power to do so, intervene by asking the bully to stop and move the victim away from the bully. If the bully does not stop, immediately seek the help of a College Staff member. If the bullying is of a physical nature do not respond using physical force. Encourage the person who was bullied to go with you to see someone about the bullying. The College would prefer that this was a College staff member, but talking to an older friend, a parent or family member is a good start.

Witnesses can make a real difference to the person being bullied. Witnesses can also help by:

- letting the bully know that it is unacceptable
- reporting the incident to someone you trust as soon as you can
- making an anonymous report that will advise of the trouble spot, the name of a bully or a victim
- reporting the instance to a staff member (e.g. Linked-In Teacher, Class Teacher, Chaplain, Principal). The staff member will discuss possible courses of action with you
- offering support and friendship to the victim. Encourage the victim to get help from staff, family, a Student Councillor or another student.
- 

***There is no such thing as a bystander – if you do nothing,  
you are part of the problem!***

### **If you are bullied**

You can deal with the problem in the following ways:

- talk about it with an older friend or family member
- make an anonymous report that will advise of the trouble spot, the name of a bully or a victim
- report the instance to a staff member (e.g. Linke-In Teacher, Class Teacher, Chaplain, Principal). The staff member will discuss possible courses of action and will not confront the bully without your permission
- lodge a formal complaint with your Principal.
- 

***Never verbally or physically retaliate***

**Telling someone is not ‘dobbing’, it is REPORTING ABUSE**

### **Responsibility of others**

#### **Teachers**

All incidents of presumed bullying must be reported *immediately* to the Principal. It is preferable that the victim and bully are immediately taken to the Office and kept in separate areas – use the First Aid Room if necessary. Please ensure that both are adequately supervised before leaving them.

#### **Parents**

If your child discloses that they have been bullied, support them by reassuring them that they do not *deserve* that type of treatment, and it is the *bully* who has issues for which they need help.

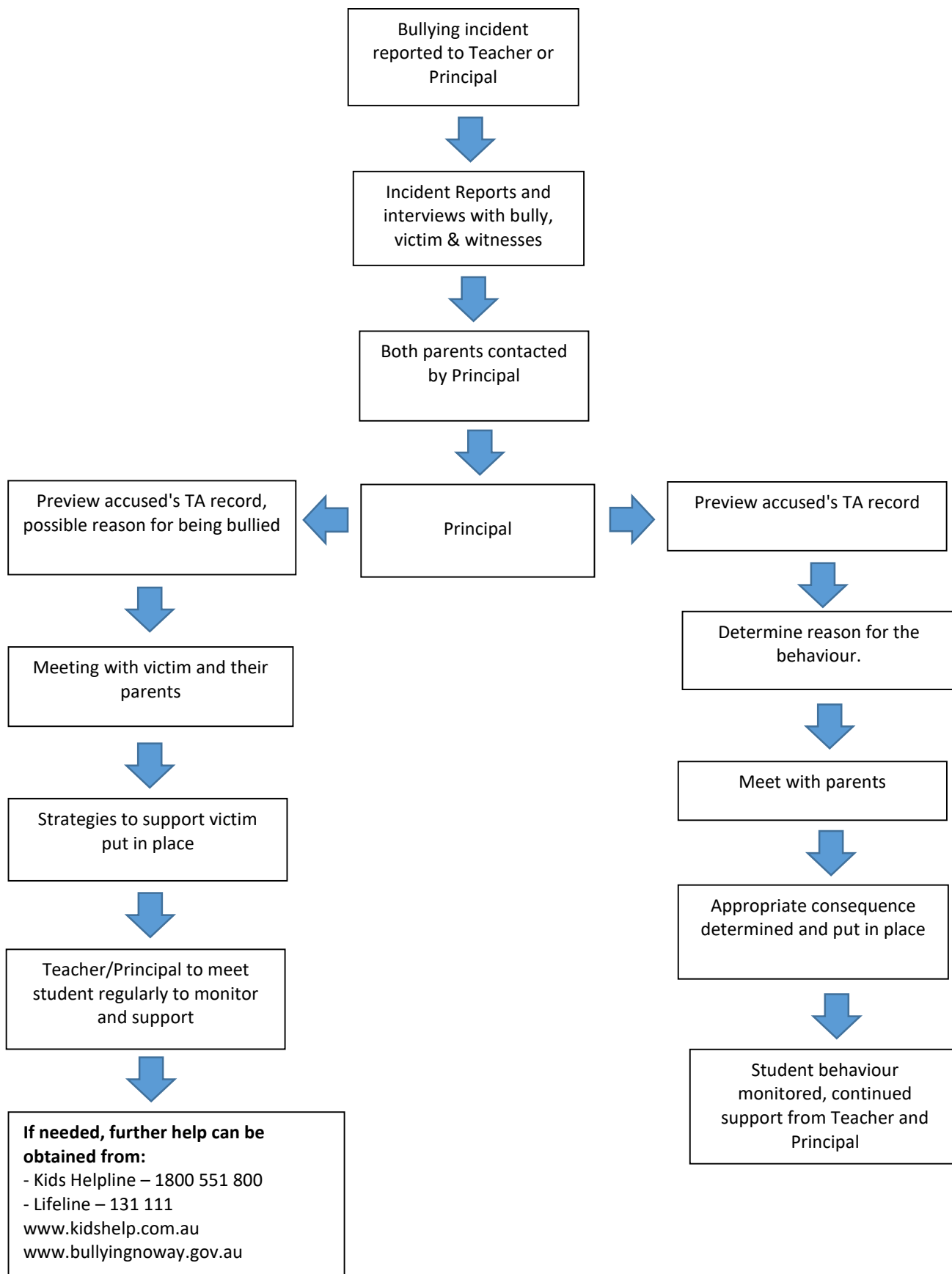
It is very important that you contact your Principal regarding the situation as soon as possible. They will be able to provide you with advice on what to do. In most instances, they will only take action against a perpetrator with the permission of either the victim or the victim’s parents.

It is not advisable for a parent to make contact with the parents of a perpetrator, as this often results in extending the conflict to a family level. College staff will handle all cases of bullying thoughtfully, carefully and thoroughly, and parents are asked to allow the College the opportunity of resolving the issues using methods that have proven results.

#### What happens next?

1. All students involved including witnesses and bystanders to the event will be interviewed
2. Students will be asked to complete an Incident Report form outlining the details of what they observed
3. The victims will meet with the Principal to assess the feedback given on the Incident Report Forms
4. The Principal will look for a common thread
5. If there is still no clarity, on occasion further students will be interviewed
6. Parents of both students the victim and the bully will be called on the same day to inform that a situation has arisen between the students
7. Parents will be meet with individually to discuss the outcomes of the situation
8. Depending on the severity and pattern of behaviours exhibited a choice of sanction will be offered to the bully.
9. A support plan will be put in place for the victim
10. The victim will be followed up by the Principal
11. Both the victim and the bully will be supported by their Principal

## Bullying Flow Chart



## 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 bacterias 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 or 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 on The **Western Australian Curriculum** 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 Western Australia. 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 (whole College Environmental Awareness focus)
- Asia

Much learning in the Primary School is contextualised in nature and subject divisions are not always apparent.

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.

## The Early Learning Centre

The Early Learning Centre will comprise of the Kindergarten and Pre Primary students of the College. There is mounting evidence from a broad research base in health, developmental psychology, neuroscience and education, of the importance of optimum family and community experiences for children during the earliest years of childhood and development. There is much evidence that these experiences establish a template that has the potential to play a significant role in later life. Early experiences and the quality of nurturing and cognitive stimulation which children receive in the first few years of schooling may have a big impact on their development and the course they choose to follow in life. We seek to partner with our families to establish an excellent, positive foundation of learning for our very young students. The program will follow the Early Years Learning Framework. It is also very important to have Early Intervention strategies in place at the College, so that we can notify families early if there are any concerns that we may have about a student's development and learning. The Early Learning Centre students will wear a different, more casual uniform than the Primary and Secondary students. This will allow them to play and learn according to their age group's abilities and needs.

**The Kindergarten Program** is a gradual introduction to schooling in a fun, yet structured environment for children who have turned 4 years of age or are turning 4 before the 30th June of that year. In planning a 'learning through play' environment for this age group, we aim to take into account the developmental stages of these children. All children are encouraged to develop their strengths in a supportive environment. It was Albert Einstein who said that "imagination is greater than knowledge". We aim to develop a play-based program committed to developing each child's imagination and personality using a differentiated curriculum. The program will operate for 3 full days a week.

**The Pre Primary Program** aims to continue to develop and foster an enjoyment of learning, while encouraging equity and respect for others in the learning environment and community. It is a program for children who have turned 5 years of age or are turning 5 before the 30th June of that year. During this stage of their schooling, children are given the opportunity to develop essential foundations on which to build their knowledge, skills and values, particularly in the areas of social and emotional well-being, literacy and numeracy. We recognise that children are unique and endeavour to celebrate the unique potential of each child through a curriculum that allows children to explore and discover concepts for themselves with adult guidance. The program will operate fulltime and is the first year of the Western Australian Curriculum Learning Program, called 'Foundation'.

## Lower Primary

The Lower Primary (Year 1 to 3) program will create a safe and nurturing environment, committed to the development of the 'whole child' (physical, academic, spiritual, emotional and social) and we will provide a variety of programs which will focus on the individual needs of each young learner. Students will enjoy the benefits of using computers for daily learning. Quality literacy and numeracy programs will be provided at each year level, with literacy integrated across all learning areas. Learning programs will be effective, exciting, contemporary and challenging.

## Upper Primary

The Upper Primary (Year 4 to 6) program will aim to provide a caring, secure and stimulating learning environment, to develop self-confidence in each student, with tolerance of and concern for others. The program will be a balanced curriculum, which will aim to challenge each student to achieve and celebrate their personal best. All students will enjoy the benefits of personal laptop computers. We will encourage children to be self-disciplined and reflective learners and take responsibility for their own behaviour and learning during their transition years of schooling.

### **Primary Learning Opportunities**

The College will offer a quality Arts program for all students to enjoy. This will include Visual Art, Music, Drama, Media and Dance within the class curriculum, as specialist subjects and as after school clubs. The Music program will incorporate Choirs, Bands and Musical Productions. Private music tuition, at a cost to parents, will also be offered for a wide range of musical instruments. There will be Languages other than English learned at the College. Technology studies will include the latest in ICT and Computing as well as Design challenges and competitions. Physical Education and Fitness programs will be part of the curriculum and Health awareness will be encouraged at each year level. This specialist area includes Physical Education lessons, Health lessons and Fitness sessions. Swimming lessons will be held during the year, daily for 1 week for all Pre Primary to Year 6 students. College Extra-Curricular Programs will provide students with an opportunity to participate in a wide range of different activities and will include Before and After School Clubs such as Art, Cross Country, Gardening and After School Sports.

### **Assessment**

Assessing of student progress is continuous. Some standardised testing is carried out throughout the year to supplement the teacher's judgment of the student's progress.

Student workbooks will be sent home twice a term, at mid-term and again at the end of term. The workbooks may consist of assessments, tests and general work. Parents/guardians are able to view these and sign. The workbooks must be returned to school the following Monday for use in class.

Regular parent contact is encouraged. The school year begins with informal meetings with families and class information evenings to familiarise students and families with the new school year. Parent interviews are held in Week 3 of Term 1 and in Week 2 of Term 3. In Term 1, parents/guardians will be invited to come to school to view their child's work and to meet with the teacher to discuss goals and progress. A 'Learning Journey' is held towards the end of Term 3.

### **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.

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.

### **Parent Teacher Interviews**

- Regular parent contact will occur PK-6
- Parent Teacher interviews will be held for PK, KG, Pre Primary through to Year 6 at the beginning of Term 1 and Term 3
- At the beginning of Term 1 each year teachers will meet each family informally to establish good working relationships. This will occur via a call home or a meeting before or after school.
- Learning Journey for K-6 is held toward the end of Term 3

## Complaints and Grievances

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 Dean of Students through the Reception. If in both these instances, the matter cannot be resolved, it will then be taken to the Principal. The College Board is the final recourse to addressing problems.

A copy of the Complaints and 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.