

# Alkimos Baptist College

## Primary School Information



Location: 60 Seagrove Boulevard, Merriwa WA  
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Welcome to Alkimos Baptist College, a co-educational private school facility established in 2011. The College endeavours to provide quality academic programs within a Christian ethos, for children in Kindergarten to Year 12.

Once Primary students reach Year 6, they progress to the Secondary School, situated on the same site. The Secondary School caters for Years 7 to 12.

The College is associated with the Baptist Family Churches of Western Australia, a community of over 100 churches and 12 schools.

### The College offers:

- A safe, caring, positive and respectful environment.
- High quality professional teaching staff that have a deep commitment to excellence in education and the Christian faith.
- Innovative academic and pastoral care programs.
- A firm, fair and supportive behaviour management system.
- Neat and attractive school uniforms.
- Regular and clear communication about school procedures, policies, events and academic results.
- Opportunities for parents to be involved in the life of the school.
- A professional and experienced school board, dedicated to the establishment and growth of schools with a strong Christian ethos and excellence in education.

### The College aim is:

- *Ignite a passion and love for learning*
- *Encourage initiative, self esteem and personal discipline*
- *Impact the community positively*
- *Hearts for service and social responsibility*
- *Develop an awareness of God*

Within this framework we seek to be a community which ensures students have the best opportunities to achieve their full academic, emotional, physical and social potential, through the provision of a caring and educationally stimulating environment, within a Christian framework.

### The College Motto:

***Courage Faith Service***

***“Be courageous and have faith in God that it will happen just as He said it would.”***  
***Acts 27:25***

## ***THE CHRISTIAN ENVIRONMENT***

The College is staffed by committed Christians and is founded on Christian principles. Children participate in Christian Education lessons as well as daily class devotions. 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 Christian Education program of the College.

Primary children will engage in a Christian Education lesson each week. These emphasise basic Christian truths and their application to daily life. Each morning, class devotions will begin the day, including a Bible reading and prayer. Worship Assemblies for students are held during the term.

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

## ***COLLEGE ADMINISTRATION***

The 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.

## ***CURRICULUM***

The Curriculum followed by the Alkimos Baptist College Primary School is based on **The Australian National Curriculum and the Western Australian K – 10 Syllabus** and covers eight Learning Areas. These include:

- **The Arts** - music, dance, drama, visual arts and media
- **English** - reading, writing, speaking, listening, spelling, handwriting
- **Health and Physical Education**
- **Languages** – Indonesian
- **Mathematics**
- **History and Geography**
- **Science**
- **Technology and Enterprise**

**Christian Education** will also be part of the curriculum.

Learning in the Primary School is often integrated within these Learning Areas.

**The College Curriculum is guided by the Western Australian Curriculum.**

## ***THE HOUSE SYSTEM***

<i>FLINDERS</i>	<i>Blue</i>
<i>GIBSON</i>	<i>Red</i>
<i>HAMERSLEY</i>	<i>Green</i>
<i>DAMPIER</i>	<i>Gold</i>

House competition is encouraged for many activities, such as Sport and Music. House Competition promotes sportsmanship, enjoyment, team spirit, co-operation and endeavour.

# Primary School

## ***Junior Primary K-2***

- The Junior Primary component of the Primary School is committed to the development of the whole child (physical, academic, emotional and social) and we will provide a variety of programs which focus on the individual needs of each young learner.
- 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.
- Early intervention in the Early Learning Centre will ensure that professionals identify levels of phonological awareness and perceptual motor development in students.

## ***Middle Primary 3-4 & Upper Primary 5-6***

- The Year 3-6 program aims 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 aims to challenge each child according to his or her ability.
- We will encourage children to take responsibility for their own behaviour and learning during their transition years of schooling.

## ***Other opportunities***

- A quality Arts program will be enjoyed by all students. This will include Visual Art, Music and includes Drama and Media for some classes and as elective 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.
- The Languages other than English learned will be Indonesian in K to 3 and French in Years 4 to 6.
- Technology and Enterprise studies will include ICT and computing as well as Design challenges and competitions.
- Physical Education and fitness programs will be offered and Health awareness will be encouraged at each year level. This specialist area includes Physical Education lessons, Health lessons, fitness and sport. A number of different sports will be offered to allow children the opportunity to develop skills and participation in a range of sports. There will be House competitions in Athletics, Swimming and Cross Country running. Interschool competitions will be in Athletics and Invitational Sports.
- Where scheduled as part of an educational program, student participation in camps is compulsory.
- In-term swimming lessons will be held for 10 weeks, 1 session per week during Term 1. These lessons are a compulsory component of the Physical Education program. Students will only be exempt due to illness and a doctor's certificate is required.

## ***STUDENT REQUIREMENTS***

Parents are requested to provide their children with the necessary stationery items that they will require throughout the year. 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.

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.

## ***ASSESSMENT AND COMMUNICATION***

- Close communication between school and home will be an important feature of Alkimos Baptist College.
- Communication Books (PP-3) and Student Organisers (4-6) will be used to communicate behaviour, learning celebrations and other important information. The books are to be viewed daily and signed weekly by parents.
- School Newsletters will be issued fortnightly.
- Learning will be assessed in various ways, from teacher observation to formal testing.
- Assessing of children's progress is continuous. Standardised testing is carried out throughout the year to supplement the teacher's judgement of the student's progress.
- Portfolios, Skills files and workbooks will be used to reflect student progress.
- Formal reports will be sent home at the end of Terms 1, 2 and 4.
- Parent Interviews will be held regularly throughout the year.
- Open Days and Assemblies will be special times for parents to enjoy.

## ***HOURS OF INSTRUCTION***

School Commences:	<b>8:30am</b>
Primary School Morning Recess:	10:30 am - 10:50am
Primary School Lunch:	12:30 pm - 1:00pm
School Concludes:	<b>2:50 pm</b>

While teachers are not required to be on the College premises before 8:00am, many do arrive early in order to prepare and plan for the learning program. We request that children not arrive at school prior to 8:15am. Students may arrive from 8:15am and will be supervised by staff. Students are to wait quietly outside their classrooms, without running around or playing on playground equipment. Students may enter the classrooms from 8.30am.

As school concludes at 2:50pm children should be collected promptly. On occasion when parents are unable to collect children promptly after school, we ask that the Office be informed so that reassurance can be given to children to alleviate their distress.

## ***CONDITIONS OF ENROLMENT***

**Conditions of enrolment are:** the prompt payment of fees; a commitment by parents and the 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 and satisfactory participation in the PPP program.

**Terminating Your Child's Enrolment at ABC:** You are required to give the College one term's notice in writing please.

## ***FEES***

Alkimos Baptist College is a non-profit organisation which exists to provide a Christian, low fee, independent education. Fees are reviewed each year and set as an annual fee after establishing the year's total anticipated operating income and costs. Sibling discounts apply if more than one child from a family attends the College at any one time.

Primary School fees include all excursions, incursions and swimming lesson costs. Money for these events will not be requested during the year.

Fees are vital to the College's operation and it is important that these be paid promptly in the school year so that the College can function on a reliable budget. All children benefit from the purchases made with these funds.

## **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.

## ***UNIFORM POLICY***

Alkimos 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.

All children are required to wear the College uniform in a manner which is a credit to the student and the College. The College skirt must be worn no shorter than just above the knee.

The wearing of nail polish and makeup is prohibited at Alkimos Baptist College.

All items of the College uniform are available through the College, with the exception of footwear.

## ***SEASON CHANGEOVER***

Summer uniform is worn in Terms 1 and 4 and the winter uniform in Terms 2 and 3. There is a 1 week period of grace at changeover for Primary students.

## ***SCHOOL BACKPACKS***

The Navy College Backpack is compulsory. Backpacks must be kept in good condition and not covered in graffiti. Unsatisfactory backpacks will need to be replaced.

## **HATS**

The broad brim hat is a compulsory part of the uniform for all Primary students all year round. In accordance with our College policy which recognises our duty of care to all children who attend this school, the 'no hat, no play in the sun' policy will apply all year. This hat policy also applies to Australian Sports. Children without hats will be required to remain in the shaded, undercover areas of the school.

## ***HAIR STANDARDS***

At all times when the student is in College uniform, hair must appear tidy and well cared for. All hair must be kept short or tied up and out of students' eyes. Hair accessories must be in blue, white or maroon, however no decorative type clips are permitted. There can be no extremes of hair colour. Tints that are a natural colour only may be used. Haircuts must not be shorter than No.1. Students with inappropriate haircuts, styles or colours may be removed from class and asked to be picked up by parents.

## PRIMARY SCHOOL UNIFORM REQUIREMENTS

BOYS – Years 1-6	GIRLS – Years 1-6	<u>EARLY LEARNING CENTRE UNIFORM</u> <i>(Kindergarten and Pre Primary)</i>
<p><b><u>SUMMER</u></b> Navy shorts Blue College banded shirt Navy College socks</p> <p><b><u>WINTER</u></b> Grey trousers Blue College banded shirt Burgundy College tie Navy College jumper Navy College socks</p> <p><b><u>SHOES</u></b> Black laced shoes</p> <p><b><u>BOYS' SPORTS UNIFORM</u></b></p> <p><b><i>SPORT – SUMMER Terms 1 &amp; 4</i></b> Navy College elastic shorts Blue College polo shirt Plain white sports socks</p> <p><b><i>SPORT – WINTER Terms 2 &amp; 3</i></b> Navy tracksuit Blue College polo shirt White sports socks</p> <p><b><u>SHOES</u></b> Predominantly white joggers</p>	<p><b><u>SUMMER</u></b> College check dress White College socks</p> <p><b><u>WINTER</u></b> Plaid pinafore Blue College banded shirt Burgundy College tie Navy College jumper White College socks or navy tights</p> <p><b><u>SHOES</u></b> Black laced shoes</p> <p><b><u>HAIR ACCESSORIES</u></b> Navy, Burgundy or White</p> <p><b><u>GIRLS' SPORTS UNIFORM</u></b></p> <p><b><i>SPORT – SUMMER Terms 1 &amp; 4</i></b> Navy College elastic shorts Navy College polo shirt Plain white sports socks</p> <p><b><i>SPORT – WINTER Terms 2 &amp; 3</i></b> Navy tracksuit Blue College polo shirt White sports socks</p> <p><b><u>SHOES</u></b> Predominantly white joggers</p>	<p><b><u>Boys and Girls</u></b></p> <p><b><u>SUMMER</u></b> Colourful College ELC t-shirts Navy College elastic shorts White socks Predominantly white joggers (Velcro if possible)</p> <p><b><u>WINTER</u></b> Navy or Burgundy College ELC long sleeved t-shirt in Winter Students may wear the short sleeved ELC t-shirts if they wish. Navy Tracksuit in Winter White socks Predominantly white joggers (Velcro if possible)</p> <p><b><u>HAIR ACCESSORIES</u></b> Navy, Burgundy or White or Hair Accessories can also be matched to the colour of the ELC t-shirts</p>

## ***STUDENT MANAGEMENT POLICY***

The Charter of Good Will is the central focus of discipline and self-discipline for each student of the College.

Every student and teacher has a right to:

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

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

- Teachers showing genuine interest in all students in their care
- Praise and encouragement given
- Physical awards are given through Gold Commendations, prizes, trophies and Achievement Awards (Year 11 and 12 only)
- Acknowledgment within the classroom and at College events.

The purpose being to train students to be self-disciplined and to take responsibility for their own actions in a caring community.

Any student impacting the rights of others to learn and/or participate in College activities, or displaying inappropriate behaviour will be subject to disciplinary action, as per the Student Management Policy.

The Principal has the authority to apply whatever disciplinary measures are deemed necessary in relation to the conduct of the student both inside and outside the College precincts. The Principal has the authority to suspend, or ask, a student to be withdrawn for any cause deemed sufficient by the College.

The College forbids the act of child abuse, corporal punishment or any other degrading act as a form of punishment.

At Alkimos Baptist College, the system of behaviour management is comprised of three parts: 'Inside' the classroom, 'Outside' the classroom, and the third is an Infringement system for minor misdemeanours.

Alkimos Baptist College explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment.

## **IN CLASS BEHAVIOUR**

Any seen or perceived disruptive behaviour is dealt with using a procedure known as "Canter". That is, without a fuss or necessarily a verbal exchange, the teacher writes the name of the disruptive student onto the whiteboard. This is the student's first warning. Further disruption by the same student will result in a tick placed next to their name. This is the second warning. Following further disruption from the same student, there is no need to tick their name again, they are simply sent to the Office.

When a student is sent out, the student is sent to the College office.

A student sent out of any class 8 times in a year is withdrawn by his/her parents or the Principal will permanently exclude them from attending Alkimos Baptist College.

The system in summary:

- |                            |  |
|----------------------------|--|
| <b>1<sup>st</sup> time</b> | Verbal warning by Principal.   |
| <b>2<sup>nd</sup> time</b> | Formal letter sent home to parents indicating that the student has been sent out of class on two occasions. An interview is requested. This may be by telephone.   |
| <b>3<sup>rd</sup> time</b> | Formal letter sent home to parents indicating that the student has been sent out of class on three occasions. An interview is requested. This may be by telephone.   |
| <b>4<sup>th</sup> time</b> | In-school suspension - separate recess / lunch breaks - no contact with students. Parents are notified as soon as possible. An interview is requested.<br><br>Additionally, the student may be sent to the School Chaplain for a friendly counselling visit. |
| <b>5<sup>th</sup> time</b> | In-school suspension - separate recess / lunch breaks - no contact with students. Parents are notified as soon as possible. An interview is requested.   |
| <b>6<sup>th</sup> time</b> | Out-of-school suspension - total suspension from the College. Parents are notified as soon as possible and asked to collect their child at their earliest convenience. An interview is requested.  |
| <b>7<sup>th</sup> time</b> | 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. An interview is requested.  |
| <b>8<sup>th</sup> time</b> | Withdrawal or permanent exclusion from College.  |

## **Automatic Send-Outs**

### **INSIDE CLASS**

A student may be sent out of 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.*

## **OUTSIDE CLASS**

The offending student is sent to the College office.

They remain at the College office to wait for the Principal to see them.

There are only 5 Major Outside Send outs.

Minor Send outs are labelled A to E. There are 25 Minor Send outs. After every 5 of these, they become a Major Send out.

Major Send outs are labelled 1 to 5.

### **Light offence**

Dealt with by the teacher. Minor Send out A to E.

### **Moderate offence**

Student sent to the College office for recording of name and to see the Principal. These could be Minor or Major Send outs.

### **Severe offence**

Sent immediately to the College office to see the Principal.  
These are Major Send outs.

When a student has been sent to the College office and their name recorded on four occasions for moderate offences, then on the 5<sup>th</sup> they are suspended for a day.

On the third suspension from the College, the student will be sent to the School Chaplain for a friendly counselling visit.

If a student repeats this suspension procedure five times in one year they will be withdrawn or permanently excluded from the College.

If a student is sent to the College office for five severe offences in one year they will be withdrawn or permanently excluded from the College.

A student could be excluded on the first serious offence in relation to physical abuse (bringing a weapon to school), substance abuse (drugs) and sexual abuse.

## **Infringement System**

Students are permitted to record a total of 24 infringements during one year.

At the 25<sup>th</sup> infringement the students will be withdrawn from the College.

At **5th** infringement – Letter sent home.

At **10th** infringement – Parents asked to attend an interview.

At **15th** infringement – Student is suspended, parents come for an interview.

At **20th** infringement – Student is suspended, parents come for an interview.

At **25th** infringement - Student is withdrawn from the College.

Infringements are issued for:

Incorrect uniform.

Homework not done three times.

Chewing gum.

Writing/passing notes in class.

Late to College or class twice in a week.

Not bringing appropriate equipment for class lessons 3 times.

Hair untied.

The infringement examples are provided as a guide.