



Alkimos Baptist College

Secondary School Information

Location: 60 Seagrove Boulevard, Merriwa WA
Postal Address: PO Box 72, Quinns Rocks WA 6030
Telephone: (08) 9406 8189
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Office Hours: Monday - Friday 8.00am - 4.00pm
Website: www.alkimosbc.wa.edu.au

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. Students participate in a Christian Education lesson each week.

In addition, a strong Pastoral Care program operates throughout the school involving Form Teachers, Year Coordinators and our College Chaplain.

COLLEGE ADMINISTRATION

The College office opens in Term One, two weeks prior to the children commencing. The Principal and Administration staff are in attendance during normal College hours for payment of fees, new enrolments and general enquiries.

CURRICULUM

The Curriculum followed by Alkimos Baptist College is based on **The Western Australian Curriculum** 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**
- **Humanities and Social Sciences**
- **Science**
- **Technologies**
- **Robotics**
- **Fashion and Design**

Christian Education will also be part of the curriculum.

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

The College Curriculum will be guided by the Western Australian Curriculum as it is implemented in Western Australia.

All Mathematics, Science, English, History and Geography is following the West Australian Curriculum at Alkimos Baptist College. All text books will reflect the West Australian Curriculum.

Other opportunities

- A quality Arts program will be enjoyed by all students. This will include Visual Art and may include Dance, Drama and Media.
- The Music program will incorporate choirs, bands and musical productions. Private 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 French.
- Technology and Enterprise studies will include ICT and Wood Work and may include 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 Education lessons 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.
- Interschool sport will be Swimming, Athletics and Cross Country Running.
- After school activities that are offered; Swimming, Cross Country, Athletics, Netball, Basketball, Dance, Band and Vocal.
- Where scheduled as part of an educational program, student participation in camps is compulsory. Camps are provided for students in Secondary School every alternate year.

ASSESSMENT AND COMMUNICATION

Assessing of student's progress is continuous. Some standardised testing is carried out throughout the year to supplement the teacher's judgement of the student's progress. Each day, students will take home a College Diary/Organiser in an effort to maintain strong communication links between the home and school. The Diary is to be signed weekly by parents.

Regular parent contact is encouraged. Parent interviews will be held in Term 1 and Term 2. Assemblies will be held regularly. Secondary Newsletters will be issued fortnightly. Formal reports will be sent home at the end of Terms 2 and 4. An interim report will be provided mid way through Term 1.

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.

HOURS OF INSTRUCTION

| | |
|-----------------------------|---------------------|
| School Commences: | 8:30am |
| High School Morning Recess: | 10:15am - 10:30am |
| High School Lunch: | 12:00noon - 12:30pm |
| School Concludes: | 2:50pm |

While teachers are not required to be on the College premises before 8:10am, many do arrive early in order to prepare and plan for the learning program. However, children who arrive prior to 8:10am will not be under supervision. For this reason we request that children not arrive at school prior to 8:10am. If students arrive before 8.10am they must sit quietly on the benches outside the Library. They must not leave the campus once they have arrived. From 8:15am a teacher is on duty in the front car park.

As school concludes at 2:50pm children should be collected promptly. On occasions when parents are unable to collect children promptly after school, we ask that the College office be informed.

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.

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

FEES

Since its foundation, the mission of the Board of Alkimos Baptist College has been to reduce barriers to accessing quality private education in the North Suburbs of Perth. This includes keeping tuition fees at the lowest possible level for students.

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.

THE HOUSE SYSTEM

| | |
|------------------|--------------|
| FLINDERS | Blue |
| GIBSON | Red |
| HAMERSLEY | Green |
| DAMPIER | Gold |

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

PARENT PARTICIPATION PROGRAMME (PPP)

The Parent Participation Programme is a wonderful way to meet staff and other parents, and help in the building of our school community.

Families are asked to contribute 10 hours per year for the first 3 years that their child/children are in Secondary school. Hours per family can be accrued by any members, including grandparents and friends. Should two or more members attend PPP activities at any one time, the hours are multiplied accordingly. PPP hours can be accrued through such activities as classroom assistance, book-covering, school lunches, sports carnivals, excursions, etc. Attendances at P&F meetings also count towards your PPP hours. PPP hours must be recorded on record cards located in the College office.

You will receive a Parent Participation Programme form on the day your child starts at the school and at the beginning of each year thereafter. This form needs to be filled in and handed in to the College office. It is the parents' obligation to ensure that their hours are done, although you may receive a phone call asking for help on occasion.

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.

SECONDARY SCHOOL YEARS 7 – 12

| BOYS | GIRLS |
|---|--|
| <p>SUMMER Navy College shorts Blue banded College shirt Navy College socks</p> | <p>SUMMER College dress White College socks</p> |
| <p>WINTER Grey trousers with buckled belt Blue banded College shirt College tie Navy jumper Navy College socks</p> | <p>WINTER College skirt Blue banded College shirt College tie Navy jumper Navy tights</p> |
| <p>SHOES Black laced shoes</p> | <p>SHOES Black laced shoes</p> |
| <p>SPORT College tracksuit (Winter) Navy College sport shorts Blue College polo shirt Plain white sport socks</p> | <p>SPORT College tracksuit (Winter) Navy College sport shorts Blue College polo shirt Plain white sport socks</p> |
| <p>SPORTS SHOES Predominantly white sports joggers</p> | <p>SPORTS SHOES Predominantly white sports joggers</p> |

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 College hat is a compulsory part of the uniform for all Secondary students. In accordance with our College policy which recognises our duty of care to all students who attend this College, the 'no hat, no play in the sun' policy will apply all year. This hat policy also applies to outdoor lessons such as Physical Education, Physical Recreation and Fitness. The College hat can be purchased from the Uniform Shop. All other headgear is unacceptable.

Student Management Policy

ALKIMOS BAPTIST COLLEGE SECONDARY SCHOOL

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

The end result is that students are being trained to be self-disciplined. They are taking responsibility for their own actions in a caring community.

However, if a student is disruptive in a class they need to realise that not only are they disadvantaging themselves but they are disadvantaging everyone else in the class.

Every student has the right to the best possible education they can obtain at Alkimos Baptist College.

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

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

INSIDE

Any seen or perceived disruptive behaviour is dealt with using a procedure known as "Canter". That is, without a fuss nor 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, simply send them to the Student office. This disruption could be as simple as inappropriate talking by a student in class. Other examples of disruptive behaviour could include (but not limited to):

- Calling out
- Turning around
- Distracting others
- Walking around the class/ being out of a seat without permission
- Rocking on chairs
- Inappropriate comments made in general or to others

When a student is sent out of class, the student must report to the College office. **Failure to do so will result in a send out.**

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

A student sent out of any class 5 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:

| | |
|----------------------------|---|
| 1st time | Verbal warning by Deputy Principal |
| 2nd time | Formal letter sent home to parents indicating that the student has been sent out of class on two occasions. An interview is requested. |
| 3rd time | In-school suspension - separate recess / lunch breaks - no contact with students. Parents are notified as soon as possible and come for an interview. The student is now required to meet with the Year Co-ordinator or the College Chaplain for counselling. |
| 4th time | 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 and have another interview. |
| 5th time | Withdrawal or permanent exclusion from College. |

AUTOMATIC SEND-OUTS (INSIDE SYSTEM)

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.

Verbal Abuse

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

Physical Abuse

- Any physical contact deemed as aggressive will result in a suspension.

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 including social networking sites.
- Intentional misuse of equipment provided in a lesson.
- Using a mobile phone in class including texting, checking the time or receiving calls or texts.
- Using an electronic device in class without permission.
- Unauthorised access of web sites while using a computer in class.

Failure to report to the Student office when instructed to do so by a teacher.

Refusal to obey a reasonable instruction.

Disruption/Interruption to another class.

The examples given in each section are not comprehensive but are provided as a guide.

OUTSIDE

General rule: The offending student/s is sent to the Student office. They remain at the office until otherwise informed.

| | |
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| Light offence | Dealt with by the teacher. eg. Swearing |
| Moderate offence | Student sent to the Student office for recording of eg. Rough Play name and to see the Deputy Principal/Principal. |
| Severe offence | Sent immediately to the Student office to see the eg. Fighting Deputy Principal/Principal. |

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

If a student repeats this suspension procedure two times in one year they are required to meet with the Year Co-ordinator or the College Chaplain for counselling.

If a student repeats this suspension procedure three times in one year they are withdrawn from the College.

If a student is sent to the College office for three severe offences in one year they are 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, theft and/or property damage.

A student who does not follow a reasonable instruction by a Teacher will be sent to the Student office and a Suspension may result.

INFRINGEMENT SYSTEM

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

At the 25th 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 can be received for:

- Incorrect uniform
- Homework not done three times in 5 weeks
- Chewing gum
- Writing/passing notes in class
- Late to College three times in a week
- Late to class twice in a week
- Over 5min late to class without a late note
- Not bringing appropriate equipment for class lessons twice in a week
- Hair untied
- Being out of bounds
- No College hat whilst in the sun
- Littering
- Diary not signed
- Swearing
- Throwing food

The infringement examples are provided as a guide.