



BUNBURY
BAPTIST COLLEGE



SECONDARY SCHOOL INFORMATION BOOKLET

2020

Bunbury Baptist College
Dalyellup

SECONDARY SCHOOL INFORMATION

Welcome to Bunbury Baptist College, a co-educational independent school facility opening in 2019. The College endeavours to provide quality academic programs within a Christian ethos, for children in Kindergarten to Year 7 with the intention of continuing through to Year 12 by 2024.

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

The College is associated with the Baptist Family Churches of Western Australia, a community of over 100 churches and we will be the 14th school opened to serve the community.

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, practical 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.

AIM

The aim of the College is to foster a spirit of:

- *Care*
- *Co-operation*
- *Commitment to learning and*
- *Service*

Students will be encouraged to develop:

- *A passion for learning;*
- *Initiative, self-esteem and personal discipline;*
- *Positive community participation;*
- *Hearts for service and social responsibility;*
- *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.

The College Motto:

Faith Justice Integrity

*“He has told you, O man, what is good;
and what does the Lord require of you
but to do justice, and to love kindness,
and to walk humbly with your God?”
Micah 6:8*

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 as well as daily class devotions. Bunbury Baptist College has an open enrolment policy.

PASTORAL CARE

A strong Pastoral Care programme operates throughout the College to foster the nurturing and care of students. A school chaplain is employed at the school and is utilised to speak with students and parents if required. Parents are welcome to contact our Chaplain via the College Office.

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.

THE HOUSE SYSTEM

CARROL	Red
MURRAY	Blue
WOODS	Green
SADLIER	Purple

House competition is encouraged for a variety of activities throughout the College.

House Competition promotes sportsmanship, enjoyment, team spirit, co-operation and endeavour.

CURRICULUM

The Curriculum followed by Bunbury Baptist College Primary School is based on **The Western Australian K – 10 Syllabus** and covers the following Learning Areas:

- **The Arts**
- **English**
- **Geography**
- **Health and Physical Education**
- **History**
- **Languages**
- **Mathematics**
- **Society and Environment**
- **Science**
- **Technology and Enterprise**

In addition students will participate in the ACE Program (Applied Christian Education).

Year 11 and 12 students will complete the **Western Australia Certificate of Education (WACE)** as outlined by the **School Curriculum and Standards Authority (SCASA)**. The College will offer both the ATAR (University entrance) and General (TAFE/Workforce) Pathways.

ASSESSMENT AND COMMUNICATION

- Close communication between school and home will be an important feature of Bunbury Baptist College;
- School issued Student Diaries will be used to communicate important information. The diaries are to be viewed and signed weekly by parents;
- Academic feedback letters (AFLs) will be sent to parents via the school's SMS system which will keep parents updated after the completion of formal assessment items in each of their student's core subjects;
- Standardised tests will be used to support and identify literacy and numeracy issues;
- School Newsletters will be issued twice a term;
- A formal report will be sent home at the end of Term 2 and 4; and
- Formal and informal parent interviews will be held regularly throughout the year at the request of either parent or teacher.

BOOKLIST

Parents are requested to provide all items on the booklist. Please ensure all items are clearly labelled with your child's name.



HOURS OF INSTRUCTION

School Commences:	8:30am
Secondary School Morning Recess:	10:55am – 11.15am
Secondary School Lunch:	12:45pm - 1:15pm
School Concludes:	3:00pm

While teachers are not required to be on the College premises before 8:00am, many do arrive early in order to prepare and plan. We request that students not arrive at school prior to 8:00am.

As school concludes at 3:00pm students should be collected promptly.

PARENT PARTICIPATION PROGRAMME

Families are asked to donate ten (10) hours of their time, per year, to such activities as library book covering, sporting carnivals and classroom assistance, etc. Register your availability with the class teacher or the administration office. A box is located in the College office where you can record the hours you have contributed.

CONDITIONS OF ENROLMENT

Admission to the College is dependent upon:

- A satisfactory behaviour report from the student's previous school (if any).
- Evidence of academic and social readiness for the year level for which enrolment is sought.
- Completion and submission of all enrolment documentation, including provision of and Immunisation History Statement.
- Students entering the Primary School must be fully immunized or 'up to date' with an approved catch up schedule.

Conditions of enrolment are:

- The prompt payment of fees;
- A commitment by parents and the student to College behaviour, uniform standards and discipline policies; and
- Respect for and full participation in the Christian program of the College.

Terminating Your Child's Enrolment at BBC:

You are required to give the College one term's notice in writing.

FEES

Bunbury 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.

High School fees include excursions and incursions however school camps will be an additional cost which will be included in your family invoice.

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 students benefit from the purchases made with these funds.



SICKNESS AND ACCIDENT

Should a student become ill or be involved in an accident, parents will be contacted immediately. Please ensure that the College has as a current emergency number. If your student is suffering from an illness, please keep them at home.

UNIFORM POLICY

Bunbury Baptist College has established a uniform code which states that all students who attend the College will be required to wear the 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; and
- ◆ Identifying non-College children on-campus.

All students are required to wear the College uniform in a manner which is a credit to themselves and the College.

The wearing of nail polish is prohibited at Bunbury Baptist College.

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

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 bucket hat is a compulsory part of the uniform for all Secondary students all year round. In accordance with our College policy which recognises our duty of care to all students who attend this school, the 'no hat, no play' policy will apply all year. This hat policy also applies to all sporting activities. Students without hats will be required to remain in the shaded, undercover areas of the school.

HAIR STANDARDS

While in College uniform, student 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 black. 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 a No.3. Students with inappropriate haircuts, styles or colours may be removed from class and asked to be picked up by parents and cannot return to the College until it has been rectified.

SECONDARY SCHOOL UNIFORM REQUIREMENTS

The following are to be purchased from the Uniform Store for both Girls and Boys:

Summer		Winter	
Formal	Sports	Formal	Sports
<ul style="list-style-type: none"> ➤ Blue short sleeve shirt ➤ Charcoal shorts ➤ Grey socks ➤ Black leather lace up shoes ➤ A skirt is available for girls as an alternative, if desired 	<ul style="list-style-type: none"> ➤ Polo shirt ➤ Sport shorts ➤ White Ankle Sock ➤ Sport Shoes (any combination of blue, white and black) 	<ul style="list-style-type: none"> ➤ Blue short sleeve shirt ➤ Charcoal trousers ➤ Navy jumper ➤ Tie (boys/girls) ➤ Grey socks ➤ Black leather lace up shoes ➤ A skirt is available for girls if desired, to be worn with black stockings 	<ul style="list-style-type: none"> ➤ Polo shirt ➤ Tracksuit top and trousers ➤ White Ankle Sock ➤ Sport Shoes (any combination of blue, white and black) ➤ A spray jacket is available (optional)

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; and
- 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;
- Awards e.g., Certificates, Prizes and Trophies; and
- Acknowledgment to peers in class, at 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 Bunbury Baptist College.

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

INSIDE

Any seen or perceived disruptive behaviour is dealt with using a procedure known as "Canter". That is, without a fuss or unnecessary 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 Student Services Office. This disruption could be as simple as inappropriate talking by a student in class. Other examples of disruptive behaviour include (but are not limited to):

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

When a student is sent out of class, they are immediately sent to the College office. **Failure to do so will result in a further consequences.**

A student sent out of any class five (5) times in a year is withdrawn by his/her parents or the Principal will permanently exclude them from attending Bunbury Baptist College.

The system in summary:

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| 1st time | Verbal warning by the 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 other students. Parents are notified as soon as possible and attend 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 the 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; or
- Not following safety guidelines in practical lessons.

Verbal Abuse

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

Physical Abuse

- Any physical contact deemed 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; or
- Unauthorised access of websites while using a computer in class.

Failure to report to Student Services 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 CLASS

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

Light offence	Dealt with by the teacher. E.g. Swearing
Moderate offence	Student sent to the Student Service office for recording of name and to see the Deputy Principal/Principal. E.g. rough play
Severe offence	Sent immediately to the Student Services office to see the Deputy Principal/Principal. E.g. fighting

When a student has been sent to the Student Services 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 Student Services 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 Services 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 attend an interview.

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

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



Infringements are issued for:

- Incorrect uniform;
- Homework not done three times in five (5) weeks;
- Chewing gum;
- Writing/passing notes in class;
- Late to class twice in a week without a late note;
- Not bringing appropriate equipment for class lessons twice in a week;
- Hair untied;
- Being out of bounds;
- Not wearing the College hat whilst in the sun;
- Littering;
- Diary not signed;
- Swearing; or
- Throwing food.

The infringement examples are provided as a guide.