



Lake Joondalup Baptist College

Year 7-12

Parent Handbook

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Welcome to our College

Introduction

The Lake Joondalup Baptist College Year 7-12 Parent Handbook is designed to provide students and parents of the College with information which may be useful.

We hope that you will keep this information handy and refer to it when you have questions about College policies and procedures. Some College policies and procedures can be found on the College website other can be provided on request.

If you are unable to find the answer to your question, please contact your child's Head of House who will point you in the right direction.

History of the College

The College was founded by the Lake Joondalup Baptist Church and opened on 25 February 1990. The College was the inspired vision of a group of families who were members of the Lake Joondalup Baptist Church at the time. The College is constitutionally known as The Lake Joondalup Baptist College Inc., which is incorporated under the provisions of the Associations Incorporation Act 1987. The College and Church are separate organisations that are supportive of each other's purposes. Our Chairman and College Board provide Godly and reliable governance. From the time of the initial planting of the College in Joondalup, our school has flourished to become a PK-12 school of quality in the northern corridor of Perth providing for the educational needs of 1438 students. We are a mission Christian College with an open enrolment policy.

The College Crest & Crest Diagram

The crest displays our name and motto in a circular pattern to represent the notion of continuity which invokes the history of our times. The College motto comes from the book of Micah in the Old Testament, *'...and what does the LORD require of you? to act justly and to love mercy and to walk humbly with your God: (6:8)*. This is the instruction for our school culture.

The cross represents Christ, who is central to our identity and who we declare as having ultimate ownership and sovereignty over our school. The open book above the shield represents learning, the Bible and the wisdom of our God and Father. The shield is the shield of courage and faith and the wave represents the fluidity of the inspiration of the Holy Spirit like the movement of water, which is also close to our geography.

College Purpose

Our purpose is to nurture young people to discover and confidently express their unique God-given gift in service of their community.

Charter of Goodwill

All students and staff have the right to:

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

'Love does no harm to its neighbour' Romans 13:10

Motto and Values

Our Motto is drawn from the book of Micah found in the scriptures. It provides us with an integrated model of flourishing – an active peace and a stated of generation which the Jewish people called Shalom. Jesus modelled Shalom through his life and teaching.

LOVE MERCY

*Showing kindness, compassion
and care*

ACT JUSTLY

*Creating a fairer world for all to
thrive*

WALK HUMBLY

*In gratitude, relationship and in
service to others*

SEEK WISDOM

*Developing new perspectives,
solutions, innovation, and
courageous exploration*

College Reception

College Reception is open daily between 8am – 4pm. Students are to report to College Reception if they arrive after 8.35am to the College, leave early for medical or other appointments. Students may collect items delivered by parents/legal guardians from College Reception; however, we are unable to deliver items to students throughout the day.

Office Hours

College Reception Monday – Friday 8am to 4pm.

Staff Members at Date of Publication

We have included a list of staff who oversee various portfolios in the College. Please feel free to contact or leave a message for staff through our College Reception between 8am and 4pm on 9300 7444 or email ljbc@ljbc.wa.edu.au.

College Management Team

College Principal	Mr Paul Sonneman-Smith
Dean of Studies	Mrs Kimberly Eyre
Dean of Students	Mrs Helen Del Frate
Dean of Administration	Mr Mark Downsborough
Dean of Primary	Mrs Carol Harris
Executive Business Manager	Mrs Lee Krug
Executive Manager Infrastructure & Operations	Mr Andrew Burbidge

Secondary Managers

Secondary Curriculum Manager	Mrs Sonja van Aswegen
Secondary Learning Technologies Manager	Mr Limpie van Aswegen

Heads of Learning Area

The Arts	Ms Tracy Pender
Career Education	Mr Lynton Smith
Christian Education	Mr Matthew Harris
English	Mrs Amanda Collier
Health & Physical Education	Mr Ben Allsop
Humanities	Mrs Telma Keen
Languages	Mrs Meagan Maassen
Mathematics	Mr Glenn Tyrie
Science	Mrs Vanessa Budas
Technology & Enterprise	Mr Tom Dudek

Secondary Heads of Department

Head of Secondary Library Services	Mr Stephen Sampson
Head of Learning Diversity K-12	Mrs Sarah Ferreira
ICT Manager	Mr Stephen Knight

Secondary Heads of House

Lancier House	Mr Christopher Carter
James House	Ms Anmar van der Westhuizen
Batavia House	Mr Reuben Farr
Cumberland House	Mr Matthew Potts
Windsor House	Mr Lyndon Rice
Arcadia House	Mrs Santie Brink

Directors

Director of Drama	Mrs Madelaine Jones
Director of Music	Mrs Tammy van der Nest
Director of Sport	Mr Kim Clift

Secondary Co-ordinator

Secondary Co-curricular Co-ordinator	Mrs Helen Del Frate
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Support Staff

Student Services

Student Reception/Attendance

Mrs Sharon McEwan, Mrs Nicolette Owens,
Mrs Helen Fox

First Aid

Mrs Lorraine Skutt
Mrs Naomi de Wit

Uniform Shop

Uniform Shop Manager

Mrs Annette Haskins

Accounts

Family Accounts

Mrs Michelle Qaqish

Student Care at LJBC

Pastoral Care

Student Care at Lake Joondalup Baptist College refers to every student being part of a safe and caring Christian community providing an environment which nurtures confidence and character.

The school's aim is to develop students' readiness to act in a responsible and self-directed manner.

Our Lower Secondary Wellbeing Program addresses the developmental needs of our students by providing them with information about relationships, health, interpersonal skills, digital literacy and Protective Behaviours while the Senior Secondary Wellbeing Program will address careers, study management, study skills, leadership and financial literacy.

The Student Services Team, comprised of the Dean of Students, Heads of House and College Chaplains cater for the social and emotional needs of all students within the Secondary College. All areas of student care work interdependently to foster and nurture each student's wellbeing.

The Pastoral Care Team

The care network forms the basis of a well-defined student support structure. The six Heads of House, Connect teachers and Secondary Chaplains are also responsible for the general welfare and support of students. Should you have any questions about the College, please do not hesitate to contact:

College Houses

Lancier	James	Batavia	Cumberland	Windsor	Arcadia
Orange	Red	Purple	Green	Blue	Yellow
Mr Carter	Ms van der Westhuizen	Mr Farr	Mr Potts	Mr Rice	Mrs Brink

Daily Connect Class

The basis for Pastoral Care lies within the daily Connect class and with the Heads of House. Each Connect Teacher also develops a rapport with the class and consults with students who may have questions or are experiencing difficulties. The Head of House is available to all students in the House and coordinates special programs, where necessary, to monitor students' progress. House Assemblies usually take place fortnightly during Connect.

House System

Our House System is designed to enable students to further develop a sense of identity and belonging at the College.

Our six Houses are:

- Lancier
- James
- Batavia
- Cumberland
- Windsor
- Arcadia

Each student belongs to a House and participates as part of that House in various activities and College events including the swimming carnival, athletics carnival, cross country carnival, chess competition, Wii competition and much more. Students can also earn individual House points attaining Letters of Good Standing. These individual House points are tallied, allowing students with the most points to be rewarded each term.

Lancier

Under Captain Durocher, *Lancier* left Port Louis in Mauritius and set sail for Hobart, intending to call at Fremantle. The vessel made the land off Fremantle on 28 September and signalled to both Garden Island and Carnac Island. The Captain was unfamiliar with the passage and, since no buoys were laid down, was hesitant to make the approach. The ship hit a rock while passing between Garden Island and Rottnest Island, sinking by the stern. The sinking of the *Lancier* soon after the establishment of the colony led to identification of the problems of negotiating the approaches to Fremantle. While there was no loss of life, the cargo was never recovered.

James

The *James Matthews* was 24.5m wooden sailing ship; unfortunately, it was a slave trader. The *James Matthews* was chased and caught by a navy ship, while it was carrying over 400 slaves, and impounded. Most slave trading ships were destroyed but for some reason the *James Matthews* wasn't. It was then refitted to be a cargo ship and then worked out of Fremantle until it was wrecked in 1841 at Cockburn Sound near Woodman Point (South of Fremantle).

Batavia

The *Batavia* is Australia's second oldest known shipwreck. The ship was bound for the Dutch East Indies to obtain spices, but was wrecked on the morning of 4 June 1629 after hitting a reef in the Abrolhos Islands, off the coast of WA. A rescue ship was dispatched but when it arrived at the wreck it was discovered that a mutiny had taken place and many passengers had been massacred. The mutineers were tried and executed, leaving only 116 survivors of the voyage. The wreck was discovered in 1963 and part of the hull has been reconstructed and is on display in Fremantle.

Cumberland

Cumberland was a plain hardworking 444 tonne ship that did not have the colourful past of slavery, mutiny and murder or the shadows of an insurance scam. Carrying a load from Sydney bound to Bombay India the ship sank off the perilous Leeuwin Cape. From here most of the crew made it alive to Fremantle in small row boats.

Windsor

The *Windsor* was built in Durham in the UK. The *Windsor* was a cargo ship over 80m in length. Early in 1908, the *Windsor* departed Fremantle with 2600 tones' of Sandalwood, heading for Hong Kong, before colliding into reef off the Abrolhos Islands near Geraldton. There were several tales of great heroism as crew and rescuers gave their all to save lives.

Arcadia

The *Arcadia* was built by N.S. Olsen, had one deck, two tiers of beams and had been sheathed with felt and yellow metal. The *Arcadia* was wrecked at Hamelin Bay, 50 yards from south side Hamelin Jetty. The *Arcadia* had taken on only part of its timber cargo when a gale from the north-west, accompanied by heavy rain, blew the vessel aground on the morning of 25 April 1900. This was one of the most severe storms to hit the South-West, occurring three months after the *Arcadia* first sailed.

Student Wellbeing

Wellbeing is taught to all Lower Secondary students allowing them to develop meaningful goals, positive relationships, experience enjoyment, personal growth and development, health, and safety.

Emotional wellbeing relates to self-awareness and emotional regulation, it includes how well we cope, and is often reflected in student resilience. Social wellbeing includes the extent to which students experience positive relationships and connectedness to others, while physical wellbeing is associated with the extent to which we feel physically safe and healthy. Spiritual wellbeing relates to our sense of meaning and God's purpose for our lives.

Positive relationships foster connectedness and feelings of belonging and are essential for wellbeing. These relationships are characterised by constructive interactions that provide enthusiastic and genuine support. They are important because they help us to build social and emotional skills, and in turn nurture other positive, caring and respectful relationships.

Our aim is for young people to experience a sense of connection, inclusion, respect for individuality and difference, resilience, empowerment, capacity to contribute to the College and wider community, and confidence to positively shape their own futures.

The House Shield

The House Shield is presented to the House that achieves the highest aggregate of points in a calendar year. A range of events/activities contribute points towards the House Shield, including sport, academic, cultural, conduct and charity etc. Inter House competitions encourage friendly rivalry, a sense of connectedness along with skill and knowledge development across a range of curriculum areas.

Secondary Assemblies

These are staggered by year groups and are held in the Auditorium. They are formal occasions, necessitating careful observance of all protocols and exemplary behaviour on the part of all students. On assembly days, students and staff leave their bags at their classroom and under supervision of the class teacher, make their way to the Auditorium.

House Assemblies

These meetings are normally held on a fortnightly basis. Connect groups are expected to report directly to the assembly venue and sit with their Connect group, where the roll will be taken.

Year Group Assemblies

Convened as the need arises and held in the Auditorium or Founders Hall during Connect. Students are informed through Student Notices and SEQTA DIREQT Messages to go straight to the Auditorium/Founders Hall to have their attendance recorded.

Student Leadership

LJBC recognises the vital role of student leadership in developing the life of the community as well as allowing students the opportunity to develop their skills and experience. Students are encouraged to take on leadership roles enabling them to:

- collate student voice
- actively participate in the College decision-making process
- develop their leadership skills
- act as effective role models for the student community
- offer responsible service to their College.

This prepares students to become confident, well-organised, responsible and creative adults who are valued members of their professional and social communities.

Student Council Secondary

The Secondary Student Council is responsible to the Heads of House, all of which are overseen by the Dean of Students.

The Student Council Motto is “*For the Benefit of Others*”.

The Senior Council and Junior Council meet as a group in order to plan and seek student voice. These meetings are facilitated by a Head of House and chaired by the Head Boy and Head Girl. The Council is broken up into six groups; those being within their Houses known as the House Council. The Captains meet fortnightly to plan House Assemblies with their respective Head of House.

The Student Council is comprised of:

- Head Boy
- Head Girl
- House Captains
- Chaplaincy Captains
- Drama Captain
- Music Captain
- Sport Captains

Membership

- 80 elected students from Year 7 to Year 12.

Christian Education and Chaplains

Fundamental to the College’s holistic approach to the development of our students, Christian Education gives students the opportunity to explore and develop spiritually whilst cultivating personal integrity and life skills.

Our Christian Education Program is a Bible-based program centering on the teachings and person of Jesus Christ. Students are exposed to the values, morals, ethics and beliefs of the Christian Faith, guiding them to respect others, irrespective of background, social status, race or culture.

Our Chaplains are located in the Chaplaincy Office alongside the Head of Christian Education. A number of activities and self-development programs are offered to students at lunchtimes.

Learning At LJBC

Education Programs

The Dean of Studies, Secondary Curriculum Manager and Heads of Learning Areas co-ordinate the curriculum content and assessment processes across the College, within the Western Australian Curriculum. The College is engaged in current educative practices to ensure that teachers at Lake Joondalup Baptist College make use of best practice teaching methods and remain current in their thinking around education and the curriculum.

Extension and Streaming

A number of schools, both private and government, offer Talented and Gifted Programs, generally referred to as Academic Extension. Making use of appropriate resources and curriculum content to engage students at their individually assessed levels helps to maintain motivation and prevent disengagement. These programs involve streaming students according to performance ability.

Students at Lake Joondalup Baptist College are all unique and develop their own pathway and goals. At the completion of Year 12, the College has a curriculum that extends and enriches students throughout Years 7 to 10, exposing them to curriculum content above their Year level. This is further enhanced by the streaming process which ensures students are placed in classes according to individual performance.

- Extension – the Academic Extension class is aimed at students who have demonstrated a very high capacity and potential in these areas. The pace of curriculum delivery is fast and above cohort standards, utilising higher order cognitive development within subject context.
- General – courses explore the curriculum at the cohort level of the year group, working at a pace which endeavours to reinforce and develop key concepts and skills.

Year 7

Students entering the College in Year 7 are placed in mixed ability classes. As Year 7 delivers general courses, each student has the opportunity to make a fresh start from their primary schooling and work to their best ability before classes are streamed. From Semester 2 students are placed in streamed classes in English, Science and Mathematics.

Year 8

Students are streamed for Mathematics, English, Humanities and Science.

Year 9

As the Curriculum builds on prior understanding of concepts, students are placed into streamed classes for Mathematics, English, Humanities and Science, at an appropriate level of ability. At the conclusion of each semester, these classes are reviewed and, where necessary, changes can be made. Any change to a class group will be discussed with the student's parents.

Year 10

The streams in Mathematics, English, Humanities and Science are continued, and students are prepared in Semester 1 for Year 11 course selection.

University Links

Edith Cowan University - www.ecu.edu.au

University of Western Australia - www.uwa.edu.au

Curtin University - www.curtin.edu.au

Murdoch University – www.murdoch.edu.au

Notre Dame - www.nd.edu.au

Homework and Study

The Lake Joondalup Baptist College acknowledges that homework is a valuable part of schooling and allows for practising, extending and consolidating work done in class. It establishes habits of study, concentration and self-discipline which will serve students for the rest of their life. It is therefore the College's policy that all students should engage in homework practice that is meaningful and valid. The College Homework Policy provides a clear set of guidelines for setting homework. The College Homework Policy may be accessed through the College website.

The policy contains guidelines for assigning homework, the suggested number of hours per week and what to do if homework is incomplete.

Deeper Understanding After School Classes

Most Learning Areas offer after school extra learning classes which provide an opportunity for students to receive extra tuition. Generally, these classes run from 3.30 to 4.30pm. Details will be published on the College website under the Co-curricular tab and promoted in the Student Notices early in the term. The College recommends the use of these services. Students can also arrange to meet individual teachers at a mutually convenient time to go through class work or assessments.

Absent for an Assessment

If a student is absent from school on the due date of an assessment, the College requires a note from the parents explaining the absence and a medical certificate if the student was ill if possible. A medical certificate and a more detailed explanation will be required from students who are regularly absent for assessments. Please see the College Assessment and the College Attendance Policy for more detailed information regarding student absence.

Exam/Catch Up Classes

Students are expected to wear their full uniform when attending exam preparation or catch-up classes.

Withdrawing Students from Class

From time to time, leadership staff may need to conduct interviews with students, and it is recognised that it is not always possible to do this outside of class time. Generally, the Heads of House, Chaplains and Curriculum/Careers Counsellor are people who need to see students during class time. Heads of Learning Area and other Senior teachers may also need to withdraw students on occasions.

Lower Secondary Assessment Policy

Please refer to the Lake Joondalup Baptist College website/Why LJBC/Policies/Lower Secondary Assessment Policy.

Senior Secondary Assessment Policy

Please refer to the Lake Joondalup Baptist College website/Why LJBC/Policies/Senior Secondary Assessment Policy.

Christianity and the Curriculum

All students at the College participate in Christian Education lessons as part of the compulsory curriculum at each year level. Courses cover a wide range of topics and issues. While many courses are Bible based and focus on specific Christian beliefs, a wide range of studies and topics relating to Personal Development, Justice and Ethics are also covered. Whilst opportunities are given to develop a living faith and a growing relationship with Jesus Christ, personal faith and belief systems are not judged. Detailed information concerning the Christian Education Program at the College can be found in the subject course outlines. We believe it is essential for parents/legal guardians to give full support to the Christian teaching and worship program of the College.

College Policies and Guidelines

Rights And Responsibilities

In Seeking Justice for all, we strive to observe these rights and responsibilities. All students and community members of Lake Joondalup Baptist College are expected to model in their attitudes and actions a commitment to 'Seek Justice'.

Rights Every person has the right to: <ul style="list-style-type: none">• be treated with respect and dignity.• live within the College community free of verbal, physical and emotional hurt.• hold and express an opinion.• work in a positive learning environment.• achieve one's best in all aspects of College learning.• participate fully in the life of the College.• work in a clean and safe environment.• feel proud to belong to Lake Joondalup Baptist College.• Have their property respected.	Responsibilities Every person has the responsibility to: <ul style="list-style-type: none">• treat others with respect and dignity.• refrain from hurtful behaviours.• respect another's right to hold and sensitively express an opinion.• contribute to a positive learning environment.• do one's best in all aspects of learning.• participate actively in College life.• maintain a clean, safe environment.• honour the values of the LJBC Community.• respect the property of every member of the College community.
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Responsible Behaviour Policy

Lake Joondalup Baptist College is committed to providing a safe and supportive environment for managing student behaviour and for creating safe, orderly, productive and successful learning spaces. This policy and the Student Code of Conduct are based on the following shared principles:

- Lake Joondalup Baptist College operates within the context of the wider community and has responsibility to prepare young people for successful participation in society
- all individuals and groups should be treated with respect at all times
- behaviours have consequences which increase or reduce immediate and future choices
- individuals must accept responsibility for their own behaviour according to their developmental ability.

Relationship Management Policy

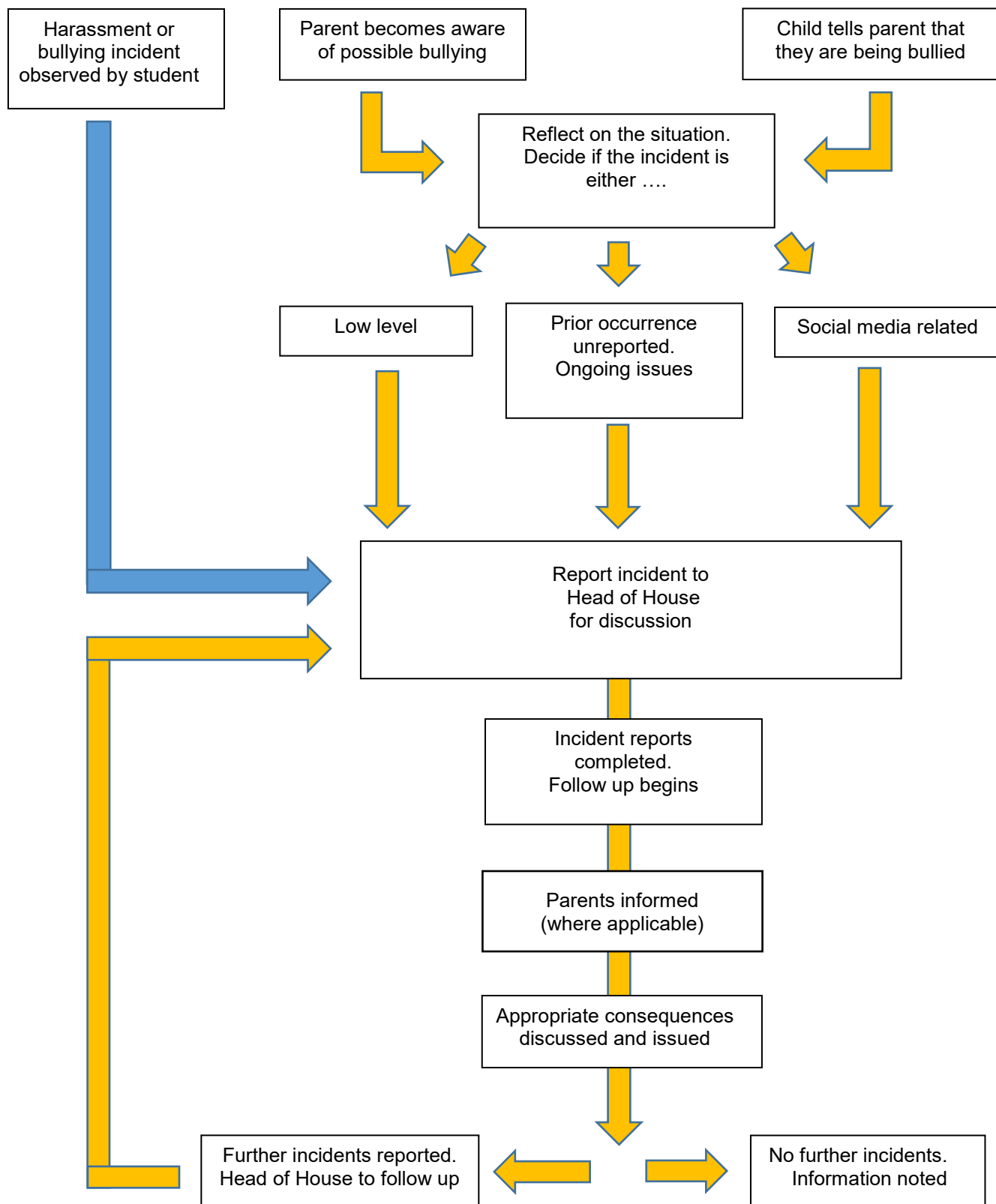
Lake Joondalup Baptist College respects the right for every student to obtain the best possible education they can. Through respect for ourselves and for others, we aim to create a friendly, safe and welcoming College environment. Our Charter of Goodwill is our central focus for the self-discipline of each student. Lake Joondalup Baptist College is committed to ensuring that the working and learning environment fosters positive relationships free from unlawful discrimination, harassment and bullying.

Our aims

- to foster positive relationships within the College
- to foster an environment where all members of the College community are treated with kindness, dignity, courtesy and respect
- to create an atmosphere where students, teachers and others are safe
- to promote appropriate standards of conduct at all times
- to encourage the reporting of inappropriate behaviour
- to provide an effective procedure for resolving complaints in a sensitive, fair and timely manner
- to employ forgiveness.

Refer to the Relationship Management Policy on the College website.

Response to Behaviours Which Cause Disharmony



This Policy is to be read in conjunction with the Resolution of Parents and Students Complaints and Grievances Policy.

Complaints Procedure

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

Level 1 Complaints Process

Stage 1

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

Stage 2

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

Stage 3

If the matter is not resolved by meeting with the Line Manager, the student or parent/legal guardian may request a meeting with the appropriate senior staff member or the matter can be put in writing. The concern should be taken to the Dean of Students in the case of pastoral care matters, the Dean of Studies for issues relating to the student's academic program or the Secondary Manager Staff Development for issues relating to teaching staff.

Level 2 Formal Investigation

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

Level 3 Formal Complaint

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

Social Media Policy and Agreement

Lake Joondalup Baptist College has a responsibility to ensure a safe physical and emotional environment for all staff and students. This responsibility increasingly extends to the use of the internet, learning technologies and social media.

With a view to protecting all users within the College community (staff, students and parents) and in a larger sense, the reputation of the College itself, it is imperative that all members of the College community understand that everything written or posted online leaves a lasting record that, potentially, can be seen by any member of the public now or in the future.

This is particularly true of social media sites.

The purpose of this policy is to provide acceptable standards of behaviour for the use of social media that are consistent with the ethos the College. To achieve this, this policy will:

- guide all staff members to maintain professional standards in using social media for teaching and for personal use
- guide students and parents to use social media in a responsible manner and to respect other community members. (Social Media Guidelines for Primary Students, Social Media Guidelines for Secondary Students and Social Media Guidelines for Parents)

Lake Joondalup Baptist College places a high priority on providing internet facilities and a BYOD program that benefits student learning outcomes and the effective operation of the College. It also recognises, specifically, that social media can play an important role in this learning and that many students utilise it to share, collaborate and interact towards better understanding that adds value to their learning experiences.

The College however, also recognises that the existence of social media facilitates anti-social, inappropriate and potentially illegal behaviour, whether accessed at the College or off College grounds. This is further problematized when learning can and often does take place in virtual environments that compel users to interact with others online anytime, anywhere.

The College expects all community members not to use social media to abuse others, expose them to offensive or inappropriate content or to denigrate or show disrespect for the College, or in any way bring disrepute to the College.

Mobile Phones and Smart Watches

There is a ban on the use of mobile phones for all students from the time they arrive at school to the end of the school day. This extends to the use of smart watches which need to be on aeroplane mode during this time period. All Secondary students are allowed to have their phones in their possession but must turn them off and keep them out of sight until the end of school.

- All students must place their phones on the teacher's desk during exams and assessments.
- Students who wish to make a telephone call may do so from the House Centre, with the permission of a Head of House.
- If the College has received written confirmation that a student with a specific medical condition requiring the use of an app to monitor their condition, they will be given permission to use their mobile during College hours.
- In the case of a dire emergency, (bereavement, accident etc) parents/legal guardians should contact the College.

Technology devices used contrary to this policy on school premises will be confiscated. Headphones will also be confiscated as a non-uniform item. Headphones are to be used for curriculum purposes under the direction of the teacher.

Offence	Consequences
1 st Time	Warning issued, parents/legal guardians contacted
2 nd Time	1 week mobile phone ban. Students have to submit mobile to their Head of House before school every morning and can collect at the end of the day.
3 rd Time	1 week mobile phone ban and After School Detention

If a pattern of mobile phone use emerges further consequences will incur.

Uniform Standards

Whenever wearing the College uniform, students are representatives of the College. The uniform is to be worn with pride at all times enhancing the reputation of the College. In addition to wearing the appropriate items of clothing and conforming to all of the requirements for make-up, hair and grooming, students are expected to keep their uniform in good condition and wear it properly.

Tapes and Marking of Clothing

All pieces of uniform are to be clearly labelled with sewn on name tapes which can be ordered online or a permanent laundry marker.

Where to place the name tapes:

1. Name tags should be on trousers, shorts, shirts, skirts and all College clothing.
2. Sew the name tapes on the inside of the middle-back of the waistband.
3. For shirts, jumpers, blazers and tops, name tags should be taped in the middle of the back of the neck.
4. Socks should have name tags sewn vertically on the inside of each sock.
5. Shoes should be named with marking ink.
6. Name tapes should show: Given Name, Surname: JOHN SMITH.

Summer Uniform (Term 1 and Term 4)

Girls' Summer Uniform

Summer dress (the hem is to touch the top of the knee cap while standing), College socks (white with blue and gold stripes) and black leather regulation lace-up shoes with a heel no higher than 20mm. Girls may choose to wear either the College jumper or cardigan with the summer dress. Boy leg briefs are also available from the Uniform Shop.



Boys' Summer Uniform

College navy shorts with adjustable side tabs, College socks and black leather regulation lace-up shoes. The College jumper may be worn over the shirt, but the shirt is not to show below the hem of the jumper at any time.

Lower Secondary - Gold shirt
Senior Secondary - Sky blue shirt



Black leather regulation lace-up shoes

Uniform changeover

Summer uniform is worn in Term 1 and Term 4; Winter uniform is worn in Term 2 and Term 3. A two week changeover period will occur at the beginning of Term 2 and Term 4, during which time students may elect to wear their full winter or full summer uniform.

Winter Uniform (Term 2 and Term 3)

Girls' Winter Uniform

College tie, pleated skirt (the hem is to be 4cm above the knee cap while standing). Navy 70 denier tights must be worn with black leather regulation lace-up shoes, with a heel of not more than 20mm.

Lower Secondary - Gold shirt
Senior Secondary - Sky blue shirt



College Blazers

Blazers (Terms 2 and 3)



The blazer is to be worn to and from school. Students leaving the College at any time during the day are to wear their blazer.

All students are to wear their College blazer as they enter their first class and when leaving their last class or activity of the day, and until they reach home. Students are required to wear their blazers to all College events, including College Assemblies and House Assemblies.

Blazers are to have all buttons in place.

Boys' Winter Uniform

College tie, grey trousers, navy jumper, College blazer, College socks, and black leather regulation lace-up shoes. A plain black belt. The buckle of the belt should be plain silver, black or gold.

Lower Secondary - Gold shirt
Senior Secondary - Sky blue shirt

Black leather regulation lace-up shoes. Shoe laces must be well-fitted and appropriately tied at all times.

Winter Uniform (Term 2 and Term 3)

Girls' Optional Uniform

Winter

College tie, girls' tailored trousers (available to order from the Uniform Shop), navy-blue school socks.

Summer

Girls' tailored trousers, open-neck over shirt, navy-blue school socks. No tie or blazer required.

Lower Secondary - Gold shirt
Senior Secondary - Sky blue shirt

LJBC Girls' Optional Uniform



College Blazers

Blazers (Terms 2 and 3)



The blazer is to be worn to and from school. Students leaving the College at any time during the day must wear their blazer.

All students are required to wear their College blazer as they enter their first class and when leaving their last class or activity of the day, and until they reach home. Students are required to wear their blazers to all College events, including College Assemblies and House Assemblies.

Blazers are to have all buttons in place.

Black leather regulation lace-up shoes, with heel no more than 20mm. Shoe laces must be well-fitted and appropriately tied at all times.

Sports Uniform

Boys' Sports Uniform

College sports shirt with logo, College navy shorts with logo.

College brimmed hat is to be worn in all PE classes or a UV rating of 6.

Please note: the Sports uniform or or any part thereof is not to be worn with the College uniform or to the College in the morning however, students with Physical Education classes in Period 5 and those representing the College in after school sporting teams may wear their attire home.

Students not in full sports or team uniform will be required to change back into the formal College uniform.

Students in sporting teams are required to wear the correct team attire and the College brimmed hat. Students selected for the College Swimming Team are required to wear College bathers.



LJBC Sports Uniform

Girls' Sports Uniform

College sports shirt with logo, College navy shorts with logo. Rolling of waistband is not permitted.

College brimmed hat is to be worn, in all PE classes or a UV rating of 6.

Tracksuit: College tracksuit



Non marking sport shoes and white College PE socks. Footwear with poor support, such as skate shoes and volleys, are not permissible.

The Sports uniform should not be worn outside of scheduled Physical Education lessons and sporting activities in the Secondary College.
If there is a valid medical reason why your child may need to wear their sports uniform (wearing of a moon boot, cast or arm in a sling), please communicate this to your child's Head of House prior to arriving on campus.

Football Academy Uniform

Football Academy Uniform

Period 0 (Before School)
Sessions: Yellow shirt, Navy shorts, Yellow socks

Single (On-Timetable)
Sessions: Sky Blue shirt, Navy shorts, Sky Blue socks

Strength & Conditioning
Sessions: Navy shirt, Navy shorts, Navy socks



Game-kit

The three football-kits will be alternated for games; depending on the colour of the opposing team. Students will be advised in advance.



The Football Academy ¼ Zip Jacket can be worn for sessions in colder weather if required

The Football uniform should not be worn outside of scheduled lessons and sporting activities in the Secondary College.

Lost Items

Missing items should be reported immediately to the Class Teacher, or your Head of House; however, the College takes no responsibility for lost, missing or damaged items. We recommend that students label everything they bring to school, and ensure they place their equipment in their lockers, not on top of them. House Centre will hold items of lost property for 10 weeks including term holidays.

After this time, non-uniform items will be given to charity and uniforms will be utilised by the House Centre. Lost items found by a student must be handed to the House Centre as soon as possible. Labelled items will be returned to students during Connect.

If you lose/misplace your Student Planner, report to your Head of House for an authority to purchase a replacement.

Uniform Free Days

On days designated as Uniform Free Days, or days where students are permitted to attend an excursion wearing casual clothes, appropriate clothing and footwear must be worn. Even on Uniform Free Days, correct Physical Education attire is required for Physical Education lessons and appropriate footwear is required for practical areas such as Foods, Science and Woodwork. Any clothing with graphics and/or words that are contrary to the Christian ethos of the College may not be worn. Students who do not conform to these standards will be referred to the House Centre. An alternative item of clothing may be requested from home, or the student may be withdrawn from class.

Examples of inappropriate clothing include: graphics depicting satanic/cult/'dark' images, sexual references or racist values, skimpy or see-through clothing, collars or wrist bands with spikes or chains. Bare feet and roller shoes are not permitted.

Expectations of our Students

Student Expectations

Lake Joondalup Baptist College respects the right for every student to obtain the best possible education they can. Through respect for ourselves and for others, we aim to create a friendly, safe and welcoming College environment. Our Charter of Goodwill is our central focus for the self-discipline for each student. Lake Joondalup Baptist College is committed to ensuring that the working and learning environment fosters positive relationships free from unlawful discrimination, harassment and bullying.

Bullying is classified as 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/social media.

Bullying can involve ongoing humiliation, domination, intimidation, victimisation and all forms of harassment including sexual, race and disability. Bullying of any form or for any reason can have long-term effects on those involved including bystanders. Bullying is not tolerated at the College, and a pattern of such behaviour against College students may result in the withdrawal of enrolment, whether the bullying occurs on campus or off campus by another student, causing disharmony on campus.

Bullying behaviour can be:

- verbal eg name calling, teasing, abuse, putdowns, sarcasm, insults, threats.
- physical eg hitting, punching, kicking, scratching, tripping, spitting.
- social eg ignoring, excluding, ostracising, alienating, making inappropriate gestures.
- psychological eg spreading rumours, ignoring, evil eye, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones, bullying through social media.

Poor Behaviour

When a student's behaviour does not meet the standards expected of them, consequences may include detentions, Community Service within the College, withdrawal from class, a Student Agreement or other actions which may include suspension or exclusion. Patterns of poor choice of behaviour in Learning Areas will be followed up by the respective Head of Learning Area. Parents/Legal Guardians will be contacted by their child's teacher for patterns of poor behaviour in class.

LJBC is a gum free College, those chewing gum will receive the appropriate consequences.

If a pattern of poor behaviour occurs in more than one subject, parents/legal guardians will be contacted by their child's Head of House.

Rewarding Positive Behaviour

A range of rewards are used within the College to encourage high standards of conduct.

These are to acknowledge the student for:

- considerate and cooperative behaviour.
- service to the College.
- improvement in work standards.
- high standard of uniform and grooming.
- Appropriate use and care of the Student Planner.

Students may receive an email of recognition from the classroom teacher or Head of Learning Area, praising them for being of service to others, outstanding work standards, behaviour or adherence to the College Uniform Policy. Letters of Good Standing are issued each semester to those students who have maintained exemplary standards at the College.

On College Grounds

All members of the College community should endeavour to protect the College property and keep the premises neat and tidy. Self-discipline in regard to litter is particularly important. All students are expected to put rubbish in the bins supplied. Students are not permitted to enter the Science and T&E Buildings or the upstairs balconies during recess and lunch times, unless permission has been given. Students are not permitted in the Sports Centre during recess, however, it is open during lunchtime for those students wishing to use it for sporting activities only.

Illicit substances

Students may not bring alcohol, cigarettes or other drugs, or associated implements eg e-Cigarettes and vapes, onto the College grounds. They may not have possession of them at any College function, while representing the College, while in College uniform, nor be involved in any situation in which these items are present, while in College uniform.

All violations by students on or off campus will be treated seriously and may lead to withdrawal of enrolment, even for a first offence.

Off Campus Incidents

If the harmony between students is affected by off campus incidents, such as disputes between students, online harassment, physical altercations, inappropriate use of social networking, mobile phones, SMS etc, the College reserves the right to take steps necessary to restore harmony and goodwill. Should the learning environment, goodwill and harmony between students continue to be disrupted, despite intervention from College staff, student(s) enrolment privileges may be withdrawn.

Personal Belongings

Students should respect their own belongings and the property of others. Students may be asked to replace items such as bags, books, uniform items and the Student Planner if they have been mistreated, outgrown or have graffiti on them.

All belongings, including books and clothing, should be clearly marked with the student's name. This increases the likelihood of the recovery of lost property.

Money and other valuables, including mobile phones, should not be left unattended in school bags, classrooms or change rooms.

The school does not accept any liability for damage or loss of any personal device or loss of data stored on the personal device while the personal device is at school or during a school-related activity, absolutely, in negligence or otherwise. The school does not accept any responsibility for any personal belongings of any description being lost, missing or damaged.

Electronic and Networked Equipment

Students are expected to bring their devices to each class, except when the teacher has indicated that it is not required for the lesson. Students are individually responsible for the proper use, care and security of their devices; they are not permitted to lend their device or share their login details with any other student.

Students are responsible for their device whilst at the College

1. Students must take full responsibility for their device at all times.
2. The school is not responsible for the security of the device.
3. The school does not accept any liability for damage or loss of the device or loss of data stored on the device while the device is at school or during a school-related activity, absolutely, in negligence or otherwise.
4. Students are responsible for the proper care of their device, including any costs of repair, replacement or any modifications needed to use the device at school. Parents/Legal Guardians and students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for the device.
5. Students should not bring additional equipment to school with their device. Liability for damage or loss of additional equipment will in all circumstances be borne by the student/parent/legal guardian.

Beyond the Classroom

Inter House Carnivals

Inter House Carnivals are an important part of the life of the College, and attendance at the Inter House Swimming Carnival and Athletics Carnivals is compulsory for all students. The Cross Country Carnival participation, is by student registration. Parents/Legal Guardians of students who are injured or ill on these dates are required to contact the Head of House prior to the event. Under certain circumstances, the Head of House may request a medical certificate.

Inter School Carnivals

It is an honour to represent the College in the ACC swimming, cross country and athletics carnivals. It is an expectation that all students who are selected in a team must attend the carnival and compete in events for which they have been selected. An exemption may be granted by the Director of Sport or Dean of Students for exceptional circumstances. Exemptions will not be granted for Workplace Learning commitments, appointments or class and homework requirements. Students who do not meet their obligations to represent the College when selected in a team, apart from those students who have approval from the Director of Sport/Dean of Students may lose other College privileges, including attending events such as the Year 11 Social Event, College Ball, Year 12 Water Event, the Valedictory Dinner and possibly the eligibility for College Colours.

Excursions

At the start of each year, parents/legal guardians will receive a Profile update via email from Consent2Go. Only students whose Consent2Go has been completed will be eligible to attend excursions. Students are required to attend all designated curriculum excursions unless they are injured or ill. Students are ambassadors for the College whilst off campus. As such, behaviour and uniform must be of the highest standard. Full College uniform must be nearly worn on all excursions unless students are told by the organising teacher that the College sports uniform or casual clothing is allowed. If casual clothing is allowed, the Uniform Free Guidelines will apply.

Consent2Go

Lake Joondalup Baptist College uses an automated system (Consent2Go) which provides positive advancements in areas such as camp and excursion planning, incorporating high-quality risk management during such activities. This system ensures that there is clear and consistent communication between the College and parents/legal guardians, to ensure that optimum care is provided for all of our students.

Consent2Go is an integrated system, which allows parents/legal guardians and the College, to record health information about students in an accurate, secure and timely manner and provide numerous benefits, including online excursion approvals and payments, risk management, and online permissions for school activities.

You will receive an email from the College, with instructions, asking you to provide your child's current health information. While some of this will be similar to information that you have previously provided, it is important that we have the most up to date health information about your child. Once you have completed this initial process, the ease and convenience of this online solution will begin to provide real advantages and time savings for parents and legal guardians. Ongoing medical updates, and the provision of permission to attend camps and excursions, will be user-friendly and efficient.

Associated and Catholic Colleges (CAS) Sport

LJBC is registered with the ACC sporting program and we participate in the ACC Swimming, Cross Country, Athletics and the CAS Year 7 Lightning Carnival.

Once nominations for particular sporting activities are confirmed, students are expected to honour the obligation to present themselves for all programmed practises and match fixtures. Failure to honour this obligation to the College and team members without prior notification and approval of absence will be followed up and attract a consequence for their choice of behaviour.

Co-curricular Programs

Co-curricular activities are an important part of school life and allow students to

- Develop curiosity and courage through age-appropriate risk taking in sports, music, the arts or new pursuits.
- Improve academic success – research shows a strong link between academic outcomes and co-curricular participation.
- Foster their sense of responsibility and enjoy improved relationships and wellbeing.
- Younger students adapt their learning through play and discover new strengths and talents.

Private Instrumental and Vocal Tuition Program

The music program offers an extensive range of opportunities, enabling students to choose from many different styles of music.

A Private Instrumental and Vocal Tuition Program exists at the College; this is a voluntary program for which students may enrol. This private tuition is paid for by the parents/legal guardians.

Performance activities include:

- afternoon concerts
- assemblies
- eisteddfods
- lunchtime rock concerts.

Camps and Study Tours

Annual Year group camps are held for students in Years 7, 8 and 9. These are compulsory camps and are held during the school term and are placed on the College calendar. Other camps held through the College may be through co-curricular activities such as Cadets.

Interstate and international tours, whether they are associated with academic, service, cultural or co-curricular pursuits will be conducted from time to time. Tours are planned 18 months in advance allowing parents to budget for the cost of the tours. Tours are generally available to Senior Secondary students through Curriculum areas.

Administrative Procedures

Term Dates

Term 1	29 January to 28 March (note 1 March is a student free day) Year 7, 9, 10 and 12 students 29 January Year 8 and 11 students 30 January
Term 2	16 April to 28 June (note 31 May is a student free day)
Term 3	15 July to 20 September (note: 16 & 19 August is a student free day)
Term 4	8 October to 6 December

Visitors the College

Students, if you need to visit the College at any time other than revision seminars and you are not in school uniform; you are required to report to College Reception to obtain a Visitor's Pass. All parents/legal guardians, past students and other visitors to the College are to report to College Reception. Students must not fraternise with visitors who are not authorised to be on or near the College grounds.

Students are expected to wear full uniform when attending exam preparation or catch up classes.

Absence from College

Parents/Legal Guardians are requested to send an SMS to 0428 922 274 or to email attendance@ljbc.wa.edu.au before 8.30am to notify the College if their child will be absent or late on that day. The message should include the student's name, Connect, date and reason for absence/late arrival. If notification is not received, the parent/legal guardian's nominated mobile phone will be contacted either by call or SMS, requesting a reason to explain the absence or late arrival. For all matters relating to attendance, please communicate directly with the Attendance Officer.

Attendance at School

Enrolled students need to be at school or have meaningful employment in a workplace which provides training (apprenticeship). All parents/legal guardians who are considering allowing their child to leave before the completion of Year 12, must arrange an interview with the Head of Career Education before withdrawing their child. Parents/Legal Guardians are responsible for ensuring their child is engaged in full-time approved education options. Most students will complete Years 11 and 12 at school.

Students are required to be punctual and should be present at all lessons unless injured or ill. Students arriving late should report to the Attendance Officer to sign in. Parents/Legal 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. Under Western Australian law (School Education Act 1999), parents/legal guardians must send their children to school unless:

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

It is better for the health of the student and for other members of the College, for the student to stay at home when unwell. If a student is unwell for more than three days a medical certificate is required.

Parents/Legal Guardians Wishing to Request a Leave of Absence for Their Child

Parents/Legal Guardians must write to, or email the Head of House or the Dean of Studies three weeks in advance to request permission for their child to be absent from school for any reason other than injury, illness, or a scheduled medical appointment. This includes absence due to extenuating family circumstances or if he/she is representing the state or nation at a sporting event.

It is detrimental to a student's academic progress to miss school for any reason. Parents/Legal Guardians are asked to organise holidays during term breaks and holiday periods only. Parents/Legal Guardians choosing to take students on holiday during scheduled school term time should be aware that the student will be disadvantaged and his/her grade may be adversely affected. Such leave is classified as unapproved leave. The impact may vary according to the year level at which the student is studying. Parents/Legal Guardians, please refer to the Assessment Policy on the College website before making arrangements for your child to have leave from school.

Arriving Late to College

Students arriving late to College must sign in at College Reception with the Attendance Officer. The lateness must be explained by the student's parent/legal guardian, either via SMS, phone call, email or a note to be presented upon arrival, signed and dated by the parent/legal guardian. If the student develops a pattern of lateness, they will be required to make up missed time after school.

Leaving College Early

Students needing to leave the College early should give a note to the Attendance Officer, signed and dated by their parent/legal guardian, explaining the reason for the early departure. The student will be issued with a College Leave Pass which they will need to keep with them during College hours.

If students are going to drive themselves to an appointment a parents/legal guardians consent is to be given in writing.

Please note: Parents/legal guardians are required to sign out students at Reception before leaving the College and must sign them in again when returning to the College.

Personal Deliveries/Ordered Goods

External deliveries and ordered goods of a personal nature ie. flowers, cupcakes etc or food orders will not be given to students during the College day. These may be collected at the end of the day from College Reception. If such an order arrives at the College, the respective student will be advised. Students who take delivery of goods will have them confiscated until the end of the day and receive a possible consequence.

Sickness and Injury

A First Aid service is available each day. Students who are unwell or are hurt at the College should report to the Health Centre accompanied by another student. The College is unable to accommodate students in the Health Centre for any length of time. As such, parents/legal guardians of students who are unable to return to class will be required to collect or make arrangements for collecting their child as soon as possible. At times, it may be necessary for the College to call for an ambulance to attend to a student. If the Secondary School Nurse, in consultation with the Dean of Students/Administration determines if a student is unfit to transport themselves home, alternative arrangements will have to be made.

Medications at the College

The College is very conscious of its responsibilities when a student requires medication. In accordance with legal and safety requirements students are not permitted to keep medication on their person or to administer any medication to other students. Parents/Legal Guardians must undertake the following in relation to the administration of medication and/or management of health conditions:

- notify the College in writing of a health condition requiring medication during the day.
- request the College in writing to assist in the management of a health condition.
- notify the College in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions.
- provide medication in the original labelled container clearly stating the student's name, name of medication, dose and time to be administered. It is also necessary to complete the appropriate paperwork in consultation with the Secondary School Nurse and the Head of House. The medication and signed Individual Health Plan must be handed to the Secondary School Nurse.
- ensure the medication is not out of date, if it is, the medication requires to be replaced on request.
- notify the College in writing when a change is required. This instruction must be accompanied by a letter from a medical practitioner.
- advise the College in writing and collect the medication when it is no longer required during the day.

Student Accident Insurance

The College provides Student Accident Insurance that will assist with expenses in relation to accidents that occur while students are at school or involved in College activities. The cover does not include the Medicare gap expenses or existing conditions, and does not take precedence over private health cover. Contact the Executive Business Manager through the email address: ljbc@ljbc.wa.edu.au.

Student Requiring Travel by Ambulance

If a student requires transport to hospital because of illness or injury, by either private vehicle or ambulance, the College will contact parents/legal guardians to inform them that their child will be taken to hospital where duty of care will be transferred to the hospital staff. It is our reasonable expectation that parents/legal guardians would attempt to relieve that staff member from hospital as soon as possible.

Student Details (Change of Information)

If family circumstances change or there are any details relating to your child's wellbeing that change during the year, it would be appreciated if you could inform their Head of House, who will make sure our data is updated. Information may also be updated on Consent2Go.

Student Reports

Academic Reports in the Secondary College are issued three times in a given year. An Interim Report which outlines general academic progress is released at the end of Term 1. A full academic report is issued at the end of both Semester 1 and Semester 2.

Academic Reports are issued online through the College Online Learning Platform and may be accessed to reprint at any stage in the year after they are made available.

Parents/Legal Guardians may request a hard copy of a particular academic report should this be required from the College Curriculum Office once all the reports have been released online.

Emergency Evacuation Plan

In case of an emergency, the alarm siren will sound continuously throughout the College. On hearing the alarm, the teacher will instruct students to evacuate the classroom to a designated evacuation area until further notice. Students are to sit in classes where a roll check will be carried out. Students are to remain in the designated evacuation area until permission to return to the College is given by the Principal, or member of the College Management Team.

Lockdown

In the case of a lockdown, a siren will sound in 5 second intervals for at least one minute. Lockdown requires students to remain in classrooms until given the all clear. Students outside classrooms must make their way to the nearest classroom. Students in the bathroom during lockdown should remain in the bathroom.

Supervision on College Grounds

Secondary school hours are 8.35am to 3.15pm. Students should preferably not arrive at the College until 8.20am unless participating in a scheduled activity, as supervision by Duty teachers does not commence until that time. Students should leave the College at 3.15pm, unless participating in an official after school College activity or club under the direction of a teacher. The Library is open until 4.30pm Monday to Thursday and until 4.00pm on Fridays.

Attendance at after school clubs and activities is voluntary. Attendance at subject clubs is the responsibility of parents/legal guardians. Students will be asked to sign in and out of subject clubs. A student cannot leave early unless they are collected by a parent/legal guardian or provide a note from a parent/legal guardian. If a parent/legal guardian wishes to ascertain whether their child is, in fact, attending a club, contact can be made with the Head of Learning for that subject. After school clubs and activities will generally finish at 4.30pm and students should make their way home at that time, or be collected by parents/legal guardians promptly at 4.30pm. All activities which continue after 4.30pm will be supervised by the teacher in charge. The College does not provide supervision when clubs and activities finish at or after 4.30pm.

For evening events when a student is not accompanied by a parent/legal guardian, or when a sporting team, camp or excursion arrives back at College after 5.00pm, parents/legal guardians are required to be prompt in picking up their children, or authorise them to make their own way home.

College Reception is open until 4.00pm each afternoon and a Head of House is on duty until that time. In addition, a member of the College Management Team is on duty until 5.30pm from Monday to Thursday, and on Fridays until 4.30pm.

Communications Home

Parent/Teacher Interviews

Parents/Legal Guardians may request an interview with their child's Subject or Course teacher at any stage during the year. Parents/Legal Guardians are able to contact class teachers directly through SEQTA DIREQT Message – accessible by logging into the College Learning Management Platform. Teachers may also be contacted by email or by phone. Parents/Legal Guardians wishing to meet with their child's teacher are recommended to contact the teacher directly in order to organise an appointment time that will best suit everyone.

In addition to personal interview requests, formal parent/legal guardians/student/Teacher Interview Evenings are held once a year for each Year Group. Parents/Legal Guardians are advised in advance of these events and bookings can be made online through SEQTA. Individual family logins to book a formal interview are supplied to parents/legal guardians well ahead of the Interview Evenings and the process is also outlined in a 'How to Book an Interview Online' which is sent home early in the year.

Personal Appointments

Parents/Legal Guardians are encouraged to make their own appointments to see their child's teachers or Head of House at any mutually convenient time throughout the year. Parents/Legal Guardians can make an appointment to see their teacher or Head of House after being re-directed through College Reception.

Newsletters

A College Newsletter is published every 3-4 weeks. It regularly contains important information that parents/legal guardians need to know. Please inform the College Reception if there is a change in your contact details or of your email if we do not have your email address.

Correspondence

Letters and pro forma documents are used to communicate information about student behaviour and academic progress. When required, teachers may send emails in order to keep parents/legal guardians informed.

Communication Home

The College will use phone, text messages or emails to contact parents/legal guardians when necessary. A text message will be sent if we are unsure of your child's whereabouts, ie he/she is not in school and we have had no prior notification of this absence. Students who become unwell during the school day are not permitted to contact parents/legal guardians directly. Students will be assessed by Secondary School Nurse and parents/legal guardians will be contacted if appropriate. Students wanting to call home can do so from the House Centre.

SEQTA Learn & SEQTA Engage

Students are expected to check SEQTA Learn, the College Learning Platform, on a daily basis. This is to ensure that students are up to date with current homework, upcoming assessments, additional course content and the release of assessment results.

SEQTA Learn is the main point of contact that teachers have with students after school hours, so it is important to regularly access individual class pages.

Safety Alerts

As information is received by the College, if necessary, the College will notify parents of a safety alert.

Fees and Charges

The College is a not-for-profit organisation, which exists to provide an independent education within the context of the Christian faith. The College relies on income from families in the form of fees, as well as recurrent funding from the State and Commonwealth Governments. A portion of fees each year is used for capital projects.

Please refer to the Lake Joondalup Baptist College website for the current year's fees and charges.

Withdrawing Your Child's Enrolment

If a student is finishing at LJBC, other than at the end of Year 12, the College is to be given 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. Ten weeks' fees will be charged in lieu of notice.

Facilities

LJBC Library

The College Secondary Library is open Monday – Thursday after school until 4.30pm and Friday after school until 4pm.

Students will be signed in at the library and supervised. Students will not be allowed to leave until 4.30pm unless signed out by a parent/legal guardian beforehand.

Canteen

The Canteen is available to Primary and Secondary students. Secondary students have access to purchase breakfast before school, in addition to snacks at recess and lunch at lunchtime. The canteen ascribes to the healthy eating policies and follows the 'traffic light' system of lots of health food in the green zone, a small amount of acceptable food in the orange zone and very limited, if any, food in the bad or red zone.

Assistance is always needed for Canteen duty, and parents/legal guardians can earn PPP hours by contributing their time.

Please contact the Canteen Supervisor on 9300 7409 to register your interest.

Uniform Shop

The Uniform Shop hours can be attained from the College website www.ljbc.wa.edu.au.

Students may not attend the Uniform Shop during class time.

Uniform items may be purchased online at www.flexischools.com.au.

Lockers

Lockers are compulsory for Year 7 students and optional for all other years; however, the College strongly encourages students to make use of them.

Lockers are allocated to students at the beginning of the year. Students will receive information through the Student Notices. Students requiring a locker can obtain one through their Head of House.

Football Academy students have two lockers, one for their books etc and one for their football kits.

Please note:

1. Lockers may only be accessed before school, at recess, lunchtime and after school.
2. Students are asked not to congregate in the locker area.
3. Lockers are to be kept clean and in good order.

Other Information

Travel

Buses

Trans Perth bus services are available to the students. For further details please see the Transit timetable available on www.transperth.wa.gov.au/Timetables or by calling the Trans Perth Info Line on 13 62 13.

Parents/Legal Guardians

Parents/Legal Guardians dropping their children at the College, can either drop them in the 'kiss and drive' to the West of the College, or park in the Arena carpark to drop off and collect their children. The bus bay is not the best place to meet your child at the end of school day.

SmartRider Card

Every student requires a Smart Rider card which must be carried whenever he/she is on campus.

A new card will be issued to all students at the beginning of Year 7 and Year 10. These cards have the capacity to hold information for four purposes. They are for use on public transport; for borrowing resources from the Secondary Library; for identification at the College for exams and for our cashless payment system (*Flexischools*) used to purchase food from the Canteen and items from the Uniform Shop. Contact Flexischools to set up an online account.

The card works like a debit card, since value has to be added to the card before it can be used. Value can be added for transport purposes on buses and at the kiosk at Joondalup Train Station. When a card becomes damaged, lost, or the photograph on it is dated, then a replacement card will be required. There is a cost of replacing a card, which can be paid at the College Library. Generally, replacement cards will take around five days to arrive at the College Library for issuing.

For SmartRider transport issues, contact Transperth on 13 6213 and for Flexischools (canteen and uniform shop purchases) contact 1300 361 769.

Student Parking

Students, if you wish to drive your vehicle (car or scooter) to College

1. You are to park your vehicle in the designated area at the Arena.
2. If leaving the College during school hours, written permission from a parent/legal guardian is required.

Sun Protection and other Healthy Practices

All students are required to wear the College brimmed hat when the UV is above 6 on the College ovals during break times; during outdoor excursions, outdoor class activities, sporting carnivals and Physical Education lessons. During outdoor activities sun screen will be provided, but a rash vest or t-shirt is advised for water activities.

The College oval will be closed during break times when the temperature reaches 38°C, or at times deemed to be necessary.

On Uniform Free days, camps and excursions, clothing must always cover the shoulders and midriff, and tops/shirts with collars are preferred.

Students are encouraged to regularly drink water and, when given permission by the classroom teacher, may take a water bottle into class. Under no circumstances should students drink from each other's water bottles, or wet other members of the College community.

Parent/Legal Guardian Involvement (PPP Program)

Parental/Legal Guardian help is of great importance in any school community. At LJBC, participation in the Parent/Legal Guardian Participation Program (PPP) or payment of a levy in lieu, is a condition of enrolment. Each family is required to contribute a minimum of 10 hours per year, for the period in which their child attends the College from Kindergarten through to Year 11. This is regardless of the number of children attending the College: 1 child = 10 hours, 3 children = 10 hours. There is no maximum, every hour worked is of benefit to the College community. A description of the tasks and an information sheet are circulated to parents/legal guardians, enabling them to contribute in a chosen area of interest or an area of competence.

DISCLAIMER

Dates printed in this document are correct at the time of printing.

The College reserves the right to alter dates as it deems appropriate. Policies and procedures are subject to change.

Any changes will be communicated through an appropriate medium.

